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<b>Policy name</b>	<b>Risk Assessment</b>
<b>Review date</b>	<b>June 2021 (Residential)</b>
<b>Review due</b>	<b>June 2022 (Residential)</b>

In accordance with Charity Commission guidance, Sion College has agreed a risk management policy. The College reviews relevant risks under the following headings: Governance risk, External risk, Regulatory and Compliance risk, Financial risk; and Operational risk.

Amongst the issues which may arise under these risks are the following:

- Governance: membership of the Court, the skills set of its Fellows and Members; succession planning; and the College governing documents.
- External: the influence and reputation of the College; the importance of an effective and well received programme of events.
- Regulatory and Compliance: compliance with governing documents and relevant legislation, including Safeguarding and Data Protection.
- Financial: appropriate financial management and investment policy; keeping within budget.
- Operational: College management and administration; reliance on a single member of staff.

The Court considers many of these risks (whether current or potential) at its regular meetings which are held in most months of the year. In addition, the Court considers all the above risks at a meeting early in the year with a view to preparing a section on risk management for the annual report. If any risk needs further consideration and control, it will be considered at the Court's regular annual residential meeting held in the spring.



<b>Policy name</b>	<b>Investment</b>
<b>Review date</b>	<b>February 2021</b>
<b>Review due</b>	<b>February 2023</b>

The objectives of the policy are to ensure the creation of sufficient income and capital growth to enable the charity to carry out its purposes consistently year by year with due and proper consideration for future needs and the maintenance of and, if possible, enhancement of the value of invested funds while they are retained. Both capital and income may be used at any time for the furtherance of the charity's aims. We observe the Church of England's ethical investment standards.



<b>Policy name</b>	<b>Reserves</b>
<b>Review date</b>	<b>February 2021</b>
<b>Review due</b>	<b>February 2023</b>

It is the policy of the College to maintain unrestricted funds and to produce annually a budget based upon the forecast income. Currently the College projects are short term and the required funds are spent in the budget year with some funds carried forward into future years to fund specific projects. A contingency reserve of six months of expenditure is also included in the annual budget to meet any unforeseen expenditure.



<b>Policy name</b>	<b>Conflict of Interest</b>
<b>Review date</b>	<b>February 2021</b>
<b>Review due</b>	<b>February 2023</b>

**Purpose:**

The purposes of this policy are to protect the integrity of the College’s decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and Court members.

**Principles:**

All staff and members of the Court strive to avoid any conflict of interest between the interests of the College on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest and also includes both financial and material conflicts of interest as well as wider, non financial conflicts of loyalty.

Examples of conflicts of interest include:

1. A Court member who is also a user and who must decide whether fees for users should be increased.
2. A Court member who is related to a member of staff when there is a decision to be taken on staff pay and/or conditions.
3. A Court member who has shares in a business that may be awarded a contract to do work or provide services for the College.

**Procedure:**

Upon appointment, each Court member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually.

In the course of meetings or activities, a Court member will disclose any interests in a transaction or decision where there may be a conflict between the best interests of the College and the member's best interests or a conflict between the best interests of two organisations that the member is involved with.

After disclosure of an interest, the Court member concerned may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other members present at the time.

Any such disclosure, and the subsequent actions taken, will be noted in the minutes.

This policy is meant to supplement good judgment, and Court members and staff should respect its spirit as well as its wording.



<b>Policy name</b>	<b>Banking Mandates</b>
<b>Review date</b>	<b>February 2021</b>
<b>Review due</b>	<b>February 2023</b>

Mandates for banking and investment activities are designed to ensure that there are always sufficient signatories (normally the Treasurer and Honorary Auditors) available for financial transactions to be authorised in the approved way, and in a timely fashion. The Finance Committee reviews mandates regularly and recommends any updates to the Court for authorisation.



<b>Policy name</b>	<b>Expenses</b>
<b>Review date</b>	<b>February 2021</b>
<b>Review due</b>	<b>February 2023</b>

Any authorised individual is entitled to claim for reasonable expenditure undertaken on behalf of the College. Claims should be submitted to the Administrator (and approved by the Honorary Auditors) in the usual way.





<b>Policy name</b>	<b>Gifts and Hospitality</b>
<b>Review date</b>	<b>February 2021</b>
<b>Review due</b>	<b>February 2023</b>

In the event of any member of the Court being offered or receiving any gift, presentation or invitation arising out of service on the Court, but not involving actual representation of the College's interests, the circumstance and value shall be reported to the President or Senior Dean who shall determine whether it may be received or enjoyed. In the event of such invitation or gift exceeding in value £100, it shall be recorded by the Administrator. Care shall be taken that no gift or invitation unduly affects the interests or administration of the College.



<b>Policy name</b>	<b>Staff and Trustee Recruitment</b>
<b>Review date</b>	<b>February 2021</b>
<b>Review due</b>	<b>February 2023</b>

**Purpose and Scope:**

The Administrator and Court members are responsible for ensuring that Sion College is compliant with current legislation and that the College is operating in the best possible way for the benefit of its Fellows and Members. The recruitment and appointment of the Administrator and Court members are vital to ensure the vibrant life of the College.

**Principles:**

Recruitment and appointment must be open, fair, in line with good recruitment principles and must take into account the skills needed for the role.

**Procedure:**

- a) **Staff Recruitment**

**Before recruitment:**

The Court discusses the College’s staffing requirements and delegates the recruitment of staff to the President and two other members of the Court.

**Job Description and Advertising procedure:**

The job description is drawn up by the President in conjunction with the Court members delegated for the task and must include:

- Requirements of the job
- Necessary and desirable criteria for job applicants, i.e. the skills, knowledge and experience required
- A description of the College and its activities
- Job location
- Summary of the Benefits Package offered for the job
- Length of Contract, if not standard hours or short-term
- Details of references required
- Details of how to apply and the deadline for applications.

### **Selection and appointment:**

All applications will be treated confidentially. Candidates are shortlisted on the basis of matching CVs and letters of application against the job description. A record of the shortlisting process is made.

A structured approach is taken for interviews to ensure that all candidates are treated equally and consistently. Questions are planned carefully before the interview to focus on the skills, knowledge and experience required for the job. All candidates are asked the same questions (although it is anticipated that any follow-up questions may be different, depending on the candidates' answers). Answers are scored using a consistent rating system.

### **Pre-employment checks:**

The President is responsible for taking up references and ensuring that the selected candidate has the right to work in the UK and that the necessary safeguarding requirements are fulfilled.

The appointment is confirmed, and the decision relayed to the Court.

### **b) Recruitment of Court Members**

Members of the Court fulfill the role of trustees of Sion College in accordance with the Charities Act 2011 and other relevant legislation.

The Court is elected by the Fellows at the Annual General Meeting. The Court affirms that this should be a transparent process, and that any Fellow may stand for election provided that they are eligible to be a trustee in accordance with the Charities Act 2011 and such other legislation as may be in force from time to time. All Court members shall complete and sign a declaration to that effect.



<b>Policy name</b>	<b>Staff Management</b>
<b>Review date</b>	<b>February 2021</b>
<b>Review due</b>	<b>February 2023</b>

**Purpose and Scope:** Bearing in mind that the President of Sion College is elected annually, it is important that the Court should be mindful of the management of staff.

**Principles:** The Court has in mind the need to comply with employment legislation and to ensure maximum consistency in line-management.

**Procedure:** The President sends to the Administrator on appointment a Statement of the Principal Terms and Conditions of Employment, which will include Disciplinary and Grievance Rules and Procedures.

The President line manages the Administrator. Care must be taken to ensure a smooth handover between Presidents following the AGM.

The main annual performance management meeting with the Administrator takes place in January. A shorter, light touch meeting is held in July. Those attending those meetings, together with the Administrator, are as follows:

- January meeting: President and Senior Dean, with a Lay Fellow
- July meeting: President and Immediate Past President, with a Lay Fellow

This means that each Court member plays a part in four performance management meetings: once as Senior Dean, twice as President and once as Immediate Past President. The Lay Fellow brings consistency.

Any issues relating to performance management, including whether the Court needs to consider changes in the way it operates, are brought to the next Court meeting.



<b>Policy name</b>	<b>Staff Pensions</b>
<b>Review date</b>	<b>February 2021</b>
<b>Review due</b>	<b>February 2023</b>

Employees of the College are entitled to remuneration for services rendered to the College. Their terms of employment must comply with all employment legislation in force at that time, including contributions to a pension scheme.

The Administrator is the Pensions Manager. The Court agrees the pensions contribution which forms part of the terms of employment.



<b>Policy name</b>	<b>Data Protection</b>
<b>Review date</b>	<b>February 2021</b>
<b>Review due</b>	<b>February 2023</b>

### **Purpose and Scope**

Sion College needs to keep certain information on its Fellows and Members to carry out its day to day activities, to meet its objectives and to comply with legal obligations. The College is committed to ensuring that any personal data will be dealt with in line with the General Data Protection Regulations (GDPR) 2018. To comply with the law, personal information will be collected and used fairly, with the correct consents, stored safely and not disclosed to any other person unlawfully. The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. This document also highlights key data protection procedures within the organisation. This policy covers staff and Court Members.

### **Principles and Definitions**

In line with GDPR requirements, the College will ensure that personal data:

- b) is processed lawfully, fairly and transparently,
- c) is only used for a specific processing purpose that the data subject has been made aware of and no other without further consent,
- d) is adequate, relevant and limited. i.e. only the minimum amount of data should be kept for specific processing,
- e) is accurate and where necessary kept up to date,
- f) is not stored for longer than is necessary, and storage is safe and secure, and
- g) is processed in a manner that ensures appropriate security and protection.

The definition of 'Processing' is obtaining, using, holding, amending, disclosing, destroying and deleting personal data. This includes some paper-based personal data as well as that kept in electronic form.

Members of Staff and Court members will be asked to confirm that they have read and understood the College's Data Protection policy.

The College holds records for Members and Fellows in both paper-based and electronic forms. All Fellows and Members will be advised of the Data Protection Policy pertinent to them and asked to sign a Declaration confirming their consent to the holding of their personal and sensitive personal data and the purposes for which it is held. The data held is likely to include names, dates of birth, occupation and place of work, addresses, information concerning food preferences and in some circumstances medical and financial information.



<b>Policy name</b>	<b>Event Oversubscription</b>
<b>Review date</b>	<b>February 2021</b>
<b>Review due</b>	<b>February 2023</b>

**Purpose and Scope:** There has been an increase in attendance at Sion College events, with more events being oversubscribed. This policy sets out the criteria used to offer places or to put people on the reserve list.

**Principles:** The Court strives to ensure that it acts fairly and transparently when allocating places at events. New Fellows and Members are given priority, as are Fellows and Members who may have a particular role relevant to an event.

**Procedure:** The Administrator maintains a secure database of Fellows and Members, which is subject to GDPR. The database records the number of applicants, the places offered, any cancellations and any reserves. When allocating places at events, the Administrator uses a formula which indicates whose turn it may be to be placed on the reserve list. Subject to the principles set out above, this formula determines who will be offered a place, and who will go on the reserve list.





<b>Policy name</b>	<b>Digital and Email</b>
<b>Review date</b>	<b>February 2021</b>
<b>Review due</b>	<b>February 2023</b>

### **Purpose of website and social media**

The purpose of the Sion College website and its presence in social media are as follows:

- To respond to enquiries and requests for help
- To share blog posts, articles and other content created by the College
- To share insightful articles, videos, media and other content relevant to the College, but created by others
- To provide followers with an insight into what goes on at Sion College.

### **Inappropriate content and uses**

Sion College social media accounts must not be used to share or spread inappropriate content, or to take part in any activities that could bring the College into disrepute. When sharing an interesting an article, blog post or piece of content, those posting the material should always review the content thoroughly, and should not post a link based solely on a headline.

The College will only engage reputable website operators with whom the College has agreed a contract.

## **Email use**

Users of the College email system must not:

- open email attachments from unknown sources, in case they contain a virus, Trojan, spyware or other malware, or
- disable security or email scanning software.

Staff members must always consider the security of the College's systems and data when using email.

## **Inappropriate email content and use**

The College email system must not be used to send or store inappropriate content or materials.

Users must not:

- Write or send emails that might be defamatory, raise safeguarding concerns or incur liability for the College.
- Create or distribute any inappropriate content or material via email.
- Use email for any illegal or criminal activities.
- Send offensive or harassing emails to others.
- Send messages or material that could damage Sion College's image or reputation.

Inappropriate content includes (but is not limited to): pornography, racial or religious slurs, gender-specific comments, information encouraging criminal skills or terrorism, or materials relating to cults, gambling and illegal drugs.

This definition of inappropriate content or material also covers any text, images or other media that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

## **Website and Social Media**

Notes on updating the Sion College website and engaging in social media:

- **If unsure, don't post it.** Staff and Court members should err on the side of caution when posting to social networks
- **Be thoughtful and polite.** Many social media users have got into trouble simply by failing to observe basic good manners online. Staff and Court members should adopt the same level of courtesy used when communicating via email.
- **Look out for security threats.** Staff and Court members should be on guard for social engineering and phishing attempts.
- **Handle complex queries via other channels.** Social networks are not a good place to resolve complicated enquiries and other issues.
- **Don't escalate things.** It's easy to post a quick response to a contentious status update and then regret it. Employees should always take the time to think before responding and hold back if they are in any doubt at all.



<b>Policy name</b>	<b>Safeguarding</b>
<b>Review date</b>	<b>February 2021</b>
<b>Review due</b>	<b>February 2022</b>

### **Sion College’s Commitment to Safeguarding**

Sion College is a charity that exists to provide learning and fellowship for its Fellows and Members through events which may include adults at risk and from time to time include children. The College is committed to safeguarding children, young people and adults at risk of abuse or neglect so that they can take part safely in any of the College’s activities to which they are invited. Sion College is committed to putting in place arrangements which include:

- Procedures to prevent, identify, respond and report concerns
- Codes of safe practice
- Safer recruitment procedures
- **Equality of treatment, taking account of differential needs and capacity**

Sion College’s trustees and staff will act together in a coordinated and supported manner, being alert to and making timely responses to any concerns. The College Safeguarding Officer will ensure the operational implementation of the College’s safeguarding policies, **seeking** specialist support and advice **from relevant Diocesan safeguarding teams and Local Area Designated Officers**

### **Policy Statement**

Sion College is committed to facilitating an environment in which all its Fellows and Members and their guests enjoy learning and fellowship, including through participation in the Events programme. The College recognises that, at times, those participating in events could include children, young people and adults at risk of abuse or neglect. Abuse and mistreatment in any form, **including bullying**, is entirely contrary to Scripture and the

Church's teaching. The Court of Sion College is committed to ensuring that the dignity and value of every person is respected in all of the College's activities. It will ensure the safeguarding and protection of all children, young people and adults when they are at risk and maintain a culture of 'informed vigilance' and actions towards safeguarding everyone.

The Court will seek to fulfil this commitment through:

- ensuring that the College's policies and practices incorporate the principles of the Church of England's:
  - **Parish Safeguarding Handbook 2019**  
(<https://www.churchofengland.org/sites/default/files/2019-03/Parish%20Safeguarding%20Handbook%20March%202019.pdf> )
  - (covering Safeguarding incidents in a parish and reporting abuse by Church Officers)
  - House of Bishops' safeguarding children policy (Protecting All God's Children, 2010)
    - House of Bishops' safeguarding adults policy (Promoting a Safer Church, 2006)
    - National Practice Guidance: Responding to Serious Safeguarding Situations and Risk Assessment for Individuals who may pose risk to children or adults 2017.
  - **And such other advice and guidance as is issued from time to time to which clergy must have due regard pursuant to s.5 Clergy Discipline Measure 2016<sup>i</sup>**
  - [www.churchofengland.org/safeguarding/policy-and-practice-guidance](http://www.churchofengland.org/safeguarding/policy-and-practice-guidance) and
  - [www.churchofengland.org/safeguarding/promoting-safer-church](http://www.churchofengland.org/safeguarding/promoting-safer-church)
- exercising proper care in the selection, appointment, training and support of the College's trustees and staff, including the use of Disclosure and Barring Service (DBS) disclosures and making appropriate referrals to the Disclosure and Barring Service
- responding without delay to concerns and complaints regarding actual or potential harm or mistreatment
- cooperating with and seeking the engagement of professionals necessary to ensure proper safeguards
- the provision of appropriate support and safe supervision at its activities both to those who have experienced abuse and those who have abused others
- considering a report on safeguarding matters at least twice a year

### **Guiding Principles**

The principles below will guide all elements of safeguarding activity at Sion College:

- timely safeguarding action
- involvement of others on a need to know basis only
- prevention and the early identification and management of actual or potential risks – being aware that it is better to take action before harm occurs

- discharging duties to the highest level of Christian behavior
- active commitment of all in keeping College events safe.

### **Safeguarding Procedures**

Concerns about children, young people and adults at risk will be diligently and promptly responded to according to the College's procedures, informed by the Church of England's guidance, recognising the sensitivity it may hold for those involved. Where there is a concern, this should be reported to the appropriate person (the College Safeguarding Officer or Court Safeguarding Lead) or advice sought (from the CCPAS 24 hour helpline) immediately where possible, but at least within 24 hours.

Fellows, Members and staff of Sion College will be asked to disclose whether there are any safeguarding concerns related to them and to grant permission for this disclosure to be checked with the appropriate Diocesan Safeguarding Officer. Where concerns are raised these will usually be managed through a Safeguarding Agreement.

### **Roles and Responsibilities**

#### **COURT OF SION COLLEGE**

The Court of Sion College holds ultimate responsibility for safeguarding policy and its implementation. It takes into account General Synod guidance and best practice identified by the National Safeguarding Team in Church House in providing a structure to ensure proper safeguarding arrangements for the College. It appoints a Safeguarding Officer to coordinate the operational management of all aspects of safeguarding and work to the national Practice Guidance.

#### **COURT SAFEGUARDING LEAD (CSL)**

The Court designates one of its members, the CSL, to exercise general oversight of all safeguarding policy and its implementation in its behalf. The CSL works closely with the College Safeguarding Officer to ensure that consistent and up-to-date standards and implementation of safeguarding policy and practice are in place at all times. The CSL oversees any individual Safeguarding Agreements made to ensure that College events remain a safe environment.

#### **COLLEGE SAFEGUARDING OFFICER (CSO)**

The CSO is responsible for ensuring that the College's safeguarding policy and procedures are up-to-date, and are being effectively implemented through the provision of specialist advice, support, training and monitoring. The CSO is responsible for the co-ordination of the response to any concerns about a child, young person, or vulnerable adult, or the behaviour of an adult who may pose a risk to vulnerable people. The CSO's role is to recommend the necessary measures are taken and that concerns and measures are reported appropriately to the statutory agencies, to Diocesan Safeguarding Officer(s) and to the Court.

**The contact details for the CSL and CSO shall be made readily available so that Fellows and Members are aware of whom to report in respect of safeguarding concerns or complaints and any concerns raised with Court members shall be reported to the CSL or CSO at the earliest opportunity, preferably by the person raising the concern or by the Court member with whom the concern is first raised**

## **Responding to concerns or allegations**

Where any person connected with Sion College becomes aware of a suspicion or concern about possible or potential abuse they should inform the CSO. If the subject of concern is in immediate need of medical treatment or protection the ambulance service or the police should **also** be contacted (for example when injuries have been received needing urgent medical intervention or there is a belief that their safety and welfare will be endangered if they return to their home or living arrangements).

If there are concerns or allegations that a College Fellow or Member or any of their guests at a college event, has:

- behaved in a way that has harmed, or may have harmed, a child or adult at risk
- possibly committed a criminal offence against, or related to, a child or adult at risk
- **Or indicates a risk to a child or children or adult in their care**

these should be directed immediately to the CSO who will report the matter to the relevant DSA in the case of a church officer and co-operate with the referrals to statutory agencies required or advised by the DSA. These concerns will normally also be reported to the CSL within 48 hours. A referral must be made to the police and/or local authority where it appears that a criminal offence has occurred against a child or adult at risk and **to the local authority if concerns are raised of a risk of harm to a child or adult in their care**

## **Summary of Duties under this Policy:**

### **The Court's Duties are to:**

- Establish a safeguarding policy;
- Appoint a Safeguarding Officer (CSO) and Safeguarding Lead (CSL);
- Receive safeguarding reports every 6 months
- Review the safeguarding policy at least annually and in line with the development of statutory law, the safeguarding policy of the national church and any specific advice from Church or statutory safeguarding authorities

### **The Duties of the CSO are to:**

- Respond to safeguarding concerns occurring or alleged to have occurred at a Sion College event or events
- Make or cause to be made safeguarding reports and referrals and
- Ensure the implementation of advice from DSA and/or statutory agencies
- Inform the Court via the CSL
- Implement other operational aspects of the safeguarding policy including keeping safeguarding records,

### **The Duties of the CSL are to:**

- Oversee the implementation of safeguarding policies including reporting duties
- Keep the Court informed of any safeguarding issues and support the CSO
- Oversee communications issues arising from any safeguarding incidents or concerns and make any serious incidents reports required to the Charity Commission
- Ensure the implementation and review of any Safeguarding Agreements

### **The Duties of Fellows and Members are to:**

- Respond to safeguarding concerns at Sion events by reporting them to the CSO
- Co-operate with the making of referrals to DSAs and statutory agencies about incidents/concerns occurring at Sion events
- Make direct referrals to the relevant DSA and statutory authorities in respect of any disclosures made or concerns raised not related to a Sion College event

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Note: Policy and practice guidance

**All the policy and practice guidance on this page has been approved by the House of Bishops and must, where relevant, be followed by all Church Bodies\* and Church Officers\*\*.**

Please note under section 5 of the Safeguarding and Clergy Discipline Measure 2016\*\*\* all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs **must have 'due regard'** to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action.

*\*Church Bodies includes PCCs, diocesan bodies, cathedrals, religious communities, theological training institutions and the National Church Institutions. This policy will apply to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications). There is also an expectation that the policy will apply to the Channel Islands and Sodor and Man unless there is specific local legislation in a jurisdiction that would prevent adoption.*

*\*\*A "Church Officer" is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.*

*\*\*\*The Safeguarding and Clergy Discipline Measure 2016 applies to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications), with the exception of the Channel Islands and Sodor and Man. In order to extend the 2016 Measure to the Channel Islands or Sodor and Man legislation will need to be passed by the relevant island jurisdictions in accordance with section 12 of that Measure*



<b>Policy name</b>	<b>Code of Conduct</b>
<b>Review date</b>	<b>February 2021</b>
<b>Review due</b>	<b>February 2023</b>

**Purpose and Scope:** To set a standard for conduct across the College and provide a benchmark for the investigation and evaluation of complaints. Whilst all policies are available to Members and Fellows on request or via the website, this Code of Conduct shall be sent to all Members and Fellows so that they are aware of its content and purpose.

### **CODE OF CONDUCT:**

The principles below have been developed in order to preserve the objects of the College to promote learning and fellowship and to enable that fellowship to remain amicable, whilst encouraging a breadth of perspective and opinion. The Code is framed so as to address concerns and complaints that have occurred in practice; it is reviewed regularly and is open to comment and development as need arises or feedback from Fellows and Members suggests is appropriate.

Any complaints concerning the conduct of Fellows, Members, Court Members and staff (in their role as a participant in the College as opposed to their role as Trustee or Employee) shall be dealt with as detailed in this Code of Conduct.

### **Principles:**

#### 1) Conduct Generally:

All Members and Fellows of Sion College (save for the Lay Fellows) are clergy and are therefore reminded that they are bound by the Guidelines for the Professional Conduct of the Clergy (<https://www.churchofengland.org/more/policy-and-thinking/guidelines-professional-conduct-clergy/guidelines-professional-conduct>), which may also be referred to in assessing any complaints about conduct.



## 2) Safeguarding Matters:

Complaints of conduct that raise safeguarding concerns (eg sexual harassment, violent or abusive behavior) shall be dealt with under the College Safeguarding Policy which is available on the College website or on request from the Administrator. That policy also makes clear that, in the case of those who hold a licence to officiate in any capacity, safeguarding concerns will be raised with the safeguarding team of the Diocese or Dioceses in which such licence is held.

## 3) Respectful Debate:

Sion College exists to promote fellowship and learning amongst Members and Fellows of the College, which includes the development of healthy and learned debate.

Members and Fellows are drawn from different Dioceses, backgrounds and perspectives in the Church and accordingly at any one time are likely to hold differing – and often deeply held - opinions about a range of matters, theological and otherwise.

Healthy debate across these differences is encouraged, as is listening, respect and awareness of language, avoiding aggressive, patronising, discriminatory or otherwise offensive responses, bearing in mind that Sion College is an inclusive organisation holding to high standards of equality and diversity.

Speakers are often the catalyst of the debate and discussion; therefore similarly respectful conduct is due to our speakers; they are our guests. There are always opportunities to ask questions of, and engage in discussion with, the speaker. Steps will be taken to address any heckling or other disruption of the speaker or of anyone asking a question of the speaker.

Inevitably in such debate there may be sensitivities that are not readily apparent and may feel offensive to the hearer in ways that were not intended by the speaker or writer. In such situations Members and Fellows are invited to raise any such grievances at the time with the person concerned and be open to explanation and apology.

However, if matters cannot be resolved between the participants concerned, the matter may be referred to a member of the Court to investigate. In resolving such complaints, the general approach will be to seek mediation and, if appropriate, an apology.

However, in the case of repeated offensive behavior or a situation that cannot be resolved by mediation, sanctions such as restricting attendance at events may be considered.

In the case of behaviour that raises safeguarding concerns or meets the standard for criminal prosecution (eg racially abusive conduct), sanctions will include deprivation of membership or in the case of Fellows, refusal of access to events.

## 4) Alcohol:

Whilst alcohol is served at Sion College events, it must be born in mind that the purpose of the charity is education and the support of the clergy. Members and Fellows are therefore encouraged to drink sensibly and not encourage behaviour that could lead to alcohol-fueled incidents or other concerns that could bring themselves or the College into disrepute. Members and Fellows are also reminded of the law concerning drink driving.

## 5) Dress Code and Event Specific Conduct

A number of venues at which Sion College events are held require those attending to observe particular standards or codes concerning dress, photography, the use of electronic devices and similar matters. In addition, some Speaker events may require the observance of Chatham House Rules or other codes of confidentiality.

For events and venues where specific rules or codes of conduct apply, relevant information will be included in the publicity for the event, with a reminder in the instructions to those allocated a place to attend the event.

Any Members or Fellows not complying with the relevant event specific requirements may be required to change, amend their behavior or in default of being able to do so may be refused entry.

The Court has resolved that the recording of College events in any form is not permitted.



<b>Policy name</b>	<b>Complaints</b>
<b>Review date</b>	<b>February 2021</b>
<b>Review due</b>	<b>February 2023</b>

**Purpose and Scope:** Sion College aims to provide its Fellows and Members with the best possible service. However, there may be occasions where Fellows or Members feel that the quality or level of service provided falls short of what they could reasonably expect. For complaints raising safeguarding concerns see the Safeguarding Policy. For complaints concerning the conduct of other Fellows and Members see the Code of Conduct policy

**Principles:** The Court aims to address any complaints swiftly and impartially.

**Procedure:**

**Stage 1: Informal**

The Court values the continued goodwill of College Fellows and Members and expects to resolve any day to day difficulties or complaints informally and as quickly as possible. In the first instance the Court expects a Fellow or Member to raise any complaint directly with the Court member or member of staff concerned.

**Stage 2: Formal**

The more formal procedure outlined below is intended for use by Fellows or Members where informal communication has not resolved the problem.

- A complaint should be made by letter to the President, marked 'confidential', who will acknowledge receipt in writing within ten working days.
- If the complaint is about the President, the complaint should be addressed to the Senior Dean marked 'confidential'.

- The President will investigate the circumstances leading to the complaint and will communicate the results of the investigation to the complainant within a reasonable time – normally within 20 working days of the complaint being received.
- If the complaint is found to be justified, the President will agree any necessary further action with the complainant.
- The complainant will have the right – if dissatisfied with the results of the enquiry – to put their case, in writing, to an appeal panel of three Court members.
- If the appeal is found to be justified, the appeal panel will agree any necessary further action with the complainant.
- If the complainant is dissatisfied with the findings of the appeal panel, they may address their complaint to the Visitor.

The President will keep the Court informed of the number and nature of complaints, and the outcomes and will report to the Court on this at least annually.

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