**A Checklist for Churches/Trustees/Management Committees Employing Workers**

**Employment and Management**

Is there:

* A Job Description and Person Specification?
* A Contract of Employment (including Policies & Procedures)?
* A Supervisor for the worker from the Management Committee/Church Council?
* A planned induction process?
* Provision for support from a person outside the Management Committee? (Workers are often in isolated and vulnerable positions.)?
* A plan to meet the worker’s training needs?

**Policies**

Are the following key policies in place:

* Disciplinary & Grievance?
* Health and Safety?
* Equal Opportunities?
* Protection of Children and Vulnerable Adults?
* Complaints?
* Volunteers?
* Lone workers?
* Whistleblowing?

**Finance and Records**

Are the following systems set up:

* Arrangements for paying the salary and pension?
* Financial accountability and management: budgeting, reports, audit, accounts?
* Data Protection?
* Insurance: Employers liability/public liability?
* Record keeping: personnel, finance, users, committee meetings?
* Fundraising strategy?
* Office and Work Space

**Has the worker:**

* A work space?
* Appropriate equipment?
* Mobile phone (if necessary)?
* Keys?
* Diary?
* Notification of arrangements for sickness, claiming expenses etc?

**More Good Practice**

* Are users and volunteers represented on the Steering Group/Management Committee?
* Have you identified the training needs of trustees/Management Committee/Church Council in relation to management and good employment practice?
* How will you seek the views of users about the quality of your activities?
* Have you monitoring and evaluation systems in place?
* Is your worker linked into local networks?