

## House of Bishops

### Policy on Granting Permission to Officiate

Approved by the House of Bishops Delegation Committee July 2018

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### **1. Introduction and status of the policy**

- 1.1 The House of Bishops has committed itself to applying this policy when granting clergy permission to officiate (PTO).
- 1.2 Clergy with PTO play a vital and sometimes unsung part in the Church's mission. Their ministry is largely unstructured, and varies enormously. But, in order to preserve the flexibility that is its hallmark, there does need to be an agreed structure and framework within which permission to officiate operates. In particular, it is necessary to ensure that: -
  - the process for agreeing and reviewing PTO is carried out in accordance with the House of Bishops' Safer Recruitment: Practice Guidance;
  - PTO clergy receive appropriate pastoral support, and are not asked to do more than they are willing or able to provide;
  - appropriate use is made of their talents;
  - their ministry is properly acknowledged and affirmed and supported.
- 1.3 Some of this policy (especially paragraphs 4.5-4.28) represents the application of the existing practice guidance (particularly that on safer recruitment) to clergy on PTO. That guidance is covered by section 5 of the Safeguarding and Clergy Discipline Measure 2016, which requires all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs to have 'due regard' to safeguarding guidance issued by the House of Bishops. This means that they are required to follow that guidance 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.

- 1.4 Other parts of this policy refer to the Canons and other statutory requirements, which also must be followed.
- 1.5 Where provisions of this policy should be considered mandatory – either because they reflect legal requirements or provisions of the guidance referred to in paragraph 1.3 – the language used reflects that with words such as *must* or *required* being used. Other parts of the policy are recommended as good practice and are referred to as *recommendations* or by use of the word *should*.
- 1.6 Finally, there are parts of the policy that suggest how the policy could be implemented in a diocese. In these cases, the word *may* is used.

## 2. What is PTO?

- 2.1 Canon C 8 of the Canons of the Church of England provides that a minister duly ordained as priest or deacon (referred to as a cleric throughout this policy) may officiate in any place only after he or she has received authority to do so from the diocesan bishop in which that place is situated.
- 2.2 The diocesan bishop<sup>1</sup> confers such authority on a minister either by:
  - instituting the minister to a benefice;
  - admitting the minister to serve within the diocese by licence and seal; or
  - giving the minister written PTO within the diocese.
- 2.3 This is subject to an important proviso which confers authority on the minister with cure of souls, without reference to the bishop, to invite a minister who s/he is satisfied “is of good life and standing”, and who has authority to officiate in the same diocese or another diocese of the Church of England, to minister in his/her church for a period of not more than 7 days within a period of 3 months<sup>2</sup>.
- 2.4 It is unlawful for a member of the clergy to officiate (which includes preaching) without the requisite authority. Any member of the clergy who does so, and any minister who permits another member of the clergy to do so, would be committing misconduct and liable to proceedings under the Clergy Discipline Measure.
- 2.5 Permission to officiate enables clergy who are not otherwise authorised to officiate to do so when invited to do so by the minister having the cure of souls (or the churchwardens and area dean in a vacancy) in the diocese (or part of the diocese: see paragraph 4.29) in

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<sup>1</sup> Permission to officiate is granted by the diocesan bishop, or, where that function has been formally delegated by the diocesan, by a suffragan bishop serving in the diocese. Provincial Episcopal Visitors can recommend to a diocesan bishop that permission to officiate be given, but the relevant safeguarding checks – along with the final decision – must be made by the diocesan bishop.

<sup>2</sup> See Canon C 8.2(a).

respect of which the permission has been granted<sup>3</sup>. It is the Bishop who is responsible for issuing PTO regardless of what other networks or staffing arrangements for clergy with PTO may exist in the diocese (which may vary widely from diocese to diocese)

2.6 The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Safer recruitment practice is an essential part of the Church of England's approach to safeguarding. The House of Bishops is therefore committed to safely appointing and supporting all those (including clerics with PTO) with any responsibility related to children, young people and vulnerable adults within the Church, and ensuring that appropriate training is provided and that no-one whose training is not up to date is allowed to engage in ministry.

2.7 As clergy with PTO are engaging in ministry that will bring them into contact with children, young people and vulnerable adults, bishops must follow the House of Bishops' Safer Recruitment guidance (see para 1.3 of this policy) when granting PTO and ensure that: -

- an application form for permission to officiate is completed (see Annex 3 for an example);
- if the cleric is remaining in the diocese, the Blue File and DSA are consulted and, if the cleric is not known to the bishop, references are obtained;
- a Clergy Current Status letter (CCSL) is obtained if the cleric is coming from another diocese);
- a confidential declaration is obtained;
- an enhanced DBS check with barring information is carried out unless the cleric is remaining in the same diocese and already has a valid check;
- an interview takes place if new to the diocese;
- Clergy with PTO complete appropriate safeguarding training, which must be refreshed every 3 years;
- an induction takes place if new to the diocese, along with an introduction to safeguarding policies and procedures and a review of training needs
- appropriate arrangements are made for the oversight of all clergy with PTO, which may be done by designating a person (often a relevant incumbent or priest in charge) (see 4.32-.35) to be responsible for each cleric with PTO.

2.8 In addition, Bishops should ensure that

- PTO is issued for a fixed term, and a review is carried out before renewal, which must be subject to obtaining enhanced criminal record checks
- complete lists of clergy with PTO within their dioceses are maintained;

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<sup>3</sup> Strictly speaking, clergy licensed or beneficed to a benefice or parish in the diocese do not automatically have permission to officiate elsewhere in the diocese, and may therefore only officiate on the invitation of the minister having the cure of souls for a period of not more than 7 days within 3 months without reference to the Bishop, although the minister with the cure of souls is still required to check that they have authority to officiate first. It is hoped that an amending Canon, remitted to the Revision Committee at the February 2017 Group of Sessions, will, in due course, provide for clergy licensed or beneficed in the diocese automatically to have the Bishop's permission to officiate throughout that diocese.

- there is a record of when DBS checks need to be renewed and further safeguarding training undertaken for all clergy to whom they have given PTO;
- details of any changes are provided to the National Church Institutions so that they can maintain a complete and up to date national register of clergy with PTO.

2.9 In order to ensure that the oversight of clergy with PTO is properly carried out, the bishop will want to put in place arrangements for complying with these requirements, supporting the ministry of clergy with PTO and giving them appropriate opportunity to use their talents effectively to support the mission of the diocese.

2.10 In granting PTO, bishops should be aware of the following.

- They should not give PTO unless they are confident about the cleric's ability to officiate and are happy to recommend him or her to clergy in the diocese.
- PTO should not be granted where a licence is more appropriate.
- PTO may be granted to a cleric in more than one diocese, and they should keep a record of any other dioceses where PTO has been granted.
- PTO is not granted as of right, however senior or experienced the cleric may be.
- PTO should not be restricted by attempting to exclude children or vulnerable adults from someone's ministry. However, PTO may be restricted by geographical area (for example to a parish or deanery).
- PTO should not be suspended, but must be withdrawn, whilst investigations are carried out into any allegations made against a cleric in line with *House of Bishops Responding to, Assessing and Managing Safeguarding concerns or allegations against church officers practice guidance*.
- It is a criminal offence for an individual who is barred from working with vulnerable groups to apply for a regulated activity role (including PTO) and it is a criminal offence for an organisation to appoint a barred person to a regulated activity (including PTO).
- The conditions for PTO for retired clergy will be different from those for clergy of working age. (See further section 9 on PTO in retirement)

2.11 It important to ensure that clergy with PTO are fully aware that

- PTO is required for preaching, presiding at the Eucharist and taking the Occasional Offices;
- ministry under PTO requires the permission of the incumbent or priest in charge of the relevant parish (or in a vacancy, the area dean and churchwardens);
- PTO depends on holding an up to date DBS check and is only valid for as long as the DBS check remains in force;
- PTO is subject to carrying out safeguarding training and keeping this training up to date;
- they must work in accordance with *the House of Bishops Safeguarding Policy and Practice guidance* and report any safeguarding concerns or allegations to the DSA in line with House of Bishops guidance
- PTO is held entirely at the bishop's discretion and may be withdrawn by the bishop at any time, and without any right of appeal;

- clergy on PTO should agree mutual expectations about their ministry with someone designated by the Bishop and review these expectations in the light of changing circumstances or when an application is made for renewal of PTO;
- they may be required to complete a return providing brief details of the ministry they have exercised;
- the Clergy Discipline Measure applies to all clergy, however their ministry is authorised, and continues to apply even when they are no longer active in their ministry.

2.12 Clergy must check that someone has the relevant authority before inviting them to minister in their parish.

### **3 When is PTO appropriate?**

(i) *Who should be given PTO?*

3.1 Forms of ministry that usually require permission to officiate include:

- a) Occasional duties, for example preaching, providing cover during temporary absence, and presiding at the Eucharist,
- b) performing the Occasional Offices;
- c) substituting during a vacancy;
- d) covering a period of authorised absence (such as sabbatical, maternity leave or sick leave).

3.2 Clergy should not normally be invited to exercise the following forms of ministry unless they have a current permission to officiate (or are beneficed or licensed):

- a) spiritual direction, mentoring or work consultation (e.g. a retired cleric with experience of church schools can be of considerable help to an incumbent coming new to this specialised area);
- b) conducting retreats or quiet days;
- c) acting as an outside consultant/teacher/facilitator for parishes (e.g. for PCC away days, stewardship campaigns, Lent groups and house groups);
- d) participating in missions, staffing CMD and ordination courses, or participating as a peer reviewer in MDR;
- e) representing the diocese or the Church of England on various bodies or visits (e.g. an overseas diocese linked with the diocese, a charity, or a secular organisation), and drafting papers.

3.3 Clergy who are granted PTO are often, but not always, retired stipendiary clergy. Some may have retired from self-supporting ministry or from other walks of life, but would like to continue to have a ministry so far as they are able to. See section 9 on PTO in retirement. However, not all clergy with PTO are retired. Examples where it might be appropriate to grant PTO to someone who has not retired include:

- someone in good standing who has left parochial ministry in order to take employment outside the Church, but who wishes to continue to offer help with the Occasional Offices;
- a cleric who requires a period of staged return to ministry following past difficulties; or
- a cleric who is licensed in one diocese but who may have occasion to minister regularly in another diocese<sup>4</sup>, such as someone who is a representative for a Church Mission agency<sup>5</sup>.

3.4 If a cleric is carrying out a ministry subject to an employment contract (for example, as chaplain or DDO), he or she will need a licence rather than PTO<sup>6</sup>. However, clergy who are carrying out an employed role that does not require a licence (because it is one that does not need an ordained person) will need to be given PTO to enable them to exercise a ministry.

3.5 Clergy are required to retire from office at 70, and, if they wish to continue to exercise a ministry in retirement, would normally then be given PTO<sup>7</sup>.

(ii) *Licences as an alternative to PTO*

3.6 Whether a cleric with PTO is understood as operating mainly in one parish or across the deanery, area, or diocese is something that varies between dioceses. This policy guidance will, therefore, need to be applied to suit the particular diocesan policy framework. See further section 4.29-31 on geographical restrictions.

3.7 With the exception of beneficed clergy, the Bishop gives clergy authority to minister either by a licence or by permission to officiate. Whether to give a licence or permission to officiate will be, to some extent, a matter of judgement. In many cases, however, it will be fairly clear: for example, where a house and/or stipend is provided for the better performance of the duties, permission to officiate is never appropriate: a licence is required.

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<sup>4</sup> Occasional ministry in another diocese is likely to be covered by Canon C 8.2(a).

<sup>5</sup> If a PTO is granted to anyone who has ministered overseas, additional checks need to be made. These are outlined in section 2.10 of *Safer Recruitment Practice Guidance*. See also paragraph 4.28

<sup>6</sup> Although clergy exercising ministry under an employment contract hold a licence from the bishop in order to carry out their ministry, which means that they come under the Terms of Service Measure, Regulation 2 provides that, where an office holder carries out his or her duties exclusively under a contract of employment, the terms of service regulations will not apply. This is done in order to avoid any clash between the provisions of the Regulations and the employment contract. If they are a chaplain, this licence will need to be issued under section 2 of the Extra-Parochial Ministry Measure 1967 so that they do not need to obtain the consent of the relevant incumbent to carry out their ministry.

<sup>7</sup>In exceptional cases, it may be desirable for someone to remain in full time ministry after reaching 70, and continue to hold a licensed or beneficed office. See the guidance issued by the Archbishops' Council on clergy over 70 at [https://www.churchofengland.org/sites/default/files/2017-10/ac-age-limit-measure-guidance-for-website-october-2017\\_0.pdf](https://www.churchofengland.org/sites/default/files/2017-10/ac-age-limit-measure-guidance-for-website-october-2017_0.pdf)

- 3.8 If the cleric's ministry is centred on one benefice and the cleric is to be regarded as an integral part of the ministry team, it may be more appropriate for him or her to be given a licence, rather than PTO, even if he or she only officiates once or twice a month. If, on the other hand, he or she officiates, or takes Occasional Offices, all over the deanery or diocese as needed (or only provides cover or occasional help when the need arises in one parish, without being an integral part of the ministry team) then a PTO will be more appropriate.
- 3.9 Whether a cleric is given a licence or permission to officiate, the extent of his or her engagement in ministry will vary. Whatever arrangements are put in place need to reflect this, and avoid being too top heavy or inflexible, whilst conforming to best safeguarding practice. The important point is to be aware of the legal implications before deciding whether to issue a licence or give PTO. The legal implications are summarised below and are recorded in more detail at Annex 1.
- Clergy with a licence have all the entitlements and obligations conferred by the (Ecclesiastical Offices) Terms of Service Measure and Regulations: they must participate in MDR and CMD and (whether stipendiary or not) report all absence that lasts longer than 7 days resulting from sickness. They are subject to the capability procedure. They must be issued with a statement of particulars, and may only be removed from office in the circumstances set out in the statement. They are likely to have specific duties that their office requires them to carry out. Unless they come into one of the categories of fixed term minister allowed by Regulation 29, a licence will be open-ended until retirement age. After retirement age, clergy may also be appointed to offices on a fixed term basis, but only for a fixed term after the bishop has issued the appropriate direction.
  - By contrast, permission to officiate is granted and held at the will of the diocesan bishop and may be withdrawn at any time. Those who have it may only exercise their ministry at the invitation of the relevant incumbent or priest in charge. Any role they have in a parish should not be of a kind that requires detailed description: if a detailed description is required, then the cleric should be issued with a licence. However, when a cleric is on PTO, it is desirable to clarify mutual expectations with the incumbent/priest in charge through an exchange of letters, and to keep this under regular review. The role of a cleric with PTO in a parish will be subject to review if there is a change in incumbent or priest in charge.

#### **4 The process of granting PTO**

- 4.1 Clergy are in roles with substantial contact with children and vulnerable adults, whether they are on a licence or PTO. When bishops grant clergy PTO, they are thus required to do so in line with Safer Recruitment principles. This will include an enhanced DBS check with barring, although this is only a small part of the process, and the majority of those who may pose a risk will not have a criminal conviction.
- 4.2 The overall process for giving PTO is summarised in the table below. For further details about the process for granting PTO, see the flow chart at Annex 7. Whether or not the



cleric is moving to a new diocese, the elements will be largely the same, although the safeguarding checks will be different in the latter case.

(i) Exit interview (ii) Completing an application form for PTO	
(iii) Safeguarding checks (a) in a diocese where someone has already ministered (1) Bishop checks with the DSA, identifies any issues and checks the Blue File (2) If DBS check is still valid, it is not necessary to carry this out (3) Other Safeguarding checks: including confidential declaration (4) Further safeguarding training is not required unless it is due.	(iii) Safeguarding checks (b) in a new diocese (1) Cleric completes a Confidential Declaration and applies for a DBS check (2) Bishop of sending diocese completes CCSL and provides and episcopal reference after reviewing the Blue File and checking with the DSA (3) Entry interview with a member of the bishop's staff or area dean (4) After PTO is approved, but before it is granted, an induction into diocesan safeguarding policies and procedures, and any safeguarding refresher training.
(iv) Bishop assesses suitability of applicant for PTO (v) Bishop agrees the scope of the PTO role and any geographical restrictions (vi) Bishop designates someone to be responsible for the ministry of cleric granted PTO (vii) Cleric agrees mutual expectations with Designated Responsible Person (viii) Bishop issues PTO (ix) Bishop reviews Blue File (if received from another diocese)	

(i) *Exit interview*

4.3 The Bishop should ensure that an exit interview takes place whenever clergy leave the diocese, or retire from stipendiary office and remain in their own diocese. This needs to be done in good time before they leave their office, in order to

- thank the cleric for their contribution to the mission and ministry of the diocese;
- explain how the process of requesting PTO works and the need to complete an application form in good time if the cleric wishes to be able to officiate (see Annex 3);
- discuss future plans and what kind of ministry the cleric might have (or not) if the cleric is remaining in the same diocese and wishes to continue to exercise a ministry;

- if so, explore whether he or she is interested in a ministry beyond the deanery, and is willing to travel to parishes in neighbouring deaneries, or is willing to assist in any other capacity (such as being available for occasional one-off tasks or projects, for example, mentoring, carrying out investigations or finding out what is going on in a parish on behalf of the Bishop, or providing temporary cover during sickness or a vacancy);
- if the cleric is going to retire from office, ask if he or she is willing to share their contact details and the fact that they have applied for PTO in the diocese with the retirement officer of the relevant diocese and other people in the diocese to which they are going to retire to enable them to welcome them and make contact when they arrive.

(ii) *Completing an application form*

4.4 Clergy wanting PTO should complete an application form. See Annex 3 for an example. PTO needs to be in place if someone is to officiate. It will, therefore, be necessary for a cleric to apply for PTO in good time before retirement, and for this to be pointed out to the cleric at the exit interview (see (i) above).

(iii) *Safeguarding checks*

4.5 The process for these will be different depending on whether the PTO applied for is in the diocese where the cleric has carried out his or ministry.

(a) *Where clergy are applying for PTO in their own diocese*

(1) *Identifying issues and checking the Blue File*

4.6 Before granting PTO, it is important to identify any relevant issues. The bishop may be aware of these anyway, but, where the cleric already holds an appointment in the diocese, must check the Blue File. The Bishop should also check with the Diocesan Safeguarding Advisor(DSA) whether there are any safeguarding concerns that may not have been recorded on the file. If the bishop has any concerns – whether about safeguarding or other matters – he or she should obtain further information and advice, as necessary, for example by consulting the DSA or checking with the cleric’s area dean or the relevant archdeacon whether there are any issues<sup>8</sup>. If the bishop does not know the applicant sufficiently well, or considers that there is not enough information on the Blue file, for the bishop to be confident about issuing PTO, then references should be obtained from the area dean and a lay person in the parish where the cleric last ministered.

(2) *Other checks*

4.7 Clergy who are applying for PTO in the same diocese where they have ministered are not required to have a new Disclosure and Barring Service (DBS) check, if they already have a current DBS check, unless they are nearing the end of the period covered in the DBS check. This is in line with the DBS Portability guidance in the *Safer Recruitment Practice Guidance*.

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<sup>8</sup> Paragraph 18 of the ER & CSSL Guidance Notes are also applicable here: ‘*Safeguarding concerns could relate (but are not limited) to the protection of children, young people and vulnerable adults from physical, emotional and/or sexual abuse, neglect or domestic violence. Even when the police have decided not to pursue an investigation, or the Crown Prosecution Service has declined to prosecute, any potential risk should still be assessed. If there is any relevant history, the Bishop should consult the Diocesan Safeguarding Adviser before completing Part B’.*

- 4.8 However, clergy will need to complete a confidential declaration form when they apply for PTO. See annex 3.
- 4.9 PTO should not be granted on condition that required training (for example, a refresher course in safeguarding) is completed. If safeguarding training is up to date, clergy do not need to undertake a refresher simply because they are moving from holding an office to PTO, if that training is not immediately required.
- 4.10 There is no need for the bishop to provide a Clergy Current Status Letter (CCSL) if the cleric is remaining in the same diocese.
- 4.11 If it is decided not to grant PTO, see section 6 on refusing, withdrawing, or not renewing PTO.

*(b) Clergy seeking PTO in a new diocese*

*(1) CCSL: and episcopal reference*

- 4.12 Where PTO is being applied for in a new diocese the following safer recruitment checks need to be carried out: -
- asking the cleric to complete a Confidential Declaration covering criminal and disciplinary matters see <https://www.churchofengland.org/sites/default/files/2017-12/NST%20Confidential%20Declaration%20Form%20August%202017.docx>.
  - arranging for an Enhanced criminal records check with barring declaration.
- 4.13 As the cleric is seeking PTO in a new diocese, the bishop of the 'accepting' diocese needs to obtain a Clergy Current Status Letter (CCSL) and episcopal reference from the bishop of the 'sending' diocese before permission to officiate is granted. If the bishop of the 'accepting' diocese, does not consider the episcopal reference is sufficiently detailed for the bishop to be confident about issuing PTO, the bishop should obtain further references.
- 4.14 The Episcopal Reference and Clergy Current Status Letter Guidance notes require the bishop signing them to carry out a review of the cleric's Blue File, including any safeguarding and disciplinary files for additional information, as required, to identify any information that is material to the person's ministry<sup>9</sup>. The diocesan bishop of the 'sending' diocese should then
- provide a reference that includes any information that is material to the person's ministry;
  - complete a questionnaire covering finance, safeguarding and criminal or other misdemeanours;

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<sup>9</sup> Paragraph 18 of the ER & CCSL Guidance Notes provides as follows: '*Safeguarding concerns could relate (but are not limited) to the protection of children, young people and vulnerable adults from physical, emotional and/or sexual abuse, neglect or domestic violence. Even when the police have decided not to pursue an investigation, or the Crown Prosecution Service has declined to prosecute, any potential risk should still be assessed. If there is any relevant history, the Bishop should consult the Diocesan Safeguarding Adviser before completing Part B*'. Any concerns identified should be addressed in the answers to questions 5, 6, 7, and 8 of the CCSL

- supplement the CCSL with a check for any relevant information on the Archbishops' List.
- If the 'sending' bishop does not consider that he or she knows the applicant sufficiently well to be able to provide a reference, or does not consider that there is enough information to be able to provide a meaningful reference, the bishop should obtain references from the area dean and a lay person in the parish where the cleric last ministered.

*(2) Transfer of Blue File*

- 4.15 The Blue File should move to the new diocese at the point of the cleric being granted a licence or permission to officiate in that diocese, unless the cleric is retaining PTO in the existing diocese and expecting that the greater part of his or her ministry will be in their existing diocese. The Bishop should review the cleric's Blue File, once received, and obtain further references if the review raises any concerns. If the cleric holds a licence or PTO concurrently in more than one diocese, there should be only one Blue File, which should be held in the diocese where the greater part of his or her ministry is exercised<sup>10</sup>.

*(3) Entry Interview*

- 4.16 Where a cleric is moving to a new diocese, the Bishop should ensure that he or she has an 'entry' interview. This will again provide an opportunity to discuss similar issues to those in the exit interview, that is
- how the process of requesting PTO works and the need to complete an application form (see Annex 3), a Confidential Declaration covering criminal and disciplinary matters and to undertake enhanced criminal record checks
  - future plans for ministry
  - any particular skills or experience that could support the mission of the receiving diocese;
  - when further safeguarding training is required (see section 5 on safeguarding training); and
  - the need to consent to have personal data shared with the retirement officer of the relevant diocese, so that pastoral and other support can be provided.
- 4.17 Where new to the diocese, clergy applying for PTO must have an induction including an introduction to diocesan safeguarding policies and procedures. It will also be necessary to review their safeguarding training needs, in order to establish whether their transferable training is up to date. This diocesan induction will need to happen after the bishop has made the decision to grant the PTO to the applicant but before the PTO is granted. This will mean that diocesan induction will only be provided to those approved for a PTO, but it will need to be undertaken by successful applicants before the PTO itself is granted.

*(c) Overseas applicants*

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<sup>10</sup> See the House of Bishops' guidance on Personal Files relating to Clergy (May 2018) paras 86 and 888.

4.18 Where clergy have served overseas, additional checks apply. These are outlined in section 2.10 of safer recruitment. See below

Overseas applicants. If a candidate/applicant etc. for a position that is eligible for a DBS check is coming from overseas who, either has never lived in the UK or spent a period of time (i.e. lived abroad), the person making the appointment should request an additional check and ask the applicant to obtain criminality information (also known as a certificate of good conduct/character) from his/her relevant embassy/high commission (or police force). This means that in addition to the DBS check, the candidate/applicant must seek this additional check to cover the time he/she spent abroad. (Further advice can be found on the Home Office website). <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

*(d) Individuals who may pose a risk*

- 4.19 The Practice Guidance also states (at 2.3) that those recruiting paid and volunteer positions must have a policy statement on the recruitment of ex-offenders, so that applicants who are ex-offenders are clear how they will be treated, and recommends the sample policy statement produced by the DBS.<sup>11</sup>
- 4.20 Clergy are in roles with substantial contact with children and vulnerable adults, whether they are on a licence or PTO. Consequently, an enhanced DBS check with barring information is required. The existence of a criminal record will not necessarily prevent a person from being granted PTO. However, it will do so if the nature of any matters revealed is considered to place a child and / or an adult experiencing, or at risk of, abuse or neglect at risk. For instance, a conviction for a child sexual abuse offence would prevent the granting of PTO. See 4.24 below.
- 4.21 Where a cleric is barred by the DBS from working with children and/or vulnerable adults, the cleric is liable to a penalty of removal from office or prohibition from occupying office. A cleric who is barred must not be given permission to officiate as such a person may not lawfully engage in regulated activity.
- 4.22 If there are any safeguarding allegations or concerns revealed (particularly where there had been convictions for offences in connection with child sex abuse, domestic abuse or findings of fact in civil proceedings) such as:
- in a blemished DBS check,
  - in the confidential declaration,
  - after a review of the Blue File,
  - after a review of a safeguarding case file,
  - by any other relevant checks,

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<sup>11</sup>The DBS Code of Practice issued under section 122 of the Police Act 1997 states that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed. The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders, a copy of which can be given to DBS applicants at the outset of the process for obtaining a disclosure. For further details, see the notes accompanying the confidential declaration form at <https://www.churchofengland.org/sites/default/files/2017-12/NST%20Confidential%20Declaration%20Form%20August%202017.docx>.

advice must be sought from both the Diocesan Safeguarding Adviser and the diocesan registrar, before deciding whether to grant PTO. The DSA will assess the safeguarding risk and make a recommendation concerning the suitability of the individual. See 4.24 below.

- 4.23 Where a cleric has been the subject of a criminal investigation for offences relating to children or vulnerable adults that did not result in a conviction, again the bishop must consult the diocesan safeguarding adviser and the diocesan registrar before deciding whether to grant PTO. The DSA will assess the safeguarding risk and make a recommendation concerning the suitability of the individual.
- 4.24 PTO must always be refused or withdrawn if there have been substantiated concerns or allegations in relation to child or adult abuse, for example when
- there has been a finding of criminal guilt or acceptance of a caution;
  - there has been a finding of fact as part of civil proceedings, or an unequivocal admission in the context of a civil settlement;
  - allegations have been found proven in disciplinary proceedings, for example under the Clergy Discipline Measure 2003 (or its predecessors);
  - a cleric has been prohibited and/or barred from work with children and/or vulnerable adults
  - a family court has made a finding of fact that a cleric has caused significant harm to a child and/or vulnerable adult, or when a cleric has had any such court made an order against them on the basis of any finding or allegation that any child and/or vulnerable adult was at risk of significant harm
  - there had been a statutory and/or church investigation, including a risk assessment, in line with Responding Guidance, that evidenced the safeguarding concerns had been substantiated and there was an ongoing risk to children or adults.
- 4.25 See section 6 on refusing, withdrawing, or not renewing PTO.

*For all PTO applications*

*(iv) Assessing suitability*

- 4.26 PTO is the bishop's indication that someone is fit to minister. Clergy need to be able to have a reasonable degree of confidence about using someone with the Bishop's PTO on an occasional basis, without the need to carry out further checks of their own.
- 4.27 Granting PTO should, therefore, not be a formality. Nor is it simply a matter of ensuring that the appropriate safeguarding checks have been carried out. PTO should not be granted if the bishop does not consider someone is capable of exercising a ministry. See section 5 on refusing, withdrawing or not renewing PTO.
- 4.28 Granting PTO, however, does not necessarily imply that cleric is able to take a role of responsibility in a parish; merely that he or she is able to officiate and to carry out related duties, for example to preside and preach, provide pastoral support, and take the Occasional Offices to an adequate standard.

(v) *Agreeing the scope of the role to be carried out under PTO*

*Geographical Restrictions*

4.29 PTO must never be restricted by attempting to exclude children or vulnerable adults from someone's ministry, as all clergy with PTO need to be able to work with children and vulnerable adults. PTO is normally given so that it covers the whole diocese. However, that need not necessarily be the case. PTO can cover a parish, a BMO, a deanery or an archdeaconry or episcopal area.

4.30 In exceptional circumstances, particular geographical restrictions may be appropriate (for example, if a cleric is not granted PTO in a parish or benefice, where he or she has held office, other than by express invitation from the current incumbent or priest in charge, or if someone's ministry is confined to a particular parish or deanery on an experimental basis after a break from ministry to see if he or she might be able to return to ministry). However, if it proves necessary to extend a PTO in order to enable the cleric to officiate more widely, then a further PTO will need to be issued.

4.31 Any geographical restrictions would need to be recorded in the bishop's letter of permission and made known to the relevant archdeacon, area/rural dean, and clergy and churchwardens of the relevant parish. A signal indicating that there is a restriction should be put against the priest's name in the national register and in any diocesan list so that clergy are aware that they need to check with the area dean about the extent of the restriction before inviting them to minister.

(vi) *Designating a person to be responsible for the ministry of the cleric with PTO*

4.32 The Bishop is responsible for ensuring oversight of all clergy with PTO. This may be done by designating a specific person for every cleric with permission to officiate, who has responsibility for their ministry. If the ministry of the cleric with PTO is confined largely to one parish or deanery, it may be appropriate for the incumbent/priest in charge of the parish, where the cleric with PTO lives, or worships and carries out his or her ministry, to be designated as the responsible person. It is for the Bishop to decide how the oversight of clergy with PTO is carried out.

4.33 In many dioceses, the ministry of a cleric on PTO is not located in a particular place. In these cases, it may be more suitable for some other person than the incumbent/priest in charge of the parish where they live, to act as the designated responsible person such as

- the area/rural dean;
- a member of the bishop's staff team;
- the bishop's chaplain;
- the retirement officer in the diocese;
- someone else specifically appointed by the bishop.

4.34 A designated responsible person may, if the Bishop so decides,

- meet the cleric with PTO and agree expectations of the work that he/she will do;
- review these expectations regularly;

- discuss the ministry carried out by the cleric with PTO regularly;
- ensure that a written record of the ministry provided by the cleric with PTO is sent to the bishop, along with any change in the expectations, to be placed on the Blue File;
- either recommend, where appropriate, and subject to the relevant safeguarding checks, that the bishop renews the PTO when the current term is due to expire, or explain to the bishop why he or she does not consider that the PTO should be renewed;
- ensure that the bishop is kept informed about any issues or health problems, particularly where the cleric with PTO might require additional pastoral support, or it might be necessary to consider withdrawing PTO.

4.35 The bishop should keep up to date records of who the designated responsible person is, and must ensure that, someone (possibly the area dean) is carrying out this role during a vacancy in the parish where the cleric with PTO ministers, which may be a time that a cleric with PTO is having to provide more assistance in a parish (see 4.45).

*(vii) Drawing up the PTO*

*Length of PTO*

- 4.36 PTO is generally granted for a fixed term of no longer than 5 years. A review should take place before the PTO is renewed.
- 4.37 Clergy need to be clear that they will not be able to minister beyond the period for which their DBS check is valid. Bishops should, therefore, be issuing PTO for a period that aligns with DBS renewal periods.
- 4.38 The DBS process will need to start in good time (at least four months) before the term of the PTO expires.
- 4.39 The Safer Recruitment Practice Guidance makes it clear that all Church Officers – which includes clergy with PTO – must have a clear job or role description which sets out what tasks the applicant will do. In the case of clergy with PTO, this will comprise:
- a) A largely generic statement that will apply to all clergy with PTO in the diocese, and which will remind clergy of the legal and other requirements that go with permission to officiate, and set out practice in the diocese around matters such as fees and the Occasional Offices (see Annex 4)
  - b) It may also comprise a set of non-binding expectations about the kind of ministry the cleric with PTO will provide, agreed between the cleric with PTO and the designated responsible officer, and reviewed regularly. (See Annex 5)

*(a) Generic diocesan role descriptions*

- 4.40 A generic diocesan role description must be drawn up and agreed for all clergy with PTO in the diocese. This may include
- information on whether payment for pastoral services may be claimed<sup>12</sup>;

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<sup>12</sup> See Archbishops' Council Guidance on parochial fees reissued in February 2014.



- the processes for claiming such remuneration and the importance of declarations to HMRC;
- the requirement to liaise with the relevant incumbent/priest in charge when exercising a ministry;
- working in accordance with *the House of Bishops Safeguarding Policy and Practice guidance*
- reporting any safeguarding concerns or allegations to the DSA in line with House of Bishops guidance
- access to CMD relevant to the ministry being exercised;
- the requirement to participate in safeguarding training;
- arrangements for review/renewal of PTO, which will be linked to DBS check;
- relationships with rural/area dean; and
- other matters as a diocese may think useful such as the Guidelines on the Professional conduct of the clergy
- any geographical restrictions on permission
- the name of the designated responsible person.

*(b) Agreed statements of expectations*

- 4.41 If someone has formal responsibilities in a parish, he or she would probably be on a licence. However, where someone with a PTO offers to help out regularly in a particular parish, but not to the extent that would justify their being given a licence even if their duties are informal and occasional, it will generally be helpful, for the incumbent or priest in charge and the cleric with PTO to have agreed what is expected of the cleric with PTO
- 4.42 The incumbent or priest in charge should, therefore, clarify with the cleric with PTO, in writing their mutual expectations about the extent and nature of the assistance that the cleric on PTO will provide. See Annex 5 for an example.
- 4.43 It is important to emphasise that these agreed statements of expectations are not binding or long-term commitments, but expressions of intention that articulate the ministry that the cleric is currently able to provide and what the parish needs. The nature of what someone is willing or able to offer may change over time, as may the circumstances of the parish and the use it can make of someone's ministry. It is therefore entirely possible for the cleric with PTO or the designated responsible person to ask for a change at any time. The statements of expectation should therefore be amended at any time.
- 4.44 These expectations may change, as a cleric becomes older and is no longer able to do as much as he or she used to be able to do. Once a cleric reaches the age of 80, it may be more appropriate for their PTO to be reviewed every year to assess whether they are still capable of exercising ministry effectively.
- 4.45 The expectations may also change when an incumbent or priest in charge leaves the parish (see 4.35) if the cleric is willing to provide additional cover and support to the parish during the vacancy. In these circumstances it may be necessary to designate the area dean as the responsible person and ensure that the cleric with PTO is kept informed on progress with filling the vacancy. Nor should it be assumed that he or she will necessarily be happy to continue in this role indefinitely, particularly if the interregnum is protracted.

## **5. Safeguarding training**

5.1 The Safeguarding Training and Development Practice Guidance states that:

For those holding permission to officiate, the Bishop granting permission should determine the level of training required in consultation with the DSA; for those whose ministry will be active, C3 is the required module, for those for whom PTO will rarely be used it may be more practicable for C1 to be completed

5.2 The Practice Guidance also states that where the Bishop exercises discretion to require C1 rather than C3, this must be recorded in the Blue File, and be monitored by the diocese. This partial exemption should only be made in exceptional circumstances. See paragraphs 9.7-9.8 and Annex 8 where a template form for recording exemptions is provided.

5.3 The practice guidance also states that this module should be refreshed every three years by a revised C5 module.

5.4 This training is portable, and a refresher is not required, provided that training is up to date, whether someone is applying for PTO in a new diocese or moving from holding an office to PTO in the same diocese on retirement from stipendiary ministry. Even when training is up to date, a diocesan induction will be required (see paragraphs 4.16 and 4.17) when someone is moving to a new diocese.

5.5 Failure to participate in safeguarding training is a disciplinary offence and a reason for withdrawing PTO.

## **6. Refusing, withdrawing or not renewing PTO**

6.1 Safeguarding concerns are a reason for refusing or withdrawing or not renewing PTO. See paragraph 4.24.

6.2 The diocesan bishop is not expressly required to give a reason for withdrawing PTO, although it should not be done without good reason.

6.3 There is no right of appeal against a withdrawal or refusal or non-renewal of PTO, but the cleric should be given an opportunity to put the case for why the PTO should be continued, granted or renewed.

6.4 The reason for the refusal, withdrawal or non-renewal should be recorded on the Blue File. The cleric will have the right to make a subject access request and see the Blue File including the reason for the refusal, withdrawal or non-renewal, although this will not include any information about third parties.

6.5 Bishops must ensure that the NCIs are informed of any withdrawals or non-renewals of PTO so that the national register of clergy with PTO can be updated.

6.6 The Bishop should check with the National Register of clergy with PTO whether the cleric has PTO elsewhere and inform the relevant Bishops that PTO has been refused, withdrawn or not renewed.

*(i) Refusing PTO*

- 6.7 It is usual (subject to safeguarding checks) to give PTO to a cleric in retirement. However, the bishop should not give PTO to a cleric unless he or she is confident about his or her ability to officiate, and is happy to recommend him or her to clergy in the diocese. If there are any concerns, the Bishop should consult the DSA, area deans, archdeacons and churchwardens as appropriate.
- 6.8 If the cleric does not live in, or just outside, the diocese, or is not a regular visitor<sup>13</sup>, the Bishop should also be satisfied that there is a good reason for giving PTO. Where a cleric already has PTO in several dioceses, it may be appropriate to ask whether it is really needed.

*(ii) Withdrawing PTO*

- 6.9 Before withdrawing PTO, it would normally be appropriate to discuss the situation with the designated responsible person.
- 6.10 Appropriate reasons for withdrawing PTO (in addition to those already mentioned at paragraph 4.24) include:
- the designated responsible person does not consider that they are capable of exercising a ministry;
  - the cleric is now too frail to be able to preside at the Eucharist;
  - following an initial risk assessment if safeguarding concerns or allegations (in line with the practice guidance on responding) have been identified in situations where suspension would otherwise be the usual response<sup>14</sup>;
  - following an allegation of abuse in a cleric's past ministry pending the police investigation<sup>15</sup>;
  - failure to comply with House of Bishops' Policy Guidance on safeguarding children and vulnerable adults, including failure to participate in safeguarding training. (NB All clergy who have authority to officiate are required by section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have 'due regard' to House of Bishops' safeguarding guidance.)

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<sup>13</sup> Canon C8.2 provides for the clergy who have the Bishop's authority to minister in one diocese to minister outside that diocese on the invitation of a minister having the cure of souls for a period of not more than 7 days within 3 months without reference to the Bishop provided that the minister with the cure of souls has checked that the cleric has the necessary authority from his or her own bishop.

<sup>14</sup> Serious Incident Reporting Guidance is being drafted, which may, when approved, require that safeguarding concerns or allegations that warrant the withdrawal of PTO are reported to the Charity Commission as a safeguarding Serious Incident.

<sup>15</sup> This would also be a reason not to renew following a safeguarding concern or allegation when the outcome of a statutory and/or church investigation is that the concern/allegation has been substantiated and that there is ongoing risk.

- following a change of incumbent or priest in charge, who is not willing for the cleric to continue to exercise a ministry in that parish<sup>16</sup>;
- if the cleric has been causing difficulties pastorally and is hindering the regular ministry in a parish.

6.11 If the circumstances that led to the withdrawal of PTO change, then it may be possible to offer PTO again.

*(iii) not renewing PTO*

6.12 Reasons for non-renewal may well be the same as those for withdrawing PTO. Non-renewal would only happen after a review and usually on the recommendation of the designated responsible person.

6.13 If someone is no longer able to exercise a ministry or has not done so recently, was, this could suggest that their PTO needed to be reviewed annually from now on, or should not be renewed. In these cases, bishops may wish to ask the designated person whether they need to discuss with the cleric whose PTO is needing to be reviewed whether her or she is still capable of exercising an active ministry and whether PTO remains appropriate. Sometimes, the cleric may still be able to preach even if he or she is too frail to preside at the Eucharist. In this case they would still require PTO, but the statement of agreed expectations would record what the incumbent or priest in charge had given them permission to do.

6.14 It would be usual to discuss withdrawal of PTO with the cleric and with the designated responsible person and ensure that appropriate pastoral care is provided.

6.15 If circumstances change, PTO may be reoffered.

*(iv) Suspending PTO*

6.16 There is no provision for the suspension of PTO. The diocesan bishop can simply withdraw the permission in circumstances where suspension from the exercise of ministry would otherwise be appropriate.

6.17 If circumstances change, then PTO may be reoffered.

*(v) List of clergy refused PTO or whose PTO has been withdrawn*

6.18 When a diocesan bishop retires or leaves the diocese, the diocesan safeguarding team are responsible for writing a confidential report on state of Safeguarding in the diocese on behalf of the outgoing bishop for his or her successor. This report should contain a list of those clergy who have had PTO refused or withdrawn, and details of any soft or low-level information about those with licences or PTO, so that the new bishop is fully briefed.

## **7. Reviewing PTO**

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<sup>16</sup> In these cases, it may be appropriate to consider whether the priest with PTO might have a ministry elsewhere.

- 7.1 PTO should always be reviewed in the light of changing circumstances before being renewed.
- 7.2 All clergy with PTO, even if their duties are light and irregular, should have a regular review of their ministry with the designated responsible person. This will involve a brief discussion of the ministry carried out by the cleric with PTO.
- 7.3 Other matters for discussion might include whether the cleric with PTO
- has talents and capacity that are currently not being used
  - should be given a licence, rather than PTO, if he or she has become an integral part of the ministry team with regular duties in the parish<sup>17</sup>
  - might be willing to carry out additional duties, either in the deanery or for the diocese, particularly if these are temporary and the commitment is not permanent
  - needs to consider varying, or reducing, what he or she is able to offer or whether a transition to retirement from active ministry should be considered, for example if the cleric is in poor health
  - has any particular training needs (including refreshing of safeguarding training every 3 years)
  - is having to take a more active role in the parish during an interregnum and needs to be kept informed about the appointments process
  - will need to apply for a DBS renewal shortly in order to continue exercising a ministry.
- 7.4 This review need not be time consuming or extensive, particularly if there is no change to the agreed expectations.

#### Change of incumbent or priest in charge

- 7.5 Those with permission to officiate may only do so at the invitation of the incumbent or priest in charge. When, therefore, there is a change of incumbent or priest in charge in a parish, he or she will need to discuss the nature of the ministry to be carried out by the cleric with PTO. This procedure will need to be carried out with sensitivity. Often the cleric with PTO will have worked hard in the parish during the vacancy, and the new incumbent/priest in charge and area dean should acknowledge this.

#### Ministerial returns

- 7.6 It is suggested that, as part of the review, a ministerial return should be completed and be sent to the bishop to go on the Blue File. This may be done annually, or at the time of the DBS check, or (at the very least) before a PTO is reviewed prior to renewal.

## 8. Renewing PTO

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<sup>17</sup> The bishop will need to issue a direction and have regard to guidance issued by the Archbishop's Council before giving a licence to anyone over 70.

- 8.1 PTO is granted subject to DBS clearance. It is currently the policy to require DBS checks to be renewed at least every 5 years.
- 8.2 PTO must only be granted or renewed after a satisfactory DBS certificate has been received and examined<sup>18</sup>, and must not be granted for a period which exceeds the period for which the DBS check is valid.
- 8.3 Clergy need to reapply for PTO before their term runs out. The PTO will expire unless a formal letter of extension is obtained following an application to renew.
- 8.4 The designated responsible person (usually, the Incumbent/Priest-in-Charge (Area Dean if in interregnum)) should countersign the form.
- 8.5 The bishop should consult the area/rural dean and relevant Incumbent/Priest-in-Charge before renewing PTO.
- 8.6 If the agreed expectations have not been recently reviewed, it might be helpful to review them before PTO is renewed.
- 8.6 Following a review, it will not always be appropriate to renew PTO, if, for example, the cleric is no longer physically capable of presiding at the Eucharist. The designated responsible person will need to raise this sensitively with the cleric with PTO and make the appropriate recommendation to the Bishop.
- 8.7 Once clergy with PTO reach the age of 80, it is suggested that they should be informed that they can apply for renewal on a twelve-month basis, and that the Bishop will be particularly concerned to ensure that PTO extends only to clergy whom the Bishop feels are still capable of exercising ministry effectively.

## **9. PTO in retirement**

- 9.1 As stated above, not all clergy with PTO are retired. However, many are, whether they stay in the same diocese or move to another diocese in retirement. Retired clergy are a huge resource which needs to be supported and developed.
- 9.2 It is important to encourage clergy to plan in good time for their retirement, which will involve finding a place to live and moving to a new house, and applying for PTO if they wish to exercise a ministry in retirement. For further details see Annex 2.
- 9.3 Clergy moving from one diocese to another may find it helpful if they encourage the old diocese to inform the new diocese about their move, and arrange for the new diocese to inform the priest in charge or incumbent of their parish and retirement officer that a clergyperson who has applied for PTO has moved into their parish. This will enable the area/rural dean and the incumbent or priest in charge of the parish where the cleric lives to meet the cleric and welcome him or her to the deanery, when he or she moves into his or her retirement home.

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<sup>18</sup> If the disclosure does reveal any relevant information, the bishop should seek advice from the diocesan safeguarding officer and the diocesan registrar.

- 9.4 A degree of planning is also required around exercising a ministry in retirement. Clergy should be made aware that they must have PTO if they are to exercise any ministry in retirement, even on an occasional basis. Many clergy will wish to be able to preside and preach as soon as they have retired. They will, therefore, need to apply for PTO well before they have retired, and to have met the incumbent or priest in charge of the parish where they are intending to worship to discuss what sort of ministry they might have.
- 9.5 Other clergy may prefer to wait until they have moved to a new house before applying for PTO. However, obtaining PTO, especially if they have moved to a new diocese, will take some time and they will be unable to exercise any ministry at all until the safeguarding checks have been completed and the bishop has granted them PTO. Clergy need to bear this in mind when planning for retirement. In some cases, a delay in being given PTO might not be a problem, if they may wish to take a break on retirement and not carry out any duties at all for 6 months. This will give themselves time to adjust to retirement, build links with local clergy and people in the deanery and diocese, and develop a clearer picture of where they might wish to help and where their help may be required.
- 9.6 Expectations of the ministry the priest will have in retirement should be agreed with the designated responsible person, who will usually be the incumbent or priest in charge. These can then be reviewed and updated as the retired cleric's ministry changes and develops.

#### *Safeguarding training in retirement*

- 9.7 As well as DBS checks, all clergy on PTO will need to carry out appropriate safeguarding training, including refresher training every 3 years.
- 9.8 The House of Bishops Training and Development Practice Guidance (2017) states at 3.4 that "There may be some extenuating circumstances in which bishops may wish to exercise a degree of discretion in implementing the requirements for training, for example with clergy who because of infirmity never exercise their permission to officiate. The Bishop should seek the advice of the Diocesan Safeguarding Adviser prior to giving discretion. If the PTO is being exercised – no matter how limited the circumstances – there remains a requirement for training, but it may be that C1 is a more appropriate level than C3. Where such discretion is exercised, the bishop should record it in the blue file of any clergyperson or the appropriate record of lay ministers." 9.9 This should only be used in exceptional circumstances. These partial exemptions must be recorded in the Blue File and monitored. Annex 8 offers a recording template.

### **10. Supporting clergy on PTO and maintaining them in ministry**

- 10.1 The contribution made by clergy with PTO to the mission and ministry of the Church is significant. It therefore needs to be acknowledged and properly supported. Clergy with PTO often have a huge reservoir of knowledge and experience, and it can be very helpful to be able to make use of retired clergy when parishes need additional help on a short-term basis.
- 10.2 Bishops need to find a way of

- ensuring that the necessary safeguarding checks are carried out and paperwork is done, including placing relevant copies on the Blue File;
- arranging for clergy with PTO to be supported pastorally;
- providing full opportunity for clergy on PTO to make use of their talents in support of the mission of the diocese in a way that is compatible with either being retired or working in some other full-time capacity.
- producing a regular report to the House of Bishops, when requested, on how the relevant safeguarding arrangements are applied in the diocese to clergy who are exercising a ministry through PTO.

## **11. Recording PTO, record keeping, and Blue Files**

### *Recording PTO*

- 11.1 Bishops will need to make arrangements for maintaining and keeping up to date a list of all clergy to whom the bishop has given permission or other authority to officiate in the diocese. As well as a list of names, it will also be necessary for Bishop's office to record the following information:
- the date from which the PTO was valid, and the date when it expires
  - the period for which the DBS check is valid and when it expires;
  - when further safeguarding training is required.

### *Blue Files*

- 11.2 Information that will need to be retained on the Blue File (or maintained on another file if the Blue File is retained in another diocese) may include
- details of the relevant skills and experience that the cleric has to offer and the sort of one-off assistance (if any) that he or she might be willing to provide;
  - any ministerial returns (see Annex 6) providing brief details of the ministry that the cleric has undertaken in the diocese (including services taken and the Occasional Offices carried out);
  - details of the mutually agreed expectations, which should be reviewed regularly to see if they need amendment;
  - the name and contact details of the designated responsible person (usually, but not always, the incumbent or priest in charge of the parish where they are resident or worshipping);
  - details of the appropriate level of safeguarding training when it has been agreed with the DSA that C3 training is not required because the cleric's ministry is not active (see paragraph 9.8).
- 11.3 Lists of clergy currently holding PTO should be sent twice a year to area/rural deans, so that they have access to names and contact details for when they need to arrange cover.

### *National Register*

- 11.4 In accordance with the recommendation in the Gibb Report, it has been agreed to set up a national on-line register of all clergy who have the bishop's authority to minister (whether on PTO, or licensed, or beneficed). It will, therefore, be necessary to provide the following



details of clergy to whom PTO has been given to the National Church Institutions on a regular basis<sup>19</sup>:

- Name
- Date PTO begins and ends
- A signal that indicates the existence of any geographical restriction.

- 11.5 The NCIs must also be informed as soon as possible of any changes to PTO including when it is withdrawn, renewed or not renewed, so that the national online register can be kept up to date.
- 11.6 Regular processes will need to be put in place for checking and agreeing data between dioceses and the National Church Institutions and *Crockfords Clerical Directory*.

## **12. PTO in more than one diocese**

- 12.1 In accordance with The House of Bishops' guidance on Personal Files relating to Clergy (May 2018), paras 86 and 88 apply to clerics who have PTO.

(86). Where a priest retires, the personal file should remain in the diocese in which he or she last served unless and until he or she is granted permission to officiate ('PTO') in another diocese.

(88). Where a priest holds a licence or PTO concurrently in more than one diocese, the personal file should be held in the diocese where the priest exercises the greater part of his or her ministry. A note should be kept on the file as to which other dioceses have issued a licence or PTO and arrangements put in place for the appropriate staff of those dioceses to have access to the file as necessary. The other dioceses should in turn keep a record of where the personal file is held.

- 12.2 Bishops therefore need to check whether clergy have PTO elsewhere before granting it in their own diocese.
- 12.3 Bishops will need to ensure that any change of status to PTO is shared with the bishops in other dioceses where PTO has been granted.
- 12.4 Where PTO is granted in a diocese where the Blue File is not held, the Bishop's office will need to keep a copy of the PTO and any ministerial returns. If PTO comes to an end in that diocese, it will then be necessary to forward this material to the relevant diocese so that it can be added to the Blue File.

July 2018

ANNEXES

Annex 1 Differences between licence and PTO

Annex 2 Retirement timeline

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<sup>19</sup> It will also be necessary for Bishops to ensure that NCIs receive details of all clergy who are licensed or beneficed, whether stipendiary or not, including general licences and licences issued under the Extra-Parochial Ministry Measure.

Annex 3 Model application form

Annex 4 Model permission to officiate

Annex 5 Model statement of agreed expectations

Annex 6 Template for ministerial return

Annex 7 Flow Chart

Annex 8 Template for conferring exemptions from safeguarding training requirements in exceptional cases

## Main differences between clergy on licences and clergy with permission to officiate

	Licence on common tenure	Permission to officiate
Clergy over 70	May only be issued with a licence for a fixed period. The bishop is required to have regard to guidance issued by the Archbishops' Council, and to issue the relevant direction to enable them to hold office.	There are no different legal provisions for PTO for clergy over 70. The period of the PTO will be linked to the period of the DBS check
Rights and responsibilities	Rights and responsibilities are conferred by the Ecclesiastical Offices (Terms of Service) Measure and Regulations, unless the cleric carries out his or her duties entirely under a contract of employment, in which case the Regulations do not apply.	No rights and responsibilities under the Terms of Service legislation.
Ministerial Development Review (MDR)	The bishop is required to have in place a scheme that arranges for the bishop (or someone nominated by him or her) to carry out ministerial review at least once every two years on all licensed ministers (unless their ministry is carried out entirely under a contract of employment).	There is no legal requirement for MDR, although this does not prevent the cleric from participating in MDR if this is agreed by the bishop and the cleric.  Clergy on PTO should have an annual review with the designated responsible person and provide an annual return to the bishop.
Continuing Ministerial Development (CMD)	There is a legal requirement to participate in arrangements approved by the diocesan bishop.	Under the Safeguarding and Clergy Discipline Measure 2016, all clergy who have authority to officiate (which includes those with PTO) are required to have regard to the Practice Guidance on safeguarding training and development, which sets out the requirements for their safeguarding training. <a href="https://www.churchofengland.org/media/3791799/approved-practice-guidance-safeguarding-training-and-development.pdf">https://www.churchofengland.org/media/3791799/approved-practice-guidance-safeguarding-training-and-development.pdf</a>  Deliberate failure to participate in CMD on safeguarding when required by the bishop would be a disciplinary offence and could lead to the bishop withdrawing permission to officiate.

Documentation	<ul style="list-style-type: none"> <li>• Licence</li> <li>• Statement of Particulars</li> <li>• Bishop's direction (only required for clergy after 70)</li> </ul>	<ul style="list-style-type: none"> <li>• A letter from the bishop giving permission to officiate and providing information about <ul style="list-style-type: none"> <li>▪ Whether payment may be claimed for pastoral services;</li> <li>▪ The processes for claiming such remuneration and the importance of HMRC declaration;</li> <li>▪ Safeguarding requirements (including the need to have a valid DBS check and participate in safeguarding training)</li> <li>▪ the requirement to liaise with the incumbent or priest-in-charge of the benefice in question where the Occasional Offices are concerned</li> <li>▪ the name of the designated responsible person;</li> <li>▪ Arrangements for review/renewal of PTO (including when renewal of DBS check is due);</li> <li>▪ Expectations agreed with the designated responsible person</li> </ul> </li> </ul>
Specified time off/hours of work	As set out in the statement of particulars, which may refer to the role description	Not specified
Role description	Not legally required but good practice	If a detailed role description is required, it may be more appropriate for a licence to be issued.
Entitlement to Housing	Yes – unless stated otherwise in the Statement of Particulars	No entitlement to housing. If housing is provided, permission to officiate is not sufficient, and a licence should be issued.
Does the Clergy Discipline Measure apply?	Yes	Yes, but there is no requirement to initiate CDM proceedings before withdrawing PTO
Membership of PCC and Deanery Synod?	Membership of PCC and deanery synod is ex officio.	<p>Clergy with PTO may be co-opted onto the PCC or deanery synod.</p> <p>In the absence of an incumbent or during a vacancy, the bishop may authorise a cleric with PTO to act as chair of the PCC, if the PCC (and incumbent if there is one) applies to the bishop.</p> <p>Clergy with PTO have the statutory right to elect one of their number (for every ten or less in a deanery) onto the House of Clergy of the deanery synod. Where a cleric with PTO has been elected to the deanery synod, it is appropriate for them to be co-opted onto the PCC.</p>

Sickness reporting	<p>Licensed clergy (whether stipendiary or SSM) are legally required</p> <ul style="list-style-type: none"> <li>▪ to supply the bishop's designated officer with a medical certificate for sickness absence of more than 7 days</li> <li>▪ to use all endeavours to make arrangements for the duties of the office to be performed by another person.</li> </ul>	<p>There is no legal requirement to report sickness, although clergy with PTO should inform the designated responsible person and possibly their incumbent/priest in charge and/or area dean.</p>
Circumstances in which the licence or permission to officiate may come to an end	<ul style="list-style-type: none"> <li>• Resignation with three months' notice</li> <li>• Retirement</li> <li>• Pastoral reorganisation which results in loss of office</li> <li>• Following capability or disciplinary proceedings</li> <li>• On reaching 70</li> <li>• When the licence comes to an end and is not renewed. Where the licence is for a fixed or limited term, this must be stated in the SOP. (Clergy over 70 may only be licensed for a fixed or limited term, which may be extended or renewed.)</li> </ul>	<p>On the decision of the bishop.</p> <p>There is no legal requirement to provide notice to terminate a PTO or an appeal process.</p>
Capability procedure	<p>In cases where the cleric is not performing to an acceptable standard, it is possible to invoke the formal capability procedure, which may lead to removal from office if the cleric fails to improve.</p>	<p>Not applicable</p>

## Timeline for clergy retirement

Discussions take place about planning for retirement as part of MDR.  Clergy attend financial well-being course and start to save and plan financially for retirement	Any time from 40 years old or around 20 years away from retirement if not earlier
Clergy attend diocesan pre-retirement course  Clergy make initial contact with the Pensions Board to discuss retirement housing and retirement pension.	Any time after 55 <sup>th</sup> birthday 10 years before retirement
Clergy <ul style="list-style-type: none"> <li>• attend further pre-retirement course</li> <li>• contact Pensions Board about retirement housing</li> <li>• meet group of recently retired clergy in the diocese to share experience</li> </ul>	3 years before retirement
Clergy arrange retirement housing and contact Pensions Board about pension	1 year before retirement
Informal discussions with the bishop about ending full time stipendiary ministry	9 months before retirement
Clergy give formal notice to the bishop and informs parish	At least 3 months before retirement
Clergy explore with new incumbent/ area dean/archdeacon what duties might be appropriate in retirement	This may happen after retirement, but if clergy wish to exercise ministry immediately after retirement, they will need to discuss this with their new incumbent in good time before retirement.
Clergy apply for PTO	Likely to take 4 months to obtain DBS clearance
Exit interview includes <ul style="list-style-type: none"> <li>• Thanks for ministry</li> <li>• Discussion of possible retirement ministry if staying in same diocese, and providing details of how to apply for PTO</li> <li>• Checking whether PTO has been applied for</li> <li>• reminder not to officiate or preach following retirement until PTO has been granted</li> <li>• Giving details of diocesan retirement officer and encouraging them to get in contact</li> </ul>	
Clergy have to have left the parsonage house at this point or receive permission to stay on	3 months after retirement
DBS check carried out	Likely to take at least 4 months before PTO can be granted
CCSL and references obtained (if moving from another diocese)	
PTO granted (for a period until the next DBS check is due)	
Face to face induction with diocesan safeguarding officer if moving to a new diocese	

Designated responsible person appointed and statement of expectations agreed	
PTO granted, and clergy are able to preside and preach	
Regular reviews	1 year after starting duties

Model application Form for PTO

### **Application for Permission to Officiate**

#### **Contact Details**

Name

Address

Contact Phone Number

Email

Date of birth

Are you retired?

Are you in receipt of a Church of England Pension?

#### **Existing and previous ministry**

Are you currently beneficed, licensed or employed under contract in another diocese?

If so, please give details of diocese and post:

Do you currently hold PTO in another diocese or dioceses?

If so, please give details:

Please give details of any PTO granted in other dioceses which is not current:

Please give details of any application for PTO that has been refused, along with the reasons why:

#### **Safeguarding Information**

Date of last DBS check:



Safeguarding Training undertaken:

Please attach a confidential declaration

<https://www.churchofengland.org/sites/default/files/2017-12/NST%20Confidential%20Declaration%20Form%20August%202017.docx>.

## **Ministry intentions**

How are you hoping to use your PTO?

## **Declarations**

I acknowledge that, in accordance with Canon C1, I owe canonical obedience to the Bishop of \_\_\_\_\_] and their successors in all things lawful and honest.

I understand that it is my responsibility to inform the Bishop's office of any changes in my personal details.

I understand that I must not officiate without the permission of the relevant incumbent or priest in charge.

I understand that PTO is granted at the discretion of the Bishop and may be withdrawn at any time.

I understand that PTO will only be granted if I have not been barred from regulated activity with children or vulnerable adults and my DBS certificate has been deemed satisfactory having regard to relevant House of Bishops' guidance.

I acknowledge that I am legally required to have due regard to the House of Bishops' guidance in relation to the safeguarding of children and vulnerable adults and I will accordingly undertake such safeguarding training as the Bishop requires.

I understand that the Bishop's letter of authorisation if granted will specify the length of time for which I may exercise PTO and any relevant geographical restrictions, after which I must apply for renewal.

If my PTO has lapsed for any reason I agree that I will not undertake any forms of ministry until all matters have been resolved.

**Fees and occasional offices:**

I understand that fees for funerals and weddings must be paid in full to the relevant DBF and PCC, and that it is not lawful for me to retain any fee that is payable to the DBF and the PCC without the agreement of the DBF and PCC.

*If there is a diocesan policy about the payment of fees to clergy with PTO, it should be inserted here*

If I am retired [and in receipt of a Church of England pension]<sup>20</sup>, the DBF may agree that I may receive a proportion of the fee.

I understand that, as a clerk in holy orders, I may only use the forms of service authorised by Canon and may not exercise ministry on a freelance basis or take funerals (or accept fees for taking funerals) in a private or unofficial capacity.

**Personal Data Declaration**

I have read and understand the attached privacy notice providing information about how my PTO application will be managed and my rights with respect to the information I provide.

Signed:

Date:

**Declaration by Incumbent/Priest in Charge/Area Dean**

Having discussed this application with ..... I commend this application

Signed ..... Date  
.....

Incumbent /Priest-in-Charge/Area Dean

PRINT NAME AND CONTACT DETAILS:

**Privacy Notice for Permission to Officiate (PTO)**

This notice explains how the information about your PTO application is managed and your rights with respect to that data.

\_\_\_\_\_  
<sup>20</sup> Where this is diocesan policy

## Who is the data controller?

[Insert name of diocesan bishop] is the data controller (contact details below). This means the Bishop decides how your personal data is processed and for what purposes.

## Personal data provided by you:

PTO Application Form (Annex 3)

## is used for the following purpose:

- To enable the Bishop to undertake safeguarding checks.
- To enable the Bishop to request an Episcopal Reference and Clergy Current Status Letter (CCSL) where necessary.
- To contact you as part of your ministry in this diocese (including the provision of cover and occasional offices)
- To help the retirement officer of the relevant diocese, provide pastoral and other appropriate support (*delete when the applicant is not retired*).

## Lawful basis for processing personal data provided by you, including the fact of your holding office in the Church of England which constitutes special category data:

- Processing in relation to safeguarding checks and requests for Episcopal References is CCSLs is on the basis that it is a legitimate interest of the Bishop as established by the Promoting a Safer Church policy statement 2017 <https://www.churchofengland.org/sites/default/files/201712/PromotingSaferChurchWeb.pdf> and is necessary to ensure your suitability to undertake ministry.
- In so far as the personal data relates to “special categories of personal data” and/or criminal conviction and offence data, this will be processed on the basis that it is necessary for reasons of substantial public interest on the basis of UK law in order to protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or for safeguarding purposes, as established by the Practice Guidance: Safer Recruitment 2016 policy: [https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer\\_recruitment\\_practice\\_guidance\\_2016.pdf](https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf) and is compliant with the [insert name of organisation] Data Protection Policy <insert link>.
- Processing for the purposes of contacting you as part of your ministry is a legitimate interest and legitimate activity of the Bishop who has oversight of ministry undertaken in the diocese. The processing is necessary to ensure there are sufficient ordained and lay ministers of the required gifts and qualities who are effectively deployed to enable the Church of England to fulfil its mission, and to support those ministers in their calling, development, ministry and retirement

## Personal data about you provided by 3<sup>rd</sup> Parties, including special category data:

- a. The Bishop- Letter of authorisation (Annex 4)
- b. The Designated Responsible Person – Statement of agreed expectations (Annex 5)
- c. Diocesan Safeguarding Advisor- Partial Exemption for training (Annex 8)

## Purpose for processing 3<sup>rd</sup> Party data:

- a. To maintain a public national register of clergy with PTO.
- b. To provide the Bishop with details of the ministry undertaken by you under your PTO

- c. To record any partial exemption from the usual Safeguarding Training requirements due to exceptional circumstances, and what these circumstances are.

### **Lawful basis for processing 3<sup>rd</sup> Party data:**

- a. Processing is necessary for reasons of substantial public interest, to enable members of the public to be assured of your authority to undertake ministry.
- b. Processing is a legitimate interest and legitimate activity of the Bishop who has oversight of ministry undertaken in the diocese.
- c. Processing of your partial exemption from safeguarding training is on the basis that it is in the legitimate interest of the Bishop and for substantial public interest in ensuring that appropriate safeguarding arrangements have been established, according to the Safeguarding Training and Development Practice Guidance 2017: <https://www.churchofengland.org/sites/default/files/2017-12/SafeguardingTrainingAndDevelopmentWeb.pdf>. and is compliant with the [insert name of organisation] Data Protection Policy <insert link>

### **Sharing your personal data**

The personal data provided by you and by the Designated Responsible Person and Diocesan Safeguarding Advisor will be treated as strictly confidential and will be shared only when necessary with institutional bodies that comprise the Church of England for the purposes of administrative functions in connection with your role. If there is a need to share your personal data outside the Church of England, this will be done with your consent, unless required by other lawful obligations.

Data provided by the Bishop will be shared with:

- the diocesan office, for inclusion in the public diocesan directory and
  - the Crockford team, so they can include your PTO details in the public national register.
- and is necessary for reasons of substantial public interest, to enable members of the public to be assured of your authority to minister, as established by the Permission to Officiate Policy <insert hyperlink>.

### **How long will your personal data be held?**

Your personal data will be kept no longer than reasonably necessary for the periods and purposes as set out in the attached retention table found here: [insert link to Personal Files Relating to Clergy when new guidance published]

### **Your rights regarding your personal data**

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Bishop holds about you;
- The right to request that the Bishop corrects any personal data if it is found to be inaccurate or out of date;
- The right to request the personal data provided by you is erased where it is no longer necessary for the Bishop to retain such data.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

## **Contact Details**

To exercise all relevant rights, queries or complaints please contact [*insert details of the lead person for Data Protection at the Bishops office*].

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

## **Additional Privacy Notice information**

Additional information about how the personal data in your Clergy Blue File is managed can be found here: [*insert link to Bishop's Clergy Files Privacy Notice*]

Model Permission to Officiate

I \_\_\_\_\_ Bishop of \_\_\_\_\_

Give permission to the Revd \_\_\_\_\_

To officiate within the diocese of \_\_\_\_\_

This permission is subject to

the conditions attached  
any further geographical restrictions<sup>21</sup> below.

This permission will expire on \_\_\_\_\_

In order for this permission to be renewed, arrangements will need to be made to apply for DBS clearance  
by \_\_\_\_\_

These details will be shared with the National Church Institutions in order to enable them to compile a  
national register of authorised clergy.

(Signed) + \_\_\_\_\_

Date \_\_\_\_\_

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<sup>21</sup> These will be geographical – for example not to visit a previous parish without the express invitation of the incumbent. A PTO should never be restricted by attempting to exclude children or vulnerable adults from someone’s ministry.

## Conditions under which PTO is granted

### General

All clergy who wish to exercise public ministry, other than in senior or beneficed appointments, must be granted either permission to officiate or a licence by the Diocesan Bishop.

If you wish to hold permission to officiate (PTO), you must apply to The Bishop's Office. Such permission is normally for ---- years and will only be granted once diocesan safeguarding training is up to date. PTO gives you authority to minister in any parish in the diocese at the invitation of the Incumbent or Priest in Charge, subject to any restrictions in you PTO.

From the age of 80, the Bishop will be particularly concerned to ensure that PTO extends only to clergy whom the Bishop feels are still capable of exercising ministry effectively. Once clergy with PTO reach the age of 80, they may apply for renewal of PTO but on a twelve-month basis. When PTO is due for renewal, a form is issued from the Bishop's Office and must be countersigned by the relevant Incumbent /Priest-in-Charge (Area Dean if in interregnum) and returned to the Bishop. Please note that the PTO will expire unless a formal extension is obtained following an application to renew.

### Designated responsible person

The Bishop has designated someone to be responsible for the immediate oversight of your ministry. The designated responsible person will

- Meet you and agree expectations of the work that you will do;
- Review these expectations from time to time and whenever your PTO is due for renewal;
- Discuss the ministry you have carried out regularly;
- Ensure that a written record of the ministry you have undertaken is sent to the bishop regularly, along with any change in the expectations;
- Either recommend, where appropriate, and subject to the relevant safeguarding checks, that the bishop renews you PTO when the current term is due to expire, or explain to the bishop why he or she does not consider that your PTO should be renewed;
- Ensure that the bishop is kept informed about any issues or health problems, particularly when you might require additional pastoral support, or it might be necessary to consider withdrawing PTO.

The designated responsible person will usually but not always be the incumbent or priest in charge of the benefice where you live or worship, or, in their absence, the area dean.

### Agreed statement of expectations

If you are carrying out regular duties in a parish, you should agree what duties you are expected to cover, as it is helpful for both you and those you are helping if there is a common understanding of what you are willing and able to do and for this to be recorded in writing (see Annex 5). This agreement is not binding, may be changed at any time, and should be reviewed regularly.

### Annual Return

You should produce a ministerial return setting out briefly the ministry you have undertaken (see Annex 6) which should be sent to the Bishop's Office.

### Regular review

You should review your ministry regularly with the designated responsible person. As part of this review, you should

- Look at the agreed expectations
- Consider if you might wish to expand your role or approach the diocese to see if you can provide further assistance
- Consider whether might be appropriate to find a mutually agreed way to vary or reduce your workload or to discuss a transition to full retirement, for example if you are in poor health.
- Explore whether you have any particular training needs.

#### Expenses and fees

All expenses of formal ministry by retired clergy, including pastoral visits for weddings, funerals and other reasons, should be reimbursed in full by the PCC or equivalent. Expenses should be the actual cost or mileage at the current rates of approved mileage allowance payments set by HM Revenue and Customs. Further details can be found in the Booklet; The Parochial Expenses of the Clergy: A Guide to their Reimbursement <http://www.churchofengland.org/clergy-office-holders/clergypay.aspx>

It has been agreed in this diocese that the proportion of the fee due to the DBF that you may receive when carrying out the Occasional Office is ..... %.

You must not carry out the Occasional Offices without the consent of the deceased person's incumbent or priest in charge<sup>22</sup>.

The procedure for receiving these fees is as follows.....

You are reminded that it is your responsibility to declare income from fees to HMRC.

#### Sickness Reporting

There is no legal requirement to report sickness, although you should inform the designated responsible person and keep the Area Dean informed.

#### Continuing Ministerial Development (CMD)

There is no specific legal requirement to participate in arrangements approved by the Diocesan Bishop. However, failure to participate in CMD matters such as safeguarding when required by the Bishop can be a disciplinary offence and could lead to the Bishop withdrawing your PTO.

#### Circumstances in which PTO may come to an end

Your Permission to Officiate is held at the Bishop's discretion and may be withdrawn at any time. It is subject to regular review after which it may be renewed.

#### Clergy Discipline Measure

The Clergy Discipline Measure applies to all clergy, however their ministry is authorised, and continues to apply when they are no longer active in their ministry.

#### Personal Files

In accordance with The House of Bishops' guidance on Personal Files relating to Clergy (May 2018), paras 86 and 88 apply to clerics who have PTO.

(86). Where a cleric retires, the personal file should remain in the diocese in which he or she last served unless and until he or she is granted permission to officiate ('PTO') in another diocese.

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<sup>22</sup> A Miscellaneous Provisions Measure will come to the Synod for final approval in July 2018 that, if approved, will enable clergy to take funerals, where they are not the minister of the deceased person, provided that (i) they have been asked to do so by the deceased person's family, and (ii), so far as practicable, they inform the minister of the deceased person and seek his or her goodwill.



(88). Where a cleric holds a licence or PTO concurrently in more than one diocese, the personal file should be held in the diocese where the cleric exercises the greater part of his or her ministry. A note should be kept on the file as to which other dioceses have issued a licence or PTO and arrangements put in place for the appropriate staff of those dioceses to have access to the file as necessary. The other dioceses should in turn keep a record of where the personal file is held.

#### Safeguarding

The Bishop will require all clergy with PTO to undertake appropriate diocesan safeguarding training before granting permission to officiate. It will be a disciplinary offence not to attend safeguarding refresher training in the diocese when requested by the bishop.

- You must have a valid DBS check and the period of their PTO must not exceed the period of your DBS check;
- must abide by House of Bishops' and diocesan policies and procedures in safeguarding children and adults, and observe the implementation of procedures in the parishes in which you serve;
- are accountable to and must share information with the designated responsible person or Area Dean or Archdeacon, on all safeguarding matters;
- are subject to the same processes as any other ordained person in the event of an allegation of past or current abuse by a child or an adult being made against them;
- are required by law to have due regard to the House of Bishops guidance relating to the safeguarding of children and vulnerable adults and must therefore read and familiarise yourself with the House of Bishops' Safeguarding policies as well as those of this diocese, and undertake the relevant training as approved by the Bishop.

Model statement of agreed expectations

**Name of Deanery**

**Name of Parish**

**Extent and Nature of Assistance provided by The Revd [Name of Cleric]**

To recognise the ministry of The Revd [Name of Cleric] in the context of his/her Permission to Officiate (PTO), in support of ministry in the parish of [Name of Parish]

**Ministry Support**

- --- days/hours each week across the parish and churches
- To minister alongside and in support of the incumbent/priest in charge, as set out below
- There is no requirement to attend PCC meetings

**Sunday Services**

- Up to --- Sundays each month:  
[Name of Church A] – 8.00am and 11.00am  
[Name of Church B] – 9.30am

**Midweek Services**

– frequency to be agreed

**Occasional Offices**

- Baptisms, Funerals and Marriages, as requested by the incumbent/priest in charge, to include ongoing pastoral care, as appropriate

**Pastoral Care**

- Provision of pastoral care with regard to church members and parishioners, as requested by incumbent/priest in charge

**Expenses**

- Ministry Support – Mileage, Telephone usage, Postage, Sundry Administration, in agreement with the Churchwardens
- Sunday and Midweek Services – Fee allocation and mileage
- The Occasional Offices– Fee allocation and mileage

**Review**

This agreement will be reviewed on \_\_\_\_\_.

Signed \_\_\_\_\_ Designated Responsible Person

Signed \_\_\_\_\_ (with PTO)

Ministerial Return

Name

Parish

Designated person responsible for oversight

DBS clearance last carried out on

DBS valid until

PTO expires on

Participation in safeguarding training

Further safeguarding training due on

Ministry Carried out for the period from: \_\_\_\_\_ to: \_\_\_\_\_

If your ministry is primarily parochial, please list the approximate number of occasions below during the year when you have

	In my own parish	Other parishes
Presided at the Eucharist		
Preached		
Taken Funerals		
Taken Baptisms		
Taken Weddings		
Provided teaching (Bible Study, confirmation preparation, discussion groups)		
Carried out visits and provided pastoral support		
Other (please specify)		
Other (please specify)		

In addition to my own parish, I have provided ministry in the following parishes with the permission of the Diocesan Bishop and relevant incumbent/priest in charge....

I have also provided support for the diocese in the following ways during the year

I held a discussion of my ministry with \_\_\_\_\_ on \_\_\_\_\_ and [ ] no change was made to the agreed expectations of ministry

[ ] agreed expectations of the ministry I am to carry out were changed and a copy is attached.

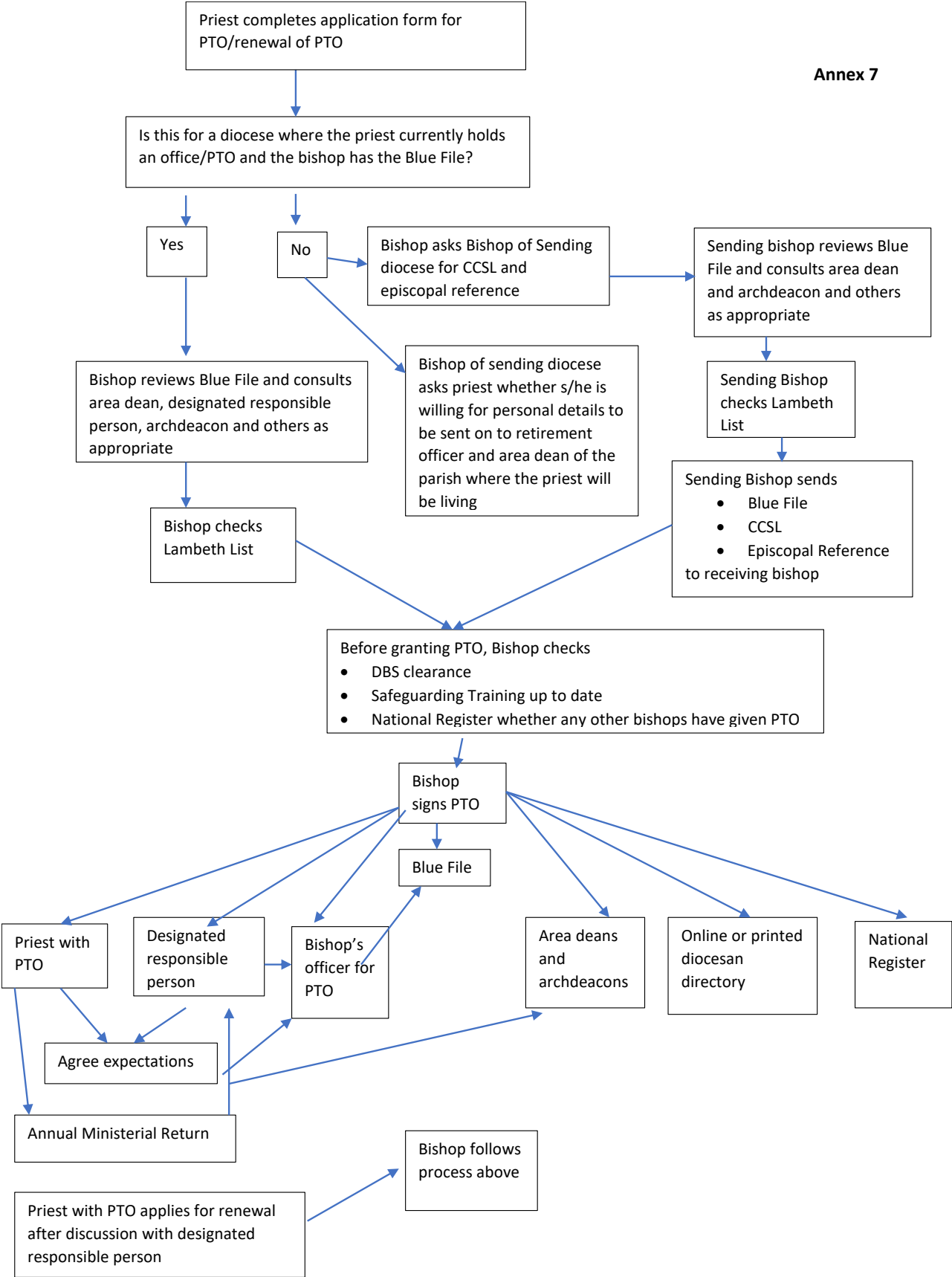
(signed) \_\_\_\_\_

Date \_\_\_\_\_

(signed) \_\_\_\_\_

Designated responsible person

Date \_\_\_\_\_



## Safeguarding Training – Partial Exemption from Full Training Requirements

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### PART A

To be completed by the Diocesan Safeguarding Advisor

Recommendation to The Bishop of \_\_\_\_\_ to consider  
Reduced Training for

The Revd. \_\_\_\_\_

Given that the above-named priest aged \_\_\_\_\_

- Exercises her/his Permission to Officiate solely within the residential/nursing home in which s/he is resident
- Exercises her/his Permission to Officiate less than once a month **and** always in the presence of someone with up-to-date C3 Safeguarding Training
- For reasons of disability or infirmity is **unable** to attend a C3 Safeguarding Training Course
- For the following **exceptional** reasons (overleaf) might be exempted C2 Training

*Delete those circumstances above which do not apply*

I **recommend** to you that she/he should be permitted to train only to Level C1, rather than C3.

Signed \_\_\_\_\_ Diocesan Safeguarding Advisor

Date \_\_\_\_\_

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**PART B**

**To be completed by the Diocesan Bishop and retained in the Blue File of the above-named priest. A copy should also be sent to the Diocesan Safeguarding Advisor.**

**Acceptance of the Advice of the Diocesan Safeguarding Advisor concerning reduced training for the above-named priest.**

I accept the advice offered in Part A above and dispense with the ordinary obligation to train to level C3 but require the above-named priest to undertake Safeguarding Training to Level C1.

Signed \_\_\_\_\_ *Bishop of*

\_\_\_\_\_

Date \_\_\_\_\_