

Involving survivors in Church of England safeguarding practice: National Safeguarding Team honorariums and expenses policy

Document Control

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1. Context

- This policy outlines the Church of England's honorariums and expenses framework for survivor involvement in the work of the National Safeguarding Team (NST). It explains the range of involvement activities and their honorarium rates and procedures for the reimbursement of reasonable expense incurred during this work.
- The Church of England has committed 'to the co-design of a Survivor's Charter and framework for the engagement of victims and survivors to support the work of the Church to improve its safeguarding responses and practices.'¹
- Furthermore, substantial parts of the Church's safeguarding practice is about survivors and victims. Therefore their right to determine the scope and outcomes of safeguarding² is recognised by the Church.
- The need for survivor involvement also stems from the requirement for the Church to demonstrate lessons from recent inquiries in which survivors were not listened to when they disclosed abuse.³ Survivor involvement enables learning from their lived experience to create a safe Church.
- However, the theological and spiritual teachings of the Church's requires it to ensure that involvement is meaningful and impactful; and follows a transparent process underpinned by a clear value-base.
- Payment of honorariums to survivors for their involvement can achieve some these objectives. It demonstrates the value that the Church attaches to survivor involvement by ensuring that they are compensated for their time and commitment. It also ensures that people are not financially disadvantaged through this work and in this sense, this policy can increase diversity in survivor involvement.
- Victims and survivors can be involved in the NST work as private individuals or 'professionals' (paid representatives of survivor organisations). The latter might include those from advocacy groups and survivor organisations representing their employers. This is different from individuals drawing on their personal experiences of abuse within a Church of England setting to support the NST's work. This policy applies to individuals with lived experience as the Church's work with organisations is covered under separate arrangements.
- The objective of this policy is to establish a transparent framework showing how the Church will compensate survivors for their involvement, skills and

¹Church of England. Undated. [Response of the National Safeguarding Steering Group to the Report of the IICSA](#) (p.2)

² British Association of Social Workers. 2014. [Code of Ethics](#)

³ Stein, J. 2016. Surviving the crucible of ecclesiastical abuse. *The Crucible Journal of Christian Social Ethics*, July, pp. 22–35

expertise and as such, is subject to unpublicised change depending on circumstances. It is not intended as a contract between the Church and survivors, and does not imply any employment arrangement.

2. Principles

- This section explains the policy's underpinning principles adapted from the work of people with lived experience⁴, the Social Care Institute for Excellence⁵ and research on the values that survivors find desirable in professionals and services.⁶

2.1 Statement of principles

- The NST recognises the *unique value* of survivors' and victims' knowledge in safeguarding work. They have first-hand experience of abuse in Church-settings and therefore *know* and *understand* what needs to change.
- The NST is therefore committed to embedding survivors' and victims' involvement and participation in all aspects of its safeguarding work. Examples include policy and practice development, training, staff recruitment and governance. The NST will be transparent when this does not occur and seek advice on rectification.
- The NST will ensure that involvement is *survivor-centred*. This means respecting the needs of survivors who participate, taking steps to avoid re-traumatisation and signposting survivors to support where this occurs.
- Survivor participation in the NST's work is entirely voluntary. No agreement will be made with a survivor that implies or could be legally interpreted as giving the person employee status. The NST will also signpost participants to information about the potential impact of involvement on their taxes and benefits. [See appendix 1]
- The NST will ensure that the involvement of survivors is *meaningful* and not tokenistic.
- The NST will also recognise survivors' right to confidentiality and privacy, however if a disclosure occurs during their involvement, the NST will ensure that this is investigated, as outlined in Church policies.
- The NST will adopt an 'upstream model' of involvement, meaning that survivors will be involved in the early stages of safeguarding work. Survivors will have a say on the scope of the policy, content, methodology for involving

⁴ Perôt C, Chevoux J & Survivors' Voices Research Group .2018. [Turning Pain into Power](#)

⁵ Social Care Institute for Excellence. 2008. [Seldom heard: Developing inclusive participation in social care](#)

⁶ IICSA. 2019. [Support services for victims and survivors of child sexual abuse \(Executive Summary, p. 7\)](#)

survivors, development and comment on drafts; and be involved in dissemination.

- The NST will give sufficient time for survivors to participate in safeguarding work because it is recognised that this is ethical and results in more meaningful outcomes.
- Where participation is on-going, for example as a member of a committee or panel, there will be a clear agreement for recruitment/selection and length of tenure.
- For some engagement activity, consideration may be given to any specific skills or experiences a person may be able to bring. As such, it may be appropriate to invite those interested in a piece of engagement work to provide details of their appropriate skills or experience as part of a fair selection process arranged by the manager leading the work.
- The NST will also recognise self-identification in the use of 'survivor' and 'victim' and refer to people as they wish to be addressed.
- The work will be underpinned by principles of diversity and will include people with a broad spectrum of lived experience, paying attention to age, gender, sexuality, ethnicity and 'race', (dis)ability, and geographical location.

3. Activities and payments

The three types of payment covered in this policy are: honorariums and expenses for adults and vouchers for children.⁷

3.1 Adults

3.1.1 Honorariums

- Honorariums are designated as payments to private individuals for their voluntary involvement in NST safeguarding work. The table below outlines the involvement activities and honorarium rate. The category of activity and rate will be agreed by the lead NST staff and each survivor before the activity starts to ensure clarity for both parties.

⁷ This refers to people under 18 years of age.

- Some engagement activity such as co-delivery of training, or participation in an interview panel will require preparation. Some may be completed in a survivor/victim's own time – for example the reviewing documents - and some may require attendance at events and at specific times – for example committee membership.
- The rates stated below will be paid in addition to reasonable expenses incurred. The different honorarium rates reflect the differences in complexity of involvement activity, preparation time required and the commitment necessary.
- Honorarium payments for involvement can impact on survivors' tax obligations and benefits entitlements. While the Church will signpost to sources of information on these, survivors are strongly advised to seek independent professional advice before the work starts, see appendix 1 at the end of this document for more information.

Survivor engagement task	Honorarium rate	Notes
Member of interview panel	£250 per full day	Rate includes any preparation/pre-reading of applications and completion of any required paperwork for panellists (interview scoring etc)
Meeting participation as a member of a committee/governance group	£125 per half day or £35 per hour	Rate includes any preparation/pre-reading of meeting papers
Co-design of training modules / sessions	£25 per hour	Rate based on co-design meetings, individual preparation time to be agreed in advance
Co-delivery of training	£35 per hour	Preparation time paid at same rate, preparation time to be agreed in advance
Facilitation or co-facilitation of group feedback sessions	£25 per hour	Rate includes any preparation
Giving a presentation to a committee/panel/governance group	£25 per hour	Preparation time paid at same rate, preparation time to be agreed in advance
Facilitation of semi-structured feedback interviews	£25 per hour	Rate includes any preparation

Participation in group feedback sessions (e.g. feedback to a policy document or service proposal)	£25 per hour	Pre-reading of meeting papers to be paid at 'reviewing documents' rate below.
Attending training to upskill for a piece of engagement work	£20 per hour	Rate includes any preparation / pre-reading of meeting papers
Reviewing documents and resources outside of a meeting.	£15 for 10 pages or less, £45 for 50 pages or less, £80 for 51-100 pages, £110 for 100 - 125 pages.	Feedback to be provided in writing Rates for documents longer than 125 pages to be agreed on case by case basis. Rate based on length of document to be reviewed.
Completion of online surveys	No fee	
Attendance at information sessions/briefings/, conferences (as a participant), including training which is not specifically required for engagement work	No fee	

3.2 Children and young people

- 'Child(ren)' in this policy refers to persons aged under 18 years. Their involvement will be discussed with their parent(s) and/or guardian and, they will be required to consent before the child or young person can participate in the NST work.
- Within this policy children will be reimbursed at differentiated rates from adults through vouchers or other agreed non-monetary means, such as training.
- The NST recognises the value of children sharing their lived experiences in safeguarding; however parental authorisation is required in children's financial affairs. Through vouchers children can be directly rewarded for their involvement without the need for their parents acting as intermediaries. However to ensure parental oversight, the payments will be discussed with them and their consent sought before the vouchers are issued.
- The value of the voucher will be discussed with the child, depending on their age, and agreed with their parent(s) before the start of the work.

4. Expenses

- The NST will reimburse reasonable expenses that victims and survivors incur in their involvement activities with the Church, as outlined in the National

Church Institutions' *Policy on Reimbursement of Official Expenses*. This explains permissible expenses and the maximum limits that can be claimed.

- Given the above, repayable expenses should be agreed by the lead NST staff and each survivor before the work commences.
- As a guide, expenses that will be covered for survivor involvement work may include:
 - **Cost of public transport** - There are separate mileage rates for private cars, however survivors are encouraged to use public transport to minimise the carbon footprint of their activities.
 - **Parking** – in keeping with the Church's Net Zero Carbon declaration, survivors should use their own cars sparingly during their involvement in NST activities.
 - **Accommodation** – this will be paid only if survivors are required to stay overnight to fulfil the involvement activity.
 - **Subsistence** – this includes meals when travelling away from home on agreed involvement activity.
 - **Telephone calls**
 - **Care for dependents**
 - If survivors require additional support for their involvement, for instance support assistants and interpreter, this should be discussed with the NST and agreed on case by case basis.

5. Claiming honorariums and expenses

- All honorariums and expenses should be claimed through the NST approved form which should be completed and signed on completion of the activity. Survivors will be issued the forms by the NST lead staff who will also be the point of contact for the purposes of remuneration. The NST staff will ensure will advise on internal processes for processing the forms.
- For children, their parents/guardian's signature will be required to evidence their consent.
- Expense claims should include evidence of the cost incurred – for example receipts, tickets or bank statements. The agreed amount will be paid into the survivors' nominated bank account in one transaction.
- Children will be issued with a voucher in their name corresponding to the agreed amount.
- Engagement work by the Survivors Reference Group may be paid via the organisation designated as the facilitator of the group.

Appendix 1

Seeking advice and information about possible implications of honoraria payments

- The aim of this sheet is to signpost you to where to seek information about the potential impact of your involvement with the Church on your taxes and benefits. Church officers cannot provide any kind of individual advice. However, you must be aware of this information prior to accepting a payment, and should dedicate time to make an informed decision about whether to accept an honorarium payment. To enable you to make an informed decision, it is important to know in advance the total honorarium payment amount and the information contained in this sheet. The Church can provide letters stating your involvement in the safeguarding work of the National Safeguarding Team on a voluntary basis, which you can provide to statutory services and agencies where necessary.

Tax

- HMRC must be the first point of contact for help with questions about possible implications of receiving honoraria to your tax. Tax income inquiries team in the HMRC can be reached on 0300 200 3300. You need to have your National Insurance number with you when you phone. It is important to be clear that you are receiving honoraria for volunteering for one-off tasks given by the National Safeguarding Team, and not for a service or on permanent basis. You can also contact the following organisations for advice and information:
 - [Citizens Advice](#) 0800 144 8848 (Adviceline England)
 - [TaxAid](#) (for those on low incomes) 0345 120 3779
 - [Tax Help for Older People](#) (for those nearly or over 60) **01308 488066**

Benefits

- As recipient of honorarium payments for your time and involvement with the Church, you should continue to satisfy the conditions of entitlement for any benefits you receive. Conditions of entitlement vary depending upon benefit claimed. Details of different types of benefits and the conditions of entitlement are available on [this government website](#).
- Depending on which benefit you get, there are helplines to help with advice on implications of receiving honorarium payments. It is your responsibility to discuss and clarify any potential impact of payment with your benefits advisor

and make a judgment as to the level of payment and expenses you are prepared to receive and declare. This [link](#) provides details for all helplines.

- If you are in receipt of benefits, you may also wish to seek advice through [Citizens Advice helpline](#) for initial enquiries or [Citizens Advice](#) local service for more in-depth support and advice. For free and impartial money advice, you can also contact Money Helper (formerly Moneyservice) 0800 1387777.

Medical Insurance

- If you are in receipt of income from medical insurance, either as an individual or through your employer, you should be aware that involvement activity with the National Safeguarding Team, especially where this includes honorarium payment, could breach their policy's terms and conditions and put future payments at risk. You should contact your insurance provider and/or employer regarding involvement for advice.