



Diocese of Chelmsford

**Children's, Youth & Families Workers
Authorisation Scheme**

Scheme & Application Guidance Notes

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I. An Introduction from Bishop John



Thank you for your interest in the Children's, Youth and Families Workers Authorisation Scheme in the Chelmsford Diocese.

This is an exciting opportunity to join us on a journey to seek greater accountability in our practice and provision of children's, youth and family ministries. Authorisation ensures that workers, be they paid or voluntary, are fully supported in terms of management, employment, development, and fair treatment from their organisation/ Parish.

This 'kite mark of quality' also means that the worker is authorised by the Diocese to minister in the Parish (within the remit of their job description and contract of employment as the legal responsibility for the employment relationship rests clearly with the employer).

This is a huge milestone in the Diocese as Children's, Youth and Families work has never before been recognised as an authorised ministry... We are also leading the way on this nationally!

So, take your time, read, reflect and pray through this process on your own AND with your team. We are with you 100% of the way so feel free to contact the appropriate adviser if you have any questions.

Upon completion there will be a celebration service in which you will be formally recognised for your Authorisation and will become part of a wider diocesan family and support network, working most closely with the appropriate Diocesan Advisers. You will then be able to display your authorisation certificate in your parish/organisation and will also be eligible to look into funding bids from the Diocesan Mission Opportunity Fund and/or London Over the Border as appropriate.

We look forward to receiving your application form and are excited that you are thinking of joining us in our journey of accountability and good practice.

Warm regards,

Bishop John
On behalf of the Joint Children's Committee & Youth Advisory Group

2. What is Authorisation & Accreditation?

Authorisation is a special recognition from the Diocese that as an individual volunteer or paid worker that you are on a journey to being the best minister to Children, Youth and/or Families that you can be. It means that you have met and exceeded a baseline of requirements and have pledged to continue your development and go deeper as you service the children, young people and families in your local area.

Throughout this document, we use the phrase 'worker' as shorthand for 'individual volunteer or paid worker'. We would usually expect anyone applying for Authorisation to work on Children's, Youth and/or Families ministry for around 10-15 hours plus each week (that includes time in preparation as well as face to face) but this is not a blanket rule - someone serving faithfully as a volunteer every Sunday for an hour leading the crèche has just as much right to seek Authorisation as a paid Families Minister who works 42 hours a week.

Accreditation is a kite mark of quality from the Diocese awarded to a particular Anglican parish or other Trinitarian denominational church/parachurch organisation who works extensively in the Diocese of Chelmsford in partnership with the Church of England. It recognises best practice in their management of volunteers and/or paid staff and a high level of commitment to their ministry amongst 0-18's and their families. It does not evaluate the ministry itself, but ensures that the appropriate structures and safeguards are in place so that a fruitful ministry can flourish.

3. How do we become Authorised & Accredited?

Both the organisation AND the worker play a part in the process of Authorisation -

For the organisation this means you need to -

- become a Diocese of Chelmsford Children, Youth and Families Accredited Organisation by your governing body (PCC/trustees, etc.) adopting a set of seven promises to be the best employer and volunteer supervisor that your organisation can be;
- demonstrate your commitment to the seven promises by agreeing two practical action points associated with each promise annually which the Diocese will assist you to implement (if you would like them to) through the network of Diocesan Advisors and Deanery Youth Champions.
- Unless exceptional circumstances apply, you can be an Accredited Organisation without having an Authorised Worker, but not vice-versa (see Section 4 for more details). Where Accredited Organisations take on new workers or have a significant shift in their volunteer team, we would strongly encourage them to revisit their promises to reflect the needs of the new team.

For the Children's, Youth or Families Worker, this means you need to -

- fill out an application form stating how you meet the prescribed set of criteria that the Diocese has identified as the best practice for anyone with significant responsibility in children's, youth or families ministry;
- meet up with your Diocesan Advisor at least once a year (this can be either face to face or by email) so they know how they can best support you in your ministry – even if that's just by knowing how to pray for you.

4. Becoming an Accredited Organisation

The process of Accreditation is all about ensuring best practice when supervising workers with significant responsibility for ministry. We ask that each organisation formally adopts the seven promises along with at least two action points for each annually at a meeting of their PCC or other governing body, and gives enough time each year for a full review process of how the organisation performed against their action points each year.

Your Diocesan Advisor can support you with this process as much or as little as needed – all we need is for you to send us through a copy of your action points each year and, if you've written one, your evaluation of how you did. This allows us to pray for you, support you and ensure that we are maintaining a similar standard of Accreditation Commitments across the Diocese.

The seven promises are listed below along with suggested action points for each one. We know every organisation is different, so we are happy to help you draft action points specific to your situation – just drop us line.

1. We will pray and support by...

- praying for our children's/youth/family team on a weekly basis as part of our regular cycle of parish prayer;
- appointing a spiritual mentor for our worker(s) and ensuring they meet on a monthly basis;
- publicly commissioning/recommissioning and praying for our children's/youth/family team on an annual basis in front of the whole church family;
- starting an email/text message prayer chain for our children's/youth/families ministry including prayer requests from our worker and for the children/young people/families themselves.

2. We will give space for retreat and reflection by...

- setting aside £--- of our annual children's/youth/families budget for our worker/team to engage in activities that will grow their own personal faith (rather than just training on children's/youth/families matters);
- allocating our paid worker at least -- hours per week for time in personal study or prayer not directly related to their ministry delivery;
- purchasing books/resources for our worker(s) to help them move forward in their own faith journey;
- arranging for our children's/youth/families worker to have access to a place outside of our parish they can use for day retreats once each academic term.

3. We will provide on-going training and development opportunities by...

- setting aside £--- of our annual children's/youth/families budget for our worker/team to engage in activities that will directly increase their skills in ministry;
- conducting an annual skills audit with our worker(s) to identify training and professional development needs and creating a funded plan of how these can be addressed;
- engaging with Diocesan training structures and Youth Champions/Advisors on a regular basis to find out what training opportunities are available for our worker(s);
- assisting our worker(s) to create a long term career plan and putting in place resources to allow that plan to progress while they are ministering in our parish/organisation.

4. We will give a full day of rest each week by...

- ensuring our worker(s)' supervisor regularly checks that the worker is taking an appropriate amount of time off, including their weekly rest day;
- making allowances for rest days to be changed to accommodate special events or training;
- putting in place of rota of individuals to be 'on call' during the worker(s)' rest day to deal with any emergencies or pastoral issues that may come up;
- making a weekly rest day part of our employed workers' employment contract / working with our volunteers to make sure there is a day in the week where they rest from both their regular employed work and their volunteering.

5. We will share responsibility between the organisation and the worker by...

- regularly teaching the whole church family on their responsibilities to the children/youth/families in the congregation and in the wider community;
- ensuring that everyone in the church family knows how to volunteer with the children's/youth/families ministry and is encouraged to do so on a regular basis, making it clear that supporting the ministry does not have to only involve direct face to face work with the children/young people (but can include setting up/cooking/cleaning/praying/organising, etc.);
- giving the children's/youth/families team regular opportunities to feed back to the whole church family on what they are doing in a service/newsletter/email;
- setting up a PCC/DCC subcommittee to regularly liaise with the children's/youth/families team and ensure that issues in that ministry are discussed and acted upon at church leadership level and to encourage as much participation in that ministry from other church members as possible.

6. We will strive to be an excellent employer and/or volunteer supervisor by...

- regularly review the salaries/expenses that are paid to our worker(s), ensuring that they are fair and comparable to their role, experience and qualifications and that the true financial cost is being met by the church rather than the worker(s) themselves;
- providing an annually updated staff/volunteering handbook, containing all relevant policies and procedures to the role(s) being carried out;
- reviewing our worker(s)' job description/volunteering agreement at least annually to make sure that it evolves and develops along with the role;
- regularly engaging with Deanery, Diocesan and other networks regularly to ensure we are managing all our worker(s) in accordance with best practice.

7. We will celebrate and appreciate by...

- holding an annual children's/youth/families ministry Sunday where the work of our team(s) is publicly acknowledged and celebrated, including input from the young people and the wider community;
- including the worker(s) in planning/strategic meetings and decision making that is going to have an effect on their ministry, ensuring that they are aware of changes ahead of time;
- paying for an annual social for everyone on our children's/youth/families ministry team from the church's general budget;
- publicly and privately honouring our worker(s) whenever appropriate and ensuring a member of the church leadership team visits all of the projects they are involved in at least once a term.

Until December 2016, we will accept promises adopted by organisations signing up to the National Charter for Youthwork (also known as 'We Love Our Youthworker') as automatically giving Diocesan Accredited status; after this time, all promises must be adopted through the Diocesan framework.

5. Becoming an Authorised Worker

To become Authorised, workers will need to meet minimum ministry and academic standards as described below, and they must be engaged by an Accredited Organisation. The Diocese believes that excellence in any ministry depends on strong partnership between the supervising organisation and the individual who is performing the ministry so we do not encourage Authorisation without Accreditation except in exceptional circumstances.

The criteria for Authorisation as a worker are as follows:

Ministry Criteria

The worker must -

- i) be able to demonstrate an active Christian faith and spiritual life;¹
- ii) be baptised, and a regular worshipping member of the Church of England, or a 'Church in full membership of Churches Together in Britain and Ireland';²
- iii) have at least one year's proven leadership experience (paid or voluntary) including working with children, young people or families and oversight of others and be able to demonstrate a sense of calling to this ministry;
- iv) provide a satisfactory reference from a minister or recognised church leader if new in post;
- v) be willing to engage with the wider diocese, including participation in the networks of diocesan children's, youth or families workers (where possible, for volunteers) and participate in further training offered by the diocese;
- vi) possess a satisfactory DBS check, and equivalent for periods abroad;
- vii) have been trained in and have a good working knowledge of all relevant legislation including that relating to the Safeguarding of Children and Health & Safety;
- viii) have satisfactorily completed the agreed probationary period (if employed).

Workers must have a *calling* and suitable *character*, as well as the required *competence*. Being a good role model, having the right temperament, practising a Godly spirituality, and working well with others are just as important, if not more so, than being culturally relevant with young people or being able to effectively pass on Biblical truths to children.

We know that these three areas are key issues that organisations will have explored when they interview candidates to join their volunteer or paid staff team, but we also know that everyone in ministry is on a journey and all three of these can be developed further. To that end, the task of the Diocesan Advisor and the network of Deanery Youth Champions is to work in partnership with individuals to enable them to become the best workers they can be, and in some circumstances this may mean we invite workers to participate in further specific training or development activities agreed prior to Authorisation.

¹ Most often employing bodies are seeking to employ a worker to relate the Christian faith to others. To that end, adverts and Job Descriptions must clearly state that it is a 'Genuine Occupational Requirement' (GOR) for the worker to be a Christian in order to conform to the Equality Act (2010). In a small number of situations where the role is not primarily about sharing the Christian faith, further advice should be sought from Amaze or similar, to ascertain the necessity of inclusion of GOR language.

² Akin to the Church Representation Rules, which require an individual to be baptised even if not a member of the C of E.

Academic Criteria & Experience

Workers seeking Authorisation will be expected to be able to make one of the following statements:

“I have an academic qualification which is equivalent to, or higher than a Level 3 certificate, in a subject which includes working with children, young people or families.

If this is you, just tick the box, supply evidence of your qualification and carry on with the application form...

OR...

“I have an academic qualification which is equivalent to, or higher than a Level 3 certificate in a subject which is not related to working with children, young people or families. BUT, I have significant ministry experience, and have participated in lots of other, ad-hoc, children/youth/family work training.”

If this is you, then you will need create a portfolio of evidence outlining your knowledge and experience in relevant areas. Your portfolio should demonstrate that you...

- have a qualification equivalent to or higher than Level 3 Certificate, e.g. A level, BTec National, or NVQ Level 3 in subjects *unrelated* to working with children young people or families;
- have considerable experience in working with children, young people or families;
- and have undertaken significant ad-hoc training related to working with children young people or families (equivalent to the training and subjects covered in the Innovate course³ - this could be via training run by a Local Authority, the National Youthwork Conference , or other local training events).

OR...

“I do not have an academic qualification which is equivalent to, or higher than a Level 3 certificate in a subject related to working with children or young people, BUT, I am prepared to work toward obtaining such a qualification.”

Where there are academic ‘gaps’ it would still be possible to pursue Authorisation. This will involve a detailed conversation with a Diocesan Adviser to determine an appropriate package of training and practical experience for you, so that you can demonstrate your competence and build up a portfolio of experience. For paid workers training is most likely to be via the Engage Level 3 Certificate in Youth Ministry, or equivalent for Children’s/Families Workers; for volunteers and in exceptional circumstances for paid workers, through the Diocesan Innovate Course.

Don’t worry – the Youth Advisor Team and your Deanery Youth Champion will be there to support you all the way!

³ Subjects covered by the Innovate course include:

1. Aims and values, theology and Biblical grounding for children’s and youth work
2. Child and adolescent development, culture and risk
3. Starting from scratch, policies and procedures, health and safety
4. Accompanying, inclusion, support and managing behaviour
5. Leadership, team building, learning styles and personal and spiritual development
6. Empowering children and young people, and participation

6. Step by Step – How to Apply for Authorisation & Accreditation Checklist

Diocesan Advisors & Deanery Youth Champions are on hand at any stage in this process to jump in and help, just drop us a line...

Step 1: Initial discussion

The first step is an initial discussion between representatives of the organisation and the worker considering Accreditation and Authorisation. The Authorisation Application Form itself and these guidance notes should provide the focus and direction of the discussion. This initial discussion should:

		Done
a.	Ascertain that both the organisation and the worker wish to pursue Authorisation & Accreditation; identify and address any immediate reasons for not wanting to pursue Authorisation & Accreditation from either party. <i>For churches who want to apply for Accreditation prior to appointing a worker, skip straight to 1 b.</i>	<input type="checkbox"/>
b.	Identify the work and preparation that will be required by both the organisation and worker in order to successfully undergo the application process, and time scales set for each stage – see Steps 2 and 3.	<input type="checkbox"/>
c.	Identify who will take the lead in overseeing the whole process, ideally someone from the organisation that is not directly involved in the delivery of the ministry themselves (e.g., a Churchwarden or other PCC representative).	<input type="checkbox"/>

Step 2: Preparation by the Organisation & the Worker

Preparation by the organisation primarily consists of adopting the accreditation promises and a set of action points.

a.	Download the Accreditation Application form from www.chelmsford.anglican.org	<input type="checkbox"/>
b.	Decide who will complete the Accreditation application form and under whose authority. This should ideally be a group of people (management group or committee) authorised to oversee the worker on an on-going basis.	<input type="checkbox"/>
c.	The group should complete the application form, deciding what two actions should be in place for each of the seven promises. The promises and actions should be ratified by the Organisation's governing body before submission.	<input type="checkbox"/>

Preparation by the worker is focussed around completing their part of the application form. This primarily consists of demonstrating that they are able to meet the required Ministry and Academic Criteria. The worker will have to:

a.	Download the Authorisation Application form from www.chelmsford.anglican.org	<input type="checkbox"/>
b.	Answer the questions relating to Ministry Criteria on the Authorisation Application Form.	<input type="checkbox"/>
c.	Decide which of the Academic Criteria statements applies most accurately to their situation.	<input type="checkbox"/>
d.	If statement ii) or iii) most accurately applies, gather the required supporting evidence.	<input type="checkbox"/>
e.	If statement iii) most accurately applies, contact the appropriate Diocesan Adviser in order to put together, in consultation with the organisation, the most suitable route (i.e. training and experience) to Authorisation.	<input type="checkbox"/>

Step 3. Complete and submit the Authorisation Application Form

a.	Accreditation Application completed by the organisation, signed and dated, and evidence supplied	<input type="checkbox"/>
b.	Authorisation Application completed by the worker, signed and dated, and evidence supplied	<input type="checkbox"/>
c.	The whole form should then be sent to: Children’s, Youth & Families Workers Authorisation Scheme, c/o The Red Balloon Family Foundation, 56 Thaxted Road, Buckhurst Hill, Essex, IG96AW⁴ or submitted online to authorisation@redballoonfamily.co.uk	<input type="checkbox"/>

Step 4. Application processed by the Diocese

Once submitted the form will be processed by the appropriate Advisors in the Diocese. That will involve the details on the form being checked, references being taken up and where necessary a pre-authorisation meeting arranged. You will then be contacted to let you know of your Authorisation status.

Step 5. What happens next?

Being Accredited and Authorised by the Diocese is the beginning, rather than the end of the process. To that end, monitoring will take place annually as follows:

- Once Authorised, an annual meeting will be arranged between the organisation, worker and an Adviser as long as a person is in post/part of the team, to ensure that all criteria are continuing to be met and identify areas of further training that might be required.
- If a worker leaves the organisation and a new worker takes up the role, the organisation may need to modify their promise action points as appropriate
- If a worker leaves the organisation and takes up a role with another organisation in the Diocese, the new organisation will have to apply for Accreditation before the worker’s Authorisation again becomes ‘active’.

6. What happens if something goes wrong?

If a significant discipline or grievance issue arises, the Authorisation ‘status’ will almost certainly move to Amber (‘Pending’), whilst the matter is considered and until a satisfactory conclusion (by all parties, including the Diocese) is reached.

Both the organisation and worker will be supported throughout the process by appropriate Advisers.

⁴ The Red Balloon Family Foundation process the initial stage of Authorisation applications on behalf of the Diocesan Advisors.

Appendix: Contacts and Resources

Correct as at April 2015

Contacts:

- Authorisation for Children's and Families Workers in the **Diocese**:
Steve Kersys, steve@saltshaker.org.uk
- Authorisation for Youth Workers/Ministers in the **Barking Area**:
Vacant, contact admin@barkingyouth.com in the first instance
- Authorisation for Youth Workers/Ministers in the **Bradwell Area**:
Alice Smith, youthadviseralice@yahoo.co.uk
- Authorisation for Youth Workers/Ministers in the **Colchester Area**:
Rachel Brett, colchesterareayouthadviser@gmail.com
- Technical Support with Authorisation Process (e.g., help with submitting documents electronically, etc.)
authorisation@redballoonfamily.co.uk

Resources:

- **Amaze, the Association of Christian Youth and Children's Workers** – offers support and advice for workers and employers regarding all aspects of employment, especially those working within the Christian/church sector (Annual Fee for Employers and Workers to join)
www.amaze.org.uk/
- **Children, Youth & Mission (CYM)** – specialises in the training of Christian youth workers and creators of the Engage Youth Ministry Course
www.childrenyouthmission.org
- **Church Urban Fund** – Just Employment (FREE Download). The Church Urban Fund guide on recruiting and employing voluntary and paid staff
www.cuf.org.uk/working-together/just-employment
- **'Employing Youth and Children's Workers'** - book by Paul Godfrey and Nic Sheppard published by Church House Publishing (around £8.99)
- **We Love Our Youth Worker (WLOYW)** – useful sample promises are still available from their website even though they are no longer accepting applications.
www.weloveouryouthworker.org.uk

Sample Documents

A number of different documents which your organisation may not have yet formally adopted are referenced in this document. The Advisers team are more than happy to help you draft these, or to check drafts before they go to overseeing bodies (e.g., trustees, PCC's, etc.) to be formally adopted.

To help you make a start, please find a series of links below to examples of referenced documents that may be of use to your organisation as a starting point to work out from. In addition to these, we again recommend that all organisations sign up to Amaze (www.amaze.org.uk) who have an extensive library of exemplar

documents, forms, policies and procedures, and also check out the Church Urban Fund Just Employment guide (www.cuf.org.uk/working-together/just-employment). Please do make a donation to CUF if you make use of their material.

If you intend make use of any of these resources as starting points for your own documents, please seek permission from the appropriate organisations unless the document specifically states it is intended as an example for others to use, and always acknowledge the organisation on your final document through footnotes or endnotes. The Diocese of Chelmsford can accept no responsibility for any legal errors or omissions in documents provided by other organisations. If you are a representative of one of the organisations linked to below and would like the link to you website removed, please contact us and we will revise these listings accordingly.

Please report any broken links to authorisation@redballoonfamily.co.uk

Job Descriptions

- For employed staff:
 - http://www.childrenssociety.org.uk/sites/default/files/tcs/u182/youth_toolkit_3-Youth_worker_recruitment/youth_toolkit_t27_job_description.pdf
 - <http://www.bathandwells.org.uk/assets/downloads/CYP%20Parishes/Employed%20workers/9%20new%20sample%20full%20time%20Youth%20W%20-%20Job%20Description.pdf>
 - <http://www.methodist.org.uk/downloads/Section%2012%20Information%20Specific%20to%20the%20Employment%20of%20Youth%20Workers%20-102011.pdf>
- For volunteers:
 - http://www.weloveouryouthworker.org.uk/pdf/volunteer_sample_job_description.pdf
 - http://www.childrenssociety.org.uk/sites/default/files/tcs/u182/youth_toolkit_4-volunteers/youth_toolkit_t50_volunteer_youth_club_worker_role_description.pdf
 - http://www.barnardos.org.uk/volunteering_pack.pdf

Employment Contracts

- http://www.childrenssociety.org.uk/sites/default/files/tcs/u182/youth_toolkit_3-Youth_worker_recruitment/youth_toolkit_t37_contract_of_employment_sample.pdf
- http://www.cpas.org.uk/download/1790/web_upload%2525Job+Description+and+Person+Specification-1292921424.pdf
- <http://www.stalbans.anglican.org/assets/downloads/youth/employmentpackmarch2011.pdf> (See Section 2)

Volunteering Agreements

- http://www.weloveouryouthworker.org.uk/pdf/volunteer_agreement.pdf
- http://www.childrenssociety.org.uk/sites/default/files/tcs/u182/youth_toolkit_4-volunteers/youth_toolkit_t52_volunteer_agreement_sample.pdf
- <http://youthministrymanagement.co.uk/volunteer-agreements/>

Discipline & Grievance Procedures

- <http://thisischurch.com/ourchurch/funding/staffhandbook.pdf> (see section 10 & 11)
- <http://www.ctmparish.org.uk/policies-and-structures/>
- <http://www.methodist.org.uk/media/978963/Appendix%208.5%20Disciplinary%20and%20Dismissal%20Procedure.doc> (Disciplinary)
[http://www.methodist.org.uk/downloads/Appendix%208.6%20Grievance%20Procedure\(2\).doc](http://www.methodist.org.uk/downloads/Appendix%208.6%20Grievance%20Procedure(2).doc) (Grievance)

Expectations of Behaviour/Codes of Conduct

- http://www.childrensociety.org.uk/sites/default/files/tcs/u182/youth_toolkit_t16_code_of_conduct_guidance.pdf
- <https://www.eauk.org/church/networks/hr-network/loader.cfm?csModule=security/getfile&pageID=6112>
- <http://www.dioceseofsalford.org.uk/codes-of-conduct/code-of-conduct-for-adults-involved-in-contact-with-children-and-young-people>

Safeguarding Policies

- Anglican churches should make use of the Diocese of Chelmsford Safeguarding Policy:
 - <http://www.chelmsford.anglican.org/safeguarding/child-protection>
- Other organisations may wish to explore:
 - Resources from the NSPCC: http://www.nspcc.org.uk/Inform/research/briefings/writing-cp-policy_wda93825.html
 - Resources from CCPAS: http://www.nspcc.org.uk/Inform/research/briefings/writing-cp-policy_wda93825.html

Health & Safety Policies

- http://www.childrensociety.org.uk/sites/default/files/tcs/u182/youth_toolkit_t12_health_and_safety_guidance.pdf
- <http://www.ecclesiastical.com/ChurchMatters/Images/Church%20insurance%20health%20and%20safety%20policy%20with%20guidance%20notes.pdf>
- http://www.churchsafety.org.uk/information/inform/policy_ex.htm

Workplace Risk Assessments

- http://www.childrensociety.org.uk/sites/default/files/tcs/u182/youth_toolkit_t7a_example_risk_assessment.pdf
- <http://www.hse.gov.uk/risk/casestudies/villagehall.htm>
- http://www.churchsafety.org.uk/downloads/pdf/is_assess.pdf

Acknowledgements

The Diocese of Chelmsford Advisory Team would like to acknowledge the support of all who have helped shape this document, including the wisdom of the Diocesan Youth Officers' Network and especially Guildford Diocese who provided the original template. They also offer their thanks to all of the organisations listed in the Appendix who have generously made their own documents, policies and procedures available online for others to view.