



Bringing people closer to Jesus Christ through His Church
Catholic Diocese of Portsmouth

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Diocesan Operating Procedures Diocesan Archives Volunteers (004)

*"For whatever was written in former days
was written for our instruction"*

Romans 15:04

Issued by:

The Bishop of Portsmouth and the Trustees of the Portsmouth Diocesan Trust
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1. INTRODUCTION

The Diocesan People Operating Procedures (DOPs) are provided as guidance to managers and to employees on how a wide range of issues should be managed in relation to the Diocesan Archives.

The underlying rationale to DOPs is to provide a framework of policies and procedures which provide a way of working within the concept of fairness and justice.

It also provides employees, volunteers and line managers with relevant forms, letters, and documents in a series of appendices for use in the appropriate circumstances.

Policies provide general and practical advice as well as guidance on a range of issues to ensure all employees (and volunteers) act appropriately as required by the Diocese and in adherence to relevant legislation.

Procedures support and supplement the policies by giving a step- by-step account of specific arrangements that apply in particular circumstances.

Forms and Guidance notes are also provided throughout relating to the policies and procedures.

Please note that these policies and the accompanying procedures and forms are for guidance only. They do not have contractual status as they may be amended from time to time.



2. FOREWORD

God's Church here in the Catholic Diocese of Portsmouth is formed of many and varied communities, held together in the same Truth of Christ both in doctrine life and worship. We need common operating procedures across the Diocese to ensure compliance with the needs of both canon and civil law. In addition, and especially in the light of the church's call to the work of new evangelisation, we need to ensure harmonised collaboration. We have a responsibility to ensure that people, buildings, and money are treated carefully allowing us to perform our duties "with the diligence of a good householder" (Canon 1284§1).

These Diocesan Operating Procedures (DOPs) have the status of particular law for the Catholic Diocese of Portsmouth. They must be understood and followed in the broad areas of human resource, schools, buildings, and finance.

I am very grateful to all those who have compiled these procedures and ensure their regular review and updating.

In Corde Iesu

+Bishop Egan
Bishop of Portsmouth



3. TERMINOLOGY

Throughout this DoPs, the Portsmouth Roman Catholic Diocese will be referred to as **'the Diocese'**. This expression shall include any representative acting for or on behalf of the Diocese Trustees, for example HR, Line Managers or any other representative appointed to carry out work on behalf of The Portsmouth Roman Catholic Diocese.

Throughout this DOP the expression, **'Line Manager'**, will be used which may be referring to a Co-ordinating Pastor/Parish Priest/Head of Department or any other person with line management responsibilities.

Throughout this DoP the expression, **'Diocesan Archivist'**, refers to the member of staff or volunteer responsible for the management of the Diocesan Archives.

This DOP is subject to changes brought about by relevant legislation, regulations and changes in best practice. Any changes and amendments that may be made to this document will be brought to the attention of line managers and Parishes. They will then be guided towards the current version online:

[Diocesan Operating Procedures | Portsmouth Diocese](#)

Guidance on is available from the relevant department in the Curia:
archives@portsmouthdiocese.org.uk



4. THE BISHOP'S VISION

The Bishop of Portsmouth and the Trustees are fully aware of their duty of care to all our employees, and to anyone who works within the Catholic Diocese of Portsmouth.

Diocesan policies must comply fully with the current statutory regulations concerning employment, data protection, health and safety and the many regulations which relate to employees and to the workplace.

However, it is our aim that our policies do more than comply with regulations.

It is our aim that our policies provide a framework of guidance for all who work within the Diocese: guidance to support and encourage us all in our work, to enable a working environment that is based on co-operation, respect for each other's gifts, tolerance and support for each other's limitations and above all, fairness and justice in our dealings with each other.

Please read these policies, become familiar with the procedures and the forms, and help us to ensure that our work together fulfils our aims of respect, tolerance, and fairness.



5. APPROVALS

The signatures below certify that this document has been reviewed and accepted demonstrating that the signatories are aware of all requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by	Eleanor Belton		Development Officer	25 Aug 21
Reviewed by	Heather Hauschild		Chief Operating Officer	27 Oct 21
Reviewed by			FAR Committee	10 Nov 21
Approved by			Trustee Board	09 Dec 21

6. AMENDMENT RECORD

This document is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.

Page No.	Context	Revision	Date

7. VOLUNTEERS POLICY (004)

“from whom the whole body, joined and held together by every joint with which it is equipped, when each part is working properly, makes the body grow so that it builds itself up in love” Ephesians 4:16

8. SUMMARY

Operative Date:	December 2021
Owner:	Governance Manager
Review Date	December 2024
For action by:	All volunteers at the Diocesan Archive
Policy Statement:	This policy outlines ways of working together and the rights and responsibilities of volunteers at the Diocesan Archives.
Responsibility for dissemination to new employees:	Line managers
Mechanisms for dissemination:	The policy will be published on the Diocese of Portsmouth website.
Training Implications:	This policy will be highlighted through the induction process.
Resource Implications:	There are no resource implications.

9. INTRODUCTION AND PURPOSE

- 9.1. The Portsmouth Diocesan Archives are held by a data management company on behalf of the Diocese. The Archive holds episcopal and administrative records of the Diocese of Portsmouth from its foundation in 1882.
- 9.2. The Diocesan Archives encourage and rely on volunteers for the day-to-day management of the archive. Volunteers make an important contribution to the Diocesan Archives, this policy aims to ensure that their experience of working for the Diocese is fulfilling, effective and beneficial to both,
- 9.3. The purpose of the policy is to:
 - 9.3.1. Provide overall guidance and direction for staff and volunteers
 - 9.3.2. Establish a framework for recruiting and supporting volunteers
 - 9.3.3. Recognise and clarify the respective roles, rights and responsibilities of volunteers and of the Diocese



- 9.3.4. Ensure fairness and justices in our dealings with each other
- 9.3.5. Confirm the Diocesan Archives commitment to involve volunteers in its work

9.4. The Diocesan Archives will adhere to Equal Opportunities principles and the People DoPs when recruiting and working with volunteers.

10. SCOPE AND DEFINITIONS

- 10.1. The Collecting Policy applies to all volunteers and staff of the Diocesan Archives.
- 10.2. A volunteer is anyone who does voluntary unpaid work on behalf of the Diocesan Archives.
- 10.3. A volunteer may hold the position of Diocesan Archivist reporting to the Governance Manager.

11. RECRUITMENT AND SELECTION

- 11.1. Some volunteer positions may require certain skills or experience. An outline of the requirements will be made available during the recruitment process and only volunteers with appropriate skills or experience will be accepted for that role.
- 11.2. All volunteer placements will be subject to an initial 30-day probationary period.
- 11.3. Volunteers may be asked for a reference during the recruitment process. References may be from an employer, teacher, parish priest or other recognised individual known to the volunteer.
- 11.4. All volunteers must sign a volunteer agreement and agree to adhere to all relevant policies and procedures from the Diocese of Portsmouth prior to starting their work with the Diocesan Archives.

12. WORKING ENVIRONMENT

- 12.1. The workplace, support and equipment provided to volunteers will be comparable to that of paid staff.
- 12.2. Depending on experience, volunteers may be expected to manage their own work and training and may be asked to support others.
- 12.3. The Diocesan Archives will endeavour to give volunteers a range of tasks reflecting the scope of the Archives' work, so that their experience can be as broad and as fulfilling as possible.
- 12.4. Volunteers will be provided with a clear role description.

13. CONFIDENTIALITY

- 13.1. Volunteers shall keep confidential and not use or disclose or attempt to use or disclose any confidential information.
- 13.2. Confidential information includes all knowledge and information relating to the Diocese of Portsmouth, its parishes, agencies organisation, business, finances, technology and people not already in the public domain.
- 13.3. Volunteers must respect confidentiality both during the period of their work with the Diocesan Archives and after its termination

14. ROLES AND RESPONSIBILITIES

- 14.1. The Diocesan Archives are committed to providing a safe, collaborative, fair and fulfilling working environment for all. Volunteers have the right to:
 - 14.1.1. Know their rights and responsibilities
 - 14.1.2. Be free from discrimination
 - 14.1.3. Receive appropriate induction and training
 - 14.1.4. Work in safe conditions and be covered by appropriate insurance
 - 14.1.5. Be given a clear role description
 - 14.1.6. Be supported in their work and shown due recognition
 - 14.1.7. Be consulted on decisions affecting them directly
 - 14.1.8. Experience personal development through their participation
 - 14.1.9. Refuse tasks or work
 - 14.1.10. Ask for a reference
 - 14.1.11. Withdraw from voluntary work
- 14.2. The Diocesan Archives are committed to providing a safe, collaborative, fair and fulfilling working environment for all. Volunteers have the responsibility to:
 - 14.2.1. Comply with all the policies and procedures of the Diocese of Portsmouth and Diocesan Archives
 - 14.2.2. Carry out their work in a way which corresponds to the aims and values of the Diocese of Portsmouth and Diocesan Archives
 - 14.2.3. Respect confidentiality
 - 14.2.4. Be aware of and comply with document handling procedures
 - 14.2.5. Take care of the archival material they are working with and ensure others do the same
 - 14.2.6. Be sensitive to potential legal issues surrounding record management
 - 14.2.7. Be reliable
 - 14.2.8. Respect the professional environment and behave appropriately

15. TRAINING

- 15.1. During the induction process, volunteers will be given an overview of the Diocesan Archives' work and the role they will be expected to fulfil. Volunteers will also be made aware of any risks associated with the work (such



as exposure to dust, lifting, etc.)

- 15.2. Volunteers will be offered, and expected to undertake, general training for staff at the Diocese, including GDPR and IT training.

16. REVIEW

- 16.1. This document may be reviewed at any time at the request of either the staff or management, or in response to changes in legislation, but will automatically be reviewed after three years.