

ASCENSION TRUST REPRESENTATIVE (ATR) AGREEMENT

Between

A. The Ascension Trust ("AT"), charity no. 1127204, company no. 06751712, whose registered address is at Alpha House, 158 Garth Road, Morden, Surrey, SM4 4TQ, England;

and

B. ATR full name:			
Address:			
Postal Code:		Country:	
Telephone No.		Email:	

("the ATR") and together referred to as "the Parties".

Background

- a. AT equips believers to serve as the Church united, relevant and effective in engaging with a changing society across cultural and social barriers as "salt and light";
- b. AT's fulfils its mission through Street Pastors and other derivative projects (e.g. School Pastors, College Pastors, University Pastors, Retail Pastors, Rail Pastors, Urban Youth Missions, Overseas Missions, Word for Weapons) and through its trading arm, **Ascension Commercial Ltd** company no. 7586400;
- c. AT needs the engagement of Ascension Trust Representatives (ATRs) to further its mission;
- d. The ATR wishes to serve as an AT Representative.

The Parties agree to the following terms of representation:

Defining the role of the ATR

1. The general ATR role involves:
 - 1.1. raising awareness in the work of Street Pastors and other AT projects;
 - 1.2. building relationships and establishing interest networks;
 - 1.3. responding to or identifying Street Pastor interest;
 - 1.4. promoting the framework of a Street Pastor Initiative;
 - 1.5. delivering the AT training programmes in line with AT guidelines;
 - 1.6. building confidence in the effectiveness and process of Street Pastor work;
 - 1.7. helping to build a platform to enable joint working locally at community levels and within the national network.
2. The designation of the ATR role may include further variations, from time to time, according to a specific set of skills or AT objectives. These titles may vary in descriptions of Trainer, Project Promoter, Coordinator, QA Adviser or other variations as deemed necessary.

3. The ATR's role is voluntary (no contract of employment is made by this Agreement and there is no intention by the Parties to create an employment relationship); it may involve compensation and reimbursement of expenses as determined separately in the ATR Expenses Policy.
4. All references to Management, Coordinators and Street Pastors within this agreement also apply to ATR's.

Terms of ATR Role Appointment

5. AT appoints the ATR as a Representative of Ascension Trust (non-exclusive and independent), with the designation of [ATR – Trainer] to further the mission of AT and the work of Street Pastors and derivative projects in [name of place], as directed by the AT Operations Director and in liaison with the Street Pastors network being established in [name of place].
6. The ATR will devote such time, energy and skill necessary to further the mission of AT whose charitable objects are set out in the Schedule.

Terms of representation

7. The scope of representation is purely promotional.
8. The ATR will:
 - 8.1. not enter into any obligation, financial or otherwise, or give any undertaking on behalf at AT to any third party unless specifically authorised in writing to do so by AT, nor take any decision in order to gain financial or other material benefits for themselves, their families, their friends or their churches, and will avoid any other form of conflict of interest;
 - 8.2. maintain a record and disclose to AT a register of dates and contacts made with third parties on behalf of AT whilst engaged in the role of an ATR. The register must be kept up to date and include names, addresses, email address, telephone numbers and other details relevant to interest or enquiry regarding AT or the work of Street Pastors or derivative projects;
 - 8.3. handle with care all AT training materials and fees, including brochures, reports and training registration lists;
 - 8.4. regularly report back to AT and remain accountable to AT for decisions and actions taken;
 - 8.5. observe the highest standards of integrity and practice including in personal presentation and communication on all platforms or forums, including, on social media;
 - 8.6. uphold the Ascension Trust Core Values, Code of Conduct and Ethos.
9. During the term of this Agreement and within two years after its termination, the ATR shall not compete directly or indirectly with AT in any of its concepts and initiatives, nor disclose to any third party sensitive or confidential data or information of AT or its strategies.
10. Unless otherwise agreed, the ATR acknowledges that all presented material used whilst in the role of an ATR, whether developed by the ATR or AT, shall remain the intellectual property of AT, free of any payment or royalties.

Business Process

11. The ATR shall follow the guidance provided by AT in all instances and stages of consultation with and development of Street Pastors Initiatives, namely but not exclusively:
 - 11.1. Stage 1 - Local consultation with interested party, notify AT of engagement.
 - 11.2. Stage 2 - Speaking to local church leaders.
 - 11.3. Stage 3 - Meeting with the church leaders to secure interest and establish potential management committee to enter next stage.

- 11.4. Stage 4 - Direct the new area to AT HQ for the License Agreement, Certificate of Association, Launch Pack, email address and password.
- 11.5. Stage 5 - Meetings with other members of the Urban Trinity, ie the police and local government.
- 11.6. Stage 6 - The Launch of the SP initiative, ensuring implementation of the Urban Trinity principle.
- 11.7. Stage 7 - Run the training program in accordance with AT's usual training practice.
- 11.8. Stage 8 - Governance induction, recruitment of the area coordinator, and implementation of the recruitment, safeguarding, training and media policies.
- 11.9. Stage 9 - Commissioning Service, prior to the first patrol of Street Pastors on the street. Notify AT of the start of operations for the download of the Operations Manual.
- 11.10. Stage 10 - Complete with the local initiative a Quality Review Checklist within 3 months of becoming operational. Notify AT for the issuing of an Operational Certificate.
- 11.11. Stage 11 - Consultation regarding readiness for Enhanced Operational Scope. Notify AT for issuing of any sub-licence.
- 11.12. Stage 12 - Assessment of operational condition for Quality Assurance Certification. Notify AT for issue of any Quality Assurance Certificate.

Termination of Agreement

- 12. This agreement may be terminated by either party on two months' written notice. Where possible, the Parties shall mutually agree on the termination process.
- 13. In the event of gross misconduct or negligence by the ATR, AT reserves the right to terminate this agreement immediately without further consultation.
- 14. Upon termination of this agreement, the ATR shall immediately cease to represent themselves as a representative of AT or Street Pastors or any of its derivative projects and will cease to use the Intellectual Property and any Trademarks of AT in the role of ATR, returning all AT materials to AT, or as otherwise directed by AT.

Terms of Duration and Review

- 15. This agreement shall remain valid indefinitely unless terminated in accordance with the terms set out in this Agreement. From time to time, the Parties may review this Agreement to make any necessary amendments or updates. Upon completion of consultation, any changes will be added as an Addendum to this Agreement, signed by both Parties.

Date:		Place:	
Signing for Ascension Trust		ATR	
Name:		Name:	
Signature:		Signature:	

SCHEDULE - STREET PASTOR OBJECTS AND GENERAL CODE OF CONDUCT AND PRACTICE

The number one rule of operational requirement of Street Pastors, regardless of being an ATR, an individual Street Pastor or a *bona fide* SPC, the GENERAL CODE OF STREET PASTOR CONDUCT AND PRACTICE applies to all, without exception.

STREET PASTOR OBJECTS:

- 1) To advance the Christian Faith in accordance with the Street Pastor License Agreement with AT through:
 - a) the provision of public pastoral care services to help people on the streets and other public places, giving guidance, support and signposting which assist in preserving public order, avoid anti-social behaviour, relieve sickness and preserve health, and by
 - b) enlightening others about Christianity through raising awareness and understanding of ecclesiastical relevance to community and public life, mobilizing the Church ecumenically to unity of worship and to advance the Christian Faith by carrying out the mission and outreach work of the Gospel for the benefit of the public.
- 2) To develop the capacity and skills of socially disadvantaged groups in our community in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society; in particular but not exclusively through raising awareness, promoting, sustaining and increasing individual and collective knowledge, skills and expertise, through the practical development of individual capabilities, competences, skills and understanding through formal training, informal talks and capacity building in voluntary services, according to Christian principles and the Street Pastor Urban Trinity principle of church, police and local government working together for the benefit of the community.

STREET PASTOR MISSION STATEMENT:

"As a Local Initiative of the Global Street Pastor Movement, our mission is to engage, train and mobilize Christian volunteers from different churches to be relevant in public life as salt and light addressing issues of vulnerability and social exclusion through the principles of caring, listening and helping people. We work in partnership with the police, local authorities and other voluntary organisations to achieve our goals and attain greater social cohesion in our community."

1) STREET PASTOR CORE VALUES:

The Street Pastor Movement embraces Christians from a range of denominations with a passion for Jesus and for the betterment of the community, who adhere to the five foundational core values:

- a) The sacredness and sanctity of human life
- b) Valuing and honouring the community
- c) Being a person of integrity
- d) Taking personal responsibility
- e) Promoting the growth and development of the individual to their fullest potential

2) STREET PASTOR CODE OF CONDUCT:

- a) This Code of Conduct sets out the personal and professional standards which are expected of all Street Pastors staff, volunteers and charity trustees as they carry out their work and/or ministry in connection with the Street Pastors Charity. It forms part of the Street Pastors' Licence Agreement, the Volunteers' Agreement and all employment contracts. **L**

- b) It is essential that all those connected with the Street Pastors movement observe this Code of Conduct so that we can provide, at all times, a good quality of service to those we seek to help, or work alongside, and so that we can preserve our reputation as a professional organisation with high standards of integrity, transparency and accountability.

3) THE STREET PASTORS ETHOS:

- a) Primarily, a Street Pastor's role is to be the Gospel, though they should always be ready to share their faith if invited to do so. A Street Pastor's calling is to listen, care and provide practical help on a non-judgemental basis to anyone and everyone they meet on the streets of a local area.
- b) Street Pastors should help and support anyone and everyone without discrimination on grounds of race, ethnicity, gender, sexuality, disability, religion, political persuasion or any other reason.
- c) Street Pastors should conduct themselves in a manner reflective of the compassion and dignity of Christ; use common sense and good judgment; and refrain from any conduct or activity which is illegal, unethical, inappropriate or otherwise damaging to the reputation of Street Pastors. Street Pastors should not express views, use language or display materials which other people might reasonably find offensive.
- d) Street Pastors should respect and be courteous towards those with whom they work, stakeholders, those they help and the general public. In particular, Street Pastors should respect differences in custom, culture and religion and accommodate those differences as far as possible in the delivery of our services.

4) ACCOUNTABILITY AND TRANSPARENCY:

- a) Street Pastors serve under the authority of their local Street Pastors Charity, and must be directed in line with the Street Pastors' License Agreement and any Street Pastors' policies and procedures. Staff and volunteers carry out all reasonable instructions of their local Street Pastors supervisors, coordinators and charity trustees.
- b) Street Pastors are individually accountable for their decisions and actions and must submit themselves to whatever scrutiny is appropriate for their position.
- c) Street Pastors should be as open as possible about all the decisions and actions which are taken. Street Pastors should be able to give reasons for their decisions, and restrict information only when the need for confidentiality arises or in order to comply with the law.

5) DISCIPLINARY PROVISIONS:

- a) In the event that the Coordinator or any member of management become aware that a Street Pastor is being investigated for inappropriate or criminal behaviour, they must inform AT within 24 hours by the agreed means and follow the reasonable instructions of AT management in order to manage any reputational or other risks arising. **L**
- b) Should a Street Pastor leave his/her church, he/she must immediately notify management and/or the Coordinator and explain the reasons for leaving, and management/the Coordinator shall discuss this with the leader of the local church.
 - i. Whilst there may be limits to this discussion (for reasons of confidentiality) management and/or the Coordinator must feel satisfied that the Street Pastor is still a fit and proper person to serve as a Street Pastor before he/she continues to go out on patrol.
 - ii. If management and/or the Coordinator do not feel satisfied that the Street Pastor is still fit and proper to go out on patrols or if (in their opinion) the Street Pastor has not become a member of another church within a reasonable period of time, the Street Pastor shall cease serving as a Street Pastor until

such time that he/she has been a member of another church for at least three months and shall then reapply in accordance with the application and selection procedure previously described.

- iii. Management and/or Coordinator should also make contact with the leader of his/her new church, and advise that they will be asking him/her for a reference after a period of six months.

6) CONFLICTS OF INTEREST

- a) Management should not take decisions in order to gain financial or other material benefits for themselves, their families, their friends or their churches.
- b) Management and Street Pastors should not place themselves under any obligations, financial or otherwise, to third parties that might influence them in the performance of their duties.
- c) Management and Street Pastors should always declare any private interests which may conflict with their duties, and take steps to resolve such conflicts in order to protect the reputation and values of the Street Pastors Movement.

7) GIFTS

- a) Management and Street Pastors must not accept any personal gifts, monetary or otherwise, other than small promotional materials. Donations made either to the local SPC or the local Street Pastors should be handed into the Coordinator and recorded. When in doubt, supervisors or local Coordinators should be consulted.

8) USE OF UNIFORMS AND ID CARDS

- a) Street Pastors must wear only the authorised Street Pastor clothing/headwear whilst on duty. No other labels, brands, names, badges, ribbons, etc, are to be worn or promoted whilst wearing the Street Pastors uniform.
- b) Street Pastors must carry an authorised valid AT Street Pastors ID Card whilst on duty.
- c) No member of a Street Pastor charity, trustees, staff or volunteer must wear or use the Street Pastors uniform or ID Card at any time *other than* when on duty or when taking part in an organised, official event promoting the Street Pastors Charity.
- d) Upon ceasing from active duty, Street Pastors must return the full uniform to the local SPI. No items may be kept as keepsake.
- e) Upon learning an item of Street Pastor uniform or ID card has been lost or stolen, the Street Pastor must notify the local Coordinator who will in turn notify AT via the Coordinator's Portal by the agreed means.

9) PRESS, RADIO AND TELEVISION

- a) All Street Pastors staff, volunteers and charity trustee should adhere strictly to the Street Pastors' Media Policy. In particular, if a charity trustee, staff or volunteer is contacted by the media and there are actual or potential implications for Street Pastors nationally, all such queries or requests are redirected to Ascension Trust. In the event that the query or request has implications only for the local Street Pastors Charity, it is redirected to the local Coordinator in the first instance who consults with one or more members of the local charity trustees. If in doubt, contact Ascension Trust for guidance.

10) HOSPITALITY

- a) It is accepted that from time to time charity trustees, staff or volunteers may give and receive meals and refreshments. Any expenses incurred for hospitality should be kept to a reasonable level. Individual local coordinators should decide what is considered "reasonable" after consultation with their charity trustees. In the event that expenses are

incurred above the agreed level, these should be assessed by the local coordinator who, if approving the expenditure then records the approval in a log book.

11) INTEGRITY AT WORK

- a) Street Pastors should seek at all times to observe the highest standards of integrity. In cases of misconduct or maladministration, or where it is believed that the law is being broken or the integrity of the Street Pastor brand is being compromised, this may be reported to the Trustees of Ascension Trust, by sending a letter in a sealed envelope marked '**Private & Confidential**' as per the guidance given in the Volunteer's Handbook.
 - i. This facility should only be used where there is a clear case of an illegal act being committed, or where there is a serious threat to the Street Pastors brand, and where repeated efforts to address this in accordance with the usual line of accountability have demonstrably failed. This facility should be used for reporting of wrong doing and no other purpose.

12) CONFIDENTIALITY

- a) Street Pastors should value transparency of operations, but must also be aware of occasions when high levels of confidentiality are required.
- b) Street Pastors must comply with the provisions of the Data Protection Act 1998 and abide by procedures designed to protect the confidentiality of information held about charity trustees, staff, volunteers, beneficiaries, and other stakeholders.
- c) Street Pastors should not disclose or cause to be disclosed to any unauthorised persons any confidential information about Ascension Trust, Street Pastors or the people involved in the ministry (eg private addresses and phone numbers, salaries, terms of contracts, etc).
- d) Where people on the street share personal, sensitive or confidential information with the Street Pastors this information should only be disclosed to a third party where required to by law, where for example a client poses a danger to him/herself, or in accordance with the Data Protection Act 1998 or the Freedom of Information Act 2000: if in doubt the local Coordinator should be consulted.

Ascension Trust General Privacy Notice
How the information we hold on you will be used

1. Personal data is any information about a living individual which allows them to be identified (eg a name, email address, address, image, ID number). Identification can be by the personal data alone or in conjunction with any other information.
2. Your information/personal data will be held by Ascension Trust. You can contact the Ascension Trust as a data controller and for any data protection enquires by post by writing to:

Data Protection Officer
Ascension Trust
Alpha House
158 Garth Road
Morden
Surrey
SM4 4TQ

By email at data@ascensiontrust.org.uk and by telephone on 020 8330 2809.
3. Ascension Trust is a charity registered in the UK and the umbrella body for a wider network of initiatives in the UK, who all work together to deliver the Ascension Trust' mission in communities throughout the UK. We may need to share personal data that we hold with them so that they can carry out their responsibilities in our communities. Ascension Trust along with initiatives coming under our umbrella are joint data controllers and all responsible to you for how your personal data is processed. This privacy notice is sent to you by Ascension Trust on our own behalf and on behalf of these other data controllers.
4. As data controllers we will comply with our legal obligations towards you to keep any personal data we hold on you up to date; to store and destroy it securely; not to collect or retain excessive or unnecessary amounts of data; to keep your personal data secure, and protect it from loss, unauthorised access, misuse and disclosure.
5. We will use your personal data for some or all of the following purposes:
 - (a) to enable us to deliver the Ascension Trust mission to our local communities, and to carry out other charitable or voluntary activities for public benefit as provided for in the governing document and statutory framework of Ascension Trust and its other joint controllers;
 - (b) to fundraise and promote our work;
 - (c) to send you communications which you may have requested or that may be of interest to you about our operations, events, fundraising activities, campaigns and appeals.
 - (d) to process a donation that you have made (including Gift Aid information);
 - (e) to maintain our records and accounts;
 - (f) to keep you notified of changes to the service that we provide, events or personnel within Ascension Trust;
 - (g) to seek your comments or views;
 - (h) to process applications for a role;
6. We may process the following personal data:
 - (a) Names, titles, aliases, photographic images.
 - (b) Contact details, eg telephone numbers, addresses and email addresses.
 - (c) Where relevant we may process demographic information such as your date of birth, marital status, nationality, family composition, dependants, education/work histories, academic/professional qualifications and employment details.
 - (d) Where you make donations or pay for activities or merchandise, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
 - (e) Other operational personal data created, obtained, or otherwise processed in the course of Ascension Trust carrying out our activities including, but not limited to, recordings of telephone conversations, IP addresses and website visit histories, and logs of visitors.
 - (f) The data we process will likely include sensitive personal data because as a Christian organisation the fact that we process your data may be suggestive of your religious beliefs. Ascension Trust may also process other categories of sensitive personal data revealing racial or ethnic origin, religious or philosophical beliefs, and the processing of genetic data, data for the purpose of uniquely identifying a natural person, and data concerning health.
7. Whilst we will rely on your consent as a legal basis for this processing, we will also have a legitimate interest for processing your personal data in order to facilitate the Ascension Trust mission. As a religious organisation we may process information about your religious beliefs to administer membership or contact details. Whilst exercising our legitimate interest we will always take into account your interests, rights and freedoms.
8. Some of our processing is necessary for compliance with a legal obligation. Where your personal data is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.
9. Your personal data will be treated as strictly confidential. It will only be shared with third parties including other data controllers where it is necessary for the performance of our tasks or where you first give us your prior consent.

10. We may also share your personal data with our agents, servants and contractors. For example, we may ask a commercial provider to send out newsletters on our behalf, or to maintain our database software.
11. It is not envisaged that your personal data will be transferred to any party outside of the UK, but in the event that this needs to be done, your consent will be sought beforehand. Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the EU. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.
12. We will keep your personal data only for as long as we need it and in line with our Data Retention Policy and we will delete it when it is no longer needed. Elements of your personal data may be retained by the organisation for historical, statistical or research purposes.
13. We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits.
14. As a person whose personal data Ascension Trust holds (a data subject) you have the following rights:
 - (a) The right to be informed of your rights as a data subject through this privacy notice.
 - (b) The right of access to the information Ascension Trust holds on you.
 - (c) The right to correct the information we hold on you.
 - (d) The right to erase the information we hold on you.
 - (e) The right to restrict processing of your personal data
 - (f) The right to data portability and the transfer of your personal data to another data controller.
 - (g) The right to object to the processing of your personal data.
 - (h) Rights in relation to automated decision making and profiling.
15. When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security. In such a case we may need you to verify your identity before you can exercise these rights.
16. You have the right to withdraw your consent to the processing of your personal data by Ascension Trust at any time.
17. Ascension Trust currently has no automated decision making or profiling activities. If in future these activities are to occur, you will be notified, and your consent sought before your personal data is processed in this manner.
18. Should you be dissatisfied with the way in which the organisation has processed your data you have the right to submit a complaint to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane Wilmslow
Cheshire SK9 5AF

www.ico.org.uk/concerns/handling/