**Two Rivers Mission Community**

**Online payments and money transfer policy**

This policy aims to ensure that online payments and money transfers on behalf of the Two Rivers Mission Community Joint Council are conducted as safely as possible.

Employees and volunteers should ensure:

* They only make online payments and money transfers from a device which is password protected and covered by anti-virus software.
* Payments should only be made once payee details have been verified either electronically, on paper or verbally.

If staff or volunteers are unsure about the application of this policy or need advice they should talk to the Rector, Rev Gary Owen or safeguarding officer, Mr Derek Birch