

Guild of Devonshire Ringers



Safeguarding Policy and Guidance for the Protection of Children, Young and Vulnerable Persons

Introduction

Ringling is an activity which unites individuals both young and old enriching those of all ages who know and respect each other for their abilities as both ringers and individuals.

In that ethos The Guild of Devonshire Ringers is committed to the protection of the young and vulnerable and will ensure that in all events run by the Guild and at Guild Towers the welfare and protection of such groups is a paramount concern.

The policies set out in this document apply to all Guild events , Guild Towers and members and comply with Charity Commission guidance on safeguarding the vulnerable. This policy has been approved by the Guild Committee and Trustees and will be reviewed annually or more frequently should a change in legislation require.

In particular Tower Captains and Guild Officers should familiarise themselves with this policy and associated documents and Tower Captains should further familiarise themselves with their own Church and Diocesan requirements. All ringers are urged to absorb these policies and associated guidance so they become part of the normal way that ringing is organised.

This policy is not exhaustive and it is important that we remain vigilant to the possibilities of abuse at all times and in the many forms that it can take.

This Policy should also be read in conjunction with the guidance issued by the Central Council of Church Bellringers.

<http://www.cccbr.org.uk/towerstewardship/notes/GN3v8.pdf>

Who is a child or young person?

For the purpose of this policy a Child or young person is any person under the age of 18 years.

Who is a vulnerable adult?

This definition is less precise and we should recognise that we may all be considered vulnerable at particular times in our life, however to assist a vulnerable adult may be

defined as a person over 18 who by reason of physical or mental disability cannot care properly for her/himself and/or is vulnerable to exploitation and harm.

Whilst the majority of this policy relates to the protection of children we should not lose sight of the fact that on occasions there may be adult ringers who require support and protection.

Responsibility of Towers

Individual Towers through the Tower Captain and Parochial Church Council (PCC) must adhere to the Central Council Guidance set out in

<http://www.cccbr.org.uk/towerstewardship/notes/GN3v8.pdf>

as well as the Church of England Policy on Child abuse set out in Protecting All God's Children 4th edition 2010

<https://www.churchofengland.org/media/37378/protectingallgodschildren.pdf>

and arrangements set out by an the Diocese of Exeter

<http://www.exeter.anglican.org/wp-content/uploads/2014/11/Diocesan-Safeguarding-policy-for-parishes-May-2014-1-updated-10.10.14.pdf>

A list of useful contacts is included at the end of this policy should further information be required.

Towers should also display The Central Council Child Protection Poster. (Appendix A) available

The Guild recognises that abuse can take many different forms with varying degrees of severity. In respect of Tower Captains and those who are regularly involved in the teaching of young ringers then they should undertake a DBS check, this can be obtained via the designated Safeguarding Person within the parish. Other ringers are not required to undergo a DBS but it remains the responsibility of all to remain vigilant and to report any inappropriate behaviour.

Those involved in teaching young and the vulnerable should also attend appropriate awareness training, this is normally available via the Diocesan Safeguarding Office.

Responsibility of the Guild

The Guild will promote the welfare of Children and the vulnerable at all times

The Guild has a named Safeguarding Officer (details at end of policy) who is available to provide advice guidance and support

Whilst Safeguarding in individual towers is the responsibility of the Tower Captain and the PCC; events run by the Guild are the responsibility of the Guild.

All Guild members are expected to behave appropriately at all times and where concern is raised regarding the protection of a child or vulnerable person then the matter should be reported as per the guidance below. Any incidents or complaints of inappropriate behaviour will be subject of review and referral to the appropriate authorities in line with best safeguarding practice.

In all circumstance concerns both within a tower or at a guild event can be raised with the Guild Safeguarding Officer who can advise and support as required. All such contact will be treated in the strictest confidence and in line with Working Together to Safeguard Children 2013

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

and No Secrets (Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/194272/No_secrets_guidance_on_developing_and_implementing_multi-agency_policies_and_procedures_to_protect_vulnerable_adults_from_abuse.pdf

In organising events the Guild will ensure that those who are running such events are appropriately selected and if appropriate vetted for the role. Any questions over an individuals suitability should be raised confidentially with the Guild Safeguarding Officer

Requirement for Trainers and Guild officer to be checked by the Disclosure and Barring Service.

The legal requirement for a DBS check is set out in legislation which can be relatively difficult to understand , however in respect of Guild events there are only a small number of criteria relating to Children that may apply and no aspects relating to vulnerable adults.

A DBS Check would be required if a person undertakes

Teaching, training or instruction; Care or supervision of children if carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period or overnight.

or

Driving a vehicle being used only for conveying children and carers or supervisors under arrangements carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period.

Overnight is defined as

In relation to teaching, training or instruction; care or supervision; or advice or guidance, it is also regulated activity if carried out (even once) at any time between 2am and 6am and with an opportunity for face-to-face contact with children.

It is therefore unlikely that a DBS check will be required by those running Guild events although many may well be checked by virtue of the roles they carry out in their own Towers, however this does not preclude those organising such events and the Guild ensuring that those leading such events and those supporting such events are appropriately recruited.

In addition the following rules will be adhered to:

At Guild events young people may often be in the care of their parent(s) but if not should never be left alone with a single adult.

For all events involving young people there should be an appropriate ratio of Trainers to Trainees, this should be gauged by those organising the event but ideally there should be at least two adults with any young or vulnerable person at all time and there should be at least one trainer of each gender with a mixed gender group.

Written parental consent should be obtained before a young ringer participates in a Guild event and this should include a record of any relevant medical information, contact numbers for the parents and the child's GP (A form is attached at Appendix B)

If parents make mutual arrangements with friends to transport their children to ringing activities then that is a private arrangement. However, If children are to be transported during activities arranged by the Guild, parental consent must be obtained. Children must be safely seated in the car according to legislation relating to their height. It is good practice for male and female adults to be present in a car, should this not be possible then the children should sit in the back.

It is perfectly in order for parents to photograph their own children at bell ringing activities.

However, if the Guild takes photographs (or makes any other images) of children for publication in a newsletter or newspaper or on a website etc. then parental

permission must be obtained. A child's **first** name only should be linked to his/her photograph.

Bellringing is not a risk free activity it is therefore important that Health and Safety measures are considered, these may include ensuring trainers are competent, wearing appropriate attire, ensuring that there is appropriate safety lighting in towers and that there is a first aid kit available along with a trained first-aider.

Records of attendance should be taken and retained for each activity.

Reporting Concerns of Inappropriate behaviour to a Child or Vulnerable Ringers

From time to time a ringers conduct in relation to children or vulnerable persons may be brought in to question. The Tower Captain should inform the Vicar and contact the Diocesan Safeguarding Advisor. The Guild Safeguarding Officer can also advise and support as required.

If a ringer is found to have a record of inappropriate behaviour or is convicted of offences against children or the vulnerable then this is a serious matter. In consultation with the Diocesan Safeguarding Advisor and the Vicar of the parish concerned, the Guild Master (or nominee) and the Guild Safeguarding Officer advice on the appropriate precautions to be put in place for the protection of young and vulnerable ringers can and will be given.

Depending on the nature of the risk, these precautions may include increased supervision of the ringer, or a requirement that the ringer agrees not to attend practices or other ringing activities in any tower where children are present.

If the person is not prepared to cooperate or the behaviour is judged to have been so severe then the Guild may consider removing membership from that individual and banning him or her from attending any guild events. Such action would be separate from any action or agreement made locally with the Diocesan Safeguarding Advisor, Vicar and local ringers.

Any question or queries around this policy and guidance should be raised with the Guild Safeguarding Officer.

Contact Information

The Safeguarding Office for The Diocese of Exeter

Diocesan Offices
The Old Deanery
The Cloisters
Exeter EX1 1HS

<http://www.exeter.anglican.org/church-life/safeguarding/>

Safeguarding Adviser
Vacancy

Assistant Safeguarding Adviser
Sarah Miller 01392 345910
sarah.miller@exeter.anglican.org

Guild Safeguarding Officer

Mr Robert Brown
safeguarding@devonringers.org.uk

Other useful links

Safeguarding Church of England

www.churchofengland.org/clergy-office-holders/protecting-and-safeguarding-children-and-adults-who-are-vulnerable.aspx

Safeguarding Catholic Church

www.csas.uk.net

Central Council of Church Bell Ringers

NSPCC

www.nspcc.org.uk

Action on Elder Abuse

www.elderabuse.org.uk

CEOP

www.ceop.police.uk

Think You Know

www.thinkuknow.co.uk

NAPAC

napac.org.uk

CCPAS

www.ccpas.co.uk

South West Ecumenical Safeguarding Forum

swesf.org.uk

Protecting the Young and Vulnerable in the Belfry Guidelines for maintaining a safe environment



Introduction

The Guild of Devonshire Ringers is Committed to the protection of the young and vulnerable these guidelines set out some basic rules for creating a safe environment, they are not exhaustive and all ringers should be vigilant and be prepared to challenge situation which inappropriate or which raise concerns.

Tower Captains and those engaged in the teaching of the young and vulnerable should :-

1. Obtain appropriate consent from parents or guardians where required (a form is available on the guild website), this should include consent for attending Guild events outings and similar and any associated transport arrangements.
2. Ensure that they are aware of any medical conditions that may affect band members.
3. Where video recordings or photography are to be used as part of training ensure parents and guardians are aware. Content should be destroyed at the end of the event unless specific consent for its retention is agreed (Photographic consent forms are available on the guild site).
4. All ringers should wear suitable clothing for ringing.
5. Two adults and if possible of different sexes should be present at all time
6. Where the young and vulnerable are being taught those leading such events, should be checked in accordance with Diocesan policy this will normally be the Tower Captain, his/her Deputy and any other trainer. There is no requirement for the remainder of the band to be checked.
7. Consider keeping an attendance register.
8. Young and Vulnerable persons should not be put in potentially hazardous situations consider appropriate health and safety requirements at all times.
9. A First aid kit should be available in the tower.

If you have any questions about protecting the young and the vulnerable or any safeguarding concerns then please contact the Guild Safeguarding Officer.



GUILD OF DEVONSHIRE RINGERS

PERMISSION FORM FOR YOUNG PERSON TO ATTEND GUILD EVENT

EVENT :

Date of Event:.....

Event organiser / leader :.....

Person attending name:.....

Address:.....

Parent or Guardian :.....

Contact Address and telephone Number:.....

.....

Mobile Phone Number:.....

Medical information

Whilst in our care it is important we know whether your child –

- a. Suffers from any phobias, disability or known allergies?
- b. Is on any medication?
- c. Has been immunised against Tetanus within the last ten years?
- d. Has any health condition we should know about?
- e. Has any special dietary requirements?
- f. Please also tell us of any particular likes, dislikes or fears your child has.

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GP Details

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Surgery or Health Centre

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The event is being run in line with guidelines set out by the Guild of Devonshire Ringers and the Central Council of Church Bellringers

Parents will be responsible for their child while travelling to and from the event. There will be designated organisers/tutors to supervise and help with any queries during the day. For their own protection, we ask all participants to remain on the premises (tower/church) at all times

Declaration

I agree to my son/daughter's participation in this event and understand that full details will be provided before the event.

I give permission for my son/daughter to travel by car to other towers during the day.

I further agree to my son/daughter receiving medical treatment, including anaesthetic, as considered necessary by the medical authorities present.

Signed

Date

GUILD OF DEVONSHIRE RINGERS PHOTOGRAPHIC CONSENT



Event.....

I hereby give my consent to allowing a photograph of: *(insert name of child/young person)*

.....

to be taken during the above Guild event and for it to be included in the (Please tick as appropriate)

Guild or Branch News Letter

Guild Website

Other (please detail)

Signed by **Parent:**

PRINT NAME:

Date:

Signed by **Child:**

PRINT NAME:

Date:.....

GUILD OF DEVONSHIRE RINGERS PERMISSION TO RING



Church:.....

Tower Captain and Contact Person:

Full name of child or young person:

Date of Birth:

Address:.....

Name of parent or Guardian:.....

Address if different from above:.....

Home Telephone Number:..... Mobile Number.....

email address:.....

It is important we know whether your child –

- a. Suffers from any phobias, disability or known allergies?
- b. Is on any medication?
- c. Please also tell us of any particular likes, dislikes or fears your child has.
- d. Any other relevant information

(This will not preclude your child from ringing, but notification now will help in the event of a medical problem.)

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I understand what is involved and I am aware of the hazards present.

I understand that a separate permission will be sought for certain activities and outings lasting longer than the normal meeting times of the group.

Signature of parent or carer:.....

Name of additional contact:.....

Telephone (for additional contact):

Any additional information can be written on the reverse of this form

