

The following guidelines are a checklist for Tower Captains to follow in order to protect Ringers and to comply with the various pieces of legislation that now take Bellringing into their remit.

- ◆ If you have anyone on your team under 18 years of age or who has a mental age of less than 18 you should have some people in your tower who have been through the Criminal Records Bureaux checks for child protection purposes.
- ◆ You should keep a register of all members of the team in the tower with addresses and contact numbers in case of emergencies.
- ◆ You should display a notice with the numbers of the local doctors, where the first aid box is kept, where the nearest phone box is and any other contacts you may think necessary such as the person responsible for children.
- ◆ You should keep a visitors book and try to ensure that all visitors sign it.
- ◆ You should keep a record of any accidents and who was there at the time.
- ◆ The form CP3, available from your PCC, must cover children less than 18 years of age travelling to another tower with other Ringers.
- ◆ You should always try to have at least two adults, preferably of different sex, present whenever young people are in the tower.
- ◆ You should ensure that someone other than the Ringers has a spare key to the tower for access in emergencies.
- ◆ You should study the Central Council Leaflets available on the internet: -

Health and Safety Guidelines:

<http://www.cccbr.org.uk/pubs/guidelines/gdlnHealthAndSafety.php>

General notes on insurance for Ringers:

<http://www.cccbr.org.uk/pubs/guidelines/gdlnRingersInsurance.php>

Notes on Insurance for Ringers' Outings:

<http://www.cccbr.org.uk/pubs/guidelines/outingLiabilityInsuranceLetter.php>