



The Lincoln Diocesan Guild of Church Bell Ringers

www.ldgcb.org.uk

TUTOR APPLICATION FORM

PLEASE COMPLETE USING BLOCK CAPITALS

Full Name

Surname

First name(s)

Title

e.g. Mr, Mrs, Ms, Miss, Dr, Revd, Other

Date of birth

Enhanced Disclosure No:

*You must have a CRB **Enhanced** Disclosure Certificate*

Date of Issue:

as stated on CRB Disclosure Certificate

Home address

Telephone

Mobile

Email

Post code

(optional)

ITTS Course(s) attended

Module 1 : *(date)*

Module 2 : *(date)*

Home tower/ Unattached

Branch:

I have been invited to teach Bellringing at

Branch:

I confirm that I have an Enhanced Disclosure Certificate issued by the Criminal Records Bureau (CRB) within the last 3 years and that I have been invited to teach Bellringing at a Tower that is not my Home Tower as shown in the Guild Annual Report.

I apply to the Lincoln Guild for a Portability Certificate as an Endorsement to my Enhanced Disclosure to enable me to teach Bellringing at other Towers within the Diocese of Lincoln, subject always to the permission of the relevant Incumbent.

* Please attach a **COPY** of your Enhanced Disclosure Certificate to this Application form. This will be returned to you with your Portability Certificate.

Signed

I consent to my details being held on computer in accordance with the Data Protection Act 1998.

Date

I confirm that the Applicant is a competent tutor of Bellringing and I therefore support this Application for Portability of Disclosure.

Signed

Branch:

Date

Branch Ringing Master

For Official Use Only

Supported by Guild Officer:

Date:

Entered on Guild Register as:

Certificate issued on *(date)*:

Applicants copy CRB attached to Portability Certificate?

Copy sent to Branch Secretary?

Protecting Young Children and Vulnerable Adults

The following guidelines were agreed by the Guild Committee of LDGCBR, Simon Payne (Safeguarding Adviser for the diocese of Lincoln) and the Venerable Jane Sinclair, Archdeacon of Stow and Lindsey in January 2012

(These arrangements are likely to change following government review in 2012/2013)

a) Responsible Officers: When a bell tower has young people under 18 or vulnerable adults¹ as bell ringers or trainee bell ringers, the Tower Captain and any Trainers over 16 should, with the agreement of the Priest or PCC, fill out a confidential declaration form to self declare that there is no reason why they should not work with Children or Vulnerable Adults, provide two references, and complete a Criminal Record Bureau check (CRB). If all these checks are in order the Tower Captain and Adult trainers should finally be approved for their role by the Priest or PCC. This approval will be for all Towers within the parish or group of churches for which the Priest or PCC is responsible.

b) Portability of CRB approval for approved Bell Ringing Teachers within the Diocese.

(This section will require amendment once the outcome of the government review on CRBs - including portability - is known)

The Lincoln Diocesan Guild of Church Bell Ringers will maintain a list of those approved to teach Bell Ringing within the Diocese² Approved Bell Ringing Tutors can teach bell ringing in any tower in the Diocese, subject i) to the agreement of the local Tower Captain; ii) to the Tower Captain informing the Priest or PCC that teaching from a Tutor approved by the Guild is taking place; and iii) to the Bell Ringing Tutor showing the Tower Captain their CRB certificate. The Tower Captain should confirm that the Tutor is on the Guild Register. It will be appreciated that final approval for any bell ringing activity in a Tower rests with the Priest in charge.

c) A ringer organising/leading a bell ringing outing/visit or a Guild Officer arranging a single or series of events should ensure that the checks listed in a) above have been carried out and state this on a permission to participate form to be completed by parents of children taking part in the outing or Training session.

d) It is important to note that a CRB check on its own is of very little value as a protection measure, hence the need for self declaration and references. Most importantly two adults must be present whenever young people are taking part in ringing or being transported to or from ringing events.

e) It is good practice for an attendance register to be kept, including the names of any visitors.

f) Parents of new recruits should sign a consent form and should be encouraged to come to an early session to see what is involved.

g) Concerns about issues relating to the protection of young people and vulnerable adults should be reported as soon as practicable to the Priest or the PCC's Safeguarding representative responsible for the Tower. Further advice can be obtained from the Diocese of Lincoln Adviser simon.payne@lincoln.anglican.org 01673 863280

Further guidance can be found on the Central Council or this website.

¹ A Vulnerable adult is defined as: "Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation"

² Each Bell Ringing Tutor and Guild Officer seeking such portability would need to have the written support of their Branch Ringing Master and submit this with a copy of their CRB certificate to the Guild Committee who will consider it for approval. The details of the CRB certificate will be noted and the CRB certificate copy will be returned to the applicant. The Register will be maintained by the Guild Secretary who will handle the documents in line with Data Protection requirements.