



SAFEGUARDING POLICY

Maintaining a Safe Environment for Young People and Vulnerable Adults in Bell Ringing

Revision	Date	Reviewed by	Agreed by Committee	Changes
Draft 1	NOV 2021	LDGCBR Safeguarding Officer H Fuller-Whelan	13/11/2021 Reviewed by Committee and consultation period agreed	Initial suggested document
Draft 2	DEC 2021	LDGCBR Safeguarding Officer H Fuller-Whelan	Posted on Guild Website for membership review	2 nd Draft after consultation period

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Background

The background to this policy is provided by:

- Children Act 1989
- Home Office Guidance *Safe from Harm* 1993
- House of Bishops' policy *Protecting All God's Children* 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Church of England Parish Safeguarding Handbook 2018
- Central Council of Church Bell Ringers Safeguarding in Bell Ringing 2019

It should be specially noted that whilst the Church includes “vulnerable adults” in their policies, legal definition is restricted to those under institutional care. Bell ringing activities do not normally come into this category and for practical purposes the following policies are aimed at those under 18 years of age. However, should special circumstances arise involving vulnerable adults then appropriate measures will be applied.

1. Lincoln Diocesan Guild of Church Bell Ringers Nature of Operation

Operations of The Guild

The Lincoln Diocesan Guild of Church Bell Ringers (The Guild) covers the County of Lincolnshire and is divided into 6 Branch areas namely;



Central
Eastern
Elloe Deaneries
Northern
Southern
West Lindsey

The Guild is territorial, and has affiliated towers and membership, open to residents to whom this policy applies. The Guild is dependent on permission by the owning authorities to allow ringing to take place. This is usually the Church of England, whose powers of control are delegated to the individual Parochial Church Council (PCC). Note that this document has been devised for use principally in areas covered by the jurisdictions in England and Wales. Local guidance should be sought and appropriate arrangements made in other parts of the world.

The Guild undertakes face-to-face training of young persons at local level and arranges events at which there is the opportunity for close relationships to be established between adults and young or vulnerable people. It is in this context that the policy toward Safeguarding is drawn up.

Safeguarding in the Context of Bell Ringing

The involvement of young people has long been a feature of church bell ringing. The teaching of these young people and their acceptance and encouragement by adult ringers has made the world of ringing almost unique in the way in which the different age groups interact.

The local Diocese requires all Parochial Church Councils to have an acceptable policy for work with young people in their respective parishes. All ringing-related activities for young people at parish level will be subject to the requirements of the local PCC policy. However, there is a range of different ringing-related activities in which young ringers may take part, not all of which will be addressed by a Parish policy.

The following list indicates the range of ringing activities but is not exhaustive:

1. Attendance at practice and service ringing in their own tower.
2. Attendance at practice and service ringing in other towers.
3. Participation in activities arranged locally e.g. outings, social events etc.
4. Attendance at local Guild meetings or practices.
5. Participation in other Guild events e.g. outings etc.
6. Attendance at Guild training events.

Those activities organised by the Guild fall principally into categories 4, 5 and 6, and the Guild Policy seeks to demonstrate how the recommendations of the various guidelines have been addressed and their application to Guild Officers.



2. Lincoln Diocesan Guild of Church Bell Ringers Safeguarding Policy Statement

1. The Guild is committed to the safeguarding of children under 18 and, where appropriate, vulnerable adults, and ensuring their well-being.
2. The Guild has a responsibility to prevent the physical, sexual, psychological, financial or discriminatory abuse or neglect of such children or vulnerable adults.
3. The Guild undertakes to exercise due diligence in the appointment and selection of those who work closely with children or vulnerable adults.
4. The Guild will follow guidelines issued by the church authorities and meet such civil legal requirements as may be in force.

3. Fulfilment of Safeguarding Requirements

Basic Legal Requirements

Any ringers carrying out one-to-one physical training of young persons under 18 years of age on a regular basis are considered to be carrying out a **regulated activity**.

Regular basis frequency is defined as being minimum of:

- I. once a week
- II. four days in 30 or
- III. involving overnight hours of 02:00 to 06:00.

Anyone meeting these criteria will be required to undergo a background check through the Disclosure and Barring Service (DBS) or, in Scotland, Disclosure Scotland check. On a local basis such checks will be initiated by the Parish Safeguarding Officer of the parish in which the ringing is taking place.

It is a criminal offence for anyone to knowingly allow a person who has a criminal record relevant to the protection of minors or vulnerable adults to carry out a regulated activity.

Church Requirements and Expectations

The church of England has issued several documents setting out their requirements for church workers, paid or volunteer, relating to both children under 18 and “vulnerable adults”, the latter inclusion is not paralleled by state legislation except in the context of institutions. The principal documents may be referred to through the Church of England website under Safeguarding, these include:



- Promoting a Safer Church
- Practice Guidance series: Safer Recruitment
- Practice Guidance: Safeguarding Training and Development
- Practice Guidance: Risk Assessment for Individuals who may pose Risk
- Parish Safeguarding Handbook

Where a Tower Leader actively teaches or manages young people, the Church requires formal appointment of the post holder by the PCC with a DBS check and undergoing approved Safeguarding Awareness training.

Similar requirements apply to the Church in Wales, Churches in Scotland and Roman Catholic church. Other arrangements may be applicable in other parts of the world and local advice must be sought.

The Central Council of Church Bell Ringers has a full text version of updated *Safeguarding in Bell Ringing* on its website www.cccbr.org.uk/safeguarding.

Application of Principles to The Guild

The Guild does not normally undertake initial training, nor does it have responsibility for the running of individual towers as a parish activity. Where first stage training is provided suitable safeguarding provision will be made.

However, the Guild may run regular separate training events and also regular meetings and social events which host young people involving close contact with the same adults giving scope for familiarity and building relationships the same as for one-to-one training. This close working with children would bring with it the expectation that suitably qualified persons be in charge when young people are present. The argument for having “vetted” persons present is that they will be aware of the requirements for overseeing young people, will be able to deal with any problems which may arise and their very presence is a reassurance to parents and guardians. When young people attend Guild activities, then the organisers on the day are in effect carrying the same responsibility as a tower captain.

In addition, except where undertaken as a private arrangement, the **pre-arranged** transport of children to a ringing activity should involve a DBS checked driver and, wherever possible, a second adult present of the same gender as the child.

Guild Procedures

Safeguarding Co-ordinator. The Guild will appoint a Safeguarding Co-ordinator (SC) with specific responsibility for Safeguarding issues. The SC will establish and maintain good liaison with the Lincolnshire Diocesan Safeguarding Adviser (DSA) and will act as the Single Point of Contact (SPOC) liaison officer with the local Diocese.

A comprehensive **Safeguarding Co-ordinator** role description can be found at **Annex A**



The Guild will identify those activities where the presence of DBS checked persons is required or recommended.

The Guild will seek to ensure that sufficient persons so qualified are available for the identified activities. Such persons will be appropriate to the location of the event and their registration/checking will normally be achieved through individual ringers' home churches. A list of registered persons will be maintained and kept in a secure manner.

The **Guild Ringing Master** will assume the role of Bell Tower Captain or Group leader at the Society's activities. If this role is delegated it is incumbent on the Guild Ringing Master to ensure this is to a suitably qualified person. The Guild Ringing Master is appointed by the membership and should be DBS checked and trained in accordance with the CCCBR guidance "Safeguarding A Guide for Bell-Ringers Guidance".

The Guild will keep a register of attendance at those Guild events where registered persons are required to be present. It will be the responsibility of the **Guild Ringing Master** (or their delegated person) to ensure this is maintained and in the approved format. The Guild will seek assurance that proper training and advice has been given to those whose role involves managing activities where a DBS check is required.

In compiling a register of persons available to manage activities, a request may be made to the individual for sight of their DBS certificate and any certificate of Awareness Training, each of which is issued to the individual but are **not** held by their home Parish.

The Guild Committee will undertake to ensure a nominated member completes the Annual Safeguarding Review 'Health Check'. Any identified issues to be addressed in cooperation with the SC as appropriate. **See Appendix F Annual Safeguarding Review**

Operation of The Guild across Parish/Diocesan Boundaries

The Church recognises the movement of bell ringers between parishes and across Diocesan boundaries and has approved the following:

- Where a person holds a DBS certificate for working with children issued by their parish, this may be used for the same activity (i.e. bell ringing) in other parishes within the same Diocese.
- Where a person wishes to use their DBS certificate for similar work in another Diocese, this is acceptable PROVIDED that the individual is registered for the DBS Update Service. Registration can only take place at the time a new or renewal application is made there being a 30-day window for registration.
- Once a person is signed up to the update service, their status can be checked by any parish in which they wish to carry out activities and has the added advantage that no future renewal of DBS certificate is necessary.



Applications for DBS check and certification and registration to the Update Service are all free of charge to volunteers.

4. Dealing with Incidents and Known Offenders

Complaints and Concerns

The Guild will deal sympathetically with any complaints of abuse and immediately advise the appropriate authorities as outlined in **Appendix G Concerns Flowchart and Useful Contacts**. This will normally be the local Parish and Diocesan Safeguarding Officers.

It is at the discretion of The Guild to exclude any member (or non-member) from joining in any Guild organised activity. The person in charge of the activity has the right to ask any member (or non-member) to leave a practice or event if there are concerns about the said person's conduct.

Known Offenders

Whether coming in the form of established ringers or seeking to become a ringer, any persons known to be on the Sex Offenders Register under Statute **must not** be allowed to engage in a **regulated activity** as this would be a legal offence.

However, a known offender **may** be able to take part in ringing activities depending upon (a) the nature of their offence, (b) any court restrictions on their activities, (c) perceived risk and (d) the level of supervision that can be afforded.

Both the Church of England and the Police have agreed procedures known as Multiple Agency Protection Arrangements (MAPPA) for dealing with offenders returning to circulate in society. The church position is set out in Section 8 of the House of Bishops document *Protecting all God's Children*.

Any proposal for such a person to be accommodated must be reviewed very seriously with all concerned parties including the incumbent, ringing society and Diocesan Safeguarding Officer and must have due regard to **absolute safety of children** and the reassurance of parents. A written agreement with the church **must** be obtained, this generally is between the individual, the Parish and the Diocesan Safeguarding Officer. The DSA will lead in these matters in conjunction with other agencies, and will keep the SC updated on a need-to-know basis.



5. Review of Policy

This policy will be kept under review and subject to regular updating, in any event not less than every 2 years.

Helen Fuller-Whelan
Safeguarding Co-ordinator

Lincoln Diocesan Guild of Church Bell Ringers

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Appendix A

Safeguarding Co-ordinator – Role Description

Purpose of Post

- To ensure that the procedures of the Guild comply with the Guidelines issued by the Central Council of Church Bell Ringers (CCCBR), the Dioceses and Parochial Church Councils of the area of the Guild's operation, and government legal requirements.
- To ensure, as far as possible, that towers affiliated to the Guild are aware of and meet such guidelines and requirements.

Remit

- The Safeguarding Co-ordinator (SC) should be familiar with the CCCBR Guidelines and such Guidelines as are issued by the Dioceses covering the Guild's area of operation.
- The SC should be familiar with legislation regarding vulnerable persons and how such issues raised are applicable to church bell ringing.
- The SC should be the custodian of all Guild documentation associated with these matters and should be the Responsible Person for distribution of relevant information to tower and Guild Co-ordinators and Officers.
- The SC will coordinate any issues which may be brought to their attention regarding Safeguarding where this is appropriate within legal limits, and work in conjunction with the Diocesan Safeguarding Adviser (DSA) where requested. Advice should be made available to tower representatives and Parochial Church Councils where requested.
- The SC will act as the Single Point of Contact (SPOC) liaison co-ordinator with the local Dioceses ensuring good relations are maintained. As SPOC the SC will ensure the distribution of information and guidance as required and/or requested by the Diocese, to the ringing fraternity.
- The SC will actively promote Safeguarding principles and practices within the ringing environment and encourage and support best practice wherever possible.

Limitations

The SC will not be expected to deal with any issues directly arising from complaints or allegations of abuse other than to refer to the appropriate authorities immediately. Any advice to towers, PCCs or Guild members must be qualified limiting the Guild's own responsibility.

Signature _____

Name and position held _____

Date _____



Appendix B

Guild Ringing Master – Role Description

Currently being developed and to be added

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Appendix C

Good Practice Checklist (pg1)

Good Practice for Maintaining a Safe Environment in the Belfry

1. Parents' consent in writing should be sought prior to commencing events or meetings and they should be made aware, in advance, of the content and arrangements for such activities. Any medical conditions of the child should be established in advance as should the agreement that the parents are responsible for delivering and collecting the child. **See Appendix D Permission To Ring Form and Appendix E Permission to Attend Outside Activity Form.** If there is a child who it is believed is at immediate risk of harm, call the emergency services on 999 and then inform the Diocesan Safeguarding Adviser (DSA) (see contact details below). Any behaviour of adult ringers which gives immediate cause for concern should be dealt with by requesting their removal from the immediate activity and may subsequently need to be discussed with an appropriate agency.
2. Keep an attendance register, which all attendees must sign, so that everyone is aware who was present at any given time.
3. Children must be supervised at all times and should only be allowed into hazardous locations, such as the ringing chamber, any access involving heights, and bell chamber, when accompanied by the local Tower Captain or Tower Captain nominated person.
4. Always have two adults (preferably one of each gender) present whenever children/young people are ringing or being supervised, taught or transported.
5. Touching should be only that appropriate for teaching, supervision and/or in an emergency. Consideration must be given to appropriate clothing be worn by the teacher and the pupil, and for any touching which is deemed necessary for the training purpose (other than on the hands and lower arms) to be over clothing only. Those helping children by ringing another bell or standing nearby should be aware of the need to protect personal space.
6. Relevant health and safety procedures should be followed and first aid available.
7. Local tower arrangements should always be approved by the PCC in line with the Parish Safeguarding Policy. The Tower Captain should have a copy of the Parish Safeguarding Policy and ensure that it is displayed and accessible within the Tower and all have access to it.
8. Ensure that the appropriate insurance is in place prior to any teaching, training or ringing session.



Appendix C

Good Practice Checklist (pg2)

9. All local Branches should appoint a Safeguarding Co-ordinator. This Branch Co-ordinator will maintain contact with, and obtain direction from, the Guild Safeguarding Co-ordinator. They will facilitate information dissemination within their Branches on Safeguarding matters and support and encourage best practice as needed.
10. Good liaison should be established between The Guild Safeguarding Co-ordinator, the Branch Safeguarding Co-ordinators, the Tower Captains and the Parish and Diocesan Safeguarding staff.
11. Please note that it is the responsibility of all visiting groups to ensure that those leading/supervising a group have had all relevant checks and it is not the responsibility of the host church, unless the host church is providing the leader/supervisor for a visiting group. All visiting groups should have a copy of this General Statement on Safeguarding Towers in relation to children available to them.

Developed in collaboration with the Church of England, National Safeguarding Team.



APPENDIX D

**Permission to Ring and Attend CCCBR Activity Form
(Young Ringers)**

Church _____

Full name of child or young person

Date of birth _____

Address _____

Name of parent/ guardian _____

Contact phone number _____

Mobile number _____

Name of additional contact and number _____

Medical declaration: Are there any medical conditions (e.g. diabetes, epilepsy) or dietary concerns that we should know about your child? (This will not preclude your child from ringing, but notification now will help in the event of a medical problem). Please give relevant details below or state "none".

Permission: I have been shown and understand what is involved in bell ringing and I am aware of the hazards present and the need for physical intervention if necessary. I give my permission for the above child/young person to take part in normal bell ringing activities of the group and understand that separate permission will be sought for outings and activities outside normal times and at other locations.

Unless otherwise advised, I undertake to deliver and collect the child/ young person from these activities.

Signed parent/ guardian _____

Date _____

Signed tower leader _____

Name and contact number _____

Copies to be retained by tower leader and by parent/guardian.



APPENDIX E

Permission to Attend Outside Activity Form (Young Ringers)

Event _____

Full name of child or young person

Date of birth _____

Address _____

Name of parent/ guardian _____

Contact phone number _____

Mobile number _____

Name of additional contact and number _____

Medical declaration: I have previously advised status for this child, there being no additional issues relevant to the proposed activity/ but the following should be taken into account (e.g. travel sickness) - delete as necessary.

Permission: I have been given details of the proposed activity away from home church and I give my permission for the above child/young person to take part.

Unless otherwise advised, I undertake to deliver and collect the child/young person at the agreed joining point.

Signed parent/ guardian _____

Date _____

Signed tower leader _____

Name and contact number _____

Copies to be retained by event leader and by parent/guardian.



APPENDIX F

Annual Safeguarding Review

This safeguarding check is to be completed by a member of the Committee and not the Safeguarding Officer.

	Question	Evidence	Y/N
1	Has the Safeguarding Policy been reviewed at least every two years?		
2	Are all the Committee/Officers aware of the Policy and guidance and trained appropriately for their role?		
3	Is Safeguarding a standing item on the agenda of each Committee Meeting?		
4	Has the Guild appointed a Safeguarding Coordinator (SC)? Is the SC trained as per current CofE requirements and DBS checked?		
5	Has the Guild appointed a Ringing Master? Is the Ringing Master trained as per current CofE requirements and DBS checked?		
6	Have all the trainers of young ringers/children been trained as per current CofE requirements and DBS checked?		
7	Does the Guild have a list of registered persons (suitable DBS checked and Safeguarding trained person)? Is the register maintained and kept in a secure manner?		
8	Is a signed register kept of all the Guild's monthly meetings and events?		
9	Are young ringers/children clearly recorded in the register?		
9	Have all the monthly meetings and regulated events been supervised by a registered person. Is this clearly recorded in the register?		
10	Are there Permission to Ring forms for young ringers/children attending monthly meetings and events? Have they been reviewed in the last 12 months?		
11	Is the "Good Practice Checklist" available at all events and monthly meetings?		

This Safeguarding check was completed by

Name _____ Date _____

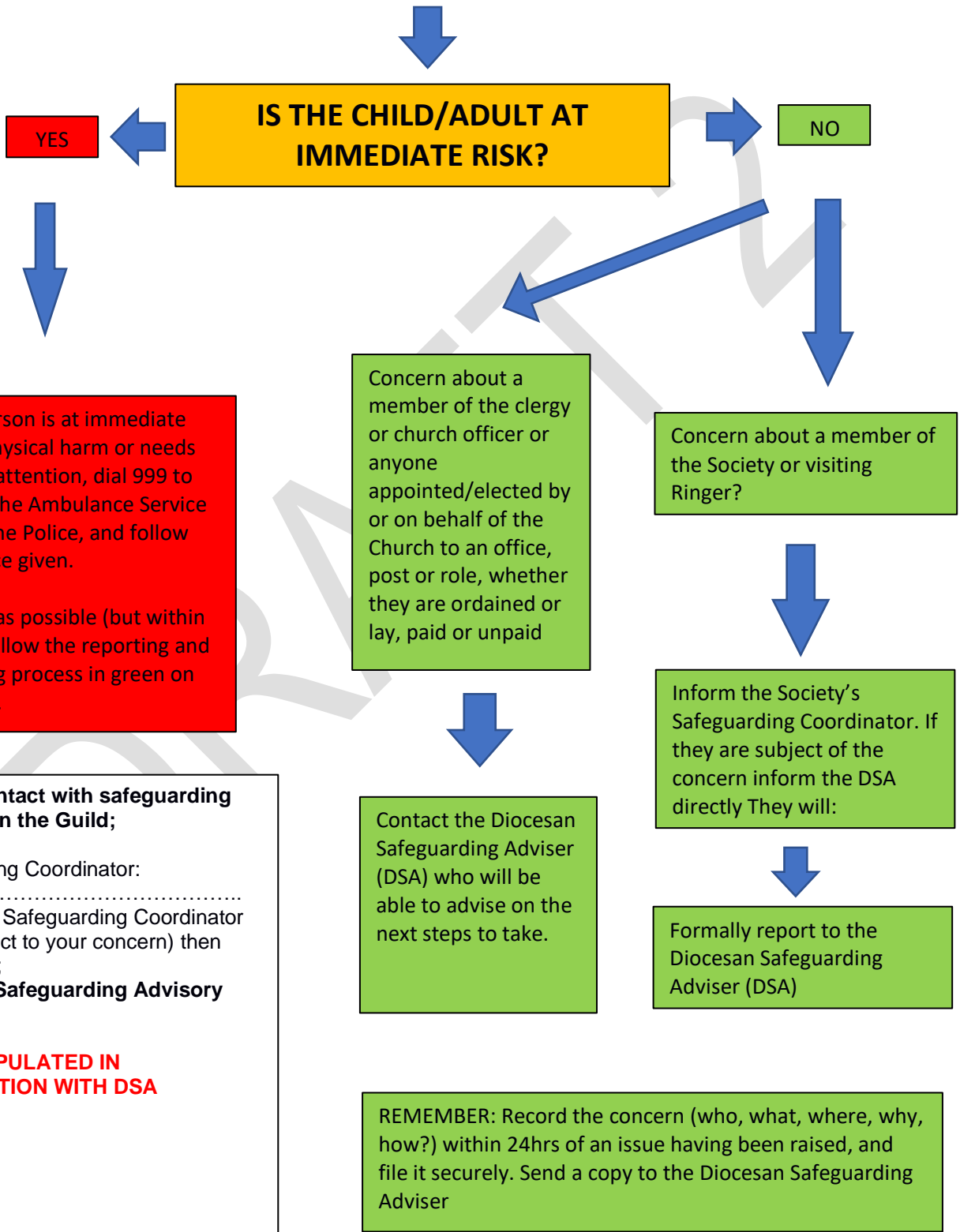


APPENDIX G

Concerns Flowchart and useful contacts

What to do if you have a safeguarding concern

A Safeguarding concern is reported or identified by someone within the Society or anonymously



Who to contact with safeguarding concerns in the Guild;

Safeguarding Coordinator:

 (unless the Safeguarding Coordinator is the subject to your concern) then contact the;
Diocesan Safeguarding Advisory Team

TO BE POPULATED IN CONJUNCTION WITH DSA

Useful contacts;

THIS AREA TO BE POPULATED AFTER CONSULTATION WITH THE DIOCESAN SAFEGUARDING ADVISERS

Lincoln Diocesan Safeguarding Adviser;

Lincoln Diocesan Assistant Safeguarding Adviser;

LINCOLN Diocesan Out-of-Hours Safeguarding Cover;

If you have concerns about the immediate safety of someone please don't delay in ringing the Police on 999 or Children or Adult Services:

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