



THE CENTRAL COUNCIL OF CHURCH  
**BELL RINGERS**

## SAFEGUARDING POLICY

*Maintaining a Safe Environment for Young People and Vulnerable Adults in bell ringing*

Rev:	Date:	Rev'd by:	Agreed by Executive	Changes:
0	Jan 2020	C F Mew		Initial suggested document

# THE CENTRAL COUNCIL OF CHURCH BELL RINGERS

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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. However, should special circumstances arise involving vulnerable adults then appropriate measures will be applied.

# Central Council of Church Bell Ringers

## Operations of the Council : Registered Charity No. 270036

The Council is non-territorial – operating throughout the world and does not normally arrange local ringing for church services. The Council may, however, use church bells, mini-rings, handbells, simulators and other equipment as part of special events, annual conferences and local assistance to territorial societies.

The Council has no affiliated towers and is therefore dependent on permission by the owning authorities to allow ringing to take place. This is predominantly the Church of England, whose powers of control are delegated to the individual Parochial Church Council (PCC). The Council does not normally undertake face-to-face training of young persons at local level. Where the Council arranges events which gives rise to 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.

## **COUNCIL SAFEGUARDING POLICY STATEMENT**

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

## **REQUIREMENTS TO MEET CHURCH AND LEGAL OBLIGATIONS**

### **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 an 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 [cccbr.org.uk/safeguarding](http://cccbr.org.uk/safeguarding).

### **FULFILLING SAFEGUARDING REQUIREMENTS**

The Council does not normally undertake initial training, nor does it have responsibility for the running of individual towers as a parish activity. In this context there is no legal or Church requirement for DBS checked persons.

However, the Council may run regular meetings and other 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 Council activities, then the organiser is on the day 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 CCCBR activity should involve a DBS checked driver and, wherever possible, a second adult present.

### Council procedures

The Council will appoint an officer with specific responsibility for Safeguarding issues. The Council will carry out a risk assessment to identify those activities where the presence of DBS checked persons is required or recommended.

The Council 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 for the event concerned.

The Council will keep a register of attendance at those events where registered persons are required to be present. The Council 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.

### COMPLAINTS AND CONCERNS

The Council will deal sympathetically with any complaints of abuse and immediately advise the appropriate authorities as outlined in Good Practice appendix. This will normally be the local Parish and Diocesan Safeguarding Officers.

It is at the discretion of the Council to exclude any person from joining in any activity organized by the Council. The person in charge of an activity also has the right to ask any person to leave an event if there are concerns about the said person's conduct.

#### Known Offenders

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. Any proposal for such a person to be accommodated must be reviewed very seriously with all concerned parties including, where use of church bells is involved, the incumbent, ringing Society and Diocesan Safeguarding Officer and must have due regard to absolute safety of children and the reassurance of parents.

#### **PERMISSION TO RING AT COUNCIL SPONSORED EVENTS**

Irrespective of any risk assessment for an event organised by the Council, children and vulnerable adults should have permission to attend from their appropriate parent or guardian.

#### **GOOD PRACTICE CHECKLIST**

The appended checklist should be used as a guideline for ensuring safe operation of events involving young people and vulnerable adults.

#### **REVIEW OF POLICY**

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

*Draft prepared by C Mew January 2020*

*CCCBR Safeguarding Policy Draft v2.*

## Good practice for Maintaining a Safe Environment at events

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.
2. If there is a child who it is believed is at immediate risk of harm call the emergency services on 999 and then inform appropriate Safeguarding Officer. Any behaviour of adult ringers which gives cause for concern should be dealt with by their removal from the immediate activity and may need to be discussed with an appropriate agency .
3. Keep an attendance register, which all attendees must sign, so that everyone is aware who was present at any given time.
4. Children must be supervised at all times and should only be allowed into hazardous locations, such as the bell chamber, when accompanied by the local Tower Captain / Deputy or Assistant
5. Always have two adults (preferably one of each gender) present whenever children/young people are ringing or being supervised, taught or transported.
6. Touching should be only that appropriate for teaching, supervision and/or in an emergency. Those helping children by ringing another bell or standing nearby should be aware of the need to protect personal space.
7. Relevant health and safety procedures should be followed and first aid available.
- 8 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 Council has access to it.
- 9 Ensure that the appropriate insurance is in place prior to any teaching, training or ringing session.
- 10 Good liaison should be established with Tower Captains and PCCs and with the Safeguarding Officers of local societies where events may take place.
- 11 Special measures may need to be taken where bells whether tower or in hand are used and which are part of an event located on private property.



## Permission to attend outside activity

Event.....

Full name of child or young person

.....

Date of birth.....

Address.....

.....

Name of parent/ guardian.....

Contact Tel No.....Mobile:.....

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 following should be taken into account (e.g. travel sickness)- delete as necessary.

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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 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