Best Practice Guidance

Organising and Running Online Ringing Sessions & other Events

Hosts should expect to run a session where all participants behave, speak and are treated respectfully and appropriately and where CCCBR Safeguarding Guidelines are observed throughout the session.

- **DBS certification**: a ringer holding an up-to-date DBS certification or similar background check should be present at on-line sessions where under-18s could attend.

- **Waiting Room**: enable the waiting room so that an adult is not alone in a meeting or breakout room with a person under 18

- **Welcome:** begin the session with a welcome and reminder to attendees of on-line Safeguarding guidelines. Repeat for latecomers as appropriate.

- **Safeguarding concern**: Alert attendees that if anyone has a safeguarding concern, they should raise it with an appropriate trusted person, such as family member, friend, Tower Captain or report directly to a Safeguarding Officer (Local Association or CCCBR, https://cccbr.org.uk/safeguarding/)

- **Record of attendance**: as with all ringing, best practice is to keep a dated record of attendees

- **Meeting ID**: all participants at session should use an easily identifiable name as their Meeting ID in both Ringing and Communication Platform. Under 18's should use first name only.

- **Video**: should be enabled for all attendees during at least some of the event, so the host can see all people attending.

- **Comments in chat:** disable private chat if possible. Comment in chats should be visible to all ringers (or to the host only).

- **Consent for under 18s**: a parent or carer or known "responsible adult" should ideally be visible at the beginning of the session and for younger children should be encouraged to be present throughout the session.

- **Recording or screen shots**: permission is required from all attendees and parent/carer for U13's.

- **Contact details:** should not be shared.

See CCCBR website for further information
https://cccbr.org.uk/safeguarding/