



THE CENTRAL COUNCIL OF CHURCH
BELL RINGERS

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 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 report directly to the Diocesan Safeguarding Team or the Parish Safeguarding officer as appropriate.
- + **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, guardian 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 parents/guardians as appropriate.
- + **Contact details:** should not be shared.