

## Draft CCCBR safeguarding procedures template for Guilds/Associations

**Society name**

**Email address**

**President/Chair**

**President/chair contact number and email**

**Safeguarding lead name**

**Safeguarding lead contact number and email**

**Charity number (if applicable)**

**Insurance company**

### Introduction

1. These safeguarding procedures set out how the [Society] [‘The Association/Guild/Society] applies the policy set out in its safeguarding policy statement. They were agreed by [NAME OF APPROPRIATE COMMITTEE AND DATE] and should be read alongside that policy statement. These procedures should also be read in conjunction with the Central Council of Church Bell Ringers Code of Conduct for bell ringers.
2. These procedures will be reviewed annually.
3. These procedures apply to activities and events organised by the Society, such as ringing meetings, district practices etc. In general, these events will be open to a wide cross section of members of the Society. It does not apply to the conduct of individual towers which is a matter for the tower captain and the local church (or other body as the case may be) authority such as the parish safeguarding officer<sup>1</sup>.

### Safeguarding and safety at Society ringing events

4. When planning for Society events, including online events, officers will consider what safety and safeguarding risks are or may be presented and what measures are needed to minimise them. Particular consideration will be given to events held at places where the access to the ringing room is difficult or where the bells are known to be challenging to ring.
5. A first aid kit will be available at Society events. In the event of an accident, the accident report book at the location must be completed. If for any reason this is unavailable, a record of the incident must be made by the person in charge of the event, and a written report made to the relevant church (or other body as the case may be) as soon as practicable.

---

<sup>1</sup> See Notes

6. An attendance record will be kept for each **Society** ringing event. The records will be retained by the local district secretary (district events) or the general secretary (Society wide events).
7. For specific young ringers' groups and events, a consent form will be prepared setting out the nature of the activity. The activity organiser will be responsible for ensuring that completed consent forms are in place for each attendee. The forms should be retained by the safeguarding officer once the activity is completed.
8. For specific young ringers' groups/activities, the **Society** will undertake a separate risk assessment and will produce a safeguarding policy/procedure document specific to the group/event.
9. The **Society** will produce a safeguarding notice, indicating where the **Society's** Policy Statement and Procedures may be found, who the safeguarding officer is and their contact details. This notice will be displayed in a prominent position at **Society** events, including district/branch events.
10. The Society will ensure that those responsible for running ringing events are DBS checked to the appropriate level as necessary<sup>2</sup>.
11. The person in charge of a ringing event will ensure that children and adults at risk are appropriately supervised, commensurate with their ringing ability. This may include arranging for an experienced ringer to stand with them or nearby should they need assistance, for example in ringing methods with which they are not fully familiar.
12. Whenever there is a child or adult at risk present at an event, there must be two unrelated adults present at all times, save where there is a parent/guardian of the child/adult at risk present.
13. Photographs involving children and/or adults at risk may not be taken at a **Society** events without the express permission of the parent/guardian. They may not be published on social media platforms without the express consent in writing of the parent/guardian.

### **Dealing with a safeguarding concern**

14. In the event of a safeguarding concern or allegation being raised at or after a **Society** event, the event organiser or some other nominated officer will ensure that the emergency services are informed, if the matter requires their involvement, and that the matter is reported to the local parish safeguarding officer or appropriate authority without delay. If for any reason that is not possible, the Diocesan Safeguarding Officer/Team must be informed. The **Society's** safeguarding officer should also be informed.
15. No investigation should be carried out by **Society** officers. Relevant **Society** officers and members will cooperate with the appropriate statutory and church authorities in their investigations. Where a disclosure of a safeguarding concern has been made, those to whom the disclosure has been made must act in accordance with the policies and procedures of the relevant body (e.g. the

---

<sup>2</sup> See Notes

Church of England), including making a careful written record as soon as possible of what has been said, by whom, and what action has been taken. All such notes will be made available to the appropriate investigating authorities.

### **Transport**

16. The **Society** will not normally make arrangements for transporting a child or adult at risk to/from **Society** events.
17. Where transport is provided by or on behalf of the Society for transporting a child in the absence of a parent/carer, two adults at least must be present, preferably of each gender.

### **Online events**

18. Where participants are predominantly children, the event must be hosted by a member who is cleared to DBS enhanced level and children's barred list check.
19. A waiting room must be used and all participants must have video enabled for at least some of the event so that all can be seen.
20. Any private chat facility must be disabled so that all can see all chats.
21. Any online messaging groups which are predominantly for children must be moderated by someone who is cleared through an enhanced DBS and children's barred list check. Where permitted by the platform, online private messaging must be disabled so that messages are visible to all participants.

### **Dealing with those known to pose a risk**

22. Where a person who is known to present a risk to the safety/wellbeing of a child and/or adult at risk, the **Society** safeguarding officer shall consider what measures will be needed to safeguard children/adults at risk in the event that the person is permitted to take part in a **Society** event or events.
23. The safeguarding officer will consult with the Diocesan Safeguarding Officer/Team to ensure that the terms of any safeguarding agreement are understood and that a person's participation will not result in a breach of any safeguarding agreement. Consultation will also ensure that the appropriate authorities at the location(s) where the event is to take place have the opportunity to be involved in decision making.

### **Review**

24. These rules will be reviewed at least annually by the **Society's** safeguarding officer (or in the absence of such an officer, by a person nominated by the **Society** president). They will be presented to the **Society's** management committee and published by the **Society**.

### **Notes to Societies:**

**Ringling other than in England.** This document is drafted mainly with churches in England in mind. Alterations will be necessary for other jurisdictions, e.g. in Wales safeguarding is managed at Provincial level

**Consent.** Generally it will be for tower captains to ensure that an appropriate consent form is in place for any ringers who are children who are attending a Society event from their tower. Logistically it would be too onerous for the Society to keep central records of consent forms. Further, some older children may have the means to attend events without being accompanied. The CCCBR consent form can be found on the Council's web site.

Consent forms generally do not need to be retained by the Society, but should be kept by the home tower. Consent forms for specific young ringers' events should be retained by the Society, typically the safeguarding officer, indefinitely.

Note that some children may have the means to attend events unaccompanied, e.g. they may be able to travel by public transport, or drive themselves. Children over 16 years of age, who are able to attend under their own steam, do not need to provide consent forms.

**Retention of records.** Attendance records should be retained indefinitely. Allegations of abuse may sometimes be made many years or even decades later. Contemporaneous records can be of great value in establishing when events took place as well as who was present.

**DBS.** DBS is a complex area. For many society events, DBS is unlikely to be an issue as children will be accompanied and/or appropriately supervised by a parent/designated adult. For specific young ringers' activities, however, the leader(s) are likely to require to be DBS checked, depending on the level of parental involvement, number of people present etc.

Societies should find it fairly straightforward to carry out an online DBS check.

- With the consent of the member in question, and with the relevant information (i.e. DBS certificate number, name and date of birth) a check can be carried out online. It is suggested that the consent should be in writing, e.g. an email. Go to <https://secure.crbonline.gov.uk/crsc/check?execution;>
- For a fairly small fee the Society may use the offices of organisations such as thirtyone:eight and CareCheck (and there may be other similar organisations) who will be able to carry out the necessary checks.

**Transport.** Note that special rules as to DBS checking apply to transport where unaccompanied (by parent/carer) children are regularly transported or the driving takes place between 02:00 and 06:00 hours. This is unlikely to be an issue but if it does arise particular care needs to be taken to follow the strict rules regarding the level of DBS check.

**Expulsion of members.** Societies are advised to check that their rules/procedures allow for the expulsion of members in the event that they are found to have committed an act sufficiently serious to warrant such action. Some Societies, for example, do not permit those who are on the sex offenders' register to join or to remain members.

**Training.** This is covered in the policy statement document. It is assumed that all ringers will undertake the appropriate church safeguarding training (eg basic awareness in the C of E). Ringers in positions of responsibility, such as tower

captains and ringing teachers, may well be required to undertake further training, though this varies depending on the church and, in England, diocese.