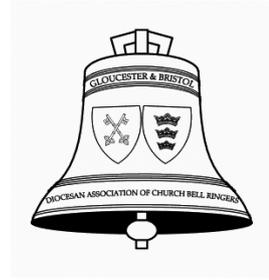


The Gloucester & Bristol Diocesan Association of Church Bell Ringers

Safeguarding Policy and Guidance for the Protection of Children, Young Persons and Adults at Risk.



Introduction

Ringling is an activity which unites individuals both young and old, enriching those of all ages who know and respect each other for their abilities and qualities as both ringers and individuals.

In that ethos, The Gloucester & Bristol Diocesan Association of Church Bell Ringers, hereafter referred to as "The Association", is committed to safeguarding the wellbeing and protection of all members, but with consideration towards the young and adults at risk, and will ensure that, in all events run by The Association, the welfare and protection of everybody is a paramount concern. We are all regularly ringling with people who may have been, are, or may become vulnerable, and as a consequence, should all contribute to a positive culture where respect, inclusivity and kindness are the norm.

The policy set out in this document applies to all Association events and Branch events organised by members of the Association. The policy fulfils the Charity Commission guidance on the "safeguarding and protection of people for charities and trustees" (a link to this guidance is found at the end of this document). The policy has been approved by the Association Management Committee which should review and, if necessary, update it at least annually, or more frequently should changing circumstances require this.

Association Officers and members should familiarise themselves with this policy while there are links to referenced to direct the reader to further reading. Tower Captains should further familiarise themselves with their own Church/Parish and Diocesan requirements. Safeguarding is everybody's responsibility, and all ringers are urged to absorb these policies and associated guidance, so they become part of the normal way that ringling is organised.

This policy is not exhaustive, and it is important that we always remain vigilant to the possibilities of abuse and the many forms that it can take.

Contained at the end of this Policy you can find links to additional reading on safeguarding guidance issued by the Central Council of Church Bellringers and other organisations.

Definitions

Who is a child or young person?

For the purpose of this policy a child or young person is any person under the age of 18 years.

Who is an adult at risk?

For the purpose of this policy, such a person is: Someone who is over 18 years of age who needs additional care and support. As a result of their needs, they are unable to protect themselves from harm or exploitation, and are therefore at a higher risk of experiencing abuse or neglect.

Whilst most of this policy relates to the protection of children, we should not lose sight of the fact that on occasions there may be adult ringers who require our support and protection.

Responsibility of The Association

The Association will promote the welfare of all members, but with consideration towards children, young people and adults at risk at all times.

The Association has a named Safeguarding Officer (details at end of policy) who is available to provide advice guidance and support.

Whilst safeguarding in individual towers is the responsibility of the Tower Captain and the PCC; events run by The Association are the responsibility of The Association.

All Association members are expected to always respect each other for their abilities and qualities. Where a concern is raised regarding the protection of a child or adults at risk, then the matter should be reported as per the guidance below. Any incidents or complaints of inappropriate behaviour will be subjected to review and may be referred to the appropriate authorities in line with best safeguarding practice.

In all circumstances, concerns, both within a local tower or at an Association event, can be raised with the Association Safeguarding Officer who can advise and support as required. All such contact will be treated in the strictest confidence and in line with the government "Working Together to Safeguard Children" statutory guidance. (a link to the guidance is provided at the end of the document)

In organising events, The Association will ensure that those who are running such events are appropriately selected and, if appropriate, vetted for the role. Any questions over an individual's suitability should be raised confidentially with the Association Safeguarding Officer.

Requirement for Trainers and Association Officers to be checked by the Disclosure and Barring Service

The legal requirement for a DBS check is set out in legislation which can be relatively difficult to understand. In respect of Association events there are only a small number of criteria relating to children, or young people, that may apply and no aspects relating to adults at risk.

An enhanced DBS check would be required if a person undertakes teaching, training, instruction, care, or supervision of children, and if such activity is carried out by the same person frequently (once a week or more often) **or** on 4 or more days in a 30-day period or overnight.

It is therefore unlikely that a DBS check will be required by those running Association events, although many may well be checked by virtue of the roles they carry out in their own local towers. However, this does not preclude those organising such events and the Association from ensuring that those leading and supporting such events are appropriately recruited.

The Association must emphasise that it is the responsibility of the local Parish Safeguarding Officer to administer the DBS process and procedures. If relevant, please arrange any DBS checks through your local Parish Safeguarding Office.

In addition, the following rules will be adhered to:

- At Association events, young people may often be in the care of their parent(s) but, if not, should **never** be left alone with a single adult.
- For all events involving young people, there should be an appropriate ratio of Trainers to Trainees; this should be gauged by those organising the event, but ideally there should be always at least two adults with any young person, and there should be at least one trainer of each gender with a mixed gender group.

Parental consent should be obtained before a young ringer participates in an Association event.

- If parents make mutual arrangements with friends to transport their children to ringing activities, then that is a private arrangement.
- However, if children/adults at risk are to be transported during activities arranged by The Association, parental consent **must** be obtained. Children must be safely seated in the car according to current legislation. Where there are children/adults at risk being transported, there must be two other adults present (in the vehicle, if applicable), at least one of whom must have a valid DBS certificate

The use of Risk Assessments

In preparing to hold an Association event whilst ensuring that all people involved are recruited appropriately it MAY also be appropriate to undertake a risk assessment. If this is necessary guidance on completing a risk assessment together with a typical template may be found on the CCCBR website.

Records of attendance should be taken and retained for each activity.

Should you require guidance as to whether you should complete a risk assessment, please contact The Association Safeguarding Officer.

Responsibilities of All Members

All members have a strict duty never to subject any child, young person, or adult, to any form of harm or abuse. Failure to honour this will be treated as gross misconduct. This means that it is unacceptable, for example:

- To distress an individual by shouting at them or calling them derogatory names
- To slap a child
- To hold anyone in such a way that it causes pain, or to shake them
- To physically restrain a person except to protect them from harming themselves or others (this may include physically removing a person from the path of a rope, or to prevent a non-ringing person from handling a rope)
- To take part in horseplay or rough games
- To allow or engage in inappropriate touching of any kind
- To do things of a personal nature for children that they can do for themselves or an accompanying adult can do for them; this includes going to the toilet with a child unless another adult is present. This advice should apply to any other reason for a child going outside the ringing chamber, for example to wait to be collected by their parent or carer, or at a bus-stop
- To allow or engage in sexually suggestive behaviour within a child's sight or hearing, or make suggestive comments to or within earshot of a child
- To give or show to a child anything which could be construed as being pornographic
- To seek or agree to meet children anywhere outside normal ringing times and outside the tower without the full prior knowledge and agreement of their parents or guardians
- To give personal details (e.g. your address or phone number to a child). There may be very valid reasons for the child to have these details, but it is advisable to give the details straight to a parent

(This list is provided to illustrate examples of unacceptable conduct, but is not intended to be exhaustive)

The Association recognises that abuse can take many different forms and varying degrees of severity, but it remains the responsibility of all to remain vigilant and to report any inappropriate behaviour.

Use of Digital Platform(s)

Virtual/remote meetings and/or practices may be set up using digital media platforms. For such events, it is still paramount to continue to follow all the procedures and good practice guidelines that have been highlighted in this policy. We must all be aware that it can be much harder to control who has access to events, meetings, practices, and communities on any digital platform. Control can be managed by the use of appropriate security measures available within each of the platforms or software in question. Those leading virtual meetings and practices should make themselves aware of such controls and be able to use them to manage their event.

Good practice must be followed for such events. Initially organisers should consider:

- Setting some ground rules with the group and explain how the activity will work.
- Ask those participating in the group to wear suitable clothing, as should anyone else in the household.
- That any computers/devices used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Meetings should be kept to a reasonable length of time and it should be clear how long a group meeting will last.
- Language used should be professional and appropriate, and that should include any family members in the background.
- Any safeguarding concerns should be dealt with using the same guidance as if it were a face-to-face event.
- Always use cameras to see who is involved in the meeting
- The use of features like breakout rooms and chat need to be controlled, and even turned off if young people are involved in the meeting.

Recording events

It is quite usual that pictures or videos may be made by individuals at Association events.

It is perfectly acceptable for parents to photograph or video their own children at Association activities. However, if the Association takes photographs (or makes any other images) of children for publication in a newsletter or newspaper or on a website etc. then parental permission must be obtained. A child's **first** name only should be linked to his/her photograph.

Permission **must** be sought and received from all participants (and the parents/guardians of those under 18) prior to any photographs being taken and/or published (for example, on the Association website or in a Branch newsletter).

Where video recordings or photography might be used as part of the training process, ensure parents and guardians are aware. Content should be destroyed at the end of the event unless specific consent for its retention is agreed.

Still in doubt?

Any question or queries around this policy and guidance should be raised in the first instance with the Association Safeguarding Officer.

If you have any safeguarding concerns, please contact the Association Safeguarding Officer, your PSO, or appropriate Diocesan Safeguarding Office.

The following is a list of useful contacts and additional reading,

For the Diocese of Gloucester	For the Diocese of Bristol
Safeguarding Officers Brett Riches Email: safeguarding@glosdioc.org.uk Tel: 01452 835516 Mobile: 07944 680320	Safeguarding Officer Adam Bond Email: adam.bond@bristoldiocese.org Phone: 0117 906 0100 Mobile: 07512145236
https://www.gloucester.anglican.org/about-us/safeguarding/	https://www.bristol.anglican.org/safeguarding/
Postal address: Church House College Green Gloucester GL1 2LY	Postal Address: First Floor Hillside House, 1500 Parkway North, Stoke Gifford, Bristol BS34 8YU

Association Safeguarding Officer

Roger Haynes - sgo@bellsgandb.org.uk

Other useful links:

Government website link to "Working Together to Safeguard Children"

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Government website link to "Charity Trustees Safeguarding duties"

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

Safeguarding in the Church of England

<https://www.churchofengland.org/safeguarding/promoting-safer-church>

Safeguarding Catholic Church

www.csas.uk.net

Central Council of Church Bell Ringers

<https://ccabr.org.uk/safeguarding/>

Central Council Risk Assessment example template

<https://ccabr.org.uk/risk-assessment-examples/>

Central Council safeguarding poster

https://ccabr.org.uk/wp-content/uploads/2019/10/SM_Safeguarding_AppendixC_Notice_2019_Ver_2-1.pdf

NSPCC

www.nspcc.org.uk

CEOP

www.ceop.police.uk

Think You Know

www.thinkuknow.co.uk

NAPAC

napac.org

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