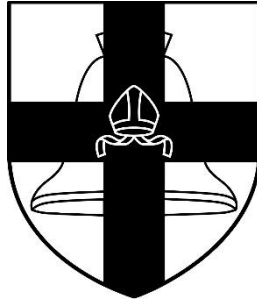


Carlisle Diocesan Guild of Church Bell Ringers



Safeguarding Policy

Version 2.0 Jan 14, 2017

This document is intended to:

- 1 Indicate how the Bell Ringers' Guild, in terms of its Policy towards practices and processes, is fully compliant with the Safeguarding Policy of the Carlisle Diocese and also with the Local Parish Safeguarding Policy in any location where a Guild Ringing Event takes place.
- 2 Provide an overview, written partly in the form of a checklist approach, of the overarching Policy and Guidance statements regarding Safeguarding.
- 3 Provide, for Guild members and bellringers in their own towers, a means of accessing the relevant Safeguarding documentation.

CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS

The Safeguarding Policy of the Guild (Version 2.0 Jan 14, 2017)

Contents:

P1-P3	The overarching Policy statements from which the Guild Policy is derived.
P4-P7.1	Responsibilities within the structure at Parish, Guild and Diocesan level.
P8-P9	Good Practice in local bell towers and throughout the Guild area. Code of Conduct.
P10-P11.2	The priority of the Diocese's Policy and the role of the Bellringers Guild
P12-P12.2	The requirement for the Guild to adhere to Parish Policy when organising events.
P13-P13.15	Good Practice and Procedures to be applied when organising Guild events.
P14-P15	Policy review.
P16 (i)	Appendices Guild Events. Compliance with PCC Policies. A checklist.
P16 (ii)	Appendices Guild Events. Personnel at Guild Events.
P16(iii)	Appendices Code of Conduct

Summary:

- Carlisle Diocese's Safeguarding People Policy has priority over all other Policy statements – with the CCCBR's Guidance Statement and the C of E's Practice Guidance: Safer Recruitment.
- Good Practice is the priority Policy of the Guild; adherence to the Code of Conduct is expected at all ringing events whether at Guild events or activities initiated by local bell towers.
- Local Tower Captains and those in responsible positions (including Officers of the Guild) are expected to be aware of the requirements with regard to Safeguarding in the Diocesan Policy.
- DBS certification for group leaders, instructors and Tower Captains is a mandatory requirement within the Diocese's Policy, and is referred to within the Guild's Policy and the Guidance issued by the Central Council of Church Bell Ringers.
- Guild organised events should be compliant with the Diocesan Policy and also the Parish Policy and the requirements of the local PCC for the Parish in which the event takes place.
- The Guild has no remit to monitor adherence to Diocesan Policy in individual bell towers. The Guild will assist local towers and ringers affiliated to the Guild in seeking to ensure full adherence to the Safeguarding Policy of the Diocese - through proffering information, advice and informal support.
- The Policy statements within this document will be reviewed on an ongoing basis, with formal review taking place annually.

Policy statements on which the Guild's Policy is based:

- 1 Carlisle Diocese's Safeguarding People Policy and Guidance version 5.5
- 2 The Church of England's 'Practice Guidance: Safer Recruitment' (Published: 24 June 2015)
- 3 Promoting a Safer Church: The Church of England's Safeguarding Policy for children, young people and adults. Draft for Consultation ending 11th November 2016
- 4 CCCBR's Tower Stewardship Committee's Guidance documents dated Dec 2015 and Jan 2016
- 5 CCCBR's General statement on Safeguarding Children in Towers published Dec 2015
- 6 CCCBR President's Safeguarding Update article published in the Ringing World 4 Nov 2016
- 7 Promoting a Safer Church: The Church of England's Safeguarding Policy for children, young people & adults. Consultation document published Nov 2016.

Carlisle Diocesan Guild of Church Bell Ringers Safeguarding Policy (CDGCBRSP).

- P1** ‘Carlisle Diocese’s Safeguarding People Policy and Guidance version 5.5’ is binding on all Parishes and Church organizations throughout the Diocese. The Diocesan Bell Ringers’ Guild supports and approves of the aims of the Diocese and has formally adopted the whole of the Diocesan Policy.
- P2** The Guild has adopted, as policy, the recommendations issued by the Central Council of Church Bell Ringers. Particular reference is made to the CCCBR’s Tower Stewardship Committee’s Guidance documents dated December 2015 and January 2016. The recommendations are, in themselves, fully compliant with the Diocese’s Policy and were developed in collaboration with the C of E National Safeguarding Team.
- P3** The Church of England’s ‘Practice Guidance: Safer Recruitment’ (Published: 24 June 2015) has also been adopted by the Guild. This document is also referred to within the CCCBR Guidance. Many of the requirements within the Diocese’s Policy (CDSPP 5.5) are mandatory – and it is essential that the implications of these requirements are fully understood; adherence to the Diocese’s Policy, in most cases, will be achieved through accountability, processes and structures applying at Parish level i.e. through Parish Safeguarding Officers.
- P4** All ringers in the Guild area should have access to, and be aware of, the Policies and Guidance referred to. In particular, Tower Captains and those holding positions of responsibility within the Guild, or at a bellringing ‘event’, are required to ensure that they are fully aware of the requirements within the documentation – with regard to Safeguarding and Health and Safety.
- P5** Responsibility for ensuring that practices in a tower are compliant with the Policies in CDSPP 5.5 and CCCBR 2015 rests with Tower Captains, Deputies and Group Leaders within local towers. Where activities have been organised by the Guild or by Branch Officers, responsibility rests with the organisers of those activities.
- P6** Tower Captains, their Deputy / Assistant and bell ringing teachers/trainers must be safely recruited in line with their responsibilities to teach or train children and/or manage those that teach or train children in accordance with the Church of England’s Safer Recruitment Practice Guidance. It is the responsibility of the local PCC to ensure that this happens. Tower Captains and Deputies / Assistants and bell ringing teachers/ trainers must undertake Diocesan safeguarding training, in line with Diocesan expectations, which must be refreshed every three years. The Church of England requires those that are eligible for a DBS check to have one appropriate to their role of responsibility. It is essential that the CCCBR’s General statement on Safeguarding Children in Towers (published December 2015) is consulted in order to establish who should require DBS checking.
- P7** **Tower Captains should adhere to the Diocese’s Policy, particularly with regard to:**
Section 2 - Roles of the Diocesan Safeguarding Adviser and the Parish Safeguarding Co-ordinator.
Section 3 - Code of Conduct and Practice with regard to Children and Vulnerable Adults.
Section 4 - Safer Recruitment Practice and the DBS.
Section 5 - Recognising abuse to children and vulnerable adults.
Section 6 - Responding to concerns and complaints.
Section 8 – Premises Insurance. Hire of premises. Health & Safety Risk Assessment.
- P7.1** **Vulnerable Adults** require special provision. All sections relating to Good Practice regarding Children within this Policy Statement should be read as applying also to Vulnerable Adults. The Diocese’s Policy (Sect. 3 ii) and the relevant Parish Policy templates (Appendix 1b) refer to additional provision.

P8.0 **Maintaining a safer environment for children in the belfry.** (CCCBR ‘Good Practice’)

- P8.1** Parents’ written consent should be sought prior to commencing teaching, outings or Guild meeting visits and parents should be made aware, in advance, of the content and arrangements for teaching, outings or visits. 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. It is good practice to invite the parents to a training session so they understand what is involved in learning to ring. ‘Permission to ring’ should be renewed annually. It is acceptable for such requests or permission notes/consents to be transmitted electronically; such documentation to be retained and archived.
- P8.2** If there is a child who it is believed is at immediate risk of harm, the emergency services (on 999) should be called and then the Diocesan Safeguarding Adviser informed. Any behaviour of adult ringers which gives cause for concern should be discussed with the Diocesan Safeguarding Adviser who will advise about any further action. They can then liaise with the Parish Safeguarding Officer.
- P8.3** An attendance register should be kept. All attendees must sign, so that everyone is aware who was present at any given time.
- P8.4** Children must be supervised at all times and should only be allowed into hazardous locations, such as the bell chamber, when accompanied by the Tower Captain / Deputy or Assistant.
- P8.5** Two adults (preferably one of each gender) should be present whenever children/young people are ringing or being supervised, taught or transported. It is emphasized that children, in any event, should only be transported, in accordance with the Parish Policy applying in that particular belltower. In any situation, an adult should only be dealing with a child where another adult (DBS certificated) is present.
- P8.6** 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.
- P8.7** Relevant health and safety procedures should be followed and first aid available.
- P8.8** 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 Ringers have access to it.
- P8.9** It should be ensured that the appropriate insurance is in place prior to any teaching, training or ringing session.
- P8.10** ‘Good Practice’, as referred to in this document, is adopted as the Policy of the Guild.
- P9** The two CCCBR statements, referred to below, should be displayed in all towers:
- (i) General Statement on Safeguarding Children in Towers (CCCBR Dec 2015).
 - (ii) Safeguarding of Children in Towers (CCCBR Jan 2016)
- The Guild’s Policy (CDGCBRSP 1.2) should be available to all ringers in towers within the Guild area.
- P10** The Diocese’s Policy has priority in all matters to do with Safeguarding.
- P11** The Diocesan Guild’s main responsibilities are to ensure that Guild members are aware of the issue of adherence, the content of the Policy and Guidance documents – and the need and opportunities for appropriate training with regard to compliance. While the Guild will assist local towers and ringers affiliated to the Guild in seeking to ensure full adherence, the matter of monitoring and

compliance, as far as individual Towers are concerned, is not within the remit of the Guild itself. The Guild seeks to promote Safeguarding principles through proffering information, advice and informal support - the Guild has appointed a Safeguarding Officer (named at the end of this policy statement) as a contact for inquiries.

P11.2 The Guild and its Branches

Activities and events organised by Officers of the Guild and its two Branches will be monitored to ensure adherence to Diocesan Policy, and that proper standards are applied. Appropriate training for members in particular positions and roles of responsibility can be arranged by the Guild.

Hereinafter, the term 'Guild Officer' must be understood to apply to 'Branch Officer'. The Guild's Branches must ensure compliance with Diocesan Policy. For 'Guild' read 'Guild and Branches'.

There is a need to differentiate between Individual Tower events, Guild events and Private events. Likewise, a distinction should be made between 'ringing events', 'non-ringing events' and 'mixed events'. The classic example could be a ringing trip followed by a meeting and a meal at a pub – at all of which young people were present. Who is responsible? Who is accountable – and to whom?

P 12 Procedures applying to Guild events (a)

These procedures are designed to ensure that young people can be fully and safely involved with ringing activities organised by Officers of the Guild (CDGCBR). While Child Protection and Safeguarding considerations are required for all ringing activities within the Guild area, these procedures are intended to apply only to ringing events organised by the Guild itself, or its Officers.

P12.1 Ringing activities and practices within individual towers in the area should conform to the Safeguarding Policy of the Diocese, the Diocesan Bell Ringers' Policy, the Policy and Procedures of the local PCC or other responsible authority, and the Supplementary guidelines referred to in this (the Guild's) Policy, as well as all relevant legal requirements. The same principles apply to Guild organised events and activities. The structure to do with monitoring, accountability, recording and reporting for the two types of activities or events (those organised by a local bell tower or Captain – and those organised by the Guild) is essentially the same:

- Organisers of the locally initiated events are accountable to their PCC and Parish Safeguarding Officer.
- Organisers of Guild events are accountable to the PCC and the Safeguarding Officer for the Parish in which the event takes place.

Guild events are required to comply with local Parish Policy and Diocesan Policy, as well as Guild Policy. **See Appendix 1: Compliance with local PCC Policy.** Compliance with Health and Safety Policy and associated Risk Assessments should be ensured by the organiser. Records, pro formas, reports of incidents and other items to do with maintaining an audit trail for an event should be collated and retained by Guild organisers who will have been identified as being responsible.

P12.2 While reference is made to the 'Officers of the Guild', it is recognised that other members of the Guild who may be involved in the organisation of ringing events where young people are present (such as peals and quarter peals or other privately organised ringing) also carry the same responsibilities. Similar procedures should be adopted in such cases. It should be clear who is responsible – and to whom.

P13 Procedures applying to Guild events (b) 'Good Practice'

P13.1 The Guild's Safeguarding Officer will monitor and assist in the administration of the Guild's Safeguarding Procedures, maintain appropriate records and liaise as necessary with the Diocesan Safeguarding Advisers.

- P13.2** Officers who are likely to take on training supervision responsibilities, or who regularly have close contact with young people, will be DBS checked – which will also accord with Parish and Diocesan Policies for Guild Events.
- P13.3** Guild Officers organising an event on behalf of the Guild, which could involve young people, will be responsible for ensuring that these procedures are followed. The ‘Guidelines for maintaining a safer environment for children in the belfry’ should be applied. It is also the Organising Officer’s responsibility to exercise informed vigilance as regards the welfare of young people present at such events.
- P13.4** Neither the Guild, nor its officers, will act in loco parentis as regards any young people attending its events. Tower Captains shall be asked to provide the names of any young people from their tower who wish to attend Guild events and take responsibility for ensuring that the procedures agreed for protection of young persons from their tower at such events are followed. This would normally mean that young persons are accompanied to such events by adults from their own tower. The accompanying adult should be required to submit a form indicating their agreement to acceptance of the acting in loco parentis.
- P13.5** Where a parent is always present during an event, the parent is responsible for the young person’s welfare.
- P13.6** For training days, or events involving special activities other than bell ringing, the Officer organising the event shall provide appropriate information about the event on the Consent Form. This form shall be made available in sufficient time for it to be completed and signed by the parent or guardian, and returned to the organiser prior to the event. Tower Captains shall be asked to advise the organiser in good time of any young people wishing to attend, and assist in ensuring that the Information and Consent Forms are completed, signed and returned.
- P13.7** Parents will be told if there is any plan to use a video camera as a training tool, and the consent form should make this clear. The videotape should be erased after the teaching session, in the presence of the Guild Officer and an independent adult witness.
- P13.8** All ringing training shall be carried out by suitably competent and experienced ringers, and any training which involves close and regular contact with young people will be supervised by someone who has been DBS checked, in accordance with Diocesan Policy requirements – with other instructors similarly checked, as appropriate to their roles and level of responsibility. As noted in P6 and P13.2, it is essential that the CCCBR’s General statement on Safeguarding Children in Towers (published December 2015) is consulted in order to establish who should require DBS checking.
- P13.9** Health and Safety issues should be considered. Young people are not to be allowed into a potentially hazardous situation unaccompanied. The organiser of Guild events shall ensure that any young people are appropriately supervised in their ringing and should ensure that no young ringer takes part in any ringing activity where they could come to harm.
- P13.10** **Transport arrangements**
- Guild events (such as the Training Day) may involve three or four towers. Local PCCs would inevitably require certain reassurances, if not proofs, that Safeguarding procedures to do with any activities taking place within that particular Parish are in place and applied - particularly where children/ Young People are involved.
- In their own belltowers, Guild Officers and organisers act in accordance with the Parish Policy which is in accordance with Diocesan Policy. Parish Safeguarding Policies set out the standards and requirements regarding transport arrangements.

The Guild accepts no responsibility for the arrangement of transport to, and from, any venue where a Guild organised event is taking place – and no liability for any issue arising from the transporting of any individual, either adult or child /Young Person to or from the venue. No Guild Officer or organiser will be required to make, on behalf of the Guild, any transport arrangement for a child.

Guild Officers and any Guild member offering to give a lift to a child are required to have made the parent aware that such an arrangement is at their (the Guild member's) own risk – and that the arrangement is not with the Guild itself; the Guild has no responsibility or liability for the arrangement.

Where children/Young People are attending a Guild event, the parent/guardian involved must have submitted a 'Permission to Take Part' form* to the organiser. This should be sent/copied to the Guild organiser of the event.

The private arrangement for someone to act in loco parentis and/or provide transport for a child - and the facilitating of this arrangement by the local Tower Captain

In some cases, the arrangement made by the parent will simply be one where they transport their own child to an event. In other cases, ringers from the local belltower may have offered to provide transport. Parents are free to appoint someone else known to them to act in loco parentis generally, or only to transport their child. Parents and guardians should have been informed of their responsibility in this connection. In nominating a child to a place on the Guild Event, the Tower Captain should ensure that he/she is accompanied by a person who has been approved as acting in loco parentis; similarly, anyone transporting the child should be approved by Tower Captain and also the parent. Tower Captains are advised that both statements of approval (they may refer to the same person) should be received in writing and filed for safekeeping. Other than the Permission to Take Part form, the Guild, itself, will retain no record of any private arrangement made. Regarding loco parentis, or the transporting of a child, by a parent/guardian or any other individual, the Guild has no involvement.

***See reference at item 4(i) in P16.1 Appendix 1: Pro forma regarding permission to take part (to be received and filed by organisers)**

- P13.11** Two adults (if possible of different sexes) should normally be present in any situation where any children are involved. The organiser should endeavour to ensure that at least two adults arrive at the start of any organised event.

The principle in P8.5 refers to local belltower situations; This principle also applies to Guild events and activities. Children are generally accompanied by a person from their own bell tower. Where a Young Person is being taught, there is a requirement that a Guild member with DBS clearance is present. One adult (of each gender) should be present.

- 13.12** An attendance register (for signing) is to be kept at all Guild organised events and an accident logbook should be available at all venues. The organising officer shall take on the responsibilities of an Appointed Person at the venue where the event is taking place, or appoint someone else suitable to carry out the role. The Appointed Person (AP) shall look after the attendance register and accident logbook and ensure they have ready access to a phone, to enable the emergency services to be called if required. The AP will also be responsible for completing any accident reports. First aid cover shall be provided where appropriate for major events.

- P13.13** As noted in P12.1, with further details referred to in 13.1, 13.4 and 13.6, appropriate records from events, including consent forms and accident reports, shall be retained by organising officers with files open to monitoring. For local tower events, the forms, declarations and checklists will be those referred to in 'Forms and Templates' and 'Recruitment Forms' in Appendices 1&2 in the Diocesan Policy. Other forms and documentation such as Risk Assessment Toolkits and those to do with Transport Arrangements and Health and Safety requirements in local tower initiated events are referred to in the Appendices of the Diocesan Policy. For Guild events, appropriate modifications

may be made to some pro formas, depending on Guild event requirements. In some cases additional (Guild event 'specific') forms may be introduced.

In accordance with procedures generally recognised as good practice (or legal requirement) the documentation will be archived by Guild Officers.

- P13.14** It is the responsibility of all visiting groups to ensure that those leading/supervising a group have had all relevant checks and it is not the responsibility of the host church, unless the host church is providing the leader/supervisor for a visiting group. All visiting groups should have a copy of the General Statement on Safeguarding Towers in relation to children available to them.
- P13.15** A register of Guild Officers, instructors, assistants and appointed persons, will be maintained by the Guild – with details of DBS certification.

Policy Review

- P14** These procedures will be reviewed annually and a copy will be made available on the Guild's website.
- P15** The Guild Policy will be reviewed annually

G.Sewell Safeguarding Officer CDGCBR 14/1/2017
Contact ghsewell@btinternet.com

Appendices

P16.1	Appendix 1: Compliance with local PCC Policy	
	Checklist for Guild Event organisers. To be applied at the planning stage. A necessary step in ensuring that a clear audit trail regarding compliance with Policy requirements is maintained.	✓
1	Preliminary steps to securing permission to use the tower. Risk assessments applied to venue and tower where necessary. Retention of any documentation deemed to be appropriate – with the identity of the responsible Officer (s) made known.	
2	Guild Policy (including Appendices) sent to local PCC, Tower Captain, Vicar and Parish Safeguarding Officer. This package of documentation to include item 3.	
3	Assurances regarding the credentials of the personnel involved in the event to be forwarded to the local PCC, Vicar and Parish safeguarding Officer. This will take the form of a list of individuals with up to date DBS certification - but not the full database referred to in P13.15	
4	Information regarding event circulated. (i) Permission to Take Part in the event (applying to Young People) to be received and filed. (ii) <u>Loco parentis issues</u> and <u>Transport issues</u> to be clarified as per Policy; both to be made explicit.	
5	Appointed Persons nominated as per Policy i.e. to tasks and responsibilities for the Event.	
	At the Event	
6	Arrangements should be in place to ensure that: (i) Those individuals who are in charge of particular activities, whether or not deemed to be leaders or ‘appointed persons’ will be clear as to their own responsibilities. (ii) <u>All</u> Guild members, not only organisers or helpers, must be aware of their responsibility to ensure that the standards and procedures set out in the Guild Safeguarding Policy are adhered to.	
	Post event	
7	Arrangements should be in place to ensure that, in line with ‘good practice’ generally, all relevant pro-formas and documentation is to be retained and archived by organisers (See items 1 and 6(i).	
8		
9		
10		

P16.2	Appendix 2. Personnel. Guild Event.	
	The Guild members in charge of the event, or assisting, will be drawn from those individuals listed below. All of those named possess up to date Enhanced Diocesan DBS clearance certification. Group Leaders will be appointed from those who are Diocesan Guild Officers or have posts of responsibility in their own Parishes: ringing masters, tower captains and competent ringers.	
	Ed Matthews	Julia Cater
	Ron East	Douglas Sim
	David Horne	Richard Last
	John Proudfoot	Tony Dunning
	Anne East	Gareth Evans
	Chris de Cordova	Pat Evans
	Andrew Holland	Susan Sewell
	Jane Holland	Gerald Sewell
	Duncan Walker	Susan Smith
	Sally Walker	Helen Ruberry
	Nick Tithecott	Tony Ruberry

P16.3	Appendix 3. Code of Conduct.
1	<p>All Guild members are required to comply with the Sections 3(i) and 3(ii) of the Carlisle Diocesan Safeguarding Policy:</p> <p>3(i) The code of Conduct and Practice for working with children 3(ii) The code of Conduct and Practice for working with adults who may be vulnerable.</p> <p>As is made explicit in the foregoing Guild Policy statement, the Diocesan Policy has been formally adopted as Guild Policy.</p>
2	The Guild reserves the right to exclude, from membership, any individual whose actions or behaviour is not compatible with the Code of Conduct – or whose actions are held to be liable to bring the Guild into disrepute.
3	
4	
5	