

Carlisle Diocesan Guild of Church Bell Ringers

Safeguarding Policy

Version 2.1

Approved by the Guild on 24th April 2021



The Guild, through the application of its Safeguarding Policy, and through its practices and processes, and the management of its organised activities, seeks to:

- (i) act in full compliance with C of E and Diocesan Safeguarding Policy – so as to meet the requirements and standards set out in the appraisal, monitoring and inspection exercises expected to be applied by the Diocese:
- (ii) meet the requirements to do with Safeguarding as set out in the Parish Policies of Local Parish Churches, and so be able to provide comprehensive ‘proofs’ and assurances regarding this i.e. when requesting permission to hold an Activity in a Parish Church.

Part 1	Pages 2-6	This part of the Guild Policy is framed upon a template model recommended by the Central Council of Church Bell Ringers – so as to be in accordance with the Church of England’s Safeguarding Policy statements, and those of the Carlisle Diocese.
Part 2	Pages 6-20	<p>Expands upon the important issues set out in Part 1 - and reference is made to what are termed Guild Events: where the Guild visits Parish Churches for the purpose of ringing, or other Activities. The Guild puts into practice the Risk Assessment and Management approach as recommended in Local Parish Policies.</p> <p>Those principles of good management processes and practices, as applied by the Guild, are in accordance with those in Local Parish Policy; they are to be found in:</p> <ul style="list-style-type: none">• The Parish Safeguarding Handbook• Parish Resources from the Church of England• Safer Environments and Activities• The Code of Safer Working Practice• Promoting a Safer Church

For Bell Ringers, a further source is also provided by the advice publications of the Central Council of Church Bell Ringers.

PART 1:

Maintaining a Safe Environment for Young People and Vulnerable Adults

Approved and adopted as Safeguarding Policy Part 1 by the Guild.

Amendments or adjustments made to the original model Policy template published in 2020 by the Central Council of Church Bell Ringers are indicated: [n]

1

Content

- The Carlisle Diocesan Guild of Church Bell Ringers Nature of Operation
- The Guild’s Safeguarding Policy Statement
- Requirements to meet Church and Legal Obligations
- Fulfilling Safeguarding Requirements
- Dealing with Incidents and Known Offenders
- Review of Policy
- Good Practice Checklist
- Permission to Ring and Attend Guild Event or Outside Activity Forms

Background

The background to this policy is provided by:

- Children Act 1989
- Home Office Guidance *Safe from Harm* 1993
- House of Bishops’ policy *Protecting All God's Children* 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Church of England *Parish Safeguarding Handbook* 2018
- Central Council of Church Bell Ringers *Safeguarding in Bell Ringing* 2019

It should be specially noted that whilst the Church includes “vulnerable adults” in their policies, legal definition is restricted to those under institutional care. Bell ringing activities do not normally come into this category and for practical purposes the following policies are aimed at those under 18 years of age. However, should special circumstances arise involving vulnerable adults then appropriate measures will be applied.

2

The CDGCBR Nature of Operation

Operations of the CDGCBR

The Guild covers the northern part of the Diocese of Carlisle and is divided into two parts: the Eastern and Western Branches.

The Guild is territorial, and has affiliated towers and membership, open to residents to whom this policy applies. The Guild is dependent on permission by the owning authorities to allow ringing to take place. This is usually the Church of England, whose powers of control are delegated to the individual Parochial Church Council (PCC).

The Guild undertakes face-to-face training of young persons at local level and arranges events at which there is the opportunity for close relationships to be established between adults and young or vulnerable people. It is in this context that the policy toward Safeguarding is drawn up.

Acronyms and abbreviations applied within the Guild Policy

<i>Diocesan Safeguarding Adviser</i>	<i>DSA</i>	<i>Parish Safeguarding Handbook</i>	<i>PSH</i>
<i>Guild Appointed Person</i>	<i>AP</i>	<i>Parish Safeguarding Officer</i>	<i>PSO</i>
<i>Parochial Church Council</i>	<i>PCC</i>	<i>Safer Environment and Activities</i>	<i>SEA</i>
<i>Central Council Church Bell Ringers</i>	<i>CCCBR</i>	<i>Code of Safer Working Practice</i>	<i>CSWP</i>

3 **Safeguarding in the Context of Bell Ringing**

The involvement of young people has long been a feature of church bell ringing. The teaching of these young people and their acceptance and encouragement by adult ringers has made the world of ringing almost unique in the way in which the different age groups interact. The local Diocese requires all Parochial Church Councils to have an acceptable policy for work with young people in their respective parishes. All ringing-related activities for young people at parish level will be subject to the requirements of the local PCC policy. However, there is a range of different ringing-related activities in which young ringers may take part, not all of which will be addressed by a Parish policy. The following list indicates the range of activities but is not exhaustive:

1. Attendance at practice and service ringing in their own tower.
2. Attendance at practice and service ringing in other towers.
3. Participation in activities arranged locally e.g. outings, social events etc.
4. Attendance at local Guild meetings or practices.
5. Participation in other Guild events e.g. outings etc.
6. Attendance at Guild training events.

Those activities organised by the Guild fall principally into categories 4, 5 and 6, and the Guild Policy seeks to demonstrate how the recommendations of the various guidelines have been addressed and their application to Guild Officers.

Safeguarding Policy Statement

1. The Guild is committed to the safeguarding of children under 18 and, where appropriate, vulnerable adults, and ensuring their well-being.
2. The Guild has a responsibility to prevent the physical, sexual, psychological, financial or discriminatory abuse or neglect of such children or vulnerable adults.
3. The Guild undertakes to exercise due diligence in the appointment and selection of those who work closely with children or vulnerable adults.
4. The Guild will follow guidelines issued by the church authorities and meet such civil legal requirements as may be in force.

4 **Fulfilment of Safeguarding Requirements**

Basic Legal Requirements

Any ringers carrying out one-to-one physical training of young persons under 18 years of age on a regular basis are considered to be carrying out a “regulated activity”.

Regular basis frequency is defined as being minimum of:

- | | | |
|-----------------|-------------------------|--|
| (i) Once a week | (ii) Four days in
30 | (iii) Involving overnight hours
of 02:00 to 06:00 |
|-----------------|-------------------------|--|

Anyone meeting these criteria will be required to undergo a background check through the Disclosure and Barring Service (DBS) or, in Scotland, Disclosure Scotland check. On a local basis such checks will be initiated by the Parish Safeguarding Officer of the parish in which the ringing is taking place.

It is an offence for anyone to knowingly allow a person who has a criminal record relevant to the protection of minors or vulnerable adults to carry out a regulated activity.

Church Requirements and Expectations

The Church of England has issued several documents setting out their requirements for church workers, paid or volunteer, relating to both children under 18 and “vulnerable adults”, the latter inclusion is not paralleled by state legislation except in the context of institutions. The principal documents may be referred to through the Church of England website under Safeguarding, these include:

- *Promoting a Safer Church*
- Practice Guidance series: *Safer Recruitment*
- Practice Guidance: *Safeguarding Training and Development*
- Practice Guidance: *Risk Assessment for Individuals who may pose Risk*
- *Parish Safeguarding Handbook*

Where a Tower Leader actively teaches or manages young people, the Church requires formal appointment of the post holder by the PCC with a DBS check and undergoing approved Safeguarding Awareness training.

The Central Council of Church Bell Ringers has a full text version of updated Safeguarding in Bell Ringing on its website www.cccbr.org.uk/safeguarding

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Application of Principles to the Guild

The Guild does not normally undertake initial training, nor does it have responsibility for the running of individual towers as a parish activity. Where first stage training is provided suitable safeguarding provision will be made.

However, the Guild may run regular separate training events and also regular meetings and social events which host young people involving close contact with the same adults giving scope for familiarity and building relationships the same as for one-to-one training. This close working with children would bring with it the expectation that suitably qualified persons be in charge when young people are present. The argument for having “vetted” persons present is that they will be aware of the requirements for overseeing young people, will be able to deal with any problems which may arise and their presence is a reassurance to parents/guardians. When young people attend Guild activities, the organisers on the day carry the same responsibility as a tower captain.

Guild Procedures

Except where undertaken as a private arrangement, the pre-arranged transport of children should involve a DBS checked driver and, wherever possible, a second adult present.

Special note: Whilst the foregoing may apply in local bell towers within the regime applied by the local PCC through its Parish Policy, this does not apply in Guild Events.

The Guild Policy (in Part 2) states that that the Guild has no liability or involvement in the matter of arranging transport, and no responsibility in the form of loco-parentis at any Guild Event. [1]

- (i) The Guild will appoint an officer with specific responsibility for Safeguarding issues.
- (ii) The Guild will identify those activities where the presence of DBS checked persons is required or recommended.

[1] See Policies numbered 33 and 41 in Part 2

- (iii) The Guild will seek to ensure that sufficient persons so qualified are available for the identified activities. Such persons will be appropriate to the location of the event and their registration/checking will normally be achieved through individual ringers' home churches. A list of registered persons will be maintained and kept in a secure manner.
- (iv) The Guild will keep a register of attendance at those events where registered persons are required to be present. The Council will seek assurance that proper training and advice has been given to those whose role involves managing activities where a DBS check is required.
- (v) In compiling a register of persons available to manage activities, a request may be made to individuals for sight of their DBS and Awareness Training certificates, each of which is issued to the individual but are not held by their home Parish.

Operation of the Guild across Parish/Diocesan Boundaries

The Church recognises the movement of bell ringers between parishes and across diocesan boundaries and has approved the following:

- Where a person holds a DBS certificate for working with children issued by their parish, this may be used for the same activity (i.e. bell ringing) in other parishes within the same Diocese.
- Where a person wishes to use their DBS certificate for similar work in another Diocese, this is acceptable provided that the individual is registered for the DBS Update Service. Registration can only take place at the time a new or renewal application is made there being a 30-day window for registration.
- Once a person is signed up to the update service, their status can be checked by any parish in which they wish to carry out activities and has the added advantage that no future renewal of DBS certificate is necessary.

Applications for DBS check and certification and registration to the Update Service are all free of charge to volunteers.

6 Dealing with Incidents and Known Offenders

Complaints and Concerns

The Guild will deal sympathetically with any complaints of abuse and immediately advise the appropriate authorities. This will normally be the local Parish and Diocesan Safeguarding Officers.

It is at the discretion of the Guild to exclude any member (or non-member) from joining in any Guild organised activity. The person in charge of the activity has the right to ask any member (or non-member) to leave a practice or event if there are concerns about the said person's conduct. [1]

Known Offenders

Whether coming in the form of established ringers or seeking to become a ringer, any persons known to be on the Sex Offenders Register must not be allowed to engage in a regulated activity as this would be a legal offence.

However, a known offender may be able to take part in ringing activities depending upon (a) the nature of their offence, (b) any court restrictions on their activities, (c) perceived risk and (d) the level of supervision that can be afforded.

[1] See Policy number 10 in Part 2

Both the Church of England and the Police have agreed procedures known as Multiple Agency Protection Arrangements (MAPPA) for dealing with offenders returning to circulate in society. The church position is set out in Section 8 of the House of Bishops document *Protecting all God's Children*.

Any proposal for such a person to be accommodated must be reviewed very seriously with all concerned parties including the incumbent, ringing society and Diocesan Safeguarding Officer and must have due regard to absolute safety of children and the reassurance of parents. A written agreement with the church must be obtained, this generally is between the individual, the parish and the Diocesan Safeguarding Officer.

Special note: Whilst the foregoing may apply in local bell towers within the regime applied by the local PCC through its Parish Policy, this does not apply in Guild Events; the Guild has no involvement in the process of rehabilitation of Known Offenders. The Guild has no commitment regarding this issue. As stated in Part 2 of the Guild Policy: Known Offenders are simply debarred from taking part in Guild Events. [1]

[1] See Policy number 11 in Part 2

Part 1 is based upon the Policy template issued (2020) by CCCBR for Guilds and Associations.

PART 2:

Additional Policy Items, including those requiring further clarification from Part 1, and those relevant to the management of Guild Events.

Approved and adopted as Safeguarding Policy Part 2 by the Guild.

Additional references are included as further clarification and/or adaption to the circumstances and requirements applying in Guild Activities. See footnotes: [n]

7

The Guild's Policy is binding upon all members of the Guild. Membership of the Guild is conditional upon the member's compliance with the requirements as set out in:

The Safeguarding Policy of the local Parish Church where the individual is a member of the local band and within the Safeguarding regime established by the local PCC.

The Safeguarding Policy of the Guild where/when the individual is taking part in a Guild organized Event. At any such Guild Event, the local Parish Policy must also be complied with.

It is essential that those in charge of bellringing, in their own local bell towers, recognise that the Safeguarding and Health and Safety regime, with which they must comply as a 'local band', is that of their local Church and PCC. This is set out in the Parish Policy of their own Local Church, which is based upon the *Parish Safeguarding Handbook* (PSH). Through its own Diocesan Safeguarding Policy, the Diocese monitors and ensures compliance with the Church of England's Policies. All ringers, Tower Captains, Trainers and Leaders must follow, in their own conduct, practices and processes, the requirements set out by their own PCCs in their Parish Policy.

All visiting ringers, as members of the Guild or otherwise, must comply with the Safeguarding Policy of the PCC for a local Church where ringing takes place.

The Guild organises and manages a number of events in various local bell towers. In this context, the Guild is acting as a 'visitor' to the local Church or belltower. In that circumstance, the Guild must be able to demonstrate that it is able to meet the requirements of the PCC and its Parish Policy i.e. with regard to Safeguarding.

- 8 **Part 1** sets out the general way in which this (the Guild's) Policy is constructed and based upon a particular Policy Context. That Policy Context is, essentially, identical to that on which the local Parish Policy has been constructed – with adaptations made to suit the particular circumstances of bell ringing activities.
- Part 2** of the Guild's Safeguarding Policy includes further Policy Items adopted by the Guild; in addition, it refers to Guild Events organised and managed by Officers of the Guild, or those appointed to that duty by the Guild or its Branches. The Guild's Policy sets out the way in which the Guild's Safeguarding Policy (and so the Local Church's Safeguarding Policy) are put into practice and applied at Guild Events.
- 9 Other than at Guild organized Events, where the activity takes place in a local belltower, the Guild has no remit to become involved in the running or management of activities in a local belltower. It has no remit for interfering in the management of a local belltower by its own PCC. Management of a local tower is the responsibility of the local PCC – which will carry out that function through its own Parish Policy.
- 10 A breach of Safeguarding Policy, whenever it has taken place, or at any location, will be dealt with as a serious matter by the Guild. The Guild reserves the right to revoke, or exclude from membership, or from any Guild Event, any individual who breaches the condition regarding membership, or whose conduct is held to be liable to bring the Guild into disrepute. A member of the Guild will be suspended from Guild membership, or from attending any Guild Event, during any investigation taking place in connection with an alleged breach or whose conduct is alleged to be unacceptable.
- It should be noted that all Guild members have an obligation and duty to report (to the appropriate person) on any individual whose behaviour (including neglect) could lead to any other reasonable person becoming concerned that a breach of Safeguarding Policy might be involved. Failure to report a concern or perform that duty could be seen, in itself, as a breach of Safeguarding Policy.
- 11 The Guild will not require any of its members to become involved in the rehabilitation of Known Offenders.
- 12 The Guild, in addition to complying with Safeguarding Policy, has, a responsibility to ensure that its members recognize and comply with the Principles and Policies to do with Health and Safety.
- 13 **The Guild Committee** is the body which, through its Officers and Appointees (to specific duties) has overall responsibility for the administration, planning, organization and management of Guild Activities.
- Guild Officer** is to be understood to also apply to 'Branch Officer'. The Guild's Branches must ensure compliance with Guild Policy. For 'Guild' read 'Guild and Branches'. In Guild Events, the term 'Guild Officer' refers also to Guild Appointees who have been appointed to specific duties for the duration of a Guild organized Event. Appointees can also be referred to as Organizers or Group Leaders.
- 14 The Guild has appointed a **Safeguarding Officer** who 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. The role specification for this officer is that recommended by the CCCBR.
- The Guild's Safeguarding Policy will be reviewed on an ongoing basis, with reports by the Guild Safeguarding Officer made to the Committee at appropriate times. The reports will include updates on relevant legislation, relevant items in the field of Safeguarding, and assessments as to the effectiveness of the application of the Policy in terms of processes and practice. Appropriate tools for monitoring the effectiveness are to be developed. Members of the Guild are to be kept informed of developments in the area of Safeguarding through the periodic issuing of *Safeguarding Notes*.

15 The Guild has appointed a **Health and Safety Officer** who will monitor and assist in the administration of the Guild's Health and Safety Policy.

Quite clearly, there are many cross-cutting issues involved in the whole matter of Safety. It is hardly possible to deal with Safeguarding in its wider sense without bringing in the range of issues which generally appear to be categorised as being to do with Health and Safety. The Guild is very much aware of the cross cutting issues involved; liaison between the two officers is seen as a priority. The approach applied by CCCBR in its publications is particularly appropriate, and helpful, in this context.

The Guild's Health and Safety Policy was approved and adopted by the Guild in 2019 and is subject to Annual Review. The adopted policy includes pro-formas, checklists, guidance notes, risk assessment materials and templates. The Health and Safety Policy is issued as a separate Policy Statement and is available on request from the Health and Safety Officer or as a download from the Guild website.

16 **Appointments and Recruitment**

The Guild will seek to apply the same standards to its own Recruitment and Appointment processes as applied by PCCs in appointing their own Church Officers.

The best obtainable system for selection will be applied by the Guild Committee in appointing personnel to organize, manage and assist in the running of a Guild Event. For those in leading roles, the requirements in terms of DBS accreditation and training will be those applied by a PCC in appointing a Tower Captain to a belltower in a Parish Church. There is a clear difference between the two roles, however: this stemming from the fact that the Guild Officers will be appointed by the Guild not the PCC as is the case with Tower Captains. All personnel appointed to specific tasks will have a clear statement as to their duties and responsibilities.

17 (a) **A high priority aim of the Guild's Policy** is: to develop the cultivation of an awareness of the obligation to equip those who take part in ringing with the appropriate skills and insights which will enable them to:

- Recognise the latent dangers and potentials in various situations to be found in ringing practices and activities.
- Appreciate the need to report on those dangers and seek to rectify or prevent their development and respond effectively and appropriately to situations.
- Develop their own insights and understandings through appropriate levels of accreditation and training in order to deliver effective process management.
- Ensure that Good Practice is seen to be being applied through the practices and procedures set out in all the Key Areas included in the PSH as fully adopted parts of Guild Policy.
- Understand the concept that, while the duty certainly falls on those Officers with posts of responsibility or management, this duty falls on all ringers, and not just 'leaders'.

(b) **Good Practice: Risk Management and Risk Assessment**

The recommendations set out regarding the approach to Risk Management and Assessment as set out in the document *Safer Environment and Activities* as published by the Church of England are the basis of the whole approach to Safeguarding and Safety adopted by the Guild. In all of its activities, the Guild applies those recommended procedures to do with Risk Management and Risk Assessment.

This is set out in *Management and organization for the delivery of a Guild Event* - to be found in Appendix 1. Refer also to Item 29 (page 17) of this document.

The Policy Context

The Church of England's (House of Bishops) Safeguarding Policy Statements which include the following publications:

Promoting a Safer Church: Safeguarding Policy for children, young people and adults. Policy and Practice Guidance.

Parish Safeguarding Handbook. Version 2 published Oct 2018 (referred to as PSH) The *Parish Resources and Support Pack* supplement and materials are part of the PSH Policy Statement. These materials can be accessed via the C of E's website under Parish Resources.

Safer Environments and Activities. Version 1 published Sept 2019, which complements the PSH, includes the *Code of Safer Working Practice.* The former document references the work of the National Safeguarding Team and the correspondence (and compatibility) with the *Safeguarding Guidance* publication of the Central Council of Church Bell Ringers. A full list of C of E policy documents is to be found on the website: <https://www.churchofengland.org>

The Carlisle Diocese's Policy Statement: *Safeguarding People, Policy and Guidance* Version 5.6 This document can be found on the Diocese's website:

<https://www.carlisle-diocese.org.uk>

Local Parish Policy is based upon the whole body of statements issued by the C of E, generally through the House of Bishops. The basic template for Local Parish Policies could be said to be the PSH.

The Guild Safeguarding Policy is based upon the same body of statements as the Local Parish, with additional support from the CCCBR.

All of the Policy Statements listed above (in Policy Context) are adopted and approved by the Guild.

The Central Council of Church Bell Ringers (CCCBR) has issued guidance on Safeguarding. While the C of E's Policy Statements have priority over all other statements, the CCCBR's guidance has also been approved and adopted by the Guild, CCCBR's *Safeguarding Guidance-June 2019 update.* This guidance is fully compliant with the C of E's Policy. The guidance was developed by CCCBR in collaboration with the Church of England's National Safeguarding Team. A number of important documents published by CCCBR are referred to extensively in the Guild's Policy. CCCBR's guidance publications can be accessed on the website at:

<https://cccbr.org.uk/resources/stewardship-and-management/>

Guild Safeguarding and Guild Health and Safety Policies can be accessed at:

<http://carlisle-dgcbr.org.uk/the-guild/safeguarding/>

<http://carlisle-dgcbr.org.uk/wp-content/uploads/CDGCBR-Health-and-Safety-Policy-issue-1-Apr-2019.pdf>

Achieving the High Priority Aim of the Guild involves the raising of awareness levels, training, selection, accreditation and the ability to deliver good quality management and what is termed 'good practice'. The sources and best guidance to do with 'good practice' can be accessed by making use of the list of sources in the Policy Context Section. It is essential that leaders, ringing teachers and Guild organizers should be fully conversant with the sources noted above; their awareness should be heightened through the training that they have undergone. The Key Areas references and sources are briefly noted in the following sections:

Key Areas

3	Abuse and Neglect of Children	----	Person Disclosing Abuse
4	Abuse and Neglect of Adults	7.4	Non-Recent Abuse
5	Safer Recruitment	7.7	Recording, Data Protection and Information Sharing
6	Safeguarding Training		
7	Responding to Concern or Allegation	11	Safe Environment and Activities
7.1	Quick Guide	11.1	Code of Safer Working Practice
7.2	If you have concerns that an officer may be abusing someone	11.2	Acceptable Touch
		11.3	Children's Activities
7.3	Guidelines for Responding to a ----	12	Use of Social Media

The Church of England has made six clear commitments, set out in the House of Bishop's policy document *Promoting a Safer Church* regarding the safeguarding of children and adults. The church has committed itself to:

- Promoting a safer environment and culture
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the Church
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors of abuse and other affected persons
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- Responding to those who may present a risk to others

The following sections within the PSH are of high significance for all ringers**Awareness of the importance of Safeguarding as an issue**

Sections 3 – 7.4 refer to the need to acquire the necessary skills and insights to enable individuals to recognize potential dangers in various settings. Inevitably they point to the levels of training seen as appropriate for different tasks and circumstances.

Safeguarding Training - and DBS certification requirements

Sections 5 and 6 refer to the requirement that those in positions of responsibility have clearance and certification through the DBS system. This requirement is mandatory. It applies to Guild Officers and Appointees to specific duties i.e. at Guild organized activities. The section to do with Training refers to the various appropriate training levels required for Officers and Appointees carrying out duties for the Guild. The Table of Requirements shows the arrangements for both Guild Officers and Tower Captains.

Recruitment and appointment of Officers. Section 5 in the PSH sets out the procedures applied by a PCC in appointing Church Officers; these are recognized as a commendable model, The Guild's own appointment procedures involve seeking for the best obtainable system for appointing Officers and other personnel

Section 5 in the PSH sets out the stringent set of procedures applied by a PCC in appointing Church Officers to perform certain duties; these procedures are recognized as a highly commendable model, The Guild's own appointment procedures involve seeking for the best obtainable system for appointing Officers and other personnel.

Adherence to the requirements in terms of DBS certification, and training level are fully complied with in Guild appointments involving responsibility and leadership.

Responding and Reporting

Sections 7 – 7.3 are particularly important. All of these sections should be studied carefully, whether one is about to take some form of action in one’s own Home Tower and Parish – or one is a ringer contemplating taking some form of action in the setting of a Guild Organized Event. All ringers, not just Officers, have a duty to make report on any situation that raises Safeguarding concerns. Due process must be followed.

The sections within PSH applying to situations in Home Towers are not identical to those applying to Guild Events. Ringers in their home towers should follow the procedure set out in their Parish Policy or within the relevant section of the ‘*Parish Safeguarding Handbook*’. The procedure when the incident has taken place at a Guild Event is set out in Policy number 23 in the Guild Policy.

Recording and Data Protection

Section 7.7 includes reference to the need to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act of 2018. The Guild’s databases are managed in such a way as to comply with the regulations. The Guild maintains a register of individuals with the appropriate training and necessary DBS certification to organize and manage Guild activities. See Privacy Policy, referenced in Part 2 of the Guild Policy.

Codes of Conduct

Sections 11 – 12 provide a wide range of advice that, taken together, could be described as being in the area of Codes of Conduct. Section 11.3 covers much of what could be called the best obtainable good practice in terms of organization and management; other sections have examples of good and bad practice in the more direct personal interaction processes. These issues are referred to in following sections within the Guild Policy – some being referenced in the supporting material to the PSH.

22 Training and Certification Requirements

Requirements by person:	New Training arrangements	Leaders at Guild Events	Tower Captain
		As Guild Policy	As Parish Policy
Role description PCC appointed			Yes
Role description Guild appointed		Yes	
DBS check		Yes	Yes
Old Training Modules	<u>New modules</u>		
	<u>Online</u>		
Former levels			
C0	Basic Awareness	✓	Yes
C1	Foundation	✓	Yes
C2			
Now merged	Leadership		Not applicable
C3			See * below

- * The above summary of the requirements in the way of DBS certification and the appropriate levels of training to be undertaken is compiled and adapted from the briefing issued to PSOs and PCCs (June 2021) by the DSA – following the publication (23/04/2021) of *Safeguarding Learning & Development Framework 2021* by the House of Bishops.

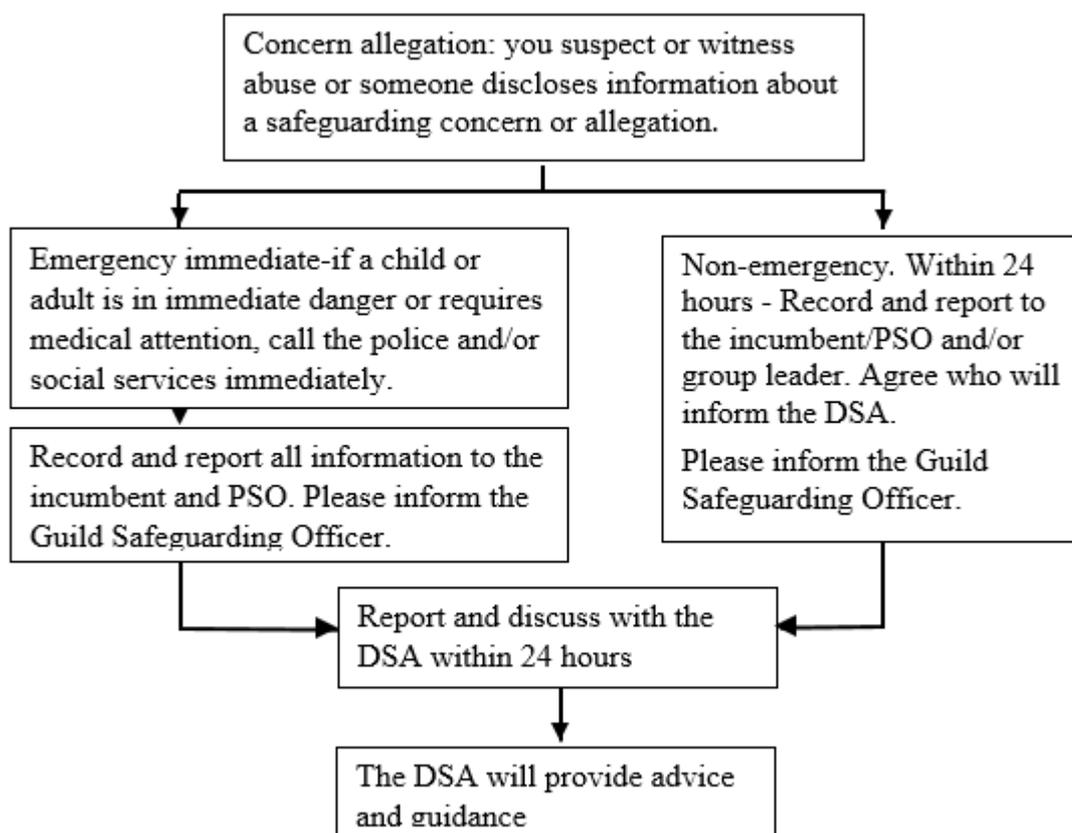
The details displayed relating to Tower Captains in their own Parish Churches are included for comparison purposes only – and the requirements there will be put in place by local PCCs. Tower Captains and local ringers are to refer to their Parish Policy.

It is clear that there will be an expectation that Guild Officers, Organizers, Leaders and Appointees in charge of Guild Events or Activities will meet the same requirements as set down for Tower Captains generally. For Assistants see item 29.

Whether or not Deputy Tower Captains and Assistants require DBS clearance, or training to the same level as Tower Captains is a matter for the PCC of the Local Parish to decide. For Guild Officers and Appointed Persons involved in the management of a Guild Event - the position is clear.

23

Reporting Procedure at Guild Events



With regard to incidents where concerns to do with safeguarding have arisen, the Guild's involvement is at a very restricted level. Essentially, at a Guild Event, we are only involved in the reporting stage of the process: as Guild members, we report concerns to the appropriate PSO – or the DSA. From that point onwards, due process will be managed by officers and advisors appointed by the local PCC and the Diocese.

Those involved in the full process must follow the guidelines set out in Sections 7 to 7.3 in the PSH, or as set out in Parish Policy. Confidentiality must be applied at all levels.

Safer Environments and Activities

Sections 1.1 – 1.7 Running Safe Activities – The Foundations of Safe Practice.

Provides essential guidance for those in positions of responsibility: Leaders at Guild Events, Tower Captains and Ringing Teachers. Sub-sections deal with the important areas of Risk Management in Activities and Emergency Planning – including First Aid, Medication and Fire Safety.

The Code of Safer Working Practice is referred to in Section 1.2 of the document. This is a particularly important source of information – being referenced and issued as a separate item. See Policy number 26.

Sections 2.1 - 2.14 Activities for Children and Young People – Specific Topics

This section covers a wide range a range of different activities – with guidance from the point of view of those in charge or leading an activity, and also those acting as assistants, often as volunteers. Basic principles are covered, with advice on ‘helpers’ and how many are needed. ‘Young Helpers’ are covered, and situations where those on Work Experience might be involved. Other sections deal with Consent to Activities, Good Behaviour for Children and Young People, and Record Keeping in Children’s Activities. There are sections on Affiliated Youth Groups and Special Needs.

Sections 3.1 - 3.4 Working with Vulnerable Adults – Specific Topics

While most of this section is to do with issues such as Home Visiting and what would be good practice regarding Financial Matters and Specific Needs, some of the issues may crop up in the ringing context within local ‘Home Tower’ bands. While these may not be relevant at Guild organized Events, it would be better if ringers generally were aware of these problems. Other issues such as supervision and special provision could be relevant at Guild Activities.

Sections 4.1 - 4.5 Social Media and Mobile Communications.

Some useful resources are included in this section, together with advice regarding what would be considered to be Best Practice without being too restrictive. The sub-section on Mobile Devices should be noted

Section 6 Photographs and children

Some useful pointers to what would be described as Best Practice with Photography are noted here, including the approach to taken with photography/filming by parents and others at activities/events. What is described as ‘sexting’ is included as a particularly significant issue, as is the definite need to obtain the necessary written consent when there is a proposal to take photographs.

Section 7 Photography Guidance for Adults

This issue cannot be addressed by simply stating that it is similar to the approach applied in section 6 (i.e. for children). Attention should be drawn to the differences involved in the two sections.

Section 8 Hire of Premises

Despite being the last of the items listed, this section should be regarded as one of the most significant, and should be studied carefully. It sets out the criteria which a PCC will apply to any requests made to hire part of a Church property. Quite clearly, this will apply when the Guild seeks to visit a local Church for the purposes of a Guild Event; there are a number of significant implications involved here.

Checklist: Good Practice for Maintaining a Safe Environment in the Belfry**Published by the Central Council of Church Bell Ringers**

- (i) Parents' consent in writing should be sought prior to commencing events or meetings and they should be made aware, in advance, of the content and arrangements for such activities. 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.
- (ii) If there is a child who it is believed is at immediate risk of harm, call the emergency services and then inform the appropriate Safeguarding Officer. Any behaviour of adult ringers which gives cause for concern should be dealt with by their removal from the immediate activity and may need to be discussed with an appropriate agency. [1]
- (iii) Keep an attendance register, which all attendees must sign, so that everyone is aware who was present at any given time.
- (iv) Children must be supervised at all times and should only be allowed into hazardous locations, such as the bell chamber, when accompanied by the local Tower Captain / Deputy or Assistant.
- (v) Always have two adults (preferably one of each gender) present whenever children/young people are ringing or being supervised, taught or transported.
- (vi) 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.
- (vii) Relevant health and safety procedures should be followed and first aid available. [2]
- (viii) 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 the Council has access to it.
- (ix) Ensure that the appropriate insurance is in place prior to any teaching, training or ringing session. [3]
- (x) All local ringing societies should appoint a Safeguarding Officer, someone who can oversee the performance of safeguarding matters in their area.
- (xi) Good liaison should be established between Tower Captains, PCCs, the Guild Safeguarding Officer and the Parish and Diocesan Safeguarding staff.
- (xii) Please note that 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 this *General Statement on Safeguarding Towers in relation to children* available to them.

Developed in collaboration between the C of E's National Safeguarding Team and CCCBR (2019)

[1] For Reporting Procedures see Policy 23

[2] See references to Health and Safety Procedures in Policy 15

[3] See Insurance in Policy 30

The Code of Safer Working Practice

The Code of Safer Working Practice sets out what is expected from anyone who works in the church, in both paid and voluntary roles, and is one of the ways high standards of safeguarding are ensured.

Upholding the Code

All members of staff and volunteers are expected to report any breaches of this code to the Parish Safeguarding Officer. Staff and volunteers who breach this code may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral made to the relevant statutory agency.

All those working on behalf of the parish with children, young people and adults must:

- Treat all individuals with respect and dignity;
- Respect people's rights to personal privacy;
- Ensure that their own language, tone of voice and body language are respectful;
- Ensure that children, young people and adults know who they can talk to about a personal concern;
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or the Parish Safeguarding Officer. All written records should be signed and dated;
- Obtain written consent for any photographs or videos to be taken, shown, displayed or stored.

In addition, those working with children and young people must:

- Always aim to work with or within sight of another adult;
- Ensure another adult is informed if a child needs to be taken to the toilet;
- Respond warmly to a child who needs comforting but make sure there are other adults around;
- Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place.
- Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place.

All those working on behalf of the parish with children, young people and adults must not:

- Use any form of physical punishment;
- Be sexually suggestive about or to an individual;
- Scapegoat, ridicule or reject an individual or group;
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- Show favouritism to any one individual or group;
- Allow an individual to involve them in excessive attention seeking;
- Allow any unknown adult access to children, young people or adults who may be vulnerable. Visitors should always be accompanied by an approved person;
- Allow strangers to give lifts to children, young people and adults who may be vulnerable in the group;
- Befriend children, young people and adults who may be vulnerable on social media;
- Take photographs on personal phones or cameras as this means that images are stored on personal devices.

In addition, for children and young people, must not:

- Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity);
- Smoke or drink alcohol in the presence of children and young people;
- Arrange social occasions with children and young people (other than events which also include family members or carers) outside organized group occasions.

Acceptable Touch

Sympathetic attention, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, can be wholly appropriate. However, abusers can use touch that appears safe to ‘normalize’ physical contact which then becomes abusive. As a general rule, the use of touch between adults in positions of responsibility and those with whom they are working or volunteering should be initiated by the person themselves, and kept to the minimum. In addition to this, always follow the guidelines below:

- Ask permission before you touch someone;
- Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention);
- Avoid any physical contact that is or could be construed as sexual, abusive or offensive;
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors;
- Touch should be in response to a person’s needs and not related to the worker’s needs. Touch should be age appropriate, welcome and generally initiated by the child, not the worker.

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The Code applies in Guild activities, through their management by Guild Officers, Organizers or Appointees - through the implementation of the Guild Policy. The Code also applies in Home Towers of all Guild members through the management of activities by their own PCCs, by the implementation of their own Local Parish Policy through their local Tower Captains.

As noted below (in the case of online activities) there are circumstances where some adaptations to the Code are seen as being appropriate - to meet the needs of the nature of the activity and its setting.

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Online Activities

The term covers the whole range of activities within what is involved in the field of information technology: the use of mobile phones, emails, transmission of images, the use of the internet generally – and particularly ‘social media’ applications.

The Safeguarding issues involved are referred to in: *Safer Environments and Activities*; *The Code of Safer Working Practice* and *The Parish Safeguarding Handbook*.

The adaption of the Code and other procedures and requirements that are seen as being appropriate to meet the needs of activities in an online setting are set out in the Notes: **Application of the Guild Safeguarding Policy to Online Activities**. This document is to be found in the Appendices to the Guild Safeguarding Policy. See also item 29, 46.

Organization of Guild and Branch Events and Activities:

Some of the following items are extracted, with modification, from the earlier version of the Guild's Safeguarding Policy Version 2.0 Jan 14, 2017; they are also included in this version of the Guild's Policy, as adopted and approved.

Definitions. A Guild Event is an activity that has been approved and initiated by the Guild Committee. A Branch Event is one approved and initiated by a Branch. These Events will be staffed by officers appointed by the Committee or by a Branch.

Those appointed to be involved in managing Guild or Branch activities may be referred to as Organizers, Leaders, or Officers - or simply as Appointees, Assistants or Volunteers. Their duties and their requirements in terms of DBS certification and training level will be dependent upon the type of activity in which they are involved. DBS certification and requirement is therefore 'activity specific'. This will be reflected in the tasks they undertake or are assigned to:

- If the role is a supportive one, as a helper, the person undertaking that duty will usually be referred to as an Assistant. Their duties will involve reporting to a designated person with a supervisory role. Organizers may issue job descriptions to Assistants for whom appropriate training may be to a level below that for an Organizer. An Assistant may not require DBS certification where he/she is supervised by a DBS certificated Organizer or Leader.
- If the role involves a particular level of responsibility to do with management or the supervision of Assistants, an appropriate job description will be issued to the person appointed to that role. Requirements for this supervisory position will be to the higher level, with DBS certification. The Supervisor is the Leader or Organizer. The quality of that supervision will meet the standards set out by the Guild. The Guild Committee or Branch will ensure that all approved activities will be supervised and managed in a manner which is consistent with the criteria for 'good practice' as set out in Guild Policy 2.1 This will include the application of the Risk Management approach. Refer to Item 17 (page 8) in this document and to *Management and organization for the delivery of a Guild Event* in Appendix 1.

DBS and training level requirements for all activities will be as specified in the Guild's Safeguarding Policy. Job Descriptions will be provided for all people appointed to specific duties. Those organizing and leading an Event are responsible for ensuring that the procedures set out in the Guild Policy (including the Appendices) are put into practice. Organizers and Leaders are required to exercise informed vigilance regarding the welfare of young people and vulnerable adults present at a Guild or Branch Event. All documentation and records relating to the Event will be returned to the Guild Safeguarding Officer for archiving.

All of the foregoing conditions are required to have been agreed upon by the Guild Committee or Branch - prior to the appointment of Organizers and Leaders.

In all Events, whether led by the Guild Committee or by a Branch, Safeguarding Policy 2.1 is to be fully applied. In effect: for 'Guild Event' read 'Guild or Branch Event'

For clarification: Events or Activities which do not meet all of the criteria noted above are not to be regarded as Guild or Branch Events.

Insurance

In common with the practice in most Ringing Guilds or local Ringing Associations, the Guild has Insurance Cover for properly organized Events. Item 8 of the Guild's Constitution states that any avoidable damage caused to bells or fittings, caused by members at an Event, shall be made good by the Guild.

The Guild's own cover is provided through Policy no. 06/CBP/0139919 issued by Ecclesiastical Insurers. The Policy can be accessed at www.ecclesiastical.com/ME866

The advice of the CCCBR, together with the advice of Ecclesiastical Insurers is not to be ignored; in particular ‘*Guidance Note No.1 Insurance and Ringing*’ issued by the CCCBR should be consulted. This can be accessed from the CCCBR website; extracts from the document are included in the Appendices to the Guild’s Policy.

It should be noted: the Guild’s Insurance does not cover the Personal Liability of any Guild member.

Through the periodic issuing of *Guild Safeguarding Note(s)*, Guild members are pointed towards the guidance provided by both CCCBR and Ecclesiastical Insurers, and are advised and encouraged to follow the advice given therein. It is advised that Guild members, as individuals, should ensure that they have adequate cover for Personal Liability; this can be arranged through an add-on to a member’s own House Contents Insurance Policy. Guild Organizers of Events and Outings should take particular note.

31 Hiring of Premises

The issues associated with the hiring of premises for a Guild Event are referred to in the brief notes on Safer Environment and Activities in Part 2 of this Policy Statement. The organizers of Guild Events are required to take full note of the full implications of this documentation. A copy of the relevant sub-section (Section 8 of Hiring of Premises) is included in the Guild Policy Appendices.

32 Loco Parentis

Neither the Guild, nor its officers, will act in loco parentis as regards any young people attending its events.

Tower Captains may be involved in providing the names of any young people from their tower who wish to attend Guild events and therefore those Tower Captains must take responsibility for ensuring that the procedures agreed for protection of young persons from their tower at such events are followed. This could mean that young persons are accompanied to such events by adults from their own tower – in which case, the accompanying adult should be required to submit a form indicating their agreement to acceptance of the individual acting in loco parentis. This would be a personal arrangement between the parent and the person involved. The Guild will have no involvement in any such private arrangements and will retain no record of any such agreements. Any written agreements should be retained by those involved.

Where a parent is always present during an event, the parent is responsible for the young person’s welfare.

33 For training days, or events involving special activities other than bell ringing, the Officer organizing the event shall provide 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 organizer prior to the event.

34 Parents will be told if there is any plan to use any media resources for recording as part of a training process, and the consent form should make this clear. The recording should be erased after the teaching session, in the presence of the Guild Officer and an independent adult witness

35 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 and Local Parish Policy requirements – with other instructors similarly checked, as appropriate to their roles and level of responsibility. It is essential that reference to the PSH (and/or the Guild Policy) is made, in order to establish who would require DBS checking and the appropriate level of training.

A register of suitably competent and experienced ringers, Leaders, Guild Officers, Instructors, Assistants and Appointed Persons, will be maintained by the Guild – with

details of DBS certification and training. The organizers and helpers for Guild Events will be drawn from this list. See also item 46.

- 36 Health and Safety should be considered. Young people are not to be allowed into a potentially hazardous situation unaccompanied. Organizers of Events shall ensure that any young people are supervised in their ringing – to ensure that no young ringer takes part in any ringing activity where they could come to harm. Risk Assessments should be applied – and checklists/pro-formas in the Guild’s Health & Safety Policy utilized.
- 37 Where children/Young People are attending a Guild event, the parent/guardian involved must have submitted a ‘Permission to Take Part’ form* to the organizer. This should be copied, via the Event Organizer, to the Guild Safeguarding Officer for archiving.
- 38 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 planned to take place within particular Parishes are in place and will be applied - particularly where children/ Young People or Vulnerable Adults are involved.
- 39 The pro-formas and checklists involved will be based upon the models in the PSH, those templates in the Parish Resources section of the C of E’s website, and from those suggested in CCCBR’s guidelines – in some cases being modified or adapted.
- 40 **Transport arrangements**
The Guild accepts no responsibility for the arrangement of transport to, and from, any venue where a Guild Event is taking place – and no liability for any issue arising from the transporting of any individual, either adult or child. No Guild Officer, Assistant or Organizer will be required to make any transport arrangement for any adult or child. Any Guild Officer or member offering to give a lift to a child is required to have made the parent aware that such an arrangement is at their (the member’s) own risk and that the arrangement is not with the Guild itself; the Guild has no responsibility or liability. As with loco parentis, the Guild, itself, will retain no record of any private arrangement made regarding the matter of transporting of a child, by a parent/guardian - or any other individual; the Guild has no involvement. The Guild will retain the Permission to Take Part form. See references to pro formas (regarding permission to take part) being received and filed by Guild Event organizers.
- 41 Two adults (if possible of different gender) should normally be present in any situation where any children are involved. The organizer should endeavour to ensure that at least two adults arrive at the start of any organized event. Where a Young Person is being taught, there is a requirement that a Guild member with DBS clearance is present and one adult (of each gender) should be present.
- 42 An attendance forms for signing are to be kept at all Guild organized events and an accident report form should be available. The Organizer or Leader shall have charge of these items - or appoint another to carry out the role. The person in charge of the items shall ensure they have ready access to a phone, to enable the emergency services to be called if required. The Organizer will be responsible for completing any accident reports. First aid cover may be provided where appropriate for major events.
- 43 The appropriate records from events, including consent forms and accident reports, shall be retained by organizing officers with files open to monitoring. In some cases, additional (Guild Event ‘specific’) forms may be introduced. In accordance with procedures generally recognized as ‘good practice’ (or legal requirement) the documents will be archived by the Guild’s Safeguarding Officer.
- 44 As already referred to in the CCCBR *Checklist: Good Practice for Maintaining a Safe Environment in the Belfry*: it is the responsibility of all visiting groups to ensure that those leading a group have had all relevant checks. It is not the responsibility of the host church, unless the host church is providing the leader for a visiting group.

45 A copy of the Guild Safeguarding Policy is to be available in all bell towers within the Guild area. Copies of the Policy to be provided for Parish Safeguarding Officers and a number of Diocesan Officers. All Guild members to be provided with electronic copies.

46 **Privacy Policy**

The Guild’s Privacy Policy complies with the Data Protection legislation referred to in the Guild’s Safeguarding Policy. The Privacy Policy is adapted from that which can be accessed from <https://www.parishresources.org.uk/gdpr/privacy/> on the Parish Resources section of the Church of England’s website. The document is included in Appendices 1.

47 **Adherence to Safeguarding Policy**

Adoption of the Policy

Adoption of the Policy means that members have undertaken to adhere to it, and put it into practice. Leaders and Guild Officers at Guild Events are appointed to ensure this is indeed the case.

The duties of the Guild Safeguarding Officer and Health and Safety Officer

The duties of these Officers entails ensuring that those managing a Guild Event are enabled to apply the Safeguarding Policy and the Health and Safety Policy to the running of a Guild Event – where both of these Policies must be applied effectively.

Audit Trail

The use of Planning Sheets and Checklists, together with various Pro-formas for use in connection with the organization, management and running of a Guild Event are an integral part of the process of implementing the Safeguarding Policy – together with the reviewing, recording and reporting on the activity These tools will be modified on an on-going basis. These items are to be utilized and archived as part of the Audit Trail.

48 **Regular Policy Review**

The formal adoption of the Safeguarding Policy, following any significant amendments to the document, will (as per Guild Constitution) take place at an Annual Meeting, or specially convened Special Meeting of the Guild.

Policy Review is to be seen as an on-going developmental process that is fundamental and in the drive towards ensuring that, in all our ringing activities, ‘good practice’, Church Policy and Safeguarding Principles are properly applied.

49 This, foregoing, Guild Policy Statement replaces all earlier policy statements by the Diocesan Guild and applies from the date given as its formal adoption.

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Revision	Date	Reviewed by	Agreed by Committee	Changes
0	05/06/2020	Safeguarding Officer	03/06/2020	Initial document
1	07/04/2021	Safeguarding Officer	24/04/2021 AGM	2.1 Update
2	23/09/2021	Safeguarding Officer	25/11/2021	2.1 Update