

NORTH STAFFORDSHIRE ASSOCIATION OF CHANGE RINGERS  
GUIDANCE ON SAFEGUARDING FOR CHILDREN AND YOUNG PERSONS

### **What is ‘Safeguarding’?**

Very simply it is making sure that children and young persons are kept safe from harm – that potential harm being physical abuse, emotional abuse, psychological abuse, sexual abuse or neglect.

Together with this responsibility to protect from harm is being able to recognise when a child or young person is likely to have suffered harm and knowing what action to take.

**Everyone** has a responsibility for the safeguarding of children young persons.

### **‘Policy’ and ‘Procedures’**

A ‘Policy’ is a statement of intent and ‘Procedures’ give substance to the policy and provide for how the statement of intent will be put into action.

**As will be seen below it is the Safeguarding Policy and Procedures of individual PCC’s that will apply to the majority of ringing that takes place (i.e. by ringers in their home towers or visitors to those towers).** However, for Association events/activities there is a separate Policy and Procedures document a copy of which can be found on the NSACR website or by contacting the Association’s Safeguarding Co-ordinator (This can also be used for tower-organised trips to other towers when not simply joining in with that other tower’s practice/event)

### **Safeguarding and Bellringing**

In respect of Church of England churches the Incumbent (vicar), Churchwardens and the PCC of any parish/benefice have the responsibility for safeguarding of children, young people and vulnerable adults in the Tower and elsewhere on church premises and for policies and procedures. **All Tower Captains should have a copy of their PCC’s Safeguarding Policy and Procedure document. In practice, where ringing is concerned the responsibility for safeguarding is usually discharged through the Tower Captain AND IT IS THEREFORE IMPORTANT THAT THERE IS A GOOD WORKING RELATIONSHIP BETWEEN THE TOWER CAPTAIN (AND OTHER RINGERS) AND CHURCH OFFICIALS.** (The CCCRB has produced a Role Description for Tower Captain/Bell Ringing Leader which can be found here: <https://www.cccbr.org.uk/towerstewardship/pubs/tower-captain-role-description.pdf>)

**Suggested Guidelines on Child Protection** (Copy attached – appendix A and reproduced on page 15 of the Association Handbook) outlines guidelines suggested for maintaining a safe environment for children and young persons. It is suggested, **following discussion with and with the agreement of others involved in the parish**, that a copy of these guidelines are:

1. appended to individual PCC's Safeguarding Policy and Procedures document (a copy of the Lichfield Diocese's 'pro-forma' for this policy and procedures document can be found here: <https://www.lichfield.anglican.org/documents/sample-parish-safeguarding-policy-pccs/> )and
2. kept on display in the tower for the information of all and that they provide the basis on which the safeguarding of children and young persons is provided for in that tower.

Also attached are Permissin to Ring (Appendix B), Record of Attendance (Appendix C) and Parental Consent for event/outing (Appendix D)

The Lichfield Diocese has also produced a very useful poster in respect of safeguarding of children, young persons and vulnerable adults and a copy of this should also be displayed in every towerand a copy can be found here:

[https://cofelichfield.contentfiles.net/media/documents/document/2016/07/Safeguarding\\_Poster\\_2015.pdf](https://cofelichfield.contentfiles.net/media/documents/document/2016/07/Safeguarding_Poster_2015.pdf)

**Who in the bell tower do the legal requirements for 'working with children' (in particular DBS checking) apply to?**

Required:

1. Tower Captain
2. Those undertaking face-to-face teaching (as a '*regulated activity*' for definition see below)
3. Transporting as formal/regular arrangement (and not informally with the permission of the parent)

Not required:

1. Helping with young people by ringing another bell or standing behind
2. Teaching (but not a '*regulated activity*' for definition see below)
3. General ringing at practices, meetings and outings
4. Visitors to towers
5. One-off teaching or deputising
6. Transporting children or young persons as a domestic/private arrangement with the consent of the parent

**'Regulated Activity'**

An activity which involves supervision or training of children under 18

- Frequent: Once a week or more
- Intensive: 4 or more times in a 30-day period
- Overnight - 2.00am to 6.00am

## What are the 'legal requirements'?

1. **Disclosure and Barring Service (DBS) check.** This can now be done electronically through the parish (through the Parish administrator, Child Protection Co-ordinator etc.) to the Diocesan office which is now an organisation registered with the DBS. (NB When applying for a new or a renewal of a DBS certificate it is recommended that applicants 'tick' the requirement for the DBS Update Service and for automatic renewal of that facility. (NB Only new DBS certificates can be registered and this must be done within **19 days** of issue) This will mean that an individual's records are constantly updated and, on the basis that no convictions etc. have been recorded, a 'clear' certificate, with the consent of the individual can be verified online)

### Requirements of the Church of England:

2. Be over 18
3. Complete the Lichfield Diocesan Declaration
4. Provide two references using the Volunteer Application Form
5. On taking appointment sign a volunteer agreement
6. Undertake the training which the Diocese through individual PCC's is under a duty to provide

## What to do if you consider there are safeguarding issues for a child, young person or vulnerable adult?

The Lichfield Diocese has produced a 'Pocket Sized Guide to Safeguarding' a copy is attached (Appendix E) and can be found at: <https://www.lichfield.anglican.org/documents/pocket-size-guide-safeguarding/> The Diocese has also produced a useful flow chart which and can be found at:

[https://cofelichfield.contentfiles.net/media/documents/document/2016/07/Safeguarding\\_Issues\\_Flowchart.pdf](https://cofelichfield.contentfiles.net/media/documents/document/2016/07/Safeguarding_Issues_Flowchart.pdf)

It is suggested that this document has the local contacts added and is also displayed in the bell tower

**Note: Those 'working' with children, young persons and vulnerable adults in respect of bell ringing activities are not expected to be experts in child, young person's and vulnerable person's safeguarding as that is left to the statutory agencies and the police. The responsibility for all is to be vigilant and be aware of and follow the policies and procedures that are in place.**

## Training

The Church of England has three levels of training that are appropriate to bell ringers. These are:

C0 - Basic Safeguarding Awareness

C1 - Safeguarding Foundation for Lay People

C2 - Safeguarding Foundation and Leadership for Lay People

It is the responsibility of the Diocese through individual PCC's to provide training. The training 'requirements' for bell ringers is at present understood as follows:

Role	DBS Check	C0 Course	C1 Course	C2 Course
Tower Captain	✓	✓	✓	✓
Trainers of Children	✓	✓	✓	✓
Other bell ringers	X	✓	X	X

The Lichfield Diocese is now providing Level C0 as an online course, Level C1 as an online or 'face to face' course and Level C2 as a 'face to face' course only. All courses are renewable every 3 years

It is suggested that at present only Tower Captains and Trainers of children apply to go on these courses. It is also suggested that before an application is made it is discussed with the relevant Parish Safeguarding coordinator and the Tower Captain, if appropriate.

The link to the training page on the Lichfield Diocese website is:

<https://www.lichfield.anglican.org/Volunteer%20Safeguarding%20Training/>

and telephone enquiries can be made to Christine Donlin 01543 306030

## Role of Association's Safeguarding co-ordinator

Appendix F gives details of this role. The contact details of the person holding this post can be found on the NSACR website

The Safeguarding Co-ordinator is happy to discuss safeguarding issues with any association member and provide guidance and advice where appropriate. In particular, assistance can be given in respect of Tower Captains' liaison with PCC's and parish Safeguarding co-ordinators.

**However, it should be noted that any safeguarding concerns in respect of ringing in the 'home tower' should be referred as soon as possible to the parish safeguarding co-ordinator**

## Appendix A (Guidance)

### **Suggested Guidelines for Tower Captains on Child Protection**

- Always have two adults present when children are being taught/involved in ringing.
- Invite parents of any trainees to come and watch a training session before allowing their child to start to learn. Require a parent to attend the first training session and ensure that the parent fully understands what is involved in learning to ring.
- Make sure a parent is responsible for delivering the child to and collecting the child from the tower.
- Ask parents to sign a “permission to learn to ring” form.(See attached Appendix B)
- Keep an attendance register.(See attached Appendix C)
- Be aware of the insurance and the Health and Safety position for children.
- Never allow children up amongst the bells without parental permission and adult supervision
- For tower outings get parents to sign a detailed permission form. Organisers should be aware of Health and Safety and other issues: for example, it is inadvisable for a child to travel alone in a car with an adult.

Appendix B (Guidance)

**Permission to Ring**

**Church** .....

**Group** .....

**Full name of child or young person**

.....

**Date of birth** .....

**Address**.....

.....

.....

**Name of parent or carer** .....

**Telephone number** .....

**Mobile** .....

**Are there any medical (e.g. diabetes, epilepsy) or dietary concerns that we should know about your child?** (This will not preclude your child from ringing, but notification now will help in the event of a medical problem.) Please give any relevant details below or state "none":

.....

.....

- I give my permission for the above-named child/young person to take part in the normal activities of this group.
- I understand what is involved and I am aware of the hazards present.
- I understand that separate permission will be sought for certain activities and outings lasting longer than the normal meeting times of the group.

**Signature of parent or carer** .....

**Name of additional contact** .....

**Telephone (for additional contact)**.....



.....PCC/CHURCH

**SAFEGUARDING POLICY AND PROCEDURES FOR BELL RINGING  
EVENTS/ACTIVITIES**

**Event/Activity: Parental Consent'**

<b><u>Date:</u></b>		<b><u>Event Activity:</u></b>		<b><u>Organiser:</u></b>		<b><u>Person with safeguarding responsibility:</u></b>	
<b>Name of child/young person</b>		<b>Date of Birth</b>	<b>Name of child's parent/guardian</b>		<b>Details of transport arrangements for child or young person to and from this event/activity</b>		
<b><u>Signature</u> of child's parent/guardian (to indicate consent to child or young person's attendance at the event/activity and/or the transport arrangements that have been made for the child or young person)</b>						.....	
<b>Date:</b>							

## Appendix E (Guidance)

### **Notes taken from the Church of England Model Pocket Sized Guide to Safeguarding 2014**

#### **What to do if...**

##### You have concerns about possible abuse (including allegations):

1. In an emergency, call emergency services 999.
2. If you have concerns always consult with children's or adult care services.
4. Always inform the Diocesan Safeguarding Adviser.
5. Keep a record of what happened, your concerns and your actions.

##### A child, young person or adult wishes to disclose they have been abused:

1. Listen. Keep listening. Do not question or investigate.
2. Do not promise confidentiality; tell them we need to share this.
3. Assure them they are not to blame.
4. Tell them what you are going to do and that they will be told what happens.
5. Make careful notes of what is said, record dates, times, events and when you are told.
6. Report it to the person to whom you are responsible and your priest or safeguarding representative.
7. Only tell those who need to know.

##### Things to remember:

1. Treat everyone with respect, setting a positive example for others.
2. Respect personal space and privacy.
3. Ensure any actions cannot be misrepresented by someone else.
4. Challenge unacceptable behaviour.
5. Do not put anyone, including yourself, in a vulnerable or compromising situation.
6. Do not have inappropriate physical or verbal contact with others.
7. You must not keep allegations or suspected abuse secret.

## Appendix F (Guidance)

### **NSACR Safeguarding Co-ordinator (SCO)**

#### **Job Description**

##### **Purpose of Post**

1.To ensure that the procedures of the Association comply with the Guidelines issued by the Central Council of Church Bellringers (CCCBR), the Dioceses and Parochial Church Councils (PCC's) of the area of the Association's operation, and legal requirements.

2.To ensure, as far as possible, that towers affiliated to the association are aware of and meet such guidelines and requirements.

##### **Remit**

The SCO should be familiar with the CCCBR Guidelines and such Guidelines as are issued by the Dioceses covering the Association's area of operation. The SCO should be familiar with legislation regarding both vulnerable groups and Health & Safety issues applicable to church bell ringing.

The SCO should be the custodian of all Association documentation associated with these matters and should be responsible for distribution of relevant information to tower and association officers.

The SCO will deal with any issues which may arise regarding protection where this is appropriate within legal limits. Advice should be made available to tower representatives and PCC's where requested.

The SCO will act as the responsible person where it is the legal responsibility of the association to ensure, where necessary, suitably qualified (DBS checked) persons are available at association organised activities

The SCO will act as liaison officer with the local Dioceses ensuring good relations are maintained.

##### **Limitations**

The SCO will not be expected to deal with any issues directly arising from complaints or allegations of abuse other than to refer to the appropriate authorities immediately. Any advice to towers, PCCs or association members must be qualified limiting the association's own responsibility.

**January 2018**