

Good Practice Checklist

Good Practice for Maintaining a Safe Environment in the Belfry

1. Parents' consent in writing must be sought prior to commencing events or meetings and they must 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 be the agreement that the parents are responsible for delivering and collecting the child.
2. If there is a child who it is believed is at immediate risk of harm, call the emergency services on 999 and then inform the appropriate Safeguarding Officer. Any behaviour of adult ringers which gives cause for concern must be dealt with by their removal from the immediate activity and may need to be discussed with an appropriate agency.
3. Keep an attendance register, which all attendees must sign, so that everyone is aware who was present at any given time.
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 local Tower Captain / Deputy or Assistant.
5. Always have two adults (preferably one of each gender) present whenever children/young people are ringing or being supervised, taught or transported.
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.
7. Relevant health and safety procedures must be followed and first aid available.
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 Association has access to it.
9. Ensure that the appropriate insurance is in place prior to any teaching, training or ringing session.
10. All local ringing societies should appoint a Safeguarding Officer, someone who can oversee the performance of safeguarding matters in their area.
11. Good liaison should be established with Tower Captains and PCCs and between the Safeguarding Officers of local societies and the Parish and Diocesan Safeguarding staff.
12. 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.