

## **TROYTE RINGING CENTRE**

### **Safeguarding Policy and Guidelines for the Protection of Children, Young and Vulnerable Persons**

#### **Introduction:**

The TRC is committed to the protection of young and vulnerable persons. Bell ringing is an activity which attracts people of all ages and abilities. We require all those who partake in events run by TRC to be respectful of all others at all times.

The policies outlines in this document apply to all events and comply with the Charity Commission guidance on safeguarding the vulnerable. It has been approved by the Trustees and will be reviewed annually or sooner should a change in legislation require its revision.

This policy has been drawn from organisations related to the TRC, namely The Guild of Devonshire Ringers, The Central Council of Church Bell ringers, The Association of Ringing Teachers, St Michael's Church, Bampton PCC and the Exeter Diocese.

For the purpose of this policy a child/young person is any young person under 18yrs of age. A vulnerable adult is less easy to define but we recognise that anyone at any stage of their lives through mental or physical disability, temporary or permanent, can become vulnerable to exploitation or harm.

#### **Responsibility of the Ringing Centre:**

The Centre will promote the welfare of children and the vulnerable at all times.

The Centre has a named Safeguarding Officer who is available to give guidance and support.

Safeguarding is the responsibility of everyone. All trustees, volunteers and visitors are expected to behave appropriately at all times. Where a concern is raised regarding the protection of a child or vulnerable person the matter should be reported as per the guidance below.

The TRC is an ART Hub and is affiliated to the GDR. We adhere to guidelines and policies from both organisations from which the following guidelines have been drawn.

The TRC has linked together policies and procedures regarding safeguarding, health and safety and risk assessment. And copies of these policies are available on our website.

#### **TRC Guidelines:**

- All those who are training or running practices have attended C1 and C2 Safeguarding training delivered by the Diocese and will be renewed every three years.
- All those running practices and training events will have undergone DBS check which will be renewed every 5yrs.
- At least two adults will be in attendance at any time during 1-1 teaching sessions.

- A register will be kept at each tower of all events including training, practices, weddings, visitors etc.
- Tower Captain and those leading events should follow the Guild Guidelines checklist for Tower Captains as far as possible.
- Young Ringers parents will be encouraged to deliver and collect their children from TRC events where possible or to make private arrangements with other parents. Where this is not possible Young Ringers may travel with adult bell ringers with written permission from parents. Two adults will travel in the car whilst transporting young ringers – when possible these will be male and female.
- Notices will be displayed in both Bampton and Huntsham towers giving the TRC Safeguarding statement with two points of contact for anyone to raise any concerns.
- The TRC Safeguarding policy is posted on the TRC website and is reviewed and revised as necessary
- Safeguarding will be an item on the agenda of every TRC Trustees meeting
- A safeguarding record book will be kept by the safeguarding officer and forms to record any incidents or concerns regarding safeguarding will be kept with the book and available in each tower
- Photographing and videoing young ringers will be allowed with signed parental permission. All videos linked to training and assessment, used during teaching bell handling, will be erased after use.
- Photographs used for recruitment, reporting events etc. with young ringers in attendance may only be used on websites, RRD, local press etc with parental consent. All photos with young ringers will be sent to parents for approval before going to press and any text will use first names only. (See permission to use photo/video form attached).
- Young ringers will require signed permission from their parents to take part in any TRC event.

### **Contact information**

#### **The Safeguarding Officer for the TRC**

Sheila Scotfield

[Sheila@troyteringingcentre.org.uk](mailto:Sheila@troyteringingcentre.org.uk)

#### **Guild Safeguarding Officer**

Mr Robert Brown

[Safeguarding@devonringers.org.uk](mailto:Safeguarding@devonringers.org.uk)

**The Safeguarding Office for the Diocese of Exeter**

The Diocesan Offices, The Old Deanery, the Cloisters, Exeter, EX1 1HS

<https://exeter.anglican.org/resources/safeguarding/>

Attachments:

- Permission to ring form
- Permission to be transported by car form
- Permission to photograph and video young ringers form