

## **Appendix A**

### **Safeguarding Policy of Durham Cathedral Guild of Bell Ringers**

The Durham Cathedral Guild of Bell Ringers ("The Guild") prides itself on being welcoming to all ringers and is committed to ensuring a safe and caring environment for young people and vulnerable adults.

All Guild Officers and visitors / participants have a duty of care to report any safeguarding or health and safety concerns to the Cathedral Safeguarding Management Team. Failure to comply with this policy may result in individuals being prevented from ringing in the Cathedral.

#### **1. Guild Officers and Other Ringers (Volunteers and Participants)**

Bell ringing is a participatory activity or hobby, contributing to the life of the Cathedral, in which many different people are welcome and able to participate.

- a) The Guild will elect its officers (as defined in the its constitution) at its Annual General Meeting.*
- b) Nominations for Bell Major will be collected in advance of the Annual General Meeting for presentation to the Canon Precentor or nominated representative who will discuss the suitability of nominees in line with Cathedral Volunteering policies.*
- c) The names of the elected officers will be put before Chapter for approval.*
- d) The officers will be Cathedral Volunteers and will complete the required safeguarding training.*
- e) The officers will fulfil the requirements of, and ensure compliance with, this safeguarding policy.*
- f) All other ringers will be viewed as participants. They will be encouraged but not required to undertake safeguarding training; many will undertake this through their home towers.*

#### **2. Registers and Monitoring**

*The Guild will:*

- a) The Guild will never be in loco parentis for any visiting young person or vulnerable adult and will require all visitors under the age of 18 to be accompanied by a responsible adult.*
- b) Keep a list of the names of all attendees at any ringing-related activities of the Guild.*
- c) Record the home tower of ringers who are not Guild members (home town for any non-ringers).*
- d) Record the name of anyone under the age of 18 along with their date of birth, a parent's contact details and the name of their responsible adult.*
- e) Make all visitors / participants aware of the importance of safeguarding at Durham Cathedral and their obligations to report any concerns.*

#### **3. Teaching of Young People and Vulnerable Adults**

The teaching of bell ringing is, by necessity, a close contact activity to ensure the safety of all involved.

*The Guild will:*

- a) Ensure that all teachers of young people and vulnerable adults have undergone the appropriate training and checks.*
- b) Ensure that at least two responsible adults are present during teaching, with an appropriate gender balance.*
- c) Ensure that at least one person with a current and acceptable Disclosure and Barring Service (DBS) check is present for all teaching activities.*

- d) Only use known teachers from other towers who meet the DBS requirements.**
- e) Ensure that details of all teaching activities are recorded.**
- f) Require learners under the age of 18 to have a signed consent form from their parent or guardian. This consent form will make clear that teaching includes close physical contact.**
- g) Ensure that a parent or guardian is present during early lessons and that they are given a full and detailed introduction to bell ringing, teaching and the Guild's safeguarding procedures.**

#### **4. Visiting Ringers and Bands**

As a Cathedral, Durham receives visiting ringers from all over the country. There are three ways in which visitors can ring at Durham:

- As individuals joining a Guild activity (such as practices, Sunday ringing or tours).
- As visiting groups where a member of the Guild accompanies a full band of visiting ringers.
- As visiting quarter peal or peal bands who are accompanied at the start and end of their visits but not during ringing.

**The Guild will:**

- a) Continue to arrange visiting bands through the Cathedral Office.**
- b) Require visiting bands to confirm, in writing (letter or email), that their band does not have any safeguarding issues of which the Guild and Cathedral should be aware.**
- c) Require visiting peal and quarter peal bands (who will be unaccompanied during ringing) to (in addition to point 2) confirm, in writing (letter or email), whether any young people or vulnerable adults will be present and who is responsible for those people during the visit.**
- d) Ask individuals who contact the Guild in advance to confirm that they do not have any safeguarding issues of which the Guild and Cathedral should be aware.**
- e) Present any safeguarding issues to the Cathedral Safeguarding Officer before permission to ring is granted.**
- f) Take due care when permitting unannounced visitors to ring.**
- g) In all cases, ensure that records are kept, as defined in section 2.**

#### **5. Data Protection**

All personal details and data will be kept in accordance with current data protection standards.

#### **6. This Policy**

This proposal, written in collaboration with Cathedral representatives, was unanimously supported by the members of the Durham Cathedral Guild of Bell Ringers at a meeting on 2<sup>nd</sup> February 2017. The proposal will continue to be implemented until succeeded by another policy agreed in collaboration with the Cathedral Chapter.

Dr Christopher Crabtree  
Bell Major, Durham Cathedral Guild of Bell Ringers

Revised March 2017