



Good Practice for Maintaining a Safe Environment in the Belfry for Children

1. Parents' consent in writing must be sought prior to commencing teaching, outings or Guild meeting visits and they must be made aware, in advance, of the content and arrangements for teaching, outings or visits. 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.
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 Diocesan Safeguarding Officer. See further advice on KCACR website – https://kcacr.org.uk/wp-content/uploads/2020/01/Safeguarding-Contacts_January-2020.pdf.
3. Keep an attendance register 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 (ideally 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 should 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 access to a copy of the Parish Safeguarding Policy. Contact details of the Parish Safeguarding Officer should be clearly displayed.
9. Ensure that the appropriate insurance is in place prior to any teaching, training or ringing session.
10. The KCACR should appoint a Safeguarding Officer - someone who can oversee the performance of safeguarding matters.
11. Good liaison should be established between Tower Captains and PCCs and between the KCACR Safeguarding Officer 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 access to a copy of this General Statement on Safeguarding Towers in relation to children available to them.

Developed in collaboration with the Church of England, National Safeguarding Team.

Taken from CCCBR (Ref SM_Safeguarding_AppendixC_Notice_2019_Ver_2). Agreed by KCACR General Committee July 2020.