



Safeguarding Rules and Procedures – Promoting a Safer Ringing Environment

February 2025

Safeguarding Rules - Contents

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1 Adoption

- 1.1 These Safeguarding Rules set out how the Kent County Association of Change Ringers (“the Association”) applies the policies set out in its Safeguarding Statement. They were agreed by its General Committee February 2025. and should be read alongside the Safeguarding Policy and Statement. They apply to both the Association and its members.

2 Rules – Association Events

- 2.1 The organiser of each association event is responsible for assessing in advance its potential Safeguarding risks and ensuring any risk is managed in accordance with the Rules below.

ACTIVITY	RULES
TRAINING Children trained weekly, more than three times in any month or between 2am and 6am.	Training supervised continuously by someone who has passed an Enhanced DBS with Childrens’ Barred List check with copy on file.
DRIVING Driving a vehicle used only to convey children (unaccompanied or accompanied by their supervisor(s)/carer(s)) other than a personal arrangement made with parents or legal guardians.	<ol style="list-style-type: none">1. Where driving takes place weekly, more than three times in any month or between 2am and 6pm, the driver must have passed an Enhanced DBS and Childrens Barred List Check with copy on file.2. Otherwise at least two adults with no personal connection to the driver, preferably of either sex, must be present, other than in emergency.
DRIVING Driving children or adults at risk in all other situations. •	<ol style="list-style-type: none">1. At least two adults with no personal connection to the driver, preferably of either sex, must be present, other than in emergency.
PARTICIPATION Participation of Children or Adults at Risk in any Association event	<ol style="list-style-type: none">1. For Children a consent form must be completed by the child’s parent or legal guardian in advance and kept on file. The form must state any relevant medical conditions, what to expect and make clear the respective responsibilities of the Association and parent/guardian/carers, including travel to/from the event.2. Hand out or display the Association’s Safeguarding Notice and draw the attention of all Children and Adults at Risk to it.3. Give a Safeguarding talk to all Children and Adults

ACTIVITY	RULES
	<p>at Risk at the start of the event so they understand, what to expect, how to contact the Safeguarding Officer and what to do if they have a concern.</p> <ol style="list-style-type: none"> 4. Keep an attendance register with copy on file. 5. Supervise Children and Adults at Risk closely. 6. Allow Children and Adults at Risk into hazardous locations, or to perform hazardous activities, only after a risk assessment has been performed and the hazards have been fully explained to them. 7. At least two unrelated adults must be present at all times, save where a child is accompanied by their parent/legal guardian or someone has a reasonable expectation of privacy. 8. Other than in emergency, administer first aid only when other people are around. 9. Take Video or photographs of a Child only with the permission of that Child's parent or legal guardian (and with their own permission if 12 years or older).
PROMPTING A Child or Adult at Risk needs help or prompting.	<ol style="list-style-type: none"> 1. Make clear in advance the action to follow in an emergency, such as losing control of a bell rope. 2. Otherwise than in an emergency, touching and/or standing close to someone should not take place unless necessary for teaching/supervision and the need has been explained fully in advance.
ONLINE EVENTS Additional requirements for online events involving Children or Adults at Risk	<ol style="list-style-type: none"> 1. Where participants are predominantly Children, the service or activity must be hosted by someone cleared through an Enhanced DBS and Children's Barred List Check with copy on file. 2. In all cases, [a] a waiting room should be implemented where possible so that a Child or Adult at Risk is not alone with someone else, [b] video should be enabled for all attendees for at least some of the event so the host can see those present and [c] private chat should be disabled so that chats are visible to all participants or the host only. 3. Contact details must not be shared.
ONLINE MESSAGING Online messaging groups organised by the Society and used by Children and Adults at Risk.	<ol style="list-style-type: none"> 1. Where participants are predominantly Children, the online group must be moderated by someone cleared through an Enhanced DBS and Children's Barred List Check with copy on file. 2. Where permitted by the online platform private messaging must be disabled so that messages are visible to all participants or the moderator only.
PARTICIPATION –WHERE SOMEONE POSES A RISK	<ol style="list-style-type: none"> 1. Where someone seeking to participate in an Association event is barred by the Disclosure &

ACTIVITY	RULES
	<p>Barring Service for work with children or adults (or in the reasonable opinion of the Safeguarding Officer poses a Safeguarding risk to), that person may only participate in Association events on execution of a Safeguarding Agreement signed by them.</p> <ol style="list-style-type: none"> 2. No Safeguarding Agreement will be valid unless it has been approved by the Association's General Committee following advice from the Diocesan Safeguarding Team, a local authority, the police, that person's offender manager, or an independent safeguarding organisation such as ThirtyOne:Eight. 3. The Safeguarding Officer will report to the Association's General Committee on the effectiveness of the Safeguarding Agreement every six months and may rescind an Agreement, following advice from the Diocesan Safeguarding Team, at any time if in their opinion the actions of its subject puts themselves or others at risk of harm.

3 Rules – Dealing with a Safeguarding Concern

ACTIVITY	RULES
IDENTIFYING A CONCERN	<p>The Association's members will be alert to the risk of abuse, which may come to their attention through direct observation or indirect signs that may include:</p> <ol style="list-style-type: none"> 1. a change in someone's appearance– e.g. unkempt, unexplained bruising or injuries 2. a change in someone's behaviour - e.g. unusually withdrawn or unusually talkative, over-familiar or attention-seeking 3. inappropriate behaviour or conversation – eg talking about drugs, sexual behaviour
WHERE A CONCERN IS DISCLOSED TO YOU	<p>An Association member to whom a concern is disclosed must:</p> <ol style="list-style-type: none"> 1. Reassure the person making the report that they have done the right thing in raising the concern; 2. Listen without judgement 3. Record anything that is said in writing at the earliest opportunity. 4. Tell the person making the disclosure what they will do 5. Treat the disclosure in confidence, sharing it only with others who need to know in line with these Rules.

ACTIVITY	RULES
RAISING A CONCERN	An Association member who becomes aware of a concern must: <ol style="list-style-type: none"> 1. Where there is risk of immediate harm, contact the emergency services on '999'. 2. Bring the concern as soon as possible to the attention of the Diocesan Safeguarding Advisor and/or the Association's Safeguarding Officer who will refer to the Diocesan Safeguarding Advisor (or if the allegation relates to the Safeguarding Officer or the latter is unreachable, the Association's Chair) confirming any conversation by email.
DEALING WITH A CONCERN	The concern will be dealt with by the Association's Safeguarding Officer (or failing that its Chair) who will contact the Diocesan Safeguarding Advisor for guidance.
BARRING REFERRALS	Where the Association withdraws permission for someone to perform a Regulated Activity for the Society (meaning that their role required an Enhanced DBS Check with Childrens or Adults Barred List), or where it would have withdrawn permission but the individual has voluntarily stepped down, the Association will refer that individual to the Disclosure and Barring Service where required to in line with its published requirements for referral.

4 Rules – Other

REVIEW	<ol style="list-style-type: none"> 1. The Safeguarding Officer will review the Association's Safeguarding Statement and these Rules at least annually. 2. Both the Statement and Rules will be presented for re-approval by the Association's members at its annual general meetings.
CONFIDENTIALITY	<ol style="list-style-type: none"> 1. Association members will keep records of Safeguarding concerns strictly confidential, sharing them only where there is a need to know and in accordance with Data Protection law. 2. The Safeguarding Officer will be responsible for maintaining records on Safeguarding matters.
BARRING CHECKS	Disclosure and Barring Checks will be based on the online status check offered by the DBS Update Service or through submission of a new DBS certificate

5 Safeguarding Notice

- 5.1 The Association's Safeguarding Notice in the format shown below will be shown prominently:

At venues during Association events
On the Association's website

Kent County Association of Change Ringers



SAFEGUARDING NOTICE

The Association's aim is that its activities offer all participants, regardless of their personal characteristics, a positive and enjoyable experience in a safe and welcoming environment.

All Association members are responsible for maintaining a safe culture and highlighting behaviour that threatens one another's safety or wellbeing.

THE ASSOCIATION'S SAFEGUARDING OFFICER IS Emma Jarvis who can be contacted at safeguarding@kcacr.org.uk

In the event that you see, experience or suspect any inappropriate behaviour, you **MUST**:

1. Contact the **Parish Safeguarding Officer** by phone or email as soon as possible (details in church porch).

OR

2. Contact the **Diocesan Safeguarding Advisor** (relevant contacts on KCACR website or in church porch)

OR

3. Contact the **KCACR Safeguarding Officer** by email as soon as possible.

OR

4. If someone is at risk of immediate harm, phone the Police on '999'