

Wells Cathedral Ringing Safeguarding

Purposes

- A. To promote the safeguarding of children, young persons under 18 years old and vulnerable adults involved in activities related to ringing at Wells Cathedral.
- B. To extend concern for the wellbeing of all those participating or witnessing activities related to ringing at Wells Cathedral.
- C. To protect individual ringers from allegations of inappropriate behaviour caused by the accuser's misunderstanding or malicious intent.

Background

Wells Cathedral Safeguarding Principles are set out in Reference A and Central Council of Church Bellringers (CCCRB) guidance on safeguarding in a bellringing context is set out in References B. To avoid introducing errors of interpretation this document does not provide a summary of the safeguarding principles, policies and guidance that these references contain or themselves refer to.

There is also considerable detailed guidance in References B, C & D, which should be consulted when organising, for example, outings, photography or media events.

Definitions

The table below defines terms used hereinunder.

Term	Meaning	References
Cathedral	A 'Member' or 'Friend' of the Wells Amateur Bellringing	
Volunteer Ringer	Society (WABS) who is registered with the Cathedral	
	Volunteer Coordinator as a Cathedral Volunteer Ringer,	
	and has signed and returned a Volunteer	
	Acknowledgment form from the Wells Cathedral	
	Volunteer Handbook (Ref F) to the Cathedral Volunteer	
	Coordinator.	
Closed ringing	A ringing activity limited to a fixed set of people and	
	from which those not listed as attending are excluded.	
Open ringing	Open ringing A ringing activity for which the participants are not	
	limited to a fixed set of people and at which anyone can	
	present themselves without notification.	
Person in charge of	The person in overall charge of ringing who decides	
ringing	what is rung and by whom. For open ringing this will	
	normally be the Cathedral Ringing Master or another	
	person considered competent, and nominated by the	
	Ringing Master for that occasion. For closed ringing it	



	will be the person who organised the ringing or a	
	person named by them.	
Regular Visitor	A ringer who is not a Cathedral Volunteer Ringer who rings 6 or more times at the Cathedral in any 6 month period.	
	Procedures that apply to Cathedral Volunteer Ringers also apply to Regular Visitors. For reasons of conciseness this is not stated in the text of each applicable procedure.	
Safeguarded	Adjective used when referring to a Child, Young Person under 18 or Safeguarded Adulti where: • A child is a person under 18 • Young Person is a person aged over between 14 and 17 • The term 'vulnerable adult' refers to a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability, illness, old age, emotional fragility, distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired. Where different procedures apply to different categories of these persons, the appropriate individual terms are used.	Ref C Refs C & D Ref C Ref C
Safeguarding	A ringing event at which safeguarded persons may be	
ringing event	present.	
WABS	Wells Amateur Bellringing Society. Formed on May 19th 1875, the Society is a group of individuals who volunteer as church bell ringers at Wells Cathedral and at the Parish Church of St Cuthbert, Wells.	
WABS Cathedral Secretary	An annually elected officer of WABS who deals with correspondence from non-WABS ringers regarding ringing at Wells Cathedral and, along with the WABS Master, co-ordinates ringing activities with the Cathedral.	
WABS Learner	A person being instructed in the art of change ringer by members of WABS, with the agreement of the Cathedral ringing Master. Procedures that apply to Cathedral Volunteer Ringers also apply to WABS Learners. For reasons of conciseness this is not stated in the text of each	
WABS Master	applicable procedure. An annually elected officer of WABS who takes overall charge of ringing by the society.	



WABS Safeguarded	A Safeguarded Person who is to be trained in ringing by	
Person	WABS members or who is a WABS member or is	
	expected to become a WABS member.	

Applicability

It is good practice to follow safeguarding procedures on all occasions, regardless of whether safeguarded persons are known to be present or not. Doing so reinforces good safeguarding practice and provides for a safeguarded person unexpectedly presenting themselves at open ringing. It also provides protection for an adult whose ability to protect themselves is temporarily or indefinitely impaired unknown to the person in charge of ringing.

Procedures

The safeguarding procedures are split into three groups:

- Organise, which ensures the correct preparatory measures are in place before a safeguarding ringing event takes place.
- Event, which governs safeguarding during a safeguarding ringing event.
- Visitor, additional measures that enable the Cathedral to welcome visiting ringers, be they individuals or groups, without compromising safeguarding practice.

Organise Procedures

- Organise 1. The Cathedral Volunteers ringers will provide the names of their Master, Deputy Master and any other training deputies to the Cathedral Safeguarding Officerⁱⁱⁱ. If the Cathedral Safeguarding Officer has a safeguarding objection to any of the people thus named then the Cathedral Volunteers will be asked to provide alternatives for each person against whom an objection has been raised.^{iv}
- Organise 2. Role descriptions for Master, Deputy Master and any other training deputies shall be agreed with the Cathedral Safeguarding Officer on behalf of the Chapter.
- Organise 3. All Cathedral Volunteer ringers who are expected to regularly provide bell handling advice and supervision or be the 'Person in charge of ringing', are to undergo a enhanced background check through the Disclosure and Barring Service (DBS).
 - Annex A contains a list of these ringers. This list is to be agreed by the WABS committee and submitted to the Cathedral Safeguarding Officer.
 Only Ringers on the list of ringers authorised by the Cathedral Safeguarding Officer are to provide bell handling advice and supervision of safeguarded persons or act as 'Person in charge of ringing' by Cathedral Volunteers or learners. This list will be reviewed annually.
 - This does not prevent any competent ringing taking urgent action to prevent another ringer, including safeguarded ringers, being injured



should they or another ringer lose control of a bell.

Organise 4. Church of England Safeguarding Training shall be completed as soon as it can be arranged for individuals taking on the roles listed in the table below: 'Thereafter it shall be kept in date whilst they remain in those roles.

Role	Basic Awareness	Foundation
Ringing Master	Yes	Yes
Person in charge of ringing	Yes	Yes
Trainer of Safeguarded Persons	Yes	Yes
Trainer of people not regarded as Safeguarded Persons	Yes	Yes
Cathedral Volunteer Ringer	Yes	

Table 1: Training Requirementsvii

- Organise 5. Complete an 'activity risk assessment' for ringing activities involving safeguarded persons for both trained ringers and learners. This risk assessment is to be reviewed every 3 years.
- Organise 6. If someone who is a known offender seeks to become a Cathedral Volunteer Ringer any proposal to accommodate that person will be reviewed with the Cathedral Safeguarding Officer, the Bath and Wells Association of Change Ringers Safeguarding Officer and the Bath & Wells Diocesan Safeguarding Officer. If permission to become a Cathedral Volunteer ringer is given to that person, a written agreement will made between the individual, the Cathedral Safeguarding Officer and the Bath & Wells Diocesan Safeguarding Officer. This agreement must be in place before the known offender is allowed to ring at the Cathedral. This agreement will be reviewed annually.*
- Organise 7. If a ringer has a concern about the behaviour of a ringer, or someone witnessing ringing, they should raise their concerns both with the Ringing Master if they are happy to do so, and separately with the Cathedral Safeguarding Officer.
- Organise 8. The WABS Cathedral Secretary is to produce a Safeguarded Persons Registrations form based on the template at



https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance/templates-resources

- Organise 9. Where a WABS Safeguarded Person has legally responsible parents, guardians, carers or other court appointed persons, one or more of those persons are to:
 - have met the Ringing Master before the Safeguarded Person attends a ringing event at the Cathedral. The Ringing Master is to brief them on the Wells Cathedral Ringing Safeguarding procedures;
 - ii. be asked to provide details of any medical condition that the Safeguarded Person has:xi
 - iii. agree that they are responsible for delivering and collecting the Safeguarded Person^{xii}, or , if the person is aged 16 or over, agree in writing that that person can make their own way to and from the Cathedral^{xiii};
 - iv. be invited to a training session so they understand what is involved in learning to ring^{xiv};
 - v. be made aware, in advance, of the content and arrangements for teaching, outings or meeting visits.**
 - vi. consent in writing prior to: commencing of teaching, joining WABS, outings or Guild meeting visits.
 - vii. make the Ringing Master aware of any urgent medication that may be needed e.g. ventilation and of medical conditions that might require urgent action. xvi
 - viii. Complete and sign a Safeguarded Persons Registration Form annually.xvii

If the Safeguarded Person is legally capable of making decisions regarding their own wellbeing, they are to complete the procedures above on their own behalf.

- Organise 10. A WABS Cathedral Secretary is to maintain a list of Cathedral Volunteer ringers, regular visitors and WABS Learners who are classed as safeguarded persons. The date of birth of those under 18 is also to be recorded.
- Organise 11. The WABS Cathedral Secretary is to understand the insurance cover provided by both the Cathedral's insurance and, for association members, by the Bath & Wells



Diocesan Association of Change Ringers. This person is to make Cathedral Volunteer Ringers and, where applicable, the parents, guardians etc. of Safeguarded Persons aware of the insurance cover, and in particular of any exclusions. xviii

- Organise 12. The WABS Cathedral Secretary is to prepare attendance register sheets for use at the Cathedral and to collect them at intervals. The register sheets are to be used to create a record of when individual ringers have rung at the Cathedral. The WABS Cathedral Secretary is to deliver the register sheets to the Cathedral in a timely manner. WABS may keep copies of these sheets for record keeping purposes.xix
- Organise 13. A list of regular visitors is to be updated every quarter year by the WABS Cathedral Secretary based on the record of when individual ringers have rung at the Cathedral.
- Organise 14. The ringing master shall arrange for the following to be in the ringing chamber:
 - First Aid kit^{xx}
 - Accident Book^{xxi}
 - Incident Book^{xxii}
 - Safeguarding notice^{xxiii}
 - A copy of this procedure^{xxiv}

Event Procedures

Event 1. Attendance register sheet entries are to be completed and signed by all persons entering the SW tower. xxv, e.g ringing, bell maintenance, cleaning, witnessing ringing

Attendance sheets are kept at the bottom of the SW tower steps. They become the emergency evacuation persons present check lists in the event of a fire alarm or other emergency.

- Event 2. WABS Safeguarded Persons are not to enter any place in the cathedral where bellringing activities take place the until the procedures listed in Organise 7 above have been completed.**xvi
- Event 3. At all open ringing events which safeguarded persons are, or may be, attending^{xxvii}, the following shall be present:
 - A person in charge of ringing and a second person who arexxviii:
 - Named in Annex A (See Organise 3 above);



- In date for a DBS check;
- In date for the training set out in Table 1: Training Requirements.
- Sufficient additional adult ringers, who are in date for Basic Awareness
 Training, to have the Adult to Safeguarded Person ratios set in Annex B.

Whenever possible these persons shall not to be all of the same gender.

Event 4. Children, Young Persons and Vulnerable Adults who have legally responsible parents, guardians carers or other court appointed persons, are only to attend, or be transported to, closed ringing events, outings or ringing meetings with the written permission of one of their parents or guardians.

Unless attending, or travelling, with one of their parents or guardians there shall be present:

- A person whom one of their parents or guardians etc. has agreed is to escort and supervise the safeguarded person and who is in date for a DBS check;
- A second adult ringer, who is in date for a DBS check.

If the Safeguarded Person is legally capable of making decisions regarding their own wellbeing the provisions above will apply with the difference that the Safeguarded Person can agree for themselves who is to escort and supervise them.

Event 5. If there is a Safeguarded Person who it is believed is at immediate risk of harm emergency services are to be called using 999, after which the Cathedral Safeguarding Officer and the Bath & Wells Diocesan Safeguarding Adviser** are to be advised as soon as possible.**

The incident is to be recorded immediately in the ringing chamber incident book. The incident should also be reported as quickly as possible to the Virgers or the Cathedral Office^{xxxi}.

Event 6. If an accident occurs involving a Child, Young Person and Vulnerable Adult who has legally responsible parents, guardians, carers or other court appointed persons, the parent(s) or carer(s) etc. are to be informed promptly, including details of any first aid administered. In the case of a slight injury, the parent or carer etc. should be told when the Child, Young Person and Vulnerable Adult is collected or be informed soon after the activity^{xxxii}.



Event 7. Safeguarded persons are not to be allowed into hazardous locations, such as the bell chamber.

Event 8. Safeguarded persons should only be touched when it is appropriate for teaching, supervision or to prevent injury or damage in an emergency**xxiii.

Event 9. The personal space of safeguarded persons is to be respected at all times. xxxiv

Event 10. Children under the age of 10 are not to attend ringing events unless accompanied by one or more parents or guardians.

Visitor Procedures^{xxxv}

Visitor 1. With the exception of advertised 'Non-WABS' Wells Cathedral practices, attendance at ringing events by persons who are not Cathedral Volunteer Ringer, Regular Visitors or WABS Learners is to be by prior arrangement with the Ringing Master or Cathedral Bellringing Secretary. The Cathedral Bellringing Secretary is to discuss all requests to ring with the Ringing Master or, in his absence, the Deputy Ringing Master. The person who is to be in charge of ringing is also to be informed.XXXXVI

Visitor 2. Visiting ringers are to conform with Event procedures 1, 4, 5, 6, 7, 8 & 9 above.

Visitor 3. All visitors will be given a short 'induction' brief explaining fire evacuation procedures and that there is radio communications with the rest of the Cathedral.

Individual Visitors

Visitor 4. Individual visiting ringers attending WABS practices, or Sunday service ringing, are to provide the Cathedral Bellringing Secretary with the following information:

- Full Name
- Home Tower
- Home Address
- Are they under 18 years of age?
- Are they considered to be a vulnerable adult?
- What, if any, Church of England Safeguarding Training have they completed?xxxvii
- What form of identification will they be able to provide when they visit?
- Do they consider themselves able to climb the 105 steps of the spiral staircase to the ringing chamber?



Visitor 5.

Ringers attending Advertised 'Non-WABS' Wells Cathedral practices are to be met by two Cathedral Volunteer Ringers. Those people who they recognise and know have previously satisfactorily provided the information listed in Visitor 4 above, and if safeguarded parents or guardians etc, if applicable, have given the required approvals, will, after signing the register, be allowed to proceed to the ringing chamber. Those who are not so known will be asked to provide the information listed in Visitor 4 above. If in the judgement of either of the two Cathedral Volunteer Ringers this is not satisfactory, they will be not permitted to enter the tower.

Note that subsequently the information provided will, as far as possible, be checked. Any discrepancies will be reported as safeguarding incidents, as detailed above and persons providing inaccurate information may not be allowed to attend future ringing events at the Cathedral.

Visitor 6.

Individual visiting ringers are to bring proof of identity with them. This need not be photographic but must have their name on it. e.g. a bank card. They are to produce this when signing the attendance sheet (see Event 1).

Visitor 7.

Individual visiting ringers will be under the direction of an authorised person in charge of ringing (see Event 3).

Visiting Groups

- Visitor 8. Groups of ringers are to have a nominated lead ringer.
- Visitor 9. The lead ringer is to provide the Cathedral Bellringing Secretary with the following information prior to their intended visit: XXXXVIII
 - Full Name of lead ringer
 - Lead ringers home Tower
 - Lead ringers home Address
 - What form of identification will they provide when they visit?
 - Assurance that the group does not contain any known offenders.
 - Assurance that, where applicable, any safeguarded person will be accompanied by or have permission from their parent or guardian etc.
 - Does the group solely consist of safeguarded persons?
 - Do all the members of the group consider themselves able to climb the 105 steps of the spiral staircase to the ringing chamber?



- Visitor 10. If a group of visiting ringers will contain safeguarded persons the lead ringer is to provide the Cathedral Bellringing Secretary with the following additional information prior to their intended visit: xxxix
 - Gender of the lead ringer
 - Assurance that the lead ringer over 18 and not a vulnerable adult.
 - Assurance that the lead ringer in date for a DBS check.
 - Name and details as in Visitor 9 above of a second DBS checked member of the visiting group.^{xl}
 - Are the two named DBS checked persons registered on the DBS Update Service? Alternatively, if a parish which has been notified of their DBS clearance is in the Diocese of Bath & Wells, they are to provide contact details of the parish safeguarding officer.xli
 - Assurance that the lead ringer in date the training set out in Table 1: Training Requirements for a Person in charge of ringing
 - The numbers of under 18's in the group for each age group in Annex B.
 - Full names and genders of additional persons who will act as additional 'adult ringers'.
 - Assurance that all the additional 'adult ringers' in date for Basic Awareness
 Training
- Visitor 11. If all of a visiting group are safeguarded persons, the Ringing Master will discuss the request to ring with the Cathedral Safeguarding Officer. The visit may be agreed on the basis that the group will be accompanied throughout the visit by
 - a. A lead host ringer and a second person who are:
 - i. Cathedral Volunteer ringers;
 - ii. Named in Annex A (See Organise 3 above);
 - iii. In date for a DBS check;
 - iv. In date for the training set out in Table 1: Training Requirements.
 - Sufficient additional adult ringers, who are in date for Basic Awareness
 Training, to have the Adult to Safeguarded Person ratios set in Annex B

Whenever possible these persons shall not all be of the same gender.

Visitor 12. If any of the information requested of visitors is incomplete or unsatisfactory the Ringing Master will discuss the request with the Cathedral Safeguarding Officer. In such cases permission to ring may be refused.



Visitor 13. A Cathedral Volunteer ringer, will meet all visiting groups. The lead ringer is to bring proof of identity with them. This need not be photographic but must have their name on it. e.g. a bank card. They are to produce this when signing the attendance sheet (see Event 1).

If prior notice of any of the visitors under 18 has not been given, it is considered by the Cathedral Volunteer ringer that any of the group are clearly under 18 and evidence to the contrary is not presented, the group will not be allowed to enter the SW tower. Similarly, if any of the group are considered by the Cathedral Volunteer ringer to be clearly vulnerable adults and notice has not been given, the group will not be allowed to enter the SW tower.

The Cathedral Volunteer ringer is not to agree to escort any potentially safeguarded persons whilst the rest of the group continues with the visit (see Purpose C). However, they may do so if they are DBS checked and another DBS Checked adult is available to remain with them.

References

- A. Wells Cathedral Statement of Safeguarding Policy: https://www.wellscathedral.org.uk/wp-content/uploads/2019/01/Signed-Statement-of-Principles-2019-01.pdf
- B. Safeguarding: A Guide for Bell-Ringers, Stewardship & Management Workgroup of The Central Council of Church Bell Ringers: https://cccbr.org.uk/wp-content/uploads/2019/10/SM_Safeguarding_PlusAppendices_2019_Ver_2-Guide-plus-appendices-1.pdf.xliii]
- C. The Church of England House of Bishops Parish Safeguarding Handbook: https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf
- D. Safer Environment and Activities; The Church of England National Safeguarding Team; Version i; September 2019. https://www.churchofengland.org/sites/default/files/2019-11/Safer%20Environment%20and%20Activities%20Oct19 0.pdf
- E. Children Act 1989
- F. Wells Cathedral Volunteer Handbook (Working Document): 2018
- G. Diocese of Bath and Wells, Diocesan Safeguarding Manager, Letter to Tower Captains, dated 25/03/2020

Various guidance documents use the phrase "Child, Young Person under 18 or Safeguarded Adult". Ref C Page 55 Note 1 includes the statement that "The handbook also uses the term 'young person/people' for those aged between 14 and 17."

[&]quot;Ref B Page 4; Questions and Answers; 2nd Q&A

Ref D Para 1.1.1 identifies these as 'Positions of Responsibility'. Section 1.1 as a whole explains what is expected of holders of these positions.



- iv Ref B.Page 2; Appointment of Tower Leaders (Captains and Deputies) relates.
- ^v Ref B.Page 2; Appointment of Tower Leaders (Captains and Deputies) relates.
- vi Church of England Safeguarding training course are valid for 3 years.
- vii Ref B.Page 2: Safeguarding Training & Ref C Page 17: Who gets what training in the Parish? relate. Note that the Basic Awareness and Foundation courses can be completed by any

member of the congregation, to support awareness raising and a culture of support and vigilance in the Church. They can be undertaken online at

https://safeguardingtraining.cofeportal.org/login/index.php.

- viii Ref C Page 2: Respond section, 5th bullet point & Ref C Page 44: Section 11.3 Children's activities.
- ^{ix} Ref B Page 3: Known Offenders states: "Any proposal for such a person to be accommodated must be reviewed very seriously with all concerned parties including the incumbent, ringing Society and Diocesan Safeguarding Officer and must have due regard to absolute safety of children and the reassurance of parents."
- x Ref C Section 10 Page 38
- xi Ref B Appendix C Para 1
- xii Ref B Appendix C Para 1
- xiii The age at which an individual is mature enough to make their own way to and from ringing varies. By exception and only with the agreement of both the parents/guardians and the ringing master a person under 16 may be allowed to make their own way to and from ringing. Equally the ringing master may require a person over 16 to be escorted if they are considered not to be sufficiently mature. Agreed relaxations may also be subject to it being daylight when such journeys are made.
- xiv Ref B Appendix C Para 1
- xv Ref B Appendix C Para 1
- xvi Ref D Para 1.6.1
- xvii Ref C Page 44 Section 11.3 Children's activities
- xviii Ref B Appendix C Para 9
- xix Ref B Appendix C Para 3
- xx Ref B Appendix C Para 7 and Ref D Para 1.5.2
- xxi Ref D Para 1.5.3 & Para 2.8.3
- xxii Ref D Para 2.8.3, which recommends the use of separate Accident and Incident records
- xxiii Ref B Appendix C
- xxiv Ref B Appendix C Para 8
- ^{xxv} Ref B Appendix C Para 3. Note that If the total number of person so doing is less than 5 at one time and does not include safeguarded person, then the attendance sheet need not be completed provided a verger is in on duty in the Cathedral and is aware of the presence of the persons in the tower, and they are informed when all persons have vacated the tower. In the event of an emergency evacuation the virgers will confirm, or not, that all persons have evacuated the tower.
- xxvi Ref B Appendix C Para 1
- xxviiEven if no safeguarded persons are present it is useful to follow these guidelines whenever possible. This helps ensure that appropriately cleared and trained people are available as part of the Cathedral Volunteer Ringers.
- xxviii Ref G Safeguarding Standards section, 4th bullet.
- xxix Ref B Appendix C Para 2
- xxx At a meeting on the 21st March 2020 in the Chapter Room, both the Cathedral Safeguarding Officer and Baths & Wells Safeguarding Officer stated they wished to be informed immediately of safeguarding incidents irrespective of the time of day.
- xxxi Ref F Health & Safety Section
- xxxii Ref D Para 1.5.5
- xxxiii Ref B Appendix C Para 6
- xxxiv Ref B Appendix C Para 6
- This document focuses on the safeguarding and the general wellbeing of all persons who attend ringing related events at Wells Cathedral. Measures to promote an appropriate standard of ringing, and to ensure that events primarily intended to provide practice for Cathedral Volunteer Ringers do not attract an imbalance



of visitors, are outside the scope of this document. Measures to promote Ringing Chamber Safety are documented in the Wells Cathedral Ringing Chamber Safety document.

- xxxvi This will normally be the Ringing Master or the Deputy Ringing Master so they will already be informed.
- xxxvii The non-completion of Basic Awareness Training by a UK based Church Bellringer is not in accordance with CofE guidance and would prompt further assurance measures.
- xxxviii Ref B Appendix C Para 12
- xxxix Ref B Appendix C Para 12
- xl Ref G Safeguarding Standards section, 4th bullet.
- xli Ref B Page 3 Certificates and their Portability Section
- xlii Ref D Paragraph 2.9.2 refers to CCCRB Safeguarding guidance.



Annex A List of authorised 'Persons in charge or ringing'

Andrew Deamer (Ringing Master)
Peter Felton (Deputy Ringing Master)
Paul Wotton (Cathedral Bellringing Secretary)
Helen Brown (Ringing Master of the Glaston Branch of the Bath and Wells Association of Change Ringers)

Annex B Adult to Safeguarded Person ratios

Category	Maximum number of safeguarded persons per responsible adult.
Aged 9 to 12 ^{xliii}	6
Aged 12 to 18 & Safeguarded	10
Adult	

xiiiiThe weight of the bells at the Cathedral means that is unlikely that children as young as 9 would have the strength to ring even the lighter bells. This age range is shown to align with Ref D Section 2.2.2.