



**DURHAM
CATHEDRAL**
THE SHRINE OF ST CUTHBERT

Cathedral
Safeguarding
LOGO

Safeguarding and Bellringing at Durham Cathedral

The Durham Cathedral Guild of Bellringers ("The Guild") prides itself on being welcoming to all ringers and is committed to ensuring a safe and caring environment for all.

All Guild Officers, Durham Cathedral bellringers (including all Guild members) and visitors have a duty to report any safeguarding or health and safety concerns to the Cathedral Safeguarding Management Team. In most cases this will be via the Bell Major or Deputy Bell Major but can be directly where necessary.

Failure to comply with this policy may result in individuals being prevented from ringing at the Cathedral.

1. Guild Officers

The Guild elects five officers (as defined in the Constitution) to coordinate ringing at the Cathedral and other Guild and Cathedral bellringing activities, including teaching.

- a) Nominations for Bell Major and Deputy 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.*
- b) The names of the elected officers will be put before Chapter for approval.*
- c) Persons under 18 years of age are not permitted to be Guild Officers.*
- d) The officers will be Cathedral Volunteers, will hold an acceptable enhanced Disclosure and Barring Service (DBS) check and will complete the required safeguarding training.*
- e) The Bell Major and Deputy Bell Major will be the Senior Volunteers and will complete any additional Church of England Leadership training required.*
- f) The officers will fulfil the requirements of, and ensure compliance with, this safeguarding policy.*
- g) All other ringers will be viewed as regular ringers or visitors.*
- h) Maintain close communication with the Cathedral Safeguarding Officer, Volunteers Manager, Canon Precentor and attend meetings as required.*

2. Cathedral Ringers

Durham Cathedral bellringers have ordinary membership of The Guild, other than the Guild Officers they are not Cathedral volunteers, they participate in the activities organised by the Officers but do not take organisational responsibility. A ringer who attends ringing 20+ times in a year is considered to be an ordinary member of The Guild.

The Guild will:

- a) Require all Durham Cathedral bellringers to sign the safeguarding compliance book on arrival in the ringing room, to confirm agreement with this policy.*
- b) Encourage all Durham Cathedral bellringers to undertake Church of England online safeguarding training in line with guidance drawn up by the Central Council of Church Bellringers with input from Church House; many will undertake this through their home towers.*

- c) Ensure that two adults, preferably one of each gender, including one with an acceptable DBS check is present whenever children/young people are ringing or accessing the tower.*
- d) Require the parent or guardian of ringers under the age of 18 to sign a consent form prior to their attendance. A parent or guardian will be given a detailed introduction to bell ringing at Durham Cathedral and the Guild's safeguarding procedures.*

3. Visitors (as Individuals)

The Guild welcomes visitors in accordance with the guidelines below.

The Guild will:

- a) Not permit unannounced visitors to climb the tower or ring.*
- b) Require visitors to read the 'Bellringing at Durham Cathedral' leaflet and sign the safeguarding compliance book on arrival in the ringing room, to confirm agreement with this policy.*
- c) Only permit visitors under the age of 18 if they are accompanied by a parent/guardian or nominated responsible adult.*
- d) Require all visitors to declare if they have any current or previous restrictions, requirements or convictions that affect their attendance in the tower and contact with others whilst there either adults or young people/children.*

4. Visiting Bands

As well as individual visitors, Durham Cathedral receives visiting bands from all over the country.

- As visiting groups where a member of the Guild accompanies a full band of visiting ringers.
- As visiting quarter peal or peal bands which 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 fully conforms to all safeguarding procedures and has read and agrees to abide by this policy.*
- c) Require all visitors to read the 'Bellringing at Durham Cathedral' leaflet and sign the safeguarding compliance book on arrival in the ringing room to confirm agreement with this policy.*
- d) Require visiting peal and quarter peal bands (who will be unaccompanied during ringing) to (in addition to point 4b) confirm, in writing (letter or email), whether any people under 18 or vulnerable adults will be present and, if so, who is responsible for those people during the visit.*
- e) In all cases, ensure that records are kept, as defined in section 5.*

5. Registers and Monitoring

The Guild's safeguarding compliance book will be used to:

- a) Keep a record of the names of all attendees at any Guild and Cathedral ringing activities.*
- b) Record the home tower of ringers who are not Guild members (home town for any non-ringers).*
- c) Record the name of anyone under the age of 18 along with their date of birth, and the name of their responsible adult.*

6. 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 Central Council of Church Bellringers and Church House provide guidance on teaching. 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. Should touching be required as the result of

teaching this should be minimal and the instructor/teacher should explain prior to this the reason for this and get permission for this to take place.

A summary is provided here.

The Guild will:

- a) Only bellringers with a current and acceptable DBS are involved in teaching.**
- b) Two adults must always be present and hold a current and acceptable DBS check when actively supervising or teaching activities.**
- c) Ensure that details of the session are recorded in the safeguarding compliance book.**
- d) Require learners under the age of 18 to have a signed consent form from their parent or guardian.**
- e) Ensure that a parent or guardian is always present and that they are given a full introduction to bell ringing, teaching and the Guild's safeguarding procedures.**
- f) Ensure that at least one Guild Member is present who has current Leadership Safeguarding training.**

If there is a child who it is believed is at immediate risk of harm, the emergency services should be called on 999 and the Cathedral Safeguarding Officer informed. Any behaviour of adult ringers which gives cause for concern should be dealt with by their removal from the immediate activity and should be discussed with the Cathedral Safeguarding Officer and an appropriate agency.

7. Training

The Guild realises the importance that Safeguarding Training plays in relation to making sure that everyone in the tower is safeguarded. The Bell Major will arrange for all Officers of the Guild and teachers to complete the Church of England Safeguarding online Training (Basic Awareness & Foundation) as a minimum requirement. The Bell Major will encourage all regular bellringers to complete the Church of England (Basic Awareness) Training. This is in line with the CCCBR guidance that was drawn up in collaboration with the CofE national safeguarding team.

In addition to this the Cathedral Safeguarding Officer will complete yearly Safeguarding Refresher Training with the members and will do this whilst attending the tower or at the AGM. All bellringers are required to share certificates for courses with the Bell Major & Cathedral Safeguarding Officer.

8. Data Protection

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

9. This Policy

This policy was written in collaboration with representatives of Durham Cathedral and will continue to be implemented until succeeded by another policy agreed in collaboration with the Chapter. This Policy will be reviewed yearly but may be subject to amendment as required.

Safeguarding is everyone's responsibility.

Revised February 2021