



The Hereford Ringing Course

Safeguarding Policy

The Hereford Ringing Course is committed to the safety and welfare of all participants, and especially children and adults at risk. To help us in this endeavour, we have prepared the following safeguarding policy.

In particular, we will respond without delay to any complaint made that a young person / adult attending the course may have been harmed; and fully cooperate with statutory agencies during any investigation they make re: allegations concerning a Course participant.

Safeguarding officers

This policy requires the course to appoint two safeguarding officers, one male and one female.

The lead safeguarding officer is Mr Frank Seabright

The other safeguarding officer is Mrs Frances Marshall

Training & DBS checks

The policy requires all Tutors and Administrators to have taken the Church of England's Basic Awareness course, and to have a current DBS check.

The safeguarding officer will keep a record of the course certificates and DBS checks.

Making the policy known

All tutors and administrators must acknowledge they have read and understood the policy. The policy is circulated to all such people in advance of each course.

A copy of the policy is sent to the parents of all children attending the course, and they too are asked to acknowledge they have read and understood the policy.

A copy of the policy is available for all to read on the noticeboard in ThePoint4, and is available to read on the course website (www.herefordringingcourse.org.uk). The welcome notes given to each participant on arrival also draw their attention to the safeguarding policy.

The policy is reviewed each year.

Practical Guidelines

The following guidelines should be adopted by all people on the course. For the most part these represent the application of common sense. These guidelines are intended to be illustrative rather than exhaustive and should be read in that light.



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1. Avoid being alone with a child whilst on the Course. Always ensure there are at least two adults present, preferably one male and one female. This applies at all times throughout the Course but particular care should be taken in the following situations:
 - when teaching on a one-to-one basis
 - when travelling to or from towers in a car
2. Avoid inappropriate physical contact. There may be occasions where physical contact is unavoidable, for example where someone is having difficulty handling a bell. In these cases, ensure that such contact is kept to a minimum and always bear in mind that actions and gestures can be easily misconstrued.
3. Do not strike or threaten a child in any way.
4. Do not shout at a child or use inappropriate language – words can be misconstrued as easily as actions.
5. Offer constructive advice rather than being over-critical about ringing abilities.
6. Should an allegation of abuse be made by a child, listen carefully to, and do not disbelieve, anything the child says. Some action must be taken in such circumstances and you should seek immediate advice from one of the Safeguarding Officers.
7. Report any other incidents or concerns you have to one of the Safeguarding Officers. Again, this must be done immediately. If you cannot find either officer, then call one of the numbers given above.
8. Do not take photos or videos of any children without the permission of their parent or guardian.
9. Be aware that messages put on any WhatsApp Groups may be seen by everyone, including children. Please do not post anything unsuitable for children to read.

Resident children

We expect all resident children to be accompanied on the course by a parent or guardian. At times outside the programmed timetable, supervision of and responsibility for resident children lies with the parent/guardian.

Non-resident children

The course organisers cannot be responsible for children making their way to or from the college at the start or end of the day, nor if a child leaves the campus at any time during the day, except when visiting a church. At the end of the day,



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children who are to be collected from the college must wait in a designated area and should not wander around the campus. The location of the designated area is The Point 4 Bistro, unless otherwise advised at the opening Welcome session, and in the welcome pack.

What to do if you have a safeguarding concern

Unless urgent action is required (in which case contact the police) please notify one of the Safeguarding Officers of your concerns. They are responsible for ensuring any reports of concern about the welfare of a child/young person & adults on the course are passed to the relevant statutory agencies without delay, as well as liaising with all other relevant bodies such as College and/or Church authorities. For the avoidance of doubt, the Safeguarding Officers, the Course Organisers or any other participant on the course, regardless of professional capacity, will NOT undertake, or be responsible for, the conduct of any formal investigation into allegations of abuse. Any such investigation will be undertaken by the Local Government Authority and Police Force within whose geographic area the event or incident that gave rise to concern took place.

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