

The Young Change Ringers' Association

Safeguarding Policy

(As of Saturday 26th March, 2022)

Published by:

Young Change Ringers' Association

1 Introduction and Overview

The Young Change Ringers' Association (YCRA) has a duty of care to all its members. The YCRA is committed to ensuring the safety and wellbeing of all its members, including all children, young people and adults at risk. The YCRA is committed to creating a safe and nurturing environment, which is also outlined in the Constitution and Code of Conduct.

The YCRA accepts responsibility to take reasonable and appropriate measures to mitigate risk to its members and will follow guidance from relevant bodies such as: the Central Council of Church Bell Ringers, the Church of England and statute and the relevant Local Authority.

This safeguarding policy must be adhered to at all YCRA events and meetings and failure to adhere may result in a formal internal investigation which is outlined in *Appendix A*. Additionally, if anyone has a concern about an individual involved in the YCRA, it is their responsibility to report it immediately. In the event of a serious and immediate safeguarding concern, contact 999.

As part of our commitment to safeguarding, the YCRA will:

- Promote and encourage the safety and wellbeing of all participants;
- Ensure robust safeguarding and best practice;
- Provide clear points of contact for any concerns, including a Safeguarding Lead;
- Ensure appropriate action is taken;
- Ensure safeguarding concerns are recorded in a confidential manner;
- Ensure everyone understands their roles and responsibilities with respect to safe guarding and wellbeing.

This policy shall be reviewed by the *Top Team* regularly (annually at a bare minimum) and amended if required. The Safeguarding Policy can be amended at any time by the committee if an issue is raised.

2 Definitions

A child: Someone under the age of 18.

An adult at risk: A person over the age of 18 who, for any reason, is unable to look after or protect themselves from significant harm or exploitation.

Safeguarding Lead: The appointed point of contact for safeguarding within the YCRA. They are responsible for the oversight of safeguarding within the YCRA, especially escalating concerns to the relevant authorities where appropriate.

Mentor: A member that has undertaken specific training and checks in order to provide advice and guidance to other members.

Adult in Charge: An adult given permission to temporarily become a guardian for the duration of an event. This can be for a single child or adult at risk or a group. A parent/guardian must sign permission for their child or adult at risk to be supervised by the Adult in Charge for the designated event. Please refer to Appendix C for the Adult In Charge Form. If possible, the Adult in Charge should be a YCRA Mentor as they should have a valid DBS check.

Responsible Adult: A mentor, designated Adult In Charge or a parent or guardian of a child or adult at risk.

Event Organiser: The member organising and in charge of an event. Red Card: The YCRA has a Red Card system in which each member is provided with a Red Card when they join the society. It can be used to stop any behaviours which are considered unsafe. The situation should be reviewed before activity commences, with the risks mitigated or reduced if necessary. A virtual Red Card is also acceptable.

3 Generic Safeguarding Rules

The generic safeguarding rules apply at all times, including the specific scenarios detailed in the following sections.

Every Mentor should have a relevant and in-date DBS check and will have a minimum level of Safeguarding training as outlined in Section 3.3 and *Mentor Pathways*.

3.1 Children and Adults at risk

Children and adults at risk must not be left alone in a room with one adult who is not their parent, guardian, Adult In Charge or a Mentor with a valid and in date DBS check, unless during an overnight stay as outlined in Section 6.1.

Children and adults at risk must not be left alone in a room without adult supervision.

Children and adults at risk are allowed to make unsupervised short distance trips with the knowledge and permission of their parent, guardian or Adult In Charge. In the situation where the child or vulnerable adult is being supervised by an Adult In Charge, they must have signed permission to make these trips from the child parent or guardian prior to the event. The parent, guardian or Adult In Charge has the discretion to place conditions on unsupervised trips (ie, the child must take another child with them).

3.2 All Other Members

Although the YCRA will endeavour to create a safe environment for all members, each member (unless at risk as outlined above) is responsible for their own wellbeing and safety. The YCRA will encourage a “speak up” policy where every member has the right to stop any act that they think is unsafe, this can be aided by the use of the YCRA’s Red Card system. The group will stop and assess the situation, making any necessary changes to ensure the safeguarding policy is being followed and reduce or mitigate risk.

3.3 Training

It is recommended that all Responsible Adults complete the C0, C1 and C2 Church of England modules (all Mentors will complete these as part of their mentor training). It is recommended that all members complete C0 and C1. It is recommended that members organising YCRA events complete C2.

All mentors should have a valid and in-date DBS check as part of their mentor training. It would be beneficial for frequent Responsible Adults at YCRA events to also hold a valid and in-date DBS check.

All mentors should have basic first aid training as part of their mentor training.

3.4 Allocation of Mentors

For every seven unaccompanied children or adults at risk, there should be one mentor present as a minimum. However, there should always be more than one adult present (as outlined at the beginning of Section 3). The event organiser should take into consideration the character and age of the attendees and ensure there are sufficient responsible adults and Mentors present to supervise the attendees effectively.

4 Travel and Transport

Public and private transport might be used before, during or after any event. This section outlines minimising risk during transport. It is the responsibility of the event organiser (unless it has been specified) to organise safe transport for attendees during an event. It is the responsibility of the attendees to transport themselves to and from events. The YCRA will not be held responsible for any incidents involving members who are not travelling for YCRA business, although arrangements can be made to aid the safe transport of attendees to and from events.

Designated drivers should be pre-arranged and attendees assigned to their vehicles. Any changes to the assigned vehicle rota should be pre-arranged or communicated to the event organiser and the involved members (including their parent, guardian or Adult in

Charge if applicable). Each driver must have a full and valid driving licence. They must be in a fit state to drive, and not under the influence of alcohol. They are responsible for their vehicle, and that it is roadworthy (including a valid MOT and insurance). The driver is responsible for their passengers, and should ensure everyone assigned to them is safely in the vehicle before setting off (including wearing a seat belt). Passengers must not exceed the vehicle's limit. Any vehicle hire will be arranged privately and the hirer is responsible for their hired vehicle.

4.1 Children and Adults at risk

Special consideration should be considered to ensure there are a suitable number of Responsible Adults when travelling in public (including public transport) to ensure all children and adults at risk are minded suitably. Members with additional support needs should be considered on a case by case basis. Suggested ratios for groups of children are outlined in the table below.

Age Range (years)	Number of Children	Number of Responsible Adults
9 to 12	8	1
13 to 18	10	1

5 Social Media and Online

The YCRA has pages and profiles on a variety of online platforms, predominantly to promote the YCRA and The Exercise and inform its members. The YCRA is not responsible for any opinions or articles posted by its members on the internet or in published articles, but any YCRA related page will have active admins who will moderate the page. YCRA members must follow any social media platforms rules and policies, including any age limits. Recognising that not all members will be able to subscribe to certain social media platforms, the YCRA will post all public information on its website first and foremost.

All members shall follow the Code of Conduct, especially online. Members are required to give permission to be included in any posts or articles online.

5.1 Children and Adults at risk

Regarding photos and information, please refer to the YCRA GDPR policy for permission form for more details. Permission has to be signed by a parent or guardian for any child or by the adult at risk themselves and permission can be withdrawn at any time. It cannot be guaranteed that all existing images or posts can be completely removed if posted online prior to permission withdrawal. For further information, please see the Privacy Policy for how information will be stored and used.

6 Overnight Stays

All transport safeguarding rules are to apply throughout any event including overnight stays. Suitability of the accommodation must be assessed and researched prior to the event. Accommodation arrangements should be discussed and agreed with all attendees in advance. If any member is uncomfortable lodging with a member, then they can request another room and this should be accommodated if possible.

6.1 Under 18s

A child should not stay in a room with any adult, unless it is their parent or guardian. All children are to lodge in gender segregated rooms, ie Male, Female and Non-binary. For non-cisgender and genderfluid members, we recommend a) the members stays in the room they feel most comfortable as long and all members of that room are also comfortable with the arrangement; b) if this is not possible, a separate room should be provided. At larger events, children should be segregated by age group and gender.

It is understood that at some events, due to events out of the YCRA's control, changes might occur where these guidelines can't be followed. In this scenario, all parents and guardians must be informed and consent given to the new arrangements, or, the member be collected from the event (following the Travel and Transport safeguarding rules).

6.2 Adults at risk

Arrangements to protect adults at risk should be considered on a case by case basis. A vulnerable adult must not lodge with one other member unless it is their parent or guardian.

7 Alcohol and Drugs

It is up to the event organiser whether the consumption of alcohol will be allowed. It is recommended that any event organised for children should be alcohol-free. Tolerances towards alcohol consumption should be communicated to the members attending the event. No illegal substances to be carried or consumed at any YCRA event.

7.1 Under 18s

Under no circumstances should children be provided with alcohol or illegal drugs.

7.2 Adults at risk

Arrangements to protect adults at risk should be considered on a case by case basis and, if any special arrangements are required, these should be discussed between the event organiser and member prior to the event.

7.3 Adults

Individual members are responsible for how much alcohol they consume. The event organiser or any member has the ability to "Red Card" the situation and the member may be asked to leave the event. It is recommended that members do not consume any alcohol if they are the designated driver. Members must not drink and drive over the legal limit.

7.4 Responsible Adults

It is recommended that any adult acting in a role of responsibility does not drink during an event.

Appendices

A Responding to Concerns and Disclosures

Every situation is unique and will require a unique solution. If a concern is raised during an event, the event organiser, responsible adult or any mentor should be notified and has the ability to make changes to arrangements. If these changes affect a child or vulnerable adult, their parent or guardian must be informed. If a concern is raised after an event regarding the safeguarding of any member, this is raised to the member's Mentor (if applicable) and the Safeguarding Lead.

The Safeguarding Lead will conduct an initial assessment to establish the basic facts and context, then make a decision on how to proceed. In the case of a serious concern, including a potential criminal offence, or the Safeguarding Lead feels they need further support, they must not investigate the matter themselves; instead, they should refer this to immediately the appropriate authorities. These may include the CCCBR Safeguarding Team, the Church of England, the Responsible Person's Diocesan Safeguarding Officer, the LA and the police. (Note: As The Association is a nationwide group, with no fixed base, it is not possible to nominate a fixed Diocese of contact).

The member accused has the right to respond to the concerns as long as it does not harm any member or prejudice the investigation. Where the risk is deemed too great, a person's membership may be suspended in order to protect other members. This must be raised to the committee and voted for in a committee meeting. (See rules regarding membership) If the safeguarding issue involves a child, their parent/guardian must be informed unless it is considered to put the member at additional risk. If an adult at risk the parent/guardian may be informed but only with the consent of the adult.

The YCRA will ensure every concern is dealt with efficiently and in an unbiased manner, whilst endeavouring to maintain the safeguarding of everyone involved. When a disclosure is made this procedure should also be followed, where applicable, by the member who receives the disclosure should: Reassure the person making the report that they have done the right thing in raising the concern; Listen openly and without judgement, showing they are being taken seriously; Record anything that is said, if possible, on The YCRA's Safeguarding Incident Report Form (please see Appendix D) Ensure the person is aware of the next steps, and why these details are being recorded / reported; Be aware of interpreting or understanding what has been said correctly.

Once the Initial Assessment has been completed, one of the following conclusions should be reached: The facts do not substantiate the concern; therefore, no further action will be taken; The concern has been satisfactorily addressed by the relevant party/ies concerned, and no further action is required at this time; The concern has not been satisfactorily addressed, and further support or action is needed; Information should be shared with statutory services, due to the gravity of the concern.

B Safeguarding Training and DBS Checks

Refer to Mentor Pathways for specific training details.

Church of England Training:

- All mentors will complete Basic Awareness and Foundation Training
- We recommend that all members complete Basic Awareness Training.

We recommend that members organising YCRA events complete Leadership safeguarding training and a DBS check.

All mentors should have a valid and in-date DBS check. A mentor cannot perform Responsible Adult duties without a DBS check. This can either be a valid DBS check registered with the Update Service, or a YCRA specific DBS check, also registered with the update service.

First Aid Training:

- All mentors should have first aid training as part of their mentor training.

C YCRA Permission Form

In accordance with our safeguarding policy and to keep you safe at YCRA events, you or your parent's (if you are under 18) consent is needed. All the data collected in our form will be processed in accordance with our Privacy Policy, which can be found at:

www.ycra.org.uk/documents.php

Please complete and return this form by email and confirm your consent in the tick boxes below. This covers all our events throughout the year. No responsibility for personal equipment/clothing can be taken by the organisers.

Full name of member:		Date of Birth:
Email address:		
Parent/Carer/Emergency contact name: Email Address:		Emergency Contact Mobile:
Is the member over the age of 18?		YES/NO
Does the member have any current medical concerns?		YES/NO
If yes please provide full details below with a list of any medication and GP information:		
Does the member have any disabilities, conditions, allergies, special needs, or cultural needs?		YES/NO
If yes please provide appropriate details below:		

Please confirm your consent to one or more of the following (Please cross):

- I give permission for the above-named member to take part in events for the YCRA. I understand what is involved and am aware of any potential hazards.
- I give permission for photographs to be taken, which may include the above-named member, for use in tower, on the YCRA website and social media, on the CCCBR website and social media and in the Ringing World, which is a magazine which reports details of ringing events and achievements.

If member is under 18, Parent/Carer/Member over the age of 18, please also confirm that:

- I give permission for the above-named member to be in the care of one of the YCRA's mentors if their parent or carer is not present. This does not include travel to or from events.
- If it becomes necessary for the above-named member to receive emergency medical treatment and I cannot be contacted to authorise this, I hereby give my general consent to any necessary medical treatment and authorise the group leader to sign any document required by the hospital authorities.

Name of Parent/Carer/Ringer over the age of 18:	Signature:
Relationship to the (under 18) member:	Date:

Email: contact@YCRA.org.uk

Facebook and Instagram: @ycra.official

Website: ycra.org.uk

D YCRA Safeguarding Incident Report Form

Name of reporter:

Name of receiver of report:

Date and time of report:

Details of incident

List of involved persons:

Date of event:

Time of event:

Summary of event:

Escalation to:

Date: