NORTH STAFFORDSHIRE ASSOCIATION OF CHANGE RINGERS

SAFEGUARDING POLICY AND PROCEDURES FOR EVENTS/ACTIVITIES ORGANISED AND ARRANGED BY THE ASSOCIATION

POLICY

It is the policy of the North Staffordshire Association of Change Ringers that all children and young people will be welcomed and valued in the activities of the Association wherein they will find safeguards protecting them from sexual, physical and mental abuse.

PROCEDURES

1. A Safeguarding Co-ordinator shall be appointed who shall be the point of contact for all association safeguarding issues to include advice on safeguarding measures for association events and through whom all concerns about the protection of children, young people and vulnerable adults at/arising out of such events will be channelled.

2. The Safeguarding Co-ordinator is responsible for ensuring that these procedures are implemented at association events and activities.

3. A written record must be kept of the attendance of a child or young person at any association event/activity. (See Appendix A: '*NSACR Event/Activity: Attendance of child or young person*')

4. Written parental consent must be obtained for every child or young person attending an association event/activity. (See Appendix A and if a parent/guardian is not attending the event/activity Appendix B: *'NSACR Event/Activity: Parental Consent*)

5. Transporting of children or young persons to association events/activities (unless with a parent) should only be in the company of two adults and with the written consent of the child's parent or guardian (See Appendix B)

6. Before the event/activity the organiser should ensure (most usually through the Tower Captain(s) of the Tower(s) concerned):
    i) That this policy satisfies the safeguarding requirements of the PCC(s) concerned
    ii) That a satisfactory Health and Safety Policy(ies) is (are) in place at the tower(s) concerned

7. At the event/activity:

    i) A child or young person should always be in the company of two adults, preferably of both sexes
    ii) Young people should not be allowed into a potentially hazardous situation (e.g. amongst the bells) unaccompanied

8. Guidelines for Taking and Using Photographs and videos

   Taking photographs to record Association ringing events is becoming increasingly popular. It is however very important to make people aware of where those photographs might be used and published, for example the website and Newsletter or further afield to church websites and Facebook pages to national media (if it is a really interesting story)

   To ensure that children and young people and their parents/guardians know what is being recorded the following procedures should be adopted:

   i. For individual and group photos/videos the child and their parent's permission should be obtained
   ii. For general shots/recordings a note to the effect that photographs/videos may be taken for publication on Association website and/or Newsletter should be included in any advance notice of the event/activity (including details on the association website)
   iii. Parents should be advised how the photographs/videos will be used (eg. on website and/or in newsletter) and this should not be deviated from.
   iv. When publishing photographs/videos of children their names should not be included unless the specific consent has been given by their parent/guardian
   v. Any photographs/videos of children taken for the Association must not be duplicated or stored for personal use

9. This Policy and Procedures document should be reviewed annually

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Appendix A (Policy and Procedures):

'NSACR Event/Activity: Attendance of child or young person'

Date:	**Event Activity:**	**Organiser:**	**Person with safeguarding responsibility:**

Name of child/young person	Date of Birth	Name of child's parent/guardian	Consent of parent/guardian (signature or 'signed consent attached')	Arrival time	Departure time

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Appendix B(Policy and Procedures):

'NSACR Event/Activity: Parental Consent'

Date:	**Event Activity:**	**Organiser:**	**Person with safeguarding responsibility:**

Name of child/young person	**Date of Birth**	**Name of child's parent/guardian**	**Details of transport arrangements for child or young person to and from this event/activity**

Signature of child's parent/guardian (to indicate consent to child or young person's attendance at the event/activity and/or the transport arrangements that have been made for the child or young person) **Date:**	……..