

## Minutes of the Meeting of the Guild Management Committee

Held on Saturday 18<sup>th</sup> June 2016, Stowupland Church Hall, 2pm

**Present:** Alan Stanley (Chairman), Tom Scase (Ringing Master), Owen Claxton (Treasurer), Winston Girling (Chair BAC), Neal Dodge (NW), Ralph Earey (SE), Jed Flatters (NW), Sue Freeman (SW), Philip Gorrod (NE), Alan Munnings (SE), Sally Munnings (SE), Ed Rolph (NE), Derek Rose (SW), Gordon Slack (NW), Ambrin Williams (NE), Michelle Williams (NE).  
Veronica Downing (Central Council Rep.)

### 1. Welcome

The Chairman welcomed all to the meeting, especially Veronica Downing one of our Central Council reps.

### 2. Apologies

Carl Melville (Secretary), Mary Garner (SE), Jonathan Stevens (NE). David Smith

### 3. Absent Friends

All stood for a moments quiet to remember Guild members: Jim Yates, Doug Crooks and Winifred Lockwood..

### 4. Minutes of the meeting held on Saturday 20<sup>th</sup> February 2016

The minutes were signed as a true record of the meeting.

### 5. Matters arising

**6** Qualifying recipients of 50 year membership certificate had been invited to the AGM to receive same.

**7 v** Ruth Suggett had been approached and has signed up in an informal position as coordinator for the young ringers.

**7 vi** Mary Garner to send a copy of the Annual Report to all NRLMs - status unclear, carried forward.

**7 vii Winston Girling to send** copy of the Annual Report to members of the Parish Affiliation Scheme. Complete.

**10** A notice had been placed in the Ringing World with AGM details

**12** Branding carried forward to this agenda.

### 6. Correspondence (CM)

Correspondence had been received relating to the AGM and to Horringer bells replacement. Both these items appear on the agenda and the correspondence will be dealt with at that time.

### 7. Officer Reports

#### 7.1 Treasurers Report (Owen Claxton)

2015 Accounts approved by Larking Gowan as recorded in 2015 Guild Annual Report.

Copy of the accounts have been submitted to the Charity Commission and are publicly available on their web site.

There has been a healthy return on subscriptions to the end of May. Subscriptions paid into the general fund shown as a % of the previous year over the same period:

2016

NE £1368 +10% Julie Rapior all bar 4 collected 11/04

NW £1766 +10%

SE £2404 +14%

SW £981 +97%

A good effort all round. To date £6319 collected 86% of 2015 total of £7310

Income £8017 90% of 2015

Expenditure £2558 – less 1 off Guild badges £758 = £1800

### **Insurance update**

We have three insurance policies.

Ecclesiastical renewal May14th, for 1 year £375.04, covers:

Property – limited to accidental damage of the mini ring to the value of £5000

Public liability to £2 million – covers accidental injury of any person & accidental damage to property, plus automatic cover of charity trustees for damages arising from legal liability of trustees.

Howe Maxted renewal May25th, for 1 year £730, covers personal injury.

Cover relates to specific listed injuries and the level of benefit payable. Under 16s, 65 -74, and 75+ are specifically excluded from some benefits. Exclusions of 65+ covers 45% of membership!

Under 16s not covered for temporary total disablement

64-74 not covered for permanent & temporary disablement nor temporary partial disablement.

75+ reduced cover for accidental death (from £10,000 to £1,000), and not covered for permanent loss of sight, loss of one or more limbs, permanent loss of speech or hearing, plus the exclusions for 64-74 group.

Balens renewal January 1<sup>st</sup>, for 1 year £302.10, covers:

Handbells valued at £34,200, excess £50 for each claim, all risks covered.

Includes bells, cases and ancillaries

£10,000 personal accident cover for injuries whilst handbell ringing (16 -65, cover virtually the same as Howe Maxted categories).

### **Total cost £1,407 p.a.**

Recommendations given in the Ringing World article of May 20<sup>th</sup> 2016 (attached), suggested minimum cover which to the existing Ecclesiastical policy, would involve the following:

**Employers liability:** Covers legal costs and expenses arising from claims made against the Guild for accidents or illness sustained by authorised

volunteers. £250 minimum, subject to quotation (Further clarification needed of existing cover provided by Cover 2 public liability indemnity).

**Personal injury:** Covers accidental bodily injury incurred by authorised volunteers. Age limit 16 up to 80.(£100 minimum, subject to quotation.)

**Handbells:** Cover replacement cost of all 69 handbells, £700 quoted. Further information needed about how the cover has been calculated. The probability of all 69 being damaged/lost at the same time does not seem to be a consideration! Previous contact said the cost would be based on single article limit i.e. the highest replacement cost of one article which be circa £400.

**Public liability:** Increasing cover from £2m to £5m would be subject to quotation. Need for 'long tail provision' – historic claims going back 20 years plus is now not unusual.

### **Drew attention to Ringing World article on insurance included at Attachment A**

Evaluations and assessments continue toward recommendations for renewal / rationalization

## **7.2 Ringing Master's Report (Tom Scase)**

One of my first tasks as Ringing Master has been to coordinate the Suffolk Guild's entry in the Ridgman Trophy. I am grateful to Jed Flatters who had already begun arranging our entry and to Rowan Wilson and David Potts for their help too. We had a few issues in assembling a complete band, but thankfully in the end, with a bit of arm-twisting, we had a band to represent the Guild. The fact the competition was being held in Daventry, Northamptonshire this year, probably contributed to ringers being unavailable or unwilling to ring.

At the competition, we rang the test piece, 212 Erin Caters, without any method (or indeed principle, as we rang Erin) mistakes, but never completely settled down to a truly consistent piece of ringing. We were, nevertheless, disappointed to be placed sixth out of the seven teams.

The Ridgman Trophy is being held at Great St Mary, Cambridge next year and the planning for the Guild entry begins now.

A second point I'd like to make, happened earlier this week. I am pleased to have been able to coordinate a plea from a couple getting married at Tuddenham, St Martin today. The locals had been unable to source any ringers and the couple had subsequently sent an email to Guild officers, as well as posting a message of the Guild's Facebook page, asking for help to ensure the bells would be rung. The couple were extremely grateful when I confirmed I had secured six ringers for their wedding. It is worth noting that if a particular church is struggling to ring for a wedding etc. there is support available within the Districts and Guild - just ask.

## **7.3 Belfry Advisory Committee Report (Winston Girling)**

Winston Girling reported that the BAC had met at Rendham on 8th June, and that a number of items had been discussed. Laxfield have stated their intention to restore the bells and are getting quotes. Jonathan Stevens is acting as technical advisor. At Cretingham the 5 bells are to be augmented to 6 and restored to the existing metal frame. Horringer restoration will commence in August this year and they have asked if we would like an inscription on one of the new bells as a thank you for the Guild grant offer. The Meeting were happy for this to take place.

Jeremy Spiller had expressed a wish to join the BAC and both the BAC and GMC were in agreement with this.

#### **7.4 Recruitment and Training (Tom Scase)**

Nothing too much to report- this is something I need to pick up over the next few months. Rowan Wilson has offered her support in helping coordinate the R&T committee. I want to take a slight step back and assess what our aims and goals are, both short term and longer, as an R&T committee. If anyone has any ideas, suggestions or comments, I would be pleased to hear from you.

Philip Gorrod reports that the funding, which had been agreed in respect of the upcoming ART course at Reydon, is in the process of being paid.

#### **7.5 Young Ringers (AW)**

Copy of report awaited

The Chairman congratulated the young ringers on the success so far of their fundraising activity.

A request was made for Guild funding at the same level as in previous years i.e. £40 per ringer toward expenses associated with the Young ringers National Striking Competition, this to help with travel and other costs not only for the ringers but also the non competing young ringers that would also attend. A sum of up £320 was approved subject to provision of receipts.

#### **7.7 Membership Secretary**

The chairman stated that Mary Garner had reported that notifications of details for the membership database had slowed to a trickle. Details for 550 members had been notified.

#### **7.8 Public relations Officer (Neal Dodge)** electronic version of report awaited

#### **7.9 Central Council reps (Veronica Downing)** electronic version of report awaited

### **8. Applications for Grants and Grants Outstanding**

Misunderstanding has occurred over the level of grant agreed for St Margaret's, Ipswich (peal of 8 bells) which has been the cause of great concern to the BAC. The chairman stated that he was confident that he spoke for all when he said that he held the work and members of the BAC in high regard. The misunderstanding relates particularly to the inclusion or not of vat in the stated total cost, and its relation to the normal start point for grant levels [net of vat at: c.10%, on large projects, c.20% for smaller projects

and up to 100% for small projects where the only costs are for materials, e.g. where BAC members and perhaps others are to carry out all of the work].

Winston Girling raised the matter of a grant offer to St. Margaret's, Ipswich, a level for which had been recommended by the February, 2016 BAC based on the gross cost of the bell work. The February, 2016 GMC had then reduced the level of this grant stating that, owing to VAT now being recoverable, the grant should now be based on the net amount of the bell work only. He pointed out that the BAC had always made their decision based on the gross amount, and that in 20 years of chairing the BAC, he had never had a level queried.

WG then read out an email from Jonathan Stevens who wished to put on record his strong objection to this change in Guild Policy. We have always supported the projects on the basis of the gross amount so as not to penalise those who have the grit to reduce the cost by taking advantage of the discounts offered for volunteer labour, and in the knowledge that some applications for VAT recovery have failed. Jonathan also pointed out that we have a large amount of money in our restoration fund and should not 'parsimoniously hold on to those monies when we have a project that would benefit from it' goes against our charitable objects and our member's interests.

Because of the extended duration of this project plus other factors. Winston Girling asked the GMC to re-consider the previous offer and proposed that the original decision be set aside and that a grant proportionally in excess of what would normally be made, giving an amount of £12000 be considered.

The GMC supported this with 8 votes for and 6 abstentions. Philip Gorrod asked to place on record the reason for his abstention, this being that the decision had been made solely to suit the original amount. He added that notwithstanding his dislike of the process he was pleased to support St Margaret's.

#### **9. Ratification of NRLM(s)**

Duly ratified:

Julie I Lawrence

Andrew C Ogden

#### **10. AGM review**

As the AGM Chairman Alan Stanley stated that contrary to his normal practice he would speak first and then invite comment. He reminded the meeting that he had circulated an extract of a largely critical but in a number of respects fair email from John Girt. Also that some GMC members had also circulated their views. AS went on to acknowledge that at the AGM the acoustics were completely inadequate; attendees at the rear could not hear all that was said, indeed some could hear very little; this despite the fact that the Secretary, on his own initiative, had provided a pa system, which because of power supply constraints had to be placed behind the officer's table. Even with a better amplifier and speaker set up it would not have been possible to hear comments from the floor without a roving microphone. AS went on to acknowledge that due to a late start and time constraints comments from the floor were not always invited where they should have been. Other GMC members opened a discussion about the practice of reading reports rather than referring to content in the Annual Report which was not available to all

attendees prior to the AGM; and about the desirability of offering attendees the opportunity to ask questions of officers. Concerns about the availability of the report in advance of the AGM were voiced pointing out that to some extent the AGM was used as the vehicle to distribute Annual Reports. Michelle Williams stated that she had distributed reports to District Secretaries 4 weeks before the AGM. It was noted that with the AGM following Holy Week opportunities for distribution were reduced. Notwithstanding that it was agreed that as long as the Annual Reports were with District Secretaries 4 weeks before the AGM the reports presented by officers could be taken as read. Ideally officers would speak at the AGM to refer attendees to a page number in the report and add any additional remarks before questions were invited from the floor by the chair. It will be expected that distribution of the Annual Report to individual members will be completed by one week before the AGM. It was noted that Easter was early this year and therefore the 4 week commitment would present less of a challenge to the Report Editor in most future years.

During the discussion about officers reports it was agreed that the apparent anomaly of some reports traditionally presented from the floor should be addressed and it was agreed that for future years reports from a Young Ringers representative, Handbell Trustee, Mini ring Trustee and the Magazine Editor should appear in the body of the Annual Report rather than as an item in the AGM minutes.

A view was expressed that the duration of the church service was, for some people too long. It was acknowledged that although it may be possible to influence the time it is not really within the control of the meeting organizers. It was agreed that the most important thing was to have a good idea of the proposed timing so that an accurate guide to the programme of events could be published. Consideration should be given to restricting the duration of the service.

Discussions ensued about the general suitability of the venue and it was agreed that a hall venue was far preferable to a church so that all could hear and be heard irrespective of where they were seated. In addition a hall would allow the preparation of refreshments during a church service, keeping timescales more compact.

It was agreed that the level and type of involvement of the Central Council representatives in the AGM should be reviewed with the object being to make the most of the two way communication opportunity afforded by the AGM.

Ringing world advertising was reviewed and it was noted that it had been previously agreed that a single advertisement was adequate, noting that it is only a rules requirement to advertise when there are proposed changes to the constitution. The AGM was advertised in the RW irrespective of this qualification as a level of support to that publication.

An emailed invitation to all guild members should be sent prior to the AGM, with an electronic copy of the Annual Report.

It was noted that there had been limited participation in the 'side attractions': Handbells; and walk-up BAC advice. It was agreed that 'side attractions' were desirable as long as it could be determined in advance that they would be taken advantage of and that they should be fully advertised.

## 11. Annual Report

Further to comments made by SE attendees at the AGM Ralph Earey raised the request that Tower Correspondent's postal addresses could be re-introduced to the Annual Report; whilst pointing out that although he was raising the point as requested he did not necessarily agree with it. Some GMC members welcomed this future re-inclusion; and it was suggested that perhaps inclusion of just house number and postcode might be a good compromise. It was also proposed that tower denomination should not have been discontinued. Because of the time available it was agreed that these discussions would be carried forward to October. GMC members should make requests for content changes to Michelle Williams so that she could pose a series of choices to the October GMC meeting with, where possible, an impact statement on page numbers and alternate layouts; this so that the GMC could in turn provide detailed direction at an early stage in the report production cycle.

## 12. Guild Branding

Alan Stanley stated that the logo was now finalized subject to a minor change to the outer rim that may be necessary for use on the cream coloured certificates. Mary Garner will advise. There was no enthusiasm whatever to add a strap-line.

## 13. Safeguarding

Philip Gorrod introduced a Safeguarding Statement produced by Mary Garner and Carl Melville who having discussed the previous version with Dave Butcher at the Diocese over past few weeks, had produced this updated version. Mary has stated that it should be loaded to the Guild website and distributed to towers for display. The GMC was pleased to adopt the Safeguarding Statement. Content included as Attachment B

## 14. Ipswich Historic Churches Trust

Ralph Earey stated that George Pipe having served for many years representing the Guild was keen to pass on the baton. There was some discussion on whether this should be a Guild or District post. It was decided that it was most appropriate to have this as a SE District post as Guild representation were it deemed desirable would be to the Suffolk HCT. Two potential candidates had been identified.

## 15. Guild Social

Jed Flatters informed the meeting of the planned details as follows

The event would be a 'Ring and Ramble' on Saturday 17<sup>th</sup> September.

Start Thornham Magna village hall	2.00pm
Leave picnics in Thornham Magna village hall and walk to Wickham Skeith c.1.6 miles	Wickham Skeith Ringing 2.30-3.15pm
Walk to Thornham Magna church c.2.8 miles	Thornham Magna ringing 4.00-4.45pm
Picnic at Thornham Magna village hall. Possible BBQ	5.00-7.00pm

Ralph Earey added that the plan for the **Guild Social in 2017** was a Barn Dance with a band on Saturday 16<sup>th</sup> September 2017.

**16. AOB**

**16.1 East Bergholt** a recent application for membership by a young person as a learner had given rise to concern because of the 'rounds on a tower bell' qualification; and the insurance aspects. Research indicated that this had been thoroughly covered at an earlier time and that the Guild insurance covered ringers at East Bergholt. As far as the Guild is concerned the bell arrangement at East Bergholt is regarded as a tower. Thus there are no outstanding issues.

**16.2 Ringing Leaflet.** Philip Gorrrod made a request that the Guild provide funding for the printing of a Guild 'Learning to Ring' leaflet to be made available at the FOLK EAST event in August where the Halesworth tower have agreed to provide ringing. A draft has been produced by Catherine Draper (circulated to GMC members by PG) and in consultation with Neal Dodge will be tweaked so that it can become part of the Guild publicity portfolio. Expenditure of up to £116 was approved for the printing of 500 leaflets. GMC members' suggestions for changes should be made to Neal Dodge.

**16.3 R & T** Ralph Earey stated that having raised the whole issue of the Guild financing non-restoration activities some 2 or 3 years back, he wanted to record how pleasing it is to hear of the Guild funding training sessions (ART). And passed further comment that it is still a little disappointing to spend circa. 10 minutes out of a 3 hr meeting talking about training/recruitment.

**17. Date of Next Meeting** Sat 15<sup>th</sup> October 2.00-5.00pm

**Future meetings**

Sat 18<sup>th</sup> February 2017 2.00-5.00pm

Sat 17<sup>th</sup> June 2017 2.00-5.00pm



## Insurance and Ringing – CCCBR and EIG meet in London

A report of a meeting held in April 2016, between CCCBR (represented by Christopher O'Mahony and James Smith) and Ecclesiastical Insurance Group (represented by Marcus Booth and Kevin Thomas). Ecclesiastical insures a large majority of churches with bells, though it is not the only insurer offering insurance to churches.

This was one of a series of regular meetings between the two bodies, aiming to continue constructive dialogue with regard to health and safety in bell towers, minimising and mitigating risk in bell towers, and other matters relating to good stewardship of bells and bell ringers. Key areas of discussion were as follows:

### “Template” Health & Safety policy for Guild insurance renewals

Whilst there is no compulsion, Ecclesiastical strongly recommends that Associations should identify an officer as having overall responsibility for Health and Safety, should have a Health and Safety policy, and should conduct risk assessments for Association-sponsored events (and maintain a log of these assessments). Over the past year, CCCBR has developed, in consultation with Ecclesiastical, a “template” Health and Safety policy for Associations. This is now available on the Tower Stewardship section of the CCCBR website.

### Tower Open Days and “things to ring for”

As in most years, there are plenty of “things to ring for” in 2016, such as the Queen’s 90th birthday, the BBC’s Music Day, Heritage Open Days, and more. Organisers of these events are encouraging as much ringing as possible. Ecclesiastical is completely supportive of these initiatives, whilst at the same time exhorting ringers to take a commonsense approach to risk, and Health & Safety. For instance:

- If ringing at a church where the bells have been out of use for any length of time, do please take sensible precautions to ensure that the bells are ringable, and there is no risk of personal injury or damage to bells, frames or the church building;
- If opening up a tower to members of the public, do please conduct risk assessments (examples available on the CCCBR website).

### Incidents

- Accidents – there have been two anecdotal reports of injuries during 2015, but neither of these has progressed to become a claim.
- Metal theft – Ecclesiastical reports that metal theft is on the increase again, and that they are receiving up to six metal theft claims per week. Ecclesiastical encourages all ringers to remain vigilant as we pursue our craft.

### Bell tower evacuation protocols

Following some excellent articles in *The Ringing World*, it was noted that some towers have well-drilled and well understood evacuation protocols. Tower captains are encouraged to have a clear evacuation plan, with key points clearly visible in the ringing room.

### Insurance implications for redundant churches

Ecclesiastical and CCCBR note that the Church of England is considering many options with regard to its huge portfolio of church buildings and reducing congregations. It was noted that, if a church building is facing redundancy, there can be some grey areas regarding insurance. CCCBR proposes to establish a multi-constituency working party to consider these issues and develop relevant guidance.

### Guidance Notes

As a standing item, Ecclesiastical and CCCBR continue to review their Guidance Notes, giving each party the opportunity to provide input to the other.

### Radio telecommunications masts

On behalf of the Towers & Belfries Committee, questions were raised regarding radio telecommunications masts and Health & Safety concerns. Churches continue to be approached by telecommunications providers, seeking to use towers and spires to house their equipment. Ecclesiastical noted that insurance relating to such installations would be the responsibility of the telecommunications providers, but also felt there is currently little data to provide evidence of health risk to bellringers from radiation from these installations. Nevertheless, the Tower Stewardship Committee will work with the Towers & Belfries Committee to clarify any areas of concern regarding the installation of telecommunications masts in bell towers.

### General

Ecclesiastical reiterates its offer to Associations and Central Council regarding Public Liability, Employer’s Liability and Personal Accident insurance (Employer’s Liability typically includes unpaid volunteers as well as actual employees). Obviously, a number of insurers offer these insurance products to Associations and it is not our role to make recommendations as between particular insurers. Associations wishing to discuss insuring with Ecclesiastical may wish to approach Ecclesiastical direct, on: [churches@ecclesiastical.com](mailto:churches@ecclesiastical.com) 0345 777 3322

**Officers of the Central Council of Church Bell Ringers**  
 President: Chris Mew  
 Vice-President: Christopher D O'Mahony  
 Hon. Treasurer: Andrew Taylor  
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From time to time enquiries are made about the possibility of a nationwide insurance scheme for ringers, however discussions with Ecclesiastical indicate that such a scheme remains of doubtful viability for commercial, practical and also regulatory reasons.

All in all it was a positive meeting, and the group is scheduled to re-convene in April 2017.

We encourage all bellringers to familiarise themselves with the very useful Guidance Notes published by the CCCBR Tower Stewardship Committee. Latest versions can be found here:

<http://www.cccbr.org.uk/towerstewardship/>

CHRISTOPHER O'MAHONY  
 CCCBR Vice-President  
 Chairman,  
 CCCBR Tower Stewardship Committee

## Blue Plaque for F. E. Robinson

A Blue Plaque will be unveiled to commemorate the Revd F. E. Robinson (1833 - 1910), “doyen of bell ringers” and founding Master of the Oxford Diocesan Guild, at St Peter’s Church, Drayton (nr Abingdon), on Sunday, 22nd May at 11.30am.

Francis Edward Robinson, son of the vicar of Begbroke and later Stonesfield, began his career as a clerk and then partner at the Old Bank, Oxford, but changed tack and took holy orders, becoming vicar of St Peter’s at Drayton in 1878.

He was introduced to change ringing at Appleton by the White family of bell ringers (and hangers) and rang his first peal in 1859. He presented two extra bells to Appleton church to make a ring of ten and later augmented the Drayton bells from six to eight. He became one of the the most famous leading ringers of his day and is said to be the first ringer to have achieved 1,000 peals. This occurred on 9th August 1905. F.E.R. was seen as an authority on bell ringing, gave advice on installations and was the founding Master of the Oxford Diocesan Guild of Bell Ringers remaining in office from 1881 until his death. He was also active in promoting the formation of other territorial ringing associations.

Failing health caused F.E.R. to retire from the Drayton living in 1908 and he moved to Wokingham where he died in 1910. He is buried in All Saints’ churchyard. In 1913 a memorial tablet was erected in the cathedral cloisters at Christ Church by ‘The Church Bell Ringers of Great Britain and his friends’. Many tablets record his milestone peals in St Peter’s tower, a place of pilgrimage for ringers, and photographs of Robinson hang in many ringing towers of the Oxford Diocese. All Saints’, Wokingham celebrated the centenary of his thousandth peal with a quarter peal on 9th August 2005 and the Oxford Diocesan Guild marked the centenary of his death on 16th February 2010 with peals in many churches across the diocese.

EDA FORBES  
 Secretary of  
 Oxfordshire Blue Plaques Board

## **Attachment B      content extracted from Safeguarding Statement**

### **Safeguarding Statement**

The Suffolk Guild of Ringers takes the safeguarding and protection of children (under 18s) and vulnerable adults very seriously. It recognises that the welfare of children and vulnerable adults is paramount and that we have a duty of care when they are in our charge. We will do everything that we can to provide a safe and caring environment whilst they attend our activities. All children and vulnerable adults will be treated with respect and dignity.

### **Safeguarding Policy**

The Guild, as advised by the CCCBR, follows the Safeguarding Procedures of the St Edmundsbury & Ipswich Diocese:

- Local tower arrangements should always be approved by the PCC in line with the Parish Safeguarding Policy<sup>1</sup>. The Tower Captain should have a copy of the Parish Safeguarding Policy and ensure that ringers have access to it.
- All Tower Captains and ringing teachers MUST hold a current clear DBS check status IF their role includes the training of children or vulnerable adults
- In such circumstances Tower Captains and ringing teachers must attend Level 2 “face to face” Safeguarding Training (Raising Awareness of Safeguarding Vulnerable Groups) in the Diocese every three years.<sup>2</sup>
- Any ringer involved with training children or vulnerable adults should complete Level 1 Safeguarding Training (Induction Training) which is available to download from the Diocesan website, [www.cofesuffolk.org/uploads/safeguarding/Diocesan\\_Safeguarding\\_Induction\\_Training.pdf](http://www.cofesuffolk.org/uploads/safeguarding/Diocesan_Safeguarding_Induction_Training.pdf) Once completed the form should be seen and countersigned by the Parish Safeguarding Officer or the incumbent.
- Any person requiring safeguarding training in either of the above categories MUST also complete a Confidential Declaration Form, [www.cofesuffolk.org/uploads/safeguarding/014\\_Confidential\\_Declaration\\_Form\\_-\\_Revised\\_Sept\\_2015.pdf](http://www.cofesuffolk.org/uploads/safeguarding/014_Confidential_Declaration_Form_-_Revised_Sept_2015.pdf) The completed form should be handed to the incumbent for secure and confidential storage.

A ringer does NOT require a DBS check if acting in a supporting role, unplanned one-off teaching or deputising in an emergency, providing two adults (preferably one of each gender) are present, or transporting children or vulnerable adults as part of arrangements between families.

Where there is cause for concern this should be reported to the Parish Safeguarding Officer or Incumbent immediately.<sup>3</sup>

<sup>1</sup> The Parish Safeguarding Statement / Policy should be displayed in the church together with the name and contact details of the Parish Safeguarding Officer.

<sup>2</sup> The Parish Safeguarding Officer will keep a register of Level 2 courses attended but ringers are advised to keep their own record too to ensure that their qualifications do not lapse.

<sup>3</sup> The Parish Safeguarding Officer or Incumbent will refer immediately to Suffolk County Council Customer First – 0808 800 4005.

If there is risk of immediate harm call the police – 999

Mary Garner  
Safeguarding Officer  
Suffolk Guild of Ringers  
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June 2016