

Hereford Diocesan Guild of Bellringers

Tower Stewardship: SUMMARY ADVICE to TOWER CAPTAINS

Subjects under the heading of "Tower Stewardship" are Insurance, Complaints about noise, Tower management, Safeguarding young people and vulnerable adults, Health & Safety, Fire risk assessment, **data protection** and Church law.

The Church Authorities (the Vicar, the Churchwardens and the PCC) normally provide insurance cover for Tower Captains (TCs) against litigation that may arise resulting from alleged breaches of their legal duties (a) to ensure that the ringers and visiting ringers have a reasonably safe environment in which to ring, and (b) to protect children and vulnerable adults from harm.

All TCs should therefore engage with and assist their Church Authorities in making sure that

1. their appointment as TC and that of a nominated deputy (as authorised volunteers) have been approved and recorded (in minutes) by the PCC
2. the PCC has EIG Parishguard (or similar approved) insurance and written Health & Safety, Child Protection **and Data protection** policies continuously in place
3. the ringing chamber, the bell installation and access to and from the tower has been made and is maintained in a reasonably safe **and** sound condition by the PCC **with records kept**
4. the PCC has obtained and has kept up-dated DBS checks on and has arranged appropriate safeguarding training for the TC, a nominated deputy and any other member of the band (of ringers) who teaches children or vulnerable ringers (see notes A and B)
5. young persons (under 18) are given face-to-face, hands-on instruction to handle tower bells only by a ringer or ringers that have been DBS-checked via the Diocese of Hereford and when special arrangements are put in place (see notes C and D)
6. only persons DBS-checked via the Diocese of Hereford are allowed to transport young ringers on any occasion who is not that child's parent or stepparent or grandparent or someone with whom the parent has made a specific arrangement
7. young and/or vulnerable ringers are permitted to ring with the main band for general ringing and/or further coaching only when supervised by the TC, his deputy or another competent DBS-checked adult (see note E)
8. all the advice contained in the HDGB Tower Stewardship: Guidance Notes for Tower Captains Issue no. 4 (see note F) has been, is or will be followed, put in place and/or implemented where appropriate

Notes

- (A) for details of safeguarding training see www.hereford.anglican.org/safeguarding/training/
- (B) vulnerable ringers are adults who may not be (temporarily or permanently) completely fit but who, in the opinion of the TC are physically and temperamentally suitable to ring
- (C) the TC should make the PCC aware (in writing) and teach, or arrange for young persons to be taught basic bell-handling with at least two adults present and with a parent present for at least the first few sessions
- (D) the District Education Officer or District Ringing Master will nominate DBS-checked instructors if the TC requires assistance
- (E) young and vulnerable ringers should be allowed to join the band only if, in the TC's opinion, they are physically and temperamentally suitable and reasonably competent in basic rope-handling and bell control
- (F) see <https://cccbr.org.uk/resources/stewardship-and-management/> for up-to-date details

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