

## SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

Here are a few reminders of us all to help maintain strong safeguarding practice – further guidance on our website (see link below).

Do	Don't
<ul style="list-style-type: none"> <li>• Keep an attendance register (in the tower and online – with contact details if not already available)</li> <li>• Set ground rules for everyone's behaviour and in doing so treat everyone with respect and kindness –don't forget you are a role model</li> <li>• Have 2 adults present when teaching (both of whom have been DBS checked)</li> <li>• Have parental permission in writing for all activities (for those under 18 ringing online ask that an adult is with them)</li> <li>• Stay alert to the possibility of bullying – including by young people to each other.</li> <li>• If working online, turn off the private chat facilities if using Zoom or equivalent</li> <li>• Be particularly vigilant when communicating with anyone under 18 or a vulnerable adult through email and phone messaging – make sure where possible you copy in any communication to another responsible adult</li> <li>• Maintain regular contact with your Incumbent and Parish Safeguarding Officer (PSO)</li> <li>• Be aware and abide by your local Church safeguarding policies</li> <li>• Follow the training advice of your Parish Safeguarding Officer (see training links below)</li> </ul>	<ul style="list-style-type: none"> <li>• Tolerate 'jokes' aimed at other people</li> <li>• Tolerate personal comments</li> <li>• Promise to keep secrets</li> <li>• Ignore inappropriate behaviour</li> <li>• Ignore, or overreact, to any disclosure of abuse or any concerns about another adult's behaviour</li> <li>• Swap details online</li> <li>• Remain alone with a young person or vulnerable adult – on line or in person. <i>Stay public</i></li> </ul>

**Arranging or leading association events:** <https://www.surreybellringers.org.uk/about-us/rules-and-policies/safeguarding/>

**Parish safeguarding handbook:** <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

**Training links:** <https://safeguardingtraining.cofeportal.org/> and <http://dioceseofsouthwarksafeguarding.eventbrite.co.uk/>