



Ringing World National Youth Contest

6 July 2024 · London

Safeguarding at the RWNYC 2024

The Ringing World and the RWNYC committee are delighted that your team are participating in the RWNYC in 2024. We have a fabulous day planned and want everyone to enjoy it safely and happily.

We want to ensure that all participants are protected by effective safeguarding, and that all youngsters and adults at risk attending the competition day on 6th July are safe. By 'safeguarding' we mean that the safety of contestants is very high profile and that we try to protect those taking part from any form of abuse: physical, emotional, sexual, peer-on-peer or neglect.

We have produced these documents to support this aim. These clear expectations communicated to everyone beforehand should ensure everyone has a safe and enjoyable day.

These documents are important and necessary to:

- Ensure all young contestants are safe and enjoy themselves.
- Ensure all team leaders are clear about their roles and responsibilities.
- Ensure everyone knows about safeguarding roles on the day. This includes those participating, volunteering, organising, leading a team, and parents/carers of participants.

These documents are:

- Roles and Responsibilities for Team Leaders
- Code of Conduct for Contestants
- Guidance note regarding Adult-Child ratios
- Roles and Responsibilities for Volunteers / Stewards

Roles

These documents refer to the following people. Everyone must wear appropriate wristbands on the day, and not pass them around. This is an important part of how we will all keep young and at-risk people safe.

Team leader

Red wristband

Team leaders are the one or two adults in charge of a team of contestants on competition day. They must be over 21 years old. They are responsible for the safety, supervision, and behaviour of all the youngsters, adults at risk and 18-year-old contestants in their team, except where parents or guardians are present. If more than one team leader is nominated for the day, we ask that only one is identified as having "primary" responsibility to ensure ease of communications.

Team helper

Orange wristband

Another responsible adult accompanying a team and assisting the team leaders. May accompany young ringers into recreational towers if space permits. They must be over 21 years old.

Parent / volunteer / non-ringing child

Yellow wristband

Other responsible adults or non-ringing children accompanying the team. They are welcome into general contest areas but not ringing chambers. Team leaders should satisfy themselves that non-ringing children (e.g. siblings of contestants) will have appropriate supervision when the rest of the group is in a ringing chamber, typically by parents or guardians. Children who do not ring will not typically be able go into ringing chambers for reasons of space and safety.



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Contestant / team member **Blue wristband**

These are the young ringers who are here to enjoy the competition day, whether as a band member, a reserve or a wider team member. All young ringers participating in the event must be part of a team, and all will therefore be under the responsibility of a team leader. This includes 18-year-old contestants. It also includes single entrants, who will have been co-opted by a team. As per the competition rules, all contestants will be 18 or under on 31st August 2024. This is based on the cut-off date for UK academic years: all young ringers will be able to attend the RWNYC while they are at school. We regret that a few young ringers will not be able to attend a RWNYC when they are 18 years old.

Steward (general competition volunteers including Young Change Ringers Association members, RWNYC committee members) **Purple wristband**

Many adults will be present as stewards or in other roles on competition day. They will be wearing wristbands. Everyone is responsible and here to help young ringers enjoy the day, but contestants must ensure their team leader knows where they are at all times. The stewards have responsibility for the safe use of the bells and the church on the day.



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Roles and responsibilities for team leaders 2024

Team leaders are responsible for all contestants in their team, and ensuring they speak and behave appropriately towards all other team members and volunteers. They must be familiar with and follow

- any safeguarding policies/guidance provided by their home ringing association
- and this document
- and the guidelines on the RWNYC website <http://rwnyc.ringingworld.co.uk/safeguarding-guidelines/>
- and the general safeguarding guidance notes for ringers by the Association of Ringing Teachers.¹ <https://ringingteachers.org/about/policies/safeguarding-policy> – see ‘Supporting Procedures and Guidelines’

For further detail you may wish to consult the Diocese of London safeguarding resources.

<https://safeguarding.london.anglican.org/>

Before the competition

1. Team leaders must read the 2024 roles and responsibilities for team leaders and share the code of conduct for participants with all members of their team and their parents/carers.
2. Team leaders should be responsible for any relevant contestant health problems (e.g. illnesses and allergies). They should also assess physical issues particular to ringing, such as the mobility necessary for contestants to get into different towers and ring a range of bells.
3. Team leaders must ensure that all members of their team (including co-opted members) will be able to follow the code of conduct. Where a team leader has concerns about behaviour (such as physical/verbal abuse issues, or previous incidents of concern such as over-familiarity, not treating others with dignity and respect, behaviour that might intimidate younger participants), it is their responsibility to carry out a risk assessment and ultimately decide whether that young person can attend the contest. Team leaders must ensure that any participant is either adequately supervised or risk assessed not to attend if they would pose a danger to other contestants. The Ringing World Board, Editor and Contest Organisers recognise the contribution and responsibility taken by the team leaders, and will support them where they decide contestants are unfit to attend. Participants must be able to behave toward all other competitors and volunteers in an appropriate way.
4. All team leaders must sign a declaration confirming that, for each of their team members aged under 18 or classed as an adult at risk,
 - they have consent from their parents/carers for them to take part in the Contest.
 - they have agreed with their parents/carers that the team leader will take responsibility for the duty of care of said team members throughout the day.
 - the parents/carers agree that the names of team members, and any photographs taken of them, may be published by The Ringing World and may be used for associated publicity purposes which may include, but are not limited to The Ringing World print publication, website and social media sites. If full consent has not been received in this regard, the team leader will have agreed in writing with the

¹ These notes are also recommended by the Safeguarding Officers of the Central Council of Church Bell Ringers. We suggest that the notes on Trips, Events and Tours, on Physical Contact, and on Transporting Children, are the most relevant to RWNYC youth team activity.



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RW Editor and the RWNYC Organiser the exceptional conditions and necessary actions, at least two weeks before the Contest.

5. Team Leaders will be asked upon entry to confirm they have current DBS clearance for their role. They may be asked for further details: full name, home address, DBS certificate number, issue date, level of check, and the body it was conducted by. All DBS information will be destroyed in line with the Ringing World's privacy policy, except for a note that the check was carried out.
6. It is vital that the team leaders confirm whether each young person in their team is allowed to be photographed on the day – in some cases, images and details must not appear on any social media or publications (for example in the case of a Looked After Child). If any young person is not to be photographed, it is the team leader's responsibility to ensure that no photos are taken of that person, nor any image uploaded to social media.
7. Team leaders will ensure the names of contestants, and all team leaders and helpers, are submitted one month before the contest to the Contest Organiser, who will carry out reasonable checks.

On competition day

Team leaders will be responsible for the safety of the young people in their team. This includes:

- knowledge of any relevant medical conditions and medication to be taken by any of the team
- knowledge and understanding of key special educational needs and disabilities (SEND) issues
- ensuring that any participant is adequately supervised or risk assessed not to attend if they would pose a danger to other participants of the contest either within their own team or that of other teams on the day
- ensuring that team leaders, team helpers and team members are aware of and follow the wristband system for the day. Be aware that everyone officially connected with the day must have a wristband. You should report any young person or adult you believe is not following this policy.
- ensuring safe practice in the churches and towers with realistic use of the bells, taking care not to over-reach ringing abilities or having youngsters ring without adequate supervision.
- working with tower stewards to ensure safe management before and after ringing.
- ensuring a basic first aid kit is carried and knowing where first aid is available at the towers on the day of the competition
- ensuring that you know where each team member is throughout the day
- liaising with stewards regarding relevant fire exit and evacuation procedures
- understanding their accountability to supervise every child in their group under 18

Team leaders must be alert to signs or dangers of abuse or neglect.

Team leaders should familiarise themselves with key personnel at the competition and report any relevant problems to the organiser or safeguarding officer on the day.



RWNYC Code of Conduct for Contestants 2024

We are delighted that you are coming to the RWNYC in 2024. We have a fabulous day planned and want everyone to enjoy their day in a safe and happy environment.

We ask that every ringer follows our code of conduct:

- Make sure your team leader knows where you are at all times, even if you are with your parent/carer
- Show respect for other people involved in the competition
- Be considerate and use supportive language towards other contestants. When you speak to others always speak politely and kindly
- Make sure that what you do and your physical actions do not frighten or worry other people
- Do not take off your wristband or give it to anyone during the day. Some contestants like to collect the different wristbands as souvenirs – you must not do this until the end of the day.
- Remember that what you think is funny or normal may seem intimidating to younger ringers. Ensure you speak and act appropriately and with consideration.
- Make sure you respect the personal space of other people
- Listen carefully to any information about the day so you know what to expect and can be safe
- If anything makes you feel worried or upset, tell your team leader straight away so that they can help
- If you feel ill or have an accident, make sure you tell your parent/carer, team leader or another volunteer with a RWNYC wristband straightaway so that they can help you
- Remember that you will be in a church environment for part of the day. Please move calmly and speak respectfully when in the church and tower
- Take care when going up and down the tower steps so that you move safely
- Only enter the ringing chamber or touch a bell rope if there is a responsible adult there
- Do not take photos or post information about other young ringers online or on social media unless you have their specific permission to do so
- Bullying is never acceptable, so make sure you are kind and considerate towards others; never say or do anything which would upset or belittle another person at the ringing session



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Adult to child ratios: A guidance note

In case ringing team leaders are not used to today's norms in education and childcare, this note is intended to help your decisions about ensuring a safe and enjoyable day at the RWNYC. It is not a set of rules. It is informed by guidance from the NSPCC and endorsed by experienced schoolteachers.

We recommend having **at least two** adults supervising any group of young ringers, including at least one male and one female adult.

Having **more than two** adults is likely to be appropriate if any of the following apply:

- Your team comprises ten or more young ringers
- More than six of the team are under 13 years old
- You have any children with special needs requiring particular attention

You should consider the individual situation of your team and the day: for instance, you may wish to bring more adults if you have very inexperienced ringers needing close supervision, or a particularly long journey.

If there are no complicating factors, and your squad has fewer than ten young ringers, who exhibit good behaviour, with a range of ages from 10–18 and no extra special needs, two adults is likely to be adequate.



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Volunteers/Stewards 2024

Roles and Responsibilities

Thank you so much for volunteering at the National Youth Contest – YOU will be what makes it happen. We have a fabulous day planned and want everyone to be able to enjoy their day in a safe and happy environment. Please take a few minutes to read the following information.

Safeguarding and general notes

We want to ensure that all participants are protected by effective safeguarding, so that all youngsters and adults at risk attending the competition day on 8th July are safe. By 'safeguarding' we mean that the safety of contestants is very high profile and that we try to protect those taking part from any form of abuse: physical, emotional, sexual, peer-on-peer or neglect.

We must also adhere to best health and safety practices and be alert to the well-being of all youngsters.

Please ensure you have collected your wristband and name badge from Bow before your time slot and that they are worn visibly throughout the day. All wristbands and name badges will be kept on the welcome table inside the church.

Please arrive at the relevant location 15 minutes before your allocated time slot. You should be briefed when you arrive. You may wish to exchange phone numbers with other stewards, particularly if you are at the top and bottom of tall towers.

If you have a safeguarding concern about a child or situation, you should contact the Safeguarding Lead advertised in the programme immediately for advice.

Wristbands

This year's wristbands are colour-coded as follows:

Contestant / team member	Light Blue	Can enter and ring in a contest tower, and all recreational towers.
Steward	Purple	This includes all involved in an official capacity, but not supervisory.
Team leaders	Red	May accompany young ringers into contest and recreational towers. Have safeguarding and supervisory responsibility.
Team helper	Orange	May accompany young ringers into recreational towers if space permits. Supervisory authority as delegated by team leaders.
Parent / team volunteer / non-ringing child	Yellow	Welcome into general contest areas but not ringing chambers

Stewards may be given spare wristbands for additional attendees. Please only give these to Team Leaders. TLs may also return surplus wristbands to you – please bring these to the results at the end of the day.

There is **strictly no access** to towers or the awards ceremony without an appropriate wristband. **Please enforce this!**



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Ringing sessions

Young people have priority

If a tower gets particularly busy, it may be necessary to limit ringing to one ring per team – you may need to be quite firm! If teams stick to their itineraries, no tower should be overwhelmed.

Additional adults and volunteers should only ring when needed to make up the numbers. It is not their day!

In ringing chambers with space restrictions, adults may need encouragement to wait outside while youngsters ring.

There have been issues at past contests with adults (sometimes wearing Association badges of office) demanding to ring at towers. Please resist firmly, and report any such incidents to the RWNYC Organiser. This is both a potential safeguarding issue and against the ethos of the RWNYC.

Extra adult not ringing

For safety there should be at least one adult in the ringing chamber who is not ringing, in case someone loses control of their bell.

Between sessions

Crossover times between ringing sessions should be kept as short as possible. Please use your discretion to avoid overcrowding in ringing chambers. Bands should not wait on stairs.

If it feels appropriate, you can suggest that bands organise themselves for particular touches in advance of getting into the ringing chamber.

Points for steward awareness

Team leaders

Each youth team has one or two team leaders, who have safeguarding responsibility for their team, and should know where all their young ringers are at all times. When you greet an arriving team, ask who the team leader is and introduce yourself (and the other tower stewards if necessary) to them.

Photography

Appointed Youth Contest photographers will be taking photographs throughout the day, permission having been signed off from the youngsters via the application process. Adults from outside the event should not be taking photos so please ask them not to if seen.

Number of stewards present

There should always be at least two adults in any single area (ringing chamber or other) at any time – preferably one male, one female.

For your security as a volunteer, ensure that you are not left alone with young ringers at any time. The team leaders have supervising responsibility, not you.

First aid

All team leaders should have a basic first aid kit, but be aware of where a comprehensive kit is kept in your own tower.

Fire

Be aware of where the fire exits and extinguishers are, and any evacuation procedures. Team leaders have been asked to liaise with you about this.

Toilets

Be aware of where the nearest toilets are, as team leaders may ask you.



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Emergency

In the event of an emergency, contact one of the numbers at the bottom of the sheet. Do use the WhatsApp group for the day for all key personnel also if you need help.

Lost property

You can bring any lost property to the results venue at the end of the day – we will try to reunite with owners at the ceremony.

Roles and tips for stewards

Bottom of tower

The stewards at the bottom are in charge of queuing (this will hopefully be minimal). Please remain enthusiastic and welcoming (particularly if it is raining). Queues may become long, and many teams have a long day with a lot of travelling and potential delays.

Church door / churchyard entrance

Depending on the setup of the church and tower entrance, other stewards may be needed at the entrance. You must be aware of whether members of the public are welcome, or only wrist-banded individuals. You may need to help with parking or other transport advice.

Top of stairs

The steward at the top helps teams who have finished ringing leave the tower, and welcomes new teams. Encourage them away from the entrance.

Ringling master

While welcoming and encouraging all the young ringers, today is not a day to try to ring something difficult. Rounds and call changes is enough for most bands and will enable young ringers to get as much of a ring as possible.

Consult with team leaders and helpers about

- appropriate band placing
- appropriate things to ring
- if any of their young ringers have any special issues to be aware of
- capable young ringers who may be able to take charge of a touch

Other ringing helpers

These volunteers (red, orange or purple wristbands) should slot into the ringing if needed when bands are short, or stand behind if required. There must be at least one person not ringing who is able to take a bell off anybody in trouble.

Emergency Contact numbers

Joanna Cresshull	07540 266427	Simon Meyer	07494 511533
David Bassford	07879 480501	Ann White	07921 816556
Louise Wilcox	St Paul's Cathedral	020 3887 8870	lwilcox@stpaulscathedral.org.uk
London Diocese Safeguarding Team		020 7932 1224	safeguarding@london.anglican.org

(at evenings and weekends contact Thirtyone:eight on 0303 003 1111, option 2)