

TOOL: Safeguarding Checklist for Ringers and Ringing Trainers



This tool should be used alongside and having read [BTO's Safeguarding Children and Safeguarding in Ringing Policies](#).

For all ringers, including the named ringing trainer and those that are not the named trainer but provide training to children and may meet the criteria for regulated activity:

- The primary legal responsibility you have is to not work with children or young people if you are barred from doing so.
- Read and be familiar with [BTO's Safeguarding Children, and Safeguarding Children in Ringing Policies](#) to ensure you are informed about BTO's approach and are aware of your responsibilities.
- Comply with BTO's request to complete a criminal record check within the given timeframe and ensure your permit references your Young Persons' Training Endorsement (YTPE).
- In England and Wales, once you have completed the DBS application, join the update service.
- Respond to any requests made by BTO to renew checks within the given timeframe.
- Notify the Ringing Team if anything changes, including if you move countries and you plan to continue training someone who is under 18.

For all named ringing trainers; prior to agreeing and beginning to be the named trainer for a child, in addition to the above;

- Involve the Ringing Team in any direct requests made to you for training by someone under the age of 18 (including when you are contacted by the parent).
- Obtain a signed consent form from the parent/ guardian of the young person before you commence training.
- If you are the named trainer of a child you must notify the BTO if another person plans to regularly be involved in their training and therefore meets the definition of a volunteer and will undertake regulated activity, i.e. attending sessions and training a young person once a week or more, or on 4 or more days in 30, or overnight. Notify the ringing team who will assess the role and carry out the necessary checks.

Safe practice

- Notify BTO if you have any concerns about someone's suitability for working with children, including if you believe someone is barred from working with children or young people.
- Ensure there is always more than one adult present (within sight or hearing) during activities with children or young people. (This includes driving children and should also be applied to emails and messages).
- Where this cannot be arranged, ask the child/ young person's parent or guardian to be present.
- Uphold high standards, including when children are present; for example, using appropriate language.
- Refer to the section on 'key things to consider and plan for' (refer to *safeguarding in ringing policy*).
- Notify the BTO Safeguarding Leads if you have safeguarding concerns, and/ or other agencies as appropriate (social services, police).
- If you are concerned about training a young person, contact the BTO Safeguarding lead and/or ask for the parent/ guardian to always be present.

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