



THE SOUTHWEST BELL RINGING COURSE

CODE OF CONDUCT

Purpose

Our mission is to:

To enable those in the early stage of their bell ringing careers within the south west of England to attend a fully residential ringing course, to fast track their 'blue zone' learning and development. To provide the best tuition in a positive, encouraging and friendly atmosphere where all can thrive and learn. The course also wishes to enable territorial bellringing guilds and associations in the south west to part fund or subsidise their members to become participants. This further enhances the perceived value offering on the table from guilds and associations in the south west. The course is launched as part of the Central Council of Church Bell Ringers (CCCBR) Ringing 2023 Development initiative.

Term	Meaning
The course or course	The South West Bell Ringing Course as in entity and/ or the office of The South West Bell Ringing Course Ltd.
Participant or course participant	Director, Member of the Organising Committee, Lead Tutor or Lead of Optional Session, Helper or Student
Site	The site at which the residential component of the course is hosted, e.g. in 2025 it is held at Millfield School
Course group	Collection of minimum course organising committee as detailed to decide on sanctions
Respondent	Person who has allegedly carried out misconduct or gross misconduct
Claimant	Person who has been victim of misconduct or gross misconduct
CCCBR	Central Council of Church Bell Ringers

Application

2.1 This code will apply to all course participants and relates to their conduct and behaviour from the time in which an application is accepted, whilst participating in course activities until the course year ends.

2.2 The Code does not relate to standards of ringing other than with respect to members' safety.

2.3 The Code will act as a reference in circumstances where the conduct of a participant raises concerns and the potential application of some kind of response from the course organising committee, for instance removal from the course.

The Southwest Bell Ringing Course is run by The Southwest Bell Ringing Course Ltd, a company limited by guarantee and registered in England & Wales under registration number 16053643 with its registered office at Bissick Manor Barn, Ladock, Truro, TR2 4PG.



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2.4 Any issue associated with safeguarding must be undertaken in accordance with relevant safeguarding procedures of the Church of England and / or the site at which the incident took place. The course safeguarding officers will work with site safeguarding officers.

2.5 Course participants are obliged to follow Canon Law when entering a church and as such the ultimate jurisdiction is that of the incumbent and churchwardens.

Principles

3.1 Course participants are expected to support the aims of the course and its mission as stated above and not actively undermine or subvert any of those values.

3.2 The course considers that good relations between course participants will assist the course to meet its aspirations.

3.3 Disagreements will occur from time to time, it's crucial that any such disagreements are identified quickly and resolved as soon as possible, moving forward with pursuing the course mission is the most important thing. The course expects its participants to manage such disagreement in a respectful manner, concentrating on outcomes, principles and not individuals.

3.4 The course is particularly concerned to ensure that high standards of conduct, as set out in this code, are maintained by participants in all environments including social media.

Expected standard of conduct and behaviour

4.1 The course expects its participants to maintain the following standards:

- To act lawfully at all times when undertaking activities as course participants.
- To support the mission of the course
- To follow the course 'golden rules' which are (for 2025):
 - Don't rush
 - Always hold the handrail
 - Take extra care on slippery or uneven surfaces
 - Stay home if you feel unwell
 - Drink responsibly
 - Be kind, abuse, in any form, will not be tolerated
 - No illegal substances
 - No smoking or vaping on Millfield site
 - Never leave electrical appliances unattended whilst they are 'plugged in'
 - Switch off any electrical appliance if it becomes hot



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- To ring in a safe and responsible manner
- To be welcoming and friendly
- To promote good fellowship amongst bell-ringers and those with whom they interact, for instance church incumbents and officials and residents who hear bells being rung.
- Not to bully, intimidate or harass others and to report or condemn such behaviour if ever witnessed.
- To abide by, and uphold, legislation and formal guidance provided by, or adopted by, the Central Council of Church Bell Ringers. In particular that relating to;
 - Safeguarding
 - Health and Safety
 - Data Protection
 - Discrimination
 - Social media use

In relation to site requirements, in 2025, Millfield School request that:

All course participants are to remain in their allocated facility.

Visitors are not permitted to take unauthorised photographs. Ensure no photos are taken when not within your sessions in case there is a child onsite in the background. Also, to make sure you have permission from your attendees to take photos of them.

Any safeguarding concerns are to be shared with (reported to) Millfield Enterprises

Where group has under 18s present these children must be chaperoned at all times by an allocated DBS checked adult.

Visiting staff to provide allergies to Millfield Enterprises

Millfield is a nut-free campus, if required, visitor to carry 2x EpiPen at all times.

Any incidents or near misses to be reported to Enterprises team member

Boarding house door should kept closed at all times, the code should not be shared with students/u18 participants as they should never be in house unsupervised.

Hirers are to bring their own first aid kit and have suitably qualified first aiders on the supervising team.

The nearest defibrillator is at the Medical Centre or Jubilee Sports Hall



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If the alarm sounds all persons are to leave by the nearest exit and make their way to the nearest assembly point. Supervising staff are to control this and where possible bring their nominal roll and grab sheet.

5mph speed limit on campus

Millfield is a strictly non-vaping/ non-smoking site.

Consumption of alcohol is only permitted in agreed upon location at agreed upon time. Prior agreement for alcohol to be consumed in one boarding house – Butleigh. Group to be respectful of neighbours, to not drink outside of the boundary of the house. Campus curfew still applies of 11pm.

Prohibit use of long or airborne equipment near the power lines

The foyer, main hall area, seating area and stairs is to be always kept clear of hazards. Performance area will be always kept clear, unless for rehearsal or performance reasons, of anything that can be tripped over.

Misconduct, Process and Application of Sanctions

INCIDENT/CONCERN REPORT FORM

5.1 The aim of the Code of Conduct is to foster good conduct and therefore sanctions applied should serve to encourage and support in the first instance rather than condemn.

5.2 Misconduct is defined as a breach of any of the 'Expected standard of conduct and behaviour' outlined in Section 4 above or breach of course '**golden rules**'. Gross misconduct is defined as misconduct so serious as to fundamentally break the relationship between a participant and the course. Examples include; perpetrating a criminal offence associated with course activities, serious and clear disregard for course or site rules on safeguarding and health and safety, clearly and unambiguously acting in such a way as to directly and seriously damage the course's reputation or assets.

5.3 The following sanctions may be applied according to the severity and frequency of misconduct;

- A written warning for first misconduct or series of minor misconducts that work against the course mission and/or doing damage to the reputation or assets of the course. To stay in effect for 1 year.



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- Immediate suspension from the course.
- Any other sanction deemed fair and proportionate by The Chairpersons, Secretary, at least one Director and the agreement the Safeguarding team.

5.4 The following sanction may be applied in cases of gross misconduct:

- Permanent removal from the course.

5.5 The following processes will be followed in the event of a reported breach of this code;

The course must receive a completed concern/Incident report form.

At least one course Director, a chairperson and the course secretary, plus the safeguarding officers (the group) will meet to consider allegations of misconduct.

Both the group and respondent can seek legal advice.

The group may seek the involvement of others such as the relevant Diocese or Police.

For matters that are unlikely to lead to a permanent removal from the course:

The group is free to adopt whatever approach it thinks fit within the spirit of the mission aims of the course, this Code of Conduct and the rules of natural justice. For instance, to avoid the unnecessary embarrassment of the person under scrutiny it may be deemed better that one member of the group be assigned to collect evidence and in particular to speak with the respondent. The respondent will have the right to speak to the group members together if he/she so wishes but normally the process, unless serious, should be conducted in as informal and friendly way as possible.

At all times the respondent will be accorded the right to be accompanied by another course participant.

If, after consideration by the group, the sanction is to be a written warning the decision will be given directly, a letter drafted by the course group and passed to the respondent within 7 days and the matter closed. The remaining director(s) and organising Committee will be advised of the outcome.

If it becomes apparent to the group (at any stage) that the allegations could lead to a permanent removal from the course, then the group will adopt a more formal approach:

The group will consider immediate suspension of (not limited to) the respondent from the course whilst further investigations are carried out.

The complainant and respondent subject to the complaint will be informed of the outcome in writing. The remaining director(s) and organising Committee will be advised of the outcome.

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The decision of the course group is final.

Acknowledgement: The Course acknowledges reference to the ANZAB Tower Stewardship Handbook 2007 (compiled by Christopher O' Mahony) and the Lincolnshire Diocesan Guild Code of Conduct (authored by Chris Sharp).

Amendment log

Date	Detail Alteration	By
22/10/2025	1 st draft Adopted by SWBRC	Hayley Young, Phil Dunn, Carolyn Howell, Robert Woods, Johnny Langdon.