

## NorthWest Ringing Course Policy: Under 18s and Vulnerable Adults

The NWRC 2025 welcomes you to this year's residential course and aims to make your stay enjoyable and safe. This code of behaviour is here to make sure everyone who takes part in NWRC activities knows what is expected of them and feels safe, respected, and valued.

We ask that everyone taking part in our activities has seen, understood the code of behaviour, and that they understand what will happen if there is inappropriate behaviour.

### Arrival and Departure from Borwick Hall

NWRC is responsible for unaccompanied Under 18s and Vulnerable adults from arrival at the start of the course to departure at the end on Sunday. Parents/Carers of under 18s and Vulnerable Adults are responsible for getting their child/Vulnerable Adult to and from Borwick Hall at the start and end of the course. If the parent/carer is not dropping off or collecting their child in person, they need to let the organisers know who will be.

### Onsite

At registration, on arrival, unaccompanied under 18s and Vulnerable Adults will be introduced to the Safeguarding Officers who they can contact if they have a problem. As part of the course welcome The Safeguarding Officers will organise a talk for the under 18s and Vulnerable Adults. This will detail expectations of behaviour and explain to the under 18s and Vulnerable Adults that the Safeguarding Officers will "check in" in the morning and evening with them to ensure that all is well.

Where possible, under 18s and vulnerable adults will be allocated en-suite accommodation or a designated shower block. Unless there are exceptional circumstances, no person other than the under 18 or Vulnerable Adult should go into their room. There are a number of social spaces in Borwick Hall and accommodation blocks available for meeting up.

It is against the law for any person under 18 to buy or ask someone else to buy alcohol for them. It is also illegal to use recreational drugs on site. Failure to comply may result in your being asked to leave the course and also risk the future of the NWRC. Under 18s and vulnerable adults may attend events in the onsite pub but must not attempt to purchase for themselves or drink alcohol purchased by someone else.

Details of any medicines that unaccompanied under 18s/ Vulnerable Adult should be provided to the course organisers before the course starts. It is assumed that the under 18/ Vulnerable Adult will be able to administer their own medicine. If not, appropriate permission needs to be obtained from the parents/ guardian.

Under 18s and Vulnerable Adults are expected to attend all classroom-based tutorials which are part of the course they have enrolled on. Under 18s and Vulnerable Adults are free to choose which optional sessions they wish to attend. The sessions will be available to sign up for and the Safeguarding Officers will have a copy in order to be aware of where on site the under 18s and Vulnerable Adults may be. If an Under 18 or Vulnerable Adult decides that they do not wish to partake in a session or simply wish for some down time, this is OK if they make sure that the Safeguarding Officer knows they have changed their mind and

where they are onsite instead. The Safeguarding Officer may be told in person or the Under 18/Vulnerable Adult can send a text message. This is important from both a safeguarding and fire risk perspective and will be reiterated in the welcome briefing and morning/evening check ins. If the under 18/Vulnerable Adult has parents onsite, they should tell them what they are doing.

Unaccompanied under 18s and Vulnerable Adults will not be allowed off site unless they are attending practical tower sessions, whether topic-based and optional, except in a medical or other emergency. Where possible if there are a number of under 18s onsite, they will be encouraged to stay in groups of a minimum of 3, under no circumstances should an adult who is not a parent be alone with an under 18/ Vulnerable Adult.

All under 18s/ Vulnerable Adults should make sure that they have a mobile phone that is charged up with them whilst on the course. This will enable them to call for help if necessary. If the group the under 18/Vulnerable Person is attending has a WhatsApp group to communicate between themselves, their parent/carer should also be part of that group so they can see what messages are being exchanged. Parental consent will be obtained before photos/video of under 18s are taken/shared during the course.

### Transport between locations

Transport to and from towers during the course should be with the under 18/Vulnerable Adult's course tutor and at least one other person. Tutors will retain information on course participants such as medical conditions. If there is a medical emergency, 2 people should accompany the under 18/vulnerable adult to the nearest appropriate medical centre.

### In Towers

All course tutors have undertaken DBS or international equivalent checks and, when off site the course tutor is responsible for safeguarding and will have emergency contact information (parents and safeguarding officers) as well as information on any medical conditions. When not ringing Under 18s and Vulnerable Adults must be appropriately supervised. If there is a medical emergency, 2 people should accompany the under 18/ Vulnerable Adult to the nearest appropriate medical centre.

NB If an under 18/ Vulnerable Adult is identified as having additional needs, this will need to be discussed with the course organisers before a place is offered and an additional individual needs plan will need to be agreed with the parents/carer before the course commences.