



Peterborough Diocesan Guild of Church Bellringers

Safeguarding Officer Role Description

Role Description

- To ensure that the procedures of the Society comply with the Guidelines issued by the Central Council of Church Bell Ringers (CCCBR), the Dioceses and Parochial Church Councils of the area of the Society's operation, and government legal requirements.
- To ensure, as far as possible, that towers affiliated to the society are aware of and meet such guidelines and requirements.

Responsibilities

- To be familiar with the Peterborough Diocesan guidelines and CCCBR Guidelines as pertain to Safeguarding of children and vulnerable adults.
- To be familiar with legislation regarding vulnerable persons and Health & Safety issues applicable to church bell ringing.
- Act as the custodian of all Society documentation associated with these matters and should be responsible for distribution of relevant information to tower and Guild officers.
- To deal with any issues which may arise regarding Safeguarding where this is appropriate within legal limits. Advice should be made available to tower representatives and Parochial Church Councils where requested.
- Act as the responsible person where it is the legal responsibility of the Guild to ensure suitably qualified (DBS checked) persons are available at society organised activities.
- Act as liaison officer with the Diocese ensuring good relations are maintained.
- Ensure that register of attendance at Guild events is held and maintained (with Secretary)

Limitations

- The role holder will not be expected to deal with any issues directly arising from complaints or allegations of abuse other than to refer to the appropriate authorities immediately.
- Any advice to towers, PCCs or Guild members must be qualified limiting the Guild's own responsibility.

Reports to

- Executive Committee
- Guild Management Committee
- Annual General Meeting

Main interactions

- Guild Officers
- Branch Officers
- Tower Captains, Ringing Masters and ringing trainers
- Diocesan Safeguarding Advisor and team
- CCCBR Safeguarding Advisor(s)

Expectations

- Will undergo identified training to execute the role
- Will submit to an Enhanced DBS check and provide the results to the Guild for recording
- Will undertake safeguarding training to a leadership level through the CofE