



Central Council of Church Bell Ringers

"Registered Charity number 270036"

## Tower Stewardship Committee

### **Child Protection Officer (CPO) – suggested Job Description**

The following is a suggested job description for posts of Child Protection Officer created within ringing societies and taking cognisance of new legislation.

**Title** Child Protection Officer or Safeguarding Co-ordinator  
(vulnerable adults are not expected to become a legal issue)

#### **Purpose of Post**

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

#### **Remit**

The CPO should be familiar with the CCCBR Guidelines and such Guidelines as are issued by the Dioceses covering the Society's area of operation. The CPO should be familiar with legislation regarding both vulnerable groups and Health & Safety issues applicable to church bellringing.

The CPO should be the custodian of all Society documentation associated with these matters and should be the responsible for distribution of relevant information to tower and society officers.

The CPO will deal with any issues which may arise regarding protection where this is appropriate within legal limits. Advice should be made available to tower representatives and Parochial Church Councils where requested.

The CPO will act as the responsible person where it is the legal responsibility of the society to ensure suitably qualified (DBS checked) persons are available at society organised activities.

The CPO will act as liaison officer with the local Dioceses ensuring good relations are maintained.

#### **Limitations**

The CPO 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 society members must be qualified limiting the society's own responsibility.

*CPO Job Description* *March 2013*  
*Tower Stewardship Committee, Central Council of Church Bellringers*

For further information, contact the Chairman of the CCCBR Tower Stewardship Committee:

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Other **Guidance Notes** produced by the Tower Stewardship Committee are:-

**GN1 - Insurance**

**GN2 - Tower Management**

**GN3 - Child Protection In Towers**

**GN4 – Tower Safety and Risk Assessment**

**GN5 - Church Law**

**GN6 - Fire Risk Assessment and Protection**

**GN7 – Noise, the Law, and the Environmental Health Officer**

**GN8 – Data Protection and Bell Ringing**

These Guidance Notes can be downloaded free of charge from the Tower Stewardship Committee section of the Central Council of Church Bell Ringers website:

**[www.cccb.org.uk/towerstewardship](http://www.cccb.org.uk/towerstewardship)**