Appendix B

Sample Role Description for Society Safeguarding Officer

THE CENTRAL COUNCIL OF CHURCH
BELL RINGERS

Safeguarding Officer – Suggested Job Description

The following is a suggested job description for posts of Safeguarding Officer (SO) created within ringing societies and taking cognisance of latest requirements.

Title: Safeguarding Officer or Safeguarding Co-ordinator

Purpose of Post

- 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.

Remit

The SO should be familiar with the CCCBR Guidelines and such Guidelines as are issued by the Dioceses covering the Society's area of operation.

The SO should be familiar with legislation regarding vulnerable persons and Health & Safety issues applicable to church bell ringing.

The SO 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 SO will 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.

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

Limitations

The SO 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.

Signature _____

Name and position held _____

Date _____