



## **Guild of Devonshire Ringers**

### **Guild Safeguarding Officer**

No one involved in Guild activities should ever have to worry about abuse or harassment in any form. The Guild has a duty of care to ensure that those involved in Guild activities are protected at all times. The means by which this duty is fulfilled is set out in the Guild's Safeguarding Policy (which is published on the Guild's website). Safeguarding is the process of protecting children and adults from harm and abuse by ensuring that all activities are conducted in a manner which complies with best safeguarding practice. All ringers should know what to do if they have any concerns. Everyone has a role to play in keeping others safe.

#### **The role of Safeguarding Officer is intended:**

- To be the first point of contact for all safeguarding issues.
- To ensure that the Safeguarding Policy and Procedures of the Guild of Devonshire Ringers:
  - continue to comply with Charity Commission guidance, guidance issued by Adult Safeguarding Boards and Children's partnerships and other legal requirements;
  - follow the directions of the relevant Dioceses, parish authority or Tower owner;
  - take account of guidelines issued by the Central Council of Church Bell Ringers.
- To ensure that activities undertaken by, or on behalf of, the Guild of Devonshire Ringers comply with the Guild's current policy and procedures.
- To ensure, as far as possible, that towers affiliated to the Guild of Devonshire Ringers and individual members of the Guild are aware of and meet these requirements and observe relevant guidelines.

#### **Tasks**

1. Undertake regular review (at least annually) of the Guild's Safeguarding Policy and Procedures to ensure they continue to comply with legislation, Diocesan rules and CCCBR guidelines.
2. Undertake (in conjunction with Guild Officers) regular reviews of the operation and effectiveness of the Guild's Safeguarding Policy and Procedures and report annually to the General Committee and to the Guild AGM.
3. Liaise with Guild and Branch Officers to ensure Guild and Branch events are organised in accordance with the Guild Safeguarding Policy and Procedures and that a record is maintained for each event to support compliance.
4. Ensure that qualified persons (i.e. DBS checked) are in attendance at events organised by the Guild where this is appropriate.
5. Maintain (with the agreement of those concerned) up-to-date records of members of the Guild who have completed DBS checks, liaising if appropriate with the relevant PCC, and hold this information on a confidential basis.
6. Arrange for any confidential information related to safeguarding issues which the Guild needs to retain, is held securely.
7. Act as liaison between the Guild and the relevant Diocesan authorities on safeguarding matters.

8. Provide, on request, information about the Guild's Policy and Procedures for safeguarding to other persons (on a 'need to know' basis, e.g. parents, carers)
9. Ensure that the tower captains of all Guild towers hold up-to-date information on the Guild's Policy and Procedures for safeguarding and are aware of the role of the Safeguarding Officer as a source of advice and support.
10. Publish information on the Guild website for tower captains and members on best practice; and by circulating updates to the tower handbook; and by submitting articles to Ringing Round Devon.

### **Knowledge and skills required**

The postholder needs

- To become familiar with legislation regarding children and vulnerable persons and Health & Safety issues applicable to church bell ringing.
- To become familiar with the Guidelines issued by the Dioceses within Devon and by the CCCBR.
- To hold (or to obtain) a current DBS check.
- To undertake safeguarding training (C0, C1 & C2 courses) and Designated Safeguarding Lead Training.
- To become familiar with key local organisations in the statutory protection network. Certain situations may need to be referred immediately to the appropriate authority/authorities. For these eventualities, the Guild's Safeguarding Officer needs to be familiar with local processes for the assessment and referral of safeguarding concerns.

The cost of training and of DBS checks for the Guild's designated Safeguarding Officer will be covered by the Guild.

### **What is /is not expected**

The Safeguarding Officer is expected to keep the Guild Trustees (President, Secretary, Treasurer) informed about safeguarding issues or concerns that arise and action proposed.

The Safeguarding Officer is not expected to lead safeguarding training for Guild members but may be asked to summarise the Guild Safeguarding Policy and Procedures and to advise members how they may access training resources appropriate to their role in ringing leadership.

The Safeguarding Officer is not expected to deal directly with all issues arising from complaints or allegations of abuse.

In those cases where it is clear that an issue does not need to be referred elsewhere, the Safeguarding Officer is expected to take a lead in dealing with the matter, in conjunction with other Guild Officers, Branch Officers or Towers Captains, as appropriate.