

Truro Diocesan Guild of Ringers

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An Introduction to the Job Description and Safeguarding Update

Dear Ringers,

We are all aware of the need to maintain good relations with our individual churches and also of the importance of encouraging new ringers both young and old. In order to continue to do what we so enjoy there are a number of Diocesan procedures that need to be followed. Whatever our individual opinions these are not negotiable at our level of operation - although helpful suggestions are always welcome.

Ensuring that the Diocesan Safeguarding procedures¹ are followed is a matter between individual bands and their church authorities. In order to help we have put together a suggested Ringling Master/Tower Captain's Job Description² to adapt and use(or not) as you see fit. And, just as a reminder, the CCCBR/National Safeguarding Team guidelines³ and your Ringing Risk Assessment need to be printed off, displayed in your ringing room and brought to the attention of all ringers. Pages 37 & 38 of the Ecclesiastical Insurance H&S Guidance⁴ also has useful information.

Some ringers have queried whether guidelines are advisory or compulsory and the instructions are quite clear, guidelines must be followed unless there is cogent reason not.

Ringers have long done excellent work in attracting and teaching new ringers of all ages and backgrounds. Long may it continue.

With all best wishes,

Mary

1. <http://www.trurodiocese.org.uk/resource-collection/safeguarding/>
2. <http://tdgr.org.uk/documents/jobdesc%20tc.pdf>
3. <http://www.cccbr.org.uk/towerstewardship/notes/statement-of-cofe-requirements-for-safeguarding.pdf>
4. <http://www.ecclesiastical.com/churchmatters/images/pdf - church guidance notes - health and safety.pdf>

JOB DESCRIPTION FOR TOWER CAPTAINS

The following is believed to comply with the guidelines produced by the Truro Diocese upon whom there is a duty of care for safeguarding vulnerable adults and children.

The format used is that found in appendix G of the Diocesan Safeguarding Guidelines which may be found in their entirety on the Truro Diocesan website. (Scroll to the bottom of the home page and click on "All Users" then tick the Safeguarding box in the list on the left. Then select "Responsible Caring Safeguarding Guidelines" for the comprehensive pdf)

What follows is offered as a generic job description or by way of assistance to those required to compile their own. Tower captains may therefore use it (or not) or adapt it before seeking to agree it with their Priest in Charge and the PCC together with the parish safeguarding officer. Where the position of Priest in Charge is vacant, the Rural Dean holds that responsibility with the PCC. The "responsible persons" are therefore the Priest in Charge or Rural Dean where there is no Priest in Charge and the PCC together with the parish safeguarding officer.

Introduction

A band of ringers shall from time to time nominate a member of the band as tower captain. They will do so in accordance with their constitution be that written or clearly defined by custom and practice. For example, where there is an annual meeting of the ringers it will be apparent from the minutes how such nominations are secured. In other instances the nomination will be secured by the band of ringers in conjunction with the Responsible persons.

Once secured, the nomination shall be provided to the responsible persons.

The nominee is required by the Diocese to: -

- (a) complete an application form
- (b) provide 2 referees one of whom should be an employer or from a previous parish;
- (c) meet by way of interview with the responsible persons;
- (d) if the nomination is accepted by those in (b) above the nominee is required to sign a declaration as a prelude to checks being made through the Disclosure and Barring Service (DBS);
- (e) the nominee can expect to be appointed as tower captain after the receipt of acceptable references and DBS clearance;
- (f) attend a safeguarding foundation course as soon after appointment as may be arranged (see Diocesan web site for course dates and on line booking).

Name of Worker **Tower Captain, St. ———, ———**

Name of Group **The Bell Ringers** **Age Group 8 - 100***

Persons to whom Responsible **The Priest in Charge, (or the Rural Dean where there is a vacancy for Priest) and the PCC together with the parish safeguarding officer (the responsible persons)**

When and where Meets *practice nights, service ringing with times, weddings*

WORK TO BE UNDERTAKEN AND MAIN RESPONSIBILITIES

1. To organise and take charge of ringing for services, weddings, practice night and for other occasions as requested by the responsible persons.
2. To promote ringing within the parish through recruitment initiatives, the teaching of learners of all ages and the supervision of their development, this being a regulated activity.
3. To ensure the safety of all those who ring at the church by having a tower health and safety policy/risk assessment;
4. To ensure that that policy/risk assessment is known to and available to all the bell ringers and is displayed in the tower.
5. To ensure that policy/risk assessment is reviewed at least annually and otherwise in accordance with the frequency set out therein.
6. To ensure that any incident which falls under that policy/risk assessment is reported and noted in accordance therewith.
7. To ensure that the Diocesan Safeguarding Guidelines are brought to the attention of the ringers, that the CCCBR guidelines are displayed in the tower and that those who teach and/or supervise minors or vulnerable adults only do so after the parish safeguarding officer has confirmed their role.
8. To liaise with the parish safeguarding officer so that that person is aware of those ringers who fall within the safeguarding remit;
9. To arrange for the bell installation to be maintained and checked liaising with the responsible persons in respect of repairs or maintenance.
10. To arrange an AGM (*set out month*) each year inviting the Priest in Charge to chair that meeting.
11. To liaise with the responsible persons in order to keep them appraised of ringing activities.
12. To request a meeting between the ringers and the PCC at their earliest convenience or to attend an invitation to such a meeting where, for whatever reason it appears that differences incapable of informal resolution have arisen between any of the

responsible persons and any of the ringers. The purpose of such meeting(s) shall be to resolve differences amicably.

TO BE COMPLETED BY THE WORKER

I understand the nature of the work I am agreeing to do with children/vulnerable adults. I have read the Diocesan Policy on Safeguarding and I understand that it is my duty to safeguard the well-being of all people with whom I come in contact. I know what action to take if abuse is disclosed or discovered.

Signed

Date

TO BE COMPLETED BY THE PARISH PRIEST

In asking you to complete this form we welcome you wholeheartedly to this work and hope you will find it rewarding. We agree to provide the Support and Supervision outlined in the Diocesan Policy.

Signed

Date

*Ecclesiastical Insurance - under 80 for personal accident, no upper limit for public liability. please check your policy.