Llandaff & Monmouth DACBR

Safeguarding Coordinator – Role Description

Purpose of Post

- To promote safeguarding best practice to Association members
- To encourage organisers of Association activities to comply with CinW Safeguarding Policies, Practices and Procedures
- To signpost members to appropriate resources should they need further information or to report a concern
- To act as a point of contact between the Association and the Church in Wales Safeguarding Team

Requirements of the role

The SC should be familiar with the Association's Safeguarding Policy, CCCBR Safeguarding Guidelines and the safeguarding policies and procedures of the Church In Wales

The SC must hold a valid DBS certificate in accordance with CinW DBS_Guidance_2024.pdf

The SC must complete Module A: Safeguarding Awareness Course and Module B: Understanding safeguarding in the Church

Recruitment and Reporting

The role will be advertised and members of the Association with suitable experience and interest invited to apply.

The Association Chair and General Secretary will meet the interested people to assess their suitability and make a recommendation to the AMC for approval.

The appointment of the SC will be ratified at the Association AGM

The SC must not remain in post for more than six years without a break of at least one year.

The SC will provide a brief written report to the Association General Secretary before each AMC meeting, and a summary report for the Association's Annual Report and AGM

The SC is welcome to attend AMC meetings, but is not required to attend unless there are safeguarding concerns to be addressed.

Responsibilities

Maintain a record of Association / Branch Officers and Practice Organisers, whether they have a DBS Certificate which is acceptable to CinW for the role and have completed Module A.

Review the Association Safeguarding policy and website content relating to safeguarding annually against the CinW safeguarding policies and procedures and make recommendations for any changes.

With the AMC, review the Association Risk Assessment for practices annually and make recommendations for any changes.

Promote safeguarding best practice by providing material for the branch newsletters quarterly. This could be in the form of a reminder of where to find information, news on forthcoming training, answers to FAQs, or sharing content from the CCCBR or CinW.

Periodically, make contact with the Provincial Safeguarding Officers and Engagement Officers for the Dioceses of Llandaff and Monmouth to understand any concerns they may have in relation to bellringing, feed back to them any concerns bellringers may have expressed about the management of safeguarding and safeguarding training, and collaborate with them to improve the awareness and practice of safeguarding among Association members

Limitations

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