*Parish Role: Tower Captain / Bell Ringing Leader*

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant Diocesan Safeguarding Adviser (ADSA).

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

* Treat individuals with respect
* Recognise and respect their abilities and potential for development
* Working in ways that meet and develop the personal, spiritual, social and pastoral needs
* Promote their rights to make their own decisions and choices, unless it is unsafe
* Ensure their welfare and safety
* The promotion of social justice, social responsibility and respect for others
* Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

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| **Role** | Tower Captain / Bell Ringing Leader |
| **Responsible to** | Incumbent |
| **Key Responsibilities of the Role (tasks to be undertaken)** |
| Add or remove receptibilities as necessary

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| As a volunteer: |
| * To provide a safe environment for the teaching and management of bell ringing for children
* To ensure that health and safety requirements for the activity are strictly observed due to the physical nature of bell ringing and in accordance with Safety Statement to the PCC.
* To supervise any adults who are assisting with the training and activity of children in the tower
* To ensure that safeguarding policies of the Parish are adhered to and that guidelines issued by the Central Council of Church Bell Ringers via the Dioceses are followed
* To create a welcoming and sympathetic environment for the activities of children
* To liaise with parents or guardians of children regarding expectations of the activity
* To ensure that there are no medical or physical limitations of any child which could represent a risk
* To act as the first contact for any concerns whether voiced by children or parent/guardian
* To work in accordance with the Diocesan Safeguarding Policy and to report any areas of concern
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| **Person specification** |
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| * To have practical experience in the teaching and management of bell ringing
* To have experience of working with children and young people
* To understand the needs of children in a predominantly adult environment
* To be willing to develop skills and to engage with training as appropriate
* To keep up to date with matters relating to this role
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| **Any arrangements for induction, training & support** |
| For example:

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| * Safeguarding training every three years
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| * Meet with co-workers when required
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| **Any practical arrangements relevant to the role** *(e.g. process for paying expenses, times role should be carried out, provision of equipment)*  |

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| CONSIDER FREQUENCY OF WORKING, SECURITY, PERSONAL SAFETY, HANDLING MONEY

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| **Role to be reviewed** *(insert date)* |

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| **The role is eligible for a criminal record (DBS) check which is renewable every three years** *(insert yes / no)* | Yes |
| **Level of criminal record (DBS) check which is required for this role****Safeguarding Training Level**  |  Please use the APCS eligibility tool to check if enhanced DBS neededBasic and Foundation |
| **Date DBS completed (not to start role until check complete)** | Insert date |