

# Cambridgeshire Caledonian Pipe Band Safeguarding Children and Adults at Risk Child Protection Officer (CPO)

Child Protection Officer (CPO)

Martin Snead

DBS Enhanced Cert No: 001715668936 (5/11/20)

Child Safeguarding Level 3 (10/01/2025)

Contact details:

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## 1. Key duties of CCPB CPO

- I(i) Work with other members of the Band to ensure that children enjoy a welcoming, safe, friendly and helpful environment.
- I(ii) Ensure the Band has a CP Policy that is available on a website, available on request and understands the principles in the policy.
- I(iii) Ensure the CPO name and contact details are visible in the Band Room, on the club website and that they are visible and approachable at the Band (within reasonable parameters).
- I(iv) The CPO must be a Member of the Disclosure and Barring Service Scheme.
- I(v) The CPO is responsible for keeping a record of the DBS Memberships within the Band and should keep a record of all DBS numbers.
- I(vi) The CPO should act as point of contact for dealing with concerns, ensuring onward communication with the relevant services as appropriate (Police, Social Work, Childline, ChildrensIst etc), ensuring that:

Any referral made by telephone is confirmed in writing and any documentation relating to concerns is passed to the relevant authority.



The safekeeping of any case material in accordance with the CCPBs Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information.

They act as a source of advice and assistance on safeguarding matters within the band.

I(vii) The CPO will be responsible for monitoring the implementation of the CCPB Safeguarding Policy comprising the following documents:

The CCPB Policy on Safeguarding Vulnerable Groups

The CCPB Code of Conduct for band members

The CCPB Policy on Safeguarding Vulnerable Groups: Advice for Children

The CCPB Policy on Safeguarding Vulnerable Groups: Advice for Adults

CCPB 19/01/2026