



North Canberra Baptist

Safe Church Team Role Description

Adopted by the Administration Team on 16 April 2020

A person appointed as a Safe Church Team Member should be a mature Christian who has been recruited according to the Procedure for Staff and Volunteers, have a current WWVP clearance and have attended a Creating Safe Spaces workshop in the last 3 years. Close and direct liaison with the Senior Pastor/Senior leader and an ability to maintain confidentiality is essential.

The responsibilities of the Safe Church Team include:

- to provide oversight of the church's Safe Church program, including *Safe Church Policy* and procedures.
- to provide oversight of the management of Safe Church/Child Protection concerns/reports.

Specific Roles:

1. Oversight of Safe Church Policy and Procedures

- Preparing Safe Church Policy and Procedures for the church in line with legal responsibilities and Baptist Churches of NSW & ACT recommendations
- Implementing *Safe Church Policy* and procedures
- Promoting awareness of and adherence to *Safe Church Policy* and procedures (including ensuring that staff and volunteers have completed National Police Checks, WWVP clearances and Creating Safe Spaces training, where relevant)
- Maintaining records related to *Safe Church Policy* and procedures
- Preparing regular reports for church leadership meetings
- Reviewing *Safe Church Policy* and procedures annually or more often if required due to changing legislation
- Receiving feedback from church leaders, children, families and communities regarding *Safe Church Policy* and procedures
- Overseeing the completion of the 'Safe Church Health Check' every 3 years

2. Management of Safe Church/Child Protection Concerns and Incidents

- Receiving reports of child protection concerns from church staff, volunteers, ministry leaders and/or church members
- Providing support in following the procedure for responding to child protection concerns and incidents
- Contacting the Baptist Churches of NSW & ACT Ministry Standards Manager to discuss action plan/appropriate action
- Making any reporting calls (to Police, Government agencies) as required
- Ensuring reporting in line with relevant Reportable Conduct Legislation
- Ensuring child protection concerns and subsequent responses have been appropriately documented

- Ensuring adequate follow-up and pastoral care of all persons involved in a child protection concern/incident
- Assisting with legal, procedural and risk management issues related to a child protection concern/incident
- Keeping records, filing complaints and reports of investigations in a secure file, in accordance with the record-keeping procedure