[Insert Church Logo]

# Safe Church Team Role Description

**Adopted by [governance body] on [date]**

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 WWCC / 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, WWCC/WWVP clearances and Creating Safe Spaces training)
* Maintaining records related to *Safe Church Policy* and procedures
* Preparing regular reports for Deacons /Elders/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