[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 4 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 the 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 the *Safe Church Policy* and procedures, including:
  + Promoting awareness of and adherence to the *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 authorities) 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.