

[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 43 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/Cechurch 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/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.-