

# Safe Church Team Role Description

Adopted by NCBC Safe Church Team on 17 January 2024

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 concerns and reports regarding Safe Church, including Child Protection.

## 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 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 and 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.