



## Safe Church Team Role Description

**Adopted and approved by the members of East Hills Baptist Church on 15/3/2020.**

To be reviewed in 12 months.

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 East Hills Baptist Church 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/ East Hills Baptist Church leadership meetings
  - Reviewing *Safe Church Policy* and procedures annually or more often if required due to changing legislation
  - Receiving feedback from East Hills Baptist 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 East Hills Baptist 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