



# Boambee Community Baptist Church

## Safe Church Team Role Descriptions

Adopted by the Church Leadership Team on 30/05/2023

Persons appointed as Safe Church Team (SCT) Members should be mature Christians who have 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. This is a highly responsible role and therefore the ability to maintain confidentiality is essential.

### The responsibility of the Church Leadership Team

- To ensure the appointment of a Safe Churches Team Coordinator and also the establishment, and recruitment of a Safe Churches Team.
- To ensure that the Church and participants in church ministries are fully aware of the presence, and identity of the members of the SCT.

### The responsibilities of the Safe Church Team Co-Ordinator:

- 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.
- To be the chairperson of the Safe Churches Team

### Role of the Safe Church Team Co-Ordinator:

Oversight of Safe Church Policy and Procedures by;

- 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 Church Leadership Team 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
- Contacting the Baptist Churches of NSW & ACT Ministry Standards Manager to discuss action plan/appropriate action.
- Ensuring child protection concerns and subsequent responses have been appropriately documented.
- Making any reporting calls (to Police, Government agencies) as required
- Ensuring reporting in line with relevant Reportable Conduct Legislation
- Keeping records, filing complaints and reports of investigations in a secure file, in accordance with the record-keeping procedure

## Role of a Safe Church Team Member:

- To be present at various Church ministry events, so as to ensure that there is a SCT member always available for participants in those ministries.
- Assisting the SCT coordinator in the 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.
- Making any reporting calls (to Police, Government agencies) as required
- Ensuring child protection concerns and subsequent responses have been appropriately documented.
- Helping to provide adequate follow-up and pastoral care of persons involved in a child protection concern/incident.
- Where needed assisting with legal, procedural and risk management issues related to a child protection concern/incident.