



## Safe Church Team Role Description

### 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. Communication

- Communicate clearly and regularly through discussion, posters and on Foothills Church Website the role of the Safe Church Team and contact details. Also ensure communication of who is on the Leadership Team and Health and Safety Team and contact details.

#### 2. Oversight of Safe Church Policy and Procedures

- Preparing *Safe Church Policy* and Procedures for the church in line with legal responsibilities and recommendations of Leadership Team
- 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 clearances and Safe Church training)
- Maintaining records related to *Safe Church Policy* and procedures
- Regular formal reporting to Leadership Team to be minuted bi-monthly or immediately when concern, allegation or incident is known
- 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

#### 3. 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 our external advisor Tim Dyer from The Johnmark Extension initially by SMS on 0407522795 or email [tim@johnmark.net.au](mailto:tim@johnmark.net.au) 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