

KURRI KURRI BAPTIST CHURCH

Safe Church Team Role Description

Document 11	
Replace existing document?	Yes
Version:	Version 4.3 (Addition of post-incident debriefing within the Church, and a church funded single visit to an external counsellor - as per Deacon's meeting 11/5/2026)
Model Document Credit:	Model Safe Church Team Role Description © Baptist Churches of NSW & ACT 2023
Details of superseded documents:	<ul style="list-style-type: none">• (Version 4.2) Safe Church Team Role Description. (Addition of Category 2a volunteer added to prerequisites). Adopted by Governance Body on 9/4/2025.• (Version 4.1) Safe Church Team Role Description (As per new model document, with additional responsibilities, and a change to the term). Adopted by Governance Body on 17/3/2025.• (Version 4.0) Safe Church Team Role Description. Adopted by Governance Body on 27/6/2024. Credit - Model Safe Church Team Role Description. © Baptist Churches of NSW & ACT 2023• (Version 3.1) Safe Church Team Role Description (Minor additions). Adopted by Governance Body on 20/11/2022.• (Version 3.0) Safe Church Team Role Description. Adopted by Governance Body on 20/9/2022. Credit - Model Safe Church Team Role Description. © Baptist Churches of NSW & ACT 2020• (Version 2.0) Member of Safe Church Team Confirmed by Transition Team (as per report October 2020)• (Version 1.0) Safe Church Team Role Description 2019. Adopted by Safe Church Concerns Team on 11/12/2019
Adopted by governance body on:	11/5/2026
Last date reviewed:	11/5/2026
Review due date (annual review):	11/5/2027

Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

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 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/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, 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.
- In the event of a report having been received and acted upon, the Safe Church Team member/s involved should be afforded the opportunity (and encouraged) to undertake post-incident debriefing with the entire Safe Church Team and Senior Pastor. For the Safe Church Team member leading the incident, at the resolution of the incident, KKBC will fund **one single visit** to an external, qualified counsellor (of that individual's choice), as a vital part of self-care, the funding of which to be approved by the Diaconate.
- 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.

3. Additional responsibilities

- As per Safe Church Policy (5.3 b) at least annually review the part of the risk assessments relating to risks to children and vulnerable adults and give appropriate feedback to each ministry area
- At least annually ensure a current copy of the Safe Church Register is filed
- Along with the Church Secretary, hold a key for the "Suggestions and Feedback Box", regularly checking for communication and responding/acting accordingly.

Prerequisites and/or skills required

- Church member, and/or agree with the "Responsibilities of Membership" listed in the Constitution (5.c.)
- Compliance with the Procedure for Staff and Volunteers (Category 2 a - Volunteers in leadership roles, engaged in child-related work and/or engaged in work with vulnerable adults)
- Be a mature Christian, with the ability to maintain confidentiality
- Have a current WWCC clearance
- Have attended a Creating Safe Spaces workshop in the last 4 years

Supported by

- Church Leadership, and Church

Term

- Nominated by a regular Church attendee (Member or Non-Member), and affirmed at the Annual Church Meeting
- One year term, with eligibility for re-nomination for subsequent terms

Reporting to

- Maintain close and direct liaison with the Pastor
- External agencies, as per Responsibilities

Reporting method and frequency

- By means of regular reporting to the Diaconate, and contributing a written report for the Church Annual Report