



The Uniting Church in Australia
Synod of South Australia

Safe Church Contact Person (Congregational)

This position is appointed by the Church Council to assist the congregation to meet compliance requirements.

Role Description

The Safe Church Contact Person:

- Assists leaders and volunteers working with children, young people and other vulnerable people in congregational activities in dealing with Child Protection or other concerns that arise during the course of these activities.
- Promotes awareness of and adherence to the Uniting Church SA's Safe Church Policy, Code of Conduct and other policies as required
- Brings Safe Church matters to the attention of the Church Council and the Presbytery / Synod as necessary and in a timely manner

Administration

The Safe Church Contact Person:

- Ensures a Uniting Church SA Screening and Authority (National Criminal History – Police Check) is completed (using the suggested template) and approval data recorded for each person working in a role of responsibility.
- Ensures a Policy/Code of Conduct sign-off sheet is completed by all those in a leadership or pastoral role.
- Keeps a register of all volunteers involved in children's and youth ministry and securely files all paperwork associated with Safe Church requirements
- Assist the Church Council to comply with the requirements of the Safe Church Policy.

Training

The Safe Church Contact Person:

- Liaises with children's and youth leaders and all those in leadership/pastoral roles to arrange for their attendance at "Called to Care" and Child Safe Environments – Reporting Child Abuse and Neglect (mandatory reporting) Training, initially a full day course and then at a refresher course every 3 years thereafter.
- Provides a list of people who have completed training in Child Safe Environments: Reporting Child Abuse and Neglect to the Called to Care Training & Development Officer to ensure compliance is registered with the Presbytery/Synod.

Reporting and Complaints

The Safe Church Contact Person is familiar with the appropriate processes for reporting matters of

- Child Protection
- Any suspected criminal activity
- Sexual Misconduct (including harassment)
- Bullying and harassment
to the Presbytery and Synod of South Australia

Keeping the Congregation Informed

The Safe Church Contact Person:

- Receives from the Presbytery/ Synod up to date information about child protection policies and legislation including, relevant State Legislation and Uniting Church Policies
- Provides (at least annually) a short report to Church Council detailing: the names of those who have completed Safe Church paperwork and training; any significant changes to legislation and UCA policies; and the location of all policies and paperwork connected with Safe Church