

**The Avenue Uniting Church, Blackburn:
Safe Church Contact Person
General Description of Role**

*(to be read in conjunction with Appendix A
Safe Church Contact Person: Specific Role Description)*

General

Assist 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.

Promote awareness of and adherence to the Congregation's Safe Church Policy and Code of Conduct.

Take Safe Church matters to the attention of the Church Council as necessary.

Paperwork

Ensure a Volunteer/student worker declaration is completed and filed for each person working with children and young people. Ensure a Policy/Code of Conduct sign-off sheet is completed by all those in a leadership or pastoral role.

Keep a register of all volunteers involved in children's and youth ministry and securely file all paperwork associated with Safe Church requirements.

Training

Liaise with children's and youth leaders and all those in leadership/pastoral roles to arrange for their attendance at Safe Church Awareness Training and attendance at a refresher course every 3 years.

Request The Avenue Uniting Church, Blackburn's Presbytery representatives to identify training opportunities that may be available through other congregations.

Provide list of people completing training to Synod Safe Church Coordinator to ensure attendance is registered on data base.

Reporting and Complaints

If someone makes or considers making a report about a Child Protection concern or one that relates to possible abuse of a vulnerable person that arises in the course of the Congregation's activities:

- Support that person in making the report and/or thinking through the issue
- Put in place any actions to address any associated risks, and decide, on a need to know basis, who will be informed of the concern.

In the event of a complaint or concern regarding the behaviour of someone connected with the Congregation:

- Contact the Associate General Secretary in the Synod Secretariat who will advise on appropriate action in accordance with UCA guidelines.
- Inform the Minister or Senior Leader (ie. Church Council Chairperson)
- If criminal activity is suspected, ensure the police have been contacted
- File complaints and reports of investigations in a secure central file.
- Liaise with Synod Safe Church Educator as necessary.

Keeping the Congregation informed

Receive from the Synod up to date information about child protection policy and legislation including:

- ❖ Relevant jurisdictional legalisations
- ❖ VICTAS Creating a Safe Environment for Children and Vulnerable Adults (CSECVA) policies and brochures:
 - CSECVA in our Church
 - CSECVA Code of Conduct for the Prevention of Children Abuse
 - CSECVA Safe Leaders Guide
 - Synod Communications Policy
 - Anti-Bullying and Harassment Policy
 - Policy for dealing with a complaint of sexual misconduct made against a Member or Adherent
 - Guidelines for dealing with a complaint of sexual misconduct made against a Lay Staff Person or Volunteer of the Uniting Church in Australia

Approved by Church Council at its meeting on