

Appendix A

The Avenue Uniting Church, Blackburn: Safe church contact Person Specific Role Description

*(to be read in conjunction with The Avenue Uniting Church, Blackburn:
Safe Church Contact Person / General Description of Role)*

The responsibilities and role, as described in the 'Safe Church Contact Person: General Description of Role', will be fulfilled by a combination of the ministry team, office staff and an appointed Safe Church Contact Person. Responsibilities of the appointed Safe Church Contact Person are outlined below, with all other responsibilities to be fulfilled by the ministry team and office staff.

The Safe Church Contact Person will:

- be responsible for the duties detailed in the section "Reporting and Complaints" as outlined below
- be generally familiar with other aspects of the role and requirements under the current UCA policy as outlined in Appendix I
- work in coordination with those fulfilling other aspects of Church Safe policy
- promote a positive attitude within the Congregation to Safe Church Policy and the Code of Conduct, and be supportive of those fulfilling other aspects of role, including adherence to the Policy and Code of Conduct
- recognise own limits of knowledge and expertise and seek advice or make appropriate referrals where needed

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 (i.e. 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

Name of entity:	The Avenue Uniting Church, Blackburn
Name of Safe Church Contact Person	Annabel Evans
Adopted/approved by:	Church Council
Signature
Name
Position	Date