



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

Safe Church Contact Person Role Description

Purpose of the Safe Church Contact Person role

The Safe Church Contact Person is the primary point of contact in the congregation for anyone concerned about issues relating to the safety of children or others who are vulnerable. The Safe Church Contact person will assist the congregation to be a safe place for all by building awareness around what is required to be a safe church.

Characteristics of the role

The Safe Church Contact Person should be someone who:

- Is approachable and available – particularly for children and young people.
- Is someone with whom children and adults can raise concerns.
- Has completed Child Safe Training.
- Has a current valid Working with Children Check (Victoria & NSW)/Registration to Work with Vulnerable People (Tasmania).
- Has some awareness/empathy with the context of abuse.
- Will follow appropriate reporting procedures.
- Is in a position to advise the Church Council on child safe matters.
- Will communicate with the Synod Culture of Safety Unit as required, especially when there is a concern.

General duties of the role

- Have contact with and be available to children, young people, their families and others who may raise concerns about safety.
- Promote awareness of and adherence to the Synod's Child Safe Policy,

Statement of Commitment, Codes of Conduct and related procedures and practices.

- When a concern is raised, ensure that the processes for responding to and reporting disclosures of abuse are followed.
- Provide guidance and advice on Safe Church matters to Church Council as necessary.
- Provide/seek support (pastoral, referral to counselling, etc) for any person affected when a concern is raised.

The Safe Church Contact Person should be appointed by the Church Council using appropriate screening processes – for further guidance on screening, refer to the [Child Safe Policy Implementation Guide](#).

Statement of Commitment

- All who are involved in any of the Uniting Church's activities, services, events or programs have a right to feel and be safe. The Church is committed to providing safe environments where children and adults are cared for, respected, nurtured and sustained.
- We will do all in our power to safeguard children and adults from all forms of abuse. Abuse thrives on secrecy. To prevent abuse across the Church, we are committed to developing and maintaining an open and aware culture and to providing the appropriate leadership and governance to support this culture.
- The Church commits itself to the creation and maintenance of a child safe culture to ensure the care, protection and safety of all children engaging with the Church in any of its entities.
- The Church clearly affirms its commitment to upholding the law. This includes reporting abuse to the appropriate authorities.