



# Sample Role descriptions

C/2.1.2.1

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## Purpose

These role descriptions are a general outline of the expectations of people who assist, lead and coordinate activities, including children's activities and ministry within congregations. Specific duties may vary depending on local needs, availability of leaders and individual ability.

## Scope

This document may be utilised by all persons who are involved in assisting, leading and coordinating activities, including children's activities and ministry within congregations.

## All roles

1. **All roles must include the following points and be accompanied by a copy of the code of conduct (provided at the end of this document)**
  - 1.1. Uphold the aims and ethos of the Uniting Church in Australia (the Church) and abide by the Safe Ministry with Children policy and processes.
  - 1.2. Demonstrate commitment to the safety and care of children and vulnerable adults.
  - 1.3. Participate willingly in the screening and appointment process.
  - 1.4. Abide by the code of conduct (provided at the end of this document) including the signing of the Statement of Personal Commitment annually.
  - 1.5. Maintain a current blue card as required by the Act and inform the church council of any changes to the detail or status of the blue card, for those roles which require a blue card.
  - 1.6. Complete Safe Ministry with Children training at least every two years, and additional training as appropriate.

## Specific roles

### 2. Coordinator

- 2.1. Assist the church council (as appointed and delegated by the church council) in the oversight of a range of activities or programs within the church. The role must include the abovementioned points for all roles and be accompanied by the code of conduct (provided at the end of this document).  
Duties may include:
  - 2.1.1. Screening and appointing leaders and helpers.
  - 2.1.2. Reviewing and approving plans for upcoming activities including with children or vulnerable adults.
  - 2.1.3. Keeping registers and records.
  - 2.1.4. Facilitating training opportunities.
  - 2.1.5. Providing support and guidance to team leaders and members.

### 3. Leader

- 3.1. Under the appointment of the church council, oversee the conduct of specific activities or programs within the congregation's children's ministry. The role must include the abovementioned points for

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all roles and be accompanied by the code of conduct (provided at the end of this document). Duties primarily include:

- 3.1.1. Completing risk assessments and submitting activity/program plans for approval by the coordinator or church council delegate (as per local delegations from church council).
- 3.1.2. Providing information, support and guidance to team members, so that they can work within the approved plans, and conduct safe activities.
- 3.1.3. Monitoring programs or activities to ensure the safety of participants and leaders.
- 3.1.4. Ensuring that approved processes are followed and prioritising the safety of children in response to incidents, critical incidents, disclosures of abuse or harm.

### 4. Helper

4.1. Under the appointment of the church council, assist with the conduct of specific activities/programs including activities with children and vulnerable adults within the church. The role must include the abovementioned points for all roles and be accompanied by the code of conduct (provided at the end of this document below). Duties primarily include:

- 4.1.1. Assisting with the process of planning, risk assessment and information sharing, as required.
- 4.1.2. Being aware of what is planned for the activity or program and what is expected of helpers.
- 4.1.3. Working within what was agreed in the approved activity or program plan and following instruction from the team leader.
- 4.1.4. Providing support to other team members.
- 4.1.5. Being aware of what is happening during the program or activity to ensure the safety of participants and leaders.
- 4.1.6. Prioritising the safety of children in the event of incidents, critical incidents, disclosures of abuse or harm, and following approved reporting processes.
- 4.1.7. Maintaining a valid blue card for any roles which require a blue card

### 5. Junior helper

5.1. Under the appointment of the church council, assist adult leaders to conduct specific activities or programs with children. The role must include the abovementioned points for all roles and be accompanied by the code of conduct (provided at the end of this document).

5.2. As a general rule, junior helpers **will not be** permitted nor expected to take responsibility for the supervision of children—either on their own or with other junior helpers or leaders.

5.3. Any changes to this directive **must** be in the form of a risk assessment, which clearly outlines the junior leader's age and level of maturity, the agreed tasks, and the supports and mitigating factors in place to support the junior leader in providing supervision at an adequate standard. This risk assessment **must also** include details about the other participants, including the ages of the children being supervised, the length of the supervision, the type of activity, and whether there are additional needs identified for any of the other participants.

5.4. Junior helpers or leaders duties primarily include:

- 5.4.1. Knowing what tasks they have been asked to do.
- 5.4.2. Preparing and being capable for what is planned.
- 5.4.3. Letting the team leader know if they are not able to do what has been asked of them.
- 5.4.4. Reporting to the team leader if they notice that something is not right.

### 6. Designated driver

6.1. Under the appointment of the church council, provide transport during specific activities or programs. The role must include the abovementioned points for all roles and be accompanied by the code of conduct (provided at the end of this document). Drivers must:

- 6.1.1. Hold a current and appropriate open driver's license for the type of vehicle they are driving.



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- 6.1.2. Remain sober and refrain from consumption of harmful or illicit drugs, alcohol and cigarettes, ensuring that transport activities are drug, alcohol and cigarette free.
- 6.1.3. Use a registered insured and roadworthy vehicle.
- 6.1.4. Ensure all people in the vehicle are correctly restrained.
- 6.1.5. Never be alone in a vehicle with a child or children.
- 6.1.6. Provide relevant information by completing the [Driver Information Form](#). For information about child restraints, see: [tmr.qld.gov.au/Safety/Driver-guide/Child-restraints/Child-restraint-laws.aspx](http://tmr.qld.gov.au/Safety/Driver-guide/Child-restraints/Child-restraint-laws.aspx)

6.2. **Transporting children:** All of the above apply, with the addition that the driver **must:**

- 6.2.1. Also hold a valid blue card; and
- 6.2.2. Observe the required ration of leaders to children; and
- 6.2.3. Never be alone in a vehicle with a child or children.

### 7. First Aid Officer

- 7.1. Hold as a minimum, a current Senior First Aid Certificate. The role must include the abovementioned points for all roles and be accompanied by the code of conduct (provided at the end of this document). Duties primarily include:
  - 7.1.1. Be available to perform first aid activities for children as well as adults.
  - 7.1.2. Document all first aid treatment on an Incident Report Form.
  - 7.1.3. Keep emergency contact numbers and the Poisons Information Hotline number (131 126) with the first aid kit.
  - 7.1.4. Maintain a fully stocked and current first aid kit which is readily available for all activities.

## Code of conduct

### Physical boundaries:

I will be mindful of the imbalance of power that exists in relationships with vulnerable people, including adult-child relationships. I will build appropriate, transparent and accountable relationships with those who are vulnerable, including children and their families, and only use appropriate physical contact which is responsive to the person or child's needs, initiated by the person or child, in full view and non-sexual.

I will refrain from the use of physical restraint unless in circumstances where there is a clear risk of danger or physical harm and it is deemed reasonable and necessary in order to prevent an accident or injury, or to stop a fight or bullying behaviour. I will record and report all instances of physical restraint.

I will play my part to ensure a minimum of two leaders is present in all child-related activities and that the leadership ratio is achieved for all activities with children—a ratio of one worker for every six children in an activity for participants aged five years and over and one worker for every four children aged below five years. Regarding transportation for children: a minimum of two adult helpers or leaders present with children during any transporting.

### Emotional boundaries:

I will respect the rights, dignity and worth of every person, regardless of the person's abilities, gender, religion or cultural background, without favouritism or prejudice.

I will conduct myself in a way that sets a positive example, ensuring that my attitude and language affirms dignity and self-worth.

I will avoid activities that may cause embarrassment, show disrespect or cause isolation.

### Behavioural boundaries:

I will abide by the Synod's Social Media Policy and Code of Conduct.

I will work under the leadership of others (as appointed), be accountable to leaders within the church, and work as part of a team to fulfil my role and the tasks given to me.

I will engage in respectful, transparent and accountable ways in all communication, ensuring others are not subject to inappropriate images/material (including pornographic material) or invasive use of any type of

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technology, and direct all correspondence (especially electronic or social media) to parents—rather than directly with the child or children e.g. text messages, emails, Facebook, Snapchat or other.

I will refrain from consumption of harmful or illicit drugs, alcohol and cigarettes when working with children.

I will not take, store or use images of any child or young person unless within the dictates of the written permission of the parent or care provider of the child, and never do so for personal use.

I will maintain group behaviour by positive strategies such as restating behavioural expectations and consequences, use of diversion techniques, maintaining a safe distance and retaining line of sight, supervised time-out, and providing opportunities to discuss issues and problems.

I will show others what healthy relationships look like by modelling them.

I will avoid behaviours that could be experienced as bullying, emotional abuse, harassment, physical abuse, spiritual abuse, sexual abuse or any kind of sexual misconduct.

I will be aware of and careful not to abuse any social or professional power that comes with any personal attribute, or role or position held in the church, professionally or in the community.

### **Spiritual boundaries:**

I will be mindful of the spiritual development of children and other vulnerable people, and interact in a manner which is appropriate to their stage of development.

I will act to enhance a positive relationship with God as a God of grace, love, acceptance, trust and forgiveness; avoiding language and actions which create fear, ongoing guilt, and self-loathing or self-blame.

When involved in a teaching role (e.g. Sunday School) I will adhere to the use of teaching materials which have been approved by the church council and remain within the theology of the church.

## **Revisions**

Document number		C/2.1.2.1_v2			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	DD.10.2020	Risk and Compliance Manager	02.10.2020	ED Strategic Resources and Assurance	Safe Church, Support and Assurance Officer
Next scheduled review		02.10.2025			