



# Sample Role descriptions

C/2.1.2.1

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## Purpose

Outlines the expectations and obligations of all people seeking to work or volunteer in roles across all activities and programs, including roles with children or vulnerable people. This document is a guide to assist with the implementation of [Safe Ministry with Children: Providing Safe Ministry Policy](#) (SMC Policy).

## Scope

Applies to all persons, appointed as lay workers and volunteers in congregations, faith communities, and presbyteries of the Uniting Church in Australia, Queensland Synod. The information in this document complements the [Overseeing Safe Ministry procedure](#) and the [Selecting Leaders and Helpers](#) procedure.

## Mandatory Reporting

The [Mandatory Reporting Process for Lay Workers Lay Preachers and Volunteers](#), outlines the steps to take to ensure that you are fulfilling your duty of care, by reporting incidents of suspected abuse or neglect. A copy of this document is available on the synod [website](#).

## Definitions

### 1. Child-related role

A person is considered to be 'working or volunteering with children' under state legislation if that person undertakes a volunteer activity as defined below:

- 1.1. The volunteer or lay worker is aged 18 years or over.
- 1.2. All First Aid Officers are required to hold a valid linked blue card or exemption card, in case emergency first aid treatment is required for anyone under 18 years of age.
- 1.3. Child-related activities are those activities or programs which are provided only or mainly to children.
  - 1.3.1. Note that worship services and other activities aimed at only or mainly adults or families, are not child-related activities, with the exception of some tasks that meet the threshold of a 'religious representative' defined in *Section 5*.
- 1.4. If your role is not a child-related role, but you start supervising a volunteer under the age of 18. For example:
  - 1.4.1. You coordinate the property maintenance. You do not usually need a blue card in this role, as this is not a child-related activity.
  - 1.4.2. However, this year you have a volunteer aged 16 that has commenced volunteering, and whom you oversee.
  - 1.4.3. You are now undertaking a child-related role, as you are directly supervising this volunteer's work, and the volunteer is under 18.

### 2. Volunteer

A person is considered to be a volunteer, for child-related activities, if that person is aged over 18 years, and undertakes a volunteer activity on a regular basis, such that:

- 2.1. The person undertakes a volunteer task, on more than 7 calendar days per year; or
- 2.2. The person is scheduled to undertake a volunteer activity or task on a regular basis, ie is part of a roster for that volunteer task or activity

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## Mandatory requirements of all roles

3. All roles must identify whether they are a child-related role, must include the following points and be accompanied by a copy of the code of conduct (provided at the end of this document)
  - 3.1. Uphold the aims and ethos of the Uniting Church in Australia (the Church) and abide by the [SMC Policy](#) and processes.
  - 3.2. Comply with the [Safe Church Training procedure](#), completing all required training for your role, within the set timeframes.
  - 3.3. Demonstrate commitment to the safety and care of all people, including children and anyone vulnerable.
  - 3.4. Participate willingly in the screening and appointment process.
  - 3.5. Abide by the code of conduct (provided at the end of this document) including the signing of the [Statement of Personal Commitment](#) annually.
  - 3.6. Fulfill your duty of care by always following the [Mandatory Reporting Process for Lay Workers Lay Preachers and Volunteers](#) and reporting incidents of suspected abuse or neglect.
  - 3.7. Maintain a valid linked 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, including all First Aid Officers. This role **is/ is not** a child-related role and **requires / does not require** you to hold a valid linked blue card or exemption card.

## Example role descriptions

### 4. Coordinator

- 4.1. 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 mandatory requirements for all roles and be accompanied by the code of conduct (provided at the end of this document). Duties may include:
  - 4.1.1. [Screening](#) leaders and helpers for approval and appointment by the Church Council.
  - 4.1.2. Reviewing and approving [plans](#) for upcoming activities including activities with children or anyone vulnerable.
  - 4.1.3. Maintaining [registers](#) and records, including a [breach register](#).
  - 4.1.4. Facilitating training opportunities.
  - 4.1.5. Providing support and guidance to team leaders and volunteers, including completing a [New Starter Check-in](#) with all new volunteers and helpers, and completing an [Annual Well-Being Check-in](#) with all volunteers, leaders and helpers.

### 5. Leader

- 5.1. Under the appointment of the Church Council, oversee the running of specific activities or programs. The role must include the abovementioned mandatory requirements for all roles and be accompanied by the code of conduct (provided at the end of this document). Duties primarily include:
  - 5.1.1. Completing [risk assessments](#) and submitting activity/[program plans](#) for approval by the Coordinator or Church Council delegate (as per local delegations from the Church Council).
  - 5.1.2. Providing information, support and guidance to team members, so that they can work within the approved plans, and conduct safe activities.
  - 5.1.3. Monitoring programs or activities to ensure the safety of participants and leaders.



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- 5.1.4. Ensuring that approved [processes](#) are followed and prioritising the safety of children in response to [incidents](#), critical incidents, disclosures of abuse or harm.

### 6. Helper or volunteer

- 6.1. Under the appointment of the Church Council, assist with the running of specific activities/programs. The role must include the abovementioned mandatory requirements for all roles and be accompanied by the code of conduct (provided at the end of this document below). Duties primarily include:
  - 6.1.1. Assisting with the process of planning, risk assessment and information sharing, as required.
  - 6.1.2. Being aware of what is planned for the activity or program and what is expected of their role.
  - 6.1.3. Working within what was agreed in the approved activity or program plan and following instruction from the team leader.
  - 6.1.4. Providing support to other team members.
  - 6.1.5. Being aware of what is happening during the program or activity to ensure the safety of participants and leaders.
  - 6.1.6. Prioritising the safety of children in the event of incidents, critical incidents, disclosures of abuse or harm, and following approved reporting [processes](#).

### 7. Junior helper, leader or volunteer

A child or young person aged between 12 years and 18 years may undertake a volunteer activity as a junior volunteer after participating in a pre-appointment screening process suitable for their age, maturity, and ability. Junior volunteers are to sign a [Statement of Personal Commitment \(junior\)](#) annually.

- 7.1. Under the appointment of the Church Council, assist adult leaders to conduct specific activities or programs. The role must include numbers 3.1 to 3.5 of the mandatory requirements for all roles and be accompanied by the code of conduct (contained in the [Statement of Personal Commitment \(junior\)](#)).
- 7.2. 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.
- 7.3. 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.
- 7.4. Junior helpers or leaders duties primarily include:
  - 7.4.1. Knowing what tasks, they have been asked to do.
  - 7.4.2. Preparing and being capable for what is planned.
  - 7.4.3. Letting the team leader know if they are not able to do what has been asked of them.
  - 7.4.4. Reporting to the team leader if they notice that something is not right.

**Note** that Junior volunteers or junior leaders **are not** expected to follow the Mandatory Reporting Process for Lay Workers, Lay Preachers and Volunteers, and **are not** responsible for reporting suspected abuse, neglect or grooming, as they are children themselves.

### 8. Designated driver

- 8.1. Under the appointment of the Church Council, provide transport during specific activities or programs, as part of that activity or program. The role must include the abovementioned mandatory requirements for all roles and be accompanied by the code of conduct (provided at the end of this document). Drivers must:
  - 8.1.1. Hold a current and appropriate open driver's license for the type of vehicle they are driving.



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- 8.1.2. Remain sober and refrain from consumption of harmful or illicit drugs, alcohol and cigarettes, ensuring that transport activities are drug, alcohol and cigarette free.
- 8.1.3. Use a registered insured and roadworthy vehicle.
- 8.1.4. Ensure all people in the vehicle are correctly restrained.
- 8.1.5. Never be alone in a vehicle with a child or children.
- 8.1.6. 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)

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

- 8.2.1. Also hold a valid linked blue card; and
- 8.2.2. Observe the required ration of leaders to children; and
- 8.2.3. **Never** be alone in a vehicle with a child or children.

### 9. First Aid Officer

9.1. Hold as a minimum, a current Senior First Aid Certificate, and a valid linked blue card or exemption card. The role must include the abovementioned mandatory requirements for all roles and be accompanied by the code of conduct (provided at the end of this document). Duties primarily include:

- 9.1.1. Be available to perform first aid activities for children as well as adults.
- 9.1.2. Document all first aid treatment on an [Incident Report Form](#).
- 9.1.3. Keep emergency contact numbers and the Poisons Information Hotline number (131 126) with the first aid kit.
- 9.1.4. 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 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 or 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.



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### Revisions

Document number		C/2.1.2.1			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
3.0	06.09.2022	Strategic Risk Manager	06.09.2022	ED Strategic Resources and Assurance	Safe Church, Support and Assurance Officer
Next scheduled review		06.09.2027			