

C. MANAGING STAFF, CHURCH MEMBERS AND VOLUNTEERS

1. ROLE DEFINITION

Confusion over roles, responsibilities and accountability is the very framework within which child abuse can occur and be perpetuated. Therefore, the church must ensure that everyone who works with children and adults at risk has a clear understanding of their role, responsibilities and to whom they are accountable. Persons requested to be church officers will be presented with a copy of their proposed role description and access to the KCFS policy document. Their acceptance must involve signing an agreement form indicating that they have read and understood the policy and job role. A copy of the signed role with their DBS/PVG number on it is to be kept by the Disclosure Clerk. See Appendix 3: Sample Role Description. A full set of sample role descriptions will be made available to each Disclosure Clerk by the Conference Secretariat.

2. ACCOUNTABILITY

There is the need for good lines of accountability to keep children safe, thus the following measures are necessary.

- (a) Each Responsible Person must meet with their team of workers/committee on a regular basis (at least once a quarter) to:
 - (i) Review and plan the work for their particular activity area.
 - (ii) Provide an opportunity for team members to raise any concerns regarding any child or young person and highlight any observations. However, the reporting of any concerns should not be delayed until this meeting.
- (b) Keep minutes of each meeting. Where situations of suspected abuse are being discussed the minutes should be detailed with a clear decision regarding future action. Copies of the minutes must be shared with the local pastor who is then responsible for passing relevant information to the appropriate Conference departmental director or Mission sponsor.
- (c) Inform team members which person will take over responsibility when particular individuals are absent.
- (d) Every individual is to act to safeguard children and adults at risk by following the safeguarding and child protection procedures.