



Seventh-day  
Adventist Church



*South Pacific*

# Seventh-day Adventist Church Role Requirements Guidelines

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*On screening, training and role expectations.*

*For employees and volunteers appointed to routine roles in Local churches, Conferences, Unions and the South Pacific Division.*

*In the Australian Union Conference, the New Zealand Conferences in the New Zealand and Pacific Union Conference and South Pacific Division head office.*

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Change Log	<b>Version 2 – Draft for comment</b> Version 2.1 Version 2.2 Change role name “Head of Agency” to “Adsafes Compliance Officer” Changed role name “Adsafes Coordinator” to Adsafes Compliance Assistant”

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	<p><b>Version 3</b></p> <p>Change role name “Adsafe Compliance Officer” to “<b>Adsafe Responsible Officer</b>”</p> <p>Added Contents</p> <p>Added list of Tables</p> <p>Added section</p> <p>4. Preamble</p> <p>4.1 Governance</p> <p>4.2 Working with Children Check or Equivalent</p> <p>Revised Section</p> <p><b>8. Record keeping</b></p> <p>Revised Section</p> <p>10.1 Local Churches</p> <p>...</p> <p><b>Guideline Implementation Schedule – Local Church</b></p> <p>Added a Section to <b>10.2 Church Companies</b></p> <p>“Church Company Events”</p> <p>Revised Section</p> <p><b>Guideline Implementation Schedule – Church Company</b></p> <p><b>FV3.2</b></p> <p>Revised implementation schedule to more achievable targets</p> <p>Changed all forms of “AdSAFE” to “Adsafe”</p> <p>Changed all references to “Policy” to “Guideline”</p> <p><b>FV3.3</b></p> <p>Revised Implementation schedule</p> <p><b>FV3.4</b></p> <p>Revised Implementation schedule</p> <p>Inserted executive summary</p> <p>Included info on Reportable Conduct Schemes or Adsafes’ Investigable conduct</p> <p>Released August 2020</p> <p><b>FV3.4.1</b></p> <p>Resolved Ambiguous References to “Checklist A” and “Checklist B” as indicated:</p>

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	<p>page 5, 4a (Complete and return Checklist A) --&gt; <b>Form A:</b></p> <p>page 5, 4b (Draft Checklist B1.1) --&gt; <b>Schedule B1.1</b></p> <p>page 6, 4c (Draft Checklist B1.2) --&gt; <b>Schedule B1.2</b></p> <p>page 7, 6a (Complete and return Checklist A) --&gt; <b>Form A:</b></p> <p>page 8, 6b (Draft Checklist B2.1) --&gt; <b>Schedule B2.1</b></p> <p>page 8, 6c (Draft Checklist B2.2) --&gt; <b>Schedule B2.2</b></p> <p>These are similar and hence can be confused with the Nominating committee resources found at the bottom of the document after page 35 and before the appendices. These being:</p> <p>page 35+1, (Checklist A: Important things to consider...)</p> <p>Page 35+2, (Checklist B: Tasks to cover when seeking...)</p> <p>Page 35+3, (Checklist C: Sample questions for Referees...)</p> <p>Page 35+3, (Checklist D: Members new to the community...)</p> <p>Added reference to special considerations when appointing a Adsafe Responsible officer for a local church (11.1.1) to the Executive Summary, (1.6.4.b)</p> <p>now reads “appoint an Adsafe Responsible Officer after noting the special considerations found in 11.1.1 below (usually the appointed minister for the church) and...”</p> <p>Added reference to special considerations when appointing a Adsafe Responsible officer for a church entity (11.2.1) to the Executive Summary, (1.7.5.b)</p> <p>now reads “appoint an Adsafe Responsible Officer after noting the special considerations found in 11.2.1 below (Conference General Secretary) and...”</p> <p>Adjusted reference to appointing these roles by the board between the Annual Nominating Committee work (1.6.3.b)</p> <p>adjusted to “The Church Board or equivalent (the Board) or whatever the church uses as a presently active body to appoint persons to roles should complete...”</p> <p>and (11.1.1)</p> <p>adjusted from</p> <p>“...as such the senior leadership team of the local church should appoint...”</p> <p>to</p> <p>“...as such the local church should appoint...”</p>
Acknowledgements	<p>Adsafe would like to acknowledge the tireless work of Safe Place Services in developing and implementing Child Safe Policies over its 16 years of service to the church.</p>



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## 1 Executive Summary

### 1.1 History

This Guideline accompanies the Child and Vulnerable Person Protection Policy (July 2020) which is an update of the Safe Place Service “Creating a Safe Place Policy” and incorporates some elements from the “Local Conference, Safe Place Policy”.

These policies were mature, robust policies and at the time Adsafe was established addressed current best practice approaches to Child Protection. While these documents clearly articulated a detailed list of policy imperatives, they lacked detail around assigning persons to be responsible for preventative and responsive actions needed in policy implementation.

As a result of the Australian Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) child protection is a quickly changing landscape with various governments making significant adjustments to their child protection framework with amongst other things changes to legal requirements and the implementation of various child safe standards approaches to child protection. This introduces a shift in strategy from compliance to a smaller number of minimum standard legal requirements to an attempt at a larger number of better practice initiatives designed to meet a list of published standards.

### 1.2 A New Policy Framework

Adsafe will refer to its new policy framework as the Adsafe Child and Vulnerable Person Safeguarding Framework or the **Adsafe Safeguarding Framework** for short.

Given the history discussed above, Adsafe will develop its Safeguarding resources using layered documents. These being:

Table 1: Adsafe Safeguarding Framework

Document	Description
Policy	An outline of all imperatives <i>Audience: Governance bodies, Persons assigned roles</i>
Guidelines: Roles, Responsibilities and Processes	An outline of specific roles created, the responsibilities for persons with these roles and the processes that will follow to deliver these imperatives <b>This document type</b> <i>Audience: Governance bodies, Persons assigned roles</i>
Guidelines: Frequently Asked Questions	A document for the wider community who may wish to know how the organisation responds to child and vulnerable person protection matters <i>Audience: Community members</i>
Resources: Checklists, Templates and Tools	Support materials that will assist the organisation in the implementation of the above documents



Document	Description
Practice updates	Time sensitive information outlining recent changes to practice

Further information on the Adsafe Safeguarding Framework including a schedule for policy releases can be found at in the Child and Vulnerable Person Protection Policy (July 2020).

### 1.3 Audience

This document applies to organisations associated with the Seventh-day Adventist church including

1. Local churches including church companies, groups and church plants.
2. Incorporated entities set-up to administer the regional work of the Seventh-day Adventist church in various levels including the local conference, union conference in the South Pacific Division including division entities.

This document is specifically designed to inform two groups.

3. Members of governance bodies of the organisations listed in (1) and (2) above in whatever form they take. These might include members of Church Boards or equivalent, Board directors of incorporated entities and Executive Committees at each administrative level.
4. Persons appointed by these organisations with responsibilities outline in this guideline.

Other interested parties are free to peruse the document at leisure.

### 1.4 Governance Implications

It was identified by the Royal Commission that governance bodies for any organisation offering services to children has an important role in creating and supporting Child Safe organisations. This is articulated in the National Principles for Child Safe Organisations adopted by Australian and State governments. The most applicable principle that applies to governance and leadership is:

- 1 *Child safety and wellbeing is embedded in organisational leadership, governance and culture.*

As a member of a governance body with power to make decisions you are given the responsibility to ensure that the organisation you lead is a safe environment for children and the vulnerable person.

Adsafe has been assigned the responsibility by the wider church to develop, implement and improve appropriate responses to the risk of Child and Vulnerable Person abuse in the church communities. Adsafe then is your partner in assisting each organisation to minimise and hopefully eliminate abuse in the church. To this end Adsafe will develop material that will assist churches and church entities.

While it is not necessary for you to know all the detail of a child protection strategy, governance is about ensuring that policy is implemented appropriately and that persons are assigned to take responsibility for various key tasks in the church's prevention strategies.

Adsafe will work on regular review of this policy and any associated guidelines. While new guidelines are being developed and implemented you as a person with governance





responsibilities are free to contact Adsafe to seek advice around any concern you may have.

## 1.5 Implementation Schedule

Policy implementation can be daunting. Adsafe has taken the approach to break the process down to smaller more manageable tasks. Instead of expecting the whole Adventist membership to be familiar with all elements of the framework, Adsafe would like to delegate various tasks to key individual who will manage these tasks on behalf of the governance organisation. The diagram found below explains how this can best be done. This document provides all the detail needed but is repeated in various forms for people who want to see it from different perspectives.

Guideline documents will include a Responsibilities section which is essentially a job description for key persons. The Implementation section is a statement of the process from beginning to end while the responsibility section is a listing of all the tasks assigned to a person from the Implementation section grouped under specific roles.

The diagram below provides a quick summary for members of governance bodies and for persons appointed to roles on how to approach implementation of this and other Adsafe documents. It should always be remembered that Adsafe was set-up as a resource for the church to guide its members on how to create safer environments where people can discover the love of God. No one person needs to bear the responsibility of this alone. While there is quite some complexity in Child Protection legislation and other requirements across Australia and New Zealand it is not an expectation that anyone individual needs to know all this information. Adsafe has the responsibility to manage this on behalf of the church. This means that if you have a concern about any child or vulnerable person matter you are welcome to call Adsafe. One of our core responsibilities is to provide advice. If you are struggling with any anxiety over child or vulnerable person protection matters, we would encourage you to contact us using anyone of the means outlined below.

Phone: Australia 1800 220 468

New Zealand 0800 442 458

Internet [Adsafe.org.au](http://Adsafe.org.au)

email [info@adsafe.org.au](mailto:info@adsafe.org.au)

We would be happy to assist in discussing and suggesting a solution or a plan to arrive at a solution in the future.

**Figure 1: Implementation Framework**

**Entity or Person**

**Board or equivalent**

1. Follows Implementation Schedule
  - (a) acknowledges *policy or guideline* now being in place.
  - (b) looks at *Job Description* and then appoints.

**Appointed Person**

1. Reads *Responsibilities* and *Implementation*.
2. Seeks advice from Adsafe as needed.
3. Completes any applicable training.
4. Reads *FAQ* documents, uses *checklists* and *tools* provided to complete tasks.

**Policy or Guideline**

**Executive Summary  
Implementation Schedule**

1. Adopt ~~~~~
2. Appoint ~~~~~
3. Appoint ~~~~~

**Responsibilities**

1. ~~~~~
2. ~~~~~
3. ~~~~~

**Implementation**

1. ~~~~~
2. ~~~~~
3. ~~~~~

**One on One Advice and Support (Adsafe)**



**Training (Adsafe)**



**Supporting Material**

**Frequently Asked Questions (FAQ)**

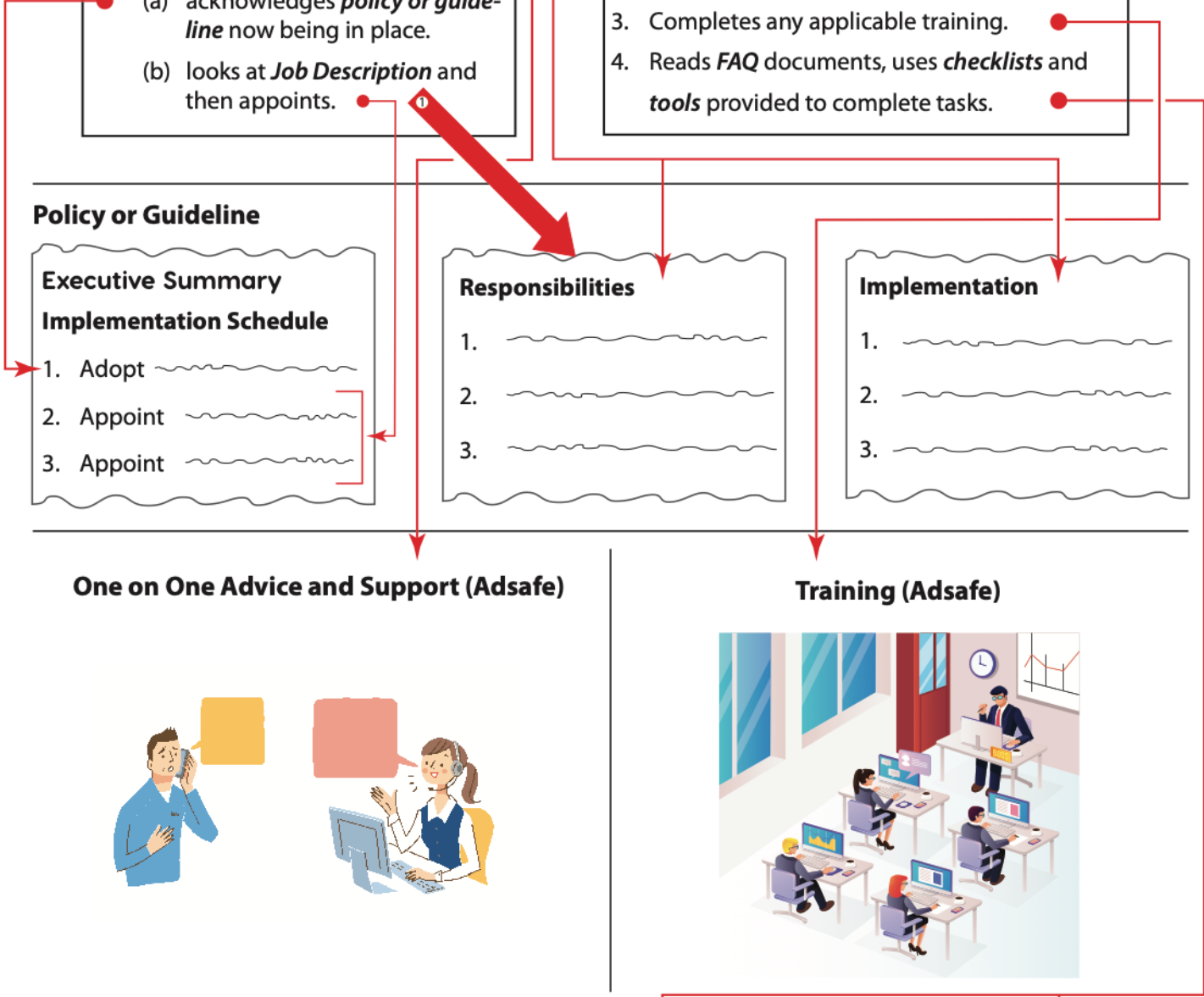
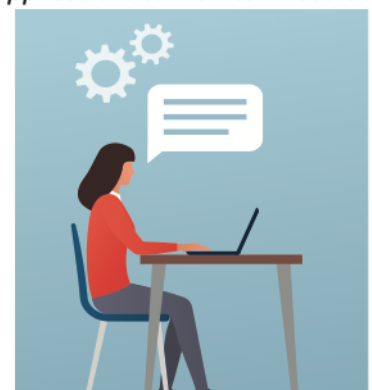
1. ~~~~~
2. ~~~~~
3. ~~~~~

**Checklist**

1. ~~~~~
2. ~~~~~
3. ~~~~~

**Tools**

*Applications to maintain records*



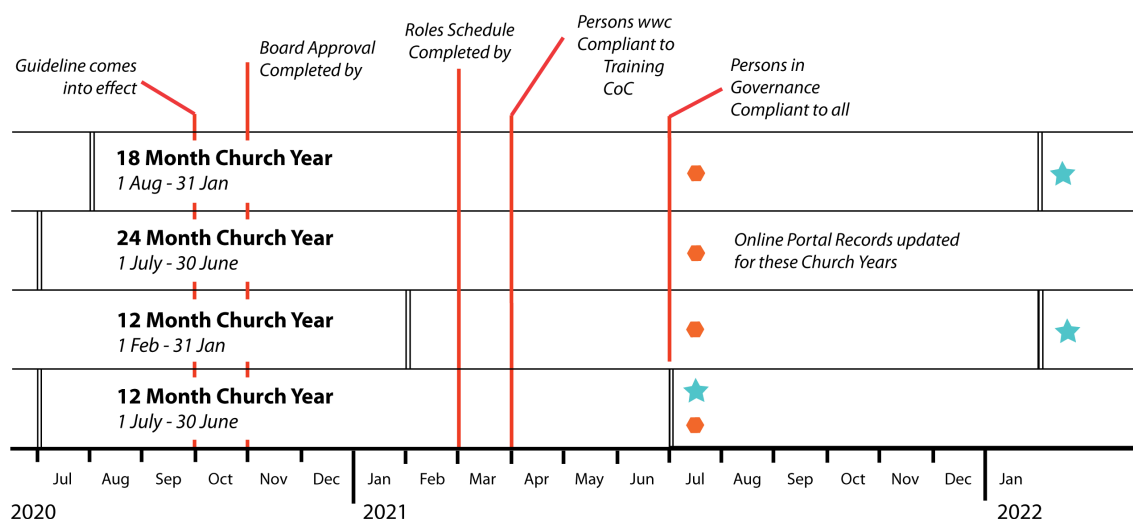


## 1.6 Guideline Implementation Schedule – Local Church

Figure 2: Church Implementation Schedule Summary

### Role Requirements Guidelines

Local Church Implementation Schedule Summary



- ★ Nominating Committee Recruitment and Selection Processes required for these Church Years
  - Online Portal Records updated for these Church Years
- Note:** Persons wvc who don't have a current wvcc clearance must be stood down immediately until compliant.

Adsafe would like to acknowledge the work already done by some Conferences and their churches around the implementation of these requirements. This has meant that many churches have almost completed their implementation journey. This schedule then is to assist those who are yet to start this journey. If your organisation has already set earlier deadlines for these compliance measures, Adsafe recommends that you stick with your deadlines. This implementation schedule will be treated by Adsafe as a guide to inform churches that are only just starting on this journey.

1. This guideline will come into effect 1 October 2020.
2. The Church recruitment and selection process outlined for the church Nominating committee will come into effect for any church whose church year commences after 30 June 2021.
3. The Church Board or equivalent (the Board) should complete the following tasks no later than 28 February 2021:
  - a) approve the Role Requirement Guidelines
4. The Church Board or equivalent (the Board) or whatever the church uses as a presently active body to appoint persons to roles should complete the following tasks no later than 28 February 2021:
  - a) appoint an Adsafe Responsible Officer after noting the special considerations found in 11.1.1 below (usually the appointed minister for the church) and
  - b) an Adsafe Compliance Assistant after noting the responsibilities found in 10.1 below
5. The Adsafe Responsible Officer with the assistance of the Adsafe Compliance Assistant should complete the following tasks no later than 28 February 2021:



- a) notify Adsafe of the approval and appointments made in 4 above by completing and returning **Form A** by email as an attachment to [training@adsafe.org.au](mailto:training@adsafe.org.au). Form A can be found on Adsafe’s website at [<web link>](#).
- b) Use either the Word table template **Schedule B1.docx** or the excel spreadsheet template **Schedule B1.xlsx** which can be found on Adsafe’s website at [<web link>](#) for part c) and d) below.
- c) Review Adsafe’s Template **Appendix B1.1: Defined Child Related Roles** against the roles appointed for the church year which **will be current** in the **period July 2021 – Aug 2021**:
  - (i) listing all persons who the schedule suggests need to meet role requirements. (**Draft Schedule B1.1**)
  - (ii) Present this draft schedule to be approved by the Board. (**Approved Schedule B1.1**).
  - (iii) Once approved return **Schedule B1.1** to Adsafe as an attachment by email to [training@adsafe.org.au](mailto:training@adsafe.org.au). (**Returned Schedule B1.1**).
- d) Review Adsafe’s Template **Appendix B1.2: Roles Assessed as Child related** against the roles appointed for the church year which **will be current** in the **period July 2021 – Aug 2021**:
  - (i) listing all persons who the church has assessed needs to meet role requirements. (**Draft Schedule B1.2**)
  - (ii) Present this draft schedule to be approved by the Board. (**Approved Schedule B1.2**).
  - (iii) Once approved return **Schedule B1.2** to Adsafe as an attachment by email to [training@adsafe.org.au](mailto:training@adsafe.org.au). (**Returned Schedule B1.2**).

Table 2: Local Church – summary of the implementation schedule

Prerequisite	Persons wwc	Governance roles
WWCC clearance or equivalent	Compliant: now Action: Stood down immediately	Compliant: 1 July 2021 Action: stood down after this date
Training	Compliant: 31 March 2021 Action: Stood down after this date	Compliant: 1 July 2021 Action: stood down after this date
Sign the Code of Conduct	Compliant: 31 March 2021 Action: Stood down after this date	Compliant: 1 July 2021 Action: stood down after this date

6. The Adsafe Compliance Assistant will work with Adsafe in updating the church’s Online training portal records for the church year that will be current in the period July 2021 – Aug 2021
7. Existing Church officers who are persons working with children (not persons in governance only) who don’t have a WWCC clearance or equivalent should be stood down immediately by the Adsafe Responsible Officer until a clearance has been received.



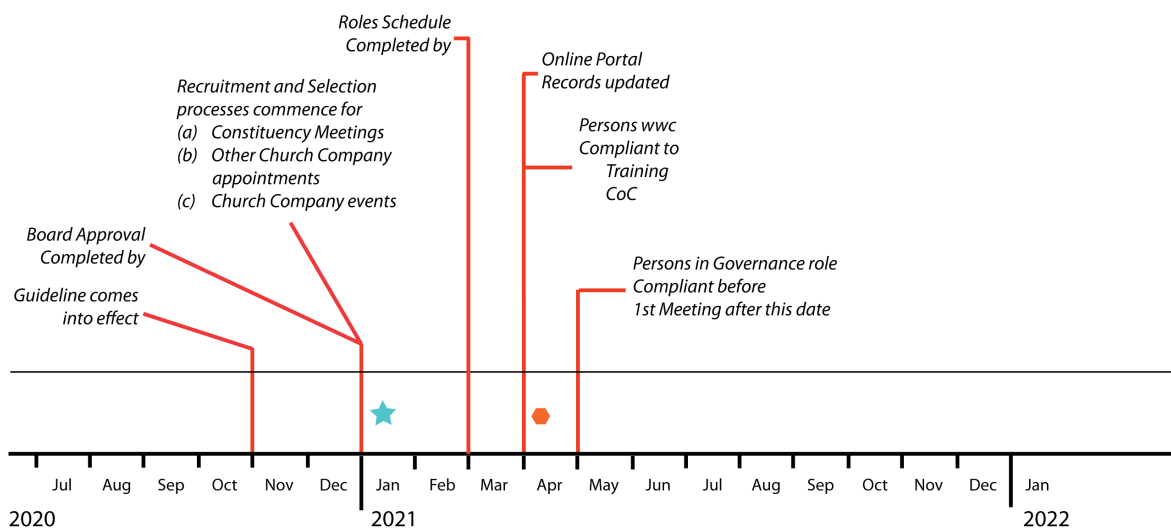
8. For existing Church officers who are persons working with children (not persons in governance only) who don't comply with the prerequisites other than a WWCC clearance will be given until 31 March 2021 to comply otherwise the Adsafe Responsible Officer will stand them down until compliant.
9. Persons working in governance will need to comply with the prerequisites for roles in the local church by 1 July 2021.

## 1.7 Guideline Implementation Schedule – Church Company

Figure 3: Church Company Implementation Schedule Summary

### Role Requirements Guidelines

Church Company Implementation Schedule Summary



- ★ The Recruitment and Selection Processes to be used for Constituency Meetings after this date
  - Online Portal Records updated for the Church Company
- Note:** Persons wwc who don't have a current wwcc clearance must be stood down immediately until compliant.

1. This guideline will come into effect 1 November 2020.
2. The church company recruitment and selection process outlined for the constituency meetings will come into effect for any constituency meetings commencing after 1 January 2021.
3. The church company recruitment and selection process outlined for all other employee and regular volunteer positions will come into effect for any appointments made after 1 January 2021.
4. The church company selection process outlined for all employee and volunteers at church company events come into effect for any events commencing after 1 January 2021.
5. The Church Company Board (the board) should complete the following tasks no later than 31 December 2020:
  - a) approve the **Role Requirement Guidelines**
  - b) appoint an **Adsafe Responsible Officer** after noting the special considerations found in 11.2.1 below and



- c) an **Adsafe Compliance Assistant** after noting the responsibilities found in 10.2 below
6. **Adsafe Responsible Officer** with the assistance of the **Adsafe Compliance Assistant** should complete the following tasks no later than 28 February 2021:
  - a) notify Adsafes of the approval and appointments made in 5 above by completing and returning **Form A** by email as an attachment to [training@adsafe.org.au](mailto:training@adsafe.org.au). Form A can be found on Adsafes website at [<web link>](#).
  - b) Use either the Word table template **Schedule B1.docx** or the excel spreadsheet template **Schedule B1.xlsx** which can be found on Adsafes website at [<web link>](#) for part c) and d) below.
  - c) Review Adsafes Template **Appendix B2.1: Defined Child Related Roles** against the roles appointed by the Church Company:
    - (i) listing all persons who the schedule suggests need to meet role requirements. (**Draft Schedule B2.1**)
    - (ii) Present this draft schedule to be approved by the Board. (**Approved Schedule B2.1**).
    - (iii) Once approved return **Schedule B2.1** to Adsafes as an attachment by email to [training@adsafe.org.au](mailto:training@adsafe.org.au). (**Returned Schedule B2.1**).
  - d) Review Adsafes Template **Appendix B2.2: Roles Assessed as Child related** against the roles appointed by the Church Company currently:
    - (i) listing all persons who the church company has assessed needs to meet role requirements. (**Draft Schedule B2.2**)
    - (ii) Present this draft schedule to be approved by the Board. (**Approved Schedule B2.2**).
    - (iii) Once approved return **Schedule B2.2** to Adsafes as an attachment by email to [training@adsafe.org.au](mailto:training@adsafe.org.au). (**Returned Schedule B2.2**).
7. The church company **Adsafe Compliance Assistant** with the assistance of B2.1 and B2.2 will work with Adsafes in updating the church Companys Online training portal records for currently appointed roles by 31 March 2021.
8. The church company **Adsafe Compliance Assistant** will notify the church company **Adsafe Responsible Officer** immediately of any known non-compliant company employees and volunteers in child related roles and any presently unknown non-compliant person as they become aware of the non-compliance through the process in 1.7.7 above
9. Existing church company employees and volunteers in child related roles who dont have a WWCC clearance or equivalent should be stood down immediately by the **Adsafe Responsible Officer** until a clearance has been received.
10. Existing church company employees and volunteers in child related roles who dont comply with the other prerequisites in the schedule should be stood down at 31 March 2021 by the **Adsafe Responsible Officer** until compliant.
11. Persons in Governance roles for the church company should be compliant with the prerequisites before their first meeting after 31 April 2021 otherwise they will be asked by the **Adsafe Responsible Officer** not to participate in any meetings until compliant.



## 2 Rationale

Church should be a safe place for children and vulnerable persons. The Church as an organisation has a duty of care to protect all persons who attend its activities from all forms of harm or abuse. To this end Adsafesafe was created as a service to oversight policy development and the implementation of procedures to minimise and ideally eliminate the potential for harm to children and vulnerable persons in the church context. This guideline specifically addresses this by implementing prevention strategies through:

1. policy implementation and improvement,
2. ongoing training for those who interact or make governance decisions on behalf of children and vulnerable persons, and
3. ensuring robust recruitment and screening procedures for the selection of employees and volunteers including those making governance decisions.

Designated Agencies through their boards also perform a governance role where oversight is given to all church activities. Employees and volunteers who are asked to perform this important role of the oversight of these activities need to be fully informed of matters relating to the protection of children and vulnerable person. To this end persons appointed to these governance roles in these agencies should:

4. complete an Adsafesafe developed or approved module in governance related child and vulnerable person protection training;
5. sign a Code of Conduct; and
6. pass a Working with Children Check clearance or equivalent.

Adsafesafe contends that a person who fails working with children screening is conflicted in any committee decision-making that relates to child and vulnerable person protection.

## 3 Aims

This guideline aims to outline the role requirements for volunteers and local conference employees who work in the local church context and any person asked to perform a governance related role in the local church or conference. To this end the guideline aims to outline:

1. the recruitment and screening procedures required for various roles in the church.
2. the child and vulnerable person protection training requirement for various roles.
3. through a Code of Conduct the behavioural expectations of persons holding various roles and call for a commitment to these behavioural expectations.

## 4 Scope

This guideline applies to all local church and Conference, Union and South Pacific Division appointed roles for employees and volunteers which form part of these entities' routine activities. Assessment of the prerequisites for roles necessary for ad hoc church and Conference events such as STORM CO programs or "Road to Bethlehem" should be managed through the risk assessment processes for these events and are covered by a separate Adsafesafe guideline.



## 5 Preamble

### 5.1 Governance

This guideline along with the Child and Vulnerable Person Protection Policy and all the other guidelines make up the Adsafe Safeguarding Framework for the Seventh-day Adventist Church in the South Pacific. This framework is written by Adsafe on behalf of the local churches and church companies to form policies and guidelines that inform the practices of these entities.

Responsibility for their implementation is given to the boards that govern these entities. For incorporated church companies in Australia this is the church company boards. In New Zealand where the church is not incorporated this would be the respective executive committee.

Local churches however have a number of different governance structures. The traditional church has a local church board (as outlined in the Church Manual) which would take responsibility for the implementation of this framework.

A variant of a church called a **Company** as defined by the church manual has no board but rather is required to have three appointed leaders, the Leader, Clerk and Treasurer. A **Company** is an official Seventh-day Adventist church company when the executive committee of that conference minutes the formation of the company and records its leaders. It should be noted that not all companies set-up strictly following the Church Manual guidelines.

Other informal Seventh-day Adventist **Groups** are often formed when an Adventist member or a group of Adventist members decide to meet together with other interested persons in church plants or house churches. Adsafe considers that this type of church would be officially Adventist and hence within the scope of the Policy Framework if the respective local conference executive committee minutes the formation of the group and records the leadership team.

This guideline refers to the “local church board or equivalent”. Adsafe considers that the term equivalent would refer to:

1. The senior leadership team who makes decisions equivalent to the local church board where the church has chosen to use this form of governance.
2. The leader or leadership team for a company or group.

### 5.2 Working with Children Check or equivalent (WWCC)

Best practice in child protection strategies includes the notion of “Who does an organisation appoint to work with its children?”. This question can be answered using a number of tests. The most common of these is an assessment of a person based on known prior conduct. This includes a person’s criminal record in child related matters and other known (to the police) incidents against or in the presence of a child. Other strategies include checking of references and screening of candidates against a database of persons representing heightened risk.

Historically this risk assessment was done using a National Police History Check (Australia) or a Ministry of Justice Vetting (New Zealand). These documents would provide a list of court outcomes or pending charges of all matters not just child related. Organisations requiring the check would then have to infer from the listed outcomes the heightened risk. This process had a level of complexity as well as a sensitivity which made it difficult for organisations with a large number of small churches to accurately complete the process. Some jurisdictions allowed these checks to filter listed matters to be just child or vulnerable person risk related.





### *Legal requirements*

In response to these challenges government agencies were established to perform the task of risk management on behalf of the wider community and the individual organisation. This process resulted in a certification that a person had no known heightened risk factors and was cleared to work with children. These mechanisms were written into law in the various jurisdictions across Australia and New Zealand creating a legal obligation for churches and church companies to check persons before they were given access to the children in their child related services.

It should be understood that there are limitations on the WWCC clearance. A failed clearance only removes persons whose past conduct has shown heightened risk to a child's safety. It doesn't detect persons who will choose to be a risk to children in the future or where prior risky behaviour toward children is undisclosed.

To this end some jurisdictions have implemented child safe standards that require other screening mechanisms such as checking of references and checking of candidates against a database of known offenders. These mechanisms are written into this guideline.

### *Voluntary use of a WWCC as a risk assessment mechanism*

Government agencies performing the task of WWCC clearance for the wider community specify the types of roles where organisations are required by law to perform a WWCC verification on their staff in these roles. Most of these agencies allow anyone to obtain a WWC Check or equivalent whether or not they are performing a child-related role which requires a check under the relevant legislation.

*Table 3: Voluntary Use of an Agency's check*

<b>Category</b>	<b>Jurisdiction</b>
Jurisdictions that allow its WWC check to be used voluntarily by persons not in prescribed roles	Australian Capital Territory New South Wales New Zealand Northern Territory South Australia Tasmania Victoria
Jurisdictions that only allow its WWC check to be used for the agency's prescribed roles	Queensland Western Australia

Adsafe has been given the responsibility to create and implement policy and procedures that support child and vulnerable persons within the church. This task is complicated by the fact that Adsafes work crosses a number of jurisdictions. It is further complicated by the fact that a number of government investigations into child protection are either recently completed or in process at this time. These have resulted in recommendations to governments and church bodies which are presently being reviewed and have resulted or will result in adjustments to the Safeguarding Framework. This is evident in the introduction of child safe standards which encourages organisations to take a best practice approach to child protection rather than minimum standard.

Adsafe's response to these standards, better practice approaches and potential future legislative changes is to seek some uniformity in requirements across jurisdictions. To this end Adsafes reiterates a decision made by Safe Place Services, the former Adventist



Child protection service to recommend to the church that persons making governance decisions about the church's programs for children and vulnerable persons should complete Awareness Training, sign a Code of Conduct and pass a WWCC. This imperative is evident in this guideline and while this is not a legal requirement it is seen as a better practice approach to important decision making. Adsafe argues that a person who fails a WWCC may be conflicted when it comes to making decisions about the church's services for children.

As a result of the matters discussed above this guideline will make reference to "Working With Children Check or equivalent" (WWCC or equivalent). The **WWCC** will be a general term that refers to the screening process in each jurisdiction such as Police vetting, Blue card, Ochre card or Working with Vulnerable People registration card. The equivalent will refer to the voluntary alternative available to persons who are prohibited by law to use the WWCC or who prefer not to voluntarily use the WWCC when not required by law. This alternative is the Ministry of Justice Vetting in New Zealand or the National Police History Check in Australia. These alternatives may incur extra cost and involve extra work to complete the check. For this reason Adsafe's preference is to use the WWCC mechanism if available.

## 6 Accountabilities

Accountability for compliance to this guideline is passed to:

1. Executive Committees or Boards of Church Companies within local Conferences, Union Conferences and the SPD for items 7.2 and 8.2
2. The Local Church Boards or equivalent for items 7.1 and 8.1

as a constitutional requirement to comply with the South Pacific Division Working Policy and the South Pacific Division Supplement of the Church Manual as evident by:

*"All purposes, policies and procedures of the Conference shall be in harmony with the working policies and procedures of the Union Conference, the Division and the General Conference." (Greater Sydney Conference Constitution, Article 3)*

and further

*"There is no priority higher than protecting children, and other vulnerable people, within our care. This is something close to the heart of God (see Matthew 18:6), and cannot be done through wishful thinking or vague aspirations. In order to intentionally protect children and the vulnerable from abuse, and be admitted to membership, or maintain membership of the sisterhood of churches, local church congregations must comply with AdSAFE child safe policies." (Church Manual up dated 2016, Page 239)*

and further

### **"Compliance**

*To ensure the church provides a safe environment for children and vulnerable adults, all denominational organisations within the Division are to use and abide by the AdSAFE policies, processes and directions." (South Pacific Division Working Policy, SER.10.55: AdSAFE Ltd)*

## 7 Point of Contact

This guideline sets up the following role definitions (1) Adsafe Responsible Officer and (2) Adsafe Compliance Assistant and creates responsibilities for:



1. the Local Church Adsafes Responsible Officer,
2. the Local Church Adsafes Compliance Assistant,
3. the Local and Union Conference Adsafes Responsible Officer,
4. the Local and Union Conference Adsafes Compliance Assistant,
5. the Division Adsafes Responsible Officer,
6. the Division Adsafes Compliance Assistant, and
7. the Union President or his or her designee.

And proposes engagement between these parties and the Adsafes.

## 8 Definitions

Table 4: Definitions

Term	Definition
<b>Australian Union Conference (AUC)</b>	An administrative entity incorporating a union of conferences of the Seventh-day Adventist Church found within the Australian territory.
<b>Child Related Roles</b>	This includes any person: <ol style="list-style-type: none"> <li>1. making leadership decisions in an entity that offers child services</li> <li>2. with unsupervised care of children</li> <li>3. with unsupervised access to children while performing regular duties</li> <li>4. with access to children's information as a regular part of their duties</li> <li>5. in a role listed on the designated church and conference child related role schedule</li> </ol>
<b>Church Company</b>	One of: <ul style="list-style-type: none"> <li>• Seventh-day Adventist Church (Australian Union Conference) Ltd</li> <li>• Seventh-day Adventist Church (Greater Sydney) Ltd</li> <li>• Seventh-day Adventist Church (Northern Australia) Ltd</li> <li>• Seventh-day Adventist Church (NNSW) Ltd</li> <li>• Seventh-day Adventist Church (South Australia) Ltd</li> <li>• Seventh-day Adventist Church (SNSW) Ltd</li> <li>• Seventh-day Adventist Church (South Queensland) Ltd</li> <li>• Seventh-day Adventist Church (SPD) Ltd</li> <li>• Seventh-day Adventist Church (Tasmania) Ltd</li> <li>• Seventh-day Adventist Church (Victoria) Ltd</li> <li>• Seventh-day Adventist Church (Western Australia) Ltd</li> </ul> And, while not incorporated, includes the <ul style="list-style-type: none"> <li>• New Zealand Pacific Union Conference of the Seventh-day Adventist Church,</li> </ul>



Term	Definition
	<ul style="list-style-type: none"> <li>• North New Zealand Conference of the Seventh-day Adventist Church, and the</li> <li>• South New Zealand Conference of the Seventh-day Adventist Church</li> </ul>
<b>Designated Agency</b>	<p>As defined by Adsafe, these are SDA entities that are governed by a Board or equivalent that have responsibility to implement child and vulnerable person protection policy. For the purpose of this guideline Designated Agencies consist of:</p> <ol style="list-style-type: none"> <li>1. Local Churches</li> <li>2. Local Conferences</li> <li>3. Local Conference Church Companies</li> <li>4. Union Conferences</li> <li>5. Union Conference Church Companies</li> <li>6. The South Pacific Division Church Company</li> </ol>
<b>Adsafe Responsible Officer</b>	A Senior Officer appointed by the designated agency who is required to oversee the implementation of child and vulnerable person protection policies in the designated agency
<b>Adsafe Compliance Assistant</b>	An assistant to the Adsafte Responsible Officer appointed by the designated agency who keeps compliance records for that agency and reports non-compliance to the Officer.
<b>Local Churches</b>	Any Seventh-day Adventist <b>Church</b> who is officially accepted into the sisterhood of churches by a Local Conference constituency meeting, and Any Seventh-day Adventist <b>Company</b> or <b>Group</b> approved by the executive committee of a local conference. See 5.1 above
<b>Local Conferences</b>	<p>One of:</p> <ul style="list-style-type: none"> <li>• Greater Sydney Conference</li> <li>• Northern Australian Conference</li> <li>• North New South Wales Conference</li> <li>• North New Zealand Conference</li> <li>• South Australian Conference</li> <li>• South New Zealand Conference</li> <li>• South New South Wales Conference</li> <li>• South Queensland Conference</li> <li>• Tasmanian Conference</li> <li>• Victorian Conference</li> <li>• Western Australian Conference</li> </ul>



Term	Definition
<b>New Zealand Pacific Union Conference (NZPUC)</b>	An administrative entity incorporating a union of conferences of the Seventh-day Adventist Church found within New Zealand and some Pacific Countries.
<b>South Pacific Division of the Seventh-day Adventist Church (SPD)</b>	A division of the world-wide Seventh-day Adventist Church that incorporates Australia, New Zealand, Papua New Guinea and the Islands in the South Pacific.
<b>Screening</b>	<p>Adsafe’s understanding of the term Screening come from the objects and powers expressed in its constitution namely “to develop policies and screening procedures that mitigate against the risk of abuse.”</p> <p>The purpose of screening is then to mitigate against the risk of abuse and as such has a broader interpretation than the implementation of just one measure such as a Working with Children Check but rather a suite of measures. These include the checking of referees in both a religious and work context, criminal history checks for both child related and general risks and outcome of internal or systemic engagement (employed and voluntary) related investigations. Records around previous engagement related investigations both recent and historical are held at Adsafe as part of its established objects namely “to establish and administer a register of persons of concern and known offenders” and to use this to mitigate risk.</p>
<b>Working With Children Check (WWCC)</b>	<p>For the purpose of this document the term Working with Children Check is a broad term that refers to a process where the risks of abuse to children associated with a person working with children is assessed using the person’s criminal history and may include other child related risk factors, This results in a “clearance” to work with children or a prohibition (“failed clearance”) for the person to work in child related roles.</p> <p>Across Adsafe’s jurisdictions governments have taken different approaches to this process of assessment. Many have taken the approach of creating agencies who do the risk assessment on behalf of entities who work with children, notifying them of the result of the check. Others have mechanisms to apply for the criminal histories of persons wishing to work with children requiring these entities to make the risk assessment themselves.</p> <p>In some jurisdictions the agencies charged with managing the Working with Children Check process have a mechanism to notify entities when changes around a person’s profile have been received signalling that a reassessment of risk for a person has commenced. In these jurisdictions, it is a usual requirement that the person is temporarily stood down from child related roles until this reassessment is completed.</p>
<b>Working With Children Check result</b>	<p>For the purpose of this document Adsafe will use the following terms</p> <ul style="list-style-type: none"> <li>Clearance</li> <li>Failed Clearance</li> <li>Interim Failed Clearance</li> </ul>



Term	Definition		
<b>WWCC agencies</b>	Jurisdiction	Agency / Cost	Check / Valid for
	Australian Capital Territory	Access Canberra Employee: \$135 (2020 rate) Volunteer: Free (2020 rate)	Working with Vulnerable People registration card 3 Years
	New South Wales	Office of the Children's Guardian Employee: \$80 (2020 rate) Volunteer: Free (2020 rate)	Working with Children Check 5 Years
	New Zealand	Police Vetting or Ministry of Justice Vetting Police: \$8.50 (2020 rate) MoJ: Free (2020 rate)	Criminal History assessed by employer No expiry
	Northern Territory	SAFE NT Employee: \$72 (2020 rate) Volunteer: \$7 (2020 rate)	Ochre Card 2 Years
	Queensland	Blue Card Services Employee: \$92.30 (2020 rate) Volunteer: Free (2020 rate)	Blue Card 3 Years
	South Australia	Department of Human Services, DHS screening unit Employee: \$115.50 (2020 rate) Volunteer: Free (2020 rate)	DHS screening 5 Years
	Tasmania	Department of Justice Employee: \$113.40 (2020 rate) Volunteer: \$19.44 (2020 rate)	Working with Children Registration Card 3 Years
	Victoria	Department of Justice and Regulation Employee: \$126.50 (2020 rate) Volunteer: Free (2020 rate)	Working with Children Check 5 Years
	Western Australia	Department of Communities Employee: \$87 (2020 rate) Volunteer: \$11 (2020 rate)	Working with Children Card 3 Years



Term	Definition
<b>Working With Children Check verification</b>	<p>The problem with a Working With Children Check based on a published card is that the clearance status is only valid at the time the card was published. Changes to the criminal history or other risk factors associated with a person working with children doesn't automatically update the card. To address this weakness many clearance agencies have a facility to link a person to an organisation. When changes to the risk factors occur, the agency will inform the organisation of an <b><i>"interim failed clearance"</i></b>. The person is then required to be stood down from the role while the person's status is reassessed.</p> <p>In some jurisdictions, this linking of a person to an organisation is required by law and is part of the verification process. Other jurisdictions provide a facility for linking to be done. Some jurisdictions are yet to provide a facility where the organisation is automatically updated when a person's status has changed. WWCC that rely on an organisation assessing the criminal history of a person have no mechanism to provide an update of status. Appendix A provides a table on verification and linking process within each jurisdiction.</p>

## 9 Record Keeping

The Adsafe Learning Management System (ALMS) is designed to support Local Churches and Church Companies to manage training and compliance records specifically for positions held by employees and volunteers in leadership and/or child related positions. It replaces the previous record keeping system and has the capacity to support the other training needs of church entities. Training and support will be provided to the system users of each entity. The system is designed to meet best practice and legislative requirements and support the creation of an abuse-free safe environment. The Adsafe Responsible Officer and the Adsafe Compliance Assistant within the local church are jointly responsible to ensure that the records are current and accurate for each person assigned to a leadership and/or child related position in the church.



## 10 Responsibilities

### 10.1 Local Church

#### *Adsafe Compliance Assistant*

The local church Adsafe Compliance Assistant is accountable to:

1. The Local Church Adsafe Responsible Officer

The local church Adsafe Compliance Assistant is responsible to:

2. Use the Adsafe's online training portal to record each church officer's compliance with the prerequisites as outlined in the guideline including appropriate expiry dates.
3. Certify that the role prerequisites have been met for each appointed officer prior to that officer's commencement in the role including where applicable verifying the WWCC using the online checking process.
4. Notifying the Adsafe Responsible Officer at least two weeks prior and again just prior to the commencement of the officer's role of officers who aren't compliant.
5. Notify each church officer without Internet access when informed by the online training portal that:
  - a) their WWCC needs renewal,
  - b) their Awareness Training needs updating,
  - c) an updated Code of Conduct needs signing, and
  - d) liaise directly with Adsafe on how to complete and record compliance for 5b and 5c above.
6. When informed certify an officer's renewed WWCC and update the online training portal.
7. Inform the Adsafe Responsible Officer of any officers whose
  - a) WWCC check results in a failed clearance.
  - b) WWCC has not been renewed.
  - c) current Code of Conduct hasn't been signed.
  - d) Awareness Training is not current.

#### *Adsafe Responsible Officer*

The local church Adsafe Responsible Officer is accountable to:

8. Adsafe
9. The Local Conference Adsafe Responsible Officer
10. The Local Church Board or its equivalent

The local church Adsafe Responsible Officer is responsible to:

11. yearly assess, in consultation with Adsafe and the Local Church Board or its equivalent, which church appointed roles are classified as child related.
12. prior to the first nominating committee for the year provide a list of active church members to Adsafe for screening.





13. provide the list of approved potential officers to the nominating committee at their first meeting.
14. on advice from the Church **Adsafe Compliance Assistant**, prior to the commencement of the new church year, stand down any appointed officer who has not yet met the prerequisites.
15. receive notifications of **interim failed clearances** for appointed officers from the **Adsafe Compliance Assistant** or the government clearance agency. Notify Adsafes and seek advice. Discuss the matter with the officer and temporarily stand the officer down from child related roles until the matter is finalised.
16. receive notifications of **failed clearances** for appointed officers from the **Adsafe Compliance Assistant** or the government clearance agency. Notify Adsafes and seek advice. Discuss the matter with the officer and temporarily stand the officer down from child related roles until the matter is finalised. If the matter can't be resolved permanently stand down the officer from the role.
17. receive notifications of incomplete renewals from the Church **Adsafe Compliance Assistant** for church officers. Stand down the officer from all roles until the renewal is completed.
18. print the Role Requirements Compliance report from ALMS and table the report for each meeting of the Church Board or its equivalent.

### *Church Nominating Committee*

The local church Nominating Committee is accountable to:

19. The Local Church Business Meeting

The local church Nominating Committee is responsible to:

20. Ensure that all prospective officers:
  - a) are informed of the prerequisites for the role,
  - b) agree to meet these prerequisites and
  - c) are informed, if new to the church or role, that referees provided will be contacted.
21. Establish a list of roles to be filled.
22. Use role descriptions, selection criteria and where appropriate review referees for persons new to the church or new to the role before nominating the best person for each role to the church body.
23. Ensure waiting periods are met.



## 10.2 Church Company

### *Church Company Adsafe Compliance Assistant*

The Church Company Adsafe Compliance Assistant is accountable to:

1. Adsafe
2. The Church Company Adsafe Responsible Officer

The Church Company Adsafe Compliance Assistant is responsible to:

3. use the Adsafe's online training portal (ALMS) to record each child related employee and Church Company volunteer's compliance with the prerequisites as outlined in the guideline including appropriate expiry dates.
4. certify that the role prerequisites have been met for each child related employee and volunteer prior to that person's commencement in the role.
5. notifying the Church Company **Adsafe Responsible Officer** prior to the person's engagement of employees or volunteers who aren't compliant to the prerequisites.
6. notify each child related employee and volunteer without Internet access when informed by the online training portal that:
  - a) their WWCC needs renewal;
  - b) their Awareness Training needs updating;
  - c) an updated Code of Conduct needs signing; and
  - d) liaise directly with Adsafe on how to complete and record compliance for 6b and 6c above.
7. in consultation with Adsafe create an Event Record in the ALMS for each Church Company Event needing Role Requirement compliance checking.
8. in conjunction with the event organiser invite prospective staff to link their records to the event and complete any incomplete requirements.
9. when informed certify a child related employee and volunteer's new or renewed WWCC and update the online training portal.
- 10.** two weeks prior to the commencement of an event and again just prior, inform the Church Company **Adsafe Responsible Officer** of event staff who are yet to meet the requirements.
11. inform the Adsafe Responsible Officer of any employee or volunteer whose
  - a) WWCC check results in a failed clearance.
  - b) WWCC has not been renewed.
  - c) current Code of Conduct hasn't been signed.
  - d) Awareness Training is not current.

### *Church Company Adsafe Responsible Officer*

The Church Company Adsafe Responsible Officer is accountable to:

12. Adsafe
13. The Church Company Executive Committee and the Church Company Board.



The Church Company Adsafe Responsible Officer is responsible to:

14. annually assess, in consultation with Adsafe, all employed and volunteer roles within the church company and determine which roles are child related.
15. as part of the selection process screen with Adsafe all applicants for positions in the church company
16. ensure that all advertised positions for the church company specify these prerequisites as a requirement of the role and the requirement to provide at least three referees for both church involvement and employment roles.
17. provide a list of applicants to Adsafe for screening purposes prior to the selection process and follow Adsafe's recommendations on these applicants.
18. check all the referees for a successful applicant prior to the final appointment. The outcome of this check may affect the final appointment.
19. ensure that any letter of offer, or employment or engagement letter requires the person engaged to comply with:
  - a) the SPD working Policy,
  - b) all Church Company policies,
  - c) all Adsafe policies, and
  - d) the Church Company's Staff Code of Conduct
20. ensure that any letter of offer, or employment or engagement letter requires the person engaged to:
  - a) sign the Code of Conduct,
  - b) complete all required training, including Adsafe training, and
  - c) maintain a clearance in a Working with Children Check throughout the engagement if the role is a designated Child Related Role.
21. on advice from the Church Company **Adsafe Compliance Assistant** direct volunteers who have not met the prerequisites prior to the commencement of their engagement that they are stood down and can't participate in the role until the prerequisites are met.
22. on advice from the Church Company **Adsafe Compliance Assistant** ensure that employees who have not met the prerequisites prior to the commencement of their engagement are not to commence work in their role and are directed to work on meeting these prerequisites as their first task as employees.
23. Two weeks prior to a conference event, on advice from the Church Company **Adsafe Compliance Assistant**, notify prospective staff of the incomplete prerequisites for role.
24. Just prior to the event, on advice from the Church Company **Adsafe Compliance Assistant**, stand-down any prospective staff member who still has incomplete prerequisites.
25. receive notifications of **interim failed clearances** for employees and volunteers in child related roles from the Church Company **Adsafe Compliance Assistant** or government clearance agency. Notify Adsafe and seek advice. Discuss the matter with the worker and temporarily stand the worker down from child related roles until the matter is finalised.



26. receive notifications of **failed clearances** for employees and volunteers in child related roles from the Church Company **Adsafe Compliance Assistant** or the government clearance agency. Notify Adsafesafe and seek advice. Discuss the matter with the worker and temporarily stand the worker down from child related roles until the matter is finalised. If the failed clearance becomes permanent meet with executive officers to discuss employment options.
27. receive notifications of incomplete renewals from the Church Company **Adsafe Compliance Assistant** for employees and volunteers. Stand down the worker from all roles until the renewal is completed and cleared.

#### *Union President or Designee*

The Union President or Designee is accountable in matters relating local conference constituency work to:

28. Adsafesafe
29. The local Conference Executive Committee
30. The local Conference Church Company Board

The Union President or Designee is responsible in matters relating to local Conference constituency matters to:

31. provide a list of possible appointees of the executive, nominating or appointments committee to Adsafesafe for screening purposes.
32. Ensure that possible appointees who fail screening should not be considered for appointed positions.

#### *Church Company Selection, Nominating and Appointments Committee*

The Church Company Selection, Nominating and Appointments Committees are accountable to:

33. The local Conference constituency
34. The local Conference Executive Committee

The Conference Selection, Nominating and Appointments Committees are responsible to:

35. Ensure that all prospective Conference officers and Committee members:
  - a) are informed of the prerequisites for the role,
  - b) agree to meet these prerequisites and
  - c) are informed that referees will be checked.



## 11 Implementation

### 11.1 Local Churches

#### *Child and Vulnerable Person church roles*

1. The local church is a designated agency as defined by Adsafes and as such the local church should appoint an Adsafes Responsible Officer who is responsible to implement the local church Child and Vulnerable Person suite of policies. This should generally be the appointed minister for the church but in some circumstances, with approval of Adsafes and the local conference, may be one of the church elders.
2. The local church will appoint an Adsafes Compliance Assistant who will be responsible to maintain records on the church's compliance to the local church Child and Vulnerable Person suite of policies.
3. Any changes in the persons appointed to roles in (1) and (2) above should be notified to Adsafes by the Adsafes Responsible Officer by completing and returning **Form A** by email as an attachment to [training@adsafes.org.au](mailto:training@adsafes.org.au). Form A can be found on Adsafes's website at [<web link>](#).

#### *Assessment of Child Related Roles*

4. The Adsafes Responsible Officer, prior to the commencement of the work of the nominating committee, will review the church's proposed schedule of roles to be appointed using Adsafes's Appendix B: Adsafes Church and Conference Schedule of Child Related Roles found below (or Schedule B2 previously prepared in [1.6.5 above](#)) and identify which roles are Child Related.
5. The Adsafes Responsible Officer will present this schedule to the Church Board for ratification.
6. The Adsafes Responsible Officer will provide this schedule to the Adsafes Compliance Assistant for compliance purposes

#### *Recruitment and Selection*

7. In the process of selecting persons for roles in the church, nominating committees are reminded of the prerequisites for roles in the local church listed in the table below **Table 5: Prerequisites for roles in the local church**. Persons selected should be willing to meet these requirements prior to the first meeting of the nominating committee.

Table 5: Prerequisites for roles in the local church

Conference	Church Boards or equivalent (persons working in governance)	Persons working with children (wwc)
GS Conference NNSW Conference SNSW Conference	All members need: <ol style="list-style-type: none"> <li>1. WWCC clearance or WWVPRC clearance or equivalent</li> <li>2. Complete Training</li> <li>3. Sign the Code of Conduct</li> </ol>	All persons wwc need: <ol style="list-style-type: none"> <li>1. WWCC or WWVPRC clearance or equivalent</li> <li>2. Complete Training</li> <li>3. Sign the Code of Conduct</li> </ol>



Conference	Church Boards or equivalent (persons working in governance)	Persons working with children (wwc)
NA Conference	All members need: <ol style="list-style-type: none"> <li>Ochre card or Blue Card or equivalent</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>	All persons wwc need: <ol style="list-style-type: none"> <li>Ochre card or Blue Card or equivalent</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>
SA Conference	All members need: <ol style="list-style-type: none"> <li>DHS screening or equivalent</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>	All persons wwc need: <ol style="list-style-type: none"> <li>DHS screening or equivalent</li> <li>Complete Training.</li> <li>Sign the Code of Conduct</li> </ol>
NNZ Conference SNZ Conference	All members need: <ol style="list-style-type: none"> <li>Police or MOJ Vetting clearance</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>	All persons wwc need: <ol style="list-style-type: none"> <li>Police or MOJ Vetting clearance</li> <li>Complete Training.</li> <li>Sign the Code of Conduct</li> </ol>
SQLD Conference	All members need: <ol style="list-style-type: none"> <li>Blue card or equivalent</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>	All persons wwc need: <ol style="list-style-type: none"> <li>Blue card or equivalent</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>
Tasmanian Conference	All members need: <ol style="list-style-type: none"> <li>WWVP card or equivalent</li> <li>Completed Training</li> <li>Sign the Code of Conduct</li> </ol>	All persons wwc need: <ol style="list-style-type: none"> <li>WWVP card or equivalent</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>
Victorian Conference	All members need: <ol style="list-style-type: none"> <li>WWCC card or equivalent</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>	All persons wwc need: <ol style="list-style-type: none"> <li>WWCC card or equivalent</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>
WA Conference	All members need to: <ol style="list-style-type: none"> <li>WWCC card or equivalent</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>	All persons wwc need: <ol style="list-style-type: none"> <li>WWCC card or equivalent</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>

8. In the process of selecting persons for roles in the church, nominating committees are reminded of the following:
- a) **Six-Month Policy** - Requirement of a waiting period of six months for newly baptised or transferring members who have indicated a willingness to work with children – (SDA Church Manual. Notes, 7 Safeguarding children, Point d)



- b) In addition to the minimum six (6) month standard for newly baptized or transferring members, a twelve (12) month qualifying period shall apply for prospective staff and volunteers who are non-members or who are new to the congregation. – (Creating a Safe Place Policy, 3.3 Qualifying Periods, 2)
- c) **Volunteer Screening** – Have all volunteers complete a volunteer information form, check their references, and if required by law or policy do a police background check\*. (SDA Church Manual. Notes, 7 Safeguarding children, Point c) \* or equivalent Working With Children Check.
- d) **Claims of Sexual Abuse established** – “2a. If the relevant authority or AdSAFE determines that the allegations are established, the church member shall be placed under censure for one year or removed from church membership by a duly called business meeting of the church (as outlined in the SDA Church Manual, chapter 7, Discipline). While under censure such individuals shall not hold any position of responsibility in the church. Nor shall they, in the future, hold any church office or position of responsibility in the church that places them in contact with children or youth (e.g. Sabbath School, Pathfinders, youth and social activities) as this could place these young people in a position of vulnerability, and signal to them that the church supports this individual as a trustworthy leader.
- 2b. After one year, such individuals may only be considered for a church office or position of responsibility in the church that does not place them in contact with children or youth, after their situation has been carefully examined by the Church Board when it has received, acknowledged and acted upon the professional advice sought from the relevant authority or AdSAFE regarding their specific case.
- The church must at all times uphold its duty of care\* to all church members, and make the church and its ministry activities a safe place for all worshippers, young and old.
- \* Duty of Care describes the responsibility that all church members have to exercise the powers of their leadership within an ethical framework of accountability that ensures the best interests of all church members and attendees.” (SDA Church Manual 2016, P 242)
- e) **Roles that are imbued with moral or spiritual authority and leadership** – “In addition, it is the Policy of the Union throughout Australia and New Zealand that a person subject of allegation (PSOA) about whom a ‘positive finding’ or a conviction is determined (by a Court, Tribunal, or Church adjudication process) regarding an offence of a sexual, violent, or pornographic nature against a minor, shall not be permitted to either hold church office or perform a task that is imbued with moral or spiritual authority and leadership. Such office or task includes but is not limited to that of Elder, Deacon, praise leader, preacher/speaker in the pulpit for worship services, ceremonies, and any outreach meeting or other similar program or meetings.” (Creating a Safe Place Policy, 5.2 Future Church Roles if Claims are Established, Proven or Sustained Regarding a Person Subject of Allegation (PSOA), 2)



9. Prior to the commencement of the work of the nominating committee the **Adsafe Responsible Officer** should provide a list of active church members who could potentially be considered for roles in the new church year to **Adsafe**. These will be screened against Adsafes list of persons of concern. **Adsafe** will indicate to the **Adsafe Responsible Officer** which members should not be considered for positions with a reason.
10. The Nominating committee will be presented with a list of eligible members to be considered for appointment by the **Adsafe Responsible Officer**.
11. The Nominating committee will identify from the list persons who are new to the community. The Nominating committee will delegate a member to approach each of these persons to discuss the persons interests and skill and possible roles they may take in the new church year. This process will be guided by **Checklist D: Members new the community: interests and skills assessment**. [<Checklist D>](#)
12. The Nominating committee will establish a list of roles to be filled.
13. The Nominating committee will review Role Description templates provided and select or modify appropriate descriptions for the church.
14. The Nominating committee will use the Role Description templates to establish selection criteria and insert any additional criteria as needed for each of these roles.
15. The Nominating committee when considering prospective officers will work through **Checklist A: Important things to consider when selecting person for roles in the church**. [<Checklist A>](#)
16. Once the Nominating committee has selected a prospective officer for a position a member of the nominating committee should be assigned to approach the proposed officer seeking consent to accept the nominated role and in doing so should follow the process as outlined in **Checklist B: Tasks to cover when seeking the consent of a prospective officer for a role including their willingness to meet the role requirement before commencing the role**. This should include notifying the candidate that in taking on the role that if allegations are raised about their conduct this may be the subject of investigation under a state based reportable conduct scheme or as Adsafes Investigable Conduct. [<Checklist B>](#)
17. The members of the Nominating committee when seeking the consent of prospective officers must emphasise the expected role requirements as outlined in **Table 5: Prerequisites for roles in the local church** that must be met before the commencement of the role.
18. Prospective officers who choose not to meet these prerequisites should not be nominated for the position.

#### *Compliance to prerequisites*

19. The Adsafes Compliance Assistant will receive the ratified Child Related role schedule from the Adsafes Responsible Officer. (see 6 above) and once the Nominating committee report has been adopted by the church the Churchs **Adsafe Compliance Assistant** will updated the schedule with the names of the persons appointed to the new church year. The Adsafes Responsible Officer then is to return the completed **Schedule B1** to Adsafes as an attachment by email to [training@adsafe.org.au](mailto:training@adsafe.org.au). (**Returned Schedule B1**)
20. Once the Nominating committee report has been adopted by the church it is the role of the Churchs **Adsafe Compliance Assistant** to work with each officer





appointed into child related roles to certify that the prerequisites have been met. This task should be managed on the online training portal with the Assistant updating the church's existing records changing the status of members no longer holding roles, members with existing records who have been newly appointed, and assisting to create records for newly appointed members who have no record in the database.

21. At least two weeks prior to the commencement of the new church year the Adsafe Compliance Assistant should provide to the **Adsafe Responsible Officer** a list of appointed officers for the new church year who are yet to meet the prerequisites.
22. The **Adsafe Responsible Officer** will make contact with those on the list reminding them that unless the prerequisites are met, they will not be able to commence their new role.
23. In the week prior to the first Sabbath of the new church year the **Adsafe Responsible Officer** will again check if the prerequisites have been met. If these are still outstanding the officer will be stood down from duties until they are met.
24. The senior leadership team for the church will need to make contingency plans for the delivery of the church program while these church officers are stood down.

#### *Church Year processes*

25. If the working with children status of a church officer changes during the church year the **Adsafe Responsible Officer** will be notified by the Church's **Adsafe Compliance Assistant** or the appropriate government clearance agency or by the affected church officer. This could be either an **interim failed clearance** in jurisdictions that notify at the beginning of a risk reassessment or a **failed clearance** for jurisdictions that notify at the end of a risk reassessment.
26. The **Adsafe Responsible Officer** will notify Adsafe and seek advice.
27. Persons given an **interim failed clearance** will be stood down by the **Adsafe Responsible Officer** until the notification of a cleared status is received at the end of the risk reassessment process.
28. While the appropriate government clearance agency reviews the working with children status of an officer, Adsafe may implement an **Interim Fellowship Agreement**.
29. If after due process the status remains uncleared Adsafe in consultation with the senior leadership team may implement a **fellowship agreement** and the officer will be permanently stood down from the appointed role.
30. If the working with children status is reinstated then the officer can recommence work in the appointed role.

#### *Expiry dates and Renewals*

31. For the purpose of this guideline **renewals** refer to the (1) renewal of a Working With Children Check, (2) updating required training or (3) signing of an updated Code of Conduct
32. In some jurisdictions Working With Children Checks are given an expiry date by the regulatory authority. In the jurisdictions that have no expiry date according to Adsafe Policy the expiry date will be set as two years from the time of the initial check.



33. The **Adsafe Compliance Assistant** for the local church will keep a record of this expiry date on the online training portal.
34. In jurisdictions where the WWCC is the responsibility of the child-related worker that worker will be expected to process a renewal with the appropriate government clearance agency.
35. In jurisdictions where the WWCC is the responsibility of the organisation (NZ) the Adsafe Compliance Assistant will seek the child related worker's assistance in getting the check renewed before its expiry.
36. **Adsafe Awareness Training** and other required modules for various roles have a required renewal schedule. Expiry dates for these training modules will be set in the online training portal.
37. Adsafe will update Codes of Conduct from time to time. Adsafe's policy is that persons performing roles in the church will need to re-sign the updated Code of Conduct within a specified time period. This will be managed on the online training portal for persons with Internet access.
38. Child related workers with active email addresses in the online training portal will be sent an email generated by the training portal reminding them that a renewal is required.
39. For child related workers without active email addresses the online training portal will send an email to the **Adsafe Compliance Assistant** reminding them that a renewal is required for the worker. The **Adsafe Compliance Assistant** will inform the worker of the required renewal.
40. For updated Codes of Conduct for persons without Internet access the **Adsafe Compliance Assistant** will print out the Code of Conduct and get the person to sign. The **Adsafe Compliance Assistant** will then update the online record (or contact Adsafe to do so) and file the signed Code of Conduct.
41. The **Adsafe Compliance Assistant** will certify a renewed Working With Children Check with the appropriate government clearance agency and update the online record.
42. The **Adsafe Compliance Assistant** is to notify the **Adsafe Responsible Officer** before the first church event the name of any officer with an outstanding renewal.
43. The **Adsafe Responsible Officer** will stand down any officer with an outstanding renewal from the role commencing from the expiry date until renewal has been completed.

#### *Church Board Compliance Reporting*

44. The Church Board will have a standing item on all Board meeting agenda called Child and Vulnerable Person Protection. This provides opportunity for all protection matters to be raised.
45. The Adsafe Responsible Officer will prior to each board meeting print out from the ALMS the role requirements compliance report for the church and table this at the meeting for the Board's review.



## 11.2 Church Companies

### *Child and Vulnerable Person Church Company Roles*

1. The church company is a **designated agency** as defined by Adsafe and as such the executive officers of the church company should appoint an **Adsafe Responsible Officer** who is responsible to implement Adsafe's Church Company Child and Vulnerable Person suite of policies. This should generally be the appointed General Secretary for the Conference but in some circumstances, with approval of Adsafe, may be one of the other executive officers.
2. The **Adsafe Responsible Officer** will be responsible to (1) implement the church company Child and Vulnerable Person suite of policies within the church company including to all its employees, conference volunteers and executive committee members and (2) oversight the compliance of employees, conference volunteers and executive committee members to the local Conference and church policies.
3. The executive officers of the Conference will appoint a Conference **Adsafe Compliance Assistant** who will be responsible to maintain records on the church company's compliance to the local Conference Child and Vulnerable Person suite of policies.

### *Assessment of Child Related Roles*

4. The Conference Adsafe Responsible Officer will routinely review the church company's existing and proposed schedule of appointed roles using Adsafe's Appendix B: Adsafe Church and Conference Schedule of Child Related Roles found below (or Schedule B2 previously prepared in [1.7.6 above](#)) and identify which roles are Child Related.
5. The Adsafe Responsible Officer will present this schedule to Administrative Committee or equivalent for ratification.
6. The Adsafe Responsible Officer will provide this schedule to the Adsafe Compliance Assistant for compliance purposes

### *Recruitment and Selection*

7. All persons considered for designated child related roles in the church company as employees or volunteers must meet the prerequisites listed in **Table 6: Prerequisites for roles in the local conference.**
8. Persons deemed to be not working in child related roles will still have to sign the Code of Conduct and complete regular training.
9. The **Adsafe Responsible Officer** will ensure that all advertised positions for the church company specifies these prerequisites as a requirement of the role and the requirement to provide at least three referees for both church involvement and employment roles. This should also include notifying the applicant that in taking on the role that if allegations are raised about their conduct this may be the subject of investigation under a state based reportable conduct scheme or as Adsafe's Investigable Conduct.
10. The **Adsafe Responsible Officer** will provide a list of applicants to Adsafe for screening purposes prior to the selection process and follow Adsafe's recommendations on these applicants.
11. The **Adsafe Responsible Officer** will check all the referees for a successful applicant prior to the final appointment and depending on the feedback this may affect the final appointment.



12. The **Adsafe Responsible Officer** will ensure that any letter of offer, or employment or engagement letter requires the person engaged to comply with:
- the SPD working Policy,
  - all Church Company policy,
  - all Adsafe policies and
  - the Church Company's Staff Code of Conduct

Table 6: Prerequisites for roles in a Church Company

Conference	Nominating, Appointments and Executive Committee	Employees and Volunteers who wwc
GS Conference NNSW Conference SNSW Conference	All members need: <ol style="list-style-type: none"> <li>WWCC clearance or WWVPRC clearance or equivalent.</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>	All persons wwc need: <ol style="list-style-type: none"> <li>WWCC or WWVPRC clearance or equivalent</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>
NA Conference	All members need: <ol style="list-style-type: none"> <li>Ochre card or Blue Card or equivalent</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>	All persons wwc need: <ol style="list-style-type: none"> <li>Ochre card or Blue Card or equivalent</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>
SA Conference	All members need: <ol style="list-style-type: none"> <li>DHS screening or equivalent</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>	All persons wwc need: <ol style="list-style-type: none"> <li>DHS screening or equivalent</li> <li>Complete Training.</li> <li>Sign the Code of Conduct</li> </ol>
NNZ Conference SNZ Conference	All members need: <ol style="list-style-type: none"> <li>Police Vetting or MOJ clearance</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>	All persons wwc need: <ol style="list-style-type: none"> <li>Police Vetting or MOJ clearance</li> <li>Complete Training.</li> <li>Sign the Code of Conduct</li> </ol>
SQLD Conference	All members need: <ol style="list-style-type: none"> <li>Blue card or equivalent</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>	All persons wwc need: <ol style="list-style-type: none"> <li>Blue card or equivalent</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>
Tasmanian Conference	All members need: <ol style="list-style-type: none"> <li>WWVP card or equivalent</li> <li>Completed Training</li> <li>Sign the Code of Conduct</li> </ol>	All persons wwc need: <ol style="list-style-type: none"> <li>WWVP card or equivalent</li> <li>Complete Training</li> <li>Sign the Code of Conduct</li> </ol>



Conference	Nominating, Appointments and Executive Committee	Employees and Volunteers who wwc
Victorian Conference	All members need: <ol style="list-style-type: none"> <li>1. WWCC card or equivalent</li> <li>2. Complete Training</li> <li>3. Sign the Code of Conduct</li> </ol>	All persons wwc need: <ol style="list-style-type: none"> <li>1. WWCC card or equivalent</li> <li>2. Complete Training</li> <li>3. Sign the Code of Conduct</li> </ol>
WA Conference	All Board members need to: <ol style="list-style-type: none"> <li>1. WWCC card or equivalent</li> <li>2. Complete Training</li> <li>3. Sign the Code of Conduct</li> </ol>	All persons wwc need: <ol style="list-style-type: none"> <li>1. WWCC card or equivalent</li> <li>2. Complete Training</li> <li>3. Sign the Code of Conduct</li> </ol>

13. The **Adsafe Responsible Officer** will ensure that any letter of offer, or employment or engagement letter requires the person engaged to:
- a) sign the Code of Conduct,
  - b) complete all required training and
  - c) maintain a clearance in a Working With Children Check throughout the engagement.

#### *Church Company Nominating, Appointments and Executive Committees*

14. In preparing for the work of the Nominating or Appointments committee the Union President or his designee will provide a list of possible appointees with **Adsafe**. These will be screened against Adsafes list of persons of concern. **Adsafe** will indicate to the Union President or his designee which possible appointees should not be considered for positions with a reason.
15. In selecting Executive Officers of the conference, Executive Committee members, Officers, Directors and Association Secretaries of the Conference the **Nominating and the Appointments Committee** are reminded of the prerequisites for these persons listed in the table below **Table 6: Prerequisites for roles in the local conference**. The committee must inform prospective candidates of these prerequisites and only continue with the nomination if the person is willing to meet these requirements prior to the commencement of their engagement or first meeting. This should include notifying the candidate that in taking on the role that if allegations are raised about their conduct this may be the subject of investigation under a state based reportable conduct scheme or as Adsafes Investigable Conduct.
16. The Conference **Adsafe Responsible Officer** will provide a list of successful appointees to the Conference **Adsafe Compliance Assistant**.
17. The Conference **Adsafe Compliance Assistant** will remind successful appointees of these requirements and provide them with information on how to use Adsafes online Training Portal and a deadline for compliance.
18. The Conference **Adsafe Compliance Assistant** will verify that these prerequisites are met prior to the commencement of their engagement or first meeting using Adsafes online Training Portal.



19. One week prior to the deadline the Conference **Adsafe Compliance Assistant** will notify the **Adsafe Responsible Officer** of successful appointees who are yet to complete the requirements
20. The Conference **Adsafe Responsible Officer** will direct Committee members who have not met the prerequisites prior to the Committee's first meeting that they are stood down and can't participate in the meetings until the prerequisites are met.
21. The Conference **Adsafe Responsible Officer** or his delegate will direct Volunteers, appointed by the Nominating or Appointments committee, who have not met the prerequisites prior to the commencement of their engagement that they are stood down and can't participate in the meetings until the prerequisites are met.
22. The Conference **Adsafe Responsible Officer** will ensure that employees, appointed by the Nominating or Appointments committee, who have not met the prerequisites prior to the commencement of their engagement are not to commence work in their role and are directed to work on meeting these prerequisites as their first task as employees.

### Church Company Events

For the purpose of this guideline an event is a short-term (day or overnight) service or program organised by the Church Company for members or attendees from its local churches which may include members of the public. Events include but are not limited to Big Camps, summer camps, Pathfinder camporees and fairs, Adventurer camps, youth or teen rallies and regional days.

Staff working in child related roles during these events (employees and volunteers) are required to meet certain prerequisites similar to staff used in regular church child related services or activities.

For some events the children attending are in the care and supervision of staff for the whole time (24 hours per day). Examples of these type of events include Pathfinder camporees and summer camps.

For other events there are specific child related activities inserted into the program where the supervision of a child is transferred to staff for the length of the activity. Examples of these type of events include Big Camps or regional days. At other times during the event parents are responsible for the supervision of their children.

Pathfinder Camporees are special events where the local church Pathfinder club provides the child related staff to supervise attendees at all times except during activities where the care is delegated to specially trained Church Company staff.

23. The Church Company **Adsafe Responsible officer** will assess the program for each event organised by the Church Company and determine whether the whole event is child related or only certain activities and develop a list of child related activities.
24. The **event organiser** will determine in consultation with the Adsafe Safe-guarding team an appropriate number of staff for each of these child related activities based on the expected number attending.
25. The Adsafe Safe-guarding team will Create an online (ALMS) event record for the event.
26. The **event organiser or her delegate** will recruit appropriate staff for each activity. are reminded of the prerequisites for these persons listed in the table



below **Table 6: Prerequisites for roles in the local conference**. The **event organiser or her delegate** must inform prospective staff of these prerequisites and only continue with the appointment if the person is willing to meet these requirements prior to the commencement of their engagement. This should include notifying the candidate that in taking on the role that if allegations are raised about their conduct this may be the subject of investigation under a state based reportable conduct scheme or as Adsafe's Investigable Conduct.

27. The **event organiser or her delegate** will provide a list of proposed staff for each activity to the Church Company **Adsafe Compliance Assistant** at least two weeks prior to the event.
28. The Adsafe Compliance Assistant will
  - a) screen the proposed staff with Adsafe.
  - b) invite staff with existing training records to be linked to the event record created in 25 above and
  - c) invite staff without existing training records to create a user record, complete training, sign the Code of Conduct and verify their WWCC or equivalent.
29. Three days prior to the start of the event the **Adsafe Compliance Assistant** will provide the **Adsafe Responsible Officer** with a list of staff yet to meet the prerequisites.
30. The **Adsafe Responsible Officer** will remind these staff that these requirements need completion before the first activity.
31. Prior to the commencement of the first child related activity the **Adsafe Compliance Assistant** will provide the **Adsafe Responsible Officer** with an updated list of the non-compliant staff.
32. The **Adsafe Responsible Officer** will stand down any non-compliant staff member from the activity.

#### *Changes in Status*

33. If the working with children status of a child related worker changes during the period of engagement the Church Company **Adsafe Responsible Officer** will be notified by the Church Company **Adsafe Compliance Assistant**, the appropriate government clearance agency or by that child related worker. This could be either an **interim failed clearance** in jurisdictions that notify at the beginning of a risk reassessment or a **failed clearance** for jurisdictions that notify at the end of a risk reassessment.
34. The **Adsafe Responsible Officer** will notify Adsafe and seek advice.
35. Persons given an **interim failed clearance** will be stood down by the **Adsafe Responsible Officer** from all child related roles until the notification of a cleared status is received at the end of the risk reassessment process.
36. While the appropriate government clearance agency reviews the working with children status of an employee or volunteer, Adsafe may implement an **Interim Fellowship Agreement** within the church context.
37. If after due process the status remains as a failed clearance the **Adsafe Responsible Officer** will notify Adsafe and determine whether employment or the engagement can continue.



38. In the case of a failed clearance Adsafe in consultation with the senior leadership team at the church may implement a **Fellowship Agreement** within the church context.
39. If the working with children status is reinstated then the child related worker can recommence work in the appointed role.

#### *Church Company Board Compliance Reporting*

40. The Church Company Board may choose to delegate the oversight of Child and Vulnerable Person Protection matters to a subcommittee such as an Adcom Committee or its equivalent. The Church Company Board or this delegated subcommittee will have a standing item on all its meeting agendas called **Child and Vulnerable Person Protection**. This provides opportunity for all protection matters to be raised.
41. The Church Company **Adsafe Responsible Officer** will prior to each of these meetings print out from the ALMS the role requirements compliance report for the church company including any planned events and table this for the committee's review.

#### *Expiry dates and Renewals*

42. For the purpose of this guideline **renewals** refer to the (1) renewal of a Working With Children Check, (2) updating required training or (3) signing of an updated Code of Conduct
43. In some jurisdictions Working With Children Checks are given an expiry date by the regulatory authority. In the jurisdictions that have no expiry date according to Adsafe Policy the expiry date will be set as two years from the time of the initial check.
44. The **Adsafe Compliance Assistant** for the local conference will keep a record of this expiry date on the Adsafe online training portal.
45. In jurisdictions where the WWCC is the responsibility of the child related worker that worker will be expected to process a renewal with the appropriate government clearance agency.
46. In jurisdictions where the WWCC is the responsibility of the organisation (NZ ) the Conference Adsafe Compliance Assistant will seek the child related worker's assistance in getting the check renewed before its expiry.
47. **Adsafe Awareness Training** and other required training modules for various roles have a required renewal schedule. Expiry dates for these training modules will be set by Adsafe in the Adsafe online training portal.
48. Adsafe will update Codes of Conduct from time to time. Adsafe's policy is that persons performing roles in the church will need to re-sign the updated Code of Conduct within a specified time period. This will be managed on the online database for persons with Internet access.
49. Child related workers with active email addresses in the Adsafe online training portal will be sent an email generated by the portal reminding them that a renewal is required.
50. For child related workers without active email addresses the Adsafe online training portal will send an email to the **Adsafe Compliance Assistant** reminding them that a renewal is required for the worker. **The Adsafe Compliance Assistant** will inform the worker of the required renewal.





51. For updated Codes of Conduct for persons without Internet access the **Adsafe Compliance Assistant** will print out the Code of Conduct and get the person to sign. The **Adsafe Compliance Assistant** (or Adsafes if necessary) will then update the online record.
52. The **Adsafe Compliance Assistant** will certify a renewed Working With Children Check with the appropriate government clearance agency and update the online record.
53. The **Adsafe Compliance Assistant** is to notify the **Adsafe Responsible Officer** before expiry the name of any officer with an outstanding renewal.
54. The **Adsafe Responsible Officer** will stand down any Employees and Volunteers with an outstanding renewal from the role commencing from the expiry date until renewal has been completed.



**Checklist A:** Important things to consider when selecting a person for roles in the church.

Role	Candidate
Description	Notes
<input type="checkbox"/> Is the person new to the church or the role? If Yes	<b>Yes/No</b>
<input type="checkbox"/> met the relevant Waiting periods? <input type="checkbox"/> <b>Provide three relevant referees</b>	<b>Meeting waiting periods</b> <b>See referee form</b>
<hr/>	
<input type="checkbox"/> <b>Evaluation</b>	
<hr/>	
<input type="checkbox"/> <b>Review role description</b>	
<hr/>	
<input type="checkbox"/> <b>Has the selection criteria be established?</b>  <input type="checkbox"/> Check Referees	<b>Refer to Checklist C</b>
Does the person exhibit the leadership qualities needed for the role?	
Does the candidate work well in a team?	
Has the candidate relevant experience or skills in the role or similar types of role?	
Is the candidate's conduct in line with the church's Code of Conduct?	
Does the candidate have the required qualities to perform the role?	
Is the candidate willing to be mentored in the role?	
Does the candidate have compassion for people?	



**Checklist B:** Tasks to cover when seeking the consent of a prospective officer for a role or roles

	<i>List of roles</i>	
Candidate		

Description	Notes
Inform the candidate using words to the effect (cross out the not applicable elements)	
<input type="checkbox"/> "I am approaching you as a representative of the nominating committee (nc) to see if you would be willing to serve our church community in the new church year as <proposed role>. Understand that: <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. the nc only nominates you to the church members at large and this group will be asked to make the final appointment.</li> <li><input type="checkbox"/> 2. the role we are asking you to serve in has the following job description. &lt;give copy of the JD&gt;</li> <li><input type="checkbox"/> 3. as part of this role you are a member of the church board (or equivalent).</li> <li><input type="checkbox"/> 4. this role (and/or the board role) has certain requirements that are legal or part of the church's child protection policy which may include being under a Reportable Conduct Scheme or Adsafe's Investigable Conduct &lt;give copy of info&gt;.</li> <li><input type="checkbox"/> 5. these will need to be met before commencing and maintained through-out the period you hold the role.</li> <li><input type="checkbox"/> These are:                         <ul style="list-style-type: none"> <li>a. wwcc clearance or equivalent</li> <li>b. complete adsafe training</li> <li>c. sign the code of conduct</li> </ul> </li> </ul>	
<input type="checkbox"/> This role is a leadership position where nc delegate you with the job of selecting a team to assist you. In this process you need to: (cross out any item which is not applicable) <ul style="list-style-type: none"> <li>a. ensure your team all meet the required waiting periods.</li> <li>b. that they are willing to meet these requirements                         <ul style="list-style-type: none"> <li>i. WWCC clearance or equivalent</li> <li>ii. complete Adsafe training</li> <li>iii. sign the Code of Conduct</li> </ul> </li> <li>c. ensure that you have a team of at least &lt;specify number&gt;</li> </ul>	
<input type="checkbox"/> d. return the list to the nominating committee by <date> for: <ul style="list-style-type: none"> <li><input type="checkbox"/> i approval by the church or</li> <li><input type="checkbox"/> ii to be recorded in the list of officers</li> </ul>	
<input type="checkbox"/> Are you willing for your name to be presented to the church members to serve in the/these role/s for next year?	<b>Yes/No</b>

Nominating committee member's name	signature
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## Checklist C: Sample questions for Referees

<Work in progress>



**Checklist D: Members new to the community: Interests and skills assessment.**

	<b>Referees</b>	<b>List of roles</b>
Candidate	_____	_____
	_____	_____
	_____	_____

<b>Description</b>	<b>Notes</b>
Inform the candidate using words to the effect, (cross out the not applicable elements)	
<input type="checkbox"/> "I am approaching you as a representative of the nominating committee (nc). The job of the nominating committee is to develop a list of church roles and candidates for these roles to present to the church membership for approval. As you know the church has a long list of services and activities that it runs to nurture its members. The nc would love to provide you with an opportunity to serve the community in an area where you have an interest or some knowledge and skills. Alternatively we would like to provide you an opportunity to develop new skills in an area of your interest. As the nc does its work it would be very helpful for us to know how you might like to serve our community"	
<input type="checkbox"/> 1. Discuss the person's present skills including work skills and any hobbies or involvement in activities.	
<input type="checkbox"/> 2. Show the person a list of roles to be filled and ask if they have any interest in serving in these teams.	
<input type="checkbox"/> 3. Discuss present friendships either personal or the friendships of family members at the church and flag the areas these friends serve the church. Ask whether the person would be happy in assisting on any of the church teams that serve.	
<input type="checkbox"/> 4. List possible roles above. Indicate that the nc may not have a place just yet in the identified areas.	
<input type="checkbox"/> 5. Inform the person that some of the roles have prerequisites.	
<input type="checkbox"/> 6. These typically are: <ul style="list-style-type: none"> <li>a. check of referees for persons new or new to a role</li> <li>b. wwcc clearance or equivalent</li> <li>c. complete adsafe training</li> <li>d. sign the code of conduct</li> </ul>	
<input type="checkbox"/> 7. Let them know if they later think of areas where they would like to serve that the nc would welcome this information. Thank the person for their time	

Nominating committee member's name	signature
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## Appendix A: Working with Children Check: Verification and linking process

Jurisdiction	Agency	Link on application	Link at verification
Australian Capital Territory	Access Canberra	Not available	1. Verification is done by sighting the registration card and any condition found on the reverse side of the card.
New South Wales	Office of the Children's Guardian (OCG).	Not available Individuals apply with the OCG and are given WWCC number. This can be given to organisations to verify	1. The organisation registers with the OCG initially. 2. Uses WWCC number, name and DOB to verify online 3. This process links the person with the organisation 4. OCG notifies organisation of any changes in status.
New Zealand	Police Vetting or Ministry of Justice Vetting	Organisation registers as an approved agency for police vetting. Approved agency applies, is sent and assesses applicant's criminal history on behalf of the applicant	Police vetting service has no mechanism to update organisation with changes of status. Organisation needs to set policy on how regularly police vetting should be done
Northern Territory	SAFE NT	No linking of persons with organisations available	1. Online verification available at <a href="https://forms.pfes.nt.gov.au/safent/Default.aspx">https://forms.pfes.nt.gov.au/safent/Default.aspx</a> 2. No linking occurs with this process.
Queensland	Blue Card Services	1. If a person needs a blue card/ exemption card the organisation applies on their behalf. 2. Linking is done as part of this process 3. Blue card services will notify the organisation of a change in a person's status.	1. If a person has an existing blue card or exemption card check the card is validated online using <a href="https://www.bluecard.qld.gov.au/onlinevalidation/index.html">https://www.bluecard.qld.gov.au/onlinevalidation/index.html</a> 2. Organisation must link the cardholder to the organisation using the appropriate form. 3. Blue card services will notify the organisation of a change in a person's status.
South Australia	Department for	Not available	1. The organisation registers with the DHS screening unit initially.



Jurisdiction	Agency	Link on application	Link at verification
	Communities and Social Inclusion	Individuals apply with the DHS screening unit and are given a unique identification number. This can be given to organisations to verify.	<ol style="list-style-type: none"> <li>2. Organisations need to verify their employees or volunteers with a WWCC via the DHS Screening unit online portal. This process links the person to the organisation</li> <li>3. If the person's WWCC status changes, organisations that have verified the person will be notified.</li> </ol>
Tasmania	Department of Justice (DoJ)	<p>Not available</p> <p>Individuals apply with the DoJ and are given WWCRC number. This can be given to organisations to verify</p>	<ol style="list-style-type: none"> <li>1. Organisation uses WWCRC number and name to verify online</li> <li>2. The online system has a facility to link the person to the organisation.</li> <li>3. No facility is available to notify the organisation if the status has changed</li> <li>4. The organisation needs to regularly check the registration status of the persons they engage.</li> </ol>
Victoria	Department of Justice and Regulation	<ol style="list-style-type: none"> <li>1. Applicant provides the department a list of organisations that have engaged them in child related roles.</li> </ol>	<ol style="list-style-type: none"> <li>1. Organisation uses the card number and surname to check each child related worker</li> <li>2. Applicant must update the department within 21 days with any new organisation that engages them.</li> <li>2. Department will notify an organisation if the status of a card holder has changed.</li> </ol>
Western Australia	Department of Communities	<ol style="list-style-type: none"> <li>1. Organisation to appoint an <b>Authorised Representative</b> to <b>sign</b> WWC check applications.</li> <li>2. Organisation to appoint the conference <b>Adsafe Responsible Officer</b> to receive the applicant's <b>WWC card</b>, <b>Interim negative notice</b> or <b>Negative Notice</b> and any related correspondence.</li> </ol>	<ol style="list-style-type: none"> <li>1. The <b>Authorised Representative</b> to <b>confirm</b> WWC check online renewal forms.</li> <li>2. Verification is sent to the <b>Adsafe Responsible Officer</b>.</li> <li>3. Notification of a change in status is sent to the <b>Adsafe Responsible Officer</b></li> </ol>



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## Appendix B: Adsafe Church and Church Company Schedule of Child Related Roles

### B1 Local Church

#### B1.1 Defined Child Related Roles

The following church roles by definition are child related:

##### *leadership decisions*

1. Members of the Church board or its equivalent

##### *unsupervised care of children*

2. Children's Sabbath School leaders and volunteers
3. Adventurer leaders and volunteers
4. Pathfinder Leaders and volunteers
5. Crèches or similar child-minding services
6. Play Group Leaders and assistants (but not parents or guardians)

##### *with access to children while performing regular duties*

7. Nil

##### *with access to children's information as a regular part of their duties*

8. Nil

##### *designated roles*

9. Church sponsored Bible workers
10. Church sponsored volunteer pastors
11. Other church sponsored adult ministry volunteers

#### B1.2 Roles Assessed as Child Related

The church may have further roles that are child related. The following roles may or may not be child related. These potential child related roles must be assessed by the **Adsafe Responsible Officer** with advice from Adsafe and ratified by the Church Board:

##### *leadership decisions*

1. Members of other governance bodies

##### *unsupervised care of children*

2. Any other role that involves unsupervised care of a child

##### *with access to children while performing regular duties*

3. Praise and worship teams that include children
4. Audio-Visual teams that include children
5. Any other adult teams where children assist





*with access to children's information as a regular part of their duties*

6. Any manager of a church database or church website if it stores personal information about children or communicates with children

*designated role*

7. Other church sponsored adult ministry volunteers

## B2 Local and Union Conferences

### B2.1 Defined Child Related Roles

The following roles at Conference events by definition are child related:

*leadership decisions*

1. Executive Committee Members

*unsupervised care of children*

2. Children's Sabbath School leaders and volunteers
3. Adventurer leaders and volunteers
4. Pathfinder Leaders and volunteers
5. Crèches or similar child-minding services
6. Play Group leaders and assistants (but not parents or guardians)

*with access to children while performing regular duties*

7. Praise and worship teams that include children
8. Audio Visual teams that include children

*with access to children's information as a regular part of their duties*

9. Any manager of a Conference database or Conference website if it stores personal information about children or communicates with children

*designated roles*

10. Conference President, General Secretary, Chief Financial Officer (CFO);
11. Departmental Directors and Associates in the following ministries and entities:
  - a) education;
  - b) schools;
  - c) family,
  - d) women's,
  - e) youth, and children's ministries;
  - f) ADRA; Adsafe Compliance Assistant;
  - g) ministers (interns, licensed, and ordained pastors);
  - h) ministerial director;
  - i) personal ministry director;



- j) health director;
- k) chaplains;
- 12. Conference sponsored Bible workers
- 13. Conference sponsored volunteer pastors
- 14. Other church sponsored adult ministry volunteers

## B2.2 Roles Assessed as Child related

The church may have further roles that are child related. The following roles may or may not be child related. These potential child related roles must be assessed by the **Adsafe Responsible Officer** with advice from Adsafe and ratified by the Church Board:

### *leadership decisions*

1. Members of other governance bodies

### *unsupervised care of children*

2. Any other role that involves unsupervised care of a child

### *with access to children while performing regular duties*

3. Praise and worship teams that include children
4. Audio Visual teams that include children
5. Any other adult teams were children assist

### *with access to children's information as a regular part of their duties*

6. Any manager of a Conference database or Conference website if it stores personal information about children or communicates with children

### *designated role*

7. Other conference sponsored adult ministry volunteers