






# Adsafe Compliance Assistant

The local church **Adsafe Compliance Assistant (Adsafe Assistant)** works together with the local church **Adsafe Responsible Officer** to ensure that those in governance and child-related roles meet the Adsafes requirements.

The **Adsafe Assistant** is accountable to the **Adsafe Responsible Officer**, and at the discretion of the local Church Board, may hold a seat on the Church Board.

## CONTACT US

-  Australia 1800 220 468
-  New Zealand 0800 442 458
-  Email [info@adsafe.org.au](mailto:info@adsafe.org.au)

Business hours (Sydney time zone)  
 Monday—Thursday 9:00am – 5.00pm  
 Friday 9:00am – 12:30pm

# The role of the Adsafe Compliance Assistant is to:

1. Record the list of job positions as determined by the Church Board to be child-related.
2. Use the Nominating Committee report to record the names of the persons filling those roles as listed in point 1 above.
3. Determine whether those persons have completed or are yet to complete the Adsafes requirements. These requirements are:
  - Current cleared Working With Children Check (or equivalent)
  - Completed Adsafes Safer Churches Awareness Training
  - Signed Adsafes Code of Conduct
4. Verify the person's Working With Children Check (or equivalent) with the appropriate government agency if this applies in your jurisdiction.
5. If it is determined that a person needs to complete the two Adsafes requirements listed in point 3 above, they should do so via the Adsafes e-learning portal at: <https://elearning.adsafe.org.au> Seek advice from Adsafes if a person is not able to complete the requirements via the e-learning portal.
6. Inform the Adsafes Responsible Officer of a person whose:
  - WWCC check results in a failed clearance
  - WWCC has not been renewed
  - Current Code of Conduct has not been signed
  - Awareness Training is not current

This notification should take place before the officer takes up their role to avoid the need for the Adsafes Responsible Officer to stand down the officer.

7. The Adsafes e-learning portal can be used to monitor the compliance of officers through the Team View and to generate reports. Contact Adsafes for further information on these functions.
8. The Adsafes Assistant may help the Adsafes Responsible Officer with administrative tasks such as preparing compliance reports for Church Board and Business Meetings, and compiling lists of local church governance and child-related roles for Adsafes.