



Adsafe Responsible Officer


The **Adsafe Responsible Officer** is the local church pastor, and is responsible to Adsafes, the local Conference **Adsafe Responsible Officer**, and the local Church Board or equivalent.

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

CONTACT US

- 📞 Australia 1800 220 468
- 📞 New Zealand 0800 442 458
- ✉️ Email 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 Responsible Officer is to:

- Oversee the implementation of the Child and Vulnerable Person Protection Policy in the church.
- With the help of the Adsafes Assistant, undertake 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 the Church Board and for Adsafes.
- Notify Adsafes of the approval of the Policy and appointments of the Adsafes Responsible Officer and the Adsafes Compliance Assistant.
- Annually assess, in consultation with Adsafes and the local Church Board or its equivalent, which church appointed roles are classified as child related.
- On advice from the Adsafes Assistant stand down church officers who do not have a WWCC clearance, or have not completed/renewed Adsafes Awareness Training and Code of Conduct.
- Prior to the first nominating committee meeting for the year provide a list of active church members to Adsafes for screening.
- Provide the list of approved potential officers to the nominating committee at their first meeting.
- Receive notifications of failed or interim failed clearances for appointed officers from the Adsafes 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.
- Notify Adsafes of any change of Working With Children status of church officers and seek advice.
- Receive disclosures of alleged abuse and seek advice from Adsafes.