






# Local Church Board

The **local church** has a spiritual, ethical and legal responsibility to protect children and vulnerable adults in its faith community.

The first National Child-safe Standard highlights the importance of child safety being imbedded in organizational leadership, governance and culture.

The **Church Board** is the local church governance body. The Board takes a key role in decision-making to ensure that a safe environment is built and maintained.

## CONTACT US

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Business hours (Sydney time zone)  
 Monday—Thursday 9:00am – 5:00pm  
 Friday 9:00am – 12:30pm



# The Board should take the following steps to create a safe environment for everyone:

1. Board members should comply with the Adsafes pre-requisites:
  - Adsafes Safer Churches Awareness Training
  - Adsafes Code of Conduct
  - Working With Children Check (or equivalent) clearance
2. Approve and implement the Adsafes Child & Vulnerable Persons Protection Policy.
3. Approve and implement the Adsafes Role Requirements Guidelines.
4. Record the appointment of the Adsafes Responsible Officer and the Adsafes Compliance Assistant.
5. Submit Form A to Adsafes with the details of action taken in relation to points 2 – 4 above.
6. Approve which roles in their local church are classified as child-related and complete Schedule B.
7. Design contingency plans for when non-compliant church officers are stood down.
8. Place child safety as a standing agenda item at Board meetings such that the church can monitor its progress and discuss relevant matters.
9. Design and implement a procedurally fair process to handle complaints.
10. Be aware of the process for handling allegations of abuse and harm.

The Child & Vulnerable Persons Protection Policy, Role Requirements Guidelines, Form A and Schedule B can be found on the Adsafes website at:

[www.adsafes.org.au/safeguarding/policies](http://www.adsafes.org.au/safeguarding/policies)