



Seventh-day
Adventist Church

Adsafe

South Pacific

JOB DESCRIPTION:

Position: **Adsafe Compliance Assistant**

Organisation: **Local Church**

Revised: 16 January 2024

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

*The **Adsafe Responsible Officer** is the local church pastor, unless the church has sought approval from Adsafe to appoint an elder to the role.*

The Adsafe Compliance 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.

The Role:

The Role of the Adsafe Compliance Assistant is to:

1. Record the list of job positions (as determined by the Church Board) that are defined as child-related roles. These positions include governance roles (Church Board/Leadership Group members) and any positions* where adults aged 18 and over will be working with children aged under 18. Church Boards may also determine other positions** to be classified as child-related.
** Examples include Sabbath Schools, playgroups, Children's Ministries, Adventurers, Pathfinders and VBS.
** Examples include teams which contain children aged under 18 such as deacons/deaconesses, audio-visual, library, and worship.*
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 Adsafe requirements. These requirements are:
 - a. a current cleared Working With Children Check (or equivalent)
 - b. a current signed (electronic or paper) Adsafe Code of Conduct
 - c. completion of Adsafe Awareness Training

Contact Adsafe (see details below) if you need assistance in determining whether a person has completed requirements (b) and (c) above.

4. Verify the person's Working With Children Check (or equivalent) with the appropriate government agency if this applies in your jurisdiction. Persons with a cleared WWCC who are continuing to serve will only need to be verified (if applicable) on the renewal of their WWCC. WWCC details can be recorded in a 'free-text' field in a person's e-learning account using a format of your choice.
5. Determine if a person needs to complete the two Adsafe requirements listed in point 3 (b) and (c) above. If so, encourage (and potentially assist) them to do so via the e-learning portal at: <https://elearning.adsafe.org.au> OR by attending one of Adsafe's scheduled live Zoom Awareness Training sessions as listed on the Adsafe website: <https://www.adsafe.org.au/training>. Seek advice from Adsafe if a person is not able to complete the requirements using either of these methods.
6. Inform the **Adsafe Responsible Officer** of a person whose:
 - a. WWCC check results in a failed clearance
 - b. WWCC has not been renewed
 - c. Code of Conduct (current version) has not been signed
 - d. Awareness Training is not current

This notification should take place before the person takes up their role, or during their period of office (if applicable) to avoid the need for the **Adsafe Responsible Officer** to stand down the person from their position.

7. Monitor the compliance of persons and generate reports through the Team View on the Adsafe e-learning portal. Contact Adsafe for further information on these functions.
8. Assist the **Adsafe Responsible Officer** (as applicable) 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 Adsafe.
9. Undertake a handover of **Adsafe Compliance Assistant** functions, documents and records to their replacement should they no longer hold the position.

Adsafe Contacts:

Phone:	1800 220 468 (Australia) 0800 442 458 (New Zealand)
Email:	training@adsafe.org.au
Business hours:	8:30 – 5:00 Monday to Thursday 8:30 – 12:30 Friday

Related Files - Checklists and Job Descriptions

Adsafe Compliance Assistant checklist	www.adsafe.org.au/safeguarding/resources/checklists
Adsafe Compliance Assistant handover checklist	www.adsafe.org.au/safeguarding/resources/checklists
Adsafe Responsible Officer (Local Church) job description	www.adsafe.org.au/safeguarding/resources/job-descriptions
Other Church job descriptions	www.adsafe.org.au/safeguarding/resources/job-descriptions