



Seventh-day
Adventist Church

Adsafe

South Pacific

JOB DESCRIPTION:

Position: **Adsafe Responsible Officer**

Organisation: **Local Church**

Revised: 18 January 2024

The **Adsafe Responsible Officer** is the local church pastor, unless the church has sought approval from Adsafeto appoint an elder to the role. The **Adsafe Responsible Officer** is responsible to Adsafeto, the Local Conference Adsafeto Responsible Officer, and the Local Church Board or equivalent.

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

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 Adsafeto Responsible Officer is to:

1. Oversee the implementation of the *SDA Church Child and Vulnerable Person Protection Policy* and the *SDA Church Role Requirements Guideline* in the designated agency.
2. With the help of the **Adsafe Compliance 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 Adsafeto.
3. Notify Adsafeto of the appointments of the **Adsafe Responsible Officer** (if not the Church Pastor) and the **Adsafe Compliance Assistant**.
4. Annually assess, in consultation with Adsafeto and the Church Board or its equivalent, which church appointed roles are classified as child related.

5. On advice from the **Adsafe Compliance Assistant** stand down church officers who do not have a Working With Children Check (or equivalent) clearance, have not completed or renewed Adsafes Awareness Training and/or have not signed the Adsafes Code of Conduct.
6. Prior to the first Nominating Committee meeting for the Church year, advise church members and attendees that their names will be screened by the Adsafes Risk Management & Investigations team to determine whether they constitute a heightened risk. If a person refuses to have their name screened, they cannot be considered for child-related or Church Board (or equivalent) roles.
7. Following the action in point 6 above, provide a list of active church members who will be considered for child-related and Church Board (or equivalent) roles to the Adsafes Risk Management & Investigations team for screening at sc@adsafe.org.au.
8. Following a response from Adsafes as per point 7 above, provide the list of Adsafes-approved potential officers to the Nominating Committee at their first meeting.
9. Receive notifications of failed or interim failed clearances for appointed officers from the **Adsafe Compliance Assistant** or the relevant government clearance agency. Notify Adsafes and seek advice. Discuss the matter with the officer and temporarily stand down the officer from child related or Church Board (or equivalent) roles until the matter is finalised.
10. Notify Adsafes of any change of Working With Children Check (or equivalent) status of church officers and seek advice.
11. Receive disclosures of alleged abuse and seek advice from Adsafes.

Adsafe Contacts:

Phone: 1800 220 468 (Australia)
0800 442 458 (New Zealand)

Email: training@adsafe.org.au

Website: www.adsafe.org.au

Business hours: 8:30 – 5:00 Monday to Thursday
8:30 – 12:30 Friday