



OPERATIONAL CHECKLIST

Position: **Adsafe Compliance Assistant**

Organisation: **Local Church**

Revised: 16 January 2024

The **Adsafe Compliance Assistant (ACA)** is accountable to and works closely with the **Adsafe Responsible Officer (ARO)** who is generally the church pastor or, with the permission of Adsafes, a senior elder.

The work of the ACA and the ARO may be undertaken jointly, or the ARO may delegate administrative tasks to the ACA.

Undertake jointly with the ARO or as the ARO's delegate

- Notify Adsafes of the appointment by the Church Board of the Adsafes Compliance Assistant (ACA) and Adsafes Responsible Officer (ARO) and advise of any subsequent changes.
- Review Adsafes's templates of *defined child-related roles* and *roles assessed as child-related* as listed in Appendix B of the Role Requirements Guidelines*.
- Using Schedules B1.1 and B1.2* list all persons that the template/Church suggests need to meet safeguarding requirements. The Nominating Committee report will be a handy resource to complete this assignment.
- Present these Schedules to the Church Board for approval.
- Email the approved Schedules B1.1 and B2.1 as attachments to Adsafes at: training@adsafe.org.au

Awareness of Adsafes requirements for persons in defined child-related roles or roles assessed as child-related

- Current Adsafes Awareness Training.#
- Current Adsafes Code of Conduct.#
- Current, cleared Working with Children Check (WWCC) (or equivalent) as applicable in the local jurisdiction.
- Awareness that the ARO will organise the screening of potential staff and volunteers with Adsafes.
- Observance of required waiting periods for persons wanting to work with children: six months for newly baptized or transferring members, and twelve months for non-members or persons who are new to the congregation.
- Training related to Mandatory Reporting and/or Reportable Conduct and other legislative requirements if applicable in the local jurisdiction.

Monitor and encourage compliance of persons in defined child-related roles or roles assessed as child-related

- In their role as ACA (being either a Board member or making leadership decisions), the ACA should complete the above Adsafes requirements.
- Identify if a member needs to create an Adsafes e-learning account at: elearning.adsafe.org.au and complete the Adsafes requirements (as above). Encourage them to complete the requirements. Completing the Training via one of Adsafes live Zoom Awareness Training sessions is an option. The session dates and times are listed on the Adsafes website [here](#)
- Identify if a member needs to obtain a WWCC (or equivalent) and encourage them to apply for this with the local jurisdiction.
- Record the details (number and expiry date) of the persons Working with Children Check (or equivalent). Verify the WWCC with the appropriate government agency if this applies in your jurisdiction and record the date and result of the verification. These details can be noted in the free-text field in a persons e-learning account, or elsewhere as desired.
- Use the Team View in the Adsafes e-learning platform at: elearning.adsafe.org.au to monitor compliance and generate reports regarding their members completion of the Adsafes Awareness Training and the Code of Conduct. If necessary, contact Adsafes for further information on these functions.
- If preferred, in addition to the Team View, record details of completion of requirements and expiry/renewal dates in an accessible format such as a spreadsheet or manual record.

Liaise with and assist the Adsafes Responsible Officer

- Inform the ARO of a member whose WWCC verification (if applicable) results in a failed clearance, or whose WWCC has not been renewed.
- Inform the ARO if a member does not have a current signed Code of Conduct or uncompleted/unrenewed Adsafes Awareness Training.
- Notify the ARO of either/both of the above (as applicable) before the member takes up their role to avoid the need for the ARO to stand down the member from their role for non-compliance.
- Prepare Adsafes-related reports including compliance information for Church Board and Business Meetings.

Undertake a handover with the new Adsafes Compliance Assistant

- Use the ACA Handover Checklist[^] to facilitate an efficient and effective handover to an incoming ACA.

* The Child & Vulnerable Persons Protection Policy, Role Requirements Guidelines, and the Schedules can be found [here](#)

The Adsafes Awareness Training and Code of Conduct can be completed via the Adsafes e-learning portal at: elearning.adsafe.org.au. As an option, the Awareness Training may be completed via one of Adsafes live Zoom Training sessions as listed [here](#).

[^] The ACA Handover Checklist can be found [here](#)

Contact Adsafes:

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New Zealand: 0800 442 458

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