



## OPERATIONAL CHECKLIST

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Position: **Adsafe Responsible Officer**

Organisation: **Local Church**

Revised: 23 January 2024

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

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

The ARO is responsible for overseeing the implementation of the SDA Church Child & Vulnerable Persons Protection Policy and SDA Church Role Requirements Guidelines in the local Church.

### Policy, Guideline & Contact Update Work

- Work with the Church Board/Leadership Group to become familiar with and implement the *SDA Church Child & Vulnerable Persons Protection Policy*\*.
- Work with the Church Board/Leadership Group to become familiar with and implement the *SDA Church Role Requirements Guidelines*\*.
- Ensure that your Church/Group/Company appoints an Adsafes Compliance Assistant (ACA) as part of the Nominating Committee process or by Board/Leadership Group appointment.
- Advise Adsafes of the names of those who hold the Adsafes Responsible Officer (ARO) position and the ACA position by email to: [training@adsafe.org.au](mailto:training@adsafe.org.au). Advise Adsafes of any subsequent changes to the holders of these positions.

### Identification of Child-Related Roles on an Annual Basis

- In conjunction with the ACA, 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](mailto:training@adsafe.org.au)

## Preparation for the Nominating Committee and its Work

- Ensure that all staff and volunteers who are new to the congregation or serving for the first time are subject to referee checks.
- Ensure that all persons being considered for child-related roles have served the required waiting periods. Newly baptized or transferring members should serve a waiting period of six months. Volunteers who are non-members or who are new to the congregation should serve a waiting period of twelve months. These waiting periods allow the church to assess the suitability of those persons being considered for child-related roles.
- Ensure that all persons being considered for child-related roles have a current, cleared Working With Children Check (WWCC) (or equivalent), current Adsafe Awareness Training and have signed a current Adsafe Code of Conduct.
- Prior to the first meeting of the Nominating Committee advise the congregation that the names of active Church members/regular attendees will be screened by Adsafe. If a person objects to having their name screened they should advise the ARO. Such persons are unable to be considered for child-related roles.
- Provide a list of active Church members/regular attendees to Adsafe for screening against their database of persons of concern/subject of allegation.
- Following a response from Adsafe, provide the list of approved potential officers to the Nominating Committee in preparation for their first meeting.
- In the course of the work of the Nominating Committee, be prepared to answer enquiries relating to persons of concern being considered for child-related roles.

## Action Compliance Breaches

- On advice from the ACA, stand down Church officers who do not have a WWCC (or equivalent) clearance, or have not completed/renewed Adsafe Awareness Training and/or Code of Conduct.
- Receive notifications of failed or interim failed clearances of WWCC (or equivalent) for appointed officers from the ACA or the government clearance agency if this applies in your jurisdiction. Notify Adsafe and seek advice. Discuss the matter with the officer and temporarily stand down the officer from child-related roles until the matter is finalised.
- Notify Adsafe of any change of WWCC (or equivalent) status of Church officers and seek advice.

## Disclosures of Alleged Abuse

- Receive disclosures of alleged abuse and seek advice from Adsafe.
- Be aware of the process for handling disclosures and allegations of abuse and harm<sup>^</sup>.

## Governance Responsibilities

- Place child safety as a standing agenda item at Board meetings such that the local Church can monitor its progress and discuss relevant matters.
- Prepare Adsafe-related reports including compliance information for Church Board and Business Meetings.

\*The Child & Vulnerable Persons Protection Policy, Role Requirements Guidelines, and the Schedules can be found at: [www.adsafe.org.au/safeguarding/policies](http://www.adsafe.org.au/safeguarding/policies)

# The Adsafe Awareness Training and Code of Conduct can be completed via the Adsafe e-learning portal at: [elearning.adsafe.org.au](http://elearning.adsafe.org.au). As an alternative to completing the Awareness Training via the e-learning portal, a person may register to join one of Adsafe's scheduled live Zoom Awareness Training sessions as listed at: [Awareness Training :: Adsafe](#).

^ Adsafe is currently in the process of developing guidelines related to the handling of complaints and allegations of abuse and harm. Once completed, these guidelines will be placed into the policies section of the Adsafe website.

## Contact Adsafe:

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Australia: 1800 220 468

New Zealand: 0800 442 458

Business hours: Monday – Thursday 9:00am – 5:00pm; Friday 9:00am – 12.30pm

Email: [training@adsafe.org.au](mailto:training@adsafe.org.au)