



Seventh-day  
Adventist Church

Adsafe

*New South Wales*

## Seventh-day Adventist Church (NSW) Working With Children Check Guidelines

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*On working with children check screening.*

*For employees and volunteers appointed to Child Related Roles in Local churches and the Conferences in New South Wales.*

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## 1 Rationale

The safety and wellbeing of all children who become members of our church communities is of paramount importance to the Directors of the Church Entities, Church Board members or its equivalent, the senior leadership of each church, those volunteering to work with these children, parents and community members. The first line of defence in ensuring the ongoing safety of these children is the screening of all adults who are involved in child related work. Screening involves a number of different approaches not limited to the working with children check (WWCC). Screening then includes Referee checks, Probity checks, Screening with Adsafe against a database of known persons representing a heightened risk in addition to the legal requirement of a WWCC. The other screening approaches are outlined in the Role Requirement Guidelines.

For the purpose of this guideline the meaning of “Worker” has a wider meaning as defined by *Child Protection (Working with Children) Act 2012 (NSW) (the Act)*. “Workers” include, employees, volunteers, a minister of religion, a self-employed person, contractor or subcontractor or a person undertaking training as part of an educational or vocational course.

The WWCC as a protection strategy involves Workers who are engaged in child related work being assessed against certain criteria to determine if they pose an unacceptable risk. Under *the Act* it is an offence for an organisation to engage a worker in child-related work without a current WWCC Clearance.

The object of *the Act* is to protect children:

- a) by not permitting certain persons to engage in child-related work, and
- b) by requiring persons engaged in child-related work to have working with children check clearances.

The Working with Children Check Directorate of the NSW Office of the Children Guardian (OCG) is responsible for conducting an assessment on each **child-related worker**. Persons who have been assessed by the WWCC directorate are subject to ongoing assessment against any newly acquired assessable information. If this results in a determination that the person represents an unacceptable risk, then their status will be changed to **Barred** or **Interim Barred**. The WWCC directorate will inform all employers who have engaged this person of the change in status.

It is the responsibility of the **child-related worker** to ensure that when they are required to apply for a check or when their check is up for renewal that they do so.

## 2 Aims

This Guideline aims to:

1. ensure the compliance of the NSW Church Entities and all their local Churches (church context) to the *Child Protection (Working with Children) Act 2012 (NSW)* and the *Child Protection (Working with Children) Regulation 2013*.
2. ensure that every appointee in a church context to a role that involves **child-related work** is has a current WWCC clearance prior to them commencing in the role.



3. ensure that any **child-related worker** whose WWCC clearance expires renews their WWCC prior to expiry otherwise is stood-down from the role until it is renewed.
4. ensure that any **child-related worker** whose status is changed to **Interim Barred** or **Barred** is stood-down from the role immediately.
5. ensure that appropriate records are maintained, and procedures are in place to ensure that each **child related worker** renews their WWCC prior to expiry.

### 3 Definitions

Term	Definition
<b>Adsafe</b>	Entity established by the Seventh-day Adventist Church in the South Pacific to provide protection services for Children and Vulnerable Persons within a church context.
<b>Australian Union Conference (AUC) of the Seventh-day Adventist Church</b>	The Union Conference administrative body encompassing all the local Conferences in Australia including: <ul style="list-style-type: none"> <li>• the Greater Sydney Conference,</li> <li>• the North New South Wales Conference, and</li> <li>• the South New South Wales Conference</li> </ul> of the Seventh-day Adventist Church.
<b>Child-related work</b>	A worker is engaged in <b>child-related work</b> if the worker is engaged in work within religious services or activities that involves physical contact or face to face contact by the worker with a child or children and that contact is a usual part of and more than incidental to the work.
<b>Child-related roles</b>	While there may not be direct contact with a child, persons in these roles are required to have a WWCC: <ul style="list-style-type: none"> <li>• Head of Child Safe Organisations (CEO or Principal Officer)</li> <li>• Volunteers or workers at overnight camps for children</li> </ul>
<b>Church Entity</b>	One of: Seventh-day Adventist Church (Greater Sydney) Ltd, Seventh-day Adventist Church (NNSW) Ltd, Seventh-day Adventist Church (SNSW) Ltd, and Seventh-day Adventist Church (SPD) Ltd
<b>Church Context</b>	A service or activity run by a local church or Church Entity
<b>Direct contact</b>	Means physical contact or face to face contact.



Term	Definition
<b>with children</b>	
<b>Entity</b>	For the purpose of this guideline, Entity refers to a local church including a “Church Company” or a “Church Group” and any Church Entity
<b>NSW Office of the Children’s Guardian (OCG)</b>	NSW agency with responsibility under the following legislation <ol style="list-style-type: none"> <li>1. Child Protection (Working with Children) Act 2012 (NSW)               <ol style="list-style-type: none"> <li>a. WWCC directorate</li> </ol> </li> <li>2. Children’s Guardian Act 2019 (NSW)               <ol style="list-style-type: none"> <li>b. Reportable Conduct Directorate</li> <li>c. Child Safe Standards Directorate</li> </ol> </li> </ol>
<b>Ongoing Assessment</b>	<p>The WWCC directorate will maintain continuous assessment of Workers with a working with children check. This will involve the ongoing monitoring of assessable information that may change the status of a person previously cleared in a working with children check.</p> <p>The WWCC directorate will inform all employers who have previously checked on behalf of an employee if the risk associated with the employee now represents an unacceptable risk.</p>
<b>South Pacific Division of the Seventh-day Adventist Church (SPD)</b>	A division of the world-wide Seventh-day Adventist Church that incorporates Australia, New Zealand, Papua New Guinea and the Islands in the South Pacific
<b>Worker</b>	For the purposes of this guideline a “Worker” includes an employee or volunteer of an entity, who is involved in <b><i>child-related work</i></b> or in a <b><i>child-related role</i></b>
<b>WWCC directorate of the Office of the Children’s Guardian</b>	<p>The NSW OCG directorate set-up to assess the risk a person poses if engaged to work with children. The Check for risk associated with workers engagement with children is referred to as the Working with Children check.</p> <p>This assessment may result in a clearance, or if the risk is assessed as too high, a Bar or an Interim Bar. An applicant who receives a Bar or an Interim Bar must not work with children.</p>
<b>Working with Children Check (NSW)</b>	A working with children check in respect of a person consists of the central assessment unit assessing information in relation to a person against the prescribed risk assessment criteria to determine whether or not the person poses an unacceptable risk to children.



Term	Definition
	On completing a working with children check, the central assessment unit must determine whether the person is, or is not, to be prohibited from working with children. Persons who pose an unacceptable risk to children are to be prohibited from working with them.
<b>WWCC Outcomes and Statuses</b>	<p>The following outcomes (or statuses) may be the result of a WWCC Verification</p> <ul style="list-style-type: none"> <li>• Application in progress</li> <li>• Cleared</li> <li>• Barred</li> <li>• Interim Barred</li> <li>• Not found</li> <li>• Expired</li> <li>• Closed</li> </ul> <p>Workers may commence their Child related role if their outcome is either “Cleared” or “Application in Progress”</p>

## 4 Responsibilities

### 4.1 Church Entities and Local Churches

#### *Governance Bodies*

This includes:

1. local church boards or their equivalent for entities with a “Church” status.
2. The conference Church Entity Board or the sponsoring Church’s Board for entities with “Company” or “Group” status (sometimes referred to as “Church Plants”).
3. The Church Entity Board for Church Entities.

The Governance Body is responsible to:

4. Appoint an Adsafe Responsible Officer (ARO) being the Head of Entity with responsibility for Child and Vulnerable Adult Protection (CVAP) matters.
5. Appoint a Adsafe Compliance Assistant (ACA) to assist the ARO with compliance to CVAP requirements.
6. Ensure that the ACA has appropriate and secure IT systems to maintain the required CVAP records.
7. Ensure that all the required CVAP records are appropriately maintained and securely stored.
8. On a departure from the ARO or ACA role ensure that an appropriate hand-over is completed including ensuring that all CVAP records are up-to-date and assessable.



9. On departure from the ARO or ACA role, ensure that the entity's account with the OCG has the contact details of the ARO or ACA appropriately updated prior to departure.
10. Notify Adsafes of any change in ARO or ACA role using Form C updated prior to the departure. (copy available on the Adsafes website.  
<https://www.adsafes.org.au/safeguarding/policies>)

### **Adsafes Responsible Officer (ARO)**

The ARO will:

#### **Matters from the Role Requirement Guidelines**

11. For a local church:
  - a) prior to the commencement of the new church year with the assistance of the ACA review the church's **Schedule B: Roles appointed in the church including Child Related Work roles.**
  - b) Seek Governance approval for the revised schedule.
  - c) Provide the approved schedule to the Nominating Committee to assist it with its work.
12. For a church entity:
  - a) Annually with the assistance of the ACA review the Church Entity's **Schedule B: Roles appointed in the church Entity including Child Related Work roles.**
  - b) Seek Governance approval for the revised schedule.
  - c) Provide the schedule to the ACA to implement.
  - d) Prior to a constituency meeting provide the approved schedule to the Nominating Committee to assist it with its work.
13. When notified by the ACA, stand-down any appointee to a child related role if a WWCC clearance has not been given.

#### **WWCC Responsibilities**

14. Receive notification from the OCG when a new appointee or an existing Worker's status is Barred or Interim Barred.
15. Notify Adsafes and seek advice from Adsafes if needed.
16. Meet with the Worker to discuss how to safely manage the disclosure and stand-down the Worker from all child related roles.
17. Notify the ACA of the change in status.
18. Receive notification from the OCG if a worker's status is changed from Barred to Cleared.
19. Notify Adsafes and seek advice from Adsafes if needed.
20. Meet with the Worker to discuss how to manage the change in status and if appropriate reinstate the Worker.
21. Notify the ACA with the change of status.
22. Receive notification from the ACA and stand-down any Worker presently working in a child related role whose WWCC Clearance has expired.



### ***Adsafe Compliance Assistant (ACA)***

The Adsafe Compliance Assistant will:

#### ***Matters from the Role Requirement Guidelines***

##### *Identify Child related roles*

23. Assist the ARO in the review of the Entity's schedule B.

#### ***WWCC Responsibilities***

##### *Register as an employer*

24. If the Entity is not registered with the OCG to verify WWCC clearances, complete registration using the contact details for the ARO and the ACA.
25. Ensure that the entity's registration allows access to the Employer Portal for the ACA.

##### *Verify*

26. On receipt of the following appointments for your entity:
  - a) New church year appointments (Schedule B with appointee names)
  - b) Constituency appointments for Church Entities
  - c) Event appointments (Big Camps, Regional days, Pathfinder Camporees etc)
  - d) Appointments to employed or volunteer roles at a Church Entityassess any presently unfulfilled requirements for each of these appointees. Requirements include a WWCC clearance, Completion of Training and commitment to the Code of Conduct.
27. Discuss these requirements including any WWCC requirements with each appointee requesting the required WWCC information to perform a verification.
28. Process an online WWCC verification for each of the appointees.
29. Notify the ARO of any appointee whose Verification Result is not "Cleared".
30. Prior to the commencement of an appointee's Child Related Work notify the ARO of all appointees who have not yet been successfully verified.

##### *Record Keeping*

31. Establish a mechanism to keep a record of verifications including:
  - a) Full Name
  - b) Date of Birth
  - c) WWCC Number
  - d) Verification Date
  - e) Verification Outcome
  - f) Expiry Date
  - g) Employee or Volunteer?
32. Establish a mechanism to provide expiry date alerts one month and one week prior to a Worker's WWCC Clearance expiry.





33. For each verification update the entity's records.
34. Add an alert for the Worker's expiry date.

*Responding to changes*

35. Receive notification of Bars from the ARO and update the Entity's records.
36. Receive notification from the OCG of Workers whose WWCC Clearance is about to expire.
37. Receive alerts from the expiry date calendar.
38. Notify the Worker that their WWCC Clearance is about to expire requesting it be renewed prior to its expiry.
39. Notify the ARO of any Worker presently in a child related role whose WWCC Clearance is about to expire.



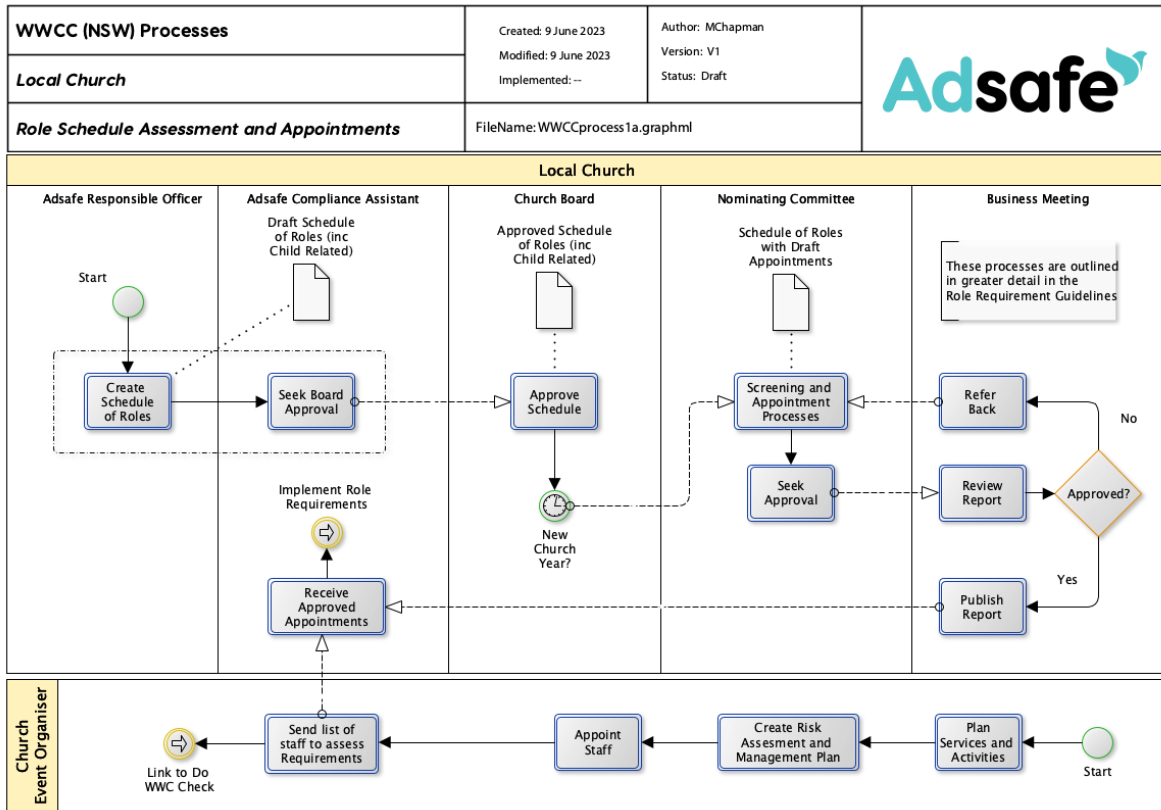
## 5 Implementation

### 5.1 Establishing a WWCC Process

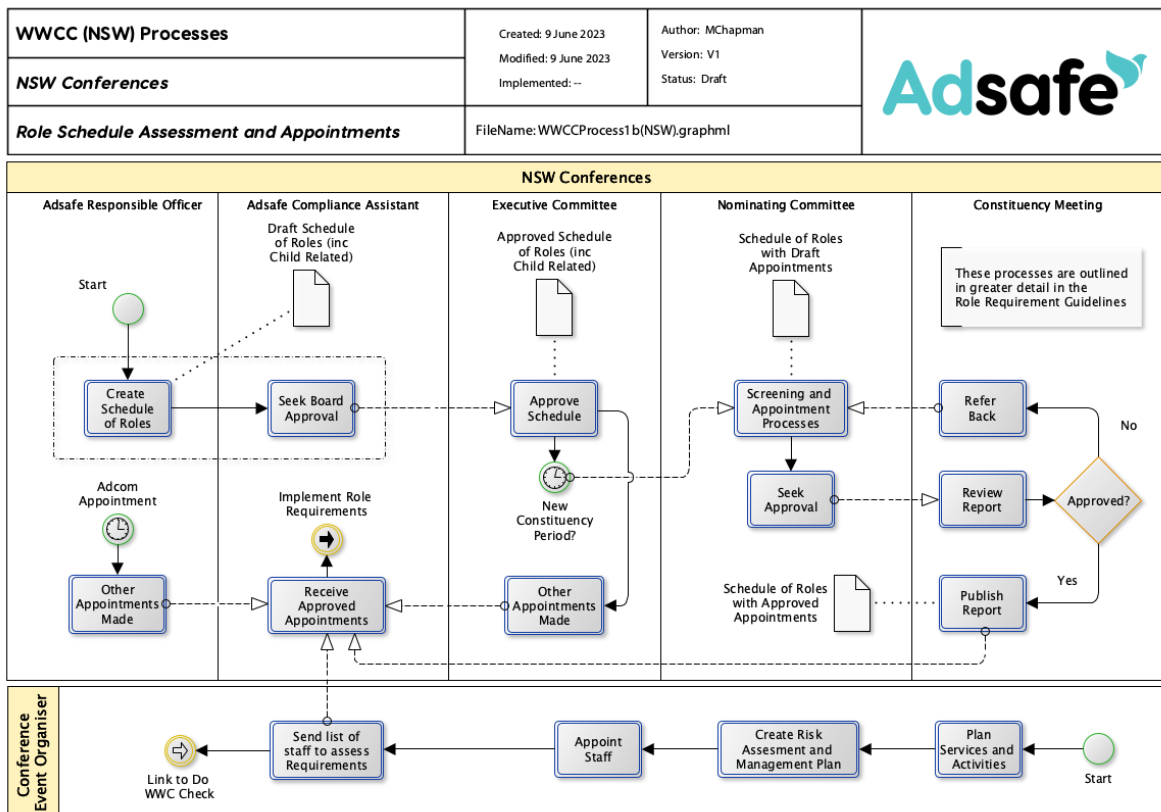
1. The governance body will appoint an Adsafes Responsible Officer (ARO) being the Head of Entity (known by the OCG as the **Head of Organisation**) with responsibility for Child and Vulnerable Adult Protection (CVAP) matters.
2. The governance body will appoint an Adsafes Compliance Assistant (ACA) to assist the ARO with compliance to CVAP requirements.
3. The governance body will ensure that the ACA has appropriate and secure IT systems to maintain the required CVAP records.
4. The governance body will ensure that all the required CVAP records are appropriately maintained and securely stored.
5. On the ARO or the ACA departure, the governance body will ensure that an appropriate hand-over is completed including ensuring that all CVAP records are up-to-date and accessible.
6. On the ARO or the ACA departure the governance body will ensure that the entity's account with the OCG has appropriate contact details for the newly appointed ARO or ACA prior to departure.
7. The governance body notify Adsafes of any change in ARO or ACA role using Form C updated prior to the departure. (copy attached or available on the Adsafes website).
8. The governance body will ensure that the ARO and ACA receives ongoing support and supervision.
9. The governance body will include as a standing item on its agenda a discussion of CVAP matters including a report on the entity's WWCC compliance.

### 5.2 New Church Year Processes

1. Prior to the commencement of the New Church Year Processes (Nominating committee work) the local church ARO in conjunction with the ACA will review the present local churches schedule of roles (Schedule B1) and reassess roles that are Child Related.
2. This revised schedule will be taken to the Church Board or equivalent for approval.
3. The approved schedule without names will be given to the Nominating committee to screen and propose names for each role.
4. The Schedule of Roles with draft appointments will be presented to a business meeting for approval.
5. The final Schedule of Roles with approved appointments will be given to the ACA to process.



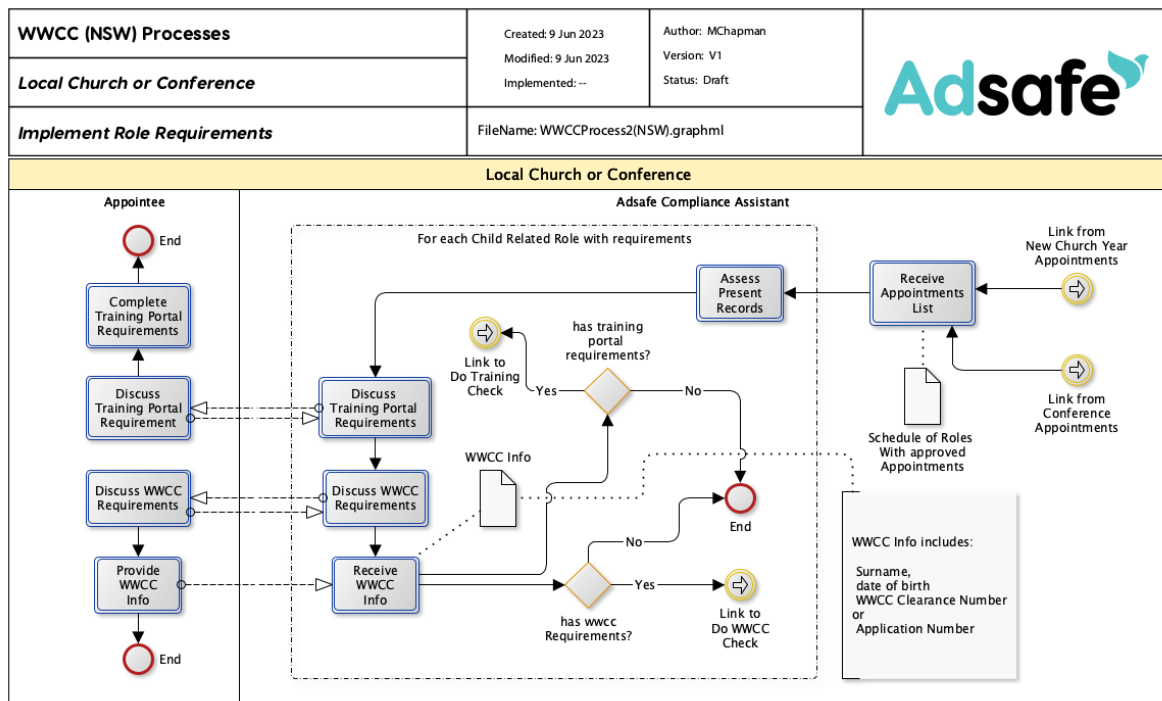
### 5.3 Church Entity Processes





1. Initially and again prior to the commencement of a new conference constituency period the Conference ARO in conjunction with the ACA will review the present conference schedule of roles (Schedule B2) and assess whether the roles are Child Related Work.
2. This revised schedule will be taken to the Church Entity Board for approval.
3. The approved schedule without names will be given to the Conference Constituency Nominating Committee to use in their work in screening and proposing names for each of the roles requiring appointment.
4. The nominated appointees will be presented to the constituency meeting for approval.
5. The final Schedule of Roles with approved appointments will be given to the ACA to process.
6. The names of persons appointed outside of the Constituency Meeting process to Conference roles either as employees or volunteers for either regular roles or for roles at Conference organised events will be given to the Conference Adsafe Compliance Assistant to review against the list of role requirements.

## 5.4 Assessment of Requirements

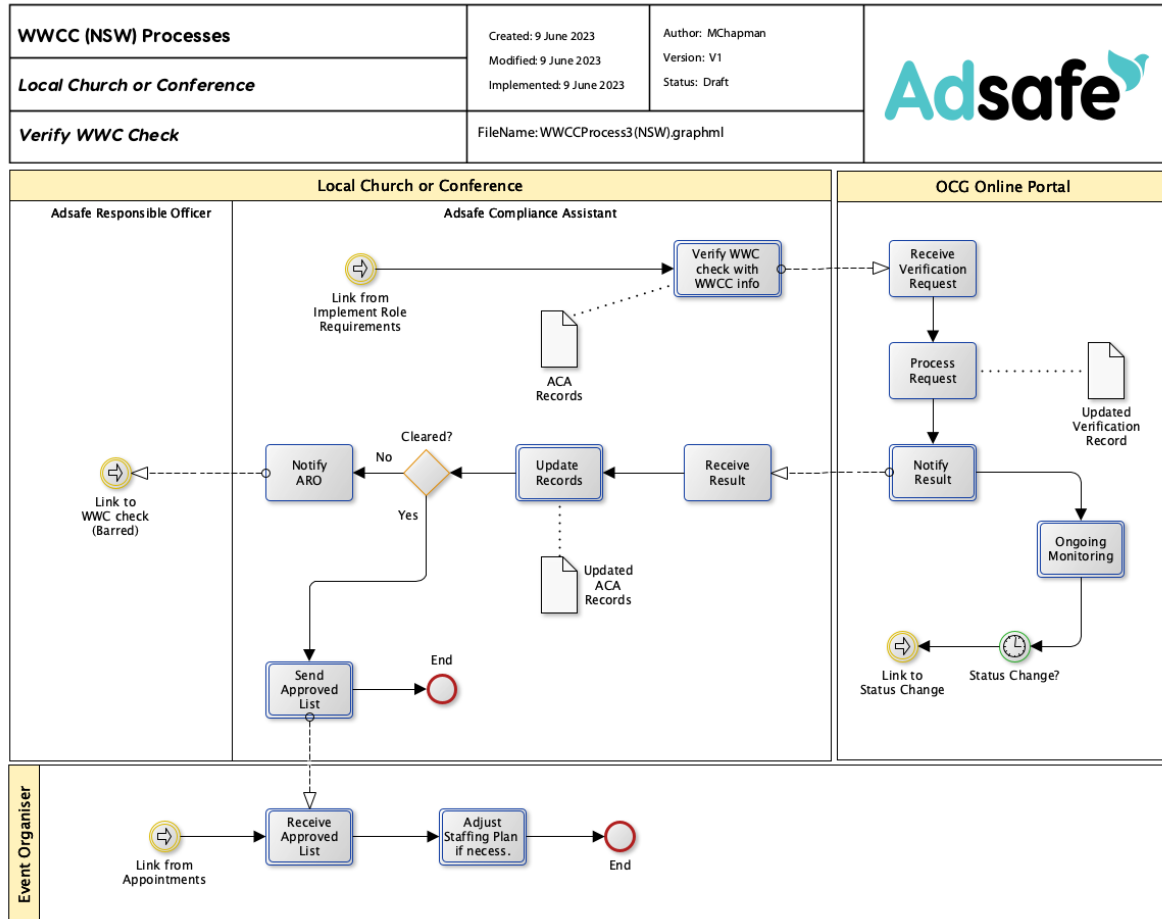


1. The ACA will review the Schedule of Roles with Approved Appointments and assess each appointee for incomplete requirements.
2. The ACA will update these requirements in the ACA's records.
3. The ACA will discuss with each appointee any incomplete requirements for their new role giving them instruction on how these can be completed with a date for completion.



4. If a WWCC is required, the ACA will request the relevant information needed to verify a check using the OCG online portal.

## 5.5 Verifying a check

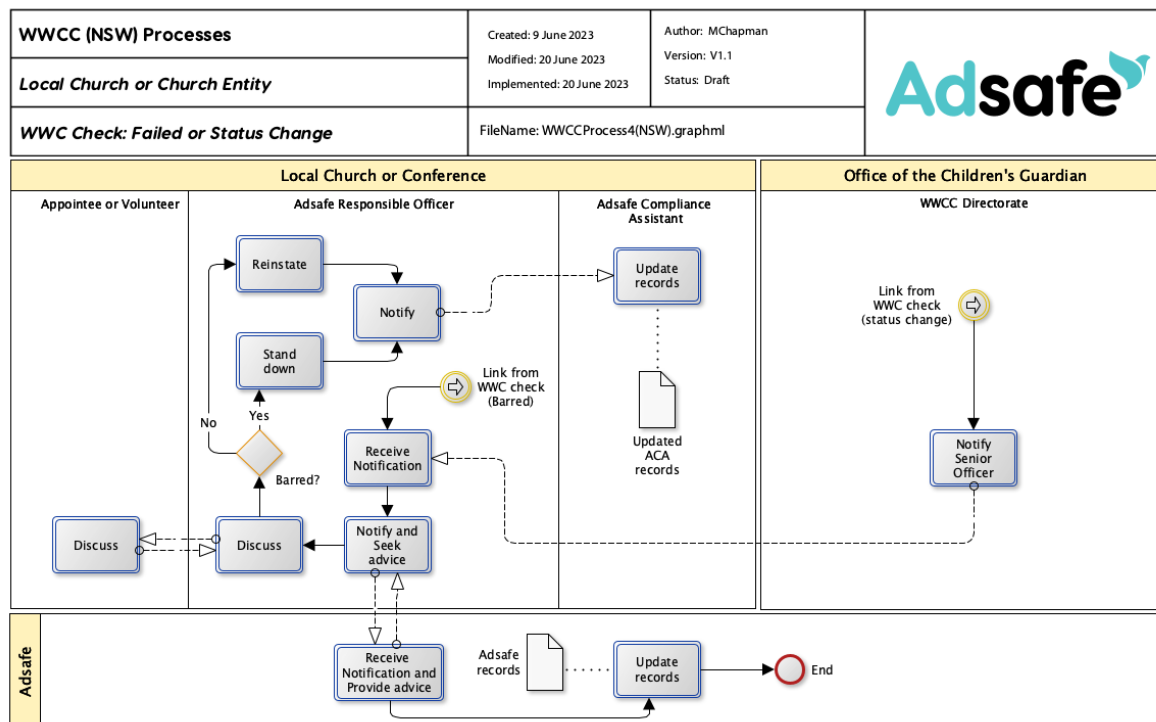


1. Once the WWCC info has been received, the ACA will verify the WWCC using the online portal.
2. On completion of the check, the ACA will update the entity's records including the:
  - a) Full name
  - b) Date of birth
  - c) WWCC number
  - d) Verification date
  - e) Verification outcome
  - f) Expiry date
  - g) Whether the worker is in paid or volunteer work.
3. Prior to the commencement of an appointee's child related work the ACA will notify the ARO of all appointees to child related work who are yet to meet the requirements including those:
  - a) whose check hasn't been completed and



- b) who are Barred.
- 4. The ARO will stand these appointees down from the role until they are cleared.

## 5.6 Failed Checks



1. When one of the following events occur:
  - a) an applicant is assessed as Barred,
  - b) a current Worker has a status change to a Barred or
  - c) a Worker's Barred status is reassessed to a clearance.

The WWCC directorate will notify the relevant ARO.
2. The ARO will notify and seek advice from the Risk Management and Investigation Team at Adsaf.
3. The ARO will meet with the relevant person and discuss the safe handling of the matter.
4. If the relevant person is Barred, they will be stood down from their role.
5. If the relevant person's status has changed from Barred to cleared to work in a child-related role, consideration would be given to reinstating the person to the role.
6. The ARO will update the ACA with the change in status.
7. The ACA will update the ACA's records accordingly.



## 5.7 Record Keeping

1. The following records will be maintained:

Record Name	Maintained by	Period	Notes
ACA's Screening Records	ACA	7 Years after the Worker ceases to carry out child related work	Fields include: Full name, date of birth WWCC Number, Verification Date, Verification Outcome, Expiry date, Worker Type (Paid or volunteer) For each online WWCC verification
Schedule B: Roles with Appointees' names	ARO	Present year plus previous year	Schedule of all entity roles and whether they are Child Related Roles
Expiry Date Calendar	ACA	Until alert notification	A calendar with expiry date alerts for each checked worker notifying one month prior to expiry.

## 5.8 Expired Checks

1. The WWCC Directorate will notify the Worker when their WWCC clearance is about to expire.
2. The ACA will remind the Worker when their WWCC clearance is one month away from expiry and request renewal.
3. If the Worker is still in a current child related role it is their responsibility to renew their WWCC. Once this is completed the Worker should notify the ACA with the new WWCC number.
4. The ACA will verify the renewed WWCC.
5. The ACA will update the ACA's records.
6. The ACA will notify the ARO of any person in a current role whose check is about to expire.
7. The ARO will stand-down any person whose check has expired until renewal has been completed.



## Appendix A: The Act: Possible penalties

### Excerpts from the Act

#### Division 2 Mandatory requirements for child-related work

##### 9 Employers must require clearance or current application

1. An employer must not commence employing, or continue to employ, a worker in child-related work if the employer knows or has reasonable cause to believe that—
  - a) the worker is not the holder of a working with children check clearance that authorises that work and that there is no current application by the worker to the Children’s Guardian for a clearance of a class applicable to that work, or
  - b) the worker is subject to an interim bar.

Maximum penalty—100 penalty units, in the case of a corporation, and 50 penalty units in any other case.

**(Penalty Units - 2023: 100 == \$27,500, 50 == \$13,750)**

##### 9A Employer must verify and record clearance details

1. An employer must not commence employing, or continue to employ, a worker in child-related work unless the employer has obtained and verified the worker’s relevant details and made a record of those relevant details.
2. The worker’s relevant details are the following—
  - a) the worker’s full name and date of birth,
  - b) the working with children number of the worker’s clearance or the application number of the worker’s current application,
  - c) the expiry date for each clearance of the worker, being the date on which the clearance ceases to have effect.
3. The worker’s relevant details are taken to have been verified only if the relevant details accord with the information relating to the worker recorded in the working with children register as at the date the record is made by the employer.
4. An employer who employs a worker in child-related work must ensure that the record kept under subsection (1) in relation to a worker is updated no later than 5 working days after the expiry date for each clearance of the worker.
5. An employer must retain a record made under this section—
  - a) during the period in which the worker carries out child-related work for the employer, and
  - b) for a period of at least 7 years after the worker ceases to carry out child-related work for the employer.
6. An employer who, without reasonable excuse, fails to comply with subsection (1), (4) or (5) is guilty of an offence.

Maximum penalty—100 penalty units (in the case of a corporation) or 50 penalty units (in any other case).

**(Penalty Units - 2023: 100 == \$27,500, 50 == \$13,750)**





## 9B Governing body to ensure persons appointed to key positions hold clearance

1. (Repealed)
2. The governing body of an organisation must ensure that a person is not appointed on a permanent basis to a key position in the organisation that involves child-related work unless the person is the holder of a working with children check clearance of a class applicable to that work.  
  
Maximum penalty—100 penalty units, in the case of a corporation, and 50 penalty units in any other case.  
  
(Penalty Units - 2023: 100 == \$27,500, 50 == \$13,750)
3. It is a defence to proceedings for an offence against subsection (2) if the governing body establishes that, at the time the offence was committed—
  - a) the governing body had been advised by the Children’s Guardian that the person was the holder of a clearance, or
  - b) the working with children register showed that the person was the holder of a clearance, or
  - c) the governing body was exempted by the regulations from the requirements of this section or the person was exempted from the requirement to hold a clearance.
4. The governing body of an organisation must ensure that whenever a person is appointed on a permanent basis to a key position in the organisation that involves child-related work—
  - a) a record is kept of how the governing body determined that the person held a working with children check clearance of a class applicable to that work, and
  - b) that record is retained by the organisation for at least 7 years.

Maximum penalty—50 penalty units.

(Penalty Units - 2023: 100 == \$27,500, 50 == \$13,750)



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