



OPERATIONAL CHECKLIST

Position: **Adsafe Responsible Officer**

Organisation: **Local Church**

Revised: 12 July 2022

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 Adsafes Child & Vulnerable Persons Protection Policy and Role Requirements Guidelines in the local Church.

Policy & Guideline Work

- Work with the Church Board/Leadership Group to approve and implement the Adsafes Child & Vulnerable Persons Protection Policy*.
- Work with the Church Board/Leadership Group to approve and implement the Adsafes Role Requirements Guidelines*.
- Record the appointment of the Adsafes Responsible Officer (ARO) and the Adsafes Compliance Assistant (ACA).
- Record the details of action taken in relation to the three points above on Form A* and submit the form to Adsafes at: 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 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

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 complete a volunteer information form including details of referees.
- 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.
- Prior to the first Nominating Committee meeting for the Church year provide a list of active Church members 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 at 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 officer 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 the officer down 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[^].

Governance Responsibilities

- Place child safety as a standing agenda item at Board meetings such that the 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, Form A and the Schedules can be found at: www.adsafe.org.au/safeguarding/policies

The Adsafe Safer Churches Awareness Training and Code of Conduct can be completed via the Adsafe e-learning portal at: elearning.adsafe.org.au

[^] 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:

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