



Seventh-day
Adventist Church

Adsafe

South Pacific

JOB DESCRIPTION:

Position: Adsafe Compliance Assistant

Organisation: Local Church

Revised: 4 May 2022

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

The **Adsafe Responsible Officer** is the local church pastor, unless the church has sought approval from Adsafe to appoint an elder to the role.

The Adsafe 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 Adsafe Compliance Assistant is to:

1. Record the list of job positions as determined by the Church Board to be child-related. These positions will be governance roles (Church Board, Elders) plus any positions where adults aged 18 and over will be working with children aged under 18. Examples include Sabbath Schools, playgroups, Children's Ministries, Adventurers, Pathfinders and VBS. Church Boards may determine that positions other than these be classified as child-related. Examples include teams which contain children aged under 18 such as deacons, audio-visual, library, and worship.
2. Use the Nominating Committee report to record the names of the persons filling those roles as listed in point 1 above.
3. Determine whether those persons have completed or are yet to complete the Adsafe requirements. These requirements are:
 - a. Current cleared Working With Children Check (or equivalent)
 - b. Signed Adsafe Code of Conduct

c. Completed Adsafe Awareness Training

Contact Adsafe (see details below) if you need assistance in determining whether a person has completed requirements (b) and (c) above.

4. Verify the person's Working With Children Check (or equivalent) with the appropriate government agency if this applies in your jurisdiction. Persons with a cleared WWCC who are continuing to serve will only need to be verified on the renewal of their WWCC. WWCC details can be recorded in a 'free-text' field in a person's e-learning account using a format of your choice.
5. If it is determined that a person needs to complete the two Adsafe requirements listed in point 3 above, you should encourage (and potentially assist) them to do so via the e-learning portal at: <https://elearning.adsafe.org.au> Seek advice from Adsafe if a person is not able to complete the requirements via the e-learning portal.
6. Inform the **Adsafe Responsible Officer** of a person whose:
 - a. WWCC check results in a failed clearance
 - b. WWCC has not been renewed
 - c. Current Code of Conduct has not been signed
 - d. Awareness Training is not current

This notification should take place before the officer takes up their role to avoid the need for the **Adsafe Responsible Officer** to stand down the officer.

7. The Adsafe e-learning portal can be used to monitor the compliance of officers through the Team View and to generate reports. Contact Adsafe for further information on these functions.
8. The **Adsafe Compliance Assistant** may help the **Adsafe Responsible Officer** with 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 Adsafe.

Adsafe Contacts:

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

Email: training@adsafe.org.au

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

Related Files

Job Descriptions

Adsafe Responsible Officer (Local Church)	Link to Adsafe web page
Other Church Roles	Link to Adsafe web page