



Seventh-day
Adventist Church



South Pacific

HANDOVER CHECKLIST

Position: **Adsafe Compliance Assistant**

Organisation: **Local Church**

Revised: 1 August 2023

*This checklist is designed to assist an outgoing **Adsafe Compliance Assistant (ACA)** to undertake a handover of the role to an incoming ACA. The Church Board should ensure that this occurs.*

ROLE ELEMENT	COMPLETED	DATE
Location of Job Descriptions and Operational Checklists		
Adsafe Compliance Assistant Job description		
Adsafe Compliance Assistant Operational checklist		
Adsafe Responsible Officer (for comparison with ACA) Job description		
Adsafe Responsible Officer (for comparison with ACA) Operational checklist		
Church Board Operational checklist		
Location of Useful Documents and Resources		
Frequently asked questions - ACA		
Frequently asked questions – training participant		
Adsafe Policy and supporting documents		
Other resources		
Adsafe Compliance Requirements		
Knowledge of Awareness Training and Code of Conduct requirements and length of validity		
Knowledge of Working With Children Check (or equivalent) requirement		
Procedures for verification of WWCC (if applicable in the jurisdiction in which the entity is located)		
Awareness Training options		
Strategies for encouraging compliance		

ROLE ELEMENT	COMPLETED	DATE
Keeping and Handing Over Records		
ACA - need for own e-learning account		
How records are kept in the e-learning portal Team View		
Accessing compliance information using the e-learning portal Team View		
Knowledge of what records need to be kept for audit purposes as required by the jurisdiction in which the entity is located		
Handing over of any manual records, information about secure storage and suggested length of retention		
Handing over of any spreadsheets or other electronic records		
Handing over log-in details for WWCC employer verification account and how to use the account (if applicable in the jurisdiction in which the entity is located)		
Reporting to the Board and/or Business Meeting		
Information on what to report to the Board and/or Business Meeting (see final question in FAQs)		
Advising Adsafe of Changes		
Outgoing or incoming ACA to advise Adsafe of new contact details (name, phone number, email address) via the email address listed below		
Seeking Advice or Information from Adsafe		
Contact Adsafe by phone or email (see below for details)		

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