



# Adsafe Framework Update

Updated Role Requirement Guidelines: V3.4 --> V3.4.1

Minor adjustments and resources: Role Requirement Guidelines

## Background

This communique refers to the implementation of the Adsafes Role Requirement Guideline released late 2020 labeled **July 2020 (Version 3.4)** and is intended for General Secretaries and church ministers appointed in 2021.

Adsafe would like to thank all those who provided feedback on the document. As a result, some minor adjustments to the document have been made to correct some ambiguities and other minor errors. The updated document is now labelled **Jan 2021 (Version 3.4.1)**. The adjustments are outlined in the change log at the beginning of the document. For your convenience they are also outlined below. This updated document can be found on Adsafes website at <https://www.adsafe.org.au/safeguarding/policies>.

In the implementation schedule of the document, reference is made to some required returns to Adsafes as part of the implementation process. Forms and templates for these returns have been developed and are also available from the same location on the Adsafes site.

## Changes made

Location	Old Term	New Term	Resources
Pages 5, 4a; Pages 7, 6a;	Checklist A (part of implement schedule)	Form A	Form found on website
Pages 5, 4b; page 6, 4c; page 8, 6b; page 8, 6c	Checklist B1.1, B1.2, B2.1 or B2.2 (part of implement schedule)	Schedule Bx.y	Word template and Excel Template found on website
Page 26	Checklist A, B, D (part of nominating committee resources)	No change	Checklists found after Page 35

## Appointment of roles in the church

Adsafe assumed that after the completion of the nominating committee’s work, the Church Board took on the role of appointing vacant roles in the local church. Feedback received indicates this is not always the case. For this reason the implementation schedule (1.6.3b) has been amended to allow the church to use their accepted mechanism in the appointment of roles for both the **Adsafe Responsible Officer** and the **Adsafe Compliance Assistant**.

## Special Role of Adsafe Responsible Officer

This role's key responsibility is the oversight of Child and Vulnerable Person Protection matters for the local church. While the day-to-day tasks can be delegated to others within the church, the Adsafe Responsible Officer needs to have an overall understanding of the matters within the local church.

Given the sensitive nature of this role and the need for this oversight work to be done by someone with authority that comes with senior leadership Adsafe has proposed that the best person to take on this role is the appointed minister for the church. This was stated in (11.1.1 and 11.2.1) but was not mentioned in the implementation schedule (1.6.4b and 1.7.5b). The schedule has been updated accordingly to make reference to these requirements.

It should be noted that if the church has an alternative person in senior leadership in the church that has special skills and experience in the area of Child and Vulnerable Person Protection, Adsafe would be willing to discuss a counter proposal from the church for this position. This option is covered in 11.1.1.

## Notes

There have been other minor adjustments made to the document identified in the 'change log' in the Document Controls.

Adsafe considers these adjustments to be minor and as a consequence is happy for the designated governance bodies to approve either Version 3.4 or 3.4.1

***Safeguarding Team***

***Adsafe***