



Seventh-day  
Adventist Church

Adsafe

*South Pacific*

## JOB DESCRIPTION:

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Position: Adsafe Responsible Officer

Organisation: Local Church

Revised: 15 July 2021

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*The **Adsafe Responsible Officer** is the local church pastor, unless the church has sought approval from Adsafes to appoint an elder to the role. The **Adsafe Responsible Officer** is responsible to Adsafes, the Local Conference Adsafes Responsible Officer, and the Local Church Board or equivalent.*

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

*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:

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### The Role of the Adsafes Responsible Officer is to:

1. Oversee the implementation of child and vulnerable person protection policies in the designated agency.
2. With the help of the **Adsafe Assistant**, undertake 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 the Church Board and for Adsafes.
3. Notify Adsafes of the approval of the policy and appointments of the **Adsafe Responsible Officer** and the **Adsafe Compliance Assistant**.
4. Annually assess, in consultation with Adsafes and the Local Church Board or its equivalent, which church appointed roles are classified as child related.
5. On advice from the **Adsafe Assistant** stand down church officers who do not have a WWCC clearance, or have not completed or renewed Adsafes Awareness Training and re-signed any updated Code of Conduct.

6. Prior to the first nominating committee meeting for the year provide a list of active church members to the Adsafe Offender Management team for screening.
7. Provide the list of approved potential officers to the nominating committee at their first meeting.
8. Receive notifications of failed or interim failed clearances for appointed officers from the **Adsafe Assistant** or the government clearance agency. 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.
9. Notify Adsafe of any change of working with children status of church officers and seek advice.
10. Receive disclosures of alleged abuse and seek advice from Adsafe.

## Adsafe Contacts:

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

Email: [training@adsafe.org.au](mailto:training@adsafe.org.au)

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

## Related Files

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### Job Descriptions

Adsafe Compliance Assistant (Local Church)	<a href="#">Link to Adsafe web page</a>
Other Church Roles	<a href="#">Link to Adsafe web page</a>