



Adsafe Compliance Assistant

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

The **ACA** is responsible to the **ARO** and, at the discretion of the local church, may hold a seat on the church Board.

Opening hours (Sydney time zone)

Monday–Thursday 9:00am – 5:00pm

Friday 9:00am – 12:30pm

Australia 1800 220 468

New Zealand 0800 442 458

Email info@adsafe.org.au

Website adsafe.org.au

"He has shown you, O man, what is good; and what does the Lord require of you but to act justly, to love mercy, and to walk humbly with your God?" –Micah 6:8



The role of the Adsafe Compliance Assistant is to:

- ✓ Record the list of job positions as determined by the Church Board to be child-related.
 - ✓ Use the Nominating Committee report to record the names of persons designated as being in a child-related role or a Church Board member
 - ✓ Determine whether those persons have completed the safeguarding requirements. These requirements are:
 - Current cleared Working With Children Check (or equivalent)
 - Awareness Training delivered by Adsafes
 - Child & Vulnerable Adult Code of Conduct delivered by Adsafes
 - ✓ Verify the person's Working With Children Check (or equivalent) with the appropriate government agency if this applies in your jurisdiction.
 - ✓ Monitor the meeting of safeguarding requirements.
 - ✓ Inform the Adsafes Responsible Officer of a person whose:
 - WWCC has not been renewed, or has a failed clearance
 - Current Code of Conduct has not been signed
 - Awareness Training is not current
- Persons not meeting safeguarding requirements should be stood down by the Adsafes Responsible Officer.