OPERATIONAL CHECKLIST

Body:	**Church Board/Leadership Group**
Organisation:	**Local Church**
Revised:	29 August 2023

The first national Child-safe Standard highlights the importance of child safety being imbedded in organizational leadership, governance and culture.

*The **Church Board** or **Leadership Group** is the local Church governance body. The Board takes a key role in decision-making to ensure that a safe environment is built and maintained.*

Policy & Governance Work

- ☐ Oversee the implementation of the *SDA Church Child & Vulnerable Persons Protection Policy**.
- ☐ Oversee the implementation of the *SDA Church Role Requirements Guidelines**.
- ☐ Ensure the appointment of an Adsafe Responsible Officer (ARO) (generally the Church Pastor) and an Adsafe Compliance Assistant (ACA).
- ☐ Advise Adsafe of the details of the ACA (name, phone number, email address) and any subsequent changes of the ACA details to: training@adsafe.org.au.

After the ARO and the ACA have completed their work in identifying which roles in the church are *defined as child-related roles,* and which roles are *assessed as being child-related* (according to Appendix B of the *Role Requirements Guidelines*), and these have been noted on Schedule B*

- ☐ Approve the schedules of which roles are **defined** as child-related roles and which roles are **assessed** as being child-related.

Board member compliance to Adsafe safeguarding essentials
All members of the Board regardless of church office held - have met the requirements of

- ☐ Current Adsafe Awareness Training#
- ☐ Current Adsafe Code of Conduct#
- ☐ Current, cleared Working with Children Check (or equivalent) as governed by the local jurisdiction

- Training related to Mandatory Reporting and/or Reportable Conduct and other legislative requirements if applicable in the local jurisdiction.
- Serving the necessary waiting periods before taking office as a Board member. Newly baptized or transferring members should serve a waiting period of six months. Volunteers who are non-members or who are new to the congregation should serve a waiting period of twelve months. These waiting periods allow the church to assess the suitability of those persons being considered for governance roles where they will be making decisions about child-related activities.

Other responsibilities

- Design contingency plans for when non-compliant church officers are stood down.
- Place child safety as a standing agenda item at Board meetings such that the church can monitor its progress and discuss relevant matters.
- Design and implement a procedurally fair process to handle complaints^.
- Be aware of the process for handling disclosures and allegations of abuse and harm^.
- Assess and approve risk management/assessment plans and matrices as presented by various local ministries undertaking activities deemed to involve risk*+.
- Ensure that an effective ACA handover process is put into effect when the role of the ACA passes from one person to another. A handover checklist is located here
- Be aware of, and prepared for, the potential of the relevant government jurisdiction undertaking an audit on the local church. This audit will check that the local church is abiding by the *SDA Church Child Protection Policy and Role Requirements Guidelines*, and that all persons working with children and in governance roles meet the requirements of the local jurisdiction.

*The *SDA Church Child & Vulnerable Persons Protection Policy, Role Requirements Guidelines*, Schedule B and *Risk Mitigation Guidelines* can be found at: www.adsafe.org.au/safeguarding/policies

The Adsafe Awareness Training and Code of Conduct can be completed via the Adsafe e-learning portal at: https://elearning.adsafe.org.au/

^ Adsafe is currently in the process of developing guidelines related to the handling of complaints and allegations of abuse and harm. Once completed, these guidelines will be placed into the policies section of the Adsafe website.

+ Risk Assessment Checklists are located at: www.adsafe.org.au/safeguarding/resources/checklists

Contact Adsafe:

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New Zealand: 0800 442 458

Business hours: Monday – Thursday 9:00am – 5:00pm; Friday 9:00am – 12.30pm

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