



# Child Safety Officer

## Position Description

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### Overview

The Child Safety Officer is primarily responsible for the implementation and management of the Club's child program and obligations

### Objectives

To assist the club in creating a safe environment for children by managing the club's Child Safety program

### Core Responsibilities

- Monitor and child safety requirements imposed by the Federal Government, State Government, and peak sporting body including
  - The Child Safety standards
  - Mandatory reporting requirements
- Help the club adopt a 'continuous improvement' approach to child safety through annual reviews with the committee and the establishment of a child safety plan
- Ensure the club adhere's to its child safety plan and legal requirements including but not limited to:
  - all relevant volunteers have the required child safety checks
  - reporting processes are simple and accessible for all members
  - child safety messaging is prominent in the life of the club
- Notifying the committee of any child safety-related complaint so that they can provide governance oversight
- Respond to any complaints made by staff, volunteers, parents or children; by following the clubs approved complaints response process. This could include:
  - Notifying the club of a conflict of interest in responding to a complaint, the Club Committee will appoint another person to take on the necessary duties.
  - Escalating serious child safety concerns or complaints to the Police, relevant government department, or child protection service.

### Additional Responsibilities

- Report on activities to the Club Committee via the Administration Portfolio Manager.
- Train, mentor and support an incoming Child Safety Officer
- Communication directly with the Junior Sub-Committee

### Knowledge and Skills Required

- Ability to understand government and peak body documents
- Project management skills where you drive accountability
- Communication, collaboration, and consultation skills



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- An understanding of the different types of child abuse and where they could occur in the sports environment
- Government requirements and processes for child safety in sports clubs (or a willingness to learn)

### **Personal Qualities**

- Effective communicator.
- Ability to organise and delegate tasks.

### **Qualifications**

This position requires a government (working with children) safety check

### **Expected Time Requirement**

Approximately 100 hours per annum.