

CHILD SAFETY OFFICER | POSITION DESCRIPTION

POSITION	Child Safety Officer (CSO)
REPORTS TO	Club/Association Committee
PURPOSE	The CSO role is a volunteer role appointed by the Clubs' Committee. The role will serve as the first point of contact for club community members and others who have concerns about a child or young person within the club and provide advice and support to assist that person with making a report. The CSO will champion the child safety message and ensure that the club/association has adopted Child Safety Policies and that the club/association has implemented practices and procedures in line with the Victorian Child Safe Standards.
DUTIES	- Communicate and promote awareness and understanding of Safeguarding Policy and Procedures within club/association. - Help adults at the Club understand their obligations to protect children and young people and promote their rights, creating a welcoming and safe environment for children and young people. - Lead the development of the child safe action plan. - Encourage and promote an environment where children, young people, parents/guardians participate in the decision-making process. - Be the point of contact for all safeguarding of children and young people matters. - Advise the Committee on roles that require a Working with Children Checks (or Blue Cards) - Ensure the club undertakes correct screening of people in accordance with the current safeguarding laws and legislation and that appropriate records are maintained. - Attend Committee meetings and ensure that child safety is a standing agenda item for each meeting and all decisions are being made with the safeguarding of children and young people in mind. - Work with the Committee to assess risks to children and young people and develop strategies and action plans to minimise the risks. - Ensure all complaints, allegations and/or suspicion of Prohibited Conduct are reported to the Police and/or Government Agency and Football Victoria in line with the Victorian Child Safe Standards.
ROLE REQUIREMENTS	- Must have a valid Working with Children Check (or equivalent). - Undertake training on safeguarding and/or child safety issues, as directed by the Club, Football Victoria and Football Australia. - Experience and / or qualifications in community services, social work, psychology, justice, welfare, education, or policing is desirable.
TRAINING	- VicSport's free Child Safe Online Education Program - Play by the Rules, Member Protection Information Officers online training (recommended) <u>Football Victoria Child Safety in Football</u>

This Position Description has been provided as a general guide only. Please edit this Position Description to ensure it reflects the needs of your club and is consistent with any requirements set out in your club's rules and/or applicable legislation or other governing documents.

Please delete this message prior to releasing the Position Description.

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