

CHILD SAFETY OFFICER | POSITION DESCRIPTION

POSITION	Child Safety Officer (CSO)
REPORTS TO	Club/Association Committee
PURPOSE	<p>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.</p> <p>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.</p>
DUTIES	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

Disclaimer

DISCLAIMER: While all care has been taken in the preparation of this material and the entire FV Resource Library, no responsibility is accepted by the author(s) or Football Victoria, its staff, volunteers or partners, for any errors, omissions or inaccuracies. The material provided in this resource has been prepared to provide general information and guidance only. It is not intended to be relied upon or be a substitute for legal or other professional advice. No responsibility will be accepted by the author(s) or Football Victoria or its staff, volunteers or partners for any known or unknown consequences that may result from reliance on any information provided in this publication.