CHILD SAFETY OFFICER POSITION DESCRIPTION

Position Title:	**Child Safety Officer**		
Reports to:	Committee	**Direct Reports:**	N/A
Employment Status:	Volunteer		
Time Commitment	1 – 5 hours per week based on time of season. Attendance at committee meeting is not required.		
Manningham Netball	Manningham Netball is a not for profit, member based organisation which is governed by a volunteer General Committee and is affiliated with Netball Victoria. **Our Purpose** – To provide an inclusive and rewarding netball community where people of all ages and aspirations can participate and thrive through meaningful experiences, both on and off the court. **Our Values** BELONG – everyone has a place in our community ENJOY – fun + friendship + smiles RESPECT – we treat everyone with fairness, kindness and equality GROW – collaborate, innovate, develop and strive to be your best SUSTAIN – we act with integrity to build for future generations		
Commitment to Child Safety	We require all applicants to undergo background checks and screening prior to or during any appointment. Netball's Commitment Statement to Safeguarding Children and Young People and other important information can be found at https://vic.netball.com.au/child-safety-netball At Manningham Netball, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball. **Manningham Netball's Commitment to Safeguarding Children & Young People** Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. MNA is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.		

Primary Purpose of Position

- To deliver advice and awareness within the Association around developing a child safe environment

Key Responsibilities

- The Child Safe Officer may work with the Association to develop procedures specific to that club to assist with minimising risk to children, provide education to coaches, administrators and club members, promote the policies and procedures and provide advice if required
- Understand the importance in adopting appropriate screening processes for members working with children and the requirement for criminal history assessments
- Have a good Knowledge of Netball Victoria's Child Safety in Netball Policy and Code of Conduct
- Understand the definitions and indicators of child abuse and neglect
- Acquire knowledge and understanding of the requirement under the Children's Protection Act 1993 of the legal responsibilities of staff and volunteers working with children

- Have knowledge of the Child Abuse Report Line processes and procedures outline in Netball Victoria's Child Safety in Netball Policy.
- Maintain a database of complaints and concerns raised and monitor for patterns of behaviour.
- Have a good understanding of Victorian Legislation in relation to the eleven child safety standards
- Carry out annual Child Safety Audit and support implementation strategy for improving areas identified

Responsibilities of the Association

- Develop a risk management plan addressing the safety of children with respect to other people within the association.
- Educate and ensure members have access to Netball Victoria's Child Safety in Netball Policy
- Have guidelines and procedures that support the policy
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- Consider clear recruitment procedures for staff and volunteers eg. Referee checks, qualification checks if applicable
- Provide staff and volunteers with information or training around child safe environments, and provide support in their roles
- Encourage the participation of children in decision making (let them have a say or provide feedback)
- Ensure that all staff and volunteers are aware of their mandated notification obligations

Knowledge, Skills & Abilities

- Good interpersonal and communication skills
- Able to understand and disseminate the information to the members about association policies
- Maintain confidentiality of any child safely matters raised.
- Able to keep and maintain accurate records
- Well organised and able to work in a logical, orderly manner.
- Ethical, honest and trustworthy
- Dedicated association person
- Sympathetic and empathetic

Other Requirements

- Working with Children Check