



Child Safety Officer

POSITION DESCRIPTION

POSITION	Child Safety Officer
REPORTS TO	Club/Association Committee
PURPOSE	<p>The Child Safety Officer will be the first point of contact for all child safeguarding matters.</p> <p>The Child Safety Officer will champion the child safety message and ensure that the club or regional association has adopted Croquet Australia’s Child Safeguarding Policy and that the club or regional association has implements practices and procedures in line with Croquet Victoria’s Code of Conduct.</p> <p>The Child Safety Officer must at all times hold a valid Working with Children Check or Blue Card as the case may be.</p>
DUTIES	<ul style="list-style-type: none"> • Communicate and promote: <ul style="list-style-type: none"> ○ Croquet Australia’s Child Safeguarding Policy ○ Croquet Victoria’s Code of Conduct ○ Croquet Victoria’s Commitment to Safeguarding Children and Young People, with croquet participants and all members of the club or regional associations. • Help to create a welcoming and safe environment for children and young people. • Promote good practice of safeguarding children and young people within the club or regional association. • Lead the development of the child safe action plan. • Encourage and promote an environment where children, young people, parents and guardians are participants in the decision-making process. • Be the point of contact for all safeguarding Children and Young People matters. • Advise the Committee on roles that require a Working with Children Checks (or Blue Cards) • Ensure all paperwork, background checks and Working with Children Checks (or Blue Cards) are completed by croquet participants, and that all Working with Children Checks (or Blue Cards) are linked to the club or regional association. • Attend all Committee meetings and ensure that safeguarding Children and Young People is a standing agenda item for each Committee meeting, croquet decisions being made with the safeguarding of children



	<p>and young people in mind.</p> <ul style="list-style-type: none">• Ensure all complaints, allegations and/or suspicion of Prohibited Conduct are reported to the Police and/or Government Agency and Croquet Australia in line with Croquet Australia's Child Safeguarding Policy.
AREAS OF KNOWLEDGE	<ul style="list-style-type: none">• Awareness of Croquet Victoria's Commitment Statement for Safeguarding Children and Young People• Basic awareness of Croquet Australia's Child Safeguarding Policy• Knowledge and awareness of Croquet Victoria's Code of Conduct.• Basic knowledge of different forms of abuse that can occur.• Knowledge and awareness of reporting requirements
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)

Statement of recognition

This document was developed utilising and adapting content from:
Cricket Victoria's Child Safeguarding webpage <https://www.cricketvictoria.com.au/safeguarding/child-safeguarding/>