

Berwick Junior Football Club

Arch Brown Reserve, Buchanan Road, Berwick 3806
P.O Box 183, Berwick, 3806



Subject: Job Description
Title: Child Safety Officer
Reports to: Executive Committee

1	ABOUT THE ROLE
a)	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.

2	ROLE RESPONSIBILITIES
a)	Communicate and promote awareness and understanding of Safeguarding Policy and Procedures.
b)	Help adults at the Club understand their obligations to protect children and young people and promote their rights.
c)	Be the first point of contact for all safeguarding matters.
d)	Receive and escalate complaints, concerns and incidents to the club, Committee, or the AFL State Entity/AFL for appropriate action.
e)	Provide regular updates at committee meetings.
f)	Work with the Committee to assess risks to children and young people within the club and develop strategies and action plans to minimise the risks.
g)	Ensure the clubs undertakes correct screening of people in accordance with the current safeguarding laws and legislation and that appropriate records are maintained.
h)	Any other duties required to promote the safety of children and young people.

3	ROLE REQUIREMENTS
a)	Undertake training on safeguarding and/or child safety issues, as directed by the Club, AFL State Entity or AFL.
b)	Experience and / or qualifications in community services, social work, psychology, justice, welfare, education or policing is desirable.

4	TRAINING REQUIREMENTS
a)	Free training and resources to support this role are available and provided by the AFL and other organisations, including: AFL Safeguarding Webinars and Safeguarding Education Program. Play by the Rules Child Protection and Safeguarding course .

Position: Child Safety Officer	Witnessed by: President
Name: _____	Name: _____
Signed: _____	Signed: _____