



HI-LITES NETBALL CLUB

Reg. No. 3862

Position Title	Child Safety Officer
Status	Committee Volunteer
Hi-Lites Netball Club	Hi-Lites Netball Club is a non-profit sporting club that prides itself on being a family-friendly club where all players at all levels are welcome. We encourage sportsmanship, team morale, and family participation.
Expenses	Pre-agreed out-of-pocket expenses will be reimbursed
Remuneration	N/A
Commitment	<ul style="list-style-type: none"> • 1-2 hours per week to coordinate and oversee any requirements • 2 hours bi-monthly to attend Committee Meetings • 3 hours for Club Annual General Meeting (AGM) <p>NB The position is usually filled at the end of the financial year AGM and held for 24 months</p>
Compliance Requirements	<ul style="list-style-type: none"> • Hold a current Working with Children Check • Completion of any training required specific to the role • Fulfil Child Safety requirements • Hold a current Netball Victoria Membership (reimbursed by Hi-Lites Netball Club)
Netball Victoria	<p>Netball Victoria is a not-for-profit, member-based organisation that is governed by a volunteer Board of Directors. It is the peak sporting body for netball in Victoria and is affiliated with Netball Australia.</p> <p>Netball Victoria exists to improve people's lives. Our identity anchors of: '<i>We enable each other to shine</i>,' '<i>We have no limits; we've got this</i>', and '<i>We are leaders</i>' – inform who are, both individually and collectively, and therefore how we take up our organisational roles.</p> <p>The Netball Victoria Executive Team comprises of CEO and General Managers across Commercial Development, High Performance, Government Relations & Facilities Development, Member Services and People & Culture, Participation and Product Development, Finance, and Communications, Marketing, and Partnerships.</p>
Commitment to Child Safety	<p>All applicants are 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</p> <p>At Netball Victoria, we embrace diversity in gender, age, ethnicity, disability, religion, and sexual orientation. We are committed to providing a safe environment for children across Netball.</p> <p>Netball Victoria'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 well-being of all children and young people in our care. Netball Victoria 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</p>



	<p>also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.</p>
Primary Purpose of Position	
<ul style="list-style-type: none"> ● To uphold and promote the Values, Code of Conduct, Purpose Statement, and various policies of the Hi-Lites Netball Club ● To support all club activities both on and off the court ● To deliver advice and awareness within the Club around developing a child-safe environment <p><i>If at any stage the Child Safety Officer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.</i></p>	

Key Responsibilities	<p><i>To successfully undertake the role of Child Safety Officer, the role requires the person:</i></p> <ul style="list-style-type: none"> ● The Child Safe Officer may work with the Club 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 of 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. ● Have a good understanding of Victorian Legislation in relation to the seven child safety standards <p><i>Responsibilities to the Club</i></p> <ul style="list-style-type: none"> ● Develop a risk management plan addressing the safety of children with respect to other people within the organisation
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- 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, and 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

End of Year handover

- At the end of each financial year, a key activity of the Child Safety Officer will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Club Secretary prior to the AGM each year

Induction of incoming Child Safety Officer

- An important responsibility of the outgoing Child Safety Officer is to train, mentor and support the incoming Child Safety Officer.

Essential Skills and Experience

- Good interpersonal and communication skills
- Able to understand and disseminate the information to the members about association policies
- 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