



Role Description - **Centre Child Safe Officer**

As an organisation providing a service to young people under the age 18, each Little Athletics Centre affiliated with LAVIC must be compliant with the requirements of the Victorian Child Safe Standards to provide a child safe environment.

To support the requirements of the legislated Child Safe Standards, it is a condition of affiliation that Centre appoint two Child Safe Officers.

Qualifications / Training

Centre appointed Child Safe Officers should become familiar with the responsibilities associated with mandated reporting, with LAA's National Child Protection Policy and LAVIC's Child Safe Code of Conduct.

They must obtain a WWCC or be exempt from this requirement as a serving Police Officer or registered teacher.

They are to complete the free online Child Safety and Harassment & Discrimination modules that are available on the Play by the Rules website which provides information and online training on equal opportunity and child protection to address inappropriate behaviour in sport.

www.playbytherules.net.au

Duties / Responsibilities

The Child Safe Officer should be the first point of contact for members who have concerns about a child or young person within the Centre and they may provide advice and support to assist the member with making a report.

Issues should be reported to the Centre Executive/Committee for further action.

The Child Safe Officer is essentially an education role to promote awareness at the Centre, and to be a voice for the children/young people where required.

The Child Safe Officer may

- Distribute or promote the Child Safe policy and procedures to members.
- Work with the committee to assess risks to child safety within the Centre and develop procedures to minimise this risk.
- Ensure the organisation undertakes correct screening of coaches and volunteers in accordance with the current legislation.