

POSITION DESCRIPTION

Netball Victoria exists to improve people's lives.

Last Reviewed:	14 March 2022
Last Updated:	14 March 2022

Position Title:	Policies and Procedures Coordinator/Child Safety Officer		
Reports to:	President	Direct Reports:	N/A
Employment Status:	Volunteer		
Time Commitment			
OOPS Netball Club Inc.	<p>ABC Netball Club (ABCNC) joins together to participate in netball in a safe and friendly environment, respecting diversity and celebrating each others achievements. Our purpose is to promote, develop and encourage the enjoyment of netball.</p> <p>ABC Netball Club aims to:</p> <ul style="list-style-type: none"> - Communicate pathways opportunities - Invest within the club by creating opportunities for involvement through umpiring, coaching, team managing, mentoring, and management committees - Grow, succeed and contribute whilst encouraging participation at all levels of the club. 		
Commitment to Child Safety	<p>We are committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, ABCNC is committed to ensuring the safety of all of its members, particularly Children and Young People. ABCNC follows the Netball Victoria Child Protection Commitment Statement which is crucial to NV and its Affiliates commitment to providing a safe environment for children in netball and consists of principles and benchmarks NV has in place.</p>		

Primary Purpose of Position
<ul style="list-style-type: none"> ● To deliver advice and awareness within the Club around developing a child safe environment

Key Responsibilities
<ul style="list-style-type: none"> ● The Policies and Procedures Coordinator/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 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 ● Ensure ABCNC policies, procedures and Code of Conduct are reviewed annually and kept up to date and inline with Netball Victoria's requirements ● Ensure all participants in ABCNC adhere to our policies, procedures and agree to the Code of Conduct ● Ensure ABCNC volunteers are provided with training on Child Safety obligations ● Maintain communication with the ABCNC community on Child Safety and seek feedback from members ● Regularly monitor and manage risks in line with ABCNC risk management plan ● 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.

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- Have a good understanding of Victorian Legislation in relation to the eleven child safety principles

Responsibilities of the Club

- Develop a risk management plan addressing the safety of children with respect to other people within the organisation
- Educate and ensure members have access to Netball Victoria's Child Safety in Netball Policy
- Have guidelines and procedures that support the policy
- Educate and ensure members have access to Netball Victoria's Child Safety in Netball Policy
- 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
- 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

- Induction Training
- Working with Children Check
- Other (please specify)