



SAMPLE ROLE DESCRIPTION – CHILD SAFETY & WELLBEING OFFICER

Reports to: Baseball Victoria

Purpose: The Child Safety Officer will be the first point of contact for all safeguarding children and young people matters. The Child Safety Officer will champion Baseball Victoria child safety messages and ensure that the club has adopted the Baseball Victoria Policy for Safeguarding Children and the National Integrity Framework. Please see: [National Integrity Framework Child Safeguarding Policy](#)

The Child Safety Officer must hold a valid Working with Children Check at all times.

Duties:

- Communicate and promote Baseball Victoria's Policy for Safeguarding Children and Young People.
- Promote good practice of safeguarding children and young people within the club, creating a welcoming and safe environment for all.
- Encourage and promote an environment where children, young people, parents and guardians all participate 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 Check and keep an updated register.
- Ensure all paperwork, background checks and Working with Children Checks are completed by baseball participants, and that all Working with Children Checks are linked to the club.
- Attend all committee meetings and ensure that safeguarding children and young people is a standing agenda item for each committee meeting, with junior baseball decisions being made with the safeguarding of children and young people in mind.
- Ensure all complaints, allegations and/or suspicions of prohibited conduct are reported to the police and/or Baseball Victoria and Sports Integrity Australia.

Areas of knowledge:

- Awareness of National Integrity Framework and reporting requirements
- Basic knowledge of Baseball Victoria's Policy for Safeguarding Children and Young People
- Basic knowledge of different forms of abuse and grooming that can occur

Required Training: Sports Integrity Australia/Play by the Rules Online Child Protection and Safeguarding Course (mandatory): <https://www.sportintegrity.gov.au/education>



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