



## Wellbeing and Safeguarding Lead Position Description

**Position:** Wellbeing and Safeguarding Lead (WSL)

**Reports to:** Baseball Victoria

### Purpose

The Wellbeing and Safeguarding Lead (WSL) is responsible for championing a safe, supportive, and inclusive environment across the club, prioritising both child and adult safeguarding. The WSL ensures that Baseball Victoria's Policy for Safeguarding Children and Young People and the National Integrity Framework are embedded in all club activities, while also fostering a culture of wellbeing for all members. This role focuses on preventing harm and promoting safety, inclusion, and mental health for players, coaches, volunteers, and families. The WSL works to ensure that safeguarding and wellbeing are not only reactive but are integrated into the fabric of the club's culture, contributing to a positive and thriving environment for everyone involved in the club.

### Duties

These are the specific actions the WSL will directly perform:

- **Champion Wellbeing and Safeguarding Policies:** Promote and communicate Baseball Victoria's Wellbeing and Safeguarding Policies and ensure that these policies are adhered to across the club.
- **Ensure Compliance:** Maintain an updated register of Working with Children Checks (WWCC) for all relevant staff, volunteers, and club members, ensuring compliance with safeguarding laws.
- **Respond to Safeguarding Concerns:** Act as the first point of contact for any safeguarding concerns raised, ensuring appropriate action is taken and reporting concerns to the relevant authorities, such as the Police, Baseball Victoria, or Sports Integrity Australia.
- **Attend Committee Meetings:** Actively participate in committee meetings, ensuring safeguarding and wellbeing are included as standing agenda items and are discussed as part of club decision-making.
- **Report Incidents:** Ensure that all complaints, allegations, or suspicions of prohibited conduct are reported promptly to the necessary authorities, following proper procedures.
- **Develop and Monitor Wellbeing Action Plan:** Develop and implement a wellbeing action plan for the club, setting clear goals and measures to monitor the effectiveness of wellbeing initiatives and actions.
- **Champion Child Voice in Club Policies:** Proactively seek out and facilitate the inclusion of children's voices in the development and review of all major club policies and procedures, ensuring that their perspectives actively inform safeguarding, wellbeing, and cultural practices across the club.



## Knowledge

This section outlines the information the WSL must learn, understand, and be aware of to perform their duties effectively:

- **National Integrity Framework:** Understanding of the guidelines and principles set out by the National Integrity Framework for child safeguarding in sport.
- **Baseball Victoria's Safeguarding Policies:** Knowledge of Baseball Victoria's Safeguarding Policies and how they apply across the club.
- **Child Protection and Abuse Recognition:** Awareness of the different forms of abuse and grooming (physical, emotional, sexual abuse, and neglect) and how to identify signs of potential harm.
- **Legal and Reporting Requirements:** Knowledge of reporting obligations, both within the club and legally, when it comes to incidents of abuse or neglect.
- **Wellbeing and Safeguarding Best Practices:** Familiarity with current safeguarding practices and mental health or wellbeing frameworks.
- **Club Governance and Compliance:** Understanding of how safeguarding and wellbeing policies align with the club's overall governance and compliance structures.

## Key Responsibilities

These are the broader outcomes the WSL is ultimately responsible for, but may coordinate, or delegate tasks to others:

- **Coordinate Safeguarding Training:** Ensure coaches, volunteers, and parents receive training on safeguarding policies and wellbeing practices, while inspiring others to take active ownership of child protection.
- **Develop and Implement Wellbeing Initiatives:** Oversee the creation of mental health awareness programs and other wellbeing initiatives for both children and adults, inspiring club members to engage with these resources and take ownership of their wellbeing.
- **Promote Inclusive Practices:** Encourage and inspire inclusive practices in coaching, interactions, and activities that respect diversity, ensuring everyone feels welcomed and valued.
- **Ensure Wellbeing Integration in Club Culture:** Work with the Club Committee to ensure safeguarding and wellbeing are integrated into club policies and culture, and ensure these principles are reflected in club decisions.
- **Collaborate with External Partners:** Ensure the club partners with relevant external wellbeing services and mental health professionals, helping coordinate support and resources for players, coaches, and families when needed.



- **Monitor Incident Review Process:** Ensure that incident reviews and feedback processes are in place to evaluate the effectiveness of safeguarding efforts, encouraging continuous improvement across the club's activities and culture.

## Role Scope

The Wellbeing and Safeguarding Lead (WSL) is responsible for championing a safe, supportive, and inclusive environment, focusing on wellbeing and safeguarding. This role is not involved in clinical counselling or direct intervention in mental health crises, but instead is centered on leadership and coordination.

The WSL is not a disciplinary authority and does not independently enforce rules or mediate disputes within the club. Rather, the role involves fostering a collaborative environment where safeguarding concerns are addressed with care and in alignment with club policies and best practices. The focus is on creating a culture of safety, inclusivity, and wellbeing, ensuring all members, especially children and young people, are supported and protected within the club environment.

## Ideal Candidate

The ideal candidate for the Wellbeing and Safeguarding Lead (WSL) role will possess the following experience, and personal attributes. Training will be provided to support areas where candidates may feel less confident. The key requirement is that candidates are open to learning and committed to creating a safe, inclusive environment for all.

### Mandatory Credentials:

- **Valid Working with Children Check (WWCC)** – A current, valid WWCC is required at all times. This ensures the candidate meets legal requirements for working with children and young people in a safeguarding capacity.

### Key Attributes:

Some key attributes to look for in candidates include:

- Strong leadership and communication skills, with the ability to engage effectively with children and young people.
- Empathy and emotional intelligence, with the ability to create a safe and supportive environment where all individuals feel seen, heard and valued.
- Cultural awareness and respect for diversity.
- Confidence in approaching challenges and sensitive situations, handling conflicts or concerns with a calm, constructive manner that respects all perspectives.
- Organisational skills, with the ability to plan, coordinate, and proactively address safeguarding and wellbeing concerns.
- Ability to work collaboratively with the Club Committee, coaches, external partners, and confidence in connecting with diverse groups within the club.
- A natural desire for continuous learning and improvement.
- Integrity, responsibility, and a strong understanding of confidentiality.



#### **Desirable Experience (not necessary):**

- Experience in safeguarding, child protection, or wellbeing initiatives within a sporting or community context.
- Knowledge of safeguarding and/or wellbeing frameworks, mental health support for children and adults, and the ability to implement these practices across the club.
- Experience working with volunteers and community organisations, particularly in a role involving policy implementation and training.

#### **Required Training**

Baseball Victoria will provide the necessary training to ensure that Wellbeing and Safeguarding Leads (WSLs) have the skills and confidence to effectively fulfil their role. This training will support areas where candidates may feel less confident and ensure they are equipped to lead safeguarding and wellbeing efforts within the club.

- Sport Integrity Australia / Play by the Rules Online Child Protection and Safeguarding Course.
- The 11 Child Safe Standards: Commission for Children and Young People
- Baseball Victoria Wellbeing and Safeguarding Lead Training.
- Ongoing professional development and access to safeguarding and wellbeing resources via Club Assist to ensure continuous learning and growth in the role.

#### **Commitment**

- This is a **voluntary position**.
- The expected time commitment includes attendance at committee meetings, ongoing training, and incident response as required. Flexibility in time commitment is encouraged, but applicants should be prepared to dedicate time to support the club's safeguarding and wellbeing efforts.
- Candidates will also need to be available for Wellbeing and Safeguarding Lead (WSL) training on scheduled dates. (To be advised)