



Position Description – Child Safety and Wellbeing Officer

Objective

This role is the first point of contact for club community members and others who have concerns about a child or young person within the club and provide advice and support to assist that person with making a report.

Responsibilities

- Communicate and promote awareness and understanding of Safeguarding Policy and Procedures.
- Help adults at the Club understand their obligations to protect children and young people and promote their rights.
- Be the first point of contact for all safeguarding matters.
- Receive and escalate complaints, concerns and incidents to the club, Committee, or the AFL State Entity/AFL for appropriate action.
- Provide regular updates at committee meetings.
- Work with the Committee to assess risks to children and young people within the club and develop strategies and action plans to minimise the risks.
- Any other duties required to promote the safety and wellbeing of children and young people.

Relationships

- Works in collaboration with President, Secretary and Incident Officer. Provides support for Team Managers and Coaches.

Accountability

- President and Secretary.

Average weekly hours for this role

- 2-4 hours per week.