

WPC CRICKET TASK SHEET

POSITION:	CHILD SAFETY OFFICER
Task Objective:	To be the first contact for all Safeguarding Children and Young People Matters and ensure WPC Cricket's policies and procedures are in line with Australian Cricket's
Support Person:	President and Secretary
Work Times:	Mainly Pre-season to season end but some tasks all year
Expected Period of Role:	From AGM to AGM
Blue Card Required:	Yes
Reward:	

Child Safety Officer Tasks	When
<p>Communicate and promote</p> <ul style="list-style-type: none"> • Australian Cricket's Policy for Safeguarding Children and Young People • Australian Cricket's 'Looking After Our Kids' Code of Behaviour for Affiliated Associations and Clubs • Australian Cricket's Commitment to Safeguarding Children and Young People, with Cricket Participants and all members of the Affiliated Association or Club • Promote good practice of safeguarding Children and Young People within the Affiliated Association or Club, creating a welcoming and safe environment for Children and Young People • Encourage and promote an environment where Children, Young People, Parents and Guardians are participants in the decision-making process • Be the point of contact for all safeguarding Children and Young People matters • Attend all Committee meetings and ensure that safeguarding Children and Young People is a standing agenda item for each Committee meeting, with junior cricket decisions being made with the safeguarding of Children and Young People in mind • Ensure all complaints, allegations and suspicion of Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming are reported to the Police and/or Government Agency and the State and Territory Cricket Association in line with Australian Cricket's Policy for Safeguarding Children and Young People 	All year
<ul style="list-style-type: none"> • Advise the Committee on roles that require a Working with Children Checks (or Blue Cards) (See Notes for the Adoption of Australian Cricket's Policy for Safeguarding Children and Young People, Recruitment and Induction) • Ensure all paperwork, background checks and Working with Children Checks (or Blue Cards) are completed by Cricket Participants, ensuring that all Working with Children Checks (or Blue Cards) are linked to the Affiliated Association or Club • Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture within the club. 	Pre-Season to End Season
<ul style="list-style-type: none"> • Attend the Annual General Meeting 	November
<ul style="list-style-type: none"> • Attend the Presentation Evening 	March

Key Risks
<p>Requisite knowledge and skills – Sound knowledge of the Policy for Safeguarding Children and Young People, Look After Our Kids Code of Behaviour for Affiliated Associations and Clubs; and Australia's Commitment to Safeguarding Children and Young People.</p> <p>Communication, People and HR skills – To be able to communicate effectively with all members to ensure they are familiar with the current policies and code of behavior. To be able to contact volunteers and members using email/phone and face to face.</p> <p>Organisational skills, reliability, problem-solving skills and resilience – Ensure Blue Cards (Working with Family Checks) are up to date and recorded correctly. Able to identify and communicate with members that need to update their Blue Cards. Ensure all Volunteer members and Seniors playing with children under 16 have access to the Policy documents, Code of Behaviour and sign a Member Declaration Form.</p>