



Position	Position Description Completed
Child Safe Coordinator	August, 2022

## PURPOSE STATEMENT

The Child Safe Coordinator role is dedicated to improving the safety of children and young people in Surf Life Saving by sharing and actioning child safe information distributed by SLSNSW at a club/branch level.

***The child safe coordinator does not investigate child-related incidents or complaints.***

## ROLE AND RESPONSIBILITIES

### All Child Safe Coordinators will:

- Be the single point of contact at a club/branch level for all child safe information distributed by SLSNSW.
- Review all child safe information distributed by SLSNSW and share or action with relevant members of the club/branch.
- Respond to requests for feedback made by SLSNSW in relation to child safety on behalf of the club/branch (e.g. respond to surveys; consult with club/branch and feed back to SLSNSW).

### Depending on their skills, experience and availability, Child Safe Coordinators may also:

- Review and advise the club/branch on best practice in relation to child safety at SLS activities and events.
- Proactively promote SLS's policies and codes of conduct ensuring that they are understood and adhered to at both member and executive level.
- Monitor and promote the completion of child safe awareness training within the club/branch.
- Address any identified non-compliances with the SLSA Child Safe Policy with the club/branch executive committee.
- Encourage and enable reporting of child-related incidents and concerns.
- Ensure that any club/branch members who require a WWCC have provided their current number, expiry date and verification result, as per the guidelines from the Office of the Children's Guardian.

## ROLE REQUIREMENTS

- Be a current, financial member
- Current Working with Children Check
- Current SLSA Child Safe Awareness Course

## KEY STAKEHOLDER RELATIONSHIPS

- Club/branch members
- Club/Branch President and Executive Committee

## SKILLS, KNOWLEDGE AND QUALIFICATIONS REQUIRED

- Possess good interpersonal and communication skills.
- Possess good organisational skills.
- Self-awareness in relation to their level of competence and any limitations of skill/knowledge.
- Awareness and understanding of the Child Safe Policy (Policy 6.04), including Child Safe Code of Conduct and reporting requirements (training is provided for this).