



MT MARTHA JUNIOR FOOTBALL CLUB

PO Box 188 Mt Martha VIC 3934 E mtmartha@mtmarthajfc.com.au

ABN 68 677 579 883

www.mtmarthajfc.com.au



Child Safety Officer – Position Description

Purpose of the Role

Act as the primary point of contact for all safeguarding concerns within the club. Champion the club's child safety culture by promoting policies, supporting members, and working with the committee to protect and promote the rights and wellbeing of children and young people.

Key Responsibilities

Safeguarding Awareness & Policy Implementation

- Communicate and promote understanding of the club's Child Safe Policy and Code of Conduct.
- Ensure parents, coaches, volunteers, and officials understand their obligations to protect children.

First Point of Contact for Concerns

- Serve as the trusted contact for reports regarding child safety or inappropriate behaviour.
- Provide advice and support to those raising concerns and direct them to make formal reports if necessary.

Incident Management & Escalation

- Receive, document, and escalate any complaints or concerns to the committee and/or AFL South East or MPJFL.
- Brief the committee regularly on safeguarding matters.

Risk Assessment & Strategy Development

- Work with the committee to identify potential risks to children's safety within the club.
- Develop plans to mitigate those risks through policy, training, and culture.

Screening & Record Keeping

- Oversee compliance with Working With Children Checks (WWCC) for all relevant personnel.
- Maintain accurate, secure records related to child safety screening and incidents.



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Training & Education

- Undertake relevant child safety training as required by AFL or MPJFL.
- Support and facilitate child safety education for club members where necessary.

Foster a Positive Safety Culture

Actively encourages a respectful, transparent, and child-safe environment within the club.

- Promote zero tolerance of abuse and unwavering support for children's wellbeing.

What This Role Does Not Include

- Acting as an investigator—serious concerns must follow formal reporting pathways and involve trained authorities.
- Managing every incident personally—escalation to committee or relevant body is essential.
- Overseeing general operations or coaching duties—focus remains solely on child safety.

Ideal Qualities & Qualifications

- Valid Working with Children Check (WWCC) – mandatory.
- Experience or qualifications in education, welfare, social work, or community services – desirable.
- Excellent empathy and communication skills.
- Strong integrity and confidentiality.
- Proactive mindset in identifying risk and promoting safety.
- Respect for children, families, and diverse communities.
- Confidence in working with committees and external partners.

Approximate Time Commitment

Estimated at 2–4 hours per week, depending on club calendar, training hubs, or special events.



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Summary

The Child Safety Officer at Mt Martha Junior Football Club ensures the club is a safe, supportive space for all children. By being the 'go-to' person for safety concerns, enforcing safeguarding procedures, and helping the club embed a culture of child empowerment and respect, this role is essential for club wellbeing and compliance.