

## CHILD SAFETY OFFICER / MEMBER PROTECTION INFORMATION OFFICER POSITION DESCRIPTION

POSITION	Child Safety Officer (CSO) / Member Protection Information Officer (MPIO)
REPORTS TO	Association/Club Committee
PURPOSE	<p>The CSO/MPIO role is a volunteer role appointed by the association/club committee. The role will serve as the first point of contact for people who have concerns about a child or young person within the association/club and provide advice and support to assist that person with making a report.</p> <p>The CSO/MPIO will lead the child safety message and ensure that the association/club has implemented practices and procedures in line with Rugby Australia and the State Child Safe Standards.</p>
DUTIES	<ul style="list-style-type: none"> <li>• Communicate and promote awareness and understanding of Safeguarding Policy and Procedures within the association/club</li> <li>• Help adults at the association/club understand their obligations to protect children and young people and promote their rights, creating a welcoming and safe environment for children and young people</li> <li>• Be the point of contact for all safeguarding of children and young people matters</li> <li>• Advise the committee on roles that require a working with children checks</li> <li>• Ensure the association/club undertakes correct screening of people in accordance with the current safeguarding laws and legislation and that appropriate records are maintained</li> <li>• Attend committee meetings and ensure that child safety is a standing agenda item for each meeting and all decisions are being made with the safeguarding of children and young people in mind</li> <li>• Work with the committee to assess risks to children and young people and develop strategies and action plans to minimise the risks</li> <li>• Ensure all complaints, allegations and/or suspicion of prohibited conduct are reported to the Rugby Australia's Report a Concern and/or the police</li> </ul>
ROLE REQUIREMENTS	<ul style="list-style-type: none"> <li>• Must have a valid working with children check (or equivalent).</li> <li>• Undertake training on safeguarding and/or child safety issues, as directed by the club, association, Member Union and Rugby Australia.</li> </ul>
TRAINING	<ul style="list-style-type: none"> <li>• Rugby Australia Player &amp; Staff Level 1 Integrity course (online)</li> </ul>