



Preston Pirates Baseball Club Inc

Child Safety Officer (CSO) Position Description

Position Purpose

The Child Safety Officer (CSO) is responsible for promoting and supporting a safe, inclusive and welcoming environment for all children and young people participating in Preston Pirates Baseball Club activities.

The CSO provides leadership in implementing the Club's Child Safety Framework and assists the Board in meeting its obligations under:

- Victorian Child Safe Standards
- Child Wellbeing and Safety Act 2005 (Vic)
- Working with Children Act 2005 (Vic)
- National Integrity Framework
- Baseball Victoria Integrity and Child Safety Policies and Code of Conduct
- Preston Pirates Baseball Club Constitution and Policies

The CSO is the Club's primary contact for child safety matters and works collaboratively with the President, Board members, coaches, volunteers, parents and Baseball Victoria Integrity personnel to ensure concerns are managed appropriately.

Key Responsibilities

1. Child Safety Leadership

- Promote a culture where the safety, wellbeing and participation of children is the highest priority.
- Champion the Club's Child Safe Commitment Statement.
- Ensure child safety remains a standing agenda item at Board meetings.
- Support the continual improvement of the Club's child safe practices.

2. Policy and Compliance

Assist the Board and Ethics & Integrity Committee to:

- Maintain Child Safe Policies and Procedures.
- Ensure compliance with all eleven Victorian Child Safe Standards.
- Review child safety policies annually.
- Maintain appropriate record keeping relating to child safety.
- Support regular risk assessments of Club activities and facilities.
- Ensure online environments are managed safely.

3. Education and Awareness

Coordinate and promote education for:

- Coaches
- Team Managers
- Board and Committee Members
- Volunteers
- Officials
- Parents
- Players (where age appropriate)

Topics include:

- Child Safe Standards
- Appropriate behaviour
- Codes of Conduct
- Reporting obligations
- Responding to concerns
- Bullying
- Grooming awareness
- Inclusive practices
- Cultural safety
- Online safety

4. Screening and Recruitment

Support the Club to ensure:

- Working with Children Checks are current where required.
- Volunteer screening processes are followed.
- Child safety responsibilities are included in volunteer induction.
- Appropriate supervision arrangements are maintained.
- Role descriptions include child safety expectations.

5. Receiving Concerns and Complaints

Act as the Club's first point of contact for child safety concerns by:

- Listening respectfully and responding appropriately.
- Recording concerns confidentially.
- Providing information regarding reporting pathways.
- Escalating matters where required.
- Supporting affected families through the reporting process.
- Referring matters to external authorities where legally required.
- Maintaining confidentiality.

The CSO does not investigate allegations of abuse but ensures concerns are referred through the appropriate reporting channels.

6. National Integrity Framework

Support implementation of the National Integrity Framework by:

- Promoting safe and respectful behaviours.
- Assisting members to understand complaint pathways.
- Liaising with Baseball Victoria Integrity personnel where required.
- Supporting the implementation of Member Protection and Safeguarding policies.
- Encouraging reporting of integrity concerns.

7. Risk Management

Assist the Club to identify and manage risks relating to:

- Training
- Competition
- Travel
- Change rooms
- Photography

- Social media
- Online communication
- One-on-one interactions
- Club events
- Volunteers
- Visitors

8. Family and Community Engagement

- Promote open communication with parents and carers.
- Encourage children and young people to participate in decisions affecting them.
- Ensure information about reporting concerns is visible throughout the Club.
- Promote inclusive participation for children from diverse backgrounds.

Key Relationships

Internal

- President
- Board of Directors
- Ethics & Integrity Committee
- Coaches
- Team Managers
- Volunteers
- Members
- Players
- Parents and Guardians

External

- Baseball Victoria
- Baseball Australia
- Victorian Commission for Children and Young People (where required)
- Victoria Police
- Child Protection Services
- Office of the Sport Integrity Commissioner (where appropriate)

Knowledge and Skills

The successful Child Safety Officer should demonstrate:

- Commitment to child safety.
- Excellent communication skills.
- Ability to maintain confidentiality.
- Sound judgement and integrity.
- Strong interpersonal skills.
- Ability to work collaboratively with volunteers.
- Understanding of safeguarding principles.
- Organisational and record management skills.
- Ability to manage sensitive matters appropriately.

Essential Requirements

- Current Working with Children Check.
- Completion of Child Safety and Integrity training as required by Baseball Victoria.
- Understanding of Victorian Child Safe Standards.
- Understanding of mandatory reporting pathways.
- Ability to maintain confidentiality.
- Commitment to the Club's values and Code of Conduct.

Desirable

- Experience working with children.
- Experience in community sport.
- Knowledge of safeguarding or child protection.
- Experience in governance or committee roles.

Authority

The Child Safety Officer is authorised to:

- Receive child safety concerns.
- Recommend immediate actions to protect children.
- Refer matters to appropriate authorities where required.
- Recommend improvements to Club policies and practices.
- Escalate significant risks directly to the President and Board.

The Child Safety Officer does not investigate allegations of abuse or determine disciplinary outcomes.

Expected Outcomes

Success in the role will be demonstrated by:

- A safe, welcoming and inclusive club environment.
- Annual compliance with Victorian Child Safe Standards.
- Completion of required training by Club personnel.
- Up-to-date Working with Children compliance.
- Effective management and reporting of child safety concerns.
- Increased awareness of child safety responsibilities across the Club.
- Continuous improvement in safeguarding practices.

Review

This Position Description shall be reviewed annually by the Preston Pirates Baseball Club Board to ensure continued compliance with Victorian legislation, the Child Safe Standards and the National Integrity Framework.

*Reviewed and Endorsed by the Preston Pirates Board.
13 July 2026*