



POSITION DESCRIPTION

CHILD SAFETY OFFICER (CSO)

About

The CSO is a volunteer role, appointed by the Mornington District Basketball Association (MDBA) General Manager. The CSO will be a Child Safeguarding champion and work with others in the Association to ensure that Child Safeguarding Policies and Practices are up to date and in line with current legislation and standards.

The CSO is the first point of contact for all children and families regarding any Child Safeguarding questions or concerns. The CSO is a contact point for any Child Safeguarding questions from coaches or other Basketball personnel.

Role Responsibilities

Have a comprehensive understanding of [Basketball Victoria's Child Safeguarding Policy](#) and [Code of Conduct](#). Ensure that all adults and young people with positions of responsibility are aware of and adhere to the Policy, Code of Conduct and their obligations to keep children and young people safe.

Promote best practice for Child Safeguarding children and young people, including helping to create an environment where all children, young people and their families feel safe, welcome and heard.

Ensure that all concerns regarding child safeguarding are dealt with according to current policies and legislation/law, including being reported to Basketball Victoria, Police and Child Protection as required.

With the support of others in the Association, ensure that all employees and volunteers have a current Working with Children Check (WWCC) that is linked to the Association or Club and that other relevant screening has taken place.

Requirements of the role

Must have a valid WWCC.

Experience and/or qualifications in community services, social work or psychology, education or policing is desirable.

Knowledge and awareness of the different forms of abuse and of current reporting requirements.

Training

The following training is required to be undertaken prior to commencing

[Child Protection and Safeguarding Course - Play by the Rules - Making Sport inclusive, safe and fair](#)

<https://www.playbytherules.net.au/online-courses/mpio-online-course>

Be committed to undertake other regular training and have current and up to date knowledge of Child Safeguarding Policies and Practices.

Reports to: General Manager

Expected Hours: 1 hour per week

Date: June 2025