



Donvale Dunkers Basketball Club

Child Welfare Officer

March 2024

Role: Child Safety

Reports to: Executive Committee

Committee member: Yes

Expected hours of work: 10 hours per month, variable by month

The role of Child Welfare Officer is a key role at Donvale Dunkers, as we take these matters very seriously and wish to provide a safe environment for all players and volunteers to enjoy.

Responsible to

The role of Child Welfare Officer will be held by a member of the Committee of management, either as a single role or alongside other roles within the Committee.

All members of the Committee are responsible to the President of the Committee, on behalf of the members of the Club.

Overall responsibilities

The main responsibilities of this role include being the key point of contact for any issues, questions and queries, together with ensuring that there is prompt reporting and recording of any issues that relate to child safety within the club.

In line with our Child Safety Policy we expect our members and leadership team to discuss any concerns that they may have about the welfare of a child IMMEDIATELY with the nominated Club Welfare Officer. The Club Welfare Officer will ensure that the concerns/incident reported to them remain confidential and that the identity of the person reporting the concern/incident is not revealed.

The Club Welfare Officer will be required to report all the incidents noted by them to the appropriate authority at Basketball Victoria who will then ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly.

Key responsibilities

- Ensure that the club adheres to the responsibilities outlined in the Child Safety policy
- Ensure that adequate screening is undertaken for each volunteer, eg. WWCC details provided to the Club before commencing any role
- In conjunction with the Registrar, provide the necessary details to Donvale Christian College each season, as part of our gym hire arrangement, in line with our MOU.
- Follow up on all volunteers needing to watch the Child Safety training video on our website, before they commence in any role
- Liaise with the club Registrar and Age Group Coordinators in ensuring all volunteers have completed their Members Protection Declaration form by the agreed time, as required by MEBA



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- Check in with DCC reception from time to time to collect our mail, which is mostly WWCC notifications
- Keep adequate records of all WWCC and Member's Protection Declaration forms.
- Provide proper avenues for concerns, queries or complaints to be made by any member of the community.
- Ensures that the committee is updated with any child safety reports at each committee meeting
- Work with the club President in addressing any areas of concern and taking the appropriate action as outlined in the Child Safety Policy.

Specific Responsibilities and Duties prior to each season

- Oversight -
 - Communicate to Coaches and Team Managers prior to each season starting around the fulfillment of Child Safety documents.
 - Confirm WWCC / Confirm the completion of Child Safety Training / Completion of Members Protection Declaration.
 - Ensure each Coach has a working knowledge of what is expected of them.
 - Ensure each Team Manager has a working knowledge of what is expected of them.
- Is Child Safe aware and will report any incident immediately to the Club President.
- Responsible for ensuring U18 volunteers have appropriate paperwork completed and have confirmed supervising adults in place
- Confirm with Registrar to add U18 volunteers in PlayHQ as Assistant Coaches
- Confirm prior to start of season commencing, all aspects of child safety training and forms have been completed.

Knowledge and Skills Required

Ideally the Child Welfare Officer is someone who is:

- Well organised
- Able to allocate regular time periods to perform duties
- Able and willing to work as part of a team
- Able to access and use basic online spreadsheet programs to track volunteer progress with Child Safety obligations
- Personable, approachable and able to maintain confidentiality.

Estimated Time Commitment

The time commitment required to fulfil the above duties is estimated at less than 1 hour per week, excluding attendance at regular Committee meetings. It is recognised that in the event of an incident being reported, there will be an additional requirement of time to be invested, however we cannot estimate how much that would be as we have not had such an instance before and expect this would be variable in each such instance.



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It is recognised that during the few weeks around team selection and confirming volunteers each season there will be a peak period of duties to be met, but that would not be in excess of an additional 2-3 hours per week for that period.

As a volunteer position, this time commitment is greatly valued by the Club and recognised as a vital part of keeping the Club running smoothly.

WORKING DRAFT