



Port Melbourne Netball Club Inc.

CHILD SAFETY FIRST AID OFFICER

POSITION DESCRIPTION

The Child Safety First Aid officer (YOU) is required to hold current:
Play by the Rules Training - <https://www.playbytherules.net.au/got-an-issue/child-safe-sport/child-protection-online-course>
HLTAID001 - CPR
HLTAID002 – Basic Emergency Life Support
And preferred : HLTAID003 Provide First Aid

It is the responsibility of the Child Safety First Aid officer to ensure:

- Maintenance of the Working With Children's check register. Actively source from our officials: coaches, team managers and committee, and ensure that Parkville are sent the spreadsheet at the commencement of each season.
- Inform coaches committee and team managers that Play by the rules training for Child Safe Standards is to be completed online and proof of completion to be forwarded to Child Safety First Aid officer and recorded.
- Maintaining the records of the certificates of completion for the Play by the Rules online training course.
- Providing education and support for coaches, team managers, committee members and other volunteers in undertaking their child protection responsibilities.
- Providing support for the Junior Child Safety Champion.
- Facilitating reporting of suspected child abuse in line with the Port Melbourne Netball Club policies and processes.
- Promoting child safety throughout the Port Melbourne Netball Club community.
- Adequate and appropriate first aid facilities are provided in the clubroom. Inspect and maintain first aid facilities and restock as needed throughout the season.
- Update the medical emergency plan when needed and ensure its display in the clubroom in first aid corner.
- Ensure appropriate and adequate training is arranged for coaches and committee.



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- A yearly CPR course booked (HLTAID001) and all committee coaches and team managers invited. If extra places are available members can be invited to fill space.
 - A yearly First Aid (HLTAID002/003) for coaches and committee at minimum.
- Monthly check of the defibrillator recorded and signed and any problems addressed and followed up. Training for the use of the defibrillator remains current.
- During an event, work with the events manager to provide a risk assessment document for the event permit and any other first aid requirements for the event. As an example, designated First Aid station for match play is set up and volunteer roster created of qualified people.
- Maintain confidentiality with regard to information obtained as part of their role.