

Safe Community Coordinator / Program Leader Role Description

Dependent upon the size of your organisation you will need either a person or team of people appointed to work with the Head of Agency/Entity/ Organisation, Safe Community Officer/ other team members in the implementation of the Safe Community Framework.

Selection

- Each Safe Community Coordinator/ Program Leader should be appropriately screened, inducted and supervised in this role according to procedure.
- Safe Community Coordinator/ Program Leader must complete child protection training and be inducted in the Safe Community Framework documentation.

Roles

- This role will greatly depend on the size of your organisation and may include:
 - implementation of the Safe Community Framework
 - liaison with, or being a part of, Safe Community Team and/or Health & Safety Team
 - monitoring workers who they oversee to ensure workers are acting safely and according to policy and procedure
 - providing reasonable instruction to workers regarding the provision of safe emotional and physical environments
 - reporting to the Safe Community Officer any suspicions of, allegations, incident, or potential breaches of the relevant code of conduct
 - identifying and reporting all risks and hazards to Health & Safety Officer/Team for treatment

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Safe Community Resources can also provide customisation services to your organisation in the area of implementation of the **Safe Community Framework** for your organisation.

Disclaimer: This publication is not legal advice. The ideas and procedures herein are based on nationally recognised good practice advice and have been written with due regard to Australian legislation March 2020.

Legal advice may need to be sought when responding to individual incidents.