

Safe Community Officer / Team 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, Health & Safety Officer /Team / Program Director/ other team members in the implementation of the Safe Community Framework.

Selection

- If there is to be a team, the Head of Agency/ Entity/ Organisation will need to be a part of this team or be adequately involved in decision making. (The Head of Agency/ Entity/ Organisation is responsible and may be liable for ensuring correct procedure is followed)
- The role includes implementation/ oversight of procedure, along with safe community concerns reporting.
- The role has duty of care and risk management elements to it.
- A senior person in the organisation should fulfil this role. In larger organisations where there is to be a team, 1-3 other suitably qualified persons to bring a mix of gender and skills to the team, such as care, social work/counselling and legal representation is advisable (where possible).
- All people who take on this role must complete child protection training.

Role Description General

- to be the agency/organisation's hub for safe community
- assist workers in dealing with safe community concerns that arise
- to promote awareness of and adherence to the agency/organisation's Safe Community Framework

Specific Roles

- a. Implementation of the Safe Community Framework
 - implementing the Safe Community Framework within the organisation/agency
 - preparing reports for Governance Board meetings on safety
 - keeping records relating to the Safe Community Framework
- b. Reporting
 - receiving concerns from workers
 - supporting workers in following the procedure for responding to safe community concerns
 - contacting the relevant person in the organisation (e.g. Head of Agency/ Entity/ Organisation/ Program Leader) to discuss action plan/appropriate action
 - making any reporting calls (to government agencies) as required
 - ensuring the concern and subsequent response has been appropriately documented

- in the event of a complaint or concern regarding a worker:
 - informing the Head of Agency/Entity/ Organisation
 - assisting in care, legal, procedural and risk management of the matter
- keeping records, filing complaints and reports of investigations in a secure central file, in accordance with the record keeping procedure

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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.

