



**NSWERA Governance Manual
SMC Position Description - Document No. 7.3.2.2**

Position Title

Child Protection Officer
(Normally the Vice President)

Position Purpose

Assume the duties and responsibilities of Child Protection Officer for NSWERA as defined in the Child Protection and Intervention Policy.

Principle Accountabilities & Performance Indicators.

Communicate

Ensure all members, officials, and volunteers are aware of their rights and responsibilities under the Child Protection and Intervention Policy and are aware of the identity and role of the Child Protection Officer.

KPI – Details communicated at least annually.

Reporting

It is the duty of the Child Protection Officer to report any allegations of child abuse that may occur in NSWERA, to the local branch of the Department of Community Services (DoCS) and the NSW Police Service.

KPI – Allegation reported in writing within 24hrs.

Confidentiality

The Child Protection Officer must ensure complete confidentiality in dealing with any issue.