**Child Safe Working Group**

**Sample – Terms of Reference**

1. **Purpose**

Highvale Netball Club is committed to developing and maintaining a child safe environment within Netball. As such, the Highvale Netball Club Child Safe Sport Working Group (the Group) has been established to assist in meeting the Victorian Child Safe Standards and nurturing a culture of child safety within our sport.

The Group will:

* + Leading the implementation of the Child Safe Standards,
  + Ensuring compliance with Child Safety,
  + Establishing a plan for future action,
  + Linking with external stakeholders,
  + Communicating information about the standards to staff, volunteers and members.

1. **Authority**

* The Highvale Netball Club Child Safe Working Group will report back to the committee monthly with a written report at the monthly committee meeting
* Compliance of Highvale Netball Club with the Child Safe Standards
* Annual review of the standards and compliance of HNC
* Review and decide course of action for any incidents that occur with the executive committee or members that have been authorised to do so
* All members of the group will act as per this terms of reference

1. **Responsibilities**

Responsible to the committee and members of the HNC

1. **Membership**

* There will be at least 2 members of the Child Safe Working Group
* At least one on the executive committee
* Ongoing membership, if one member should leave another will need to replace this member
* Annual review of updates to child Safety standards and monthly reporting the committee of changes/progress.

1. **Meetings**

Will occur at an adhoc basis in accordance with the activities requred to be completed

1. **Communication**

Via email or personal phone

1. **Contact**

David Kershaw [dalke@vestas.com](mailto:dalke@vestas.com)

Tanya Frost [tanyafrost1@gmail.com](mailto:tanyafrost1@gmail.com)

1. **Last Updated**  June 2023

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