

CHILD SAFETY OFFICER (CSO) ONBOARDING CHECKLIST



WE WELCOME YOUR COMMUNITY TO SAFE

SAFE IS YOUR COMMUNITY'S SECURE CHILD SAFETY REPORTING & CASE MANAGEMENT PLATFORM - DESIGNED TO ENSURE CONCERNS ARE HANDLED CONSISTENTLY, CONFIDENTIALLY, AND IN LINE WITH NATIONAL CHILD SAFETY STANDARDS.

A UNIQUE PUBLIC LINK ALLOWS COMMUNITY MEMBERS TO LODGE CONCERNS EASILY & SECURELY.

IMPORTANT TO NOTE:

ONLY AUTHORISED CLUB ADMIN USERS (E.G. CSO'S) CAN MANAGE AND RECORD CONCERNS WITHIN THE PLATFORM.

1

LOG IN, GET YOUR UNIQUE CLUB LINK & EMBED ON YOUR WEBSITE

Log in to SAFE via the email invite you have received or click [here](#) to login.

Enter the CSO and Level 1 Escalation contact details within the SETUP menu, then copy the unique SAFE reporting link for placement on your website, social media channels, or any preferred communication platform.

Work with your community webmaster to create a page or amend the page that will house the unique link. Use our template preamble or create your own.

2

CLUB ENGAGEMENT & COMMUNICATION

Inform your community that SAFE is now the official and preferred method for lodging all child safety concerns.

Encourage members, volunteers, coaches, and parents to submit concerns directly through your club's SAFE link.

If a concern is shared with CSOs verbally, via email, or through any method other than SAFE, the CSO is responsible for entering the concern into SAFE on behalf of the reporter to ensure it is recorded confidentially, consistently, and in line with duty-of-care and National Child Safe Standards.

3

MEETING TIMEFRAMES & UNDERSTANDING ESCALATION

CSOs must acknowledge and begin managing a submitted concern within the required timeframe set by your club, league or association.

If a concern is not acknowledged within the required timeframe, SAFE will automatically escalate the matter to the Level 1 Escalation contact (de-identified).

If SAFE is implemented at League level, certain concern categories are automatically flagged to the 2nd Level Escalation (League contact) with de-identified information to provide support while ensuring full confidentiality is maintained.

ACCESS THE SAFE TRAINING HUB [HERE](#)

Any questions? Reach out to us at: hi@sportsbuddy.com.au