

CHILD SAFE WORKING GROUP Sample – Terms of Reference

1. Purpose

<Organisation> is committed to developing and maintaining a child safe environment within Netball. As such, the <Organisation> 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.

<Consider including any information that may align this working group with the strategic aims/outcomes and any specific objects of your organisation>

The Group will:

- <Insert information about the tasks and actions that this group will undertake. It may include items such as, but not limited to:
 - Leading the implementation of the Child Safe Standards,
 - Establishing a plan for future action,
 - Linking with external and internal stakeholders,
 - Communicating information about the standards to staff, volunteers and members.

There should be specific reference to Child Safety >

2. Authority

<Insert details about the level of authority the working group has. Consider:

- Who the group reports to, how often and in what format,
- What they have been asked to do (i.e. write a report, provide recommendations & advice)
- What they are not allowed to do (i.e. policy, public statements, expenses).

There should be specific mention of the potentially highly sensitive and confidential information that may come before this group and how that information should be managed and stored. A statement saying the members of the Group will be indemnified by the organisation should be included subject to the members acting in accordance with these terms of reference.>

3. Responsible to

<Insert details as to who the Working Group reports to, in what medium and in what circumstances>

4. Membership

<Insert details about the who makes up the Working Group. Consider:

- Number of members. The group should not be so large that it cannot meet its obligations and role under these Terms of Reference.
- Gender equity
- How long they will be required to sit on the working group
- What is expected of them>

5. Chair

<Insert details about who will Chair the Working Group and what his/her rights are>

6. Meetings

<Insert details about the meetings for the working group. Consider:

- *How often will the Working Group Meet?*
- *How long before the meeting will they receive information?*
- *Who will arrange the meetings logistics and distribute information and papers?*
- *Where will meetings be held?*
- *Who covers meeting costs (if any)?>*

7. Communication

<Insert details about how, when and why the Working Group members can expect to be contacted>

8. Contact

<Insert contact details for the individual responsible for overseeing the Working Group>

9. Last Updated *<Insert date>*