



**EQUESTRIAN QUEENSLAND INC**

# **CHILD PROTECTION RISK MANAGEMENT POLICY**

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Children Protection Risk Management Policy

## **Section 1 – Policy and Commitment**

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## Purpose

Equestrian Queensland Inc (EQ) is committed to providing a safe and enjoyable environment for all children who participate in equestrian related activities in Queensland.

The purpose of this policy is to:

- Identify risk areas that might harbor child harm
- Remove child harm from all aspects surrounding the game of equestrian in Queensland
- Protect all children from exposure to harm
- Provide a consistent application of processes and penalties for breaches to the Codes of Conduct/Ethics where the breach relates to child harm.
- Educate the equestrian community about the policy and its procedures.

## References/related documents

- Equestrian Australia Member Protection Policy
- Administrator's Code of conduct
- Coach's Code of Conduct
- Athletes Code of Conduct
- Official's Code of Conduct
- Spectator's Code of Conduct
- EQ Risk Management Manual
- EQ Constitution
- Anti-Discrimination Act 1991
- Child Protection Act 1999
- Commission for Children and Young People and Child Guardian Act 2000
- Privacy Act

## Definitions in this policy:

- 1.1 **A child and young participant** is an individual under 18 years of age.
- 1.2 **A participant** is any person, regardless of age, who is registered with EQ.
- 1.3 **A child protection agency** is an agency with responsibility for investigating reported cases of harm or risk of harm to children. In Queensland, key child protection agencies include the:
  - Department of Families
  - Queensland Police Service
  - Commission for Children and Young People.
- 1.4 **Activities** means to participate in equestrian competitions, training and associated events ('Activities') organised, endorsed and/or supervised by EQ and affiliated bodies

- 1.5 **An employee** is any person employed by EQ on a temporary, casual, permanent or contract basis.
- 1.6 **A fact-finding process** involves making inquiries to establish the facts of a situation to enable appropriate resolution of the matter to occur.
- 1.7 **CPO** - Child Protection Officer of EQ
- 1.8 **EA** means Equestrian Australia Ltd
- 1.9 **Gender** - Words importing the feminine gender include the masculine gender and vice versa.
- 1.10 **Harassment, intimidation and bullying** involves the abuse of power with the intention of causing distress to the other person(s), or for personal gain or gratification of self or others. Behaviors may be social, psychological, verbal, physical and/or sexual in nature and may include repeated behaviour that can be covert and subtle.
- 1.11 **Harm** to a child or young athlete is any detrimental effect of a significant nature on the child or young athletes physical, psychological or emotional wellbeing by any cause, other than confirmed accidental harm not involving negligence or misconduct. Harm to a child or young athlete includes minor harm that is cumulative in nature that would result in a detrimental effect of a significant nature to the participant if allowed to continue. Harm can be caused by amongst other things:
1. physical, psychological or emotional abuse or neglect; or
  2. sexual abuse or exploitation; or
  3. domestic or family violence; or
  4. athlete bullying; or
  5. self harm.
- 1.12 **MPO** - Member Protection Officer of EQ
- 1.13 **Misconduct** means:
1. disgraceful or improper conduct in an official capacity; or
  2. disgraceful or improper conduct in a private capacity that reflects seriously and adversely on the sport of equestrian.
- Official misconduct** (as described and adapted from Sections 14 and 15 of the *Crime and Misconduct Act 2001*) is conduct that could, if proved, be –
1. a criminal offence; or
  2. a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is the holder of an appointment or were to hold an appointment or an official position (be it an administrative, team or volunteer).
- 1.14 **Self-harm** is any form of intentional self-harmful behaviour causing injury or damage, which may or may not be accompanied by clear suicide intent.
- 1.15 **Sexual abuse** for the purposes of this policy occurs when an EQ employee or registered equestrian person or volunteer involves a young person that is aged under 18 years in sexual activity. Such activity can include among other things; exhibitionism, exposing participants to pornographic images or text, fondling, oral sex and intercourse.

- 1.15 **Sexual harassment** happens if a person:
1. subjects another person to an unsolicited act of physical intimacy; or
  2. makes an unsolicited demand or request (whether directly or by implication) for sexual favours from the other person; or
  3. makes a remark with sexual connotations relating to the other person; or
  4. engages in any other unwelcome conduct of a sexual nature in relation to the other person; and
  5. with the intention of offending, humiliating or intimidating the other person; or
  6. in circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct.
- 1.16 **Sexual misconduct** is:  
During or outside training/playing hours:
1. conduct towards any person that would constitute a criminal offence of a sexual nature; or
  2. sexual abuse of a child or young athlete by an EQ employee or registered equestrian person or volunteer;
  3. conduct that is sexual harassment as defined in section 119 of the Anti-Discrimination Act 1991; or
  4. any other sexual conduct by an EQ employee or registered equestrian person or volunteer directed towards or involving:
    - any participant under the age of 18 years where a professional relationship exists.
  5. In this definition, sexual conduct is any behaviour that might reasonably be interpreted as being designed or intended to arouse or gratify sexual desires.
- 1.17 **EQ** is an abbreviation of Equestrian Queensland Inc.
- 1.18 **Appropriate touching** is defined as using contact necessary on a person/s pertaining to the determined environment. This environment may include safety / injury / teaching / playing / administrating to facilitate all aspects of equestrian.
- 1.19 **Appropriate Language** is defined as being free from abusive language and nor containing harassment or discrimination in accordance with the Equestrian Australia Member Protection Policy, EQ Child Protection Policy.
- 1.20 A **Volunteer** is any person who is performing a duty, activity, acting in the capacity of, responsible for any service directly related to the conduct of the sport.

## Who must comply with this policy

This policy applies to the following organisations and individuals:

- (a) persons appointed or elected to boards of directors, and/or committees (including sub-committees) of EQ, and Affiliated Clubs;
- (b) employees of EQ and Affiliated clubs.
- (c) Officials appointed or elected by EQ and Affiliated Clubs in relation to riders and/or teams which represent the organisation including team management personnel such as managers and physiotherapists;
- (d) Coaches (including assistant coaches) who:
  - (i) are appointed and/or employed by EQ and Affiliated Clubs (whether paid or unpaid); or
  - (ii) have an agreement (whether or not in writing) with EQ, or an Affiliated Club to coach at a facility owned or managed by such organisation;
- (e) judges and other officials involved in the regulation of the sport appointed by Equestrian Queensland or an Affiliated Club.
- (f) athletes who enter any competition, activity or events (including camps, training sessions, etc) which are held or sanctioned by EQ or an Affiliated Club;
- (g) Affiliated Clubs;
- (h) Any other person or organisation, who or which is, a member of, or affiliated to, EQ, or an Affiliated Club (including life members);
- (i) Any other person or organisation (for example, a parent/guardian, spectator or sponsor) who or which agrees, in writing or otherwise (whether on a ticket, entry form, etc) to be bound by this policy.
- (j) volunteers;
- (k) parents/carers;
- (l) children and young people;
- (m) all participants involved with Equestrian Queensland both directly and indirectly.

## Scope of Policy

The Policy covers EQ's commitment to creating a child safe culture in the equestrian community in Queensland.

It also covers the recruitment and selection of all persons working with children and young participants in equestrian sports. The use of EQ resources, Codes of Conduct and decision making.

The policy applies in all incidents when administering and managing equestrian business and activities.

## Policy Statement

All equestrian participants have a right to be protected from harm. Protection from harm and the risk of harm, from whatever source, is fundamental to maximising each participant's potential.

Equestrian Queensland, its members and Affiliated Clubs are committed to providing an environment that is safe for participation in equestrian sports and will not tolerate harm to children and young participants in any manner.

Consistent with this commitment, Equestrian Queensland will support children and young participants who are at risk or victims of harm, and support employees and volunteers who act in accordance with this policy to prevent and respond to harmful situations. Employees, registered participants and volunteers must:

- not cause harm to children and young participants in their care; and
- actively seek to prevent harm to children and young participants in their care; and
- report suspected harm in accordance with this policy; and
- inform themselves about the contents of this policy.

This risk management policy of child protection provides a message to all involved both directly and indirectly with EQ that everybody has a responsibility to provide a safe environment to children and young participants.

## Implementing the policy

This Policy is issued by EQ under the powers provided in the EQ Constitution and in conjunction with the guidelines and requirements of the Queensland Commission for Children and Young People and Child Guardian. This Policy comes into force on the 1<sup>st</sup> day of July, 2007.

EQ and clubs will conduct workshops and training sessions to promote the policy and develop the capabilities, knowledge and skill base of EQ staff, volunteers, registered participants, other officials, parents/carers and children.

The policy will be available for all involved with EQ, including Affiliated Clubs, Registered Participants, Parents/Carers and Officials and will be promoted through EQ website, newsletters, registration and administration forms.

EQ will budget annually for the promotion and ongoing education of all persons directly or indirectly involved in EQ regarding this policy.

## Monitoring Compliance

EQ and clubs will monitor compliance with the policy through the following means:

- Annual reports
- Dissemination of information on updates and amendments
- Blue Card Register
- Appointed Volunteer Co-ordinator
- Meetings and Workshops
- Participation in education and training programs.

The EQ Board, General Manager and Club Committees are responsible for monitoring compliance with the policy.

Each level of the organisation will monitor their own people and the next level down and report back to the members.

## Breaches

### Processes and handling

The person making the complaint should:

- Notify an EQ Sport Committee member and/or MPO/CPO of the incident/actions who will notify the offending person that a complaint has been made and advise them of the processes to be followed.
- A MPO/CPO will investigate the incident and notify the EQ General Manager
- Upon confirmation that a breach has occurred, the offending person should be penalized at a level applicable to the persons history and seriousness of the offence. Such penalty to be determined at the discretion of the EQ Board with guidance from the Equestrian Australia Ltd Disciplinary By-Laws and Policies.
- Depending on the outcome of the investigation, if a club, it may also be fined and/or receive disciplinary action if it has been determined that the appropriate processes had not been adhered to.

Should the matter constitute a serious assault, the parents of the child should be made aware of their legal options should they wish to take the matter further through their rights within the criminal/civil jurisdiction.

If the complaint involves sexual molestation or indecency:

- The EQ (MPO/CPO) should notify the EQ General Manager and refer the case to the Queensland Police
- Note: In order to prevent the police case from becoming compromised and to ensure no allegations of obstruction can be made, the (MPO/CPO) and General Manager must not involve themselves with the case unless asked to by the investigation team of the Commission for Children and Young People or the Queensland Police.

## **Evaluation and review**

This policy will be evaluated and reviewed annually in July. This Policy may be changed from time to time by resolution of the EQ.

The procedure for evaluation and review consists of keeping up to date with the latest booklet published, "Child Protection – Managing the Risks" by the Queensland Commission for Children and Young People. The EQ Board will then determine what parts of the policy and procedures have changed and update them accordingly. They will then release an amended child protection policy.

The EQ Board will nominate the personnel to conduct the evaluation and reviews.

## Codes of Conduct

### Values and principles

1. The welfare and best interest of the child are paramount\*.
2. Every child has a right to protection from harm\*.
3. Equestrian Queensland shall not expose a child to an unacceptable risk of sexual abuse.
4. Equestrian Queensland will co-operate and work in partnership with other statutory agencies that are involved in child protection.
5. Employees and volunteers must ensure that their behaviour towards, and relationships with participants under the age of 18 years of age complies with the Equestrian Queensland's Codes of Conduct and reflects the highest professional standards.
6. Failure by an employee or volunteer to act in accordance with the requirements of this policy will constitute a breach of the Organisation's Codes of Conduct.
7. Equestrian Queensland employees and volunteers will report to the EQ Member Protection Officer or General Manager all instances where it is reasonably suspected a child is at genuine risk of being harmed.
8. Equestrian Queensland will respond diligently to a report of suspected or actual harm, or risk of harm to a child.
9. Equestrian Queensland shall support a child who is a victim of harm, or at risk of harm.
10. Equestrian Queensland shall seek to ensure that a person who honestly reports a matter in good faith to an authority in accordance with this policy shall not be disadvantaged for doing so.
11. Equestrian Queensland shall act fairly and reasonably towards an employee or volunteer who is the subject of an allegation of improper conduct.
12. Equestrian Queensland shall support an employee or volunteer who is the subject of an unsubstantiated allegation of causing harm to a young person.

\* Section 5. *Child Protection Act 1999*.

## **Who must comply with this Code of Conduct?**

Everybody involved both directly and indirectly with Equestrian Queensland has a responsibility to provide a safe environment to children.

## **Related Documents**

Refer to page 1.

## **Definitions**

Refer to the definitions on page 2.

## **Standards expected**

Equestrian Queensland's standards of conduct expected by the people within the organisation (refer to the EQ/EA Codes of Conduct).

## **Breaches of the code of conduct**

Refer to monitoring compliance and breaches in the child protection risk management policy.

## **Contacts**

- For general information about this policy, contact the relevant Affiliate or EQ office.
- To clarify whether particular actions of EQ employees and volunteers should be reported, contact a EQ Member Protection Officer.

If an employee or volunteer suspects a child needs protection from a situation outside of the immediate equestrian environment, first contact the:

- i. Department of Families (local office): and
- ii. Queensland Police Service's Child Abuse Investigation Unit, telephone +61 7 3364 6430 only if there is evidence of criminal conduct.

Refer to the Queensland Police Service Juvenile Aid Bureau and Department of Child Safety Service Centre for further information.

EQUESTRIAN QUEENSLAND INC



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# **CHILD PROTECTION RISK MANAGEMENT POLICY**

## Section 2 – Building People’s Capabilities

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## Introduction

Equestrian Queensland members (Clubs, staff, volunteers, parents, children and young people participating in equestrian sports) require appropriate information, training and development to enable them to promote the wellbeing of children and young people and to protect them from harm.

It is especially important that they understand and are committed to EQ Child Protection Policy and Procedures.

To build capacity to create a safe environment for children and young people, EQ will:

- raise awareness of child abuse and child protection strategies
- involve everyone in risk management processes; and
- provide training in handling disclosures of harm

This section of the Child Protection Risk Management Policy is designed to promote this awareness.

Contact details of the agencies that investigate and handle notifications of harm are included in Section 1 under Appendix B. Partnerships with these and other community agencies will strengthen EQ's capacity.

## Definitions:

- 1.4 **A child and young participant** is an individual under 18 years of age.
- 1.5 **A participant** is any person, regardless of age, who is registered with EQ or an Affiliate Club.
- 1.3 **CPO** - Child Protection Officer of EQ
- 1.4 **MPO** - Member Protection Officer of EQ
- 1.5 **EQ** is an abbreviation of Equestrian Queensland Inc

## Staff and Volunteers

### Induction Program

An induction program provides an opportunity to help employees and volunteers understand:

- EQ's commitment to an environment which is safe and friendly to children and young people
- EQ's child and youth friendly policies, Code of Conduct and procedures
- procedures to follow harm when disclosed
- their rights and responsibilities
- what is expected of them
- what they can and can't do – boundaries of their roles
- the roles of key people in the EQ
- what to expect if there is an allegation of harm made against them or to them
- reporting procedures, and
- grievance procedures

Induction programs with both employees and volunteers will be conducted. For future volunteers and employees who start at different times they will be taken through the induction program when they first commence work and any other time required having regard for their needs.

A package for new employees and volunteers include the following documents such as:

- copy of EQ's child and youth friendly policies and Codes of Conduct
- current organisation chart
- list of key terms unique to equestrian sports or EQ
- copies of major organisational publications
- copy of their specific job description
- list of on-the-job training opportunities
- guide to valuable sources of information
- detailed outline of accident prevention and emergency procedures, and
- list of internal telephone numbers and locations of key contacts.

## **Training**

All persons involved in the conduct of equestrian sports need training to help them do the best job they can. Persons new to equestrian sports will be supported and informed to make a successful transition into their new role. Existing equestrian officials, through the induction program, will be given information and develop new skills and to keep up with the ever-changing requirements of their positions.

Equestrian Queensland officials will be given training on their responsibilities under the EQ's Codes of Conduct and policies. Training will be given that alerts them to the nature of harm which can occur to children and young people, and how to respond to disclosers of harm.

EQ's administration staff will be informed on how to refer a disclosure of harm to the relevant authorities.

The goals of the training program are to:

- enhance the skills and knowledge of volunteers and staff, enabling them to do their job effectively
- reduce exposure to risks, and
- support friendly environments for children and young people.

## **Performance Evaluation**

The evaluation of training will explore and clarify the person's understanding of his or her role, and allow for an exchange with others on how this role is best handled.

This provides the basis for a clear agreement with volunteers, staff and others on:

- areas where more training is needed, and
- areas where performance improvement can be achieved through other means.

The appraisal will give volunteers an avenue to express any concerns they have and will be given support.

## **Children and Young People**

### **Rights of Children and Young People**

Australia has agreed to uphold the United Nations Convention on the Rights of the Child. This Convention establishes 'minimum' rights to which children and young people are entitled. EQ aims to uphold these rights.

Under the Convention, children and young people have the right to:

- feel safe
- be listened to
- be involved in decisions that affect them
- have their cultural values respected
- not be unjustly discriminated against on the basis of their status, activities, expressed opinions or beliefs of their interests considered; and
- have their best interests considered.

### **Expectations of Children and Young People**

Children and young people should:

- show respect for other children, young people and adults
- keep themselves safe, and
- report inappropriate behaviour, unsafe situations or harm.

Children and young people must be given support from the equestrian community to meet these expectations.

### **Strategies to Minimise Harm**

It is important to be proactive in minimising harm to children. There are a number of ways this can be done to support the interests and wellbeing of children and young riders in the EQ. Although some of these strategies should be taught to children and young people in schools and at home, it is, however, still the responsibility of the EQ staff and volunteers to be aware of what the children are learning in some of the points below.

Some of these strategies include:

- teaching them to say 'no; to anything that makes them feel unsafe in a manner appropriate for their age, understanding and the activity
- teaching them to ask questions if they are unsure about anything
- teaching them that nothing is so bad that they can't talk to someone about it
- teaching them that they make the decision about who is allowed to touch them
- teaching them about what is safe and unsafe conduct
- encouraging them to tell you of any suspicious activities or people
- developing support networks for children and young people in the EQ
- talking through the issues with them
- telling them who is and who is not an official member of the equestrian community
- monitoring their activities
- allowing them to be a part of decision making processes, and
- taking anything a child or young person says seriously and follow up their concerns.

## **Parents and Carers**

EQ will work in partnership with parents and carers to effectively meet the needs of the child and young people.

## **Rights and Responsibilities of Parents and Caregivers**

In an environment friendly to children and young people, parents and carers should:

- be welcome visitors at the venues and training sessions/games
- take part, where appropriate, in planning, management, development and delivery of activities
- have their cultural, religious, disability and language requirements respected and catered for
- be told about EQ's programs, services and activities
- have the opportunities to give regular feedback to EQ
- receive feedback from staff and volunteers about their child's involvement in activities
- have access to the EQ' child and youth policies
- know how and who to voice their concerns to, expect to be listened to and their views considered, and
- have any personal information treated confidentially and their privacy respected.

## **Expectations of Parents and Carers**

Generally, you should expect parents and carers to:

- work with the equestrian organisation to support its Child Protection Policy and Code of Conduct
- provide their children with required support, for example, clothes, food, equipment and travel as needed to participate in various activities
- inform the EQ of:
  - any bullying, intimidation or harassment experienced by their child, and
  - any suspicion that children or young people in the EQ are being harmed.
- Give positive and negative feedback on EQ's policies and procedures.

## **Outsiders**

### **Contractors and Risk Management**

Determine whether the contractors you use require a Working with Children Check. Information on screening requirements is available from the Commission for Children and Young People and Child Guardian at [www.ccyipcq.qld.gov.au](http://www.ccyipcq.qld.gov.au).

There may also be contractors who only enter EQ areas for short periods, such as plumbers or builders. To meet the responsibility to provide a safe and friendly environment for children and young people, ensure contractors are properly supervised, are aware of EQ's commitment to a child and youth friendly environment and don't expose children and young people in your organisation to risk.



# Appendix A

## Sample Training Scenarios

Work through issues and reflect on the adequacy of the EQ Child Protection Policies, capabilities and procedures. Select from these sample scenarios, and adapt them to come up with risk-reducing measures.

What are the issues in each scenario?  
Are the children and young people in each scenario safe, at risk of harm, experiencing harm, or experiencing serious harm?  
What would you do as an individual and as a member of an organisation?  
What are the policy implications for your organisation?  
What is (or needs to be) in place to prevent similar risks in your organisation?  
What are the legal responsibilities?

### Staff/Volunteer Behaviour

You are the President of your Equestrian Club that has a strong reputation in the community. You receive a letter from a parent of a child that is a member of a club highlighting the behaviour of a new coach.

The parent is concerned that the coach is constantly hugging the children and on some occasions it appears as if they are touching the child in the genital area. You spend time monitoring the coach's behaviour and eventually approach the person to discuss the allegations.

You openly talk about what is concerning you and offer contact numbers for counselors. You also advise the staff member that the behaviour continues that they will be dismissed. You believe that you have done the right thing, although you do not wish the allegations to be made public and risk the Club's reputation being damaged. Therefore you destroy the letter that the parent sent in.

### Joanne

You are a coach who is asked by your Club to provide specialist one-one coaching to a 13-year-old girl, Joanne, who had shown promise. You have been coaching for seven years, and Joanne is on the verge of becoming an elite athlete.

For the last two weeks however Joanne has been making 'flirty' comments. You recall that she has made comments such as, "looking pretty good these days hey?" and "I bet you'd like to get your hand on this," while she grasped her backside.

So far you have ignored these comments but this morning at the end of training she walked past you, pinched your backside and said, "Can't wait for that competition in Cairns next week". One of the girls who you are also coaching, and who goes to school with Joanne saw this and has now come and told you that Joanne has been telling her school friends that she would like you to be her 'first'.

### Josh

A few parents have been making comments to you about 12-year-old Josh, who only recently joined your equestrian club. They say he is very aggressive, bullies younger riders, uses foul language and brags about the number of schools he's been kicked out of. One parent quotes Josh's mum as saying the club is her last resort to fix his behaviour problems and give her a break once a week.

**Chris**

You are on the Committee of Management in your local equestrian club. It is the end of season and one of the top men's riders has chosen to have a break up BBQ and movie night at the club house. You drop in after a meeting to have a hamburger. You see that the young men are all sitting around watching a pornographic film. You also see that one of the younger boys, Chris is there. You are aware that Chris is only 15-years-old and rides in many elite competitions because of his excellent horse & skills.

**Mr. Johns**

You are the organiser of the equestrian development squad. One of the girls involved in the squad, Sarah, has come to speak to you about one of the coaches, Mr. Johns. Sarah tells you that she still has problems getting to squad training and that Mr. Johns has been picking her up and taking her home.

She tells you that a couple of weeks ago Mr. Johns started touching her leg while he was driving. She also tells you that yesterday he moved his hand underneath her pants and undies.

**Jess and Mark**

You are the manager for your Clubs equestrian team who will be traveling to Toowoomba to compete at the State Championships. The teams you are with are a fairly stable group of young people who have all known each other for a number of years.

You are presently organising the Toowoomba trip and are aware the one of the girls, Jess, who is 15 years-old and competing, has been seeing one of the male riders, Mark, who is 17-years-old.

One evening after a meeting, you hear a group of Jess's team mates giggling, talking about the things that Jess has been telling them. She says she and Mark have been experimenting with sex and when they go to the state championships she is planning to sneak into Mark's room at the hotel and stay the night with him. She has said she will sneak out before anyone gets up.

**Car Park**

You are a volunteer assisting a coach with training which runs until 6.30pm every Thursday night. This night you finish on time and the children race off to the car park to where their parents are waiting. You stay back for half an hour, speaking with one of the other volunteers. At about 7.00pm as you head towards the car park you see one of the boys still waiting for someone to pick them up.

As training has finished for the night, the main lights have been switched off. Its winter, the car park is almost completely in darkness and the boy is waiting alone.

**Anna**

You are the captain of your equestrian team. Recently a new girl, Anna joined the team, but you have noticed that she lacks confidence so you have been working quite closely with her to help her out. The other girls in the team tell you that she is a bit 'weird'.

One afternoon you are packing up your kit bag and you see Anna hovering nearby obviously hoping to speak to you. You ask her if she wants something and she comes over. She says to you "My new Dad has been coming into my room at night. He scares me. Can you help me?"

### **Photographer**

You notice a fellow taking photos of the young children you are training, and ask him who he is and why he's taking photos. He says he's doing a photography assignment on movement for his TAFE diploma. You politely send him on his way.

Later, two of the children, a boy and a girl, tell you they gave him their names and addresses because he promised to use their photos in a magazine and he would send them some money when the photos were published.

### **Fundraising**

A couple of days before a major competition, used also for a major fundraising event, held at your club, you find out that several riders have volunteered to help out at the competition. Most of the volunteer roles involve working in the canteen and in close proximity to where alcohol will be sold.

You believe your Club has a responsibility to uphold safe practices. You're not sure if you should approach this issue with the volunteer organising committee.

### **Joe's Dad**

You are the coach of your school equestrian team. Each weekend, Joe's dad organises a BBQ for the riders after the competition. He supplies the sausages and rolls and all the equipment.

He tells you he does this as he works late hours and cannot be there for duration of the weekend competition, so this is his way of being involved in his son's life.

Lately however, you have heard the boys talking among themselves when Joe hasn't been around. You hear them make comments such as "Joe's dad gives me the creeps. Have you noticed the way he gets really close to you when you're trying to get your roll?" Some of the boys have now stopped staying for the BBQ.

### **Simon and Holly**

Simon is a 25-year-old volunteer helping out with training the young riders squad. Lately, he's noticed that Holly, a 15-year-old rider, has not been putting any effort in at training, but always seems to hang around him at training.

When Simons asks her if she is okay, Holly says she is going through a low patch and would like to have some time alone with Simon to talk about her feelings. Simon gives Holly his phone number and says, "call me anytime".

### **Matt**

You notice a sneaky exchange of something between Jack and Emma at the equestrian club, and jokingly say to Matt, your fellow competitor, 'What are those two up to? Swapping love letters?' Matt unconcerned replies, 'Nah, Jack's their speed supplier. Everyone knows he steals it from his parents. Serves them right.'

### **Megan and Jodie**

It's Wednesday afternoon at training, and Megan, a 13-year-old rider, takes you aside to tell you she's worried about her friend, Jodie. Jodie has been exchanging emails with a 15-year-old 'groovy guy' on an internet chat line and is planning to meet him this Saturday after Interschool, in the car park at the station.

Megan has promised Jodie she wouldn't tell anyone, but now she's scared about what might happen.

### **Videos**

You take your equestrian team full of children to a skating rink for a bonding session, and are shocked by the overtly sexual music clips being screened. You query the manager about the censorship ratings of the videos, and say you think they are unsuitable. He says kids see videos like this at home and that he's never had a complaint before, so you must be out of touch.

### **Gemma and Cindy**

Gemma is looking more and more unhappy and withdrawn lately. A couple of her teammates also in the team you coach, tell you quietly that Gemma's mother Cindy is really mean to her. They say Cindy's always calling Gemma horrible names, saying she's a born loser and Cindy wishes she'd adopted her out years ago. Cindy says no man stays around because they can't stand Gemma and that Gemma has ruined her mother's life.

Gemma told her teammates she is going to run away, and she wants to kill herself.

### **Craig and Nina**

Craig, 20-year-old coach, notices that Nina, a gifted 15-year-old equestrian rider, had been looking glum, lacking enthusiasm and distancing herself from the team lately. He is concerned that her riding has slipped dramatically. At the end of a training session, Craig asks her if everything's okay. Nina says she is having problems at home and would like to have some time alone with Craig to talk about a few things. Craig offers Nina a lift home so they can talk on the way.

### **Jake**

Jake's stepmother, Nicole, arrives to collect Jake and drive him home late in the afternoon. Nicole's breath reeks of alcohol and she's very obviously drunk. She tells you she's been celebrating her birthday with friends. You tell Nicole you think she is over the safe limit for driving and offer to phone someone to come and collect her and Jake. Nicole turns very aggressive, gives you a mouthful of abuse and pulls Jake roughly towards the car park. Jake is yelling and sobbing, 'I don't want to go with you, Nicole.'

### **Sam and Barry**

You overhear 12-year-old Sam telling his teammates about the fantastic fun he had yesterday when he wagged school. Later, you take Sam aside and ask whether his mum knew he'd truanted. Sam assures you it's okay, as he spent the day with Barry, a new friend that his mother lets him stay with sometimes, and that Barry's a nice man who buys him presents.



# Appendix B

## Managing the Risks

The checklist below is to assist in building people's capabilities to create a child-safe equestrian environment.

### Training:

- Identify what constitutes the risks/harm
- Create a pressure free environment
- Risk management plan
- Scale of risk (categories of harm in section 1 on page 8)
- Generation needs
- Step by step procedure of harm disclosure and procedures
- Ensure the well being of the child is being taken care of
- Junior Consultant Committee
- Grand Parent" Figure head
- Main focus is children must be confident

### Education (Induction Program):

- Principles of policy
- Responsibilities of administration, officials, parents, spectators, staff and volunteers
- Commitment of knowledge in obtaining blue card
- Provide resources that are child related (handouts, stickers, posters, DVD)
- Living document
- Revisit annually
- Legal Aspects

EQUESTRIAN QUEENSLAND INC



**EQUESTRIAN QUEENSLAND INC**

# **CHILD PROTECTION RISK MANAGEMENT POLICY**

## Section 3 – Consistent Procedures and Practices

### Contents

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A sample job description and duty statement	<b>Appendix C</b>
Sample checklists of roles and responsibilities	<b>Appendix D</b>
Sample blue card register, incident report form, agreement to comply with policies and Code of Conduct, email disclaimer.	<b>Appendix E</b>

*Refer to the Equestrian Queensland Risk Management Policy for the forms relating to:  
Risk Management and Risk Register and Treatment Plan*

## **Recruitment and Selection**

Risk management for child protection hinges on recruiting, screening and selecting the right people. EQ and its affiliate Clubs will have procedures to follow and adequate management and supervision to ensure they comply with these procedures. Guidelines for recruitment and selection of staff and volunteers are documented and include specific references to child protection and screening requirements.

### **How to get the right people**

Before filling any position related to working with children, paid or voluntary, there needs to be a clear analysis of what the job involves and the skills and abilities required. Candidates need to be assessed from a job analysis for a paid or voluntary position.

### **Job Analysis and Description**

The job analysis will help to:

- ensure the position will contribute to a safe and friendly environment for children and young people
- establish recruitment and selection procedures
- develop training programs
- develop performance appraisal systems
- clarify any differences between paid and voluntary roles, and
- determine lines of authority, levels of delegation and responsibility for the position.

The job description supports the recruitment practice by targeting the skills and experience necessary for working with children and young people. Job descriptions or duty statements should be developed for all positions and tasks in the organisation. These include such jobs as arranging a fund raising event, supervising activities, or taking children and young riders on camps or tours.

Job descriptions are invaluable to:

- establish an understanding of the roles and expectations for employees or volunteers in providing a safe and friendly environment
- become more aware of the tasks required around specific activities
- identify induction and training needs, and
- reduce the risk of harm to children and young riders.

Most importantly the job descriptions will tell employees and volunteers what is expected of each position, what is acceptable and unacceptable behaviour and give clear understanding of the boundaries when working with children and young riders.

Clear job descriptions will help to avoid confusion over expectations and will make it easier to resolve issues, take remedial action, investigate complaints or instigate disciplinary procedures.

(A sample job description and duty statement template is in Appendix C).

*To view job descriptions for volunteer administration positions refer to the EQ sport Committee Manual.*

## Selection

The selection process will identify whether people applying have the skills, knowledge, abilities and in some cases, qualifications required to do the job.

Applicant/s should be asked reasonable but probing questions about their work history, background and attitudes and verify what they say with officials.

Selecting the right people for working with children and young people will minimise the risks of harm and add value to EQ and its Clubs.

## Screening

Screening is an essential part of managing the risks of harm to children and young people by paid and unpaid staff.

Employees or volunteers who work with children within EQ and its Clubs are required to be screened for their suitability to work with children. The list below are checklists and procedures that apply to the four identified categories of employment.

### Four Categories of Employment - Checklists/Procedures for the following.

1. A person holds a blue card  
The organisation must
  1. Maintain a blue card register – (the register is maintained by a person specifically appointed to manage this).
  2. Undertake regular random checks to ensure currency of the card.
  3. Provide a documented open process for complaints to be received and heard.
  4. Have all participants sign a code of conduct agreement.
  5. Maintain a copy of the participant's letter on obtaining a blue card.
  6. Maintain a confidential register of complaints and disclosures of harm.
2. A person who has submitted an application for a blue card, awaiting the result of application  
The organisation must ensure
  1. The person does not hold an "independent" or unsupervised position until the application is finalized and blue card sited.
  2. The supervisor holds a current "blue card" or has obtained a criminal history check through the QPS.
  3. The person has undertaken an induction and education program regarding the EQ Policy and related documents and procedures.
3. A person who doesn't require a blue card  
The organisation must ensure the person is suitable to work with children by
  1. Providing an education program regarding the EQ Policy, related documents and procedures.
  2. Explain the need for process for having a criminal history check through the QPS.
  3. Asking for references and undertaking those reference checks from employers, previous reports prior to the person taking up duties.

4. A person who has had their blue card suspended  
The organisation
  1. Must stand the person down from that duty because the Policy states that a person must hold a current blue card to work with children.
  2. May reassign the person to other duties not related to working with children if possible within the organisation or activity.
  3. Must maintain confidentiality to protect all parties.
  4. Identify risks for the card holder if declared innocent.

## Activities

Ongoing review of procedures, such as looking at incidents, issues, risks and potential hazards, is an essential part of EQ's Risk Management Strategy.

## Planning Activities

An important part of planning any activity is assessing the actual and potential risks to everyone involved. Conducting a risk assessment is an effective way to do this.

When doing a risk assessment and planning activities, consider:

- the number of people taking part
- their age and gender mix
- the age range of the participants
- the type of activity
- the environment where the activity will take place (online, by telephone, face-to-face)
- the particular needs of individual participants, and
- the policies and procedures of the EQ.

In addition, some basic principles need to be considered when planning activities. These include:

- maximizing opportunities for children and young riders to enjoy themselves and have fun
- ensuring your activities support the interests and wellbeing of children and young riders
- being aware that children and young riders should not be left unattended
- ensuring staff and volunteers know where children and young riders are at all times, and what they are doing
- providing constant adult supervision over any activity using potentially dangerous equipment
- ensuring children and young riders are supervised by appropriate numbers of adults depending on numbers and age of children and type of activity, and
- ensuring no dangerous behaviour by children and young people is allowed.

## Who is responsible for what?

It can be easy to overlook the need to clearly identify who is responsible for what when providing an activity. This could include responsibilities such as:

- who will check the site before it is used?
- who will bring the equipment and check to see if it works beforehand?
- who will do any setting up that needs to be done?
- who will be responsible for delivering the actual activity?
- who will stay behind until everyone has left?

Everyone needs to be aware of their roles and responsibilities when delivering an activity, so you need to have:

- clear job descriptions, duty statements or role descriptions which outline a person's role in a particular activity, and
- an induction for staff and volunteers before the activity which outlines what is expected of each person.

Sample checklists for some activities are included in Appendix D.

### **Activity Briefing - Induction**

An important element to conducting an activity is to provide an Induction Program prior to an activity commencing whether it is a "one off" or longer. Provide this information to parents, carers and the children or young riders taking part.

The Induction Program should:

1. Clearly identify what should happen and what is expected of the activity
2. Highlight anything that may be of concern to parents, carers, children or young riders
3. Answer any questions people may have
4. Let people know what will happen if any issue arises
5. Let people know who they can talk to if they have any issues or concerns.

From the perspective of parents, carers, children and young riders, the Induction Program should:

- provide an opportunity to ask questions and clarify issues
- help them understand what is expected of them
- make them aware of what will happen if an issue arises, and
- let them know who to contact if they have any concerns in the future.

During the induction staff, parents, carers, children and young riders will be given a copy of the EQ/EA Codes of Conduct.

### **Drop off and pickup of participants**

It would be most unusual for this to occur in relation to equestrian sports because of the need of the parent/carer to drive the child with their horse to any activity but in the event children and young riders may be dropped off before an activity and picked up afterwards by their parents or carers then some considerations could include the following:

- agreeing with parents on a set procedure for drop off and pick up arrangements
- ensuring there is a buffer period where a staff member or volunteer arrives before an activity starts and stays back for certain amount of time after it ends
- establishing a procedure to be followed if a parent or carer is delayed in picking up a child or young athlete, and
- establishing a procedure to be followed if a parent or carer fails to notify you that they will be late and doesn't arrive to the pick up the child or young athlete within the buffer period.

## **Location**

Some things to consider when thinking about the location of the equestrian club could include:

- inspecting the location to ensure it's safe, or that things haven't changed since you were last there
- ensuring the location is appropriate for the activity
- ensuring the availability of first aid equipment and consumable items relating to the activity
- checking whether there is adequate shade and water available if the activity is to be outdoors
- ensuring there is adequate lighting and that it's in good working order, and
- checking whether there are any potential risks created by other people or activities close to where you will be operating

## **Equipment**

If equipment is needed for the activities, consider whether:

- the equipment is appropriate for the activity, the age range and the capabilities of the children and young people participating
- there is enough equipment for the number involved in the activity. If not, have a system in place to ensure that everyone gets a chance to use the equipment safely and in the way it was intended to be used, and
- the equipment is in good working order and safe for children and young riders to use.

## **Supervision**

Supervising an activity is a critical element in dealing with children and young riders. Supervision will be provided by the organisation's staff and volunteers. Some aspects to consider include:

- ensuring supervisors are appropriately qualified, well trained and have current competencies
- ensuring there are enough people to supervise the number of children and young riders involved in the activity
- making supervisors aware of their rights and responsibilities as well as the rights and responsibilities of all others involved in the activity, and
- ensuring supervisors adhere to the Policies and Code of Conduct of EQ/EA.

Staff and volunteers who supervise or provide an activity are often in a position to build relationships with the children and young riders. These relationships should be positive and contribute to the interests and wellbeing of children and young people.

## **Monitoring activities**

It is important to take an active interest in what actually occurs at each activity. The organisation should determine how well staff and volunteers are performing their duties and whether they are acting in an ethical and appropriate way.

This can be achieved by adopting and designing appropriate strategies such as:

- supervising staff and volunteers
- conducting random audits (checks) of activities
- doing performance appraisals for employees and volunteers
- conducting surveys to find out how the participants felt about the activities
- rotating staff and volunteers to supervise different activities, and

- monitoring the development of children and young riders as a result of the activities and addressing any deficiencies.

By implementing a combination of strategies, the chance of inappropriate behaviour occurring is decreased.

### **The surrounding environment**

When conducting an activity, be aware of the surrounding environment. Make adjustments or allowances if it impacts on, or has the potential to impact on, the interests and wellbeing of the children and young riders in your care.

Some things to consider about the surrounding environment could include:

- whether there are designated areas for spectators so children and young riders do not become confused with spectators
- the location's proximity to roads, dangerous obstacles, or waterways
- whether toilets, drinking fountains or taps are a substantial distance away from the activity, requiring a spread of supervision
- whether there is sufficient shade or shelter, and
- if there are any places where children or young riders could hide, or in which other people could be concealed.

### **Special Events**

There may be occasions when EQ or Club, attends an event held by another organization. In these situations, be aware that some control is lost over the activity or event. As such, ensure that attendance at such an event will not compromise the EQ commitment to providing a safe environment for children and young people.

Questions that could be asked include:

- do you have enough information about the event to decide whether it will contribute positively to the well being and development of the children and young riders in your care?
- have you provided enough information to parents or carers so they can make an informed decision about whether they want their children to attend?
- will attending such an event create risks for the children and young riders?
- if the event could pose risks, have you evaluated them and developed procedures to minimise those risks
- do you know if the event organizers are committed to an environment which is safe and friendly for children and young riders?
- have they developed policies and procedures supporting such an environment?

Examples could include:

- whether the location is secure
- whether there is a 'no pass out' policy
- whether there are policies or procedures in place around the availability of alcohol or illegal substances, and
- whether the event organizers have shown a commitment to creating a child and youth-friendly environment – if not, are you still prepared to attend the event?

## Promotions and Advertising

When promoting the activities and services provided, ensure key messages highlight your commitment to providing friendly environments for children and young riders.

Promotional activities or advertising can offer opportunities for:

- fundraising
- promoting an upcoming event
- conducting membership drives, or
- highlighting achievements.

To promote these activities, you may wish to provide a photograph for use in newspapers, flyers, posters or on a website. Be aware of the issues surrounding the use of images of children and young riders. You are legally obligated to ensure the identities of anyone under 18 remain confidential in certain situations e.g. Where a child may be a victim of criminal offence or if a child is in care. If in doubt about releasing information, err on the side of caution and seek legal advice. Ask yourself:

- do you have permission from the parent or carer of the child or young rider to use the image?
- have you asked the children or young people how they feel about the use of the image, asked their permission and given them input into how it will be used?
- have you provided enough information about how the image will be used so the parent, carer, child or young rider can give informed consent?
- when providing information on the use of the image, was it an age-appropriate way so the child or young rider could understand?
- have you formatted digital and electronic images so they cannot be altered if downloaded – for example in PDF?
- how will others interpret the image?
- does the image portray the child or young rider in a demeaning way?
- does the use of the image exploit the child or young rider in anyway?
- where the child or young rider should not be identified, could the image identify them?
- if a picture of a child or young rider is taken for promotional purposes, will it be used for any other purpose?
- has the parent, carer, child or young rider given permission for the image to be used in the future in any other way?
- will you put the child or young rider at risk if you allow them to be photographed?
- who will see the promotional or advertising material containing the image?
- have you considered whether the section of the Child Protection Act about confidentiality has been addressed?

The answers to these questions should help you to decide whether it is appropriate for photographs of children and young riders to be used in various contexts. If you believe it is, keep a record of why you decided to grant permission for an image of a child or young rider in your care to be used.

There is nothing wrong with using an image of child or young rider to promote the EQ and Clubs in an appropriate manner. However, it is important to consider all the issues involved, and to make a decision that is in the best interests of the child or young rider.

## **Computers, email, internet and mobile phone use**

Computers, email, the internet and mobile phones create many opportunities for children and young riders, but they may also create potential risks which you may need to manage as children and young people could be exposed to:

- potential abusers
- phone bullying
- hateful and violent literature
- flame wars (the exchange of abusive and insulting messages) and websites providing information on harmful or illegal activities.

As a result each organisation should have clear and consistent policies and procedures in place to address these risks.

## **Forms and Registers**

Documenting procedures and keeping records are an essential part of ensuring consistency in the way things are done in EQ and its clubs. Written guidelines, forms and registers provide a 'paper trail of proof' if you are required to establish that EQ and its Clubs has fulfilled its duty of care to an appropriate standard.

Below is a list of forms and registers that can be used as a possible starting point.

- Blue Card Register
- Incident Report Form
- Agreement to comply with policies and Code of Conduct
- Email Disclaimer
- Risk Management Template
- Risk Control Plan

Samples of each form and register are attached in Appendix E



# Appendix C

## Job Description

### Job Title

#### Role of the organisation

Provide a brief description of the role of your organisation, its purpose and the work that it conducts.

#### Organisational chart

This will help new employees/volunteers:

- Understand the organisation's structure
- Identify their position within the structure, and
- Demonstrate how the position relates to the rest of the organisation.

#### Job description, responsibilities and duties

Provide a description of the position and its purpose within your organisation.

Outline primary responsibilities specific to the position

Provide dot points summarising the regular duties for the position.

#### Selection criteria

List the criteria you will use to select the most appropriate candidate for the position. These could be addressed verbally or through a written application to demonstrate knowledge and ability.

#### Additional information

List brief dot points that include any extra relevant information for prospective employees such as:

- The length of written applications and how many copies are required
- Whether a criminal history check is required or a confidentiality agreement needs to be signed before employment begins
- If a blue card is required, and
- The employer's contact number for any further queries.
- Supervisor details
- Any delegations they are responsible for

## Duty Statement

**Position title:**

**Start date:**

**Finish date:**

**Immediate supervisor:**

**Purpose of position:**

The purpose of this position is to:

**Minimum criteria:**

The following criteria may enhance the ability to complete duties prescribed for the position:

- 
- 

**Additional criteria:**

The following criteria may enhance the ability to complete duties prescribed for the position:

- 
- 

**Duties:**

The following duties will be required to be undertaken within the position:

- 
- 

**Conditions:**

The following conditions are mandatory as stated in the organisation's policy and Codes of Conduct.

All personnel will:

- 
- 
-



# Appendix D



## Procedures for Training



- Have a designated parking area that is well-lit area.
- Parent/Guardian must bring and collect the child to the drop off and pick up point at the designated time.
- Before training coaches must check:
  - a) the playing surface and ensure that the surface is safe to use
    - clear hazardous material e.g. sticks, rocks, hoses
    - make sure the ground isn't too boggy
    - make riders aware of any hazards
  - b) that the equipment is safe, not broken, fits properly and meets national standards
    - check helmets, gloves for any breaks
  - c) hydration – ensure that water is available for riders
    - ensure everyone has a water bottle or supply a large drink container
  - d) sun protection – make sure hats are worn and sunscreen is available
  - e) first aid procedure in case of an accident, first-aid kit and ice (see procedures for first aid checklist)
    - assign parents/guardians, assistant coaches and volunteers roles they feel comfortable with so they are able to help in case of an emergency.
- Contact Lists – Name and Numbers
  - a) participants number
  - b) parent/guardians number
  - c) emergency number
- Attendance sheet
- Keeping records of all incidents
- Language must be appropriate in the presence of underage persons e.g. no swearing, discriminatory remarks.
- Supervision of riders at all times and always have two coaches or more at training sessions
- No 'punishment' that give extra physical loads to riders
- Coaches must not inappropriately touch riders when demonstrating techniques
- Riders must have written consent by a parent/guardian for the athlete to leave the training grounds



## Procedures for Training (continued)



- The coach must be informed of any injuries the riders have sustained during the week
- Riders should go to public toilets in pairs and report when they are leaving and return
- Parents should ensure that riders have sufficient footwear and other equipment required.
- Offensive material must not be brought to training e.g. cards, magazines, labels on shirts etc.
- Ensure adequate lighting in all areas where children are located
- Consequences of inappropriate behaviour should be clearly understood by riders and adults.
- Coaches and riders must not smoke or drink alcohol at training
- Athlete medical form filled out before squad training
- Coaches should know the weather forecast
- Coaches should know where the closest hospital is to the grounds and the number for it



- Riders and officials should not be accommodated in the same room. If this can't be avoided, in extenuating circumstances it must not be one adult alone with one child.
- Officials **MUST not** be alone, one on one, with a child i.e. in room, motel, grounds
- Riders should go to shops in groups no less than 3 people. They must also:
  - a) report in and out
  - b) and only go to the destination agreed on
- Riders must go in at least pairs to public toilets
- Photos **must not** be taken in hotel rooms and change rooms
- Video recordings must not be taken in hotel rooms and change rooms
- Officials should be spread out all through the bus
- Billeting
  - a) Two children (not just one) should be billeted together
  - b) Gender consideration – males with males and females with females
  - c) Billeting family – Blue cards
  - d) Facilities/house appropriate – ensure the billetee's house has the essentials and isn't under construction
- Bonding/outings
  - a) Appropriateness – the activities must be safe, non offensive, and legal
  - b) Teams with a mix of age – underage riders must not be taken into 18yo+ events or venues.
- Language **must** be appropriate in the presence of underage persons e.g. no swearing, discriminatory remarks.
- Offensive material must not be brought or shown on tour e.g. cards, magazines, videos, music, etc.
- Officials **must not** supply or assist in supplying participants with alcohol.
- Boundaries within accommodation should be made by officials
- Security – riders and officials should check that doors are locked
- Pool supervision must be given while athletes are using the pool
- Dress codes should apply
- Have a designated drop off and pick up point in a well-lit area. Officials must ensure that all children are picked up by their parents/guardians after the tour
- Officials should ensure that there is a curfew enforced and participants are in their rooms on time.



## Officials Change Rooms

- Separate areas for Males and Females
- Adults must not change in front of underage persons and vice versa
- Language must be appropriate in the presence of underage persons e.g. no swearing, discriminatory remarks.
- Photos must not be taken in the change rooms
- Officials must not be left one on one with a underaged umpires or riders
- Video recordings must not be taken in the change rooms
- Hydration – ensure that water is available for umpires
- Sun protection – make sure sunscreen is available
- No alcohol or non-prescription drugs are permitted in the change rooms
- Offensive material must not be brought into the change rooms e.g. cards, magazines, videos, music etc
- Officials should check that the equipment is safe, not broken, fits properly and meets National Standards
- Attendance sheet
- Keeping records of all incidents
- Have a designated pick up and drop off point for underage umpires
- Parent/Guardian must bring and collect the child to the drop off and pick up point
- Place the safety and welfare of the participants above all else



- Language must be appropriate in the presence of underage persons e.g. no swearing, discriminatory remarks.
- Coaches must not inappropriately touch riders when demonstrating techniques. Ensure that any physical contact with a young person is appropriate to the situation and necessary for the participant's skill development
- Have a designated parking area that is well-lit area.
- Parent/Guardian must bring and collect the child to the drop off and pick up point.
- Breaks – underage aren't permitted to leave the facility without their parent or appointed guardian
- Alcohol or non-prescription drugs are prohibited at the clinics.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Before the clinic coaches must check:
  - a) the playing surface and ensure that the surface is safe to use
  - b) that the equipment is safe, not broken, fits properly and meets national standards
  - c) hydration – ensure that water is available for riders
  - d) sun protection – make sure hats are worn and sunscreen is available
  - e) first aid procedure case of an accident, first-aid box and ice
- Attendance sheet
- Keeping records of all incidents
- Photos must not be taken unless permission is given to do so
- Video recordings must not be taken unless permission is given to do so
- Supervision of participants at all times



### Procedures for First Aid



- FIRST AID is the first assistance given to an injured person; it cannot take the place of skilled medical attention.
- For any major event, i.e. chest pain, respiratory distress or unexplained collapse, first call an ambulance, then your nearest first aider. (Ambulance: 0 – 000, First Aider: \_\_\_\_\_)
- First aid kits should be available for each team.
- Be familiar with first aid officer/s and the contents of the first aid kits. These boxes are not intended for the treatment of your ailments.
- Always wash your hands before treating burns, wounds or eye injuries.
- All injuries must be reported on an Accident/Incident Report Form, within 24 hours.



# Appendix E



**SAMPLE INCIDENT REPORT FORM**

Name of Organisation \_\_\_\_\_

Date of Report: \_\_\_\_\_ Time Report Written: \_\_\_\_\_

Name/s of the persons / people involved in the incident: \_\_\_\_\_

\_\_\_\_\_

Description of the Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Incident Occurred: \_\_\_\_\_ Time Incident Occurred: \_\_\_\_\_

Location where Incident Occurred: \_\_\_\_\_

\_\_\_\_\_

Nature of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Summary of Events: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Immediate Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If no action taken - reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of person completing form: \_\_\_\_\_

Contact telephone numbers: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_

Contact email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person report submitted to: \_\_\_\_\_

### Sample Agreement to Comply with Policies and Code of Conduct

I, (insert name) have read the Equestrian Queensland Inc.

- Child Protection Policy including:
  - Statement of Commitment
  - Code of Conduct
  - Roles and Responsibilities
  
- Guidelines for:
  - \_\_\_\_\_ (name of activity)
  - \_\_\_\_\_ (name of activity)
  - \_\_\_\_\_ (name of activity)
  
- Procedures for:
  - \_\_\_\_\_ (name of activity)
  - \_\_\_\_\_ (name of activity)
  - \_\_\_\_\_ (name of activity)

Having read the documents, I understand Equestrian Queensland's commitment to establishing and maintaining a safe, friendly environment for children and young riders.

I agree to uphold the Child Protection Policy, Member Protection Policy and Code of Conduct, and follow the guidelines and procedures outlined. I will work to contribute positively to the growth and development of the EQ, the children and young riders it provides services to, and their parents and carers.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

**Sample email disclaimer**

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