

## Child Safe Standards Compliance Checklist and Sign Off

### Background Information

Creating child safe organisations is a key component of the Victorian Government's response to the parliamentary inquiry into the handling of child abuse by religious and other non-government organisations (otherwise known as the 'Betrayal of Trust inquiry'). The report made a range of recommendations, including the need to better protect children from child abuse when they access services provided by organisations. The introduction of legislation, including the Child Wellbeing Safety Act (2005), the Victorian Child Safe Standards and the Reportable Conduct Scheme create distinct legislative responsibilities for organisations, including Equestrian Victoria.

More information on the Victorian Child Safe Standards and the Reportable Conduct Scheme can be found on the [Commission for Children and Young People](http://www.commissionforchildrenandyoungpeople.vic.gov.au) website.

### Checklist and Sign Off

Equestrian Victoria (EV) has zero tolerance for Child Abuse. EV is committed to creating and maintaining a Child safe environment where all Children are valued and protected from harm and Child Abuse.

Equestrian Victoria understand that vendors are integral to the success of our sport, and it is imperative that each vendor also meets their Child Safe Compliance Responsibilities. All vendors that are engaged by an EV affiliated event are required to meet minimum standards based on the works having incidental or direct contact with children. This is to ensure that all vendors (regardless of whether there is likely to be contact made with children) are aware, compliant and practice Child Safety.

Equestrian Victoria have created the below checklist to assist vendors in ensuring they are compliant, with links to resources and training. Vendors who have direct contact with children must demonstrate compliance with the Victorian Child Safe Standards.

For further information about direct and incidental contact please email:

[ceo@equestrianvictoria.com.au](mailto:ceo@equestrianvictoria.com.au)

### Assessment Form

Detailed below are the 11 Child Safe Standards that your organisation/company must demonstrate compliance with. Please provide a detailed response to all 11 standards where applicable, including plans that your company/organisation are making to ensure future compliance. Contract managers will be checking for evidence as part of compliance monitoring.

<b>Child Safe Standards</b>	<b>Requirement</b>
<p><b>Standard 1</b></p> <p>Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.</p>	<p><b>RESPONSE</b></p> <p>Example: Your organisation/company provides training and support to staff and volunteers that increases knowledge of the unique identities and experiences of Aboriginal children and young people.</p>
<p><b>Standard 2</b></p> <p>Child safety and wellbeing is embedded in organisational leadership, governance and culture</p>	<p><b>RESPONSE</b></p> <p>Example: Your organisation/company has a Child Safe Policy and details acceptable and unacceptable behaviour with children</p>
<p><b>Standard 3</b></p> <p>Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously</p>	<p><b>RESPONSE</b></p> <p>Example: Your organisation/company has age appropriate ways of communicating information to children so they understand their rights and details how children can raise concerns</p>
<p><b>Standard 4</b></p> <p>Families and communities are informed, and involved in promoting child safety and wellbeing</p>	<p><b>RESPONSE</b></p> <p>Example: Processes are in place to actively involve children and young people's families in decision making</p>
<p><b>Standard 5</b></p> <p>Equity is upheld and diverse needs respected in policy and practice</p>	<p><b>RESPONSE</b></p> <p>Example: Your organisation/company has policies that encourage diversity and practices that demonstrate strong and swift response to instances of discrimination</p>
<p><b>Standard 6</b></p> <p>People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice</p>	<p><b>RESPONSE</b></p> <p>Example: Your recruitment and people management policies and practices specifically focus on keeping children safe</p>
<p><b>Standard 7</b></p> <p>Processes for complaints and concerns are child focused</p>	<p><b>RESPONSE</b></p> <p>Example: Your organisation/company has complaints processes specifically for children</p>

## Equestrian Victoria's Recommended Resources

Child Safe Standards	Requirement
<p><b>Standard 1</b></p> <p>Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.</p>	<p><b>RESOURCES</b></p> <p><a href="#">Koorie Heritage Trust</a></p> <p>The Koorie Heritage Trust at Federation Square takes Koorie peoples, cultures and communities from the literal and figurative fringes of Melbourne to a place that is a central meeting and gathering place for all Victorians. Their purpose is to promote, support and celebrate the continuing journey of the Aboriginal people of South Eastern Australia.</p> <p>Koorie offer programs and services for organisation and clubs.</p> <p><a href="#">Child Safeguarding in Sport Induction</a></p> <p>The Child Safeguarding in Sport Induction course is for any person and any organisation who is bound by the Child Safeguarding policy. The course provides the foundation knowledge and education required to understand and implement the Child Safeguarding Policy.</p> <p><a href="#">CCYP Cultural Safety for Aboriginal Children</a></p> <p>A Cultural Safety tip sheet produced by CCYP so your organisation can create a culturally safe environment.</p>
<p><b>Standard 2</b></p> <p>Child safety and wellbeing is embedded in organisational leadership, governance and culture</p>	<p><b>RESPONSE</b></p> <p><a href="#">A Guide for creating a Child Safe Organisation</a> has been produced by CCYP, which links relevant resources.</p>
<p><b>Standard 3</b></p> <p>Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously</p>	<p><b>Victorian Equal Opportunity and Human Rights Commission</b></p> <p><a href="#">The Victorian Equal Opportunity and Human Rights Commission</a> has information about rights, such as being treated unfairly or being discriminated against because of age.</p> <p><b>Youthlaw easy-to-read FAQ sheets</b></p> <p><a href="#">Youthlaw</a> has easy to read fact sheets that provide information for children about their legal rights</p> <p><b>The Charter of Human Rights and Responsibilities Act 2006 (Vic)</b></p>

	<p>The <a href="#">Charter of Human Rights and Responsibilities Act 2006 (Vic)</a> is Victorian law that sets out the basic rights, freedoms and responsibilities of all people in Victoria. The Charter requires public authorities, such as Victorian state and local government departments and agencies, and people delivering services on behalf of government, to act consistently with the human rights in the Charter.</p>
<p><b>Standard 4</b></p> <p>Families and communities are informed, and involved in promoting child safety and wellbeing</p>	<p><b>Working with Aboriginal and Torres Strait Islander</b></p> <p><a href="#">Emerging Minds: National Workforce Centre for Child Mental Health</a> has developed a Working with Aboriginal and Torres Strait Islander families and children toolkit. It aims to support nonAboriginal practitioners in mainstream organisations to engage with First Nations families.</p> <p><b>A guide for creating a Child Safe Organisation</b></p> <p>CCYP have outlined how you can engage with families in their guide : <a href="#">HERE</a></p>
<p><b>Standard 5</b></p> <p>Equity is upheld and diverse needs respected in policy and practice</p>	<p><b>Empowerment and participant: a guide for organisation working with children and young people.</b></p> <p>For help understanding the link between empowerment and participation and child abuse and harm prevention and guidance, look at the Commission’s resource on <a href="#">Empowerment and participation: a guide for organisations working with children and young people.</a></p> <p><b>E-learning module on National Principle 4: Diversity.</b></p> <p>The Australian Human Rights Commission has guidance material on <a href="#">children with diverse backgrounds</a> and needs and also has an <a href="#">e-learning module</a> on National Principle 4: Diversity.</p>
<p><b>Standard 6</b></p> <p>People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice</p>	<p><b>RESPONSE</b></p> <p>WWCC details : <a href="#">HERE</a></p>
<p><b>Standard 7</b></p> <p>Processes for complaints and concerns are child focused</p>	<p><a href="#">Reporting Obligations</a></p> <p>Equestrian Victoria have recently released reporting obligations for their Affiliates and Officials</p>

## Agreement

I confirm that the responses provided above accurately reflect the policies and practices of the organisation/company and that our activity/works will be compliant with legislation and regulations relating to child safety including but not limited to the Child Wellbeing Safety Act (2005).

I confirm that I have read and understood [EA's Child Safeguarding Policy](#) and will work in accordance with EV's requirements and the Victorian Child Safe Standards.

<i>Company Name</i>	
<i>Contact Person</i>	
<i>Signature</i>	
<i>Date</i>	

## Attachment A

Definitions – Situations involving children	
Direct care / supervision / engagement with children under 18 years / Storing information /data about children	Incidental Contact
<p>The work or services being procured or delivered includes one or more of the following</p> <ul style="list-style-type: none"> <li>• Child or young person related work</li> <li>• Access to the personal information of children or young people or their families</li> <li>• Survey or other consultation and engagement processes</li> </ul> <p>Direct contact with children includes contact that is:</p> <ul style="list-style-type: none"> <li>• Supervised or Unsupervised or Face to face</li> <li>• Online</li> <li>• Verbal, written or electronic</li> </ul>	<p>The work or service being procured or delivered is not child related but contracts may be delivered or undertaken in or close to one or more of the following service types or settings:</p> <ul style="list-style-type: none"> <li>• Children’s services, youth services, sport or recreation programs, community facilities such as neighbourhood houses and libraries, leisure programs, events or festivals</li> <li>• Maintenance contractors in council buildings, parks etc. where children/young people may be present.</li> <li>• Construction contractors (e.g. road/ pathway construction) scheduled to work in close proximity / adjacent to council buildings, parks etc. where children/ young people may be present.</li> <li>• Any additional setting where there is possible / likely contact with children and young people who will be unsupervised.</li> </ul>