



Child safe environments

Compliance statement for single organisations

Organisations that provide health, welfare, education, sporting or recreational, religious or spiritual, cultural, entertainment, party, disability, child care or residential services wholly or partly for children must lodge a child safe environments compliance statement setting out their child safe environment policies and procedures.

This compliance statement sets out the minimum requirements a **single organisation** must meet to demonstrate that it has in place appropriate policies and procedures to provide safe environments for children and young people, in line with the legislative obligations under the *Children's Protection Act 1993* (to the extent that it remains operational) and the *Children and Young People (Safety) Act 2017*.

The Chief Executive, Department for Education requires organisations to include copies of their child safe environments policies and procedures if:

- this is the first time you have lodged a child safe environments compliance statement
- you have increased the scope of services provided since last lodging a compliance statement
- your organisation has undergone a change of ownership or a substantial change to the responsible or managing authority since last lodging a compliance statement
- your organisation has undertaken a comprehensive policy review.

Organisations are always encouraged to provide copies of their child safe environments policies and procedures even when the above circumstances do not apply.

If the minimum requirements of providing safe environments for children and young people have not been fully met, the organisation will need to lodge a further statement once all requirements are in place. This statement should be lodged no later than 6 months after the initial statement is lodged.

For resources and guidance material to assist organisations to provide safe environments for children and young people please,

Visit: <https://www.education.sa.gov.au/child-protection/child-safe-environments>

Phone: 08 8463 6468

Email: educationchildsafes@sa.gov.au

This statement is not suitable for sole traders, people working in a partnership arrangement who do not employ other staff or representative bodies lodging a statement on behalf of other organisations.

Visit www.education.sa.gov.au/child-protection/child-safe-environments for a sole trader or representative bodies' child safe environments compliance statement.





Organisation details

1.1 Name of the organisation

South Australian Endurance Riders Association

1.2 Type of service provided

Please select the service type that is most applicable.

- | | | |
|----------------------------------|--|-------------------------------------|
| <input type="radio"/> child care | <input checked="" type="radio"/> sport | <input type="radio"/> residential |
| <input type="radio"/> education | <input type="radio"/> religious or spiritual | <input type="radio"/> disability |
| <input type="radio"/> health | <input type="radio"/> welfare | <input type="radio"/> entertainment |
| <input type="radio"/> recreation | <input type="radio"/> cultural | <input type="radio"/> party |

1.3 Has the organisation lodged a statement previously?

- ☒ Yes ☐ No

1.4 Contact details

It is up to your organisation to nominate an appropriate officer to lodge the compliance statement.

Name

Position Secretary, South Australian Endurance Riders Association

Telephone

Email saera5@adam.com.au

Organisation Address

1.5 Additional Comments

The Association's Annual General Meeting will be held on Sunday 3rd February 2019 at which time the 2019 management committee members will be confirmed.



Child safe environments compliance statements

2.1 Documented policies and procedures

My organisation has a documented child safe environments policy that outlines our commitment to children's safety and well-being. This policy is supported by procedures that are specific to the business and activities my organisation provides to children and young people.

☒ Yes ☐ In-progress

Comments:

The SAERA Member Protection Policy is currently available to members via the SAERA website. The Policy was recently reviewed on 3 January 2019.

2.2 Communication

My organisation communicates its child safe environments policy and procedures to all relevant people (such as staff, volunteers, members, families and children). My organisation will meet its legislative obligations to provide copies of the policies and procedures to any relevant person if requested.

☒ Yes ☐ In-progress

Comments:

Via SAERA Website.

2.3 Review of policies and procedures

My organisation will review its child safe environments policies and procedures as required, and at least once in every 5 year period.

☒ Yes ☐ In-progress

Comments:

2.4 Providing copies of policies and procedures

My organisation has included copies of the policies and procedures that relate to child safe environments (see page 1 for information on when an organisation must provide copies of the policies and procedures).

☒ Yes ☐ No

Comments:

A copy of the reviewed Member Protection Policy (currently in DRAFT as it was reviewed in January 2019 for endorsement at the February 2019 AGM) is attached.



2.5 Risk management

My organisation has a documented risk management plan that identifies, assesses and takes steps to minimise and prevent risk of harm to children because of the action or inaction of a person involved in the organisation (including an employee, volunteer or another child).

☒ Yes

☐ In-progress

Comments:

2.6 Code of conduct

My organisation has a code (or codes) of conduct for adults and, where applicable, children that sets out expected standards of behaviour. This is supported by a procedure which outlines the steps we will take if someone breaches the code of conduct.

☒ Yes

☐ In-progress

Comments:

The Australian Endurance Riders Association Rules and SAERA Member Protection Policy together include information regarding Code of Conduct and steps for alleged breaches.

2.7 Children's participation

My organisation actively encourages the participation and involvement of children and young people, where this is appropriate. This includes adopting a child rights-based approach to service delivery and empowering children to raise any matters that are concerning them.

☒ Yes

☐ In-progress

Comments:

2.8 Reporting children at risk

My organisation educates its staff and volunteers about their role and responsibilities to report and respond appropriately to children and young people who may be at risk. My organisation has a policy and/or procedure regarding the making of appropriate reports of suspicion that a child or young person may be at risk to the Department for Child Protection via the Child Abuse Report Line (13 14 78).

☐ Yes

☒ In-progress

Comments:

Further promotion of how to respond to alleged breaches is required within the Association. An overview of the revised MPP and its contents will be provided at the AGM scheduled for 3 February 2019.



2.9 Support and supervision

Staff and volunteers are actively supported and supervised by my organisation so that their performance is developed and enhanced to promote the establishment and maintenance of child safe environments.

☒ Yes

☐ In-progress

Comments:

2.10 Training and development

My organisation provides training and development opportunities for staff and volunteers to maintain their knowledge of child protection and child safe environments.

☐ Yes

☒ In-progress

Comments:

Executive positions and Chief Stewards will be required to complete the online training prior to the first event scheduled for 9-10 March 2019.

2.11 Recruitment

My organisation has a comprehensive procedure for recruiting suitable staff and volunteers to work with or around children.

☒ Yes

☐ In-progress

Comments:

There are no paid staff within the Association. Volunteers are provided with information, support and/or supervision relevant to their role(s).

2.12 Relevant history assessments

My organisation ensures that a relevant history assessment is conducted for each employee, volunteer, contractor, subcontractor and agent who is, or will be, working with or in close proximity to children or their records in a prescribed position, as required by the *Children's Protection Act 1993*, to the extent that is remains operational (unless an exemption applies).

☐ Yes

☒ In-progress

Comments:

The revised MPP clearly states the roles (prescribed positions) required to complete a relevant history assessment. Executive positions and Chief Stewards will complete applications for relevant history assessments by end of February 2019 (if not already in place).



2.13 Relevant history assessments procedure

My organisation has a policy /procedure in place to ensure that relevant history assessments are undertaken for people in prescribed positions, which outlines the use of either:

☒ **Child related employment screenings** issued by the Department of Human Services

OR

☐ **In-house relevant history assessments** in line with the Standards for dealing with information obtained about a person's criminal history as part of a relevant history assessment

Comments:

Via Police Checks utilising a Volunteer Organisation Authorisation Number (VOAN).

2.14 Responsible authority

The responsible authority of my organisation (where the responsible authority is a natural person) will not perform a prescribed function unless they have obtained within the last three years:

(a) a child related employment screening from the Department of Human Services;

OR

(b) a criminal history report prepared by South Australia Police, the Australian Criminal Intelligence Commission(ACIC) or an ACIC accredited agency or broker.

The responsible authority of my organisation (where the responsible authority is a natural person) will, upon request from a parent, guardian and caregiver of a child to whom they deliver services, produce for inspection evidence of one of the above documents.

☐ Yes

☐ In-progress

☒ **Not applicable** (responsible authority of the organisation is not a natural person)

Comments:

Completed child safe environments compliance statements can be sent to educationchildsafe@sa.gov.au or through the mail to:

Child Safe Environments
Early Childhood Services
GPO Box 1152
ADELAIDE SA 5001

