

CHILD PROTECTION POLICY

Child Protection is about keeping children safe from abuse and protecting them from people who are unsuitable to work with children. In Western Australia child protection legislation places specific requirements upon individuals and organisations involved in a range of areas including sport and recreation.

As part of PCAWA's commitment to protecting the safety and welfare of children and young people involved in Pony Club activities, PCAWA require the following screening process for people who currently occupy or apply for any work (paid or voluntary) in our Association and affiliated clubs that involves regular contact with people under the age of 18 years.

Association/Club Requirements

1. Identify positions (paid or voluntary) that involve working with people under the age of 18 years.
2. Obtain a completed Volunteer National Police Check application (Attachment A1) from **all** people who are bound by this policy if they occupy or apply for a position that involves working with people under the age of 18 years. The application is to be forward to PCAWA. PCAWA strongly recommend all persons exempt from having a Working with Children check apply for a National Police Check. PCAWA will advise clubs of all outcomes in a timely manner.
3. If a Volunteers National Police Check application is not provided and/or the check indicates a relevant offense the Association/affiliated club will;
 - Provide an opportunity for the person to respond/provide an explanation, and,
 - Make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under 18 years.
4. If a person does not agree to a National Police Check after explaining why it is a requirement, the Association/affiliated club shall make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years. If unsatisfied, the Association/affiliated club will
 - In the case of an existing employee/volunteer, transfer the person to another role which does not require them to work directly and unsupervised with people under the age of 18 years. If this is not possible, then end the appointment. **Note: legal advice should be obtained before the termination process begins.**
 - In the case of someone applying for the position/role, not appoint them.
5. Sight and obtain a copy of a Working with Children card for all volunteers who occupy or apply for a position that involves working with people under the age of 18 years with the exception of volunteers under the age of 18 or parents whose children are active members of the club (This exemption does not apply to parents volunteering in connection with overnight camps) Affiliated clubs must forward a copy to the Association.
6. If a WWC card is not provided the Association/affiliated clubs will;
 - Provide an opportunity for the person to respond/provide an explanation, and,
 - Make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under 18 years.
7. If unsatisfied, then the club will
 - In the case of an existing employee/volunteer, transfer the person to another role which does not require them to work directly and unsupervised with people under the age of 18 years. If this is not possible, then end the appointment. **Note: legal advice should be obtained before the termination process begins.**
 - In the case of someone applying for the position/role, not appoint them.

8. PCAWA will retain a record of all information collected during the screening process, outcomes of the Volunteer National Police Checks, Working with Children Check numbers and expiry dates for a period of two years.
9. The Association/ affiliated clubs will protect the privacy of any person who is checked and the confidentiality of any information obtained through the checking process.

SAFEGUARDS

The safeguards below apply to those members who undertake the delivery or supervision of youth activities in their capacity as managers, coaches, trainers, officials, administrators, etc.

These are responsible positions in the organisation and as such must adopt the following risk minimisation measures to protect themselves from any misconceptions about their behaviour in performing their designated roles.

1. Do not engage, or allow others to engage, in any of the following:
 - abusive initiation ceremonies;
 - sleeping in closed quarters with youths without a second adult representative, parent, etc;
 - aggressive, physically distressing or sexually provocative activities;
 - sexually suggestive comments about or to a youth; and
 - inappropriate or intrusive touching of a youth.
2. Maintain an open door policy when conducting briefings, meetings and assemblies of members. Invite all youths, parents, friends and other leaders to participate, particularly when performing interviews, transporting youth members and conducting excursions.
3. Male and female adults or parents must accompany youths when undertaking activities away from home and especially overnight.

RIGHTS AND RESPONSIBILITIES

The organisation's members, youth and adult, reserve certain rights as members and carry with them certain responsibilities.

| OUR MEMBERS | |
|--|---|
| <i>Have a right to</i> | <i>Are responsible for</i> |
| <ul style="list-style-type: none"> • be safe • be listened to • be respected • privacy • access to ongoing training and information on all aspects of leading/managing activities for youths, particularly member protection • support in the reporting of suspected abuse • access to professional support services • Be protected from abuse by youths, other members and any other persons. | <ul style="list-style-type: none"> • showing respect to both youth and adult members • keeping themselves safe • accurately reporting inappropriate behaviour or risky situations for youth members • fostering team work to ensure the safety of youth members in their care • using appropriate team management behaviour • responding to youth members' statements concerns about alleged abuse • ensuring the rights and responsibilities of youth members are enforced • reporting suspected abuse to the appropriate authority • not abusing members physically, emotionally or sexually • maintaining confidentiality about sensitive information as designated by the appropriate authority |

| THE ASSOCIATION | |
|---|---|
| <i>Has a right to</i> | <i>Is responsible for</i> |
| <ul style="list-style-type: none"> • expect all members to comply with its Code of Conduct • expect all members to maintain standards of reasonable behaviour • take appropriate action if members breach the Code of Conduct or organisation's Policies • expect all members to undertake appropriate training when advised to • expect all members not to abuse members physically, emotionally or sexually • take appropriate action in the event of accusations • acquire police checks for all volunteers of the Association and affiliated clubs • Sight and record WWC check details for individual volunteers | <ul style="list-style-type: none"> • providing a safe environment for members • providing ongoing training and information for members wide promotion this policy and procedures • facilitating open discussion on child protection issues • providing support to members who report accusations of abuse • treating suspected abuse information confidentially • taking appropriate action if members breach standards of reasonable behaviour or policies and regulations • acquire police checks for all volunteers of the Association and affiliated clubs • Sight and record WWC check details for individual volunteers |

MEMBER PROTECTION OFFICER

The Pony Club Association of Western Australia will maintain the appointment of a Member Protection Officer whom may provide assistance to any member in accordance with this policy.

FURTHER INFORMATION

The Pony Club Association of Western Australia's Handbook, of which each Club and Zone has been provided a copy, contains further information relating to the appointment of Coaches and Managers/Chaperones, Codes of Conduct and Code of Behaviour.