

Child Safety & Wellbeing Policy

Samford Riding for Disabled Inc.



Introduction & Purpose

1. Samford Riding for Disabled Inc. is committed to providing a child-safe and child-friendly environment.
2. Samford Riding for Disabled Inc. adopts the **ChildSafe Safety Management System (SMS)** and is committed to sound implementation of it. This policy is intended to help Samford Riding for Disabled Inc achieve this.
3. This policy must be followed by every person involved in Samford Riding for Disabled Inc Such operations are any activities authorised by Samford Riding for Disabled Inc
4. For the purpose of this policy a **child** is a person under the age of 18 years.

Statement of Commitment

This statement affirms the organisation:

- has zero tolerance for child abuse
- actively works to listen to and empower children
- has systems to protect children from abuse, and will take all allegations and concerns very seriously and responds to them consistently in line with the organisation's policies and procedures
- is committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

People Responsible

5. Samford Riding for Disabled Inc accepts ultimate responsibility for ensuring Samford Riding for Disabled Association Inc is child safe.
6. The Samford Riding for the Disabled Inc. Committee appoints the Committee's Child Safety Officer as **Risk Management Officer ('RMO')**. The RMO is responsible for overseeing the integration of ChildSafe into Samford Riding for the Disabled Inc. as a whole, and reporting monthly to the Committee on this.
7. The **Coordinators** in Samford Riding for Disabled Association Inc and their respective operation areas, are set out in Item 1, Schedule 1. Each Coordinator is responsible for ensuring the implementation of ChildSafe SMS into their operations area, and reporting regularly to the RMO on this.
8. **Team Leaders** are the people in Samford Riding for Disabled Association Inc who hold recognised positions in, or who are responsible for, **Team Members** and participants in organisation operations.
9. **Team Members** are typically child-facing leaders of children who are screened and appointed by Team Leaders to assist them in their operations and programs and will include coaches and committee members of Samford Riding for the Disabled Inc.

Accountability

10. No-one is accountable to themselves. Everyone is accountable to someone-else.
11. A Team Member or Team Leader cannot go ahead with an off-site activity unless '*Permission-to-Proceed*' has been granted by the Coordinator using the *Permission to Proceed* Procedure. This is a critical, foundational principle for all operations at Samford Riding for the Disabled Inc.

Child Empowerment and Family Engagement

12. Samford Riding for Disabled Inc has processes for children to participate, expect to be safe, and to be informed, including of their rights.
13. Samford Riding for Disabled Inc has processes for children to complain, alert an incident, or disclose harm or abuse, that are available and clear to children.
14. Samford Riding for Disabled Inc has processes for mutually communicating with guardians of participating children in an open and respectful manner.
15. Samford Riding for Disabled Inc is responsive to the diversity of the participating children and those who wish to and seeks to support the distinct vulnerabilities of children within its midst.
16. Samford Riding for Disabled Inc is committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Screening & Recruitment

17. A person must have a valid 'Working with Children Check', (Queensland Government "Blue Card") and/or Police Check, and be screened (including reference-checked) in accordance with the Appointment Procedure before serving in any operations position listed in Item 2, Schedule 1.
18. A person who has been charged with a violent or sexually related offence (whether convicted or not) cannot be involved in child-related programs or work in immediate proximity to child-related programs.

Incident Reporting Complaint Procedure

19. Allegations of abuse are very serious and require a high degree of care when handling. Children should be believed. Allegations should be triaged using the practical threshold of ***Reasonable Belief*** (or ***Reasonable Suspicion***) as defined in State child safety reporting protocols.
20. Incidents must be reported in accordance with the Samford Riding for the Disabled Inc. **Child Harm & Abuse Complaint Policy**, recorded on an Incident Report, and where applicable investigated in

accordance with the Investigations Procedure. Steps must be taken to ensure the safety of children while an investigation is underway.

Training

21. The RMO, Coordinators, Team Leaders and Team Members must be trained (face-to-face and/or online) in accordance with the Training Procedure.
22. The RMO and/or Coordinator must maintain a training register of those trained. Refresher training will be held according to the frequency stated in the Training Procedure.

General Rules for Conduct

23. Every person involved in operations Samford Riding for Disabled Inc must treat the safety and care of children as paramount.
24. Samford Riding for Disabled Inc adopts the **Code of Practice** set out in Chapter 10 of the ChildSafe Team Members Guide. Each person involved in operations in Riding for Disabled Association of Queensland Inc , including every Team Member, Team Leader and Coordinator, must comply with the **Code of Practice** (Failure to do so will result in discipline under the Discipline Procedure).
25. The only person authorised to speak to the media in relation to any Samford Riding for Disabled Inc operations is the Riding for Disabled Association Australia E.O.. No other person should speak to the media.

Risk Management

26. A risk assessment process is actively used to reflect identified child safety risks within the organisation, and strategies employed to mitigate these, reflective of a duty of care.
27. Such risk assessments take in both physical and online environments.

Record Keeping

28. Information and documents that contain personal information must be stored confidentially and securely in accordance with Queensland Riding for Disabled Association Inc Privacy Policy.
29. The policies, procedures and other documents that will be used by Samford Riding for Disabled Inc to implement this policy are set out in Items 3 and 4 in Schedule 1.

Review

- 30.** This policy must be reviewed and periodically updated as required. The person responsible for this is named in Item 5 of Schedule 1.

This policy was adopted by resolution of the Samford Riding for Disabled Inc on June 30, 2026.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

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Signature of Committee President

Schedule 1: Roles & Prime Policies

Item #	Description	Names and Positions
1.	The Coordinators in Samford Riding for Disabled Inc.	• Committee Child Safety Officer
2.	The people that must have valid Working with Children Checks and be screened:	• All volunteers and members of Samford Riding for the Disabled Inc
3.	Primary policies and procedures:	This Child Safe Policy ChildSafe Code of Practice or Org Code of Conduct (CoC) e.g. Team Members Guide, Ch 10 Child Harm, Abuse & Complaint Policy • Privacy policy
4.	Person responsible for ensuring policy is reviewed and updated:	• Committee Child Safety Officer.
<i>1. Investigations may be a simple (internal) process (contained within CSE4-COM), be a broader policy, or subject to an external process like a State Reportable Conduct Scheme. For the latter, authority directives will likely guide the investigations procedure.</i>		