



**PONY CLUB**  
AUSTRALIA

# PONY CLUB WORKING WITH CHILDREN CHECK POLICY



**PONY CLUB**  
NORTHERN TERRITORY



**PONY CLUB**  
WESTERN AUSTRALIA



**PONY CLUB**  
SOUTH AUSTRALIA



**PONY CLUB**  
TASMANIA



**PONY CLUB**  
VICTORIA



**PONY CLUB**  
NEW SOUTH WALES



**PONY CLUB**  
QUEENSLAND

Effective date:

Review date:

First Issued:

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# WORKING WITH CHILDREN CHECK POLICY

## 1. POLICY INTENT

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Pony Club Australia is committed to developing and supporting a fun and safe environment for children to enjoy participating in Pony Club® events and activities. Safeguarding requires strong risk management practices to ensure potential risks to children participating in our sport are identified and mitigated. A working with children screening helps to identify individuals who have been deemed as unsuitable to work with children. It should be noted that screening should play only one part of ensuring the individuals who undertake roles with the organisation have been deemed as suitable.

Legislation defining the screening requirements to work with children exists within each state of Australia, these laws may differ in who is legally required to hold a valid check when working with children and what constitutes working with children, this policy may work over and above legal requirements. Under this policy Pony Club state organisations, zones or club may create higher levels of compliance to support their risk management or legal obligations.

This policy aims to establish the roles within Pony Club which are required to hold a valid working with children check or equivalent which must be registered and updated on the Association database. If you have any concerns or problems adhering to this Working with Children Check policy, please contact your Pony Club State body to address your concern or limitation to comply.

## 2. DEFINITIONS

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In this Policy the following words have the corresponding meaning:

- 2.1. **Activity** means a Pony Club® competition, event, or activity (including training), whether on a one-off basis or as part of a series, league, or competition, sanctioned or organised by Pony Club Australia or a Pony Club® Organisation.
- 2.2. **Affiliate** means a member of a Member Organisation including (as applicable) clubs, zones and states.
- 2.3. **Authorised Provider** means any non-Pony Club® Organisation authorised to conduct an Activity.
- 2.4. **Child related work** means as defined by state legislation or as detailed in the Safeguarding Children and Young People Policy.
- 2.5. **Member Organisation** means a sporting organisation that is a member of Pony Club Australia or its Member States in accordance with the provisions of the Pony Club Australia Constitution.
- 2.6. **National Integrity Framework** means the set of “National Integrity Framework” integrity policies produced by Sport Integrity Australia from time to time if and as adopted by Pony Club Australia.

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- 2.7. **Official** means an individual who undertakes any official role in the organisation at events/activities.
- 2.8. **Pony Club Australia** means Pony Club Australia Ltd
- 2.9. **Participant** means:
- (a) Riders who are registered with a Pony Club® Organisation or entitled to participate in an Activity;
  - (b) Coaches appointed to train a rider or team in an Activity;
  - (c) Administrators who have a role in the administration or operation of a Pony Club® Organisation, including owners, directors, committee members or other persons;
  - (d) Officials including judges, technical delegates, or other officials appointed by a Pony Club® Organisation or any event, competition, series, club or team sanctioned by a Pony Club® Organisation;
  - (e) Support personnel who are appointed in a professional or voluntary capacity by a Pony Club® Organisation or any competition, series, club or team sanctioned by a Pony Club® Organisation including team managers, agents, selectors, and team staff members; and
  - (f) Parents/carers and spectators who are subject to registration conditions or venue conditions of entry that requires compliance with this Code of Conduct.
- 2.10. **Prohibited Conduct** means the conduct prescribe at clause 5.1 of this policy.
- 2.11. **Relevant Organisation** means any of the following organisations:
- (a) A Pony Club® Organisation;
  - (b) An Authorised Provider;
  - (c) A team, which means any collection or squad of riders who compete and/or train in Pony Club®; and
  - (d) Any other organisation that has agreed to be bound by this Policy.
- 2.12. **Relevant Person** means any of the following individuals:
- (a) An individual registered as a member of a Pony Club® Organisation;
  - (b) A Participant;
  - (c) An employee employed by Pony Club Australia, a Pony Club® Organisation or an Authorised Provider;
  - (d) A contractor or third party engaged directly or via an organisation to provide services for or on behalf of Pony Club Australia, a Pony Club® Organisation or an Authorised Provider;
  - (e) A volunteer engaged by Pony Club Australia, a Pony Club® Organisation or an Authorised Provider in any capacity who is not otherwise an employee or contractor, including directors and office holders, officials, administrators and team and support personnel; and
  - (f) Any other individual who has agreed to be bound by this Policy.
- 2.13. A reference to **Pony Club®** means collectively Pony Club Australia, Member Organisations and Affiliates.

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- 2.14. **Pony Club® Organisation** means Pony Club Australia and each Member Organisation or Affiliate organisation required through association to promulgate and enforce national policy.
- 2.15. **Screening** means a Working with Children Check (NSW, VIC, SA, WA), Blue Card (QLD), Working with Children Clearance (NT), Working with Vulnerable People (ACT, TAS)
- 2.16. **Working with Children Check Policy** means this Working with Children Check Policy.
- 2.17. **Third Party** means a person undertaking child related work for the organisation who is not a member of the organisation.

### 3. JURISDICTION

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- 3.1. To whom this policy applies
- (a) This policy applies to:
- i. Relevant Persons; and
  - ii. Relevant Organisations.
- 3.2. When this policy applies
- (a) All Relevant Persons and Relevant Organisations to which this policy applies must comply with this policy, while they are a Relevant Person or Relevant Organisation.

### 4. PROHIBITED CONDUCT

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- 4.1. Prohibited Conduct of Relevant Organisations:
- (a) A Relevant Organisation commits a breach of this Policy when they:
- i. Do not ensure that an individual hold, present and record on the Association database a valid screening whilst undertaking the below listed roles in a Relevant Organisation:
    - a. Board/Committee member
    - b. Coach/Instructor
    - c. Official
  - ii. Do not ensure an individual who is legally required to hold a valid screening to undertake child related work (paid or voluntary).
    - a. Does not ensure that valid check is presented prior to commencing work with the Relevant Organisation.
  - iii. Do not require a third party or authorised provider to present a valid working with children screening when undertaking child related work for a Relevant Organisation which is recorded with Association as required.
  - iv. Do not ensure the screening provided by an individual is valid, current and recorded on the Association database.
  - v. Do not require all individuals to hold a valid working with children check or screening when assisting at a camp where children are present.
  - vi. Do not ensure child protection laws are followed at their Relevant Organisation.

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#### 4.2. Prohibited Conduct of Relevant Person:

- (a) A Relevant Person commits a breach of this policy when they:
  - i. Do not ensure they provide a valid screening when undertaking the following roles in a Relevant Organisation:
    - a. Board/Committee member
    - b. Coach/Instructor
    - c. Official
  - ii. Do not inform their relevant organisation(s) if they have been deemed unsuitable to work with children for any reason.
  - iii. Do not hold a valid working with children check or screening when assisting at a camp or overnight stay.

### 5. REPORTING & COMPLAINTS

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#### 5.1. Allegations of Prohibited Conduct under this Policy should be submitted to Pony Club Australia.

- (a) Allegations of Prohibited Conduct under this Policy will be managed in accordance with clause 5.2 of the [Pony Club Australia Complaints, Disputes and Discipline Policy](#).
- (b) Breaches will be managed with reference to [National Integrity Framework – Guidance for Complaint Management and Sanctioning](#).

### 6. RELATED POLICY, LAWS & RESOURCES

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#### 6.1. Policies

- (a) Safeguarding Children and Young People
- (b) Child Safe Commitment
- (c) Code of Conduct

#### 6.2. Legislation

- (a) QLD – [Child Protection Act 1999 \(Qld\)](#)
- (b) NSW – [Children and Young Persons \(Care and Protection\) Act 1998 \(NSW\)](#)
- (c) ACT – [Children and Young People Act 2008 \(ACT\)](#)
- (d) VIC – [Children, Youth and Families Act 2005 \(Vic.\)](#)
- (e) TAS – [Children, Young Persons and their Families Act 1997 \(Tas.\)](#)
- (f) SA – [Children and Young People \(Safety\) Act 2017 \(SA\)](#)
- (g) WA – [Children and Community Services Act 2004 \(WA\)](#)
- (h) NT – [Care and Protection of Children Act 2007 \(NT\)](#)

#### 6.3. Principles and Standards Child Safeguarding

- (a) [National Principles](#)
- (b) QLD – [Child Safe Standards | Queensland Family and Child Commission](#)
- (c) NSW – [Child Safe Standards](#)

- (d) ACT – [ACT Child Safe Standards Scheme - HRC](#)
- (e) VIC – [CCYP | Child Safe Standards](#)
- (f) TAS – [Child and Youth Safe Organisations Framework | CARCRU](#)
- (g) SA – [Child Safe Environments Program | DHS](#)
- (h) WA – [Child safe Organisations](#)
- (i) NT – [Child Safe Organisations | OCC site](#)

#### 6.4. Child Protection Agency

- (a) QLD – [Department of Families, Seniors, Disability Services and Child Safety](#)
- (b) NSW – [Communities and Justice](#)
- (c) ACT – [Children, Youth and Families - ACT Government](#)
- (d) VIC – [Department of Health and Human Services - Families & Children](#)
- (e) TAS – [Guide to Tasmania's child safety services - Department for Education, Children and Young People](#)
- (f) SA – [Department for Child Protection | Department for Child Protection](#)
- (g) WA – [Child Protection](#)
- (h) NT – [Child Protection | Department of Children and Families](#)

#### 6.5. Working with children screening sites

- (a) QLD – [Blue Card Services](#)
- (b) NSW – [Working with Children Check](#)
- (c) ACT – [Working With Vulnerable People](#)
- (d) VIC – [Working With Children Check](#)
- (e) TAS – [Registration to Work with Vulnerable People](#)
- (f) SA – [Screening Checks](#)
- (g) WA – [Working With Children Check](#)
- (h) NT – [Working With Children Clearance](#)

## 7. VERSION CONTROL TABLE

VERSION NO.	DATE	NOTES
WWCC_V01_2501		First version of the policy, adopted

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## APPENDIX – WORKING WITH CHILDREN CHECK - CHECKLIST

**Working with Children Checks (WWCC)** help identify whether an individual has a history of offences that would make them unsuitable to work with children. The WWCC process is not a one-off check; it is continuously monitored by the relevant authority. If a person becomes the subject of an investigation or is assessed as no longer suitable to work with children, your organisation will be notified.

It is therefore essential that clubs:

- request a Working with Children Check where required and ensure it is recorded on the Association database
- sight evidence of a valid check, and
- verify that the check has not been suspended, revoked or expired.

It is important to remember that your club has a **legal responsibility** to ensure that any person engaged to work with children who is required to hold a WWCC has one in place.

To support clubs in meeting these obligations, we have developed the following checklist.

### **Committee/board members, coaches, officials and PCSA Volunteers 14yrs+\***

- All committee/board members, coaches, officials are recorded on the database.
- All committee/board members, coaches, officials present a WWCC to a designated person at your club. ie. Secretary, card secretary
- All committee/board members, coaches, officials have a WWCC recorded on the database
- Pony Club South Australia volunteers 14+years must have a Working with Children Check which is presented and recorded on the Association database.*
- Each WWCC is validated through your state WWCC system.

### **Third-Party Provider**

Any individual who undertakes a task at your club where they may work directly with or encounter children at your club grounds or activities.

- All Third-Party Providers are registered with the Association via the Third-Party Provider form.
- All Third-Party Providers present a WWCC to a designated person at your club. ie. Secretary, card secretary
- Each WWCC is validated through your state WWCC system.

### **Every person over the age of 18yrs attending an overnight camp with children\***

- Must be a registered member of Pony Club.
- Must present a WWCC to a designated person at your club. ie. Secretary, card secretary
- Must have a WWCC recorded on the database.
- Must have that check validated through your state WWCC system.

\* South Australian Pony Clubs - Any 14yo who is volunteering at Pony Club must have a WWCC.