


Equestrian Victoria


Child Safety Checklist for Events & Squads



TASKS	
PRE-EVENT CHECKLIST	
Risk Assessment – Child Safety (including physical and online environment). Complete the Child Safe Standards Compliance Checklist and Sign Off (aka. Contractor Assessment) document for your event contractors.	
Acquire and check all Working with Children's Checks for Officials (Judges/Stewards) and Event Staff. <i>All volunteers/officials/OC should provide a WWCC number. Please view the EV Working with Children Check FAQs for further information.</i>	
Print additional copies of the Member Protection Declaration for volunteers who do not have direct contact with children and may not have a WWCC yet. <i>These should be signed and sent through to EV after the event.</i>	
Present the Equestrian Victoria Child Safe Update to any volunteers and officials.	
Appoint a Child Safety Officer who has reviewed the Equestrian Victoria Child Safety Toolkit prior to the event.	
Have the EA Child Safeguarding Policy and procedures in place. <i>Include child safe reporting details and contacts in pre-event communications.</i>	
Review the EA Member Safeguarding Resources webpage and resources.	
Child safety training to be offered to and undertaken by event organisers, officials, volunteers, and other personnel via the EV Child Safety Toolkit. <i>Event Director to distribute the platform link to officials and volunteers and distribute the reporting obligations to all.</i>	
Have the EA Code of Conduct printed and available in the event office.	
Event entry forms to include the following opt-in clause as a mandatory condition to be completed. <i>"As a participant in Equestrian Australia events, you have a right to opt out of inclusion in photographs/media. Do you allow any riders/handlers listed on this entry to have their photograph taken, understanding that they may be used for media purposes?"</i>	

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TASKS		
PRE-EVENT CHECKLIST CONT.		
Confirm that all attending media attendees are EV accredited and check in daily at the event office. <i>Media to receive list of any competitors who have not opted in (class and exhibit/bridle numbers to be provided).</i>		
Review all VICSport Child Safe Sport Getting Started Checklist to ensure that all requirements have been met.		
Schedule the announcer to complete an Acknowledgement to Country at the beginning of the event (view the details in the Event Checklist section). For larger events, liaise with local Council or organisations to include a Welcome to Country.		
Share the EV Child Safety website link on any event pages or entry platforms with competitors prior to the event.		
Ensure that the contact for the Child Safety Officer is shared prior to the event. <i>This may be presented in programs, on posters, or online.</i>		
Simplified child safe messages are provided to children and their families prior to their attendance at an event (ie. policy links, codes of conduct, contact details for any concerns)		
EVENT CHECKLIST		
Display flags during the event. Review the Flag Protocol for further information.		
Ensure that volunteers and event staff have received the contact details for the Child Safety Officer.		
Print and display the following in programs and at the venue: Acknowledgement of Country Posters		
Print and display the following posters at the venue and ensure that the information is accessible: Standard 3 – Children Standard 3 – Young People Standard 3 – Adults Final – Standard 7 These posters include information about child safety, abuse identification, and reporting procedures. <i>*Please note the reporting procedures and ensure that matters are reported to the appropriate</i>		

Contacts

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