



HARNESS RACING VICTORIA

HRV Child Safe Policy

| Approved by: | | Date of Approval | |
|-----------------|----------------|---------------------------|----------------------|
| Board | | 3/06/2020 | |
| Revision Number | Date Effective | Document Owner | Revision Description |
| 0 | 3 June 2020 | Risk & Compliance Manager | Establishment |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

| | | |
|---|---|---|
|  <small>HARNESS RACING VICTORIA</small> | <h1>HRV Child Safe Policy</h1> OFFICIAL | LRC-PO-003 (3 June 2020) |
|---|---|---|

1. INTRODUCTION

Harness Racing Victoria (“HRV”, inclusive of both HRV and Tabcorp Park) is committed to promoting and protecting the interests and safety of children. HRV recognises the right of every child to participate in our sport freely, without fear. HRV has zero tolerance towards child abuse and will ensure that all steps are taken to maintain a child safe culture.

HRV is committed to the principles of cultural safety and inclusion of children from diverse backgrounds and to the safety and inclusion of children with disability, and we recognise that these principles support the safety of all children.

2. PURPOSE

The purpose of this policy is to ensure that all employees, volunteers, contractors and any other representative of HRV are aware of their responsibility for identifying child abuse and for escalating child abuse concerns to the correct reporting channels.

3. SCOPE

This policy applies to HRV Representatives, whether it is in a paid or unpaid capacity. For the purposes of this policy, **HRV Representatives** includes employees, contractors and volunteers directly engaged by HRV and Country Clubs. Whilst HRV does not directly administer child safety for Country Clubs, there is an expectation that Country Clubs manage child safety in accordance with this policy.

It is important that HRV Representatives are aware of their obligations under HRV’s Child Safe Reporting and Investigation Procedure, whereby allegations of misconduct involving children can be made against a HRV Representative even if the conduct occurred outside of their work.

4. WHAT IS CHILD PROTECTION?

Child protection in sports starts with setting up an environment and administrative system that will allow children (anyone under 18) to remain safe from abuse and protected from any individual who wishes to exploit or harm them.

Child abuse can occur through actions that harm or injure a child, or an environment that does not provide protection for them.

| | | |
|---|---|--|
|  | <h1>HRV Child Safe Policy</h1> <p>OFFICIAL</p> | <p>LRC-PO-003 (3 June 2020)</p> |
|---|---|--|

5. HRV APPROACH TO CHILD SAFETY

This section provides an overview of the measures in place to support child safety across HRV.

Valuing diversity

We value diversity and do not tolerate any discriminatory practices. To achieve this, HRV:

- Support the cultural safety, participation and empowerment of Aboriginal children and their families.
- Support the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families.
- Welcome children with disability and their families and act to promote their participation.
- Seek to recruit appropriate staff from culturally and/or linguistically diverse backgrounds.
- Welcome same-sex attracted, intersex and gender diverse children and families.
- Have a physical environment that actively celebrates diverse cultures and recognises cultural differences.
- Commit to ensuring our facilities promote inclusion of children of all abilities.

Building a child safe culture

All HRV Representatives have a responsibility to support HRV's commitment and obligation to creating a child safe environment.

Child Safe Code of Conduct

HRV Representatives must ensure that they display appropriate standards of behaviour towards children, ensuring that children's rights are respected, they feel safe and protected and their concerns are taken seriously.

HRV's Child Safe Code of Conduct outlines appropriate standards of behaviour by adults towards children. It aims to protect children and reduce opportunities for abuse or harm to occur. Whilst HRV governs code of conduct of those employees and volunteers directly engaged by HRV, there is an expectation that Country Clubs will have strong governance surrounding child safe code of conduct, applicable to the employees and volunteers to which they directly engage with.

| | | |
|---|---|---|
|  <small>HARNESS RACING VICTORIA</small> | <h1>HRV Child Safe Policy</h1> OFFICIAL | LRC-PO-003 (3 June 2020) |
|---|---|---|

Training and supervision

HRV is committed at ensuring that HRV employees have access to appropriate professional learning and training opportunities to develop and maintain an understanding of child safety and prevention of harm. To support HRV employees, relevant training programs, including HRV's induction program, should include appropriate content which outlines HRV's expectations and commitment to child safety.

In addition to position specific training requirements, training will be available to HRV employees who are likely to come into regular contact with children as part of their roles. This training will include how to identify, assess and minimise risks of child abuse and to detect potential signs of child abuse.

Recruitment

The recruitment and selection of HRV employees aims to support HRV's commitment to promoting an organisational culture of child safety. HRV has robust recruitment and selection processes. HRV carries out reference checks and police record checks to ensure that the right people are recruited.

For positions that involve contact with children, recruitment should be based on selection criteria which clearly demonstrate commitment to child safety to assist HRV in ensuring that the most appropriate candidates are employed. Selection policies and guidelines, including pre-screening activities, are to reflect an understanding of, and commitment to, a child safe environment.

HRV Representatives that have direct contact with children and young persons as defined in the *Working with Children Act 2005* are required to hold a Working with Children Check (WWCC) and to provide evidence that the WWCC is valid at all times whilst engaged with HRV. It is important to highlight that for those employees and volunteers that Country Club's engage with, it is the Country Club's responsibility to ensure that appropriate WWCC's are in place and valid.

Reporting a child safety concern or complaint

HRV works to ensure all children, families, staff and volunteers understand their obligations and know who to tell if they observe abuse, are a victim, or if they notice inappropriate behaviour. HRV takes all allegations of child abuse and reportable conduct seriously. HRV is committed to ensuring that such allegations are addressed in accordance with HRV's Child Safe Reporting and Investigation Procedure. If a HRV Representative has a reasonable belief that an incident has occurred then they must report the incident in the first instance to HRV's Child Safe Officers via either emailing childsafefoffice@hrv.org.au or phoning (03) 9214 0660. If the incident is a criminal offence, the incident must be reported to Victoria Police on 000.

| | | |
|---|---|---|
|  <small>HARNESS RACING VICTORIA</small> | <h1>HRV Child Safe Policy</h1> OFFICIAL | LRC-PO-003 (3 June 2020) |
|---|---|---|

In order for HRV to perform its functions under the Child Safe Standards, it may be required to collect personal information about a HRV Representative and disclose that information to a third party. Personal information which is collected and/or disclosed about an individual will be managed in accordance with the *Privacy and Data Protection Act 2014* and the *Child Wellbeing and Safety Act 2005*.

6. ROLE OF HRV CHILD SAFE OFFICERS

HRV has dedicated Child Safe Officers who have the role of being the first point of contact and will assist in the facilitation of reporting to external authorities and ensuring that internal measures are undertaken to safeguard children of concern.

7. RELATED DOCUMENTS AND LEGISLATION

This policy should be read in conjunction with the following:

- HRV Child Safe Statement of Commitment;
- HRV Child Safe Code of Conduct;
- HRV's Child Safe Reporting and Investigation Procedure;
- HRV Incident Reporting Form;
- Code of Conduct for Victorian Public Sector Employees 2016;
- Working with Children Act 2005;
- Charter of Human Rights and Responsibilities Act 2006;
- Child Wellbeing and Safety Act 2005;
- Children Legislation Amendment (Reportable Conduct) Act 2016; and
- Privacy and Data Protection Act 2014.