



# Maldon & Baringhup Agricultural Society Inc. Policy & Procedures

Document Reviewed by the Committee Annually

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# Child Safe Policy

## Our Commitment to child safety

Maldon & Baringhup Agricultural Society Inc is committed to child safety and wellbeing:

- We want children to feel safe, happy and empowered.
- Are committed to the safety, participation and empowerment of all children.
- Have ZERO tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently.
- Have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- Is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.
- Is committed to training and educating our volunteers on child abuse risks.
- Support and respect all children, as well as our volunteers.
- Are committed to the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- Have specific policies, procedures and training in place that support our leadership team and volunteers to achieve these commitments.

If you believe a child is at immediate risk of abuse phone 000.

## Our Children

This policy is intended to empower children who are vital and active participants in our organisation. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance in our organisation, and people from all walks of life and cultural backgrounds are welcome.

## Our Volunteers

This policy guides our volunteers on how to behave with children in our organisation.

All of our volunteers must agree to abide by our code of conduct which specifies the standards of conduct required when working with children. All volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct.

## Training and Supervision

Training and education is important to ensure that everyone in our organisation understands that child safety is everyone's responsibility.

Our organisational culture aims for all volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our volunteers through ongoing supervision to: develop their skills to protect children from abuse; and promote the cultural safety of all children.

New volunteers will be supervised regularly to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as

checking that their behaviour towards children is safe and appropriate (please refer to Maldon & Baringhup Agricultural Society's code of conduct to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

## Recruitment

We take all reasonable steps when recruiting volunteers to carry out reference checks and Working With Children checks to ensure we have people who are fit to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative obligations.

We actively encourage applications from Aboriginal peoples, people from culturally and or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work are required to hold a Working with Children Check and to provide evidence of this check. This includes, but is not limited to, all judges, stewards, ride operators and children's entertainers as well as committee members who, under reasonable circumstances interact with children in carrying out their duties to the Society. Please see the Working with Children Check website ([www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)) for further information.

If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

## Fair Procedures for Personnel

The safety and wellbeing of children is of primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

## Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be volunteers, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

## Legislative responsibilities

Our organisation takes our legal responsibilities seriously, including:

- **Failure to disclose:** Reporting child sexual abuse is a community wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police. #
- **Failure to protect:** People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so. \*
- Any personnel who are **mandatory reporters** must comply with their duties ^

## Risk Management

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments, and online environments (for example, no volunteer is to have contact with a child in organisations on social media)

## Regular Review

This policy will be reviewed every two years and following any significant incidents if they occur. We will ensure that families and children have the opportunity to contribute. Where appropriate we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

## Allegations, concerns and complaints

Our organisation takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our volunteers are trained to deal appropriately with allegations.

We work to ensure all children, families and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

If an adult has a **reasonable belief** that an incident has occurred then they must report the incident.

### **Factors contributing to reasonable belief may be:**

- A child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- Behaviour consistent with that of an abuse victim is observed
- Someone else has raised a suspicion of abuse but is unwilling to report it
- Observing suspicious behaviour

# A person will not commit this offence if they have a reasonable excuse for not disclosing the information, including a fear for their safety or where the information has already been disclosed.

Further information about the failure to disclose offence is available on the Department of Justice and Regulation website

[www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence)

\* Further information to protect offence is available on the Department of Justice and Regulation website

[www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+of+fence](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+of+fence)

^ Mandatory reporters (doctors, nurses, midwives, teachers (including early childhood teachers), principals and police) must report to child protection if they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse. See the Department of Health and Human Services website for information about how to make a report to child protection.

[www.dhs.vic.gov.au/Child-safe-standards\\_overview.doc](http://www.dhs.vic.gov.au/Child-safe-standards_overview.doc)

+ For example behaviour, please see An Overview of the Victorian Child Safe Standards:

[www.dhs.vic.gov.au/Child-safe-standards\\_overview.doc](http://www.dhs.vic.gov.au/Child-safe-standards_overview.doc)

# Child Safety Code of Conduct

All members of, volunteers, judges and those employed to provide entertainment for Maldon & Baringhup Agricultural Society Inc are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below:

## **All personnel of Maldon & Baringhup Agricultural Society are responsible for supporting the safety, participation, wellbeing and empowerment of children by:**

- Adhering to Maldon & Baringhup Agricultural Society's child safe policy at all times, upholding Maldon & Baringhup Agricultural Society's statement of commitment to child safety at all times
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- Promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- Promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- Promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- Ensuring as far as practicable that adults are not left alone with a child
- Reporting any allegations of child abuse to Maldon & Baringhup Agricultural Society's Child Safety Officer/Secretary/President, and ensure any allegation to be reported to the police or child protection
- Reporting any concerns to Maldon & Baringhup Agricultural Society's Child Safety Officer/Secretary/President.
- If an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- Encouraging children to 'have a say' and participate in all relevant organisational activities where appropriate, especially on issues that are important to them.

Personnel of Maldon & Baringhup Agricultural Society must not:

- Develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- Exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometimes)
- Put children at risk of abuse
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- Engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- Use inappropriate language in the presence of children
- Be under the influence of alcohol or drugs
- Express personal views on cultures, race or sexuality in the presence of children
- Treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- Have any online contact with a child by way of but not limited to social media, messaging, texting except where that communication is reasonable in all circumstances.
- Ignore or disregard any suspected or disclosed child abuse.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Maldon & Baringhup Agricultural Society's Child Safety Officer/Secretary/President.

If you believe a child is at immediate risk of abuse, phone 000.

I agree to adhere to this Code of Conduct:

Name: .....Date:.....Signature.....

This document is to be signed by all Society Members, Judges, Stewards and those employed to provide entertainment for Maldon & Baringhup Agricultural Society.

# Sun Smart Policy

The following policy is in place to help Maldon and Baringhup Agricultural show minimise the risks of overexposure to UV.

## Rationale

The sun's ultraviolet (UV) radiation is the main cause of skin cancer. UV damage also causes sunburn, tanning, premature ageing and eye damage. Australia has one of the highest rates of skin cancer in the world. Two in three Australians will develop some form of skin cancer before the age of 70.

Sunburn and other UV damage is common when people are engaged in outdoor activities and exposed to the sun's UV radiation for long periods of time.

## Sun protection times

- The sun protection times from the Bureau of Meteorology forecast the time of day UV levels are due to reach 3 or higher. At these levels, sun protection is recommended for all skin types. In Victoria, UV levels regularly reach 3 or higher from mid-August to the end of April.
- A combination of sun protection measures are needed during the daily local sun protection times.
- To assist with the implementation of this policy, coordinators, organisers and participants are encouraged to access the daily local sun protection times at [sunsmart.com.au](http://sunsmart.com.au), on the free SunSmart app or SunSmart widget (on the club website) and in the weather section of the newspaper.

## Outdoor events and activities modifications (including a cancellation)

- Where possible, outdoor events and activities are scheduled to minimise overexposure to UV and heat.
- Outdoor events or activities are cancelled when high risk conditions are forecast.

Where it is not possible to reschedule or cancel events and activities, the following steps are taken to minimise the risk of overexposure to UV and heat illness:

- The duration of the outdoor activity is reduced.
- Activities start earlier in the morning or later in the evening.
- Water is provided.
- Shade is provided or the activity is held at an alternative, indoor venue, where possible.
- Leaders and organizers act as role models by wearing sun-protective clothing and hats, applying sunscreen and seeking shade wherever possible.

## Sun protection measures (for during sun protection times)

### 1. Clothing

- Sun-protective clothing is included as part of the uniform.
- Tops are made from UPF (UV protection factor) 50+ material and have long sleeves and a collar.
- Tops are loose-fitting and lightweight.
- Where the uniform does not provide adequate sun protection, participants are reminded to apply SPF30 (or higher) broad-spectrum, water-resistant sunscreen to all exposed skin.

### 2. Sunscreen

- SPF30 (or higher) broad-spectrum, water-resistant sunscreen is promoted and/or provided to participants.

- Participants are encouraged to apply sunscreen 20 minutes before going outside and to re-apply every two hours or immediately after sweating, swimming or toweling dry.
- Sunscreen is stored below 30°C and replaced once it has passed the use-by-date.
- Participants are encouraged to apply a generous amount of sunscreen (the equivalent of one teaspoon per limb).
- The first-aid kit includes a supply of SPF30 (or higher) broad-spectrum, water-resistant sunscreen.

### 3.Hats

- Wide-brimmed or bucket style hats are included as part of the uniform.
- Caps and visors do not provide adequate sun protection to the face, ears and neck and are not recommended.

### 4.Shade

- An assessment of existing shade has been conducted at outdoor venues.
- When not active outside, participants are able to rest in shaded areas.
- Where there is insufficient natural or built shade, temporary shade structures are provided or participants are notified to bring their own temporary shade (e.g. tents or umbrellas).
- Shade from buildings, trees and other structures is used where possible
- Presentation ceremony areas are protected by shade.
- The schedule allows for participants in outdoor activities to rotate to cooler, shaded areas.

### 5.Sunglasses

- Participants are advised to wear sunglasses that meet the Australian standard (AS/NZS 1067:2016).

### Education and information

- The times when sun protection is required (as determined by daily sun protection times) are communicated to participants and spectators.

### Relevant documents and links

- SunSmart: [www.sunsmart.com.au](http://www.sunsmart.com.au)
- SunSmart – event and festivals: <http://www.sunsmart.com.au/communities/festivals-and-events>
- SunSmart widget: <http://www.sunsmart.com.au/uv-sun-protection/uv/uv-widget>
- SunSmart app: [sunsmart.com.au/app](http://sunsmart.com.au/app)
- Heat and UV Guide: [www.sunsmart.com.au/downloads/communities/sports-clubs/uv-exposure-heat-illness-guide.pdf](http://www.sunsmart.com.au/downloads/communities/sports-clubs/uv-exposure-heat-illness-guide.pdf)
- Shade audit: [sunsmart.com.au/shade-audit/](http://sunsmart.com.au/shade-audit/)
- Australian Government Therapeutics Goods Administration (TGA) – Australian regulatory guidelines for sunscreens: 4. Labelling and advertising – directions for use of the product

For more information contact SunSmart:

W: [sunsmart.com.au](http://sunsmart.com.au)

P: (03) 9514 6419

E: [sunsmart@cancervic.org.au](mailto:sunsmart@cancervic.org.au)

