

Riding for the Disabled Association of Queensland Inc.			
Policy Name	Child Safety & Wellbeing Policy		
Date Created	June 2026	Date revision approved:	December 2026
Approved and administrated by:	RDAQ organisational board	Delegation	Management Committee of Affiliate Members

Policy Statement

RDAQ is committed to meeting its legal obligations and financial accountabilities as defined in the RDAQ Constitution (Rules of Association) as well as to acting ethically and responsibly as a publicly funded registered charity.

Background

RDAQ is a registered charity and not-for-profit incorporated organisation bound by the *Australian Charities and Not-for-Profit Commission (ACNC) Governance Standards* and the RDAQ Constitution (Rules of the Association). RDAQ and its Affiliated Members must consistently meet these standards and the principles set out in the constitution.

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.

Introduction & Purpose

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

People Responsible

5. Riding for Disabled Association of Queensland Inc. appoints RDAQ organisational board as **Risk Management Officers ('RMOs')**. The RMOs are responsible for overseeing the integration of ChildSafe into Riding for Disabled Association of Queensland Inc.
6. The **Team leaders** in Riding for Disabled Association of Queensland Inc and their respective operation areas, are set out in Item 2, Schedule 1. Each Team Leader is responsible for ensuring the implementation of ChildSafe SMS into their operations area.
7. **Team Leaders** are the people in Riding for Disabled Association of Queensland Inc who hold recognised positions in, or who are responsible for, **Team Members** and participants in organisation operations. Team leaders may include Riding Centre board or committee members or a designated coach or volunteer who has completed the necessary training.
8. **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. This includes all coaches and volunteers working with participants at RDAQ member riding centres.

Accountability

9. No-one is accountable to themselves. Everyone is accountable to someone-else.
10. A Team Member or Team Leader cannot go ahead with an off-site activity unless an event declaration has been approved by the Riding for Disabled Association of Australia This is a critical, foundational principle for all operations at Riding for Disabled Association of Queensland Inc.

Child Empowerment and Family Engagement

11. Riding for Disabled Association of Queensland Inc has processes for children to participate, expect to be safe, and to be informed, including of their rights.
12. Riding for Disabled Association of Queensland Inc has processes for children to complain, alert an incident, or disclose harm or abuse, that are available and clear to children.
13. Riding for Disabled Association of Queensland Inc has processes for mutually communicating with guardians of participating children in an open and respectful manner.
14. Riding for Disabled Association of Queensland 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.
15. Riding for Disabled Association of Queensland 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

16. 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 Riding for the Disabled Association of Queensland's or the applicable RDA Centre's Appointment Procedure before serving in any operations position listed in Items 1 to 3, Schedule 1.

17. 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

18. 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.
19. Incidents must be reported in accordance with Riding for the Disabled Association Queensland's approved **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

20. The RMOs, Coordinators, Team Leaders and Team Members must be trained (face-to-face and/or online) in accordance with the Training Procedure.
21. The RMOs and/or Coordinator must maintain a training register of those trained

General Rules for Conduct

22. Every person involved in operations Riding for Disabled Association of Queensland Inc must treat the safety and care of children as paramount.
23. Riding for Disabled Association of Queensland 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**).
24. The only person authorised to speak to the media in relation to any Riding for Disabled Association of Queensland Inc operations is the Riding for Disabled Association Australia E.O. No other person should speak to the media.

Risk Management

- 25. 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.
- 26. Such risk assessments take in both physical and online environments.

Record Keeping

- 27. Information and documents that contain personal information must be stored confidentially and securely in accordance with Riding for Disabled Association of Queensland Inc Privacy Policy.
- 28. The policies, procedures and other documents that will be used by Riding for Disabled Association of Queensland Inc to implement this policy are set out in Items 4 and 5 in Schedule 1.

Schedule 1: Roles & Prime Policies

Item #	Description	Names and Positions
1.	The Coordinators in Riding for Disabled Association of Queensland Inc	Riding for Disabled Association of Queensland inc. organisation board members
2.	The Team Leaders in Riding for the Disabled Association Queensland Inc.	• Riding Centre Committee or Board members, or designated coaches or volunteers
3.	The people that must have valid Working with Children Checks and be screened:	• All volunteers and members of all RDAQ affiliated centres
4.	Primary policies and procedures:	• This Child Safe Policy • ChildSafe Code of Practice • Team Members Guide • Child Harm, Abuse & Complaint Policy • Privacy policy
5.	Other relevant documents:	• Training procedure Incident report form • Risk assessment procedure • Discipline procedure • Investigations procedure
6.	Person responsible for ensuring policy is reviewed and updated:	[Riding for Disabled Association of Queensland inc. organisation board members
1. <i>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>		

Non-Compliance

Failure to comply with the RDAQ Code of Conduct Policy will be managed in accordance with the RDAA National Integrity Framework May 2022 and/or the RDAQ Constitution.