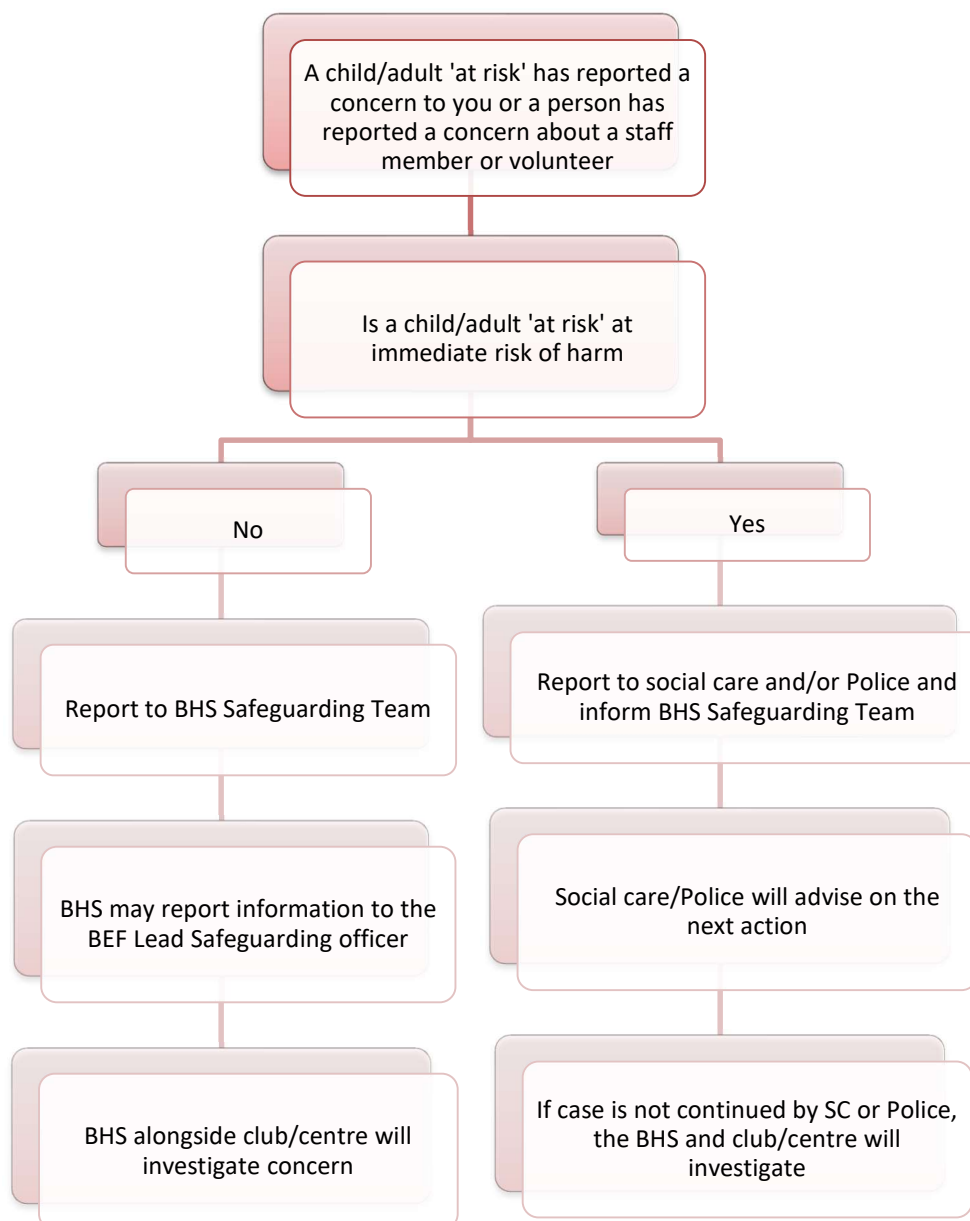


A template safeguarding policy that can be used by BHS Approved Centres

More advice is available www.bhs.org.uk/safeguardingchildren

1. Reporting a Safeguarding Concern

Please use the flow chart below if you are concerned about a child, young person or adult at risk or an adult who works or volunteers with children.



BHS Safeguarding Policy - AC

BHS Contact Information

BHS Safeguarding Team

Ellie Vajcovec – Safeguarding Manager and Erin Dobby – Safeguarding Co-ordinator

02476 840746

safeguarding@bhs.org.uk

Confidential email: cpleadofficer@bhs.org.uk

If there is an emergency or you believe that someone is in immediate danger, contact the police by telephoning 999 as soon as possible.

If the matter is not an emergency but you are concerned that a child, young person is at risk of harm, contact the police by telephoning 101 without delay. You can also contact your local authority social care team.

Other contacts

British Equestrian (BEF) safeguarding@bef.co.uk or call 02476 698871

NSPCC 24-hour Safeguarding Hotline: 0808 800 5000

If you contact the police or local authority in relation to a safeguarding concern which relates to the BHS, you must inform the BHS Safeguarding Team without delay.

2. Introduction

POPPYfiELD EQUESTRIAN (centre) fully accepts its legal and moral obligation under The Children Acts (1989) and (2004), to provide a duty of care to protect all children and safeguard their welfare, irrespective of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation and socio-economic background.

A child/young person is defined as a person under the age of 18 (the Children Act 1989).

Click or tap here to enter text. (centre) fully adopts the BHS Safeguarding Children and Young People Policy.

3. Aims

The aims of the POPPYfiELD EQUESTRIAN (centre) Safeguarding Policy are:

- To ensure robust safeguarding arrangements and procedures are in operation to provide children and young people with appropriate safety and protection whilst at Click or tap here to enter text. (centre), allowing them to participate in a fun, safe environment and in an atmosphere of fair play.
- To take all reasonable, practical steps to protect children and young people from harm, discrimination and degrading treatment and respect their rights, wishes and feelings.
- To ensure everyone understands their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- To ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern. All concerns or allegations of poor practice or abuse are taken seriously and responded to swiftly and appropriately.
- To ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- To maintain high standards of behaviours and good practice through compliance with the BHS coach code of conduct and the BHS codes of conduct for parents/guardians, junior members and volunteers. The policy and

BHS Safeguarding Policy - AC

procedures are mandatory for everyone involved with POPPYfiELD EQUESTRIAN (centre). Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the POPPYfiELD EQUESTRIAN (centre).

The policy will be reviewed every three years, or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children Board, BHS and the BEF
- As a result of any other significant change or event

4. Responsibility

Each Approved Centre, Accredited Coach, Affiliated Riding Club and Equine Access Group has direct safeguarding responsibility for:

- Staff, consultants, coaches and officials they employ;
- Volunteers of the affiliated organisation;
- Venues they own;
- Events and programmes they run; and
- Ensuring all accreditation requirements are met by accredited coaches, employees, officials and venues.

Centre Safeguarding Officer

POPPYfiELD EQUESTRIAN (centre) will appoint a Centre Safeguarding Officer (CSO)

The role of the CSO is:

- Work with others in the centre or club to ensure a positive child-centred environment
- Ensure that their club or centre is aware of The British Horse Society's safeguarding policies, procedures and guidelines
- Ensure parents/children are aware of the policy and procedures
- Receive queries and offer support regarding safeguarding concerns
- Undertake training as necessary
- Promote training to club and centre support staff, members and volunteers
- Assist the club or centre to ensure that codes of conduct are in place for club staff, volunteers, coaches, young people and parents
- Ensure confidentiality is maintained and information is only shared on a "need to know" basis
- Respond to any allegations or complaints made from within your club/centre
- Communicate with centre or club management and The BHS Safeguarding team regarding concerns
- Maintain contact details for local children's social care and the police

It is not the role of the CSO to be a Child Protection expert or to determine whether or not a serious incident has taken place, rather to record the details and seek guidance if necessary.

Participants, parents and carers

Participants, parents and carers are responsible for upholding the Code of conduct that relates to them and reporting a concern through the necessary process (see above).

5. Reporting a concern

What is a Safeguarding Concern?

A safeguarding concern is something that has been raised or brought to your attention regarding a child or young person being harmed or it might relate to their well-being or health of a child or young person. It may also be a concern regarding a member of staff or volunteer and their behaviour around young people or adults at risk.

Please refer to our 'How to report a concern or allegation' booklet available on our website.

www.bhs.org.uk/safeguardingchildren

If you are unsure on whether it is something you can deal with yourself or if it does need referring on, then please call the BHS for further advice and information.

6. Position of Trust and abuse of trust

POPPYfiELD EQUESTRIAN (centre) is aware of the definition of an adult who is in a position of trust. *For the purpose of working within the Equestrian Industry those who regularly teach, train, supervise or have sole charge of the child are in a position of trust.*

Sexual activity between an adult in a position of trust and a child is deemed to be an abuse of trust and is unlawful, even if the child is over the age of consent (i.e. 16 or 17).

POPPYfiELD EQUESTRIAN (centre) ensures all employees and volunteers are aware of positions of authority/trust in relation to children and young people. In our employee contracts/codes of conduct we make them aware that they must not engage in sexual relationships with under 18s.

7. Record keeping and confidentiality

When recording a disclosure, it is important that the information is clear, concise and a true representation of the concerns. In some instances, it may be necessary to share information with Children's Social Care, the Police, the Local Authority Designated Officer and British Equestrian hence the necessity for making detailed records at the time of the disclosure. Information should be factual and should include the following:

- The facts about the allegation or observation.
- A description of any visible injuries or signs.
- The child's account, if this has been disclosed, of what has happened and how any injuries occurred.
- Any witnesses to the incident(s).
- Any times, dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay.
- A record of any non-verbal behaviours
- Action taken as a result of the concern
- The name, address and date of birth of those involved.

Please note: Where possible you should include the relevant dates, times, situation, people present and factual information, including the dates, times and designation of the report writer. The record must then be signed with the name and designation clearly printed beneath. This record should be shared with the appropriate Member Body immediately, ensuring that the sharing is done securely. You should encrypt the email if you can or password protect any documents/attachments and mark the email as Private and Confidential – FAO Safeguarding Lead. Do not use a general or group mail address if at all possible.

Keep your record secure. Do not allow anyone access to it unless they have a specific need to do so. Make sure the device and file storage you use is secure and accessible only by those who have appropriate training in managing personal data.

BHS Safeguarding Policy - AC

For guidance on how long to keep records please see Guidance on Retention and Storage of Child Protection Records which can be found in the BEF Toolkit and on the BEF website.

8. Information Sharing

In order to protect children, young people and adults at risk the BHS at times will need to disclose to appropriate agencies, such as the Police and other relevant third parties details regarding a safeguarding concern. Please see the *Sharing Information Processes Document*

9. Communication

POPPYfiELD EQUESTRIAN (centre) will make available their Safeguarding Policy and Procedures to all clients and their parents/guardians and it will appear in full on POPPYfiELD EQUESTRIAN (centre) website.

10. Training

The designated Centre Safeguarding Officer must undertake the BEF approved safeguarding training (or recognised equivalent course) within the last 3 years. Refresher training must be completed every three years via either the BEF approved online training portal or a further face to face course. Other Instructors/coaches working with children at the centre may undertake Safeguarding training at the centres discretion.

11. Criminal Record checks

Instructors/coaches who teach/coach Under 18s must hold a current certificate through the Disclosure and Barring Service, Disclosure Scotland or Access NI as appropriate.

Certificates must be renewed every three years.

Further information and links

Childline 0800 1111
NSPCC 0808 800 5000

Documents

Please see BHS website for useful templates and documents
www.bhs.org.uk/safeguardingchildren

Criminal record check information

England and Wales

www.bhs.org.uk/record-checks

Scotland

<http://www.bhs.org.uk/our-charity/corporate-information/working-with-the-law/criminal-record-checks/scotland>