



Health & Safety Policy

Introduction

There is a common feeling that health and safety law is all embracing and restrictive. This is not the case. The law requires the Organiser to do what is reasonably practicable to ensure the health, safety and welfare of anyone who might be affected by the activity they are organising. When deciding what is reasonably practical, the Organiser should balance the cost and inconvenience of potential control measures with the benefits of the activity. That being said the Club will operate and run events under the Health and Safety Act 1974.

This Policy gives a straightforward structured approach to the event/activity while ensuring that the Club Organiser meets the requirements of health and safety legislation. It is important to remember that health and safety is just one issue when organising an activity. To this end there should be an integrated approach that covers all aspects of the activity, including the venue, people, horses, money and safety.

It must be recognised that it is not only the Organisers that have a responsibility for Health and Safety at any Event, Clinic or activity but it is also the duty of those attending in any capacity that they themselves are to be responsible for

their own Health and Safety and do not take undue risks that could cause themselves or others harm.

Health & Safety Officer

The role of the Health & Safety Officer is to advise the Committee to enable them to make decisions that reflect the requirements for health, safety and welfare of the Members, volunteers and others who may be affected by the activities organised by the Club. The Health & Safety Officer should ensure that all risk assessments are carried out prior to all events and activities, including ensuring that accidents are correctly reported and investigated.

There should also be either the Health and Safety Officer or an appointed Steward in attendance at all major competitions.

Venues

All approved riding club venues should have a full risk assessment completed prior to any event or activity taking place. It is the responsibility of the event/activity Organiser and Health and Safety Officer to ensure that the risk assessment is acted upon as necessary. The Organiser and Health and Safety Officer are responsible for ensuring that any incident is correctly reported and investigated.

The risk assessment examines the significant hazards and lists the control measures that are to be used to ensure that the risks are at an acceptable level. A risk assessment must be carried out for all activities. The risk assessment should identify the significant risks, identify who is exposed to those risks and detail the control measures taken to reduce the risks to a reasonable level. It is a matter of judgement to decide what the significant risks are but it is important not to overlook something that is hidden by other more trivial risks.

Official Post Training

Officials are required to complete and update the relevant training for their position, this will be paid for by the club. Officials which need to comply with this are as follows:

Health and Safety Officer

First Aiders

Safeguarding Officer

Instructors/Trainers

Junior Team Manager/s

This is not an exhaustive list as other committee/Officials/volunteers will need to undertake training in some form to complete a task for either an event or activity being organised by the club.

The Club obtains and retains certificates for all instructors/trainers – available to members, as well as officials.

Framework for Club events and activities

The framework of any event/activity, large or small, has six stages: Purpose - What do you wish to do? Place -What facilities are available? Plan -How are you going to achieve your purpose? Personnel -Who is going to do what? Prepare/be prepared for something to go wrong. Paperwork -Keep records.

Purpose

It is necessary to decide what the aim of the activity is and who the target participants are.

Place

The facilities required can be determined once you have decided the type of activity you wish to organise / run. However, availability of particular facilities at the time they are needed may result in the Organiser having to change the purpose of the activity, or build the necessary facilities to enable the planned activity to go ahead. Facilities that are available may need to be improved to meet health and safety regulations, for example by building new Cross Country fences.

Location / venue may limit the number of participants allowed to attend the activity, due to insurance purposes for example. The Organiser may need to subsequently reduce the target group of participants accordingly.

Plan

Once the purpose and the location have been decided, the activity can be planned. For the activity to run smoothly there needs to be a clear plan indicating who is assigned to do which job, when the job needs doing by and who has asked them to do it. A structured organisational checklist.

Once the initial plan for the activity has been prepared the financial and safety risks can be assessed. A financial budget should be used to examine the financial risks and a risk assessment should be used to examine health and safety risks.

The Organiser will now have three documents, an organisation checklist, a budget and a risk assessment. These will be working documents that will develop as the day approaches.

Personnel

When selecting people to perform tasks during the preparative stages and on the day, it is necessary to consider the strengths and weaknesses, physical capabilities and character of all volunteers and also those paid either as a contractor or an employee. All personnel must receive the necessary information and training (e.g. manual handling training) to be able to perform their tasks safely.

It is essential to consider the welfare of the team on the day. Before the day everyone needs to know when to arrive, when they can expect to be able to leave and what catering facilities, if any, will be available. If volunteers are made to feel valued and are well looked after, they are more likely to come / help again. They should be fed and offered hot and cold drinks regularly throughout the day, particularly those who cannot leave their posts. Alcohol must not be offered to or consumed by any Judge, Steward or other personnel whilst acting in an official capacity during the day, including at lunch-time if on duty again in the afternoon.

Prepare

The careful planning of the activity will ensure that the day is well organised but riding inevitably involves some risk. For example, riders do fall off sometimes, handlers can get kicked, etc. There must be an "emergency plan" in place – Serious Incident Plan, that indicates who is responsible for providing first aid care / treatment when someone gets hurt. When completing the risk assessment the Organiser should consider these and decide whether or not more cover is necessary.

The emergency plan should include communications with the onsite First Aider or First Aid Team, the Veterinary Surgeon (who may be on call rather than onsite) and for a Cross Country event the course builder / fence repair. It must also be clear who is responsible for calling the emergency services and how this is to be done. This person must know either the Ordnance Survey map reference or the Post Code of the site entrance. The First Aid Team must know who can give them permission to leave the site at the end of the day.

An Air Ambulance may be used to evacuate a casualty. The Organiser/Health and Safety Officer should plan what would be done in the event of an Air Ambulance being used. For example, which part of the event/activity would need to be stopped, where the helicopter would land etc. However, it may be that the pilot decides the safest place to land depending on indications from the ground. When an Air Ambulance is required, it is strongly recommended that bright reflective clothing is laid on the ground to help guide the pilot to your position.

Included in the Emergency Plan/Serious Incident Plan should be the procedure in the event of a fatality.

Paperwork

After the activity, the Organiser must retain the following documentation:

the Organisation checklist, the Risk Assessment, a financial account (budget), a schedule and programme for a competitive event, a first aid treatment record. Copies of any accident reports completed and copies of any incident reports.

These documents need to be retained for 6 years after the date of the event, as advised by British Riding Clubs.. Electronic copies are acceptable provided a duplicate backup (e.g. CD rom) is also stored in the case of technical problems.

Responsibility for Members

The Organiser of any event/activity has a global responsibility for the good order and running of an activity to ensure the health, safety and welfare of all those in attendance and to make sure there are sufficient and appropriate officials present at the activity, such as Stewards, coaches, first aid cover, etc. Parents / guardians may stay at an activity to watch but should not interrupt or interfere with the activity. Parents/guardians are to be responsible for their own children at all times whether the child is competing or spectating. Some of this responsibility is delegated to a coach or similar when the child goes into a lesson or enters the arena at an event in order to enable the coach or similar to teach/train the child, but overall responsibility still remains with the parent/guardian. All members, volunteers/organisers and spectators are expected to behave in accordance with the clubs codes of conducts which will be displayed at events and are available to read on the website. If dogs are allowed at a venue, it's the responsibility of the dog's owner to have them on a lead and under control at all times. Failing this they will be asked to remove the dog from the venue.

Risk Assessments

A risk assessment must be carried out and recorded for all activities. This is an assessment that identifies what the significant risks are at an activity, which parties are exposed to these risks and the control measures that have been or will be taken to reduce the risks to an acceptable level. It is a matter of judgement to decide what the significant risks are.

All areas that members, their family, supporters and volunteers / staff have access to should be considered in the risk assessment, not just the riding area. The risk assessment should be carried out by someone who is directly involved

in the organisation of the activity, it is essential for the Organiser to make themselves aware of the contents of the risk assessment.

Completing Risk Assessments to carry out a risk assessment there are five steps to follow:

1. Identify the hazards – what could go wrong?
2. Identify the parties at risk – for example: members, volunteers, spectators, etc.
3. Identify reasonable and practicable control measures to reduce risks – what can be done to prevent something going wrong?
4. Record your assessment
5. Review your assessment

Risk assessments for venues are available for event/activity organisers to use and update on the website.

First Aid

The level of first aid cover will depend upon the activity being organised. The minimum level of cover for Club events/activities are one First Aid at Work trained First Aider, but in the event of cross country taking place a paramedic should be in situ or as a result of the risk assessment, it may be decided to have additional cover.

Training and Qualifications

As a minimum requirement there must be a Trained First Aider at all events/activities.

A Trained First Aider should have: A Qualified First Aider should have: •First Aid at Work (FAW) qualification gained at a three-day course run by QCF (or SQCF in Scotland) registered trainers. Requalification is required after three years.

First Aid Kit

There should be a first aid kit at all Club events/activities and meet the HSE Code of Practice requirements.

Employing First Aid Providers including Ambulances Prior to Event When employing first aid it is important to clearly define what is required. It is anticipated that the Organiser will have no specialist medical knowledge. The Organiser must do what is reasonably practicable to ensure that the first aid cover provided is correct. This can be achieved by sending the First Aid Provider an appointment letter well in advance of the event.

On Arrival at Event the club First Aid Provider/s should be provided with a First Aid by the Organiser, external providers and in-situ ambulances should be provided with a programme for the competition and included a plan of the Cross Country course when one is included in the event and all emergency routes.

End of Event At the end of the day the clubs First Aid Provider should return the First Aid kit to the Organiser together with all the relevant Accident Report Forms,

Checking Registration of First Aid Providers

Organisers should confirm that the Paramedic(s) they have booked to be the first aid cover at an event are registered with the governing body, the Health Professions Council (HPC). This can be done by asking the Paramedic for their

personal identification number before the event. This number can be used to confirm the Paramedic's registration on the HPC website, www.hpc-uk.org/.

A professional or organisation that cannot provide these details should not be used.

Ambulance providers must be registered with the Care Quality Commission. Registered providers will be able to give details of their registration or this may be checked on the Care Quality Commission website, www.cqc.org.uk. This site also enables a search to be made for registered services in your area.

Action after a fall

As a club we wish riders to be able to continue whenever possible. However, a rider must not be allowed to remount after a fall if there is any element of doubt as to their fitness, irrespective of the wishes of their parents, a trainer etc. Further participation may be possible following medical examination.

Accident Reporting

Records of all accidents must be kept including riders, volunteers and spectators, recording the nature of the incident and the injuries sustained.

In the event of a casualty being taken to hospital for medical treatment, a copy of the accident report should go with them or written details passed onto the ambulance service or persons transporting the casualty to hospital. This report should include times of any actions by the first aider or changes in casualties condition.

In the case of a serious injury, it may be necessary to report the incident to the HSE (Health and Safety Executive) by completing the form F2508 (RIDDOR) and submitted online at www.hse.gov.uk/riddor/report.htm within 10 days of the

incident, the club should also report to the insurance company if deemed necessary.

A record must be kept of the date and method of reporting to all external bodies.

A fatality report must be reported to the Police and the Local Authority Environmental Health Department by telephone as soon as practicable. Report form F2508 (RIDDOR) must be completed and submitted online at www.hse.gov.uk/riddor/report.htm within 10 days of the incident, BRC and Insurance Company if deemed necessary. Again A record must be kept of the date and method of reporting to all external bodies.

Management Procedure for Serious Incident

The possibility of a serious incident should also be considered. The Management of a Serious Incident should be followed when a serious injury or fatality occurs to a rider or horse/pony.

Procedure in the Event of a Serious Incident

The Official Steward is in charge and should be prepared to delegate as they see fit. The event will be stopped and the Serious Incident policy will be followed.

Evacuate the Casualty to Hospital:

1. First Aid Provider called to the scene immediately
2. Casualty's condition assessed by First Aid Provider
3. NHS Ambulance called
4. First Aid Provider should inform Official Steward of mode of evacuation (Land or Air Ambulance).

5. Arrangement made to meet Ambulance and direct to casualty from road, OR, Area cleared for Air Ambulance to land with high visibility markers.

6. Casualty evacuated to hospital.

From this time onwards only the immediate family or a Doctor will be able to obtain information regarding the casualty's condition.

In cases of serious injury, the injured person may claim for damages. In these circumstances the Club will gather the information required by our Insurers for them to be able to decide upon the best course of action. This may include interviewing some of the Officials at the event and taking statements.

Treat the Equine Casualty:

1. Veterinary Surgeon called to the scene immediately.

2. Assess condition of horse

3. Agree course of action with owner / family

4. Arrange suitable transport for an injured horse, OR, Arrange horse to be put down and taken away.

While the casualty is being treated, the Official Steward will ensure that the following are done:

1. Ensure that the First Aid Provider have space to treat casualty, rider and / or horse.

This may be best achieved by putting up screening or a ring of vehicles round the area.

2. Liaise with the First Aid Provider when the extent of the injuries has been assessed.

3. Talk to Officials and Volunteers, they may suffer some level of shock having witnessed the incident at close quarters and having to deal with the immediate situation. If the event is able to continue they may need to be relieved by new Judges.

4. Start an investigation into the causes of the incident. This will be done by the Health and Safety Officer if present. a. Identify witness's b. Take statements c. Take photographs – The Health and Safety Officer should take photographs of the scene of accident / fence. Under no circumstances should photographs of the injuries or the casualty be taken. • The initial aim of the investigation will be to determine if the event should continue and, if applicable, if the fence should continue to be used. • The Official Steward will make this decision in consultation with the Organiser and the Health and Safety Officer.

5. Assist the First Aid Provider with the evacuation of the casualty by meeting a land Ambulance and / or clearing an area for an Air Ambulance to land. The latter will include ensuring that all horses / ponies are safe.

6. Ensure that next of kin are aware of the situation.

7. Ensure that the horse / pony is correctly cared for. a. Liaise with Veterinary Surgeon. b. Check that arrangements in hand for an un-injured horse to be taken home and looked after.

In the Event of a Rider Fatality:

1. The Official Steward shall inform: a. The Police, b. The Chairman and the Organiser, and, c. Next of kin. The Official Steward should ensure that the next of kin are informed as soon as possible. If the next of kin are at the event, the Steward must do this arrangements must be made through the Police, but under no circumstances should the next of kin be informed on the telephone.

2. If it is decided to continue with the event, the Official Steward should hand over the responsibility for the continued running of the event to the Organiser

Property Damage

Any damage to a Third Party's property by a Member's pony or club member/spectator any damage to a Third Party's property at a Club event/activity should be written/reported to/by the organiser and where possible a photograph taken and retained by the club should the venue/property owner wish to pursue a claim.

A record must be kept of the date and method of reporting to all external bodies.

Insurance cover

The Club has comprehensive Insurance cover for both members and committee. We recommend that all non British Riding Club members have 3rd party insurance.

Veterinary Cover

If a Veterinary Surgeon is required at club member's events/activities and competitions, the Member's will normally call their own Veterinary Surgeon and arrange treatment.

Area Competitions and Open Events, arrangements will be made for a Veterinary Surgeon to be in attendance at the event with a horse ambulance, horsebox or trailer earmarked for use in case of emergency, along with screening for privacy and spectator protection and a tarpaulin should be available to cover a horse should one be killed and the telephone number of the Hunt Kennels or equine crematorium noted in the Secretary's Tent.

The Veterinary Surgeon, Medical Personnel and the Ambulance are best situated during: (i) Dressage only - near the Secretary's Tent (ii) Show Jumping - until Cross Country starts – near the Judges Box (iii) Cross Country - alongside Control or as specified on the event plan.

Veterinary First Aid Kit

Veterinary Surgeons are only on site at major events. At events/activities where there is not a Veterinary Surgeon present, it is usual to contact the Veterinary practice that looks after the Member's pony when treatment is necessary. However a simple first aid kit can be useful for the treatment of minor injuries such as cuts.

An Equine First Aid box should contain:

Cotton Wool

Antiseptic solution, e.g. Hibiscrub

Non-adherent dressings, e.g. Melolin

Gamgee

Non-stick bandages, e.g. crepe or stable bandages

Sticky bandage, e.g. Vetwrap or Elastoplast

Soffban bandages

Roll of adhesive tape

Animalintex poultice

Epsom salts

A clean bucket

Blunt-ended scissors

Digital thermometer

Dress and Tack

The dress code for each of the individual disciplines is given in the individual rule books. However, there are some items of dress that have safety implications. Members are expected to dress correctly and safely for all Club events/activities.

Hats

It is mandatory for all Members to wear a protective helmet at all times when mounted with a chinstrap fastened and adjusted so as to prevent movement of the hat in the event of a fall. Individual disciplines also have additional requirements with regard to type. For all cross country events/activities, a jockey skull cap with no fixed peak must be worn. A removable hat cover with light flexible peak may be worn. In dressage, flatwork and showjumping, a peaked hat may be worn. It is strongly recommended that second hand hats are not purchased.

The hat standards accepted as of 1st January 2016 are detailed in the table below:

(British) The PAS 015: 1998 or 2011 provided they are BSI kite marked or Inspec IC marked, (European) VG1 01.040: 2014-12 provided they are BSI Kite marked or Inspec IC marked, (American) ASTM F1163: 2004a or 04a onwards provided they are SEI marked and the Snell E2001/E2016 and finally (Australian/ New Zealand AS/NZS 3838: 2006 onwards provided they are SI global marked, all these meet higher impact criteria and therefore give more protection. And are allowed for all events/activities.

Hat Checks and Tagging

Hats will be checked at Clubs open events and the area events that the club is hosting. At an area event, every hat will be checked and tagged if it complies with the requirement and standards. Club reserves the right to randomly spot check any hat regardless of whether it is already tagged.

Tagging indicates that a hat meets the accepted standards, NO check of the fit and condition of the hat is implied. It is considered to be the responsibility of the Member's parent / guardian to ensure that their hat complies with the required standards and they are responsible for ensuring that the manufacturer's guidelines with regard to fit and replacement are followed.

Body Protectors

The Club does not make the use of body protectors compulsory, except for all Cross Country riding. Body Protectors used for Cross Country must meet BETA 2009 Level 3 standard. These will be checked at open events and area competitions.

For general use, the responsibility for choosing body protectors and the decision as to their use must rest with Members and their parents. It must fit correctly, be comfortable and must not restrict movement.

If a rider chooses to wear an air jacket in Cross Country or Pony Racing it must only be used in addition to a normal body protector which meets the BETA 2009 Level 3 standard (purple label). Parents and Members must be aware that riders may be permitted to continue after a fall in both competition and training rides for Cross Country and / or Pony Racing, provided the rider has been passed as fit to continue by First Aid Providers. In the event of a fall, the air jacket must be

fully deflated or removed before continuing, after which, the conventional body protector will continue to give protection. Air jackets must not be worn under a jacket and number bibs should be fitted loosely or with elasticated fastenings over the air jacket.

Medical armbands

Medical Armbands are recommended at all times, including hacking on roads, and are compulsory for all Cross Country riding. These will be checked and the written details confirmed as the presenter at open and area competitions.

Footwear

Only standard riding or jodphur boots with a fairly smooth, thin sole and a well-defined square cut heel may be worn. Plain black or brown half chaps may be worn with jodphur boots of the same colour. No other footwear will be permitted, including wellington boots, "muckers" or trainers whilst mounted.

Jewellery

No jewellery is allowed for safety reasons, other than a wristwatch, a wedding ring, a stock pin worn horizontally or a tie clip. It is recommended that stockpins are removed for Cross Country.

Unsafe tack

All tack must be clean, in a good state of repair, properly fitted and suitable for purpose. Tack inspections are routinely carried out at open and area events and the Organisers may prohibit participation in the event if they consider the tack to be inadequate or unsuitable. Individual disciplines do have further specific tack rules which are detailed in their individual discipline rulebooks.

Working Groups/Alone

Working groups do a variety of jobs connected with the running of the Club from preparing for an event/activity, to carrying out repairs to equipment. In terms of safety these are no different to any other Club activity. However there may be some additional safety issues to be considered when doing the risk assessment such as using equipment that required specific training for someone to use them safely. Working alone individuals can work at their own convenience and achieve a great deal. However, working alone with machinery increases the risks. When volunteers are working alone, decide the tasks that can be performed without undue risk.

Fit for purpose

Equipment must be used for its intended purpose, within the design capability and according to the manufacturer's instructions.

Correctly maintained Equipment

The manufacturer's recommendations for maintenance should be followed. A visual check for obvious defects should be made before any item of equipment is used regardless of whether it is to be used at an event/activity or by a working party.

Manual handling

The manual handling of heavy loads is a common cause of back pain which can have lasting consequences for an individual. There are now few people who are hardened to genuine physical work. Therefore, the physical capabilities of individual members of the team need to be assessed when planning the work. A

few sensible precautions when doing manual work can significantly reduce the risk of injury. These include:

1. Always assess the load
Is it heavy, bulky or unwieldy? Is it difficult to grasp? Is the load unstable or are the contents likely to shift during handling? Are the edges sharp or rough?
2. Always assess the task
Where is it going? Can the size or load be reduced?
Avoid lifting directly from the floor? Do not place objects above shoulder height? Is protective clothing (i.e. gloves) required? Is assistance required or would it be a help?
3. Always assess the environment
Is there sufficient space to manoeuvre? Is the ground surface uneven, slippery or unstable? Are there steps or gradients to negotiate?
4. When lifting
Place the feet apart with the leading leg forward. Ensure your feet and hands are well positioned to equate the load. Ensure you have a firm grip, keep your back straight. Do not jerk or twist and keep the load as close to your body as practicable.

All-terrain vehicles and motor cycles

The use of ATVs and motor cycles is forbidden unless the Organiser has given prior permission. If these vehicles are going to be used at an event, the Health and Safety Guidelines must be adhered to as per the risk assessment and event plan.

Only Event Officials who have received proper training, hold current appropriate licences and insurance can drive/ride these machines.

Passengers should not be carried unless the vehicle is designed or adapted for that purpose except in an emergency. Drivers, riders and passengers must wear suitable safety headwear.

The vehicles should be roadworthy and maintained in good condition and are only to be used for purposes directly connected with the event. If machines travel on or across a public road, motor insurance is compulsory.

Owners of motor cycles requiring compulsory insurance under the Road Traffic Acts should note that claims involving their motor cycles would fall under their individual policies. It is recommended that such owners advise their insurer of the use at events.

Such machines need expert handling as they are inherently unstable.

Alcohol and drugs

The Club is committed to ensuring so far as is reasonably practicable that Members are able to participate in all activities organised by the Club in a safe and secure environment.. Human Performance-enhancing drugs are forbidden. The use of recreational or other non-prescription drugs, alcohol and tobacco is actively discouraged as being incompatible with a healthy approach to sporting activity. Organisers must do what is reasonably practicable to ensure the health, safety and welfare of Members and volunteers at Club events/activities. All adults need to be physically and mentally fit to undertake their responsibilities in this area.

Club coaches, officials and volunteers must not consume alcohol

Performance-Enhancing Drugs Equine

All performance-enhancing equine drugs are prohibited.

Controlled Medication. It is clearly essential for the welfare of a horse that appropriate veterinary treatment is given if and when required, including appropriate medication. However, medication may mask an underlying health problem. Therefore, horses should not compete or take part in training activities when taking medication, if the combination of the medication and

the activity may have a detrimental effect on the horse's welfare unless supported by the horse's veterinarian.

Flu Vaccinations

British riding Clubs check a horse's flu vaccinations at events, ensuring that there are no breaks in the vaccination routine and annual boosters. The club checks that the horse's flu vacs are current within the present yearly cycle, if this changes to 6 months due to a flu outbreak and/or vets advice, you will be notified in advance of the event. Horses will not be able to compete at Area and Championship competitions if their flu vacs has been administered within 7 days prior to the competition.

Safeguarding

The Club is a voluntary organisation run by volunteers. Under Section 11 of the Children Act 2004, all those working with children, either waged or unwaged, have a legal duty to safeguard all children, young people and vulnerable adults and to promote their welfare. The Club must ensure that it strictly follows the statutory guidance issued by the Department for Education, (the department which has overall responsibility for these issues), and the additional information and guidance provided by the NSPCC's Child Protection in Sport Unit (CPSU), in order to protect children and young people for whom it cares. In addition, The Club must take reasonable measures to avoid unsuitable people gaining access to Members either as a volunteer, a helper, a coach or similar instructor, an official, or the parent or other relative of a Member. The relevant procedures, practices and codes of

conduct which relate to these issues are within the Safeguarding policy and procedures

The Role of the Child Protection Officer

This position is held by a Committee. The appointed person must have specific knowledge or expertise in this field which will enable him/ her to carry out the role satisfactorily or the Club will provide training Club for appointed persons to help them understand the role and to operate effectively as appropriate and necessary. Advice could be solicited from the Local Authority Officers, i.e. Police and Social Care Services or the NSPCC.

The role consists of:

To ensure effective safeguarding and protection of the Members by implementing, and advising on the implementation of, the relevant policies and practices outlined in the safeguarding Policy. Ensuring that all coaches or others who are with junior members have obtained an up to date disclosure and have attended acceptable Safeguarding and First Aid courses within the last three years. All certificates must be held by the Child Protection Officer.

Person taking on the role.

Managing and monitoring the implementation of the Club's Safeguarding policies and procedures.

The first point of contact for any committee, volunteers, Members or parents / family members with regard to any issue concerning safeguarding, child welfare, poor practice or alleged abuse.

Recording, monitoring and reporting issues as appropriate and required.

Maintaining the records as necessary.

Ensuring that confidentiality is maintained at all times and that information is only shared on a need to know basis. This is particularly important when instances of alleged abuse are concerned. Taking appropriate action to assist all Members to have the best outcomes by protecting children from maltreatment, preventing impairment of children's health or development and trying to ensure that the children are growing up in circumstances consistent with the provision of safe and effective care.

Have responsibility for supervising, commissioning, or managing anyone who has responsibility for a child/children/adult at risk.

Have responsibility for welfare of a child/children/adult at risk.

Disclosure checks

Anyone carrying out or organising an event/activity with junior members must complete a disclosure check before being allowed to work or volunteer for the Club. This check must be enhanced and current (i.e. within the last three years). DBS checks must be renewed / updated every three years.

The procedure for Disclosure Certificates are sent to the person who is the subject of the check. It is their responsibility to show the certificate to the Safeguarding/Child Protection Officer prior to taking on the role. If a disclosure certificate contains 'content' or information, then it must be considered within seven days by the Club's Safeguarding Officer together with the committee in order to make a decision as to the possibility of using this person. Strict confidentiality must be maintained throughout the process.

Social networking, photography and communication

Many Members, volunteers and coaches already use sites such as Facebook, Twitter and Instagram etc. It is essential that the adults keep him / herself and the young people safe online. Coaches and instructors are encouraged not to have social media contact with any Member on a one-to-one basis. Photography and video can be a useful tool to enhance coaching and capture positive memories of riding. However, it is important to ensure proper safeguards are in place to protect children and adults at risk from inappropriate use of photography and video. If the video is to be used in the future for comparison then it should be stored on the Member or the parent/guardian's technology. If the coach used his/her own equipment then the image must be deleted at the end of that session.

No rider should be photographed or videoed without the consent of the parent/guardian if the member is under 18 years. It is unacceptable, under possible assault, to photograph/ video an injured person.

No pictures or videos should be shared, used for marketing purposes or posted online without consent.

Disciplinary action

On rare occasions it may be necessary to indicate to Members, parents/guardians, supporters or officials/volunteers that their behaviour is not acceptable at Club events/activities and competitions. In such instances it is essential that an agreed procedure is followed so that the person may

continue to take part in, and benefit from, Club event/activities. It is anticipated that formal disciplinary action will only be used when all other avenues have been tried.

A verbal or written warning may be issued and, in extreme circumstances the membership could be terminated, the parent/guardian, supporter or volunteer banned. Strict confidentiality MUST be maintained at all times.

