

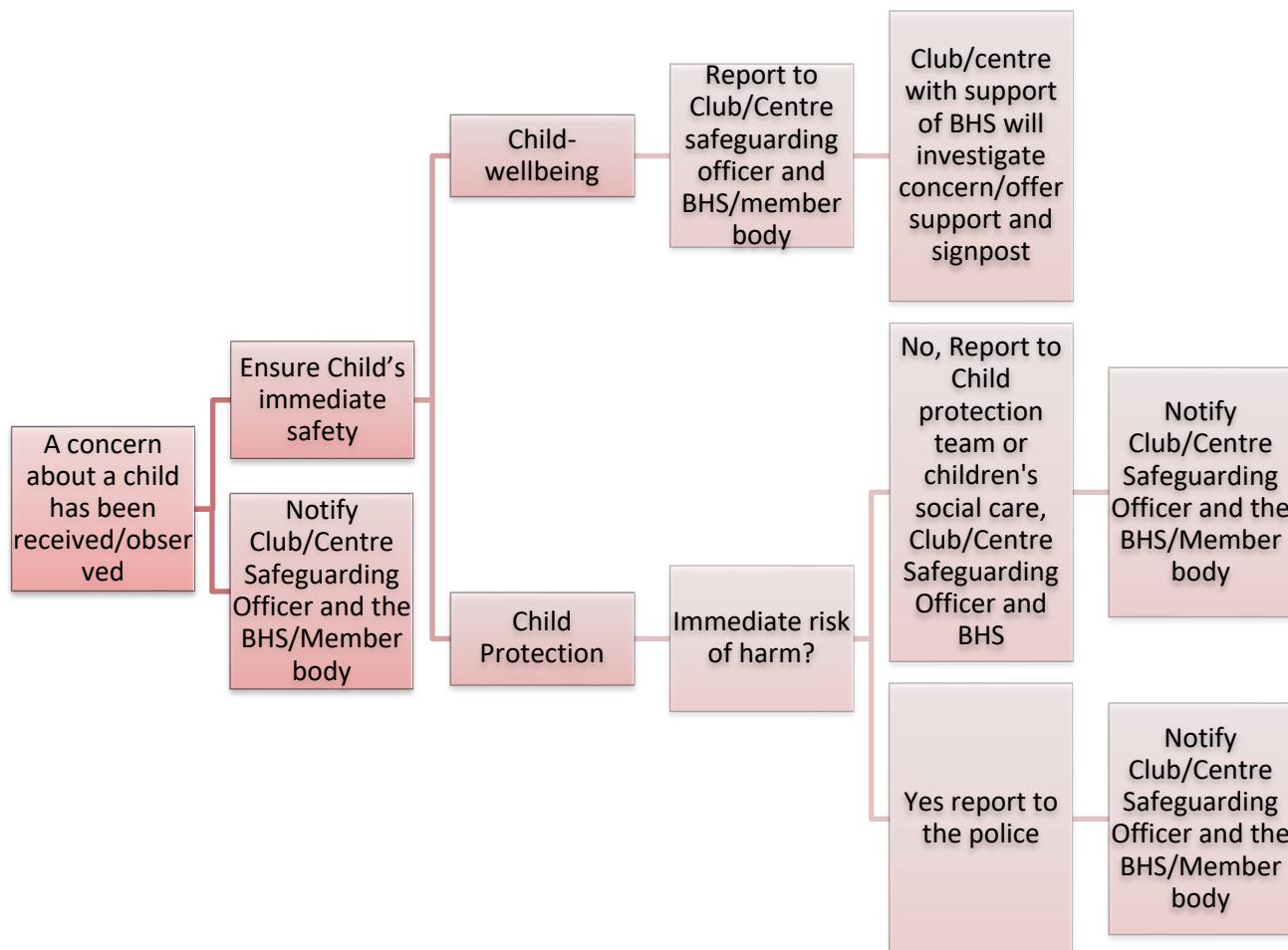
BHS Safeguarding Children and Young Peoples Policy – Affiliated Riding Clubs (Final Version 1 July 2023)

This document is The British Horse Society's policy for Safeguarding Children and Young people to be used by BRC Affiliated Riding Clubs.

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 Contact Information

BHS Safeguarding Team
Ellie Vajčovec – Safeguarding Manager and Karen Ryder – 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.

Riding Club Information*

Club Safeguarding Officer Name and Contact Details Please include deputy if you have one	Name Hazel Tonge (SO) & Betsy Ansell 9DSO Telephone Number 07885743356 Email rvrcsafeguarding@gmail.com
Local Police	101
Social Care - Children	01323 464222 Monday to Thursday, 8.30 am to 5 pm. Friday, 8.30 am to 4.30 pm. Weekdays from 5pm to 8.30am. Also weekends and bank holidays 01273 335906 or 01273 335905
Social Care - Adults	0345 60 80 191
Other useful local contacts	If the person is in immediate danger, contact the police on 999

*please complete with the details from your club and local area

2. Introduction

Rother Valley Riding Club 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).

Rother Valley Riding Club fully adopts the BHS Safeguarding Children and Young People Policy.

*Nation specific safeguarding legislation and guidance is also adhered to – please see out document '*Legislation and Guidance 2022*' on www.bhs.org.uk/safeguardingchildren

3. Aims

The aims of the Rother Valley Riding Club 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 Rother Valley Riding Club, 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 establish a culture where concerns are identified early and reported in accordance with this policy.
- 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 procedures are mandatory for everyone involved with Rother Valley Riding Club. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the Rother Valley Riding Club.

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 Affiliated Riding Club 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.

Rother Valley Riding Club will:

- Implement a Safeguarding Policy that upholds the principles of the BHS Policy. *Where there is any conflict arising between the BHS and affiliated organisations policies, decision-making should be based on the core values set out above, with the safety and welfare of children, young people as the overriding principle.*
- Have due regard and processes in place for safer recruiting.
- Nominate a Safeguarding Officer; Club Safeguarding Officer (CSO).

Club Safeguarding Officer

Rother Valley Riding Club will appoint a Club Safeguarding Officer (CSO)

The role of the CSO in conjunction with the Riding Club committee is:

- Work with others in the club to ensure a positive child-centred environment.
- Ensure that their club 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 support staff, members and volunteers.
- Assist the club 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.
- Communicate with 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 safeguarding 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

Rother Valley Riding Club 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.

Rother Valley Riding Club 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 18's.

7. Record keeping and confidentiality

When recording a safeguarding concern, 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.

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

8. Information Sharing

Information sharing is vital in identifying and tackling all forms of abuse and neglect and promoting the welfare of the child. As part of meeting a child's needs, it is important for all stakeholders to recognise the importance of information sharing. This should include ensuring arrangements are in place that set out clearly the processes and principles for sharing information between the club and any referring school or agency, including low level concerns that may not warrant immediate action but that could form a pattern. Staff/volunteers should be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children.

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

Rother Valley Riding Club will make available their Safeguarding Policy and Procedures to all clients and their parents/guardians and it will appear in full on [Click or tap here to enter text](#) Riding Clubs website.

10. Training

Instructors/coaches working with children 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.

11. Criminal Record checks and safer recruiting

Club Safeguarding Officers/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.

Organisations should have a safe recruitment process that is followed with both employees and volunteers.

Further information and links

NSPCC 0808 800 5000

Childline 24-hour free and confidential helpline for children Tel: 0800 1111

Victim Support Provides emotional support, information and practical help for victims and witnesses Tel: 0845 3030 900

Children First – Scotland - Tel: 0131 446 2300

Ann Craft Trust – supporting adults at risk Tel: 0115 951 5400

Domestic Abuse Hotline Tel: 0808 2000 247

Age UK Tel: 0800 169 6565

ACT Early Prevent radicalisation and extremism by Acting Early www.actearly.uk

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>

Northern Ireland – Access NI

<https://www.bhs.org.uk/about-us/how-we-operate/our-policies/criminal-records-checks/northern-ireland-criminal-record-checks/>