

Riding Establishment:

## Policy Statement

We have a duty of care to children, young people and adults-at-risk participating in equestrian activities on our premises or at events organised by us. We have a responsibility to conduct our activities in a manner that affords protection, assure their welfare, and keeps them safe. We have also a legal obligation to do so, irrespective of age, sex, disability, race, parental or marital status, pregnancy, religion or belief, creed, sexual orientation and gender reassignment. We recognise that some individuals, for example from minority ethnic groups or disabled people, may face additional the barriers with communication or the impact of discrimination.

This duty of care applies any person that has a direct association with us and who is in a 'position of trust'. A 'position of trust' includes those that have:

- Regular, unsupervised access children, young people and adults-at-risk; and
- Coach, teach, train, supervise or instruct; and
- Is regardless of whether they are contracted, employed or volunteer.

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

An adult-at-risk is defined (the Care Act 2014) as a person who:

- Needs care and support.
- Is experiencing, or is at risk of, abuse or neglect, and is unable to protect themselves from either the risk, or the experience of, abuse or neglect.

We have adopted fully the Safeguarding Policy of the Association of British Riding Schools, Livery Yards and Riding Establishments (ABRS+).

All individuals involved with us, no matter what their role (whether staff or volunteer), must adhere to this Safeguarding Policy.

## Our Commitment

We are committed, through our Safeguarding Policy and Procedures, to:

- Ensuring robust safeguarding arrangements and procedures are in operation to provide children, young people and adults-at-risk with appropriate safety and protection while on our premises or participating in events organised by us.
- Taking all reasonable, practical steps to protect children, young people and adults-at-risk from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- Ensuring that staff understand their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities that will enable them to recognize, identify and respond to signs of abuse, neglect and/or other safeguarding concerns.
- Ensuring appropriate action is taken in the event of incidents/concerns of abuse and provide support to the individual(s) who raised or disclosed the concern. All concerns or allegations of poor practice or abuse are taken seriously and responded to swiftly and appropriately. It

is the responsibility of child protection and other experts to determine whether or not abuse has taken place but it is everyone's responsibility to report it.

- Ensuring that confidential, detailed and accurate records of safeguarding concerns are maintained and securely stored.
- Maintaining high standards of behaviour and good practise through compliance with ABRS+ Codes of Conduct. The policy and procedures are mandatory for everyone that has a direct association with us. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion.

The policy will be reviewed in the following circumstances:

- Changes in legislation and/or government guidance.
- As required by the Local Authority, the ABRS+ and/or the BEF.
- As a result of any other significant change or event.

## **Centre Safeguarding Officer**

We have appointed a Centre Safeguarding Officer (CSO)

The role of the CSO is to:

- Work with those in a position of trust and with parents and carers to ensure that the environment at our Riding Establishment is appropriate, positive and embracing.
- Ensure that children, young people and adults at risk and their parents and carers are aware of this policy.
- Ensure that those that are in a position of trust are aware of this policy and of any associated procedures and guidelines.
- Ensure that ABRS+ Codes of Conduct are available to those that are in a position of trust, and to the parents and carers of children, young people and adults at risk.
- Promote, provide and/or undertake safeguarding and first aid training for those are in a position of trust.
- Receive queries and offer support regarding safeguarding concerns or issues.
- Ensure confidentiality is maintained and information is only shared to those that have a need to know.
- Respond to any allegations or complaints made.
- Communicate with the Proprietor, Directors, Trustees and/or Yard Manager (as required) regarding concerns or issues.
- Maintain contact details for the ABRS+, Local Authority and Police.

## **Dealing with a Disclosure**

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

The CSO will adhere to the following procedures if a child, young person or adult at risk discloses that they have been abused; we will:

- Find time and a suitable place to listen to the individual when information about possible abuse comes to light. We will do so without displaying shock, disbelief or attempting to lead
- Allow the individual to talk freely, and not cross examine, interview, probe or ask to see any injury that is not visible.
- Find out just enough to be sure of the need to refer
- Not make false promises and not promise confidentiality, explaining that the information may need to be passed on to other professionals

- Reassure, stress that it was the right thing to tell someone, and explain what has to be done next and who has to be told
- Not criticise or question the alleged perpetrator.

The CSO will make records that are factual, accurate and relevant and that avoid subjective judgements. The CSO will record the following information:

- The facts about the allegation or observation.
- A description of any visible injuries or signs.
- The individual'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.

The CSO will report disclosures of abuse to the Local Authority, the Police and the ABRs+ Safeguarding Officer.

## **Employing Staff and Using Volunteers**

We will ensure, when employing staff, that:

- Staff (full-time, part-time or self-employed) and volunteers are recruited safely and fairly, and that the safety of children, young people and adults at risk is considered at every stage of the recruitment and employment process.
- For any role that places an individual in a position of trust, the job description and person specification will highlight the importance of understanding safeguarding issues.
- Individuals in a position of trust will have been subject to criminal record check and have received a certificate issued by the Disclosure and Barring Service, Disclosure Scotland or Access NI as appropriate prior to having unsupervised access to children, young people and adults at risk.

## **Training for Staff in Positions of Trust**

We will ensure that those in a position of trust:

- Undertake BEF-approved:
  - Face-to-face safeguarding training (or a recognised equivalent) course within the last 3 years. This will be undertaken as part of their induction unless they can evidence that they have undertaken the course with another BEF member body in the last three years.
  - Online refresher training every three years or a further face-to-face course.
- Where they coach ridden activity, undertake First Aid at Work training from a recognised provider, with refresher training being undertaken every three years.

## **Use of Photographs and Films**

We will wish to share photographs and films of our activities can help us celebrate the successes and achievements of our children, young people and adults at risk. We recognise, however, that children, young people and adults at risk, together with their parents and carers, have a right to decide whether their images are taken and how these may be used.

We will seek to keep children, young people and adults at risk safe by:

- Always asking for written consent before taking and using an image
- Always explaining what images will be used for, how they will be stored and what are the potential risks
- Making it clear that if an image has already been shared with consent, it may not be possible to delete images that have already been shared or published
- Never publishing personal information about individuals and disguising any identifying information
- Being clear about how images of children will be securely stored and for how long
- Using images that positively reflect an individual's involvement in an activity

## **Commitment to Communicate**

We will make available its Safeguarding Policy and Procedures to staff in a position of trust, parents, and carers and to publishing these on our website.

We will publish the name and number of the Human Welfare Officer within our Emergency Contacts which are displayed on Notice Boards.

Local Authorities publish details on how to report a safeguarding concern on their websites.