

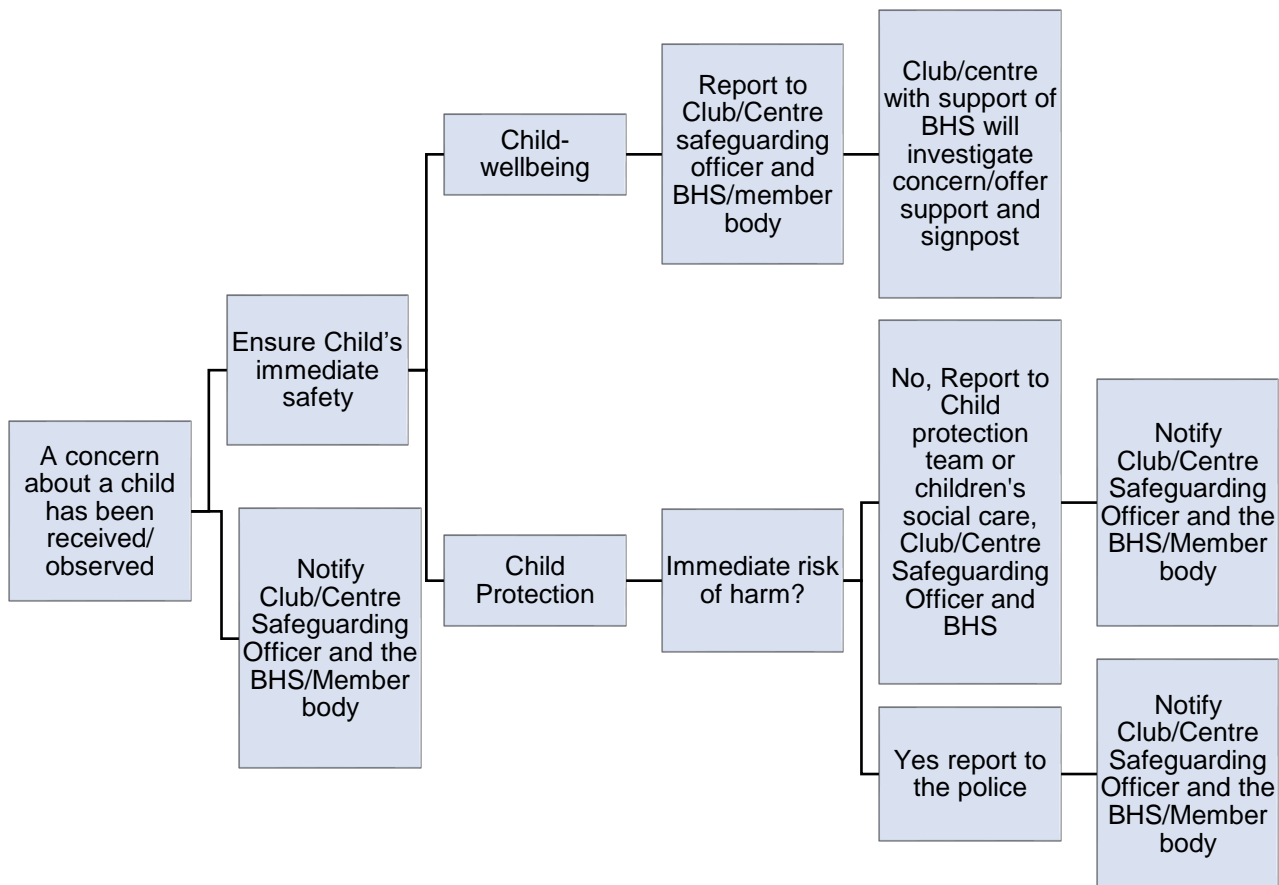


Warminster Saddle Club
Oxendene, WARMINSTER, Wiltshire, BA12 0DZ
 Telephone: 01985 213925
 Email: info@warminstersaddleclub.co.uk
www.warminstersaddleclub.co.uk
 BHS Approved

SAFEGUARDING POLICY

The Warminster Saddle Club Centre Safeguarding Officer is: Mrs Paula Coward.

1. **Reporting a safeguarding concern.** Please use the flow chart below if you are concerned about a child, young person or an adult who works or volunteers with children and young people.



2. Contact information:

a. BHS Safeguarding Team:

- Ellie Vajčovec – Safeguarding Manager.
- Karen Ryder – Safeguarding Co-ordinator.
- 02476 840 746.
- safeguarding@bhs.org.uk
- Confidential email: cpleadofficer@bhs.org.uk

b. **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.

- c. **British Equestrian:** safeguarding@bef.co.uk or 02476 698 871.
- d. **NSPCC.** 24hr 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.

- e. **Warminster Saddle Club¹ – BHS Approved Centre – Information:**
 - Centre Safeguarding Officer:
 - Mrs Paula Coward.
 - 07971 873 637.
 - p_coward@icloud.com
 - Local police: 101.
 - Social Care – Children:
 - Mon – Thu (0845hrs – 1700hrs): 0300 456 0108.
 - Fri (0845hrs – 1600hrs): 0300 456 0108.
 - Out of hours: 0300 456 0100.
 - Social Care – Adults: 0300 456 0111

3. **Introduction.** The 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, sex, disability, race, parental or marital status, pregnancy, religion or belief, creed, sexual orientation, and gender reassignment.

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

b. **British Horse Society.** The Club fully adopts the BHS Safeguarding Children and Young People) Policy².

4. **Aims.** The aims of the Club's safeguarding policy are:

a. To ensure robust safeguarding arrangements and procedures are in operation to provide children and young people with appropriate safety and protection whilst at the Club, allowing them to participate in a fun, safe environment and in an atmosphere of fair play.

b. To take all reasonable, practical steps to protect children from harm, discrimination and degrading treatment and respect their rights, wishes and feelings.

c. To establish a culture where concerns are identified early and reported in accordance with this policy.

d. To ensure everyone understands their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to recognise,

¹ Hereafter referred to as 'the Club.'

² Dated Mar 23.

identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.

e. 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.

f. To ensure confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored.

g. To maintain high standards of behaviours and good practice through compliance with BHS coach code of conduct and the BHS codes of conduct for parents/guardians, junior members and volunteers.

h. The policy and procedures are mandatory for everyone involved with the Club. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the Club. The policy will be reviewed every three years, or in the following circumstances:

(1) Changes in legislation and/or government guidance.

(2) As required by the Local Safeguarding Children Board, BHS and British Equestrian.

(3) As a result of any other significant change or event.

5. **Responsibility.** The Club, as a BHS Approved Centre, has direct safeguarding responsibility for:

a. Staff, consultants, coaches and officials we employ.

b. Volunteers.

c. The venues we own.

d. The events and programmes we run.

e. Ensuring all accreditation requirements are met by accredited coaches, employees, officials and venues.

f. The Club will:

(1) 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 and young people as the overriding principle.*

(2) Have due regard and processes in place for safer recruiting.

(3) Nominate a Centre Safeguarding Officer (CSO).

6. **Centre Safeguarding Officer.** The Club will appoint a Centre Safeguarding Officer (CSO). The role of the CSO, in conjunction with the centre's management, is to:

- a. Work with others in the centre or club to ensure a positive child-centred environment.
- b. Ensure the Club is aware of the BHS's safeguarding policies, procedures, and guidelines.
- c. Ensure parents/children are aware of the policy and procedures.
- d. Receive queries and offer support regarding safeguarding concerns.
- e. Undertake training as necessary.
- f. Promote training to club and centre support staff, members, and volunteers.
- g. Assist the club or centre to ensure that codes of conduct are in place for club staff, volunteers, coaches, young people, and parents.
- h. Ensure confidentiality is maintained and information is only shared on a "need to know" basis.
- i. Respond to any allegations or complaints made from within your club/centre.³
- j. Communicate with the Club's management and the BHS safeguarding team regarding concerns.
- k. 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.

7. **Staff and volunteers.** Club staff and volunteers are expected to abide by the Club's safeguarding code of conduct:

- Implement our Safeguarding policy and procedures.
- Report any concerns about or allegations of abuse or poor practice to our Safeguarding Officer.
- Listen to any concerns that parents or young people might have.
- Do not engage in any behaviour that constitutes any form of abuse.
- Respect your position of trust and maintain appropriate boundaries and relationships.
- Keep coaching, first aid and safeguarding training up to date.
- Make sure you have the appropriate staffing ratios of adult to participant.
- Respect children's trust and rights whilst being honest and open with them.
- Do not discriminate against anyone, regardless of gender, race, sexual orientation or ability.

³ Assisted by the BHS's Safeguarding Threshold document, a copy of which is at Annex A.

- Administer first aid if an injury occurs and call for help when necessary.
- Use constructive and positive methods of developing skills, without humiliating or harming them.
- Abide by our E-safety policies.
- Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst young people.
- Lead by example.
- Develop positive relationships with parents/carers and keep them updated of their child's development/progress.
- Help make the club/centre a friendly and welcoming place to be.

8. **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).

9. **Reporting a concern:**

- a. 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 the 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.
- b. Please refer to the BHS's 'How to report a concern or allegation' booklet on their website: www.bhs.org.uk/safeguardingchildren.
- c. 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.

10. **Position of trust and abuse of trust.** The 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 a 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. The 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-18s.

11. **Record keeping and confidentiality:**

- a. 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:
 - (1) The facts about the allegation or observation.
 - (2) A description of any visible injuries or signs.

- (3) The child's account, if this has been disclosed, of what has happened and how many injuries occurred.
- (4) Any witnesses to the incident(s).
- (5) Any times, dates or other relevant information.
- (6) A clear distinction between what is fact, opinion and hearsay.
- (7) A record of any non-verbal behaviours.
- (8) Action to be taken as a result of the concern.
- (9) The name, address and date of birth of those involved.

b. Where possible the relevant dates, times, situation, people present, factual information, and designation of the report writer should be included. The record must then be signed with the name and designation clearly printed beneath. The 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.

c. 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 is secure and accessible only by those who have appropriate training in managing personal data.⁴

12. **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 centre and any referring school or agency, including low level concerns that may not warrant immediate action but that could form a pattern. Staff 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 will at times 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.

13. **Communication.** The Club will make available its safeguarding policy and procedures to all clients and their parents/guardians and it will appear in full on the Club's website.

14. **Training.** The designated CSO must have undertaken the BEF approved safeguarding training (or recognised equivalent course) within the last three 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

⁴ 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.

with children at the centre should (and it is recommended by the BHS that they should do) undertake safeguarding training.

15. Criminal record checks:

- a. Instructors/coaches who teach/coach Under 18s, must hold a current certificate through the Disclosure and Barring Service.
- b. Certificates must be renewed every three years.
- c. Organisations should have a safe recruitment process that is followed with both employees and volunteers.

16. Further information and links:

- a. NSPCC: 0808 800 5000.
- b. Childline: 0800 1111.
- c. Victim support: 0845 3030 900.
- d. Ann Craft Trust (supporting adults at risk): 0115 951 5400.
- e. Domestic abuse hotline: 0808 2000 247.
- f. Age UK: 0800 169 6565.
- g. ACT Early (prevent radicalisation and extremism by acting early): www.actearly.uk.
- h. Useful templates and documents: www.bhs.org.uk/safeguardingchildren.
- i. Criminal record check information: www.bhs.org.uk/record-checks.

Annex:

- A. BHS Safeguarding Threshold Document dated Jul 23.

**Annex A to
Safeguarding Policy
Dated 4 Feb 25**

BHS Safeguarding Threshold Document

1. **General.** Guidance on safeguarding concerns and what level of concern the Club can deal with and what should be referred onto the BHS Lead Safeguarding Officer or the BEF. More advice is available <http://www.bhs.org.uk/safeguardingchildren>.

2. **What is a Safeguarding Concern?**

a. A safeguarding concern is something that has been raised or brought to your attention regarding a young person or adult at risk being harmed or it might relate to their well-being or health of a young person or adult at risk. For example, a participant has told you that a family member has been abusing them. It may also be a concern regarding a member of staff or volunteer and their behaviour around young people or adults at risk. For example, a coach has been reportedly swearing and emotionally abusing young people in their lesson.

b. You need to consider if the concern is a minor breach of your code of conduct or safeguarding policy or low-level safeguarding concern (Level 1), or is it a total breach of your code of conduct or safeguarding policy and provides a significant safeguarding issue or concern (Level 2).

c. If a safeguarding concern has been raised or brought to your attention please use the tables at Appendices 1 and 2 to help you decide if it is something that you can deal with at your centre/club or whether it needs referring onto your Safeguarding Lead Officer, the BEF or your Local Authority.

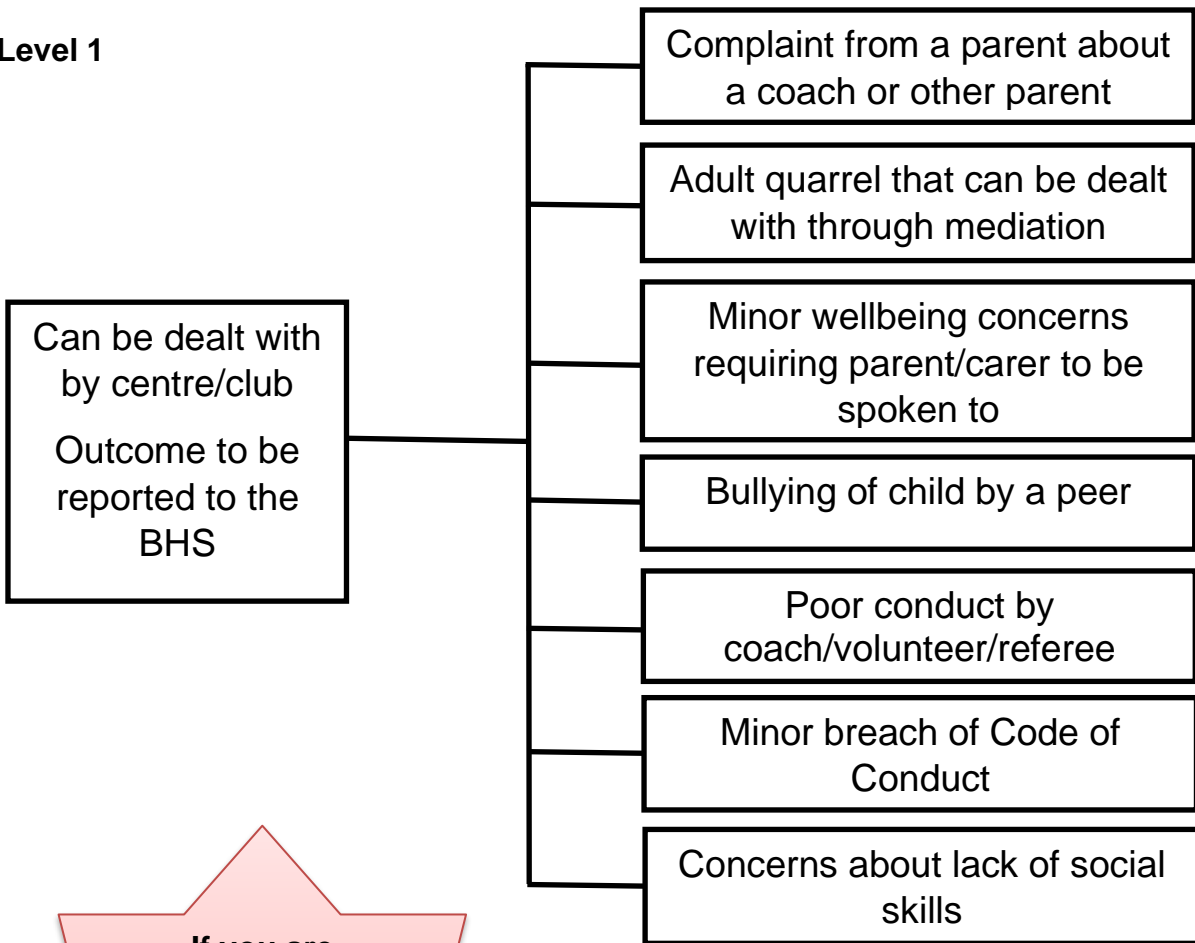
d. If you are unsure on whether it is something you can deal with yourself or if it does need referring on, then please call us for further advice and information.

Appendices:

1. Level 1.
2. Level 2.

**Appendix 1 to
Annex A to
Safeguarding Policy
Dated 4 Feb 25**

Level 1



If you are unsure, always contact your Safeguarding lead officer for advice

**Appendix 2 to
Annex A to
Safeguarding Policy
Dated 4 Feb 25**

Level 2

