

Children and Vulnerable Adults Protection Policy - FFRS

A) STATEMENT OF POLICY

- 1) We have a policy with young persons and vulnerable adults, to provide a safe and secure work place, in which each individual is treated with mutual respect regardless of age. We will endeavour to provide a safe working environment for young persons. It is our policy to supervise the work carried out by helpers, work experience and volunteers to ensure the best safety possible.
- 2) As defined by the Children Act 2004, a child is anyone under the age of 18 and the policy also applies to vulnerable adults. The welfare of children and vulnerable adults is paramount.
- 3) A vulnerable adult is someone aged 18 years or over who is, unable to protect himself/herself against significant harm or exploitation.
- 4) All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. All staff and helpers have a responsibility to report concerns to the designated person (the Manager). Staff and helpers are not trained to deal with situations of abuse or to decide if abuse has occurred this is a matter for external bodies.
- 5) We will aim to ensure a safe working environment by adhering to clear recruitment practices including the use of DBS checks for relevant positions, organising staff training through external courses such as the BHS Safeguarding courses where appropriate.

B) SAFEGUARDING OF CHILDREN

- 1) If a child tells you information regarding a situation where they are at risk of being harmed (usually through some type of abuse) you have a legal obligation to report this information onto the Designated Safeguarding Officer (DSO). It might, for example, involve a severe case of bullying, a parent or other adult hitting them or perhaps an abusive sexual relationship.
- 2) If such a conversation seems to be developing, confidentiality cannot be guaranteed. If appropriate, you must make clear that such a serious matter must be reported to another member of staff. If they decide not to tell you anymore, then report your concerns to your Designated Safeguarding Officer. You might offer to accompany the child to speak to another member of staff.
- 3) If they do divulge further information:
 - a) Do not ask leading questions e.g. What did they do next?
 - b) Be prepared to listen.
 - c) Be prepared to believe (don't make statements that suggest you don't believe what you are hearing).
 - d) Do not make any judgements.
 - e) As soon as reasonably possible inform your Designated Safeguarding Officer.
- 4) Together with your DSO, you will need to provide brief notes of the conversation – the sooner the better, particularly if there is a delay in passing this information on to another adult.
- 5) If you have reason to believe that a child is at risk because of other factors (but not arising from a conversation with that child) you should pass on this concern to your DSO.
- 6) If you feel that anything has been done or said by you or the child that might later be misinterpreted, please report the incident or conversation to your DSO.
- 7) If complaints arise of allegations of abuse against a staff member, these must immediately be raised with the Manager, who will then report to the LADO (Local Authority Designated Officer)

prior to investigations taking place. On receipt of a formal complaint, action will be taken to separate the member of staff from the child to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the member of staff to another work area or suspension with contractual pay until the matter has been resolved.

- 8) This Safeguarding Children Policy is designed to safeguard children and staff. Failure to report an incident may result in disciplinary action being taken.

C) SAFEGUARDING OF VULNERABLE ADULTS

- 1) Abuse of a vulnerable adult may consist of a single act or repeated acts. It may occur as a result of a failure to undertake action or appropriate care. It may be an act of neglect or an omission to act, or it may occur where a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not, or cannot, consent.
- 2) It is important that vulnerable adults are protected from abuse. All complaints, allegations or suspicions must be taken seriously. The procedure must be followed whenever an allegation of abuse is made or when there is a suspicion that a vulnerable adult has been abused.
- 3) Promises of confidentiality must not be given as this may conflict with the need to ensure safety and welfare of the individual.
- 4) The DSO must be informed. If the DSO is not present, a full record shall be made as soon as possible of the allegation and any other relevant information. To include date, time, place where the alleged abuse happened, and the nature of the abuse, a description of any injuries observed and the account which has been given of the allegation. Do not ask leading questions. Any suspicion, allegation or incident of abuse must be reported to the DSO on that day where possible to be actioned on.

Further to our statement and policy summary, Fletchers Farm Riding School follows the British Horse Society(BHS) Codes of Conduct and the British Equestrian Federation policies. Please see attached pdf's for the full BEF policies.

The BHS has its own BHS Safeguarding Policy and also adheres to the British Equestrian Federation's Safeguarding Policy. They have appointed officers to ensure that it is implemented throughout our industry and provide a support system for club and centre welfare officers. This will allow anyone to report concerns they may have about poor practice or possible abuse.

There are a number of separate policies as listed below, please use this link to take you direct to the page where all individual policies are available – : <http://www.bhs.org.uk/our-charity/about-us-and-our-work/working-with-the-law/safeguarding-children>

BHS Policies

- BHS Safeguarding Policy Template for Approved Centres
- BHS Safeguarding Policy for Riding Clubs
- BHS Safeguarding Policy for Accredited Professional Coaches

British Equestrian Federation Policies

- Safeguarding Policy - (Children and Young People)
- Safeguarding Policy - (Adults at Risk)

Guidance

Appropriate physical contact
Use of photography and video
Safeguarding checklist
Unsuitable person policy
Safeguarding poster

Codes of Conduct

Staff and volunteers
Children and young people
Parents and Carers
Spectators
Forms
Parental consent form
Self-disclosure form
Reference Form

Reporting a concern

What to do in a concern or allegation is reported to you
How to report a concern or allegation
Safeguarding concern reporting form

E-safety

E-safety Good Practice
E-safety Guidance for Young People
E-safety Guidance for Employees, volunteers and coaches
E-safety Guidance for Your Club or Centre
Reporting an E-safety Incident – Online, Text Messages or Photographic Images

Useful contacts and links

Contacts

BHS Safeguarding Team
02476 840746
safeguarding@bhs.org.uk
Confidential email: cpleadofficer@bhs.org.uk

Childline 0800 1111

NSPCC 0808 800 5000
Useful child protection downloads

British Equestrian Federation Policies

Safeguarding Policy - (Children and Young People)

The BEF (British Equestrian Federation) places the highest priority on safety and enjoyment, and recognises that it has a duty of care towards children, young people and Adults at Risk within the horse industry. Any organisation, establishment or individual providing riding or horse management opportunities must do so with the highest possible standard of care. To ensure this, the British Equestrian Federation and its Member Bodies are committed to devising and implementing policies and procedures to ensure all those involved accept their responsibilities to safeguard children from harm and abuse.

The Working Together to Safeguard Children (2015) document states that effective safeguarding systems are those where:

- The welfare of the child is paramount and the needs and wishes of each child should be put first, so that every child receives the support they need before a problem escalates;
- All those who come into contact with children and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children;
- All those working with children and families share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children's social care.

Effective safeguarding arrangements in every local area should be underpinned by two key principles:

- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- A child centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

"Children want to be respected, their views to be heard, to have stable relationships with professionals built on trust and for consistent support provided for their needs. This should guide the behaviour of professionals. Anyone working with children should see and speak to the child; listen to what they say; take their views seriously; and work with them collaboratively when deciding how to support their needs."

"Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children" HM Government, March 2015.

In order to support Member Bodies with safeguarding and child protection matters, the BEF coordinates a national development group, the **Safeguarding and Equality Action Team (SEAT)**, to provide a forum, through full member body representation, to develop and share best practice for the purpose and benefit of safeguarding the equestrian industry. It also facilitates the Federation wide **Case Management Group (CMG)** whose role is to:

- Provide support, advice and consultation;
- Provide Case Management Support;
- Give guidance on best practice;
- Feed in to a Federation-wide strategic overview of safeguarding in partnership with SEAT.
- Contribute to the monitoring and review of both case management and Federation-wide safeguarding provision.

