

This safeguarding plan is designed to minimise the risk to the children and young people taking part and to maximise their enjoyment and well-being. It should be used in conjunction with the event checklist and event assessment form.

More advice is available <http://www.bhs.org.uk/our-charity/about-us-and-our-work/working-with-the-law/safeguarding-children>

Everyone who is involved in an Approved Centres activities and receives this Plan is required to read it carefully, to fulfil their respective responsibilities in order to ensure that all the procedures are followed in a consistent and co-ordinated manner.

Purpose of the Safeguarding Plan

The purpose of the safeguarding plan is to promote and ensure the well-being of those children and young people taking part in equestrian activity. The plan will also ensure that all those responsible for the welfare of children and young people:

- ◆ Understand their safeguarding role and responsibilities
- ◆ Are suitably recruited, selected and trained to fulfil these
- ◆ Understand the procedures for responding to concerns about children's welfare
- ◆ Are able to act on these appropriately and effectively

The Safeguarding Planning Process

The Safeguarding Plan has been developed in partnership with all of the participating sports organisations in order to promote ownership and with the aim of:

- ◆ supporting the sharing of good practice and education in safeguarding practice, and
- ◆ raising standards in safeguarding practice and safeguarding planning for events across the sports sector

Events and activities at Approved Centres

This is any event that an Approved Centre may offer such as competitions, training days or courses, camps and non-equestrian activities.

Values and Principles

This Safeguarding Plan is underpinned by the following values and principles, which have been agreed with all stakeholders involved in its development through an extensive consultation process:

- ◆ The welfare of the competitors and all young people is paramount
- ◆ All participants and young volunteers, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or disability, have equal rights to safety and protection against harm
- ◆ All suspicions, concerns or allegations of harm will be taken seriously and responded to swiftly and appropriately

Approved Centre Event Safeguarding Plan

Roles and Responsibilities of personnel

1. Event Manager
2. Centre Safeguarding Officer
3. Coaches, Officials and volunteers
4. Parents and carers
5. Participants

1. Position: Event Manager – Proprietor/ Yard Manager/Event Secretary

Responsibilities: The Event Manager will offer support and advice to the Club Safeguarding Officer and other individuals dealing with issues around safeguarding and child protection. S/he will be responsible for taking concerns forward to either Social Services or the police, following decision-making by the Safeguarding Panel. The Event Manager will maintain regular contact with the Centre Safeguarding Officer (or nominated official) and will co-ordinate the daily meetings of the Safeguarding Panel (a safeguarding panel may not be in place for small clubs, they may go direct to authorities or use the BHS Lead Safeguarding Officer).

The Manager will ensure that the venues are safe and enjoyable environments for the participants and everyone else involved. They will also ensure that all officials and volunteers on duty are fully briefed on safeguarding issues

The Event Manager, in conjunction with the Safeguarding Officer will have:

- ◆ Developed the Safeguarding Plan
- ◆ Undertaken a risk assessment of the site (Examples are available)
- ◆ Organised the *Safeguarding Training* for relevant personnel, please see further details within each role description below.
- ◆ Organised a pre-event site visit for the Safeguarding Officers (if applicable)
- ◆ Ensured all relevant local agencies are fully informed and involved
- ◆ Constitute the Safeguarding Panel (if applicable)
- ◆ Ensured all of their staff are familiar with the BHS's Safeguarding policy and procedures and the Centre Safeguarding Plan, and know how to respond and who to report to should concerns arise.

Training and recruitment: Attend a BHS/BEF Safeguarding course or UK Coaching *Safeguarding and Protecting Children* workshop or a recognised national equivalent, or provided evidence of appropriate training undertaken in the last two years, Criminal Record Check

2. Position: Centre Safeguarding Officer or nominated official

Responsibilities: Centre Safeguarding Officers will have a good knowledge of their own sport and be aware of any particular hazards/danger. They will be available to support participants, taking time to listen to any concerns, issues or fears and respond appropriately and in accordance with Safeguarding procedures. They will have signed their Centre Safeguarding Officer role description and be aware of what this entails.

All Safeguarding Officers will have:

- ◆ Provided evidence to the Events Manager that all staff and volunteers have attended the appropriate training and undergone enhanced level Criminal Record check¹ and safeguarding checks as agreed.

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Ensured all of their staff are familiar with the BHS's Safeguarding policy and procedures and the Club Safeguarding Plan, and know how to respond and who to report to should concerns arise.

- ◆ Liaise with the BHS Lead Safeguarding Officer with regards to concerns or support needed.

Training and recruitment: Attend a BHS/BEF Safeguarding course or UK Coaching *Safeguarding and Protecting Children* workshop or recognised national equivalent, or provided evidence of appropriate training undertaken in the last two years, Criminal Record Check

3. Position: Coaches, Officials and Volunteers

Responsibilities: Coaches, Officials and volunteers will have familiarised themselves with the Centre Safeguarding Plan and signed up to the plan along with their code of conduct.

Training and recruitment: Attend a BHS/BEF Safeguarding and Child Protection course or sports coach UK *Safeguarding and Protecting Children* workshop or a recognised equivalent, or provided evidence of appropriate training undertaken in the last two years.

4. Responsibilities of parents and carers

- ◆ Provide written consent for their child young/persons attendance via application/consent form. Include any relevant medical history, dietary requirements and emergency contact details.
- ◆ Read the participants' code of conduct and parent/carer code of conduct and discuss with their child before signing respective forms.
- ◆ Be aware that they may be asked to remove their child or asked to leave if each code of conduct is broken.
- ◆ Advise an appropriate member of staff if there are any non-sport related issues that may affect the child, e.g. bereavement in the family, a child who is being bullied.

5. Responsibilities of participants

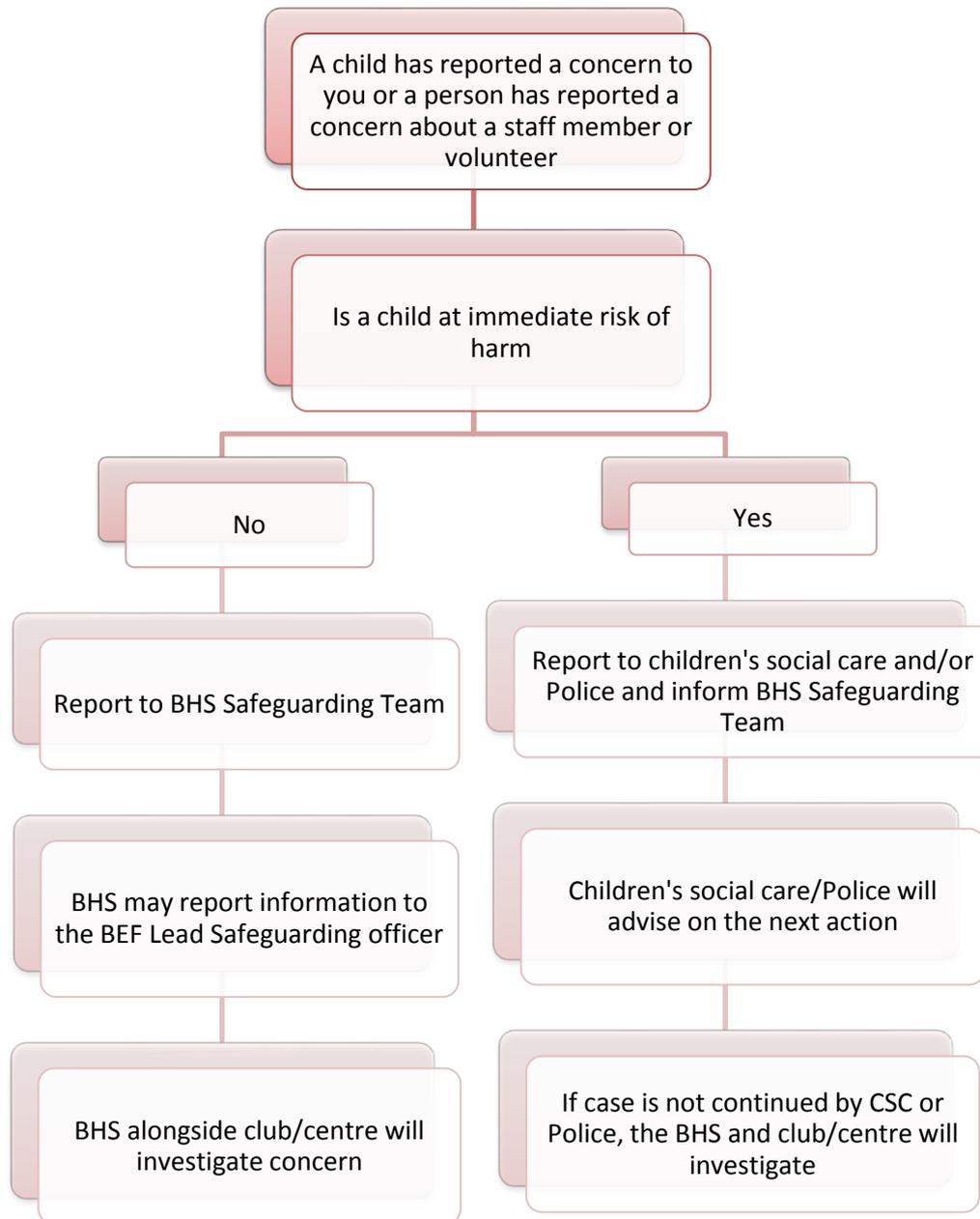
- ◆ Read and sign up to the participants code of conduct
- ◆ Ensure they know who is responsible for their welfare and who they should report to concerns to that they may have

Reporting structures, communications and safeguarding issues

All staff and volunteers have a responsibility to know the reporting procedure and take action when required. In the case of a child protection concern no one member of staff or volunteer is expected to deal with concerns on their own. The Centre Safeguarding Officer has the duty to take the concern forward to the appropriate agencies with the support of the BHS Lead Safeguarding Officer if necessary.

If any concerns are found to be a breach of the codes of conduct laid out in the appendices a disciplinary procedure will be enforced.

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Recruiting officials and volunteers:

Pre-employment

- ◆ Make job/volunteer applicants aware that they may be required to obtain a disclosure certificate for the role which they are applying
- ◆ Referencing, both personal and professional – preferably including the applicants suitability to work with children
- ◆ Interviewing applicants.
- ◆ Completing self-declaration forms – to ensure that each applicant is aware they must notify you of any possible future convictions, reprimands or warnings specifically but not limited to their suitability to work with children, a template is available

During employment/recruiting volunteers

- ◆ Codes of conduct for employees to sign – you may like to include guidance around social media use especially with junior clients.
- ◆ Signing up to the DBS update service, a service for portable DBS certificates that allows employers to regularly check an employee's status. (19 day window to sign up, for more information please see <https://www.gov.uk/dbs-update-service>)

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If a criminal record checks is required (please see above for training and recruitment needs) as part of your recruitment process you must make potential new recruits aware that they will be required to obtain a disclosure certificate. You should also provide applicants with a relevant copy of the code of practice and recruitment of ex-offenders policy (examples are available)

Security

Staff and volunteers at the event should be provided with identification so that participants and parents and carers can easily identify them.

Guidelines for photography/media

Professional photographers:

- ◆ If professional photographers are being used at an event, they must be given clear instructions on what they should do and should wear an ID card at all times.
- ◆ They should never have unsupervised access to participants or one to one photo sessions.
- ◆ A reputable agency should be used and they should be affiliated to a well-known or national organisation. If this is not possible they should be recommended and references should be taken.
- ◆ Parents and participants should be informed a photographer will be on site and they should give their consent to both taking and publication of films or photographs.

Any other spectators (e.g. amateur photographers, parents) wishing to film or take photographs using any form of telephoto lens must:

- ◆ Register their name and address at the designated point or wear recognised identification i.e. Armband

Report any concerns regarding inappropriate or intrusive photography to the Event manager immediately and as soon as possible to the BHS Lead Safeguarding Officer.

Guidelines for registration

All events should include registration. Participants will need to fill in an application form if there is not one on record already. The details on the form should include: name, address, date of birth, emergency contact details, medical information, religious needs, parental consent and their riding ability/assessment.

Risk assessment and Health and safety

The Events Manager should make sure there is in place:

- Health and safety policy
- Risk assessments for a variety of tasks and scenarios
- Accident procedure
- Human and equine first aid provision
- A designated qualified first aider

Extra measures may need to be taken for a specialist event, the above will therefore need to be reviewed when this happens.

Insurance

Appropriate insurance needs to be in place:

- Liability insurance

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- Accident insurance
- Employers insurance

It is strongly recommended that participants have their own personal insurance, which is available through The British Horse Society Gold membership.

Timetable

A time table for participants and their parents and carers will be helpful to allow everyone to know what is happening and when. A map of the site may also be useful and could include the areas that they are allowed to be in.

Useful forms and templates available from BHS Safeguarding Team

Consent form
Self-disclosure
Reporting form
Information for parents/carers
Code of conduct for staff, participants, parents and carers and spectators
Safeguarding Checklist
Event checklist
Event Assessment
Criminal Record check guidance
Safeguarding Officer Role
BHS Safeguarding Policy Template for Approved Centres
Photography consent form
Safeguarding Poster

Other useful contact details

NSPCC HELPLINE:	0808 800 5000
Text Tel. No for those with hearing difficulties:	0800 0560566
NSPCC ASIAN Child Protection Helpline:	0800 096 7719
Child Protection in Sport Unit (CPSU):	0116 234 7278 www.thecpsu.org.uk
Careline:	0208 541 1177
Local Social Services:	
Police:	
NHS Helpline:	

Information included from Safe Sports Events: 2003, Sport England and NSPCC

BHS Safeguarding Team

02476 840746

safeguarding@bhs.org.uk