

Safeguarding Children – Scotland

What does my Riding Club need to do?



The protection of children, young people and vulnerable adults while participating in any sport is of the highest importance as they should be able to take part in a fun, safe environment and be protected from harm.

All Affiliated Riding Clubs must adhere to the BEF Safeguarding Equestrian Sport Policy (available on www.bef.co.uk)

What does this mean for my Riding Club?

1. Riding Clubs will need to read, understand and implement the policy.
2. Recruit a Club Safeguarding Officer (CSO).
 - CSOs will need to:
 - Have a clear role description (<http://www.bhs.org.uk/our-charity/working-with-the-law/safeguarding-children>)
 - Complete the BEF Safeguarding and Protection Children workshop or Sports Coach UK course <http://www.bhs.org.uk/training-and-qualifications/training-courses/find-training-courses/courses/safeguarding-and-protecting-children>
 - Complete a Criminal Record Check – if applicable
 - Produce a welfare plan for events. (<http://www.bhs.org.uk/our-charity/working-with-the-law/safeguarding-children>)

Important to remember

The role of the CSO is not to decide whether child abuse has taken place or to investigate the complaint. The role is to accurately record the details and report it to the British Horse Society and if necessary Children's Social Care or the Police.

Does your Club's CSO need a PVG check?

If the Riding Club is predominately for adults only with a few under 18 year olds attending on the odd occasion this is called 'incidental contact with children' and for this you probably **do not need** a PVG check. If the Riding Club caters for children and adults as a rule and under 18 year olds do attend regularly then you probably will require the PVG check.

However it is not so simple – so in order to establish whether your club's CSO needs a check please complete the accompanying CRBS children's check list and return it to the BHS Safeguarding Team safeguarding@bhs.org.uk

The Safeguarding Team will then contact you regarding the next step for your club.

Working for a club or any Riding Establishment

When an individual is working for, or volunteering for, any club or Riding Establishment, where a PVG check is necessary it is the responsibility of that club or establishment to ensure they access either a Scheme Record or a Scheme Record Update to enhance any existing recruitment practices.

Sources of Additional Information

<http://www.disclosurescotland.co.uk/guidance/index.html> - PVG guidance document.

<http://www.crbs.org.uk> Central Registered Body of Scotland (CRBS)

My Employee/Volunteer has a criminal record

In the event of a certificate indicating a relevant conviction or other information the Riding Club Chairperson or Club Safeguarding Officer may seek advice from the BHS Lead Safeguarding Officer (02476 840746) and the BEF Safeguarding Case Management Group, to make a risk assessment of the employee/ volunteer's suitability to work with children.

Having a criminal record does not necessarily mean that the employee/volunteer cannot work with children.

Can we accept a criminal record check from elsewhere?

Yes, the BHS recommends that it is the correct level and to make a note of the role on the certificate and make sure this is similar to the role the individual has within your club.

e.g. School teacher, teaching assistant, child minder, sports coach

Most registered instructors will have the appropriate level of check but in all cases please see their certificate.

Who makes the decision regarding who needs to be checked?

The BHS can offer guidance on the roles that may need to be checked but the Riding Club committee is responsible for making sure they complete the appropriate checks on the individuals they are employing as either volunteers or paid.

For more information on PVG in Scotland please see the [BHS website](#)

Other Employment and recruiting volunteers information

Best practice would include but not limited to:

Pre-employment

- Make job/volunteer applicants aware that they will be required to obtain a PVG 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 (template attached 'Self Declaration Form Updates')

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.

You should also provide applicants with a copy of your recruitment of ex-offenders policy. You will also need to have a policy on the secure handling, retention and disposal of disclosure information, templates of these can be sent to you on request.

Safeguarding Children – Good Practice

The following guidance documents have been designed to support Riding Clubs to safeguard children and to protect and advise the club.

Physical contact

It's good practice to explain to riders and their parents about any physical contact that may occur as a part of them learning to ride or improving and furthering their skills through your coaching.

For further guidance on issues such as What can I do if a child is distressed?, What can I do if a child I teach has done well? Check out our guidance:

<http://www.bhs.org.uk/~media/BHS/Files/PDF%20Documents/Safeguarding/BHS%20Guidelines%20on%20Appropriate%20Physical%20Contact.ashx>

E-safety

Many members, volunteers and instructors already use sites such as Facebook, Twitter and Instagram. It is essential that you keep both your club and young people safe online and, as an adult, you have a key role to play in actively promoting safety measures. We have produced guidance for all organisations, coaches and young people on how to stay safe online please see

<http://www.bhs.org.uk/~media/BHS/Files/PDF%20Documents/Safeguarding/Esafety%20Good%20Practice.ashx>

Running an event/attending team events

Running or attending an event with young people can already seem quite onerous. In order to make sure those in your care are safe the following principles should be adhered to:

- Children and young people should be supervised by their parents or guardians at all times. A Riding Club should not be involved in a situation where parents have made private arrangements with other parents regarding the supervision of their children whilst at an event. There may be exceptions where junior teams are taken to events and in this instance parental consent forms should always be completed. Template available here <http://www.bhs.org.uk/our-charity/working-with-the-law/safeguarding-children>
- Overnight stays require special consideration regarding the legislation around criminal record checks and overnight supervision. This checklist will help with your considerations <http://www.bhs.org.uk/~media/BHS/Files/PDF%20Documents/Safeguarding/Safeguarding%20Children%20Checklist%20for%20Overnight%20Stays.ashx>

To help riding clubs consider what they will need to implement the Safeguarding Officer should write a welfare plan for each major event including children and young people, please see the BHS website.

The Child Protection in Sport Unit have produced a very comprehensive guide on safe sports events please see <http://www.bhs.org.uk/~media/BHS/Files/PDF%20Documents/Safeguarding/Esafety%20Good%20Practice.ashx>

Codes of conduct

It is important in a riding club that all individuals know what their responsibilities are, codes of conduct will raise awareness of certain issues such as behaviour of young people and their parent/guardians. There are a variety of codes of conduct available here <http://www.bhs.org.uk/our-charity/working-with-the-law/safeguarding-children>

Photography and images

British Equestrian Federation guidance states:

- No rider should be photographed or videoed without consent*
- No pictures and video should be shared, used for marketing purposes or posted online without consent (*parent and guardian consent if under 18)

Clubs need to follow the BEF guidance see <http://www.bhs.org.uk/our-charity/working-with-the-law/safeguarding-children>

One to one situations

One to one situations may occur but a riding club will need to consider reducing the risk and protecting those involved. For example young people writing for judges – this situation should be avoided unless another adult can be present or the judge is in earshot and eye sight of other officials.

What to do if you are worried about a child

- If there are concerns that a **child** may be subject to harm these concerns must be noted and referred to the **Safeguarding / Welfare Officer or Member Body Lead Safeguarding Officer** immediately
- If there is an immediate concern a referral must be made to the Local Social Care Services or Police (preferably Police Child Protection Unit). The Safeguarding Lead Officer must be informed of the case as soon as is possible and practicable.

What to do if there is an allegation against your club

If there is a concern regarding inappropriate behaviour or possible abuse you must report this to your Safeguarding Officer or chairperson even if it may not become an allegation. Depending on the nature of the concern you may need to inform Local Social Care Services or the Police immediately. The Safeguarding Lead Officer must be informed of the case as soon as is possible and practicable.

Spectators

Spectators are subject to the Rules of the sport. They can be cautioned, reported or sent away from the competition if the Code of Conduct is breached.