

SAFEGUARDING FOR EQUESTRIANS HANDBOOK





INTRODUCTION

We take the safety of children, young people and adults at risk very seriously. They are the future of our industry and we all have a duty of care to safeguard their welfare. After all, they should be able to enjoy sport and recreational activities like horse riding in a fun, safe environment and be protected from harm.

People who work with children or adults at risk on a regular basis, may play an important part in identifying if they are or have been harmed.

All organisations that have regular contact with children and adults at risk should:

- Have a safeguarding policy
- Train staff and volunteers
- Report concerns
- Set out codes of conduct or guidelines on appropriate behaviour

The following resource and accompanying workshop should provide participants with the information and tools to help safeguard children and adults at risk that they work with, themselves and the organisation they are part of.



LEGISLATION

Please remember that essentially safeguarding is the same, whoever it is for; if you have good safeguarding practices in place it will cover all situations. However, there are some legislative differences and so, this means there are some differences in how you would deal with issues – these differences will be highlighted when working through the practical element of the workshop. Because the majority of our participants are children we focus on them – however, unless told otherwise please relate to adults too.

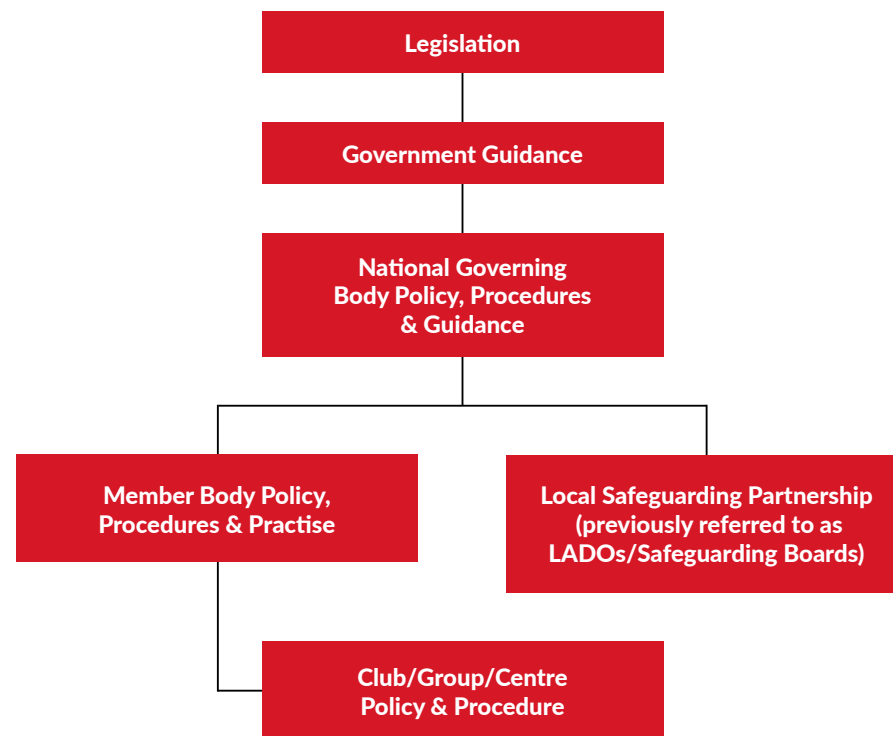
There is a variety of Safeguarding legislation that is relevant to children and adults.



RESOURCES AVAILABLE

Please see our 'Safeguarding Legislation' guidance document on: www.bhs.org.uk/safeguarding-resources

UK legislation has a direct impact on how safeguarding provision is required in equine organisations, please see the following diagram:



Serious case reviews that have occurred in the last 10 years have also had a direct impact on safeguarding provision. Your safeguarding tutor will talk you through the three most significant.

The British Equestrian Federation (BEF), along with its member bodies, work together to provide consistent policies and guidance across the equine industry. Dealing with concerns and issues consistently should ensure the safety of the sport and put a barrier in place for those wishing to target our sport.

WANT TO KNOW MORE?

For a full list of member bodies and their safeguarding contact please see: www.bef.co.uk/Detail.aspx?page=Member-Bodies



DEFINITIONS

Described in this section are various terms that you will need to understand in relation to safeguarding.

Duty of Care

When individuals are involved in organised sports activities and are to any extent under the care and/or control of one or more adults, the adult(s) have a duty to take reasonable care to ensure their safety and welfare. You have both a legal and moral duty of care.

Position of Trust

An adult is in a position of trust over an individual if they regularly coach, train, supervise or have sole charge of the individual in certain settings or in certain roles.

It is important to know whether you are in a position of trust or not, even if you are not you will still have to abide by appropriate behaviour guidelines and codes of conduct.

Child Abuse

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention (NSPCC, 2017).



RESOURCES AVAILABLE

Please see our 'Position of Trust' guidance on: www.bhs.org.uk/safeguardingchildren

Types of Abuse - Children

Neglect	Neglect is the ongoing failure to meet a child's basic needs and is the most common form of child abuse.
Emotional Abuse	Emotional abuse is the ongoing emotional maltreatment of a child. It's sometimes called psychological abuse.
Physical Abuse	Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.
Sexual Abuse	A child is sexually abused when they are forced or persuaded to take part in sexual activities

Adult at Risk

An Adult at Risk can be defined as an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs)
- And is experiencing, or at risk of, abuse or neglect
- And as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

The presence of a particular condition or disability does not automatically mean that an adult is an adult at risk. A person can have a disability but be perfectly able to look after their own well-being etc. Their circumstances as a whole should be considered and all three elements of the definition must be met in order for them to be classed as an adult at risk.

Types of Abuse - Adults

Financial or Material Abuse	Including theft and fraud.
Modern Slavery	Encompasses slavery, human trafficking, forced labour and domestic servitude.
Self Neglect	Including neglecting to care for your personal hygiene, health or surroundings.
Organisational Abuse	Including neglect or poor care practice within an organisation.
Sexual Abuse	Including rape, sexual harassment or inappropriate looking or touching.
Physical Abuse	Including assault, hitting, slapping, restraint or inappropriate physical sanctions.
Domestic Abuse	Including psychological, physical, sexual, financial or emotional.
Discriminatory Abuse	Including forms of harassment or similar treatment because of race, gender etc.
Psychological Abuse	Including emotional abuse, threats of harm or abandonment.
Neglect and Acts of Omission	Including ignoring medical, emotional or physical care needs.

Safeguarding Adults

Protecting an adult's right to live in safety, free from abuse and neglect, while at the same time making sure that the adult's wellbeing is promoted.....including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any actions. (Care Act 2014)

It is important to consider that if adults have capacity they have to be involved in decision making.

Poor Practice

Poor practice is behaviour of an individual which falls below the organisation's required standard. It is not necessarily a safeguarding issue but if the behaviour of a person is consistently poor it may become a safeguarding issue over time. Poor practice should be addressed as soon as possible and where necessary codes of conduct enforced.

Signs and Indicators of Abuse

Being able to recognise signs of abuse is important. You are more likely to notice changes in behaviour and opposite behaviours being exhibited more than any particular behaviour. Please consider that one indicator on its own may not be a cause for concern. If you are worried please talk to your Safeguarding Officer or colleague in confidence.



RESOURCES AVAILABLE

Please see our 'Signs and indicators of abuse' information on:
www.bhs.org.uk/safeguardingchildren

Examples of Signs and Indicators

Feelings	Behaviour	Physical Signs
<ul style="list-style-type: none"> • Alone • Scared • Upset • Let down • Angry • Secretive • Isolated • Hurt 	<ul style="list-style-type: none"> • Refusal to discuss injuries • Aggression towards others • Fear of parents being approached for an explanation • Running away • Wearing long or extra clothing to hide injuries 	<ul style="list-style-type: none"> • Untreated injuries • Bruising • Frequent injuries • Unexplained falls • Signs of malnutrition • Tired • Self-harm/mutilation • Personal hygiene



SAFEGUARDING IN ACTION

The case studies you looked at on the workshop cover various topics within safeguarding.

In this section, we give you more guidance on each area of safeguarding and show you where you can go to get further information.



Bullying

Bullying is behaviour that hurts someone else and is based on an individual's perception. It can include:

- Verbal abuse, such as name calling and gossiping
- Exclusion, such as ignoring or isolating someone
- Racial, sexual or homophobic bullying
- Physical assaults, such as hitting and pushing
- Online or cyberbullying

Children and young people, parents, coaches and sporting organisations all have an ethical (and possibly a legal) responsibility to take action to prevent bullying occurring in sport and manage it, should it occur. Organisations should have codes of conduct that cover bullying and where necessary an anti-bullying policy.

Getting Help

There are a number of different ways to get help for bullying in sport. They are:

- Contact the Safeguarding Officer in your organisation
- Contact NSPCC on: 08001111 (for children)
- Contact Bullying UK on: 08088002222



RESOURCES AVAILABLE

Anti-bullying policy, bullying advice and guidance, on: www.bhs.org.uk/safeguardingchildren

Social Media

Equestrian organisations, clubs and coaches are increasingly using the internet and social media to promote sport and communicate with children and young people. These forms of digital media and communication can provide great benefits. However, they can also pose potential safeguarding risks to children and young people.

Promoting to staff, volunteers, children and young people to use social media in a positive and encouraging way is key to keeping everyone safe. Make sure that if someone is worried about something they have seen they know who to talk to.



RESOURCES AVAILABLE

The BHS has comprehensive guidance on e-safety for all those who participate in Equine sport. Please see our 'E-safety good practice' and 'E-safety guidance for clubs, coaches, centres and young people' on: www.bhs.org.uk/safeguardingchildren

Do	Do Not
<ul style="list-style-type: none">• Confine communication to purely professional content• Include parent/carer into communications with members under 18• Keep your professional and private social media sites separate• Keep all data safe and secure• Always seek permission from a parent or carer for those under 18	<ul style="list-style-type: none">• Accept children/young people are "friends" on social media• Make suggestive comments or innuendos• Put yourself in a vulnerable position• Post or send inappropriate videos/pictures on professional social media

You can report online concerns through most social media platforms e.g. Facebook's red button

Texts and Emails

Similar to social media make sure you keep communications professional, include parents/guardians where possible and keep all data safe and secure. Do not send inappropriate content or put yourself in a vulnerable position.

Mental Health

Everyone who spends time around horses knows about the health and well-being benefits it provides. Equine clubs, centres and coaches should:

- Highlight the importance of training for coaches and volunteers to help them to recognise early signs of emotional difficulty and know how to respond
- Create an environment where people can ask for help and support when needed

WANT TO KNOW MORE?

St John's Ambulance run Mental Health First Aider training. For more information visit: www.sja.org.uk



RESOURCES AVAILABLE

This Child Protection in Sport Unit provide guidance on Promoting positive mental health and wellbeing within sport, please visit: www.thecpsu.org.uk

Grooming

Grooming is when someone builds an emotional connection with an individual to gain their trust for the purpose of abuse.

Child Sexual Exploitation (CSE) is a type of sexual abuse where individuals are tricked into believing they are in a loving consensual relationship.

Unfortunately, some adults deliberately seek out positions in which they'll work directly with children, in order to groom them for abuse.

- Groomers can be male or female of any age
- Groomers will often groom clubs/ organisations and family members as well as individuals
- Often victims may not realise they are being groomed or exploited



RESOURCES AVAILABLE

This Child Protection in Sport Unit provide information on the grooming and entrapment process please visit: www.thecpsu.org.uk

Photography

Using photography and video in equestrian sport is necessary to promote positive images of young people and can be a very useful training aid. It is important to remember that photos can be used inappropriately and through them adults/children contacted and groomed.

You can minimise risks by:

- Seeking permission from riders and their parents where appropriate
- Use official or professional photographers
- Follow your organisations guidance or BHS guidance
- Seek permission from participants, volunteers and parents - explicit consent must now be given
- Never use full names of minors or vulnerable people



RESOURCES AVAILABLE

Please see our 'Photography guidance' and 'Consent form' on: www.bhs.org.uk/safeguardingchildren



Physical Contact

There is growing concern about what is and isn't permissible in terms of physical contact with children in sport. Some misleading and inaccurate information has been promoted which can undermine the confidence of instructors and coaches in their ability to use safe, appropriate coaching methods.

In order to function effectively, there are a number of instances when touch may be necessary and appropriate:

- Assisting when mounting/dismounting
- Coaching to develop skills or technique
- To prevent an injury or accident from occurring
- To treat an injury
- Dealing with a fall
- Celebrating success and reassuring distress

Physical contact needs to be:

- Appropriate
- Meet the needs of the child/adult at risk
- Have participants agreement and understanding
- Carried out in an open setting

Think about the circumstances/ environment and how it may be interpreted.



RESOURCES AVAILABLE

Please see our 'Physical contact guidance', on: www.bhs.org.uk/safeguardingchildren

Care should be taken that contact is not misconstrued.



Relationships with Parents and Carers

Working well with parents and carers will enable a child or adult at risk to have a positive and enjoyable experience, there can be challenges, but these can be managed by clear codes of conducts and building a relationship with them.

Remember:

- Parent induction to the club or centre can be as important as rider induction
- Regular communication and feedback can ensure parents and the club or centre has an appropriate opportunity to feedback and discuss concerns



RESOURCES AVAILABLE

The Child Protection in Sport Unit have a wealth of resources on parents in sport, to find out more visit: www.thecpsu.org.uk

The following table shows recommended adult to child ratios. These are based on Ofsted guidelines however remember that regardless of the overall ratio, a minimum of 2 supervisors is recommended.

Child/Young Persons Age	Number of Adults	Number of Children
0 - 2	1	3
2 - 3	1	4
4 - 8	1	6
9 - 12	1	8
13 - 18	1	10

Under 18 year olds in coaching or other roles should only supplement the adult with overall responsibility for supervising the activity.

Supervision

It is important to ensure that in planning and running activities for children and young people, consideration is given to providing an appropriate staffing or supervision ratio of adults to participants.

When deciding on what is appropriate assess:

- The ages of children
- If additional supervision or support needs of some or all participants (for example due to disability or age)
- The competence or experience of participants for the specific activity
- The nature of activity (for example climbing or swimming sessions may require higher levels of supervision than an aerobics class)
- The nature of the venue - whether closed (e.g. a ménage) or open (e.g. parkland or large field on a hack); (private and exclusive to the group or open and accessible to the public)



One to One Situations

Coaches sometimes need to discuss aspects of riding, confidential matters or team planning in one-to-one situations, and this is acceptable so long as both are visible and other adults are nearby who could be involved if necessary.

Good practice guidance includes ensuring:

- Another adult always knows the time and place if you are going to be alone with the rider
- Another adult knows the purpose for the contact
- Help can be summoned if either party is uncomfortable by calling out
- The session can be halted at any time if either party is uncomfortable
- Permission from the parents and relevant manager should be sought before the session if possible. If this is not possible, they should be informed after the session is complete



RESOURCES AVAILABLE

Please see our Supervision guidance on: www.bhs.org.uk/safeguardingchildren



CONCERNS AND DISCLOSURES

Disclosures from children and adults at risk are rare but you will need to know how to react and what action you should take. Your organisation will

have a process as part of their Safeguarding policy that you will need to follow. The following section will explain what you should do.

Remember it is not your job to investigate or decide but to report on to the most appropriate person

Responding to a Disclosure

If you're in a situation where a child or adult at risk discloses abuse or a concern there are a number of steps you should take:

Do ✓	Do Not ✗
<ul style="list-style-type: none"> • Create a safe environment • Listen carefully to the child/adult at risk • Reassure the child/adult at risk that they have done the right thing and they are not to blame • Explain what you will do next e.g. pass the information on to the appropriate person • Record the facts as soon as you can • Report the disclosure as soon as possible so the details are fresh in your mind and action can be taken quickly 	<ul style="list-style-type: none"> • Ask leading questions • Cross examine the child/adult at risk • Make promises that you cannot keep, including confidentiality • Criticise or challenge • Speak to the alleged perpetrator yourself • Make a judgement on whether the child/adult is telling the truth or not

As soon as you are able:

- Write down what you have been told – verbatim (word for word) where possible
- Only write the facts and not your opinion/interpretation
- Record non-verbal behaviours
- Confirm with the individual that you have recorded the correct information
- Record date and time and sign the record

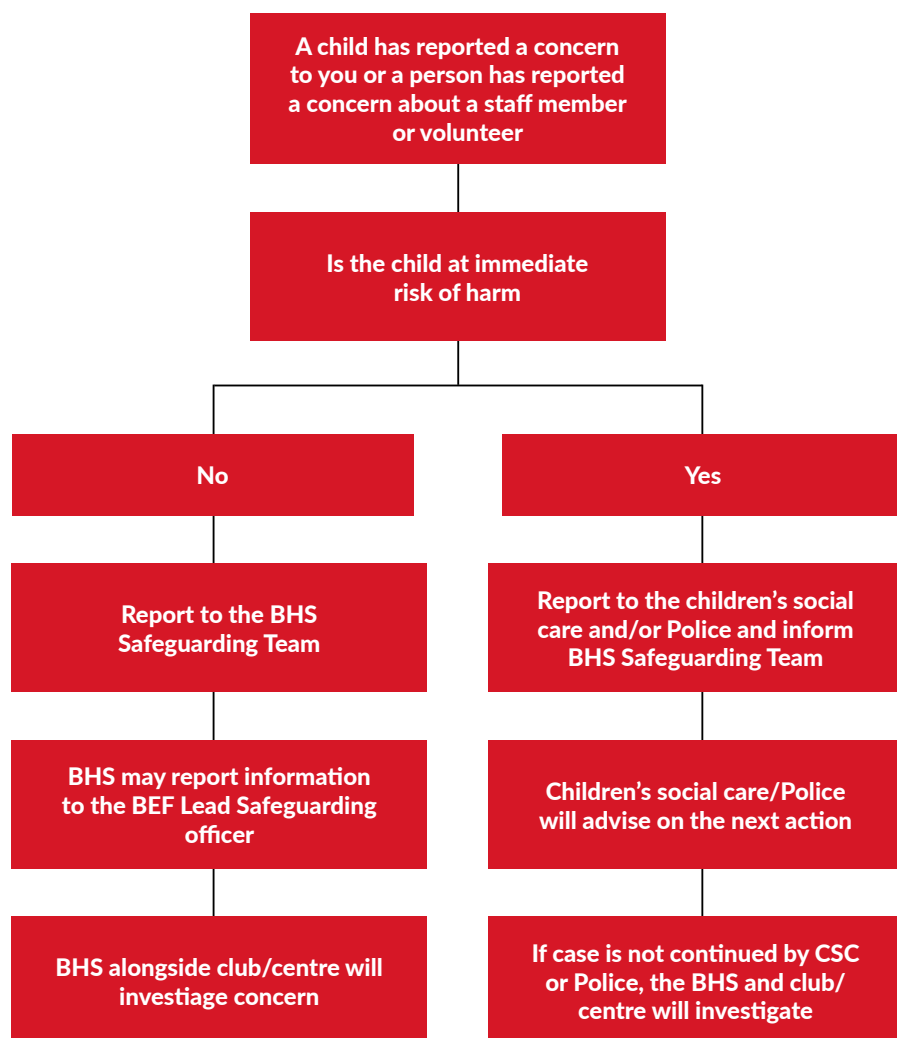
Within Safeguarding legislation for adults at risk, consent from the individual must be given before you report a concern. If however you are worried about the immediate safety of an adult always report and seek advice.

If you have a concern that is urgent about a child you must contact the police or social services immediately.

Then report your concerns to the most appropriate person, this may be your line manager, club or safeguarding officer or the BHS Safeguarding Team.

Reporting

Use the useful contact table to find out who to talk to



Remember:

- To keep yourself safe, always share with one other person
- Information should be kept confidential and NOT be discussed in open forums or anyone else who does not need to know



RESOURCES AVAILABLE

Please see our guidance on reporting, reporting form and support for all involved information on:
www.bhs.org.uk/safeguardingchildren



ESSENTIAL SAFEGUARDS TO HAVE IN PLACE

In order to put into practice what you have learnt on the Safeguarding workshop you may need to now put some essential safeguards in place such as:

- Safeguarding Policy
- Designated Person - Safeguarding Officer
- Codes of Conduct
- Safer Recruitment – including criminal record checks, referencing, probation periods, self disclosure, training, appraisal
- Team Training
- Ensure roles and responsibilities are understood by all

Remember: Safeguarding is everyone's responsibility.



RESOURCES AVAILABLE

Other useful documents and guidance are available on the BHS Website (www.bhs.org.uk/safeguardingchildren) including:

- BHS safeguarding policy and template policies
- Safeguarding poster
- Parental consent form
- Self-disclosure form
- Reference form
- Event checklist, safeguarding plan and assessment plan
- Children in Employment

BHS information on criminal record checks (www.bhs.org.uk/record-checks)

The following checklist can be used to record what you already have in place and what you may need to complete:

Organisation Name:		Date Completed:		
Does your club/centre/venue have the following?		Yes	No	Priority
1	A safeguarding policy and/or adopted the NGB/ Member organisation's Safeguarding policy			
2	Published procedures for what to do if there are concerns about a child/adult			
3	A named Safeguarding Officer who has undertaken relevant training			
4	Relevant training for staff and volunteers			
5	Information for children, young people, parents and carers on safeguarding policies and procedures and where to access support			
6	A whistle-blowing policy			
7	An equality and diversity policy			
8	Clear guidance on confidentiality and information sharing			
9	Clear codes of conduct for staff, volunteers, riders and parents/carers			
10	Health and Safety policies and procedures			
11	Anti-bullying guidance			
12	An E-Safety policy			
13	Safe recruitment practices			
14	Photography and video recording guidance			
15	Access to relevant safeguarding contact details			

Useful Contacts

Please fill in your local contact in the table below

Sports Contacts

Name/Role	Contact Information
Club/centre safeguarding officer	
Deputy club/centre safeguarding officer	
National lead safeguarding officer	BHS Safeguarding Team safeguarding@bhs.org.uk 02476 840746 Confidential email: cpleadofficer@bhs.org.uk

Local Contacts

Name	Contact Information
Children's Social Care	
Adult's Social Care	
Police	
LADO	
Local Children's Safeguarding Board	
GP or practise nurse	

National Contacts

Name	Contact Information
Child Protection in Sport Unit (CPSU)	0116 234 7278 www.thecpsu.org.uk
NSPCC Helpline 24-hour free and confidential telephone helpline that provides counselling, information and advice to anyone concerned about a child at risk of ill treatment or abuse	0808 800 5000 Textphone / Webcam (for deaf or hard-of-hearing) 18001 0808 800 5000 / SignVideo ; email help@nspcc.org.uk Report concerns online through www.nspcc.org.uk/reportconcern
Child Line 24-hour free and confidential telephone helpline for children	0800 1111
The Samaritans	08457 90 90 90 www.samaritans.org.uk
Victim Support	0845 3030 900
Children First – Scotland	0131 446 2300 www.children1st.org.uk
Kidscape Advice about bullying and cyber bullying	www.kidscape.org.uk

Name	Contact Information
Young Minds Parents' line Advice and help with any mental health issues relating to young people	0808 802 5544
Family Lives for parents who need help or someone to talk to	0808 800 2222
NHS Direct	111
Barnardos and Sexual Assault Referral Centre's (SARCs) Offer support and counselling to victims of sexual abuse	Full list available at: www.nhs.uk/Service-Search/Rape-and-sexual-assault-referral-centres/LocationSearch/364
Rape Crisis England and Wales	0808 802 9999 12– 2.30pm, 7–9.30pm www.rapecrisis.org.uk/
Child Exploitation Online Protection Centre (CEOP) – Advice, guidance, counselling, support and referral if necessary and appropriate with regard to bullying or inappropriate behaviour on line	www.ceop.police.uk/safety-centre/

BEF member body contacts www.bef.co.uk/Detail.aspx?page=Member-Bodies

The Safeguarding for Equestrians workshop
was produced in conjunction with...

