

Policy Reference Sheet

Safeguarding Adults Policy and Procedures

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3		Updated Role Titles and some typos	15/05/2024
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5		Re-branded	27/2/2026

	Policy Component	Description	Check
1	Policy Statement	This document is the British Horse Society's policy for Safeguarding Adults. <i>The document is to confirm our legal duties for safeguarding adults and that of our stakeholders.</i>	
2	Policy Audience	All internal staff and any external parties to the BHS.	
3	Review Programme	Next review date is 29 February 2027 Policy will be reviewed and approved by the Policy Review Group	

Sign Off	
Signed By:	James Hick, Chief Executive
Signature:	
Date:	



Safeguarding Adults Policy and Procedures

This document is the British Horse Society's policy for safeguarding adults. It includes BHS Qualifications known as BHSQ.

This document is supported by the *BHS Safeguarding Response Policy* and should be read in conjunction with the *BHS Safeguarding Adults Policy and Procedures*. For a glossary of terms please see the end of this document

Commented [EV1]:

Commented [EV2]:

Date for review: March 2027

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Monitoring and review

This document and its content will be reviewed on a three year cycle, or earlier should it be needed to ensure it remains fit for purpose, aligns with government guidance, legislation and industry guidance.

Document history

Version	Revision date	Reason
1	30/9/2022	Update from legislation and government guidance
2	1/12/2022	Added in BHS Assessments – Appendix 5
3	09/05/2024	Updated job titles and minor typos
4	08/08/2025	Added in extremism and radicalization
5	27/2/2026	Rebranded

Please note: This document is uncontrolled once printed. Please check with the BHS Safeguarding Team for the most up to date version.

Policy

1. Introduction

The British Horse Society (BHS) is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in Equestrian Sport in accordance with safeguarding adult legislation covering all four nations of the UK – Please see Appendix 1.

The BHS Safeguarding Adults Policy applies to all individuals involved in and affiliated to the BHS.

The BHS will encourage and support organisations, including Clubs, Centres, Coaches and Volunteers to adopt and demonstrate their commitment to the principles and the practice of equality as set out in this Safeguarding Adults policy.

The BHS fully adopts the British Equestrian Federation (BEF) Safeguarding Policy (Adults at Risk), the full policy can be downloaded from the BEF website <https://www.britishequestrian.org.uk/getinvolved/safeguarding/what-is-safeguarding>

2. Purpose

The purpose of this policy is to demonstrate the commitment of the BHS to safeguarding adults and to ensure that everyone involved in the BHS is aware of:

- the legislation, policy and procedures for safeguarding adults
- their role and responsibility for safeguarding adults
- what to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation.

3. Commitments

The BHS is committed to:

- ensuring that our sport, activities and organisation is inclusive and making reasonable adjustments for any ability, disability or impairment, and to ensuring continuous development, monitoring and review
- ensuring all adults, regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status, have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment
- the rights, dignity and worth of all adults will always be respected
- recognising that ability and disability can change over time, such that some adults maybe at increased risk of abuse, for example those who have a dependency on others or have different communication needs
- ensuring all allegations will be taken seriously and responded to quickly in line with the BHS safeguarding response Policy
- Creating and maintaining a safe and positive environment and an open, listening culture where people are able to share concerns and respect the voice of the adult concerned
- recognising the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards
- robust safeguarding arrangements and procedures are in operation to provide children and young people with appropriate safety and protection, allowing them to participate in a fun, safe environment and in an atmosphere of fair play
- taking all reasonable, practical steps to protect children from harm, discrimination and degrading treatment and respect their rights, wishes and feelings
- ensuring everyone understands their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- through education, awareness and support, the BHS aims to establish a culture where concerns are identified early and reported in accordance with this policy
- ensuring appropriate action is taken in the event of incidents/concerns of abuse and support 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
- those involved in safeguarding at the BHS should take a victim-centred approach, empowering them to be engaged participants in the process and placing their needs at the forefront of any response

Commented [JP3]: The care act 2014 only covers England – If you cover all 4 nations – then would need to state that here: "... in accordance with safeguarding adult legislation covering all 4 nations"

Commented [AF4]: My comment here relates to future bullet pointed lists, and is stylistic not content related. In this bullet pointed list you have started each sentence with a capital letter, and ended each sentence with a full stop. In other bullet pointed lists, some start with lower case, some don't have a full stop. I don't think I have a preference which way you do it, but it should be consistent throughout please

Commented [JP5]: We try not to use the term 'vulnerable' when talking about safeguarding adults – so would suggest wording differently e.g. '...some adults may be at increased risk of abuse....'

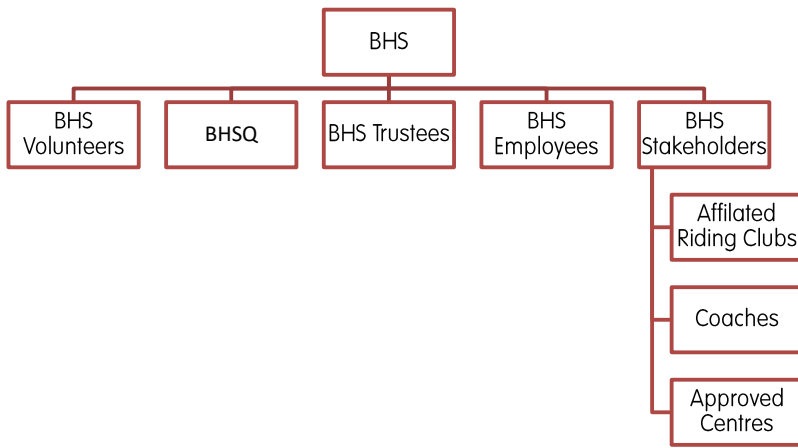
- ensuring that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- maintaining high standards of behaviours and good practice through compliance with BHS codes of conduct produced for instructors, coaches, parents/guardians, junior members, volunteers and BHS Employees.

These commitments are based on the principles of Adult Safeguarding from the four nations of the UK, please see Appendix 3.

4. Scope

This policy applies to England, Northern Ireland, Scotland and Wales and to any person or organisation working with or on behalf of the BHS. This includes:

- BHS Approved Centres;
- BHS Accredited Coaches;
- Affiliated British Riding Clubs;
- BHS Volunteers;
- BHS Trustees;
- BHS Employees;
- BHSQ;
- BHS Individual contractors for example Assessors; and
- All members of the BHS.



The policy procedures are mandatory for everyone involved with The BHS. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from The BHS.

The policy will be reviewed every three years or in the following circumstances:

- changes in legislation and/or Government guidance
- as a result of any other significant change or event
- as required by Local Adult Safeguarding Boards, UK Sport and the BEF

Supporting information

5. Sources of information and support

BHS Safeguarding Team

Commented [SG6]: All the others listed here are our stakeholders, volunteers are our workforce. Should staff also be included here alongside vols?

Commented [EV7R6]: Good point - need to check with HR that they are happy.

Commented [AF8]: Stylistic comment:

Here we've gone from 'ensuring' to 'to ensure' and 'to take'. I think how you had it at the first part of the list is better. Let me know if this comment doesn't make sense

Commented [EV9]: Asked Saima to confirm if in employee handbook

Commented [EV10R9]: Saima agreed – keep in

Commented [SP11]: What does this mean? This is not a group or team which we have in the BHS. We have Trustees and Employees. They are responsible for governance.

Commented [SG12]: Question.. if everyone, including members are bound by this policy – do we issue them with a copy of it? I don't believe this is currently issued to volunteers (I don't know about members)

Commented [EV13R12]: yes is will need to be issued to all stakeholders once it has been finalised

Commented [SP14R12]: It needs to be available on the website

Commented [EV15]: do we definitely want to include members?

Commented [SP16R15]: What action would we take if there was a safeguarding concern involving a BHS member at a BHS event? If we would investigate and take appropriate action, which we would, then this policy applies to members too

Commented [EV17]: Include a structure of the BHS flow chart?

Commented [JP18]: Good that there are real consequences to non-compliance but you will need to ensure that this is clearly outlined and referenced in any disciplinary procedures or HR processes

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safeguarding@bhs.org.uk
Confidential email: cpleadofficer@bhs.org.uk

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 about an Adult at risk, contact the police by telephoning 101 without delay. You can also contact your local authority social care team.

Other contacts

British Equestrian (BEF) safeguarding@bef.co.uk or call 02476 698871
Supportline - *Support for children, young adults and adults including those affected by sexual, emotional and physical abuse.* Call 01708 765200 www.supportline.org.uk
Samaritans 08457 90 90 90 (24hrs)
Ann Craft Trust <https://www.anncrafttrust.org/>
Age concern – Tel: 0800 678 1602

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.

6. Guidance and legislation

Safeguarding Adults in all home nations is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018

The practices and procedures within this policy are based on the relevant legislation and government guidance in the four nations:

- England - The Care Act 2014
Care and Support Statutory Guidance (especially chapter 14) 2014
- Wales - Social Services and Well Being Act 2014
Wales Safeguarding Procedures 2019
- Scotland - Adult Support and Protection Act 2007
Adult Support and Protection (Scotland) Act 2007 Code of Practice 2014
- Northern Ireland - Adult Safeguarding Prevention and Protection in Partnership 2015
- each home nation also has legislation about the circumstances in which decisions can be made on behalf of an adult who is unable to make decisions for themselves:
- England and Wales - Mental Capacity Act 2005
- Scotland - Adults with Incapacity Act 2000
- Mental Capacity (Northern Ireland) 2016
- there are specific offences applying to the mistreatment of and sexual offences against adults who do not have Mental Capacity and specific offences where mistreatment is carried out by a person who is employed as a carer: e.g. wilful neglect and wilful mistreatment.

7. Recognising Abuse

a. Types of Abuse and Neglect

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance.

There are different types and patterns of abuse and neglect and different circumstances in which they may take place.

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Commented [JP19]: I would put this information at end of the document – we usually suggest including an appendix of 'Sources of Information and Support' or 'Useful Contacts'. I can see that you might want this at beginning so people can see contact details straight away – but we also want people to read the full document.

Safeguarding legislation in each home nation lists categories of abuse differently however, they all include the following types of abuse:

- physical
- sexual
- psychological
- neglect
- financial

Abuse can take place in any relationship and there are many contexts in which abuse might take place; e.g. institutional abuse, domestic abuse, forced marriage, human trafficking, modern slavery, sexual exploitation, county lines, radicalisation, hate crime, mate crime, cyber bullying, scams. Some of these are named specifically within home nation legislations.

Abuse can take place within a sporting context and the person causing harm might be any other person. For example: a member of staff, a coach, a volunteer, a participant or a fan.

b. Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrators. Abuse may be inflicted by anyone in the club/centre whom a rider comes into contact with. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- unexplained bruises or injuries – or lack of medical attention when an injury is present
- person has belongings or money going missing
- person is not attending / no longer enjoying their sessions
- someone losing or gaining weight / an unkempt appearance
- a change in the behaviour or confidence of a person
- they may self-harm
- they may have a fear of a particular group or individual
- they may tell you / another person they are being abused – i.e. a disclosure.

Some examples of abuse within sport include:

- harassment of a participant because of their (perceived) disability or other protected characteristics
- not meeting the needs of the participant e.g. training without a necessary break
- a coach intentionally striking an athlete
- one elite participant controlling another athlete with threats of withdrawal from their partnership
- an official who sends unwanted sexually explicit text messages to a participant with learning disabilities
- a participant threatens another participant with physical harm and persistently blames them for poor performance.

Club/centre members, volunteers or coaches may suspect that a rider is being abused or neglected outside of the club setting. This could be carried out by:

- a spouse, partner or family member
- neighbours or residents
- friends, acquaintances or strangers
- people who deliberately exploit adults they perceive as vulnerable
- paid staff, professionals or volunteers providing care and support

Often the perpetrator is known to the adult and may be in a position of trust and/or power.

For guidance on how long to keep records please see Guidance on Retention and Storage of Child Protection Records which can be found in the BEF Toolkit and on the BEF website.

8. Person Centred Safeguarding/ Making Safeguarding Personal

The legislation also recognises that adults make choices that may mean that one part of our well-being suffers at the expense of another – for example we move away from friends and family to take a better job. Similarly, adults can choose to risk their personal safety; for example, to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

None of us can make these choices for another adult. If we are supporting someone to make choices about their BHS Safeguarding Adults Policy and Procedures
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Commented [AF20]: Why are these capitalised? Is it because, as you go on to say, they're specifically named?

Commented [AF21]: Is this a repeat of the information on the previous page?

own safety we need to understand what matters to them and what outcomes they want to achieve from any actions agencies take to help them to protect themselves.

The concept of 'Person Centred Safeguarding'/'Making Safeguarding Personal' means engaging the person in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. Organisations work to support adults to achieve the outcomes they want for themselves. The adult's views, wishes, feelings and beliefs must be taken into account when decisions are made about how to support them to be safe. There may be many ways to prevent further harm. Working with the person will mean that actions taken help them to find the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people's sense of self-worth and supports recovery from abuse.

If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

9. Mental Capacity and Decision Making

We make many decisions every day, often without realising. UK Law assumes that all people over the age of 16 have the ability to make their own decisions, unless it has been proved that they can't. It also gives us the right to make any decision that we need to make and gives us the right to make our own decisions even if others consider them to be unwise.

We make so many decisions that it is easy to take this ability for granted. The law says that to make a decision we need to:

- understand information
- remember it for long enough
- think about the information
- communicate our decision.

A person's ability to do this may be affected by things such as learning disability, dementia, mental health needs, acquired brain injury or physical ill health.

Most adults have the ability to make their own decisions given the right support however, some adults with care and support needs have the experience of other people making decisions about them and for them.

Some people can only make simple decisions like which colour T-shirt to wear or can only make decisions if a lot of time is spent supporting them to understand the options. If someone has a disability that means they need support to understand or make a decision this must be provided. A small number of people cannot make any decisions. Being unable to make a decision is called "lacking mental capacity".

Mental capacity refers to the ability to make a decision at the time that decision is needed. A person's mental capacity can change. If it is safe/possible to wait until they are able to be involved in decision making or to make the decision themselves.

For example:

- a person with epilepsy may not be able to make a decision following a seizure
- someone who is anxious may not be able to make a decision at that point
- a person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

10. Consent

It is good practice to gain consent from the individual when sharing information about them or making referrals to adult services or the Police. However, if there is a genuine concern that there is a risk of harm, the information should be passed to Adult Services or the Police even if consent is not obtained.

If a situation arises where the individual is unable to give consent to information being shared, or their mental capacity is compromised, a referral should be made to Adult Services and/or the Police.

The circumstances when we need to share information without the adult's consent include those where:

- it is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk.
- you believe they or someone else is at risk, including children
- you believe the adult is being coerced or is under duress
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed
- the adult does not have mental capacity to consent to information being shared about them
- the person causing harm has care and support needs
- the concerns are about an adult at risk living in Wales or Northern Ireland (where there is a duty to report to the Local Authority).

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

11. Information Sharing

In order to protect children, young people and adults at risk the BHS at times may 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* Appendix 4.

All sports organisations must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

Information about concerns of abuse includes personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.

Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

Sharing information, with the right people, is central to good practice in safeguarding adults. However, information sharing must only ever be with those with a 'need to know'. This does **NOT** automatically include the persons spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/ friends/ carers need to know in order to help keep the person safe.

The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:

- anyone who has a concern about harm can make a report to an appropriate person within the same organisation
- case management meetings can take place to agree to co-ordinate actions by the organisation.

There are also many situations in which it is perfectly legal to share information about adult safeguarding concerns outside the organisation. Importantly personal information can be shared, where possible with the consent of the adult concerned. However, the adult may not always want information to be shared. This may be because they fear repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies or because they feel stupid or embarrassed. Their wishes should be respected unless there are over-riding reasons for sharing information.

The circumstances when we need to share information without the adult's consent include those where:

- it is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk
- you believe they or someone else is at risk, including children
- you believe the adult is being coerced or is under duress
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed
- the adult does not have mental capacity to consent to information being shared about them
- the person causing harm has care and support needs
- the concerns are about an adult at risk living in Wales or Northern Ireland (where there is a duty to report to the Local Authority).

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

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Commented [JP23]: This document may include some of what I have noted in my above comment and cover what is in the ACT Policy document. Just need to ensure it covers both adults and children that it clearly outlines mental capacity and consent as that is the difference between adults and children.

Commented [AF24]: I'm not sure what this sentence means...

If you are in doubt as to whether to share information seek advice e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

12. Multi-Agency Working

Safeguarding adults' legislation gives the lead role for adult safeguarding to the Local Authority. However, it is recognised that safeguarding can involve a wide range of organisations.

Sports bodies may need to cooperate with the Local Authority and the Police including to:

- provide more information about the concern you have raised
- provide a safe venue for the adult to meet with other professionals e.g. Police/Social Workers/Advocates
- attend safeguarding meetings
- coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the police or other agencies
- share information about the outcomes of internal investigations
- provide a safe environment for the adult to continue their sporting activity/ their role in the organisation.

Safeguarding Adults; Procedures and Implementation

1. Roles and responsibilities

d. The BHS

- d. the BHS's Board of Trustees and Chief Executive have overall accountability for this Policy, Safeguarding Response Policy and accompanying guidance
- b. the BHS Board of Trustees will nominate a Safeguarding Champion who will be responsible for raising awareness of safeguarding matters at board meetings
- c. the Chief Operating Officer has overall responsibility for its implementation
- d. the BHS DEI, Safeguarding & Wellbeing Manager also known as the BHS Lead Safeguarding Officer (LSO) is responsible for updating this Policy, Safeguarding Response Policy and accompanying guidance in line with legislative and organisational developments. The role of the LSO is covered in more details below
- e. all staff, consultants, coaches, officials and volunteers are responsible for raising safeguarding concerns/disclosures with the BHS Safeguarding Team as outlined in the Safeguarding Response Process. This includes appropriately managing and reporting the dangers of radicalisation and extremism.

b. Affiliated Organisations/Individuals

Each Approved Centre, Accredited Coach, Affiliated Riding Club and Equine Access Group has direct safeguarding responsibility for:

- staff, consultants, coaches, and officials that are either employed, working on behalf of, engaged on contracts of services volunteers of the affiliated organisation;
- venues they own;
- events and programmes they run; and
- ensuring all accreditation requirements are met by accredited coaches, employees, officials and venues.

Each of these affiliated organisations should make recommendations and support the development of good safeguarding practices within their organisation. They must:

- 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
- nominate a Safeguarding Officer; Club or Centre Safeguarding Officer (CSO)
- work with others in the centre or club to ensure a positive and safe environment
- respond to any allegations or complaints made from within their club/centre
- communicate with centre or club management and The BHS Safeguarding team regarding concerns
- maintain contact details for local adults' social care and the police
- ensure that their club or centre is aware of The BHS Safeguarding Policy, procedures and guidelines
- ensure parents and participants are aware of the policy and procedures
- receive queries and offer support regarding safeguarding concerns
- undertake training as necessary
- promote training to club and centre support staff, members and volunteers of the affiliated organisation;
- assist the club or centre to ensure that codes of conduct are in place for club staff, volunteers of the affiliated organisation, coaches, young people and parents
- ensure confidentiality is maintained and information is only shared on a "need to know" basis.

c. 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).

d. BHS Lead Safeguarding Officer

The BHS will appoint a Lead Safeguarding Officer (LSO). This is currently within the role of the BHS DEI, Safeguarding & Wellbeing Manager.

The role of the LSO is:

- to represent The BHS on the BEF Safeguarding Action Team (SAT)
- to ensure that the clubs, centres, volunteers of The BHS and members within The BHS are aware of BEF and BHS policies, procedures and guidelines and adopt and adapt them as appropriate

Commented [JP25]: This section is moving more into what would be in the 'Procedures' document but if you are having on document of 'Policy and Procedures' then you could clearly title this section of the document as 'Procedures' and go into the content from there.

Commented [AF26]: Is it definitely 'should' rather than 'must'?

- to implement and manage appropriate Safeguarding procedures in relation to Adults at Risk ensuring that the BEF is informed
- to respond to any allegations or complaints made from within The BHS, and operationally, to deal with the complaint/allegation to conclusion in line with agreed protocols
- to ensure there is clear communication within each BEF Member body with regards to Adults at Risk
- to ensure that parents/carers are aware of the policy and procedures and how to access them
- to ensure the effective protection and safeguarding of Adults at Risk by encouraging and supporting each club/riding school events holder or competition to appoint a nominated Safeguarding Officer
- to encourage and support each club/riding school, event holders or competition to adopt and promote BHS policies and procedures
- to provide and promote education and training in safeguarding in partnership with the BEF to support staff, officials, members and volunteers
- to manage and monitor the implementation of the policy and procedures and feed back to the BEF on an annual basis
- to ensure that BEF and BHS procedures for recruitment of staff and volunteers are followed and all appropriate existing staff or volunteers have up to date criminal record checks in line with procedures
- to ensure that codes of conduct are in place for club/centre staff, volunteers, coaches, young people and parents
- to ensure confidentiality is maintained and information is only shared on a “need to know” basis.

e. Training

The BHS recommends that all instructors/coaches and staff and volunteers should undertake the BEF approved safeguarding training (or recognised equivalent) course within the last three years. Refresher training should be completed every three years via either the BEF approved online training portal or a further face to face course.

Accredited Professional Coaches are required to attend regular Safeguarding Training (every three years) and must evidence their attendance at a recognised training course.

2. Reporting a Concern

a. What to do if you have a concern or someone raises concerns with you

You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this to the BHS Lead Safeguarding Officer, or, if the LSO is implicated, then report to The BHS CEO.

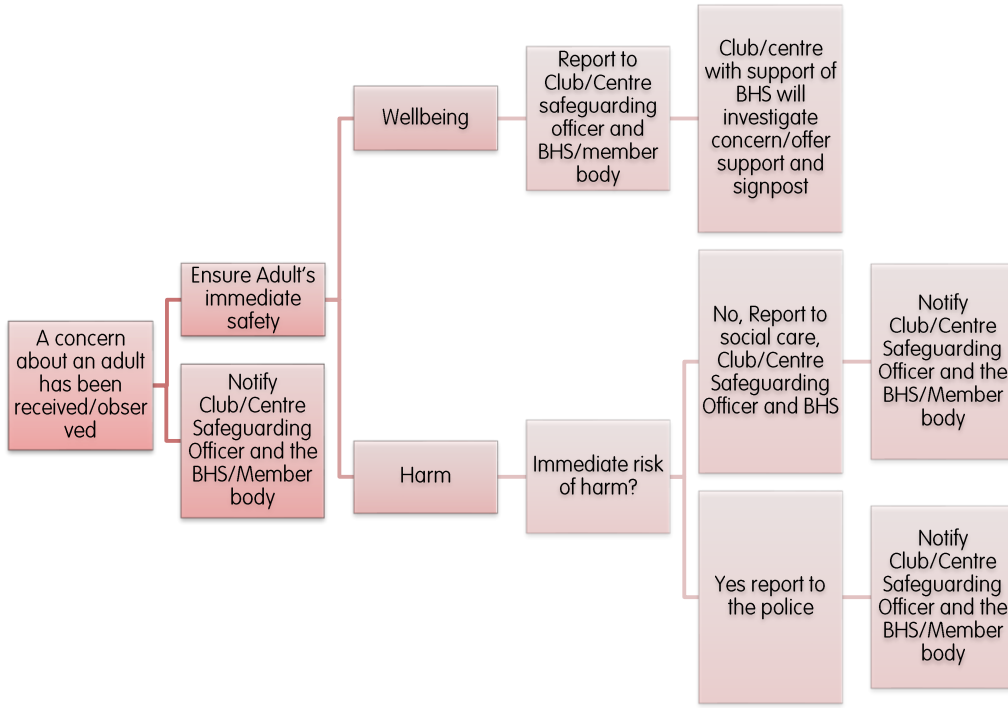
If you are concerned that someone is in immediate danger, contact the Police/social care straight away.

It is important when considering your concern that you also consider the needs and wishes of the person at risk, taking into account the nature of the alert, more information on this is given in.

Incidents of extremism and radicalisation can also be reported using this policy please refer to our *Guidance on Radicalisation*.

Commented [JP27]: Again – this would be in the Procedures document or ‘Procedures section’ if one document

Please use the flow chart below if you are concerned about an adult at risk:



b. How to Record a Disclosure

Make a note of what the person has said using their own words as soon as practicable on the reporting form and submit this to The BHS LSO. It is important that the information you have is accurate.

Be mindful of the need to be confidential at all times. This information must only be shared with your Lead Safeguarding Officer and others on a need to know basis.

This does **NOT** automatically include the persons spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/ friends/ carers need to know in order to help keep the person safe.

If the matter is urgent and relates to the immediate safety of the person or others then contact the Police immediately.

c. Record keeping and confidentiality

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 Adult Safeguarding Boards, the Police, 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:

- the facts about the allegation or observation
- a description of any visible injuries or signs
- the adult's account, if this has been disclosed, of what has happened and how any injuries occurred
- any witnesses to the incident(s)
- any times, dates or other relevant information
- a clear distinction between what is fact, opinion or hearsay

Commented [JP28]: This does **NOT** automatically include the persons spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/ friends/ carers need to know in order to help keep the person safe.

Commented [JP29]: Please see the 'Recording and Information Sharing' section of the ACT Policy Template – to provide further information here and to refer to relevant legislation around data protection

- a record of any non-verbal behaviours
- action taken as a result of the concern
- the name, address and date of birth of those involved
- record if consent is obtained from the adult and if they have Mental Capacity.

Please note: where possible you should include the relevant dates, times, situation, people present and factual information, including the dates, times and designation of the report writer. The record must then be signed with the name and designation clearly printed beneath. This record should be shared with the appropriate Member Body if consent has been obtained immediately, ensuring that the sharing is done securely.

If consent is not obtained but you believe the individual to be in immediate risk of harm or danger then you can disclose without consent.

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 Officer. Do not use a general or group mail address if at all possible.

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 you use is secure and accessible only by those who have appropriate training in managing personal data. Please refer to the Sharing Information Processes Document in Appendix 4 for further details.

Commented [JP30]: Again – see Recording and Information Sharing' section of the ACT Policy Template – to provide further information here.

Glossary

Adult	A person over the age of 18
Adult at risk	Definition used in legislation (different in each home nation) for adults who the Local Authority has a responsibility to support to prevent them from experiencing (further) harm caused by abuse and neglect.
Abuse	A violation of a person's physical, emotional or mental integrity by any other person.
Case Management Group	A group created by a sports organisation to ensure the organisation carries out its role/s in individual cases of abuse or neglect AND to maintain an overview of the implementation of the organisation's safeguarding functions.
Harm	Damage done to a person's well-being.
MASH	Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.
Mental Capacity	The ability to consider relevant information, make and communicate a decision.
Safeguarding	Work to prevent and to stop abuse and neglect.
Safeguarding Adult Team	A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.
Safeguarding Adults Board (SAB) (England and Wales)	A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding work across the Local Authority district.

Appendix 1 Nations Specific Definitions

Definition of an Adult at Risk

The Safeguarding Adults legislation creates specific responsibilities on Local Authorities, Health, and the Police to provide additional protection from abuse and neglect to Adults at Risk.

When a Local Authority has reason to believe there is an adult at risk, they have a responsibility to find out more about the situation and decide what actions need to be taken to support the adult. In Scotland and Wales, the Local Authority can gain access to an adult to find out if they are at risk of harm for example, if that access is being blocked by another person.

The actions that need to be taken might be by the Local Authority (usually social services) and/or by other agencies, for example the Police and Health. A sporting organisation may need to take action as part of safeguarding an adult, for example, to use the disciplinary procedures in relation to a member of staff or member who has been reported to be harming a participant. The Local Authority role includes having multi-agency procedures which coordinate the actions taken by different organisations.

England (Care Act 2014)	Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)
<p>An adult at risk is an individual aged 18 years and over who:</p> <ul style="list-style-type: none"> (a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND; (b) is experiencing, or at risk of, abuse or neglect, AND; (c) 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. 	<p>An adult at risk of harm is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect <u>may</u> be increased by their</p> <ul style="list-style-type: none"> a) personal characteristics and/or b) life circumstances. a) Personal characteristics may include, but are not limited to age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain. b) Life circumstances may include, but are not limited to, isolation, socio-economic factors and environmental living conditions. <p>An adult in need of protection is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect <u>may</u> be increased by their:</p> <p>Personal characteristics <i>AND/OR</i> Life circumstances <i>AND</i>;</p> <ul style="list-style-type: none"> c) who is unable to protect their own well-being, property, assets, rights or other interests; <i>AND</i> d) where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed. <p>In order to meet the definition of an 'adult in need of protection' either (a) or (b) must be present, in addition to both elements (c), and (d)</p>
Scotland (Adult Support and Protection Act 2007)	
<p>An adult at risk is an individual aged 16 years and over who:</p> <ul style="list-style-type: none"> a) is unable to safeguard their own well-being, property, rights or other interests, b) is at risk of harm, and c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected. 	
Wales (Social Services and Well Being Act 2014)	

<p>An adult at risk is an individual aged 18 years and over who:</p> <p>a) is experiencing or is at risk of abuse or neglect, AND;</p> <p>b) has needs for care and support (whether or not the authority is meeting any of those needs) AND;</p> <p>c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.</p>	
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Appendix 2 Nation Specific of legislation

The Safeguarding Adults Legislation in each Home Country defines categories of adult abuse and harm as follows.

England (Care Act 2014)	Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)
Physical Sexual Emotional/Psychological/Mental Neglect and acts of Omission Financial or material abuse Discriminatory Organisational / Institutional Self-neglect Domestic Abuse (including coercive control) Modern slavery	Physical Sexual violence Psychological / emotional Financial Institutional Neglect Exploitation Domestic violence Human trafficking Hate crime
Scotland (Adult Support and Protection Act 2007)	Wales (Social Services and Well Being Act 2014)
Physical Psychological Financial Sexual Neglect	Physical Sexual Psychological Neglect Financial

Appendix 3 Nation specific principles

The Principles of Adult Safeguarding in each home nation

<p>Wales (Social Services and Well Being Act 2014)</p> <p>The Act's principles are:</p> <ul style="list-style-type: none"> • Responsibility - Safeguarding is everyone's responsibility • Well-being - Any actions taken must safeguard the person's well-being • Person-centred approach - Understand what outcomes the adult wishes to achieve and what matters to them
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<ul style="list-style-type: none"> • Voice and control - Expect people to know what is best for them and support them to be involved in decision making about their lives • Language - Make an active offer of use of the Welsh language and use professional interpreters where other languages are needed • Prevention - It is better to take action before harm occurs.
<p>Scotland (Adult Support and Protection Act 2007)</p> <p>The Act's principles are:</p> <p>The overarching principle underlying Part 1 of the Act is that any intervention in an individual's affairs should provide benefit to the individual and should be the least restrictive option of those that are available which will meet the purpose of the intervention.</p> <p>This is supported by a set of guiding principles which, together with the overarching principle, must be taken account of when performing functions under Part 1 of the Act. These are:</p> <ul style="list-style-type: none"> • the wishes and feelings of the adult at risk (past and present) • the views of other significant individuals, such as the adult's nearest relative; their primary carer, guardian, or attorney; or any other person with an interest in the adult's well-being or property • the importance of the adult taking an active part in the performance of the function under the Act • providing the adult with the relevant information and support to enable them to participate as fully as possible • the importance of ensuring that the adult is not treated less favourably than another adult in a comparable situation; and • the adult's abilities, background and characteristics (including their age, sex, sexual orientation, gender, religious persuasion, racial origin, ethnic group and cultural and linguistic heritage).
<p>Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)</p> <p>The Act's principles are:</p> <ul style="list-style-type: none"> • A Rights-Based Approach – To promote and respect an adult's right to be safe and secure; to freedom from harm and coercion; to equality of treatment; to the protection of the law; to privacy; to confidentiality; and freedom from discrimination • An Empowering Approach – To empower adults to make informed choices about their lives, to maximise their opportunities to participate in wider society, to keep themselves safe and free from harm and enabled to manage their own decisions in respect of exposure to risk • A Person-Centred Approach – To promote and facilitate full participation of adults in all decisions affecting their lives taking full account of their views, wishes and feelings and, where appropriate, the views of others who have an interest safety and well-being • A Consent-Driven Approach – To make a presumption that the adult has the ability to give or withhold consent; to make informed choices; to help inform choice through the provision of information, and the identification of options and alternatives; to have particular regard to the needs of individuals who require support with communication, advocacy or who lack the capacity to consent; and intervening in the life of an adult against his or her wishes only in particular circumstances, for very specific purposes and always in accordance with the law • A Collaborative Approach – To acknowledge that adult safeguarding will be most effective when it has the full support of the wider public and of safeguarding partners across the statutory, voluntary, community, independent and faith sectors working together and is delivered in a way where roles, responsibilities and lines of accountability are clearly defined and understood. Working in partnership and a person-centred approach will work hand-in-hand.
<p>England (Care Act 2014)</p> <p>The Act's principles are:</p> <ul style="list-style-type: none"> • Empowerment - People being supported and encouraged to make their own decisions and informed consent. • Prevention – It is better to take action before harm occurs. • Proportionality – The least intrusive response appropriate to the risk presented. • Protection – Support and representation for those in greatest need. • Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse • Accountability – Accountability and transparency in delivering safeguarding.

Appendix 4 Sharing Safeguarding Information

In order to protect children, young people and adults 'at risk' the BHS at times will need to disclose to carefully chosen third parties details regarding a safeguarding concern. This document shows where and when information will be disclosed.

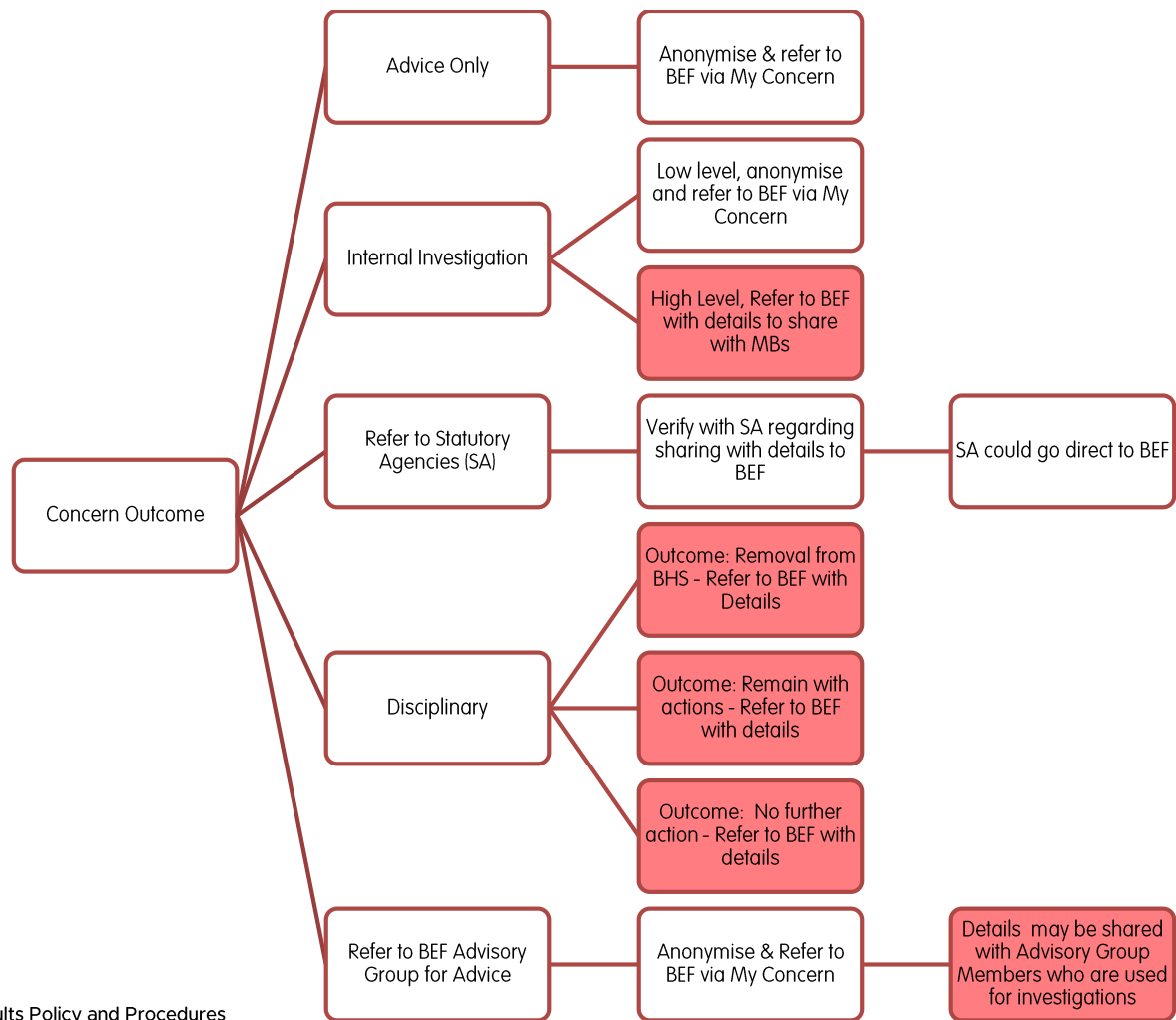
More advice is available <http://www.bhs.org.uk/safeguarding>

In order to comply with legislation and the BEF Safeguarding Policy the BHS at times will share information with statutory agencies such as the police, social services and local authority or the British Equestrian Federation (BEF) and its Member Bodies (MB).

At all times the BHS will adhere to the Seven Golden Rules of information sharing set out in the government guidance, **Information sharing advice for safeguarding practitioners**:

1. Remember that the Data Protection Act 2018 and human rights law are not barriers to justified information sharing.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information.
5. Consider safety and well-being.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not.

The following flow chart shows the 5 possible outcomes of a safeguarding concern and at what point information will be shared. The BHS will endeavour to anonymise information unless there is a justified reason i.e the safety of a child or adult 'at risk' is at risk.



Adults at risk

Sharing information, with the right people, is central to good practice in safeguarding adults. However, information sharing must only ever be with those with a 'need to know'.

This does **NOT** automatically include the persons spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/ friends/ carers need to know in order to help keep the person safe.

There are also many situations in which it is perfectly legal to share information about adult safeguarding concerns outside the organisation. Importantly personal information can be shared with the consent of the adult concerned. However, the adult may not always want information to be shared. This may be because they fear repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies or because they feel stupid or embarrassed. Their wishes should be respected unless there are over-riding reasons for sharing information.

The circumstances when we need to share information without the adult's consent include those where:

- it is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk.
- you believe they or someone else is at risk, including children.
- you believe the adult is being coerced or is under duress.
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- the adult does not have mental capacity to consent to information being shared about them.
- the person causing harm has care and support needs.
- the concerns are about an adult at risk living in Wales or Northern Ireland (where there is a duty to report to the Local Authority).

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

If you are in doubt as to whether to share information seek advice e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

Glossary of Terms

Safeguarding concern - 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.

Advice only – BHS Safeguarding Team offer advice and support. They may signpost to other organisations that can support and send information and guidance documents.

Internal Investigation – this will occur either within the club/centre or investigation by the BHS – gathering information and drawing conclusions, then offering support and guidance.

Refer to Statutory agencies – concern serious enough to report to police, social services and possibly the Local Authority Designated Officer (LADO).

Disciplinary – concern reaches a level where the club/centre or the BHS complete a disciplinary hearing.

BEF Advisory Group – a group set up to advise and support Member Body safeguarding concerns who can also offer independent investigations.

Low Level – level 1 (possibly level 2) on the BHS threshold document.

High Level – level 2 and above on the BHS threshold document.

My Concern – the online platform for sharing safeguarding concerns with the BEF.

Removal from BHS – a centre, club or coach is removed from the BHS, either their approval, affiliation or registration.

Remain with actions – after an investigation actions are required for the club/centre or coach to continue its affiliation to the BHS.

No further action – insufficient evidence (on the balance of probability) to prove the concern or no evidence found to support the concern.

Appendix 5 BHS Assessments

The BHS deliver assessments for BHS and BHSQ qualifications. BHS Assessments are held at BHS Approved Riding Centres, or some units can be assessed via video call.

The BHS, or the assessment venue, do not provide supervision for candidates during breaks or at lunch time.

In addition to the guidance and procedures set out in this document, we safeguard candidates under 18 during BHS Assessments by:

- Consent* from a parent or carer is given for the assessment booking and assessment information is also sent to the parent or carer following confirmation of booking
- Emergency contact details are required for candidates before the assessment day
- We recommend that candidates below the age of 18 years of age are accompanied by a responsible adult who remains at the assessment centre for the duration of the assessment
- Candidate to follow the Access Arrangements and Reasonable Adjustment process if they (or a member of their support network) wishes to request any access arrangements for a BHS Assessment, or want the BHS Assessment Team to be informed of any additional support that may be required on the day
- All assessors are introduced on the day before the assessment, informing candidates of the timetable of the day, what to expect and who to report to should they have a concern
- Candidates are required to sign in and out on the assessment day
- Online assessments are recorded
- All assessment activities are risk assessed; reflecting specific requirements for children and young people where applicable
- All assessors are current in safeguarding and first aid training
- All assessors have a DBS or PVG, this is renewed every three years
- Accidents Policy followed in the unlikely event of an accident such as a rider fall
- Implementing Internal Quality Assurance which looks at Health and Safety on IQA visits

*Parent/guardian consent is not required for students taking an assessment at a college, school or other education provider where they are enrolled. Responsibility will defer to the education provider and the safeguarding measures they have in place for their own students. BHS Approved Centres organising and delivering 'in-house' BHS Stage 1 assessments must take responsibility for the safeguarding of adults at risk for these assessments.