

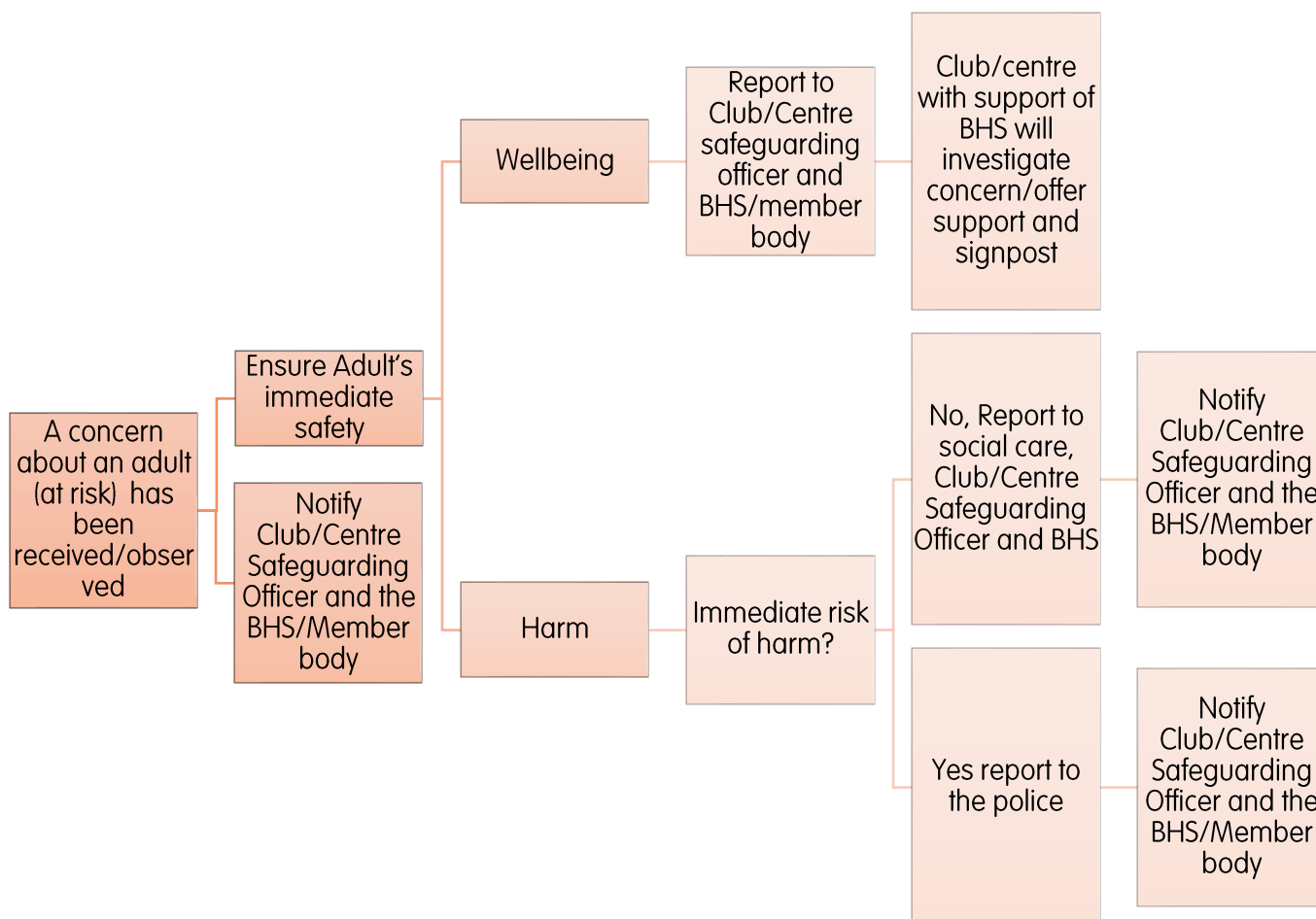
# BHS Safeguarding Adults Policy Template – Accredited Professional Coaches



This document is The British Horse Society’s policy for Safeguarding Adults to be used by Accredited Professional Coaches.

More advice is available [www.bhs.org.uk/safeguarding](http://www.bhs.org.uk/safeguarding)

## 1. Reporting a Safeguarding Concern



## BHS Contact Information

BHS Safeguarding Team  
Ellie Vajčovec – Safeguarding Manager and Karen Ryder – Safeguarding Officer  
Telephone: 02476 840746, Email: [safeguarding@bhs.org.uk](mailto:safeguarding@bhs.org.uk)  
Confidential email: [cpleadofficer@bhs.org.uk](mailto: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 that an adult (at risk) is at risk of harm, 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](mailto:safeguarding@bef.co.uk) or call 02476 698871

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.

## Accredited Professional Coach Information\*

<b>Safeguarding Officer Name and Contact Details</b> Please include deputy if you have one	<b>Name</b> Click or tap here to enter text. <b>Telephone Number</b> Click or tap here to enter text. <b>Email</b> Click or tap here to enter text.
<b>Local Police</b>	101
<b>Social Care - Children</b>	Click or tap here to enter text.
<b>Social Care - Adults</b>	Click or tap here to enter text.
<b>Other useful local contacts</b>	Click or tap here to enter text.

\*please complete the details relevant to you.

## 2. Introduction

Click or tap here to enter text. , BHS Accredited Professional Coach 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 & leisure activities in accordance with the Care Act 2014\*.

Click or tap here to enter text. , BHS Accredited Professional Coach fully adopts the BHS Safeguarding Adults Policy. The Policy can be downloaded from [www.bhs.org.uk/safeguarding](http://www.bhs.org.uk/safeguarding).

\* Nation specific safeguarding legislation and guidance is also adhered to – please see our BHS Safeguarding Adults Policy for more details - [www.bhs.org.uk/safeguarding](http://www.bhs.org.uk/safeguarding).

## 3. Aims

The aims of the Click or tap here to enter text. , BHS Accredited Professional Coaches' Safeguarding Policy are:-

- To ensure that our sport is inclusive and make reasonable adjustments for any ability, disability or impairment. I will also commit to continuous development, monitoring and review.
- To ensure all adults, regardless of age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity, religion, race, ethnic origin, nationality or sexual orientation have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- To recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.
- To recognise that a disabled adult may or may not identify themselves or be identified as an adult 'at risk'
- To ensure that all allegations will be taken seriously and responded to quickly in line with The BHS Safeguarding Adults Policy and Procedures.

These aims are based on the six principles of adult safeguarding from The Care Act:

**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.

The policy and procedures are mandatory for everyone who works with Click or tap here to enter text. , BHS Accredited Professional Coach. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the BHS Accredited Professional Coach Register.

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 by the Local Safeguarding Adults Board, BHS, BRC and BEF.

## 4. Responsibility

Each Accredited Professional Coach has direct safeguarding responsibility for:-

- Staff, consultants, coaches and officials they may employ.
- Volunteers that support them.
- Venues they own.
- Events and programmes they run and
- Ensuring all accreditation requirements are met by accredited coaches, employees, officials and venues.

Click or tap here to enter text. , BHS Accredited Professional Coach will:-

- 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, with the safety and welfare of children, young people and adults at risk as the overriding principle.*
- Have due regard and processes in place for safer recruiting.
- Act as a Safeguarding Officer and report concerns directly to the BHS.

### The role of a Safeguarding Officer (SO) is to:-

- Work with others in a centre/club/organisation to ensure a positive person-centred environment.
- Ensure that they are aware of The British Horse Society's safeguarding policies, procedures and guidelines.
- Ensure parents/carers are aware of the policy and procedures.
- Receive queries and offer support regarding safeguarding concerns.
- Undertake training, as necessary.
- Promote training to club/centre/organisations that they may work with.
- Adhere to the code of conduct in place for Accredited Professional Coaches and ensure participants and/or parents are aware of this code.
- Ensure confidentiality is maintained and information is only shared on a "need to know" basis.
- Respond to any allegations or complaints arising during your duties as an APC.
- Communicate with centre/club management they may work with and The BHS Safeguarding team regarding concerns.
- Maintain contact details for local Adults Social Care and the Police.

**It is not the role of the SO to be a Safeguarding expert or to determine whether or not a serious incident has taken place, rather to record the details and seek guidance if necessary.**

### 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).

## 5. Reporting a concern

### What is a Safeguarding Concern?

A safeguarding concern is something that has been raised or brought to your attention regarding an adult at risk being harmed or it might relate to their well-being or health of an adult at risk. It may also be a concern regarding a member of staff or volunteer and their behaviour around adults at risk.

Please refer to our 'How to report a concern or allegation' booklet available on our website - [www.bhs.org.uk/safeguarding](http://www.bhs.org.uk/safeguarding).

If you are unsure on whether it is something you can deal with yourself or if it does need referring on, then please call the BHS for further advice and information.

## 6. Record keeping and confidentiality

When recording a safeguarding concern, 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's Social Care, the Police, the Local Authority Designated Officer 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.
- 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.
- Consent from the adult

**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 BHS or appropriate Member Body immediately, ensuring that the sharing is done securely. 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. 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.

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

## 7. Information Sharing

Information sharing is vital in identifying and tackling all forms of abuse and neglect and promoting the welfare of the adult at risk. As part of meeting a adult's needs, it is important for all stakeholders to recognise the importance of information sharing. This should include ensuring arrangements are in place that set out clearly the processes and principles for sharing information between the centre and any referring school or agency, including low level concerns that may not warrant immediate action but that could form a pattern. Staff should be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of adults.

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

## 8. Communication

[Click or tap here to enter text.](#) , Accredited Professional Coach will make available their Safeguarding Policy and Procedures to all clients and their parents/guardians, and it will appear in full on. [Click or tap here to enter text.](#) website.

## 9. Training

Instructors/coaches, officials and volunteers working with adults at risk should undertake the BEF approved safeguarding training (or recognised equivalent) course within the last three years. Ideally refresher training should be completed every three years via either the BEF approved online training portal or a further face to face course.

As a minimum the CSO must attend the required Safeguarding Training Course.

## 10. Further information and links

**Victim Support** Provides emotional support, information and practical help for victims and witnesses Tel: 0845 3030 900

**Ann Craft Trust** – supporting adults at risk Tel: 0115 951 5400

**Domestic Abuse Hotline** Tel: 0808 2000 247

**Age UK** Tel: 0800 169 6565

## Documents

Please see BHS website for useful templates and documents [www.bhs.org.uk/safeguarding](http://www.bhs.org.uk/safeguarding).

### Criminal record check information

England and Wales – Disclosure and Barring Service (DBS)

<https://www.bhs.org.uk/about-us/how-we-operate/our-policies/criminal-records-checks/>

Scotland – Protecting Vulnerable Groups (PVG)

<http://www.bhs.org.uk/our-charity/corporate-information/working-with-the-law/criminal-record-checks/scotland>

Northern Ireland – Access NI

<https://www.bhs.org.uk/about-us/how-we-operate/our-policies/criminal-records-checks/northern-ireland-criminal-record-checks/>