

# BHS Safeguarding Children and Young Peoples Policy Template – Accredited Professional Coaches

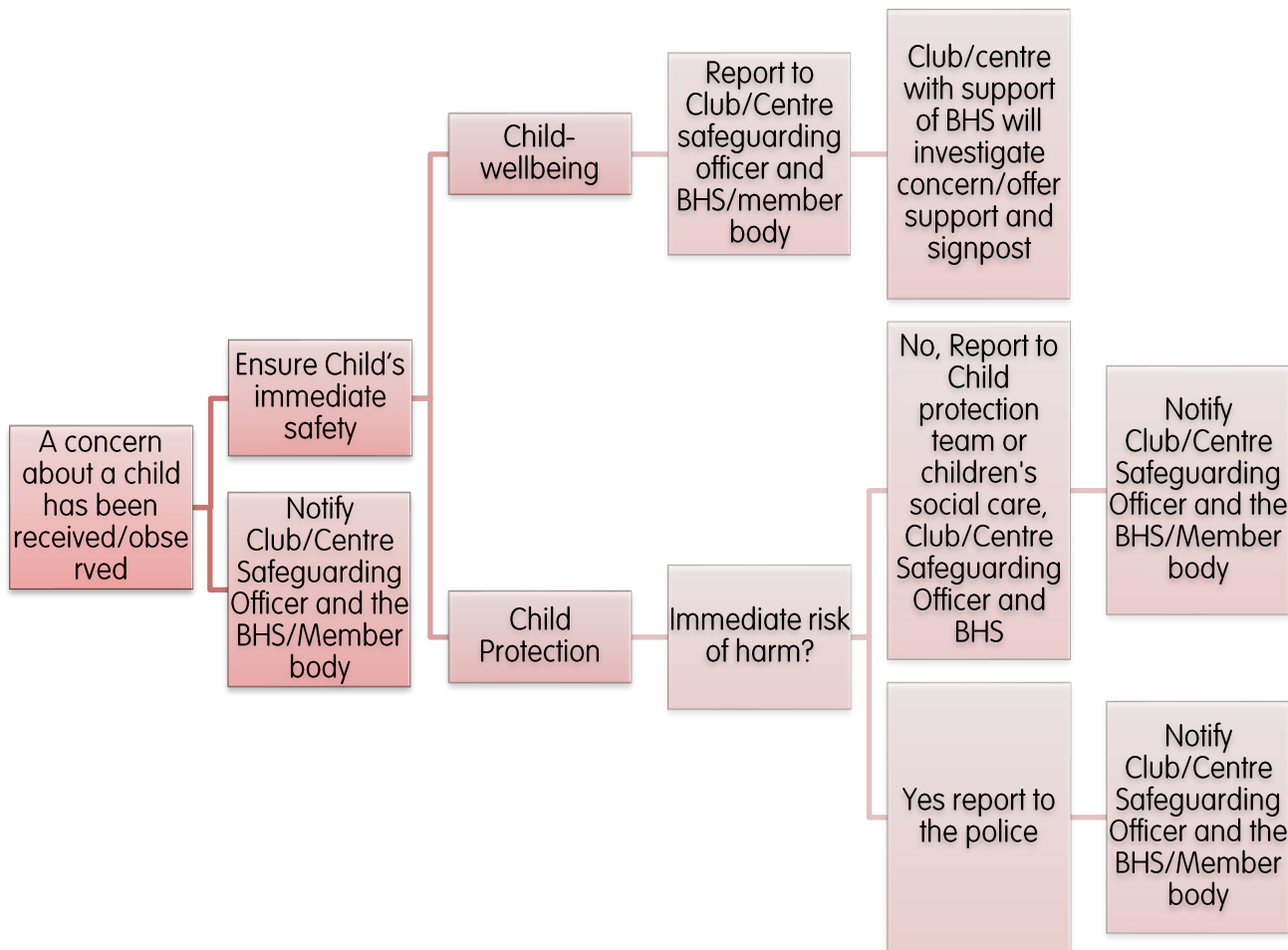


This document is The British Horse Society’s policy for Safeguarding Children and Young People to be used by Accredited Professional Coaches.

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

## 1. Reporting a Safeguarding Concern

Please use the flow chart below if you are concerned about a child, young person or adult at risk or an adult who works or volunteers with children.



## BHS Contact Information

BHS Safeguarding Team  
Ellie Vajčovec – Safeguarding Manager and Karen Ryder – Safeguarding Officer  
02476 840746  
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 a child, young person 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  
NSPCC 24-hour Safeguarding Hotline: 0808 800 5000

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 with the details relevant to you.

## Introduction

Click or tap here to enter text., BHS Accredited Professional Coach fully accepts its legal and moral obligation under The Children Acts (1989) and (2004)\*, to provide a duty of care to protect all children and safeguard their welfare, irrespective of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation and socio-economic background.

A child/young person is defined as a person under the age of 18 (the Children Act 1989).

Click or tap here to enter text. , BHS Accredited Professional Coach fully adopts the BHS Safeguarding Children and Young People Policy.

\*Nation specific safeguarding legislation and guidance is also adhered to – please see out document ‘*Legislation and Guidance 2022*’ on [www.bhs.org.uk/safeguardingchildren](http://www.bhs.org.uk/safeguardingchildren)

## 2. Aims

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

- To ensure robust safeguarding arrangements and procedures are in operation to provide children and young people with appropriate safety and protection whilst using the services of Click or tap here to enter text. , BHS Accredited Professional Coach, allowing them to participate in a fun, safe environment and in an atmosphere of fair play.
- To take all reasonable, practical steps to protect children and young people from harm, discrimination and degrading treatment and respect their rights, wishes and feelings.
- To establish a culture where concerns are identified early and reported in accordance with this policy.
- To ensure 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.
- To ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to 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.
- To ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- To maintain high standards of behaviours and good practice through compliance with the BHS coach code of conduct and the BHS codes of conduct for parents/guardians, junior members and volunteers.

The policy and procedures are mandatory for everyone involved 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 required by the Local Safeguarding Children Board, BHS and the BEF
- As a result of any other significant change or event

### 3. 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:-**

- Ensure a positive child-centred environment.
- Be aware of The British Horse Society's safeguarding policies, procedures and guidelines.
- Ensure parents/children are aware of the policy and procedures.
- Receive queries and offer support regarding safeguarding concerns.
- Undertake training as necessary.
- Promote training to support staff, members and volunteers.
- Ensure that codes of conduct are in place for staff, volunteers, coaches, young people and parents.
- Ensure confidentiality is maintained and information is only shared on a "need to know" basis.
- Respond to any allegations or complaints made during your duties as an APC.
- Communicate with organisations I support and The BHS Safeguarding team regarding concerns.
- Maintain contact details for local children's social care and the police.

**It is not the role of the CSO 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).

### 4. Reporting a concern

#### What is a Safeguarding Concern?

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

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

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.

### 5. Position of Trust and abuse of trust

Click or tap here to enter text. , BHS Accredited Professional Coach is aware of the definition of an adult who is in a position of trust. *For the purpose of working within the Equestrian Industry those who regularly teach, train, supervise or have sole charge of the child are in a position of trust.* Click or tap here to enter text. Understands

that sexual activity between an adult in a position of trust and a child is deemed to be an abuse of trust and is unlawful.

## 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 Children'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 child'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.

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 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 child. As part of meeting a child'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 organisations and any referring school or agency, including low level concerns that may not warrant immediate action but that could form a pattern. Staff/volunteers 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 children.

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. , BHS 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. , BHS Accredited Professional Coach website.

## 9. Training

Instructors/coaches working with children must undertake the BEF approved safeguarding training (or recognised equivalent) course within the last 3 years. Refresher training must be completed every three years via either the BEF approved online training portal or a further face to face course.

## 10. Criminal Record checks and safer recruiting

Safeguarding Officers/Instructors/coaches who teach/coach Under 18s must hold a current certificate through the Disclosure and Barring Service, Disclosure Scotland or Access NI as appropriate.

Certificates must be renewed every three years.

Organisations should have a safe recruitment process that is followed with both employees and volunteers.

### Further information and links

**NSPCC** 0808 800 5000

**Childline** 24-hour free and confidential helpline for children Tel: 0800 1111

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

**Children First** – Scotland - Tel: 0131 446 2300

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

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

**Age UK** Tel: 0800 169 6565

**ACT Early** Prevent radicalisation and extremism by Acting Early [www.actearly.uk](http://www.actearly.uk)

#### Documents

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

#### Criminal record check information

England and Wales

[www.bhs.org.uk/record-checks](http://www.bhs.org.uk/record-checks)

Scotland

<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/>