

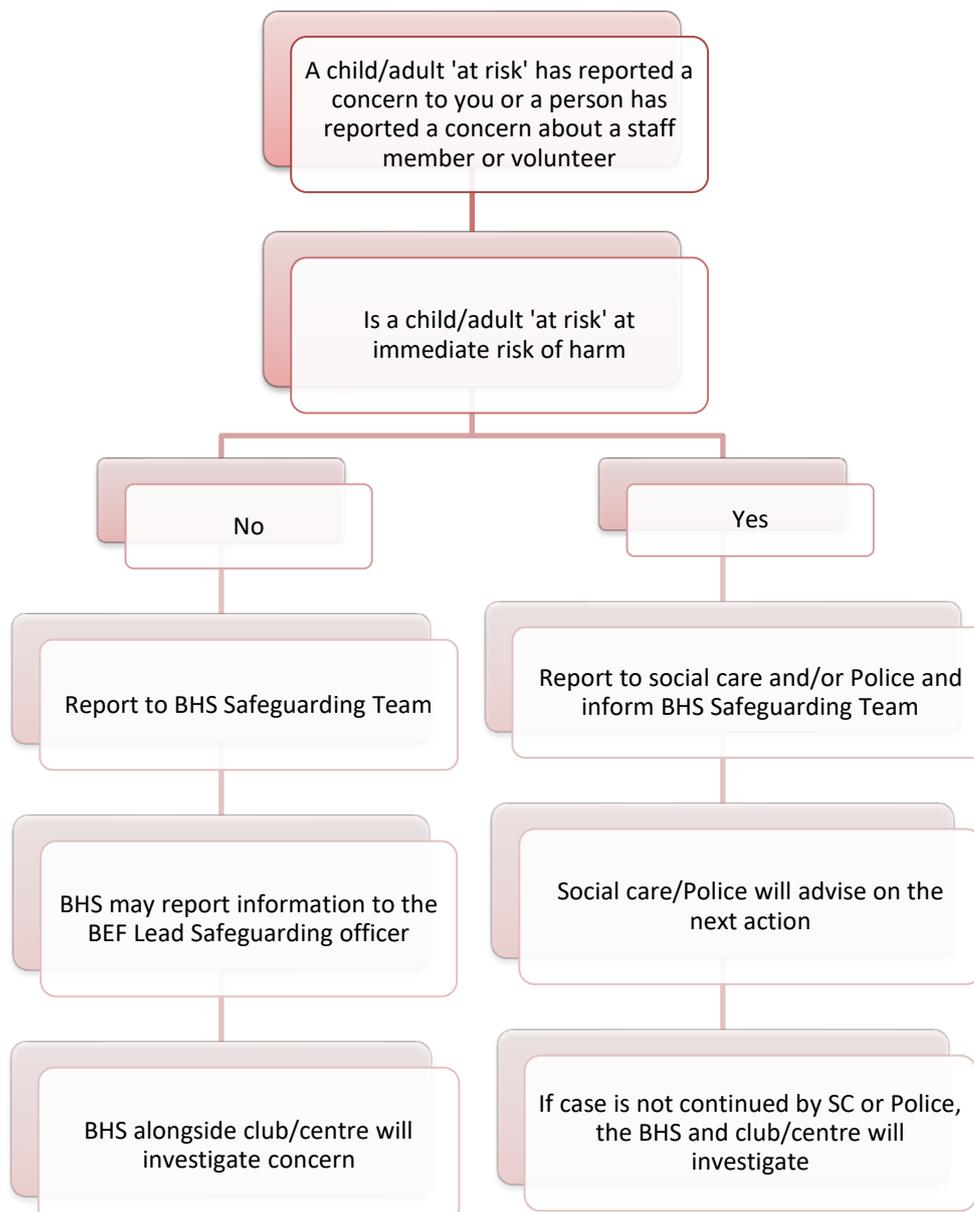
This document is the British Horse Society's policy for safeguarding children and young people. It includes BHS Qualifications known as BHSQ.

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

More advice is available 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.



Contact Information

BHS Safeguarding Team
Ellie Vajcovec – Safeguarding Manager and Erin Dobby – Safeguarding Co-ordinator
02476 840746
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 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 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.

2. Introduction

The British Horse Society (BHS) 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.

The Working Together to Safeguard Children (2018) document published by the Department of Education states that:

- Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action and;
- In order that organisations, agencies and practitioners collaborate effectively, it is vital that everyone working with children and families, including those who work with parents/carers, understands the role they should play and the role of other practitioners.

The BHS fully adopts the BEF Safeguarding Policy (Children and Young People), the full policy can be downloaded from the BEF website <https://www.britishequestrian.org.uk/getInvolved/safeguarding/what-is-safeguarding>

3. Aims

The aims of The BHS Safeguarding Policy are:

BHS Safeguarding C and YP Policy

- To ensure 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.
- To take all reasonable, practical steps to protect children from harm, discrimination and degrading treatment and respect their rights, wishes and feelings.
- 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.
- Through education, awareness and support, the BHS aims to establish a culture where concerns are identified early and reported in accordance with this policy.
- To ensure 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.
- 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 BHS codes of conduct produced for instructors, coaches, parents/guardians, junior members, volunteers and BHS Employees.

The policy and procedures are mandatory for everyone involved with The BHS (and BHSQ). 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 year, or in the following circumstances:

- Changes in legislation and/or government guidance.
- As required by the Local Safeguarding Children Board, UK Sport and the BEF.
- As a result of any other significant change or event.

4. Scope

This policy applies 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; and
- All members of the BHS.

5. Responsibility

a. The BHS

- The BHS's Board of Trustees and Chief Executive have overall accountability for this Policy, Safeguarding Response Policy and accompanying guidance.
- The BHS Board of Trustees will nominate a Safeguarding Champion who will be responsible for raising awareness of safeguarding matters at board meetings.

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- The Chief Operating Officer has overall responsibility for its implementation.
- The BHS Safeguarding 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.
- 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

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 they employ;
- 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 should:

- 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 as the overriding principle.*
- Nominated a Safeguarding Officer; Club or Centre Safeguarding Officer (CSO)
- Work with others in the centre or club to ensure a positive child-centred environment
- Respond to any allegations or complaints made from within your club/centre
- Communicate with centre or club management and The BHS Safeguarding team regarding concerns
- Maintain contact details for local children's social care and the police
- Ensure that their club or centre is aware of The BHS Safeguarding Policy, 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 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 Safeguarding Manager.

The role of the LSO is:

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- 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.
- To implement and manage appropriate Safeguarding procedures in relation to child protection and safeguarding ensuring that the BEF is informed when necessary (level 2 threshold and above).
- To respond to any allegations or complaints made from within the BHS. Operationally, to deal with the complaint/allegation to conclusion in line with agreed protocols including reporting to statutory agencies where necessary.
- To represent the BHS on the BEF Safeguarding Action Team (SAT).
- To ensure the effective protection and safeguarding of children and young people 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 BHS volunteers.
- To manage and monitor the implementation of the policy and procedures and feed back to the BEF on an annual basis.
- To support the relevant BHS departments to ensure that BHS procedures for recruitment of staff and volunteers are followed and all appropriate existing staff or volunteers have up to date criminal record checks where required.
- To ensure confidentiality is maintained and information is only shared on a "need to know" basis.

e. The BHS and British Equestrian (BEF)

The equine industry has a unique structure with British Equestrian (BEF) as an umbrella body. The Member Bodies under its jurisdiction benefit from an industry wide safeguarding policy.

Each member body has their own Lead Safeguarding Officer and all member bodies work together to have similar policies, training and resources available.

The BHS is able to access the BEF Case Management group for concerns that have been reported of level 2 threshold and above.

The BHS is also able to participate in cross member body investigations that can be dealt with centrally by the BEF.

f. The BHS and Horsescotland

Horsescotland is the umbrella body for all equestrian activity in Scotland and was founded in 1998. It represents 20 member bodies and other individual and club members, providing support, funding, training and coaching. All member bodies work together to keep everybody safe. BHS Scotland is a member body of Horsescotland.

Horsescotland is a partner of Sportscotland (the national sports agency) and seeks to enable equestrian sport and the equestrian sector in Scotland to develop and excel through the highest levels of participation in the sport and the highest levels of growth for the country's equestrian industry.

Each member body has their own Lead Safeguarding Officer and all member bodies work together to have similar policies, training and resources available.

Horsescotland is a member body of BEF (along with the BHS).

6. 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. 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.

The Safeguarding Officer for the centre or club or the affiliated coach will need to decide whether the concern is a minor breach of a code of conduct or safeguarding policy or low-level safeguarding concern (Level 1), or is it a total breach of the code of conduct or safeguarding policy and provides a significant safeguarding issue or concern (Level 2). The *BHS Safeguarding Threshold Document* will help you decide if it is something that you can deal with at your centre/club or whether it needs referring onto your Safeguarding Lead Officer, the BEF or your Local Authority.

If you are unsure on whether it is something you can deal with yourself or if it does need referring on, then please call us for further advice and information. Once a concern is disclosed to the BHS Safeguarding Team *the BHS Safeguarding Response Policy* will be utilised.

7. 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 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.

immediately.

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. Information Sharing

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*

9. Reporting to charity regulatory bodies

BHS will report to those charity regulatory bodies with which it is registered those incidents or events, whether actual or alleged, which result in or risk significant harm to the charity's beneficiaries, staff, volunteers or others who come into contact through its work or to the charity's work or reputation.

This reporting is the responsibility of the charity's trustees and is delegated to the Company Secretary who will correspond with the appropriate regulatory bodies.

10. Provision of support for victims/witnesses

The BHS will endeavour to support all those involved in a safeguarding concern. Witnesses and victims will be signposted to support organisations and we will keep them updated with the progress of the case regularly. The timescale for this will be discussed with them beforehand.

11. Communication

The BHS will make available its Safeguarding Policy and Procedures to all staff, volunteers, junior members and their parents/guardians and it will appear in full on the BHS website.

The BHS will circulate to all members the name and number of the BHS Lead Safeguarding Officer.

12. Training

The BHS trustees will complete regular safeguarding training, at least every three years.

The BHS Safeguarding Team will attend appropriate training regularly and the BHS Safeguarding Manager is responsible for making sure the team complete continual professional development.

The BHS Safeguarding Manager will be responsible for training BHS employees whose role requires safeguarding training.

The BHS recommends that all Instructors/coaches and staff and volunteers working with children should undertake the BEF approved safeguarding training (or recognised equivalent) course within the last 3 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 3 years) and must evidence their attendance at a recognised training course.

13. Position of Trust and Abuse of trust in the Equestrian Industry

Position of Trust

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An adult is in a position of trust over a child if they regularly teach, train, supervise or have sole charge of the child in certain settings (e.g. hospitals, residential care, schools) or when in certain roles (e.g. teacher, care worker) Sexual Offences Act 2003. 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.

Abuse of Trust

Sexual activity between an adult in a position of trust and a child is deemed to be an abuse of trust and is unlawful, even if the child is over the age of consent (i.e. 16 or 17). The BEF along with other sport governing bodies treats coaches and other officials as being in a position of trust. Coaches and other officials should ensure they maintain healthy, positive and professional relationships with all participants. Coaches and others in positions of authority and trust in relation to athletes aged under 18 must not engage in sexual relationships with them while that unequal power relationship exists. In England and Wales any suspicions of abuse of trust must be reported to the Local Authority Designated Officer.

14. Criminal Record checks

The BHS recommends that all instructors/coaches, staff and volunteers working with children (if they meet the legal criteria) hold a current certificate through the Disclosure and Barring Service, Disclosure Scotland or Access NI as appropriate.

Where required certificates must be renewed every three years unless an individual is signed up to the relevant scheme or updates service in their nation.

15. Raising Awareness

The BHS will endeavour to raise awareness through training, resources and BHS events current and significant subjects such as:

- Reporting concerns
- Position of trust and abuse of position of trust
- Safety online
- Bullying
- Parents in sport

Further information and links

BHS Safeguarding Team

Ellie Vajcovec – Safeguarding Manager and Erin Dobby – Safeguarding Co-ordinator

02476 840746

safeguarding@bhs.org.uk

Confidential email: cpleadofficer@bhs.org.uk

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

Samaritans Tel: 116 123

Mind Tel: 0300 123 3393

Child Protection in Sport Unit (CPSU) Tel: 0116 234 7278

Children First – Scotland - Tel: 0131 446 2300

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

Young minds parents line - Advice and help with any mental health issues relating to young people Tel: 0808 802 5544

Family Lives For parents who need help or someone to talk to Tel: 0808 800 2222

Barnardo's and Sexual Assault Referral Centres (SARCS) Support and counselling to victims of sexual abuse

NAPAC (National Association for Children Abused in Childhood) An organisation that support the recovery from childhood abuse www.napac.org.uk support@napac.org.uk 0808 801 0331

Child Exploitation and Online Protection Centre (CEOP) Tel: 0870 000 3344

Domestic Abuse Hotline Tel: 0808 2000 247

Age UK Tel: 0800 169 6565

Documents

Associated Documents

BHS Safeguarding Response Policy

Sharing Information Processes Document

Safeguarding Threshold Document

Safeguarding Policy Templates for Centre, Clubs and coaches

Please see BHS website for useful templates and documents

www.bhs.org.uk/safeguardingchildren

Criminal record check information

England and Wales

www.bhs.org.uk/record-checks

Scotland

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

Appendix 1

Glossary of Terms

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

Safeguarding - "The action that is taken to promote the welfare of children and protect them from harm. **Safeguarding** means: protecting children from abuse and maltreatment, preventing harm to children's health or development, ensuring children grow up with the provision of safe and effective care."

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.

Threshold -

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.

BHS Safeguarding Team

02476 840746

safeguarding@bhs.org.uk

Appendix 2

Sharing information processes document

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/safeguardingchildren>

Sharing Safeguarding Information

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.

BHS Safeguarding C and YP Policy

