



THE PONY CLUB: SAFEGUARDING - POLICIES AND PROCEDURES

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Note: This document should be reviewed annually or where there are significant changes to legislation and/or statutory guidance.

Contents

SECTION	TITLE	PAGE
Section 1:	<u>Safeguarding & Our Duty of Care</u>	4-7
1.1	The Pony Club Mission Statement	4
1.2	The Pony Club Objectives	4
1.3	Safeguarding Policy Statement	4
1.4	Role of the British Equestrian Federation (BEF)	5
1.5	Role of The Pony Club	5
1.6	Role of The Pony Club's Central Safeguarding Team (CST)	5
1.7	Role of Clubs	6
1.8	Role of Club Safeguarding Officers (CSO)	6
1.9	Who do I contact?	7
Section 2:	<u>Dealing with Concerns and Allegations</u>	8-18
2.1	Recognising Signs of Abuse	8
2.1.1	Child and Adult [at Risk] Abuse	
2.1.2	Indicators of Abuse	
2.1.3	Reasons to Suspect Abuse	
2.2	Responding to Concerns / Allegations	9
2.3	Reporting Concerns / Whistle-blowing	10
2.3.1	Concerned Party	
2.3.2	Club Safeguarding Office (CSO)	
2.3.3	Central Safeguarding Team (CST)	
2.4	Recording Concerns	12
2.4.1	Completing Case Records	
2.4.2	Concerned Party	
2.4.3	Club Safeguarding Officer (CSO)	
2.4.4	Central Safeguarding Team (CST)	
2.5	Initial Action & Investigation	15
2.6	Disciplinary Action	15
2.7	Sharing Information	17
2.8	Confidentiality & Data Protection	18
Section 3:	<u>Safer Recruitment</u>	19-24
3.1	Selection & Recruitment	19
3.1.1	Recruitment of Volunteers and Staff within Clubs	
3.1.2	Recruitment of Coaches	
3.1.3	Codes of Conduct	
3.2	Criminal Record Disclosure Checks	20
3.3	Disclosures with Content	22
3.4	Safeguarding Workshops	23
3.5	Whistle Blowing	24
Section 4:	<u>Pony Club Events & Camps</u>	25-29
4.1	Use of External Venues	25
4.2	Residential Excursions	25
4.3	Transportation	26
4.4	Travelling Abroad	29
4.5	Safeguarding Responsibilities Display	29

Section 5:	<u>Key Definitions</u>	30-36
Section 6:	<u>Appendices</u>	37-42
Appendix 1	Statutory Framework / Legislative Basis	37
Appendix 2	Golden Rules for Sharing Information	38
Appendix 3	Support & Useful Contacts	39
Appendix 4	Incident Report Form	40
Appendix 5	Conversation Reporting Form	42
Section 7:	<u>List of Relevant Policies</u>	43-44
Policy 1	Codes of Conduct	43
Policy 2	Whistle-blowing Policy	43
Policy 3	Social Networking & the Digital World	43
Policy 4	Photography	43
Policy 5	Alcohol & Drugs	44

Section 1: Safeguarding & Our Duty of Care

1.1 Mission Statement

The Pony Club believes that it is essential that children and young people are encouraged to take part in outdoor activities and sports as part of their development to adulthood. Their participation in sport must be in a secure, safe and fun environment and be protected from harm. The positive effects of involvement with horses can help develop self-esteem, teamwork and leadership. This can only take place if equestrian sport is effectively regulated and managed by well trained staff and volunteers.

1.2 The Pony Club Objectives

The objectives of The Pony Club are:

- To encourage young people to ride and to learn to enjoy all kinds of sport connected with ponies and riding.
- To give instruction in riding and horsemanship and to educate members to look after and to take proper care of their animals.
- To promote the highest ideals of sportsmanship, citizenship and loyalty to create strength of character and self-discipline.

1.3 Safeguarding Policy Statement

The Pony Club accepts its legal and moral obligation, and recognises that it has a duty of care to protect all children and safeguard their welfare. Everyone who participates in Pony Club activities is entitled to do so in a safe and enjoyable environment. To ensure this, The Pony Club is committed to devising and implementing policies and procedures which are commensurate with the British Equestrian Federation (BEF) Safeguarding Policies.

In pursuit of this, The Pony Club is committed to ensuring that:

- The welfare of children and young people is paramount.
- All reasonable and practical steps are taken to protect children from harm, discrimination or degrading treatment, and respect their rights, wishes and feelings.
- High standards of behaviour and practice are maintained through compliance with Codes of Conduct produced for members, coaches, officials, volunteers and staff, parents / guardians and spectators.
- All concerns and allegations of child abuse or poor practice are taken seriously and responded to swiftly and appropriately.
- All employees and volunteers are carefully selected, informed about their responsibilities and provided with guidance and/or training in good practice and safeguarding procedures.

This policy applies to all Pony Club Branches, Linked Centres, staff and volunteers working with us and to all Pony Club Members and their parents / guardians affiliated to or taking part in activities run by The Pony Club or its Clubs. It also applies to all coaches (fully accredited, supervised, volunteer, assistant or trainees) if working or volunteering in a role for any of the above.

Please note: where 'Club' is used throughout this document, this refers to all Branches and Linked Centres.

This document will be reviewed annually or where there are significant changes to legislation and/or statutory guidance.

1.4 Role of the British Equestrian Federation (BEF)

Please note the following abbreviations:

- MBs refers to BEF Member Bodies
- LSO refers to Lead Safeguarding Officer(s)
- SEAT refers to Safeguarding and Equality Advisory Team
- CMG refers to Case Management Group

The role of the BEF is to:

- Provide a strategic overview and guidance for equestrian sport on safeguarding children and adults at risk and promote their welfare.
- Provide guidance on best practice in recruitment, training and supervision of officials, volunteers, staff, coaches, members and parents / guardians for all MBs.
- Provide access to approved child protection / safeguarding education and training to staff at BEF, its MBs and LSO.
- Respond to and support MBs with the management of allegations, concerns and complaints relating to child protection and welfare, initiating Case Management systems and processes as necessary, and liaising with the CMG as requested by MBs.
- Coordinate and update a central database for all concerns / cases shared by MBs.
- Give guidance on the implementation and management of appropriate disciplinary and appeals procedures in relation to child protection and welfare, including monitoring the outcomes of any such events as requested by MBs.
- Coordinate the BEF SEAT and CMG groups.
- Ensure that all concerns are correctly reported and referred out in accordance with the BEF guidelines.
- Ensure that BEF procedures for recruitment of staff and volunteers are followed and all appropriate existing staff and volunteers have up to date disclosure checks (DBS, PVG or Access NI) if appropriate and applicable.
- Review and monitor the implementation of the policy and procedures on an annual basis.
- Ensure that all data collected by the BEF is kept securely in accordance with data protection legislation.

1.5 Role of The Pony Club

The whole of The Pony Club has a responsibility regarding safeguarding which is divided into five key areas:

- To ensure safeguarding standards are met and maintained.
- To ensure policies and procedures put in place for the purposes of safeguarding are strictly adhered to.
- To reporting, manage and deal with concerns about children and adults at risk and their welfare.
- To ensure appropriate confidentiality is maintained where possible.
- To provide appropriate training, and ensure all the relevant skills and knowledge of all individuals within the organisation are up to date.

1.6 Role of The Pony Club's Central Safeguarding Team (CST)

The Pony Club has a **Central Safeguarding Team (CST)** which has primary responsibility for managing, reporting and dealing with concerns about children and adults at risk and for putting procedures in place to safeguard children and adults at risk within the organisation, including providing support for Clubs and officers where relevant.

Specifically their role is:

- To work with others to create a positive, child-centric environment within The Pony Club.
- To play a lead role in developing and establishing The Pony Club's approach to safeguarding members – a key role within the organisation.
- To manage cases of child abuse and poor practice reported to The Pony Club, including maintaining records.
- To manage referrals to **statutory agencies** (police, social care or LADO).
- To be a central point of contact for internal and external individuals and agencies.
- To represent the organisation at external meetings related to safeguarding, including BEF SEAT.
- To coordinate the dissemination of policy, procedures and resources throughout the organisation.
- To provide advice and support to **Club Safeguarding Officers (CSO)** and other officials and play a key role in their recruitment, selection and training.
- To ensure adherence to The Pony Club's disclosure check and safeguarding training requirements in line with Regulated Activity / Work.
- To ensure systems for obtaining disclosure checks are simple, effective, running properly and easily accessible, providing advice and support where necessary.
- To advise on the organisation's training needs and the development of its training strategy in conjunction with the BEF and its MBs, and to provide training where appropriate.
- To play a lead role in maintaining and reviewing The Pony Club's implementation plan for safeguarding and protecting children and adults at risk.

1.7 Role of Clubs

The role of the Club is:

- To ensure a positive, child-centric environment within the club.
- To fulfil its responsibilities to safeguarding members at the club.
- To implement The Pony Club's Safeguarding Policy and Procedures.
- To play a key role in responding to and reporting concerns about members' welfare, child abuse or poor practice (whether these are suspected or confirmed).
- To ensure appropriate confidentiality is maintained and information is only shared on a need-to-know basis.
- To promote The Pony Club's best practice and/or Codes of Conduct within the club.
- To ensure adherence to The Pony Club's disclosure check and safeguarding training requirements in line with Regulated Activity / Work.
- To ensure that all coaches (fully accredited, supervised, volunteer, assistant or trainees) meet the coaching requirements, including disclosure checks, safeguarding training, first aid, Continuing Professional Development (CPD) course and presence on the coach database, Unity (please see the Training pages of The Pony Club website for more information).

Where a concern is raised about poor conduct / practice and doesn't constitute a safeguarding concern, then this should be reported to either the District Commissioner, Centre Proprietor, Area Representative or Centre Coordinator for them to action as appropriate via the Rules and Compliance Committee. The **CST** is not responsible for these.

1.8 Role of Club Safeguarding Officer (CSO)

The **Club Safeguarding Officer (CSO)** is the person within a Club who plays a key role for managing and reporting concerns about children and adults at risk, in line with the policies and

procedures included in this document, and for implementing procedures to safeguard children and adults at risk.

Clubs are required to appoint a **CSO**. This role could be held by the District Commissioner or Centre Proprietor, or by another committee member or Centre personnel. Prior knowledge and expertise in this field are essential in order to enable them to carry out the role effectively. Appropriate training will be provided to support this role.

The role of the **CSO** is:

- To work with others in the Club to ensure a positive child-centric environment.
- To assist the Club to fulfil its responsibilities to safeguard members at club level.
- To assist the Club to implement, and to manage and monitor the implementation of, The Pony Club's Safeguarding Policy and Procedures at club level.
- To act as the first point of contact for officials, volunteers, staff, coaches, members and parents / guardians, where concerns about members' welfare, child abuse or poor practice are identified (whether these are suspected or confirmed).
- To act as the first point of contact with the **CST** at The Pony Club Office.
- To implement The Pony Club's reporting and recording procedures;
- To maintain case records as necessary.
- To ensure appropriate confidentiality is maintained and information is only shared on a need-to-know basis.
- To promote The Pony Club's best practice and/or Codes of Conduct within the club.
- To ensure adherence to The Pony Club's disclosure check and safeguarding training requirements in line with Regulated Activity / Work.
- To ensure that all coaches (fully accredited, supervised, volunteer, assistant or trainees) meet the coaching requirements, including disclosure checks, safeguarding training, first aid, Continuing Professional Development (CPD) course and presence on the coach database, Unity (please see the Training pages of The Pony Club website for more information).

1.9 Who do I contact?

If you have any queries regarding Safeguarding within The Pony Club or any concerns please contact:

Safeguarding Secretary:

Stefanie Brazier

Email: stefanie@pcuk.org

Tel: 02476 698323

Lead Safeguarding Officer:

Christine Gould

Email: safeguarding@pcuk.org

Tel: 07833 523626

Section 2: Dealing with Concerns & Allegations

Safeguarding is everyone's responsibility and everyone has a duty to action any concerns they have or that are raised to them. **No action is not an option.**

It is essential to deal with any concerns of abuse in a sensitive and appropriate way. These concerns should be taken seriously and must be reported and handled the same day that it is raised or received. Strict confidentiality must also be exercised and maintained at all times with information only passed on to those who need to know. The following sections outline the **Four R's** of dealing with any concerns or allegations:

Recognising Abuse

Responding

Reporting

Recording

It is not the place of anyone within The Pony Club to ascertain whether abuse is taking place or to find evidence to support this. Instead any concerns should be reported to the appropriate officer, i.e. the **Club Safeguarding Officer (CSO)**, the **Central Safeguarding Team (CST)** and/or the appropriate authorities.

Where a concern is raised about poor conduct / practice and doesn't constitute a safeguarding concern, then this should be reported to either the District Commissioner, Centre Proprietor, Area Representative or Centre Coordinator for them to action as appropriate via the Rules and Compliance Committee. The **CST** are not responsible for these.

There are four levels of reporting with safeguarding concerns or allegations raised within The Pony Club. These include the person initially reporting the concern / allegation (referred to as **Concerned Party**), the **Club Safeguarding Officer (CSO)**, the **Central Safeguarding Team (CST)** and referrals made to the Police, Social Care or LADO where necessary (referred to as **Statutory Agencies**). Each level is colour coded to distinguish accordingly:

- **Concerned Party = green**
- **Club Safeguarding Officer = orange**
- **Central Safeguarding Team = purple**
- **Statutory Agencies = red**

If you feel a child is in immediate danger, then you should call the police.

2.1 Recognising Signs of Abuse

2.1.1 Child and Adult [at Risk] Abuse

Child abuse is defined as any action that causes significant harm to a child. This includes physical, emotional or sexual mistreatment, neglect or lack of care and bullying. Abuse can happen to any child regardless of their age, gender, disability, race, religion or ability.

Adult [at risk] abuse is defined as a single or repeated act or lack of appropriate actions, occurring within any relationship where there is an expectation of trust, which causes harm or distress to a vulnerable person. This includes physical, emotional or sexual mistreatment, neglect or lack of care, bullying, financial, discriminatory, modern slavery or domestic abuse. Abuse can happen to any adult at risk regardless of their age, gender, disability, race, religion or ability.

It is important to note that bullying is a form of physical and/or emotional abuse and should therefore be dealt with as a safeguarding concern in line with the policies and procedures outlined in this document. It can take the form of adult to child abuse and child to child abuse.

Please note, where 'abuse' is stated throughout this document, this will be inclusive of all types of abuse to children and adults at risk as listed above.

An all encompassing approach is necessary to address and prevent abuse successfully.

2.1.2 Indicators of Abuse

It is important to understand that abuse is not always obvious or readily visible. Indicators that a child / adult at risk may be being abused include but are not limited to:

- Withdrawal from friends and usual activities or difficulty making friends
- Changes in behaviour and appetite, e.g. aggression, hostility or hyperactivity
- Depression, anxiety or unusual fears
- Sudden loss of self-confidence or becoming withdrawn
- An apparent lack of supervision
- Frequent absences from activities
- Unexplained or suspicious injuries, such as bruising, cuts or burns
- Injuries with inconsistent explanations
- Reluctance to go home or attempts at running away
- Rebellious or defiant behaviour
- Attempts at suicide or self-harm
- Inappropriate sexual awareness or engaging in explicit sexual behaviour
- Disclosures about abuse

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is taking place.

2.1.3 Reasons to Suspect Abuse

There are several reasons why a person may become aware of a possible case of abuse, whether it is something they witness or information received from a person expressing their concerns. These may include:

- A disclosure made by a child.
- An observation that has been made.
- Signs or suspicions of abuse.
- An allegation made against an official, volunteer, staff or coach.
- An allegation made about a parent or someone who is not involved within the sport.
- In response to allegations regarding poor practice / conduct or a code of conduct breach.
- A report from the local **statutory agency**.

Please note, where 'concern' is stated throughout this document, this refers to disclosures, concerns or allegations.

2.2 Responding to Concerns

2.2.1 Policy

Responding refers to the actions taken at the time you become aware of a concern or have a disclosure made to you. At that moment, it is important that you act appropriately in order to ensure you gain as much information and insight as possible whilst not prejudicing any future investigation.

2.2.2 Procedure

When responding to a concern, you should:

- Stay calm – do not show disgust or disbelief.
- Ensure the child is and feels safe, if responding to a disclosure made by a child.
- Listen carefully.
- Keep an open mind – do not speculate, make assumptions or make judgements.
- Find a quiet place to have the conversation.
- Keep questions to a minimum whilst the person is talking. If questions are needed to find out more information or to clarify points, then these should be open-ended questions where possible.
- Make a written note of what is said to you and read back to the person what has been written down to ensure a clear and accurate understanding has been recorded.
- Make and agree an immediate plan as to the next action.

You should try not to:

- Panic.
- Make promises or agree to confidentiality – you have a duty of care to report concerns.
- Allow expressions of shock or distaste.
- Make negative comments about the alleged incident.
- Don't ask leading questions. Keep closed questions to a minimum (i.e. those that require a 'yes' or 'no' answer).

You should never:

- Approach any alleged perpetrator to discuss the concern.
- Make promises to the child that cannot be kept, e.g. confidentiality.
- Rush into actions that may be inappropriate.
- Take forward concerns if you have a conflict of interest. Instead this should be passed onto another appropriate official.

2.3 Reporting Concerns / Whistle-blowing

There are four levels of reporting with safeguarding concerns or allegations raised within The Pony Club. These include the person initially reporting the concern / allegation (referred to as **Concerned Party**), the **Club Safeguarding Officer (CSO)**, the **Central Safeguarding Team (CST)** and referrals made to the Police, Social Care or LADO where necessary (referred to as **Statutory Agencies**). The following sections outline who the different levels should report to and how to do this.

The Pony Club's full Whistle-blowing policy can be found in **Section 7: List of Relevant Policies**.

2.3.1 Concerned Party

2.3.1.1 Policy for Reporting

Any concerns, about the welfare of a child / adult at risk or the behaviour of an adult towards a child /adult at risk, that you have or that are disclosed to you should be reported directly to the **CSO** immediately for the appropriate action to be taken. If the **CSO** is not available or the concern involves the **CSO**, then you should report your concerns to the **CST** immediately. Please see **Section 1.9** for contact details for the **CST**.

If you are concerned for the immediate welfare of a child, then you must contact the police and/or social care as a matter of urgency. Likewise, if medical attention is required, then the emergency

services should be contacted immediately. These are known as referrals to **statutory agencies**. In both circumstances, the controller should be informed that it is in relation to a child protection concern. The **CSO** or **CST** should also be informed within 24 hours when a referral has been made to the police, social care or emergency services in the first instance. Please see **Section 2.4** for more information on what you should make note of when referring to **statutory agencies**.

If an alleged criminal offence has taken place, then this should be reported to the police. The **CSO** or **CST** should also be informed so that they are aware and can discuss the matter with the police as appropriate.

If you require any guidance on how to deal with a concern, your **CSO** and the **CST** are here to help and can advise you in accordance with the safeguarding policies and procedures. If you cannot contact the **CSO** or **CST**, you are advised to contact the NSPCC Helpline on 0808 800 5000. Please see **Appendix 3** for additional useful contacts.

If you are in any doubt, report your concern.

2.3.1.2 Procedure for Reporting

Concerns / allegations should be reported on the day they are raised. This should be done via a face to face or telephone conversation with or by email to the **CSO**. Please see **Section 2.4.2** for more information on what details need to be reported in order for the **CSO** or **CST** to create a case file for the concern.

2.3.2 Club Safeguarding Officer (CSO)

2.3.2.1 Policy for Reporting

The **CSO** should report all safeguarding concerns and allegations received at the Club to the **CST**. This includes those that have been dealt with and concluded at a local level as well as those that need to be referred higher due to the severity of the concern.

In some circumstances, the **Concerned Party** may have already reported their concerns directly to the **CST**. The Club will be informed of any concerns raised directly to the **CST** and any proposed action. The only exception to this is where it may put a child /adult at risk in danger of significant harm or where an allegation has been made about the **CSO**. In these circumstances, the District Commissioner or Centre Proprietor will be informed. Parents / guardians will also be informed of concerns raised about their child (under 18) provided it doesn't put the child / adult at risk in danger of significant harm.

If you are concerned for the immediate welfare of a child, then you must contact the police and/or social care as a matter of urgency. Likewise, if medical attention is required, then the emergency services should be contacted immediately. These are known as referrals to **statutory agencies**. In both circumstances, the emergency control should be informed that it is in relation to a child protection concern. The **CST** should be informed when a referral has been made to the police, social care or emergency services in the first instance. Please see **Section 2.4** for more information on what details are required when referring to **statutory agencies**.

If an alleged criminal offence has taken place, then this should be reported to the police. The **CST** should also be informed so that they are aware and can discuss the matter with the police.

If you require any guidance on how to deal with a concern, the **CST** are here to help and can advise you in accordance with these safeguarding policies and procedures. Please see **Section 1.9** for contact details for the **CST**.

2.3.2.2 Procedure for Reporting

The **CSO** should form a case file for every concern raised to the Club (see **Section 2.4.3** for more information on Recording Concerns). Each case file should be marked as 'private and confidential' and forwarded to the **CST** at The Pony Club Office as soon as is practical. It can be submitted via email to safeguarding@pcuk.org or via post. If posting the case file, you must ensure this is sent Royal Mail Signed For delivery. Proof of postage should be retained.

2.3.3 Central Safeguarding Team (CST)

2.3.3.1 Policy for Reporting

The Pony Club has a duty to record all safeguarding concerns and allegations raised within the organisation. In order to achieve this, case files should be created for each concern and these should be stored on a central database by the **CST** at The Pony Club Office (see **Section 2.3.2.2** for more information).

The Pony Club reserves the right to share case files with the BEF and its Member Bodies as and when it is deemed necessary and appropriate. This information will be shared on a need to know basis only and confidentiality must be maintained at all times.

The Pony Club reserves the right to refer any cases to the relevant **statutory agencies** if it is deemed necessary and appropriate. This information will be shared on a need to know basis only and confidentiality must be maintained at all times.

2.3.3.2 Procedure for Reporting

Case files that are shared with the BEF, should be shared in a confidential manner with password protected documents. This will usually be submitted by email and marked 'private and confidential'. All correspondence with the BEF and who the case file is shared with will be recorded and form part of the case file.

When referring to **statutory agencies**, the **CST** will discuss the concern with the relevant agency to determine whether they wish to take the case forward. If so, the case files will be marked 'private and confidential' and will be forwarded on to the relevant agency as soon as is practical. This will usually be submitted by email. All correspondence with **statutory agencies** will be recorded and form part of the case file.

2.4 Recording Concerns

The Pony Club has a legal obligation to record all concerns raised within the organisation in order to monitor and manage any concerns before a child / adult at risk suffers significant harm.

2.4.1 Completing Case Records

2.4.1.1 Need for Detailed Records

A detailed record of every concern and allegation should be made at the time of it being raised. To ensure the information is as helpful as possible should an investigation need to be instigated, the record should be accurate and thorough. You must confine yourself to the facts and not include your personal opinion. Where concerns are raised from hearsay, this should be explicitly stated in the case file.

All relevant information should be recorded including any conversations (in person, over the telephone or via email), details of persons involved (including full name, contact details, address and role / position), any action taken so far and any evidence you have (e.g. screenshots of online messages).

2.4.1.2 Case Files

Each concern received by the **CSO** or **CST** should have its own case file. This ensures that documents from various case files do not get mixed up. These files and the documents enclosed must be password protected and stored on a secure database / server in accordance with data protection legislation. Access to case files should be on a need to know basis only with confidentiality maintained at all times.

As a minimum, cases files will consist of:

- An incident report form
- Any conversation recording sheets
- Any supporting evidence / documentation, including screenshots, photographs or videos.

2.4.1.3 Incident Report Form

The Pony Club has an incident report form template (see **Appendix 4**) which should be completed for all concerns raised within the organisation, whether at the Club or to The Pony Club Office. Once completed, this document should be kept confidential and will form part of the case file.

As a minimum, the incident report form should include the following information:

- Details of the person reporting the concern (and the person who expressed the concern initially if this person is different) including their name, age or date of birth, home address and contact details (telephone number and email).
- Details of the young person including their name, age or date of birth, home address and contact details.
- The nature of the allegation, including dates and times of incidents, persons involved and any other relevant information.
- A description of indicators you have noted, e.g. any visible bruising or injury, location, size, etc or behavioural changes.
- The young person's account, if it can be given.
- Details of the alleged perpetrator and any relevant information, including accreditation, qualifications or certification.
- Details of witnesses to the incident, including contact details.
- Details of external agencies, if applicable, including details for the person you have spoken to (name, position and crime reference number).
- Whether the parents have been contacted including details of what has been said.
- Whether anyone else has been consulted including details.

Please note: Details recorded in the incident report form should remain factual where possible. The person listening to a disclosure should refrain from noting down their assumptions. If any information is raised from hearsay, then this should be strictly stated.

2.4.1.4 Conversation Recording Form

The Pony Club has a conversation reporting sheet template (see **Appendix 5**) which should be completed when advice is sought from or when concerns are referred to **statutory agencies**. This will predominantly apply when the **CST** cannot be contacted and the concern needs to be reported

immediately. Once completed, this document should be kept confidential and will form part of the case file.

As a minimum, the conversation recording form should include the following information:

- Details of person who is making the referral
- Date and time of conversation
- Method of communication, e.g. telephone, in person or by email
- Details of the young person and their Club
- Details of person you are making the referral to, including their full name, contact details and job title
- Crime reference number, where applicable
- Summary of the conversation
- Planned actions

2.4.1.5 Supporting Evidence

Screenshots or photographs can be a good way to preserve any evidence without the risk of losing them. You **must not**, under any circumstances, take any photos of bruises or injuries as this will stop the police from carrying out a thorough and proper investigation, if required. By law, you are only able to take evidential photographs of a child's / adult at risk's injuries once for use as part of an investigation. Instead, you should draw a diagram of where the bruises / injuries are and what they look like using as much description as possible, so that your actions do not jeopardise any formal investigation.

2.4.2 Concerned Party

The **Concerned Party** will not need to complete any documentation. However, notes should be taken down regarding specific details of the concern, especially where a disclosure is received from a child (see **Section 2.2** for more information) to ensure the details are as accurate as possible. The concern should be recorded in full by the **CSO** or **CST**, depending on who the concern is reported to.

2.4.3 Club Safeguarding Officer

2.4.3.1 Policy for Recording

The Pony Club incident report form (see **Appendix 4**) should be completed by the **CSO** for all types of concerns raised, even where no immediate action may be necessary. Where a referral has been made to **statutory agencies**, the **CSO** should also complete the conversation recording sheet (see **Appendix 5**). Where these forms are not available, the **CSO** can create their own report to complete.

2.4.3.2 Procedure for Recording

1. Make clear notes about the concern ensuring you record as much detail as you can.
2. Read back what you have written down to the **Concerned Party** to ensure a clear and accurate understanding is being recorded.
3. Complete the incident report form as fully as possible with the above information (see **Section 2.4.1.3**).
4. Complete the conversation recording sheet for referrals where applicable (see **Section 2.4.1.4**).

Once completed, these documents should be handled in strict confidence, be password protected and stored in a secure location in accordance with data protection legislation.

2.4.4 Central Safeguarding Team (CST)

2.4.4.1 Policy for Recording

The Pony Club's **CST** are responsible for recording case files for all concerns received at The Pony Club Office and those reported by **CSO**. These should be logged on a central database to provide a platform to monitor and manage cases as appropriate. All files should be handled in strict confidence, be password protected and stored in a secure location in line with data protection legislation. Access to case files should be on a need to know basis only. When a **Concerned Party** is reporting a concern directly to the **CST**, the policy for **CSO** should be followed (see **Section 2.4.3.1**).

2.4.4.2 Procedure for Recording

The procedure outlined in **Section 2.4.3.2** should be followed for reporting concerns raised directly to the **CST** by a **Concerned Party**.

The procedure for recording Club case files is as follows:

1. Receive the case file and save it to the server.
2. Add to central database for record.
3. Monitor and update as appropriate.

2.5 Initial Action and Investigation

When a concern or complaint is received, the **CST** shall decide at which level the enquiry or investigation shall take place. The **CST** may recommend one or more of the following:

1. Refer the case back to the club to investigate the matter.
Please note: Where a matter is referred back to a club, a report of the investigation, outcome of the case and any sanctions must be sent to The Pony Club within a reasonable time which should not ordinarily exceed one month.
2. Refer the matter to the appropriate **statutory agency**.
3. Carry out an independent Pony Club investigation.

If the Pony Club investigation reveals a potential or actual breach of the law, then the Pony Club investigation should be deferred and a referral made to the police and/or social care. This will not recommence until the police / social care investigation has been completed.

2.6 Disciplinary Action

2.6.1 Policy

Depending on the decision as to the level at which the enquiry or investigation shall take place, the disciplinary process should be followed. The actions may be taken include:

1. Verbal warning
2. Formal written warning
3. Suspension or termination of membership
4. Restriction or prohibition from attending Pony Club events
5. Disciplinary hearing including full safeguarding investigation

2.6.2 Procedure

1. Receive complaint or concern in writing.
2. Report to **CST** to determine how the matter should be managed.
3. Look into the complaint / concern to establish the facts, whether there were any witnesses, etc.
4. Establish an appropriate course of action in line with the disciplinary process.
5. Implement proposed action.

By making everyone aware of the behaviour expected of them before attending Pony Club events, disciplinary action may not be necessary. However, if the code of conduct is breached, then The Pony Club or its Clubs will implement the next steps. Please see **Section 7: List of Relevant Policies** for further information on where Codes of Conducts can be found.

2.6.2.1 Formal Verbal Warning

A formal verbal warning should be given for persistent and/or severe instances of inappropriate behaviour. This should be given by the District Commissioner, Centre Proprietor or other appropriate Official to the person as soon as is practicable. An explanation of the incident and the verbal warning should be given in a private setting with a further independent witness present. For warnings given to members (under 18), the member's parents / guardians (or another responsible adult) should also be present to support and understand the warning. It may also be appropriate to reissue the Code of Conduct to the individual to reiterate the expected behaviour whilst in attendance at Pony Club events.

A professional discussion may take place during the time the warning is issued to provide the person the opportunity to respond if they wish. The warning may be withdrawn after those discussions. This would be at the discretion of the Club in conjunction with the person giving the verbal warning.

Any verbal warnings given should be reported to the **CSO**, District Commissioner or Centre Proprietor as soon as is practicable so a record can be kept for future reference.

It is essential that strict confidence is maintained throughout.

2.6.2.2 Formal Written Warning

Subsequent complaints within a two-year period should result in a written warning being given in the form of a letter. If the behaviour is considered excessive or sufficiently unacceptable, then it may be necessary to give a formal written warning without first issuing a verbal warning. An official should be present as an independent witness and, for written warnings given to members (under 18), the member's parents / guardians (or another responsible adult) should also be present to support and understand the warning. It may also be appropriate to reissue the Code of Conduct to the individual to reiterate what is expected from them whilst in attendance at Pony Club events.

The individual should be given the opportunity to respond and may wish to discuss the warning at the time with the person issuing the warning. This discussion should remain professional without arguments. The warning may be withdrawn after those discussions. This would be at the discretion of the Club in conjunction with the person giving the written warning.

Any written warnings given should be reported to the **CSO**, District Commissioner or Centre Proprietor as soon as is practicable so a record can be kept for future reference. The standardised letter format should be utilised.

It is essential that strict confidence is maintained throughout.

2.6.2.3 Restricting or Prohibiting attendance at Pony Club events

The Pony Club reserves the right to restrict and/or prohibit attendance at any of its activities to any person whom The Pony Club considers to be unsuitable. This could include, but is not limited to, the following reasons:

- Someone who is convicted of offences against children, e.g. required to sign the Sex Offenders Register.
- Someone who continually demonstrates poor behaviour or behaviour which is considered to be detrimental to others.
- Someone who exhibits behaviour that is deemed to impact negatively upon the efficient and safe-running of an event, including:
 - Physical or verbal violence
 - Inappropriate language
 - Bullying
 - Disruptive behaviour
 - Drunkenness
 - Stealing
 - Sexually inappropriate behaviour or actions
 - Discrimination
 - Taking or selling illegal substances
 - Criminal behaviour

Where it is felt necessary to restrict or prohibit an individual's attendance at Pony Club events, the individual should be politely asked to leave the event and to refrain from attending any future events. This should be followed up in writing within **7 days**. The restriction only applies to the person in question and does not extend to the member(s), other family members or other relatives.

If the individual refuses to leave or continues to attend future events after being restricted, then you may contact the police and ask them to remove the individual from the premises.

If Clubs require any assistance or advice in requesting that someone does not attend their activities, they should contact the **CST**. Please see **Section 1.9** for contact details for the **CST**.

2.6.2.4 Consideration of suspending or terminating membership

For repeated poor or excessive behaviour demonstrated by members, it may be necessary to suspend or terminate the membership of a member either for a set period of time or permanently, depending on the circumstances. The procedure for this is detailed in the Rules of the Pony Club which can be found in the Pony Club Handbook and on the website.

2.6.2.5 Disciplinary Hearing including full safeguarding investigation

It may be necessary to carry out a full safeguarding investigation and disciplinary hearing when an allegation or complaint has been received in respect of safeguarding children or adults at risk. This could be in relation to abusive behaviour, abuse of trust or position of trust matters. The procedure which should be followed in these circumstances is the Procedure for Allegations / Complaints made against officials, volunteers and staff. The full procedure can be found on the Pony Club website.

2.6.3 Appeals

Anyone who is subject to disciplinary action may appeal against the decision(s) made in line with the Complaints and Appeals Procedure. The full procedure for this is detailed in the Rules of the Pony Club which can be found in the Pony Club Handbook and on the website.

2.7 Sharing Information

Information should be shared on a strict need to know basis and it should remain confidential as far as is practicable. You must not promise full confidentiality though as you have a duty of care to ensure that concerns of abuse are reported to the appropriate person so the necessary action can be taken to protect the child / adult at risk from further harm.

The Pony Club and its Clubs reserve the right to investigate any safeguarding concern and/or to make a referral to the appropriate **statutory agency** if this is deemed necessary. The priority is always the welfare of a child / adult at risk.

Information may be shared and disseminated with the following people, where appropriate:

- **Club Safeguarding Officer (CSO)**
- The parents / guardians of the child / adult at risk (where appropriate and only if it will not harm the child / adult at risk to do so)
- The person making the allegation
- **Central Safeguarding Team (CST)**
- The BEF and its MBs
- **Statutory Agencies:** Police, Children's Social Care or LADO
- BEF Case Management Group and designated officers within The Pony Club
- Legal advisors of The Pony Club, the BEF or its MBs.

Parents / guardians have the right to be informed of any concerns raised about their child / adult at risk, regardless of the circumstances. They should be informed by the **CSO** or other appropriate officer. However, if telling the parents / guardians puts the child / adult at risk at further risk of significant harm, then this should be referred to the **CSO** and The Pony Club's **CST** before the information is shared with the parents / guardians, so they can advise on whether the information should be shared with parents / guardians at that stage. If the risk of harm is felt to be immediate then the police or social care should be informed, and they will decide if it is appropriate to inform the parents / guardians.

2.8 Confidentiality & Data Protection

The Pony Club must comply with data protection legislation with regards to the use and storage of personal information. Therefore, all personal data should be treated in accordance with the eight principles specified in the legislation. These are that it should be :

1. Used fairly and lawfully
2. Used for limited, specifically stated purposes
3. Used in a way that is adequate, relevant and not excessive
4. Accurate
5. Kept for no longer than is absolutely necessary – safeguarding records will be kept for longer periods due to the nature of the content.
6. Handled according to people's data protection rights
7. Kept safe and secure
8. Not transferred outside the European Economic Area without adequate protection.

Section 3: Safer Recruitment

The Pony Club has a duty of care to ensure unsuitable people are not able to work or volunteer with children or adults at risk. This duty of care extends to Clubs, and all employees and volunteers of The Pony Club.

Safer recruitment provides information about how to recruit people efficiently and how to prevent unsuitable people being able to work with children and adults at risk. The following policies and procedures outline the requirements that coaches, officials, volunteers and staff are expected to meet within Clubs before carrying out their roles.

3.1 Selection & Recruitment

3.1.1 Recruitment of Volunteers and Staff within Clubs

There is no set policy for Clubs to recruit new volunteers and staff. However, anyone who carries out a role in Regulated Activity / Work (please see **Section 5: Definitions**) must have the following requirements in place:

- Enhanced disclosure checks, updated every three years (see **Section 3.2**).
- Attendance at an approved safeguarding workshop, updated every three years (see **Section 3.4**).

Please note, Regulated Activity applies to England, Wales and Northern Ireland, and Regulated Work applies to Scotland only.

3.1.2 Recruitment of Coaches

There is no set policy for Clubs to recruit new coaches. However, all coaches (fully accredited, supervised, volunteer, assistant or trainees) who are recruited and used on a regular basis (i.e. 3 or more days in a 30-day period in England, Wales and/ Northern Ireland; or on one occasion in Scotland) must have the following certifications in place:

- Enhanced disclosure check, updated every three years
- Attendance at an approved safeguarding workshop, updated every three years
- Emergency First Aid at Work (EFAW) qualification, updated as required per certificate
- Attendance at a Continuing Professional Development (CPD) course, updated every two years
- Be listed on the Unity, the Coaches' Database
- Have access to a Coaches' Folder.

For more information on coach accreditation and which level of coaches require which certifications, please see the Training pages on The Pony Club website.

3.1.3 Codes of Conduct

There are also Codes of Conduct in place for all officials, volunteers and staff, coaches, members, parents / guardians, spectators and participants at Pony Club events. These outline the behaviour and conduct expected and what will not be tolerated by all when in attendance at Pony Club activities, representing Pony Club in any way or in an official capacity at Pony Club. Anyone recruited into any role within a Club should be made aware of these Codes of Conduct and given copies to read (either manually or electronically). If a Club wishes, it could also ask for the person to sign a copy of the code to confirm their understanding and to agree they will abide by it. Please see **Section 7: List of Relevant Policies** for further information on where Codes of Conducts can be found.

3.2 Criminal Record / Disclosure Check

3.2.1 Policy

Before anyone can carry out a role in regulated activity / work (please see **Section 5: Definitions**), they must complete a disclosure check and show the certificate they obtain to The Pony Club. This check must be enhanced with child barred list and current (i.e. within the last three years).

A disclosure check must be carried out by the person employing the individual. For the purposes of The Pony Club, the District Commissioner or Centre Proprietor would be considered the employer. However, this role may be delegated to the **CSO** where necessary.

A check will either be clear, meaning the person is suitable to work with children, or show content on it. In the event of a check having content on it then **Section 3.3 Disclosures with Content** must be followed.

3.2.2 Procedure for Obtaining Criminal Record / Disclosure Checks

Disclosure checks are referred to differently in England, Wales, Scotland and Northern Ireland. The type of criminal record check you require is based on where you work in the UK, not where you live. Please read the respective section below for more information on the procedure you should follow to complete a disclosure check.

3.2.2.1 England and Wales – DBS

Disclosure checks for England and Wales are referred to as DBS checks and can be obtained through Disclosure and Barring Services (DBS) either online or via a paper form. For guidance on completing DBS checks, please contact the **CST** or information can be found on The Pony Club website, within the Safeguarding section.

3.2.2.2 Scotland – PVG

Disclosure checks in Scotland are referred to as Protecting Vulnerable Groups (PVGs) and can be obtained through Disclosure Scotland. For more information, please contact the **CST** or information can be found on The Pony Club website within the Safeguarding section.

Note: Coaches who work for multiple Clubs will only require one PVG check for The Pony Club. However, coaches who work for several different Linked Centres must obtain a PVG check for each separate employment.

3.2.2.3 Northern Ireland – Access NI

Disclosure checks in Northern Ireland are referred to as Access NI checks and can be obtained through Access NI. For more information, please contact the Area 17 Team, whose contact details can be found in The Pony Club Handbook.

3.2.2.4 Isle of Man – DBS

The Isle of Man fall under the same requirements as England and Wales and therefore individuals carrying out a role in regulated activity must obtain a DBS check. This is achieved via a paper form through the Tynwald. For guidance on completing DBS checks through this process, please contact the **CST** or the Tynwald Offices.

3.2.2.5 The Channel Islands – DBS

Similarly to the Isle of Man, the Channel Islands follow the same requirements as England and Wales and can obtain DBS checks by contacting the relevant office on Jersey, Guernsey or Alderney. Sark

does not have such an office and so representation must be made via Guernsey. For guidance on completing DBS checks through this process, please contact the **CST** or the island's relevant office.

3.2.2.6 Coaches Across Borders

Coaches who teach across the borders of England, Wales, Scotland and/or Northern Ireland will require a disclosure check (DBS, PVG and/or Access NI) for the respective country in which they are coaching. Disclosure checks cannot be transferred across countries.

3.2.3 Use of Disclosure Checks from Other Organisations

3.2.3.1 Policy

DBS checks carried out by other organisations in England and Wales can be accepted by The Pony Club providing they meet the following criteria:

- The DBS check is enhanced with the child barred list
- The DBS check was issued in the last three years
- The original certificate has been seen and it has been confirmed that the individual is clear to work with children.

If the above criteria are not met, then the individual will need to obtain a new DBS check through the Club.

Those who want to apply a DBS check to The Pony Club must show the original certificate to a Club official and complete a Self Disclosure Form. Please see **Section 3.2.3.2** for the procedure for this.

A number of people have signed up to the DBS update service when initially obtaining their certificate. If a coach, official, volunteer or staff has opted for the update service then this can be applied to The Pony Club. Written permission must be sought before checking an individual's disclosure status online. Please see **Section 3.2.3.3** for the procedure for this.

Unfortunately, disclosure checks in Scotland and Northern Ireland must be specific to the organisation employing the individuals, i.e. The Pony Club, and so this information does not apply to Clubs in these areas.

3.2.3.2 Procedure for Transferring DBS Checks to The Pony Club

For those who want to apply a DBS check carried out by another organisation to The Pony Club and haven't signed up to the update service, the following process should be followed:

1. The individual named on the certificate completes a self disclosure form (available to download from the website).
2. The self disclosure form and original certificate is shown to a Pony Club official.
3. The official checks the certificate against the criteria (above).
 - i. If certificate meets the criteria: the official should complete the 'For Official Use' section to confirm the certificate can be applied to The Pony Club, OR,
 - ii. If certificate doesn't meet the criteria: the official should request for a new DBS check to be completed specific for The Pony Club before the individual is able to start their role, OR,
 - iii. If there is content on the certificate: **Section 3.3 Disclosures with Content** should be followed to determine the individual's suitability to work / volunteer with children.

The completed self disclosure form should be kept on record by the Club in accordance with data protection legislation. A copy should also be sent to The Pony Club Office for central records.

3.2.3.3 Procedure for DBS Update Service

For those who have subscribed to the DBS update service, the following process should be followed:

1. The individual completes the DBS Update Permission Form (available to download from the website) to give written permission for a Pony Club official to check their disclosure status online.
2. The permission form and original certificate is shown to a Pony Club official.
3. Official checks the certificate against the criteria (above).
 - i. If certificate meets the criteria: Official proceeds with point 4.
 - ii. If certificate doesn't meet the criteria: Official should request for a new DBS check to be completed specific for The Pony Club before the individual is able to start their role.
4. Official completes 'For Official Use' section to confirm the certificate can be applied to The Pony Club.

If it comes back clear, The Pony Club can update the coach / volunteer records for the next 3 years, with the date checked becoming the new issue date. If content is identified, you will not be advised what that content is via the online system, and so the official will need to request for the individual to complete a new DBS check to establish what the content is.

The completed permission form should be kept on record by the Club in accordance with data protection legislation. A copy should also be sent to The Pony Club Office for central records.

3.3 Disclosures with Content

3.3.1 Policy for Disclosures with Content on

When employing new coaches, volunteers or staff, the Club must ensure they hold a clear disclosure check. If a disclosure certificate has content on it, this must be considered by the **CST** for a decision to be made on the suitability of the individual to work or volunteer with children.

3.3.2 Rationale for Content

The conviction rationale outlined in the table below will be applied when considering the suitability of an individual to work / volunteer with children in the Pony Club. Please note, this is not an exhaustive list, and the level of consideration may change depending on the individual circumstances of the offence(s).

Level of Consideration	Type of Offence / Conviction
Some discussion	<ul style="list-style-type: none">- Speeding- Parking- Similar minor offences
Panel discussion	<ul style="list-style-type: none">- More severe offences, e.g. theft- Historic offences- Keeping prior conviction(s) quiet
Likely to be instant dismissal	<ul style="list-style-type: none">- Violent offences- Drug abuse- Child / adult at risk abuse- Sex offenders- Child pornography offences

3.3.3 Procedure

All applicants will receive a copy of their disclosure certificate. the Club must request to see the original copy of the certificate to establish if the individual is clear to work or volunteer with children. **Please note**, for DBS checks obtained through the online system, the Club will receive notification

for each certificate via email. Where certificates are clear, the electronic certificate can be used in place of seeing the original certificate.

If the certificate is clear, then the individual can start or continue their role within The Pony Club. However, if there is content on the certificate, then this will need to be referred to the **CST** and the following procedure should be followed:

1. A copy of the certificate and further details about the conviction(s) listed, including the incident, circumstances involved and further information about any charges, should be submitted to the **CST**.
2. The matter will be considered by the **CST** in conjunction with a Club Representative (i.e. a Centre or Branch representative depending on whether the individual works / volunteers for a Branch or a Linked Centre), and a decision will be made on the individual's suitability to work or volunteer with children.
3. The Pony Club will also consult with their insurance underwriters regarding the proposed decision before this is finalised.
4. The Club and individual will be informed of the final decision and any requisites that will apply.

The Pony Club will aim to acknowledge receipt of your correspondence within 7 days and will aim to make a decision and inform you of this decision within 14 days after that.

Strict confidentiality must be maintained throughout the process.

3.4 Safeguarding Workshops

3.4.1 Policy for Safeguarding Workshop Requirements

All individuals who carry out a role in regulated activity / work must attend an approved safeguarding workshop. The only exception to this rule is for first aiders, who will only require a disclosure check, and at residential camps, where each night a minimum of two of the overnight supervisors must have attended an approved safeguarding workshop. It is strongly recommended that any other persons carrying out regulated activity / work on an overnight basis at residential camps should also attend an approved safeguarding workshop.

The first approved safeguarding workshop attended must be a face to face. This may be followed three years later by the online refresher course. However, as a minimum, individuals should attend a face to face course every six years.

3.4.2 Approved Workshops

The Pony Club has a network of Safeguarding Trainers who deliver the BEF's Safeguarding and Protecting Children Workshop, which is also offered by other BEF member bodies including the BHS and RDA. The course content is tailored to equestrian activities and is recognised by Sport England. The Pony Club also recognises the SportsCoach UK safeguarding workshop as an approved workshop.

3.4.3 Organising a Pony Club Safeguarding Workshop

3.4.3.1 Policy for Organising Workshops

Areas and Clubs can apply to host a Safeguarding and Protecting Children Workshop. Places cost £20 per person and require a minimum of 12 attendees to run. All costs are dealt with by the **CST**, including collecting booking payments and covering trainer's fees and travel expenses.

All safeguarding workshops must:

- Be registered with the **CST** at least 4 weeks before the course date
- Be delivered by an approved Safeguarding Trainer
- Have an attendance sheet signed by all delegates and returned within 7 days of the workshop

Due to the nature of the content, there is a minimum age limit of 16 years for attendees. Those under the age of 18 must be accompanied by a responsible adult.

3.4.3.2 Procedure

The process of how to organise a workshop is below:

- Step 1:** Contact the Area Safeguarding Trainer to organise a suitable date and time (contact details are available on The Pony Club website).
- Step 2:** Book a venue that can comfortably hold 20-24 people, has electricity, a projector and a blank wall or screen to project the presentation on to. You must ensure the room has heating for colder days / evenings.
- Step 3:** Download (off The Pony Club website) and complete the safeguarding workshop booking form and return to the **CST** at The Pony Club Office.
- Step 4:** An online entry page will be made available via the website for people to book onto the course.

3.4.4 Using a Different Safeguarding Workshop as a Qualifying Certification

Any individual who has attended a safeguarding workshop, other than the BEF or SportsCoach UK approved workshops, can apply for their prior learning to be taken into consideration by completing an Accreditation of Prior Learning (APL) form. This form can be downloaded from the website and should be submitted along with a copy of the certificate of attendance and course content details (e.g. list of topics or copy of presentation / handout). The Pony Club will aim to acknowledge receipt within 7 days. This will be considered by The Pony Club's **CST** and the individual will be informed of the decision and the reasons for making it within 14 days after that.

3.5 Whistle Blowing

3.5.1 Policy

It is essential for coaches, officials, volunteers and staff to know what to look out for and how to report any safeguarding or poor practice concerns they have. Therefore, all volunteers, coaches and staff should be aware of the whistle blowing policy. Please see **Section 7: List of Relevant Policies** for further information. Whistle blowing outlines what to look out for and the process of reporting concerns in line with **Section 2: Dealing with Concerns**.

3.5.2 Procedure

Any volunteer, coach or member of staff who is recruited within a Club should be given a copy of this whistle blowing guidance, either electronically or in paper format, by the District Commissioner, Centre Proprietor, **CSO** or another official.

Section 4: Pony Club Events & Camps

4.1 Use of External Venues

4.1.1 Policy

The Pony Club reserves the right to cease using any venue where an owner, resident, visitor or employee (whether paid or voluntary) is being investigated for or has been convicted of an offence against children and/or adults at risk. A report or concern of this nature may be raised by:

- The local police or social care department
- Someone working for or involved with the venue
- Someone working for or involved in The Pony Club, or,
- A member of the public.

If The Pony Club or any of its Clubs receive a report or concern regarding the suitability of any individual at an external venue and they believe it is credible enough to warrant investigation, then the use of that particular venue will be immediately suspended pending investigation. If a person has been convicted, then the venue will no longer be used by any Clubs going forwards until such a time where there is no longer a risk to the welfare and safety of Pony Club Members.

4.1.2 Procedure

The decision to suspend the use of a venue will be taken by the **CST**. Clubs will be informed of the suspension of any external venues via communication from The Pony Club Office.

The reasoning for the suspension of use will not be specified. However, it is likely that the local community will be aware of the situation already. Therefore, confidentiality will be maintained as far as is practicable.

4.2 Residential Events

When organising residential events, such as summer camps, the following should be considered before the planned event goes ahead:

4.2.1 Risk Assessment: A full risk assessment should be completed, as per the Health & Safety rules.

4.2.2 Supervisor Requirements: All supervisors must meet the requirements outlined in **Section 3: Safer Recruitment**, i.e. have an enhanced disclosure check and have attended an approved safeguarding workshop. At least one supervisor should be appropriately first aid trained in order to deal with any accidents that arise.

There must be a minimum of two overnight supervisors who have responsibility for members during the night. This should form part of the event risk assessment and it may be necessary to have more than two per night depending on the numbers attending.

The suggested ratio for supervisors during daytime activities is as follows:

- Members aged 5 to 10 years = ratio of 1 adult to 4 children
- Members aged 10 to 16 years = ratio of 1 adult to 10 children

This ratio may change depending if any Members have any disabilities or learning difficulties.

Where there are male and female members attending camps, overnight supervisors should consist of at least one male and one female.

4.2.3 Consent and Health Information: Consent, medical and special dietary requirement details should be collected before the camp starts. This can be achieved through the Medical Consent Form available on the website. Where members are under 18, consent will need to be sought from their parent / guardian. This information must be kept secure at all times and only accessible to those who require the access. It should be destroyed when it is no longer required, likely to be the end of the residential event. **Note:** the period for keeping personal data is subject to change in line with the new data protection legislation comes into force in May 2018.

4.2.4 Medication: All medication should be given to a designated adult for safe keeping and must be kept in a locked area only accessible by the named person / people. Any medication provided should also come in the original pharmaceutical packaging with instructions and the correct dosage clearly marked. For further information on the handling and administration of medication, please see The Pony Club website.

4.2.5 Camp Arrangements: Sleeping arrangements and shower / toilet facilities should be planned in advance. There must be separate sleeping and bathroom facilities if male and female members are attending the camp.

It is inappropriate for a supervisor to share a room with members, unless the child is their own.

4.2.6 Transportation: The transportation policy (**Section 4.3**) should be adhered to when formally arranging transport to another venue.

4.2.7 Codes of Conduct: Members are expected to abide by the Code of Conduct for Members. Any breach of this code may result in the member being sent home and/or appropriate disciplinary action been taken.

4.2.8 Contact Details: Parents / guardians' contact details must be readily available for the camp organiser or any supervisor should they require them in case of an incident or an emergency. Likewise, the parents / guardians should be given the contact details for the camp organiser or other designated official should they need to contact an official in an emergency. This information must be kept secure at all times and only accessible to those who require the access. It should be destroyed when it is no longer required, likely to be the end of the residential event. **Note:** the period for keeping personal data is subject to change in line with the new data protection legislation comes into force in May 2018.

4.2.9 Emergency Protocol: The Club should have an emergency policy in place should something happen, for example: fire procedure, a child needing to go off to hospital or a child being sent home for poor behaviour. Members, parents / guardians and the officials / volunteers / coaches helping at the camp should be made aware of this procedure.

4.2.10 Additional Guidance: Further guidance on how to organise residential events and additional things to consider can be found on The Pony Club website.

4.3 Transportation

4.3.1 Policy

When organising transport for members to and from Pony Club activities, the Club must ensure that only suitable people are driving and that members are transported as safely as possible. Ideally

parents / guardians and members should make their own arrangements for transport, whether this is driving their own child / adult at risk or carpooling with others.

In most instances, it is the responsibility of the parents / guardians to transport the individual child or adult at risk and their horse / pony to and from the nominated meeting point. If several parents / guardians decide between themselves, then this is a private arrangement and at the parents / guardians' discretion. It is, therefore, not the responsibility of The Pony Club.

In some circumstances though, the Club may consider booking transport, e.g. for a trip to a horse show or a trip during summer camp. It is important to gain consent and a completed medical form from parents / guardians before members (under 18) are transported by Club Officials. Members over 18 should give their consent. There are a few options available if this is the plan, including:

- The use of private cars
- Hiring transport, such as minibuses or people carriers
- Hiring a coach from a reputable commercial company.

Where a Club organises transport (known as "official transport arrangements"), it is essential that a transport plan is developed and publicised to parents / guardians before the planned trip goes ahead. This plan should include:

- Plan for the day
- Venue / destination
- Clear expectation of dropping off and collection times
- Transportation
- Emergency contact details of responsible person for the trip
- Late collection policy

4.3.2 Procedure for Arranging Transport

4.3.2.1 Private Arrangements

This is an arrangement between parents / guardians and should not involve the Club in the decision making.

4.3.2.2 Options for Arranging Official Transport

If a Club assumes responsibility for transport arrangements, the following points will need to be addressed, depending on the preferred option, before going ahead with the trip.

4.3.2.2.1 Use of private cars

- Drivers must be suitable and meet the requirements, outlined in **Section 3: Safer Recruitment**, i.e. must have an enhanced disclosure check and have attended an approved safeguarding workshop.
- Drivers must have a valid driving licence.
- Drivers should have appropriate motor insurance which includes business travel and breakdown cover.
- Vehicles must be roadworthy, suitable for the number of passengers, have operational seatbelts and appropriate child car seats where necessary.
- Vehicles must be registered with the event organiser.
- Children should wear seatbelts. They should have a booster seat if they are under 12 and less than 135cm tall.
- Children must sit in the back of the car and responsible adults in the front, where possible.

4.3.2.2 Hiring Transport, e.g. minibus or people carrier

- Drivers must be suitable and meet the requirements, outlined in Section 3: Safer Recruitment, i.e. must have an enhanced disclosure check and have attended an approved safeguarding workshop.
- Drivers must have an appropriate, valid licence and specific training to drive this type of vehicle.
- Drivers should have appropriate motor insurance which includes business travel and breakdown cover.
- Vehicles must be roadworthy, suitable for the number of passengers, have operational seatbelts and appropriate child car seats where necessary.
- Children should wear seatbelts. They should have a booster seat if they are under 12 and less than 135cm tall.
- There must be an anchor point for wheelchair users, where possible.

4.3.2.3 Hiring a coach from a reputable commercial company

- The Club is entitled to assume that the company, that they are hiring a coach from, properly maintains and insures the vehicles, and employs properly licensed drivers.
- There must be an anchor point for wheelchair users, where possible.
- Under no circumstances should members travel unaccompanied on any coaches. They should always be supervised by responsible adults appointed by the Club.

4.3.2.3 Consent

You must obtain consent from the member (if over 18) and/or their parents / guardians (if under 18) before members should be allowed to go on any trip. This can be obtained using a consent form. A medical consent form is available on The Pony Club website which combines a consent form with health record so you have all the information on one document. This information must be kept secure at all times and only accessible to those who require the access. It should be destroyed when it is no longer required, likely to be the end of the residential event. **Note:** the period for keeping personal data is subject to change in line with the new data protection legislation comes into force in May 2018.

4.3.2.4 Supervision

Supervision requirements for transporting and during the trip must be considered as part of the risk assessment. This very much depends on factors including, but not limited to: the type of activity, destination, number and age of members attending.

No child or adult at risk should be left alone in the car, minibus or coach with the driver, unless it is the adult's own child / adult at risk. If in extenuating circumstances, this situation does arise, the child or adult at risk should sit in the back of the car if possible.

Members going on the trip must be happy with the arrangements and adults should be alert to any signs of concern.

4.3.2.5 Contact Details

Parents / guardians must have the contact details for the person in charge and for the driver who is transporting their child or adult at risk to and from the event. Likewise, the organiser and driver(s) should have access to the parent / guardian's contact details, including mobile number, in case of an incident or emergency. Contact details for an alternative person should also be gained in case the parent / guardian cannot be contacted. These must be readily available at all times. This information

must be kept secure at all times and only accessible to those who require the access. It should be destroyed when it is no longer required, likely to be the end of the residential event. **Note:** the period for keeping personal data is subject to change in line with the new data protection legislation comes into force in May 2018.

4.3.2.6 Journey Considerations

You will need to consider the journey time and distance, whether any stopping points are required and whether you need more than one driver for the journey. Therefore the number of driving and non-driving hours for your designated driver should be considered as part of your risk assessment to ensure the expectation is not too great which subsequently risks the safety of all who are going on the trip.

4.3.2.7 Late Collection

In the event of a late collection of members, **the official or coach should:**

- Attempt to contact the parent / guardian in the first instance.
- Check the contact number for any further information regarding the member.
- Attempt to contact the alternative contact person if the parent / guardian cannot be contacted.
- Wait with the member(s), preferably in the company of others.
- If contact cannot be made, then the situation should be reported to the Police or Social Care.

You should never:

- Take the member home or to any other location alone.
- Send the child home with another person without consent from the parent / guardian.

4.4 Travelling Abroad

The Pony Club does not have a specific policy on travelling abroad. However, the same policy would apply as outlined in **Section 4.2: Residential Events**.

4.5 Display of Safeguarding Commitment

It is recommended that each Club publishes their commitment to safeguarding members to all who attend their events. The following statement is recommended:

"The Pony Club takes its safeguarding responsibilities very seriously. If concerns are raised that any child may be suffering or likely to suffer significant harm, then the **Club Safeguarding Officer** has a duty of care to report these concerns to the relevant **statutory agency** (including the Police, Social Care and LADO) in line with local guidance.

In the (insert name of Club) Club of The Pony Club, the Safeguarding Officer is (insert name) who can be contacted on (insert contact number) if you wish to discuss specific issues."

Section 5: Key Definitions

Safeguarding (proactive)

This is a proactive process defined by Child Protection in Sport Unit (CPSU) as protecting children (and adults) to provide safe and effective care.

Child Protection (reactive)

This is a reactive process defined by the CPSU as part of the safeguarding process, protecting individual children (under 18) identified as suffering or likely to suffer significant harm.

Central Safeguarding Team (CST)

This refers to the team based at The Pony Club Office which comprises of a Lead Safeguarding Officer and Safeguarding Secretary.

Club Safeguarding Officer (CSO)

This refers to the person appointed to take responsibility for safeguarding within the Club.

Statutory Agencies

This refers to the local police, social care and/or Local Authority Designated Officer (LADO).

Children

Any child or young person under the age of 18 years.

Adult at Risk (previously Vulnerable Adults)

Any person aged 18 or over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him / herself or unable to protect him or herself against significant harm or serious exploitation. A person can fall under this definition at any time and may not stay in for a long period of time.

When a young person reaches the age of 18 the responsibility for their wellbeing may transfer to adult service providers. Although they cease to be subject of the Safeguarding Children Procedures, some adults may continue to be vulnerable.

Child Workforce

This applies to anyone working in relation to children.

Adult Workforce

This applies to anyone working in relation to adults at risk.

Child Centric Approach

For safeguarding and child protection to be effective they should be based on a clear understanding of the needs and views of children.

Parental Responsibility

Parental responsibility refers to the person / people who has the right to make decisions about the care and upbringing of a child. Parents will primarily have this responsibility. However, in some

circumstances, the local authority or adoptive parents will have this responsibility. Therefore, where consent is required, it should be obtained from those who have parental responsibility.

Please note: Where 'parent / guardian' is stated in this document, this refers to person or people who have parental responsibility for the child.

Duty of Care

A moral or legal obligation to ensure the safety or well-being of others.

Supervision

To be in full sight and sound at all times.

Regulated Activity

Applies to England, Wales, Northern Ireland, Isle of Man and the Channel Islands

Regulated Activity is defined as any role where a person has responsibility for children including:

- Unsupervised activities, i.e. coaching, training, teaching or instructing, caring for or supervising children
- Providing advice or guidance on well-being to children
- Driving a vehicle only for children.

Working for a limited range of establishments (known as 'specified places' and include schools and colleges) with the opportunity for unsupervised contact with children is also considered regulated activity.

This includes volunteers and those who are remunerated for their time and/or services.

Positions under the above criteria are only considered regulated activity if done on a **regular** or **overnight** basis.

- **Regular** is defined as any work carried out three days or more in a thirty-day period.
- **Overnight** is anyone who is with a group of children / adults at risk between the hours of 2am and 6am regardless of whether they are officially "on duty", awake or asleep.

Regulated Work

Applies to Scotland only

Regulated Work is defined as any role where the normal duties of an individual include:

- Caring for children
- Coaching, teaching, instructing, training or supervising children
- Being in sole charge of children
- Unsupervised contact with children under arrangements made by a responsible adult
- Providing advice and/or guidance which relates to physical or emotional well-being, education or training
- Moderating a public electronic interactive communication service intended for use by children, e.g. social media accounts.
- Providing a care home, independent health care or day care service for children
- Providing overnight accommodation or supervision
- Supervising and/or managing an individual doing regulated work with children

The Protection of Vulnerable Groups (Scotland) Act 2007 does not specify any particular frequency or duration that the regulated work must meet. Instead the activity or work must be considered as part of an individual's **normal duties**.

Normal duties would be defined as an activity or work that an individual might be expected to do as part of their role. This is likely to include something that would be on the job description for the role, something that can reasonably be anticipated or something that occurs regularly. Any regulated work that comes under the bracket of normal duties will only need to be carried out on one occasion for a person to require a PVG check. For example, a coach who teaches at a training session once during the summer holidays will need a PVG check because teaching would be considered as the normal duties of a coach in their job description.

Normal duties exclude one-off occurrences and unforeseeable events, e.g. emergencies.

Disclosure Checks (also known as Criminal Record Checks)

Disclosure checks are a background check to a person's criminal history or police record. Generally it is used by potential employers to assess an individual's suitability for certain jobs or voluntary work, particularly with children or adults at risk, or when fostering or adopting children.

If a person's disclosure check comes back with content on (i.e. they have convictions or cautions of any kind on their police record) then this will be shown on their certificate in the format of: court / police area, date of conviction / caution, offence and sentence / disposal. It will only show factual information, not specific details about the circumstances surrounding the conviction.

Disclosure checks are referred to differently in England, Wales, Scotland and Northern Ireland. The type of criminal record check you require is based on where you work in the UK, not where you live.

- | | | | |
|------------------|-----|---------------------------|-----------|
| • England | DBS | • Scotland | PVG |
| • Wales | DBS | • Northern Ireland | Access NI |

Disclosure & Barring Services (DBS) Check

Disclosure checks for England and Wales are referred to as Disclosure & Barring Services (DBS) checks. There are three levels of DBS checks – **basic, standard and enhanced**. The **Children's and Adults' Barring List** can also be inclusive on a criminal record check for those who carry out roles with children and/or adults at risk (please refer to regulated activity for more information). The amount of detail provided on disclosure certificates vary depending on the level of check required.

- **Basic** checks provide details on unspent convictions only.
- **Standard** checks provide details on unspent and spent convictions and cautions.
- **Enhanced** checks provide details on unspent and spent convictions, cautions, and police intelligence if deemed relevant.
- Inclusion of **children's barring list** will provide any relevant information that may affect the employment decision on a person's suitability for working with children.
- Inclusion of **adults' barring list** will provide any relevant information that may affect the employment decision on a person's suitability for working with children.

For the purposes of The Pony Club, staff and volunteers are required to have an enhanced check with child barring list.

Protecting Vulnerable Groups (PVG) Check

Disclosure checks in Scotland are referred to as Protecting Vulnerable Groups (PVG) checks. PVG is a membership scheme which ensures that people who are barred from working with certain vulnerable groups (children or adults at risk) are not able to do so (please refer to regulated work for more information).

There are three types of Scheme Records (i.e. criminal record checks) available: **scheme record**, **scheme record update** and **scheme membership statement**.

- **Scheme record** is the initial membership set up and is equivalent to an enhanced disclosure check showing all conviction information and if the individual is listed / under consideration for listing (list of those who are barred from working with vulnerable groups).
- **Scheme record update** is utilised for individuals who are already a member of the PVG scheme and is a quicker method of checking someone without the need to request the individual's scheme record.
- **Scheme membership statement** is used for those who are self-employed or who wish to join the scheme in anticipation of undertaking a role in regulated work in the future.

For the purposes of The Pony Club, staff and volunteers are required to have either a scheme record or scheme record update for regulated work with children.

Access NI Check

Disclosure checks in Northern Ireland are referred to as Access NI checks. Access NI checks are very similar to DBS checks in England and Wales with three levels of checks available – **basic**, **standard** and **enhanced**. The **Children's and Adults' Barring List** can also be inclusive on a criminal record check for those who carry out roles with children and/or adults at risk (please refer to regulated activity for more information). The amount of detail provided on disclosure certificates vary depending on the level of check required (please see DBS check for more information).

For the purposes of The Pony Club, staff and volunteers are required to have an enhanced check with child barring list.

Code of Conduct

The set of behavioural standards established as the minimum standards of behaviour expected of coaches, officials, volunteers, staff, members, parents / guardians and spectators.

Position of Trust

An adult is in a position of trust over a child if they regularly coach, train, supervise or have sole charge of the child in certain settings or when in certain roles. Positions of trust within The Pony Club would include, but are not limited to, coaches (fully accredited, supervised, volunteer, assistant or trainees), officials, volunteers, event supervisors and camp supervisors. Coaches and officials in particular need to ensure they understand the power and influence they may have over children they are responsible for, and as such should ensure they maintain healthy, positive and professional relationships with all members.

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 years).

Child Abuse

Child abuse is any action that causes significant harm to a child. This includes physical, emotional or sexual mistreatment, neglect or lack of care and bullying, or by failing to act to prevent harm. Abuse can happen to any child regardless of their age, gender, disability, race, religion or ability.

Adult [at Risk] Abuse

Adult abuse is defined as a single or repeated act or lack of appropriate actions, occurring within any relationship where there is an expectation of trust, which causes harm or distress to a vulnerable person.

Adult abuse may include the following types of abuse:

- Physical harm
- Sexual harm
- Emotional harm
- Financial / material abuse
- Neglect or acts of omission
- Discriminatory harm
- Domestic abuse
- Organisational abuse
- Modern slavery
- Self-neglect

Neglect

Repeated or ongoing failure to meet a child's basic needs which could result in serious impairment of a child's health or development. A child's basic needs include: basic physical care, affection, security, stimulation and innate potential, guidance and control, responsibility, and independence.

Examples of neglect in riding could include a coach failing to ensure children are safe, exposing them to undue cold, heat or to unnecessary risk of injury or ignoring them.

Physical Harm

The act of deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts. Physical harm may also be caused when a parent / guardian fabricates the symptoms of or deliberately induces illness in a child / adult at risk.

Examples of physical abuse in riding may occur when the nature and intensity of training or competition exceeds the capacity / level of the child's mature and growing body, or where drugs are used to enhance performance or delay puberty.

Emotional Harm

Persistent psychological maltreatment of a child which can have adverse effects on the child's emotional development. This could involve: conveying to the child that they are worthless, inadequate or unloved, not giving the child opportunities to express their views, deliberately making fun of them, or causing a child frequently feel frightened or in danger.

Examples of emotional abuse if children are subject to constant criticism, name calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.

Sexual Harm

The act where children are abused by adults or children who use them to meet their own sexual needs. There are two types of sexual abuse – **Contact Abuse** and **Non-Contact Abuse**.

Contact Sexual Abuse – Where a person makes physical contact with a child, including sexual touching of any part of the body (with clothing on or off), forcing or encouraging a child to take part in sexual activity, rape or penetration.

Non-Contact Sexual Abuse – Where non-touching activities take place, including grooming a child in preparation for abuse (including over the internet), exploitation, persuading children to perform or watch sexual acts, or making, viewing or distributing child abuse images / pornography.

In riding, teaching techniques that involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young riders, if misused, may also lead to abusive situations developing.

Grooming

Grooming is defined by the Home Office as communication with a child where there is an intention to meet and commit a sex offence with that person. More generally it can be seen as the process by which an individual manipulates all those around them and the child, to provide opportunities to abuse that child and reduce the likelihood of being reported or discovered. The perpetrator will also attempt to manipulate the circumstances in which they are working to augment the incidence of working in an unobserved one to one situation with that person.

Bullying

Bullying can be categorised into adult to child abuse and child to child abuse. Bullying is a form of physical and/or emotional abuse and should therefore be dealt with as a safeguarding concern in line with the policies and procedures outlined in this document.

As with all abuse, bullying can take many forms, including:

- **Physical:** hitting, kicking, pinching, punching, spitting, damage to or taking someone else's belongings.
- **Verbal / Emotional:** offensive name calling, insults, racist remarks, sexist jokes / comments, homophobic, transphobic or gender-related jokes or comments, teasing, threats or using abusive language.
- **Sexual:** abusive sexualised name calling, inappropriate or uninvited touching, inappropriate sexual innuendos or propositions.
- **Indirect:** spreading nasty stories or rumours about someone, intimidation, or exclusion from social groups.

Cyber-bullying

Cyberbullying is a form of bullying that uses technology to deliberately harm or upset others. This type of bullying can happen in many ways, using mobile phones, tablets and the internet. It could include: sending hurtful messages, using videos / images to humiliate, leaving malicious voicemails, a series of prank / silent calls, writing hurtful comments on social media, excluding someone from chat groups, or 'happy slapping' (sending videos / images of people being bullied so others can see).

Hazing

This refers to any activity a person is expected to do when joining a group, or maintaining status in a group, or that humiliates, degrades or risks emotional / physical harm regardless of the person's willingness to participate. This is becoming increasingly more common in schools, universities and sporting environments. Typically hazing activities include: sleep deprivation, personal servitude,

binge drinking / drinking games, carrying out dangerous stunts, being forced to wear embarrassing attire, or sexual assaults.

Poor Practice / Conduct

Poor practice takes place whenever staff or volunteers fail to provide a good standard of care and support. It occurs when staff ignore the rights of service users or deny them the chance to enjoy an ordinary life. If allowed to continue, poor practice can cause harm and become abuse.

Disclosure

The act of making something known. Within a safeguarding context, this is where a child or adult at risk reveals something that has happened to them.

Allegation

A claim or assertion that someone has done something illegal or wrong, typically one made without proof.

Concern

To be worried about something and feel it is important to do something about it.

Conflict of Interest

A situation in which an individual has competing interests, loyalties or there may be a perception of or actual bias.

Confidentiality

The need for keeping of information secret or private. Within a safeguarding context, this refers to only sharing safeguarding concerns with only those who need to know.

Section 6: Appendices

Appendix 1 - Legal / Statutory Framework

This policy has been drawn up based on the law and guidance that seeks to protect children, including:

- Children Act 1989 & 2004
- United Convention of the Rights of the Child 1991
- Police Act 1997
- Data Protection Act 1998
- Humans Right Act 1998
- Freedom of Information Act 2000
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015
- What to do if you're worried a child is being abused; HM Government 2015

This is not an exhaustive list.

Appendix 2 - Seven Golden Rules to Sharing Information

Information Sharing Advice March 2015

1. Remember that the Data Protection Act (1998) and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
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. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well – being: Base your information sharing decisions on considerations of the safety and well – being of the individual and others who may be affected by their actions.
6. Necessary; proportionate; relevant; adequate; accurate; timely and secure: Ensure that the information is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Appendix 3 – Support and Useful Contacts

With matters relating to any child protection concern, it can be distressing for all involved. There are several organisations around the UK which provide support and guidance to anyone involved in any capacity. These include:

NSPCC Helpline

- 24 hour free and confidential helpline that provide counselling, information and advice to anyone concerned about a child or adult at risk of ill treatment or abuse.
- Tel: 0808 800 5000
- Website: www.nspcc.org.uk

Child Protection in Sport Unit (CPSU)

- Sport department which runs under the NSPCC.
- Tel: 01162 347278
- Website: www.thecpsu.org.uk

Child Line

- 24 hour free and confidential helpline for children.
- Tel: 0800 111
- Website: www.childline.org.uk

Children 1st – Parent Line

- Free helpline, email and web-chat service in Scotland for anyone caring for or concerned about a child.
- Tel: 0800 028 2233
- Website: www.children1st.org.uk

Victim Support

- Provide emotional support, information and practical help for victims and witnesses.
- Tel: 0845 3030 900
- Website: www.victimsupport.org.uk

Bullying UK

- Tel: 0808 800 2222
- Website: www.bullying.co.uk

The Samaritans

- Tel: 116 123
- Website: www.samaritans.org

Local Authority or Local Social Service

Child Exploitation & Online Protection Centre (CEOP)

- Tel: 0870 000 3444
- Website: www.ceop.police.uk

Internet Matters

- Website: www.internetmatters.org

Self Help

- Website: www.self-help.org.uk

Kidscape

- Tel: 02077 303300
- Website: www.kidscape.org.uk

Family Lives

- Tel: 0808 800 222
- Website: www.familylives.org.uk

Appendix 4 – Safeguarding Incident Report Form

This form should be completed to record the details of any concerns raised at the Club. A copy **must** be sent to The Central Safeguarding Team (CST) at The Pony Club Office, Stoneleigh. This form should be completed for all levels of concern, even where no immediate action may be necessary. This document should be kept **confidential** when completed.

Case File Details	
Date of when concern was notified to you:	
Branch / Centre:	

Details of Person Completing (your details)		
Name:		
Role with the Pony Club:		
Email:		
Contact number:		
Are you reporting your own concerns or responding to concerns raised by a third party or disclosed to you by a child / adult at risk? (circle / highlight as appropriate)		
My Own	Child / Adult at Risk	Third Party Concern*

Details of Third Party* (e.g. parent, coach, volunteer, official, etc)	
Name:	
Relationship to Child / Adult at Risk:	
Email:	
Contact number:	

Details of Child / Adult at Risk	
Name:	
Date of Birth:	Gender: Male / Female / Unknown
Branch / Centre:	
Membership Number:	
Have the parents / guardians been notified of this incident? (circle / highlight as appropriate) Yes No If yes, please provide details of what was said and what action agreed.	
Parent / Guardian Name:	
Contact number:	
Email:	
Address:	

Details of Person Involved (whom allegation has been made against)	
Name:	
Date of Birth:	Gender: Male / Female / Unknown
Role with the Pony Club:	

Contact number:	
Email:	
Address:	
Accreditation & Qualifications <i>Include details of disclosure check, safeguarding, first aid, CPD and association with other BEF member bodies, as appropriate.</i>	

Details about the Concern / Incident	
Dates or period of incident / concern:	
Full details of the incident / concern: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	
Action taken: <i>Include description of action and communications, dates, persons involved, etc.</i>	

Details of Witnesses (where applicable)	
Please provide details of any witnesses: <i>Include full name, contact details and email, etc.</i>	

Details of Statutory Agencies (where applicable)	
If the incident / concern been reported to any external agencies (e.g. Police, Social Care Services or LADO) please provide details: <i>Include name of agency, details about the person you spoke to (name, title / role, ID number), contact number, email.</i>	
Agreed action / advice given: <i>Include all communication with external agency, and the advice and action given.</i>	

Print Name:	Signed:	Date:
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Send completed forms to:

Address: Central Safeguarding Team, The Pony Club, Stoneleigh Park, Warwickshire, CV8 2RW

Tel: 02476 698323 - **Email:** safeguarding@pcuk.org

Appendix 5 – Conversation Reporting Form

This form should be completed to record the details of any conversation regarding concerns raised at the Club. A copy **must** be sent to The Central Safeguarding Team (CST) at The Pony Club Office, Stoneleigh, along with the incident report form. This form should be completed for disclosures raised by a child / adult at risk or when the concern is reported to statutory agencies. This document should be kept **confidential** when completed.

Case File Details	
Date / Time of conversation:	
Branch / Centre:	

Telephone Caller Details	
Your name:	
Caller's name:	
Telephone number:	
Additional information	

Call Summary
Details of the conversation: <i>Include details of concern and any other relevant information</i>
Action taken / advice received: <i>Include description of action and communications, dates, persons involved, etc.</i>

Print Name:	Signed:	Date:
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Send completed forms to along with complete incident report form:
Address: Central Safeguarding Team, The Pony Club, Stoneleigh Park, Warwickshire, CV8 2RW
Tel: 02476 698323 - Email: safeguarding@pcuk.org

Section 7: List of Relevant Policies

The policies listed in this section are Pony Club policies which are relevant to safeguarding. These are referred to throughout the Safeguarding Policy document.

Policy 1- Codes of Conduct

Codes of Conduct are essential to outline the ethos and behaviour expected of all those involved in The Pony Club. The use of these is referred to in **Section 3.1: Recruitment & Selection** and **Section 2: Dealing with Concerns**. It is essential that everyone receives these when they first join or start their role with The Pony Club.

The Pony Club has Codes of Conducts for the following groups:

- Members
- Parents / guardians
- Coaches
- Officials, volunteers and staff
- Spectators
- Participants at Pony Club events

The full Codes of Conduct can be found on the Pony Club Website.

Policy 2 - Whistle-blowing Policy

The Pony Club is committed to developing a culture which is safe and acceptable for those involved in the organisation to raise concerns about child abuse and poor practice / behaviour. Although it may be difficult for a person to express their concerns, the child / adult at risk should always be protected from significant harm and unnecessary risk.

The Pony Club has Whistle blowing guidance to support those who have a safeguarding concern or concern about poor practice, and to point them in the direction of the person with whom the concern should be raised with for appropriate action to be taken.

The full Whistle blowing policy can be found on the Pony Club website.

Policy 3- Social Networking & the Digital World

Much interaction and communication now occur online for both adults and young people, especially using social media sites, like Facebook, Twitter, Instagram or Snapchat, and technology, like smartphones and tablets. The continued development and enhancements in technology and social networking sites can pose a big threat to children and young people's safety in the online world. Therefore, the Pony Club has developed e-safety guidance to educate everyone about the risks and how to keep yourselves and others safe whilst using social media and technology.

The Social Networking policy and e-Safety guidance can be found on the Pony Club website.

Policy 4 - Photography

Pony Club events provide a good opportunity for parents / guardians to celebrate their child's achievements whilst taking part in sporting activities. Events also offer an opportunity to promote the Pony Club, individual Clubs and the sport further. Photography is, therefore, not banned at Pony Club events. However, appropriate safeguards should be put in place to ensure a safe sporting environment for children and young people. This includes both the taking of photographs and videos, and their use after the event. Gaining permission from members and their parents / guardians (if under 18) is an essential part of ensuring a child's safety and wellbeing.

The full Photography policy can be found on the Pony Club website.

Policy 5 - Alcohol & Drugs

The needs of the majority of members means that the possession and/or use / consumption of recreation or other non-prescription drugs, alcohol or tobacco is actively discouraged as being incompatible with a healthy approach to sporting activities. The Pony Club has an Alcohol and Drugs policy in place which outlines the expectations of all, including horses / ponies, when in attendance at Pony Club activities, representing Pony Club in any way or in an official capacity at Pony Club.

The full policy can be found on the Pony Club website.