

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY 2020

1. Introduction

1.1 The Mare and Foal Sanctuary fully accepts its legal and moral obligation under The Children's Act (1989) and (2004), to provide a duty of care to protect all children and safeguard their welfare, irrespective of age, sex, disability, race, parental or marital status, pregnancy, religion or belief, creed, sexual orientation and gender reassignment.

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

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

1.4 We also refer to the NSPCC Standards and guidance for children and young people aged 0-18 (2019 Edition) and the NSPCC Safeguarding checklist aimed at voluntary organisations to ensure our policies and procedures remain up to date: <https://learning.nspcc.org.uk/research-resources/2019/safeguarding-child-protection-standards>

2. Aims

2.1 The aims of The Mare and Foal Sanctuary Safeguarding Policy are:

- To ensure robust safeguarding arrangements and procedures are in operation to provide children and young people with appropriate safety and protection whilst at The Mare and Foal Sanctuary, allowing them to participate in a fun, safe environment and in an atmosphere of fair play.
- To take all reasonable, practical steps to protect children from harm, discrimination and degrading treatment and respect their rights, wishes and feelings.
- To ensure everyone understands their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- To ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern. All concerns or allegations of poor practise or abuse are taken seriously and responded to swiftly and appropriately. It is the responsibility of child protection experts to determine whether or not abuse has taken place but it is **everyone's responsibility to report it**.
- To ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- To maintain high standards of behaviours and good practise through compliance with codes of conduct produced for staff, coaches, parents/guardians, children and volunteers. The policy and procedures are mandatory for everyone involved with The Mare and Foal Sanctuary. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the Mare and Foal Sanctuary.

2.2 The policy will be reviewed every two years, or in the following circumstances:

- Changes in legislation and/or government guidance.
- As required by the Local Safeguarding Children Board, BHS and the BEF.

- As a result of any other significant change or event.

3. Designated Safeguarding Leads

3.1 The Mare and Foal Sanctuary will appoint a Designated Safeguarding Lead person (DSL) and a Deputy Designated Safeguarding Lead who will have completed Level 3 Safeguarding training for Children & Young People.

3.2 The role of the DSL and Deputy DSL is:

- To ensure that The Mare and Foal Sanctuary staff and volunteers, are aware of the Safeguarding Policy, procedures, guidelines and codes of conduct and adopt them as appropriate.
- Be the first point of contact at The Mare and Foal Sanctuary for staff, volunteers, young people or parents/guardians for any issue concerning safeguarding, child protection or welfare, poor practise or potential/alleged abuse.
- To have access to contact details for local Children's Services, the Police, the BHS and BEF Lead Safeguarding Officer.
- To follow the information in the BEF Safeguarding Policy for procedures for recording and reporting information as required.
- To advise the BHS Lead Safeguarding Officer of any allegations or complaints made in relation to child protection and safeguarding and to implement BHS's Safeguarding procedure as appropriate.
- To respond to any allegations or complaints made from within The Mare and Foal Sanctuary in accordance with the agreed protocols detailed in the BEF Safeguarding Toolkit.
- To ensure that Under 18 clients and their parents/guardians are aware of The Mare and Foal Sanctuary Safeguarding Policy and Procedures and how to access them.
- To facilitate and promote education and training in safeguarding for staff and volunteers.
- To ensure that procedures on recruitment of staff and volunteers are followed and for those roles which undertake regulated activity or regulated work, please see DBS guidance documents.
- To ensure that codes of conduct are in place for staff, volunteers and all visitors including children and young people.
- To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.
- It is not the role of the Designated Safeguarding Lead person to be a Child Protection expert or to determine whether or not a serious incident has taken place, rather to record the details, report concerns to relevant partner agencies and seek guidance where necessary.

4. Communication

4.1 The Mare and Foal Sanctuary will make available its Safeguarding Policy and Procedures to all staff, volunteers, junior members and their parents/guardians and it will appear in full on The Mare and Foal Sanctuary website within the Education section.

4.2 The Mare and Foal Sanctuary will circulate to all new clients and their parents/guardians if they are under the age of 18, the name and number of the Designated Safeguarding Lead person.

4.3 All individuals involved with The Mare and Foal Sanctuary, no matter what role they participate in, must adhere to the Safeguarding Children and Young People Code of Conduct. All individuals involved with The Mare and Foal Sanctuary must all sign to agree to uphold the Safeguarding Children and Young People Code of Conduct as part of their staff induction process.

5. Online Safety

5.1 Online safety is an increasing area of concern especially as more of us have moved to working from home as a result of the Coronavirus Pandemic. The Education team contact learners via email through their parents,

carers or referee e.g. social workers. Live stream sessions only take place where there are other known professionals or parents / carers within secure online meeting forums.

5.2 Our code of behaviour for working with children and young people online remains the same as face to face delivery.

5.3 We use parents', carers' or referee email addresses or phone numbers to communicate with children, unless this poses a safeguarding risk. We use Mare & Foal Sanctuary accounts to communicate via email or online platforms e.g. EGRESS secure email for responding to personal documents never staffs' personal accounts.

5.4 Any phone calls or text messages are made from the Education Team work mobile number or office phones to ensure staff's personal contact details are not accessible.

5.5 We are ensuring staff members accessing families' contact details at home, ensure they comply with the Data Protection Act 2018 as outlined in our GDPR policy.

5.6 Advice and support in relation to potential domestic abuse and mental health is shared regularly with staff via our weekly updates and staff newsletters e.g. signposting to the NHS Every Mind Matters materials and resources.

5.7 Concerns relating to domestic abuse and mental health in relation to our learners is reported as usual using our normal safeguarding reporting procedures.

6. Training

6.1 All staff and volunteers will receive in house safeguarding training giving an overview of Safeguarding and outlining our policies and procedures for safeguarding children & young people. Staff and volunteers working with children must undertake an approved safeguarding training course at Level 2. Refresher training must be completed every three years via an approved online training portal or a further face to face course. Any new appointments of under 18 staff and volunteers working with children will undertake Safeguarding training as part of their initial training/induction unless they can evidence that they have undertaken the course with another member body in the last three years.

7. Criminal Record Checks

7.1 Instructors who teach/coach Under 18s, staff and volunteers working with children at The Mare and Foal Sanctuary must hold an enhanced DBS certificate.

7.2 Certificates must be renewed every three years.

8. Types of Child Abuse

8.1 Child abuse can take a range of different forms. It is any action by another person (adult or child) that causes harm to a child. It can be defined as physical abuse, emotional abuse, sexual abuse or neglect.

8.2 Types of child abuse include:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Online abuse
- Neglect
- Domestic violence and abuse
- Fabricated or induced illness

- Female genital mutilation
- Child sexual exploitation
- Forced marriage and honour killings
- Child trafficking and modern slavery
- Radicalisation and extremism
- County Lines

8.3 Please visit the Devon Children and Families partnership website for further information about each type of abuse: <https://www.dcfp.org.uk/child-abuse/>

9. Dealing with Concerns

9.1 If a child or adult discloses abuse to you:

Do

- Stay calm and try not to show shock or disbelief
- Listen carefully to what they are saying.
- Be sympathetic ('I am sorry that this has happened to you').
- Be aware of the possibility that medical evidence might be needed.
- Tell the person that: - They did the right thing to tell you. - You are treating the information seriously. - It was not their fault. - Ask permission to pass their information on to the appropriate person. - You / the service will take steps to protect and support them.
- Report to the Safeguarding Officer.
- Write down what was said by the person disclosing as soon as possible.

Do Not

- Press the person for more details;
- Stop someone who is freely recalling significant events; (for example, don't say 'Hold on we'll come back to that later,' as they may not tell you again.
- Jump to conclusions.
- Do not promise to keep secrets; you cannot keep this kind of information confidential.
- Make promises you cannot keep (such as, 'this will never happen to you again').
- Contact the alleged abuser.
- Be judgmental.
- Pass on the information to anyone other than those with a legitimate 'need to know'.

9.2 When recording a disclosure:

- At the first opportunity make a note of the disclosure and date and sign your record.
- You should aim to:
 - Note what the people actually said, using their own words and phrases.
 - Describe the circumstances in which the disclosure came about.
 - Note the setting and anyone else who was there at the time.
 - Separate out factual information from your own opinions.
 - Be clear to distinguish between fact, observations, allegation and opinion.
 - Be aware that your report may be required later as part of a legal action or disciplinary procedure.
- Under no circumstances should any individual attempt to deal with the problem alone.
- The primary responsibility of the person who first suspects or is told of abuse is to **report it** and to ensure that their concern is taken seriously.

9.3 **All staff have a responsibility to safeguard children.**

If there is a serious and immediate threat to a child contact the Police.

Concerns that a child is being abused must be discussed with designated safeguarding officers. Any concern about child abuse or risk of significant harm to a child must be reported to Devon Children's Services (MASH).

Do not attempt to deal with the problem of abuse alone, it is our responsibility to report concerns, not to decide whether or not abuse has occurred!

10. Consent and Sharing Information

10.1 Children should be given the opportunity to decide whether they agree to their personal information being shared. If a child doesn't have the capacity to make their own decisions ask their parent or carer (unless doing so would put the child at risk of harm).

10.2 If you're sharing information without consent keep a written record explaining:

- what steps you took to get consent
- the person's reasons for not giving consent (if known)
- why you felt it was necessary to share information without consent.

10.3 Pass a copy of this record on to the agency/agencies you're sharing the information with.

10.4 The Government has set out the following principles for sharing information relating to children:

Necessary and proportionate: It must be proportionate to the need and level of risk.

Relevant: Information that is relevant to the purpose should be shared with those who need it.

Adequate: It should be of the right quality to ensure it can be understood and relied upon.

Accurate: It should be accurate and up to date.

10.5 "The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children."

10.6 Keeping Children Safe in Education (KCSIE) 2018 and GDPR

11. Further Information and Links

The Mare and Foal Sanctuary Designated Safeguarding Lead person's details:

Dawn Neil Head of Education and Designated Safeguarding Lead

Tel: 01626 355969 Mobile: 07842 061996

Deputy Designated Safeguarding Lead for Children & Young People

Alison Murray Equine Assisted Learning Education Officer and Deputy Designated Safeguarding Lead

Mobile: 07570040470

BEF Safeguarding Officer Contact details:

Telephone Numbers: 02476698871 or 07535776192

BHS Lead Safeguarding Officer 02476 840746 safeguarding@bhs.org.uk

Confidential email: cpleadofficer@bhs.org.uk

Childline 0800 1111

NSPCC 0808 800 5000



Devon Children and Families Partnership – Devon Safeguarding Children Board (DSCB):

If you have an urgent safeguarding concern contact MASH (Multi Agency Safeguarding Hub) on 0345 155 1071 or email mashsecure@devon.gov.uk

If it's an emergency call 999.

Local Authority Designated Safeguarding Lead Officer (LADO)

If a concern relates to a member of staff or the Designated Safeguarding Lead's conduct you should contact the Local Authority Designated Officer for Devon (LADO).

Tel: 01392 384964 or email childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk

Useful websites and document links:

Please see BHS website for useful templates and documents <http://www.bhs.org.uk/our-charity/corporate-information/working-with-the-law/safeguarding-children>

BEF Safeguarding link:

<https://www.britishequestrian.org.uk/getInvolved/safeguarding/what-is-safeguarding>

Author: Dawn Neil

Job Title: Head of Education and Designated Safeguarding Lead

APPROVED BY BOARD OF TRUSTEES

A handwritten signature in black ink, appearing to read "Liz Gaffer".

Signature:

Job Title: Liz Gaffer, Chair of Trustees

Date: 17 November 2020

Policy Review Date: November 2021