

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

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 policies 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 annually, or in the following circumstances:

- Changes in legislation and/or government guidance.
- As required by the Local Safeguarding Children Boards, British Horse Society (BHS) and the British Equine Federation (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 Safeguarding Boards, the Police, the BHS and BEF Lead Safeguarding Officers.
- To follow the information in the BEF Safeguarding Policy for procedures for recording and reporting information as required.
- To respond to any allegations or complaints made from within the Mare and Foal Sanctuary in accordance with the agreed protocols detailed in our reporting safeguarding concerns procedures.
- 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 safer recruitment procedures are followed with all staff and volunteers and enhance DBS checks are conducted for those roles which undertake regulated activity or regulated work with children and young people.
- 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 or Deputy Designated Safeguarding Lead to be a Child Protection expert or to determine whether or not a serious incident has taken place, rather to record the details, report and share concerns to relevant partner agencies and seek advice and guidance where necessary.

4. Communication

4.1 The Mare and Foal Sanctuary will make available it's Safeguarding Policy and Procedures to all staff, volunteers, participants 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 participants and their parents/guardians if they are under the age of 18, the name of the Designated Safeguarding Lead person and Deputy.
- 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 attend mandatory in house safeguarding training and 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 participants 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 Phone calls or text messages are made from the Education Team work mobile number or office phones where possible, unless there are extenuating circumstances.
- 5.5 We ensure that staff members accessing families' contact details at home, 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 concerns are shared regularly with staff via our staff newsletters e.g. signposting to the NHS Every Mind Matters materials and resources. Across our organisation we have trained Mental Health First Aiders which are listed in our offices and are available to support staff, volunteers, supporters and participants.
- 5.7 Concerns and issues relating to domestic abuse and mental health are reported 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. Annual refresher training is provided to all staff and volunteers.
- 6.2 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 staff and volunteers working with children and young people will undertake Safeguarding training as part of their initial training/induction unless they can evidence that they have undertaken the course with another approved qualification in the last three years.



7. Criminal Record Checks

7.1 Staff who lead delivery of our provision for children and young people , must hold an enhanced DBS certificate which are renewed every 3 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 sensitive ('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. - Inform them you will need to share the information in order to help keep them safe. - All necessary steps will be taken to protect and support them.
- Report to the Designated Safeguarding Leads.
- Write down what was said by the person disclosing as soon as possible always using their words.

Do Not

- Press the person or question them 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 or confront 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 recording the date and time and sign your record. Transfer this to our safeguarding reporting form and send it to the Designated Safeguarding Lead or Deputy without delay.
- 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.
 - Only record factual information, not your own opinion/s.
 - 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 Leads. 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.”

Keeping Children Safe in Education (KCSIE) 2021.

11. Prevent duty

As outlined in the Devon County Council Safeguarding and prevent duty of children, young people and vulnerable adults, and adults policy 2020-2021:

Web link to full policy: <https://www.learndevon.co.uk/document/safeguarding-and-prevent-duty-policy-safeguarding-and-prevent-duty-of-children-young-people-and-vulnerable-adults-and-adults/>

Prevent is part of the Government’s counter-terrorism strategy.

An individual exposed to extremist viewpoints may, over time, be encouraged to carry out an act of violent extremism or terrorism. Strong evidence shows that an intervention can stop someone supporting violent extremism. Extremism is not illegal. Anyone who is identified through Prevent is not automatically criminalised. We all have a role in ensure that our communities remain safe.

Terrorism can occur anywhere in the world. However, terrorism can be motivated by a range of ideologies or other factors, including religious or political beliefs and racial prejudice. In Devon, extreme right-wing groups, and single-issue groups such as radical animal rights campaigners can pose a significant threat. We can make a difference by sharing any concerns we may have about individuals or groups we meet at work, socially or in any other context.

The following signs might indicate that someone is being radicalised:

- a change in behaviour, their circle of friends, the way that they interact with others and spend their time.
- accessing extremist material online
- use of extremist or hate terms to exclude others or incite violence
- writing or artwork promoting violent extremist messages.

These possible indicators should not be viewed in isolation; judgement will be required to determine the significance of any behaviour. If you believe that someone may be at risk of radicalisation you should raise your concerns.

Prevent training is available on the government website:

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

We seek to fulfil our commitment to safeguarding and keeping children and learners safe from the dangers of radicalisation and extremism through:

Effective communication with children and young people:

- valuing and listening to them
- seeking to create a safe environment for them



- ensuring information about their safety and wellbeing is readily available to them and sufficiently clear in learner information.

Effective communication and support with staff:

- providing staff with appropriate guidance so they know how to deal with and report any concerns
- providing effective management for staff and volunteers through supervision, support and training
- access to policies and procedures for whistle-blowing and complaints.

1. Further Information and Links

The Mare and Foal Sanctuary Designated Safeguarding Lead person's details:
Dawn Neil Head of Education and Therapy 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

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>

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APPROVED BY BOARD OF TRUSTEES

Signature: 

Job Title: Liz Gaffer, Chair of Trustees

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