Safeguarding Policy and Procedures

British Eventing Ltd (BE) fully accepts its legal, The Childrens Act (1989) and (2004), and moral obligation to provide a duty of care to protect all children and vulnerable adults and safeguard their welfare, irrespective of age, sex, disability, race, parental or marital status, pregnancy, religion or belief, creed, sexual orientation and gender reassignment. A child/young person is defined as a person under the age of 18 (the Childrens Act 1989).

BE along with all other British Equestrian Federation (BEF) member bodies, fully adopts the BEF Safeguarding Equestrian Sport Policy, the full policy can be downloaded from the BEF website www.bef.co.uk as well as the leaflet Information & Guidance for Children in Equestrianism.

Policy Aims.
The aims of the British Eventing Safeguarding Policy are:

- To ensure robust safeguarding arrangements and procedures are in operation to provide children, young people and vulnerable adults with appropriate safety and protection whilst at British Eventing affiliated events and training courses allowing them to participate in a fun, safe environment and in an atmosphere of fair play
- To take all reasonable practical steps to protect children and vulnerable adults 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, young people and vulnerable adults.
- 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 BEF codes of conduct produced for coaches, selectors and volunteers

The policy and procedures are mandatory for everyone involved with British Eventing. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

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, UK Sport and the BEF
- as a result of any other significant change or event.

Lead Welfare Officer
BE will appoint a Lead Welfare Officer (LWO) from its Executive Team. The subject of safeguarding will be an agenda item at each meeting of the Board of Directors.

The role of the LWO is:

- To represent BE on the BEF Safeguarding and Equality Action Team (SEAT)
- To keep this Policy up to date and ensure it is disseminated throughout the sport
- To ensure that BE’s affiliated event organisers, officials, youth team selectors, accredited coaches, and U18 coaches and coordinators are aware of the Safeguarding Policy, procedures, guidelines and codes of conduct and adopt them as appropriate
- To advise the BEF and Federation Safeguarding Advisory Group of any allegations or complaints made in relation to child protection and welfare and to implement BE’s disciplinary procedure as appropriate
To respond to any allegations or complaints made from within BE in accordance with the agreed protocols detailed in the BEF Safeguarding Equestrian Sport
To communicate with other BEF member bodies with regard to concerns involving safeguarding, child protection and welfare
To ensure that U18 members and their parents are aware of BE’s Safeguarding Policy and Procedures and how to access them.
To facilitate and promote education and training in safeguarding in partnership with the BEF and the other member bodies for staff, officials and volunteers
To ensure that procedures on recruitment of staff, officials and volunteers are followed and for those roles which undertake regulated activity, that a request for clearance through the Disclosure and Barring Service has been submitted. See Annex A for a list of roles and whether or not they undertake regulated activity.
To ensure that codes of conduct are in place for officials, team selectors, U18 coordinators, coaches, members and their parents
To ensure confidentiality is maintained and information is only shared on a ‘need to know’ basis.

Nominated Welfare Officer
BE appoints its three event officials; Scorer, Technical Advisor and Steward, as Nominated Welfare Officers (NWO) for its affiliated events. In addition the Chairman of Selectors for each of the Youth Teams or the U18 Coordinators will be the NWO for U18 and youth team training sessions, youth championships and trials. Where the organiser of an affiliated event prefers to nominate a suitably trained individual from within their team to assume the role of NWO, they may do so.

The role of the NWO is:
- Adopt and promote BE’s Safeguarding Policy and that of the BEF
- Be the first point of contact at the affiliated event or training session for volunteers, young members or parents for any issue concerning safeguarding, child protection or welfare, poor practise or potential/alleged abuse
- Follow the flowchart contained in the BEF Safeguarding Equestrian Sport Policy for procedures for recording and reporting information as required
- Report any allegations or complaints to the LWO
- Ensure confidentiality is maintained and information is only shared on a ‘need to know’ basis.
- Have access to contact details for Children’s Services, the Police and LWO. Where appropriate this information should be established with the assistance of the event organiser before the affiliated event.

It is not the role of the NWO to be a Child Protection expert or to determine whether or not a serious incident has taken place, rather to record the details and seek guidance if necessary.

Equal Opportunities Statement.
BE aims to ensure that all people, irrespective of age, sex, disability, race, parental or marital status, pregnancy, religion or belief, creed, sexual orientation and gender reassignment have an equal opportunity to take part in equestrianism at any level and in any role.

BE informs, through its Member’s Handbook and Employee Handbook, its members, employees and volunteers on the ownership adoption and implementation of equal opportunities within the sport of Eventing, and will monitor, review and evaluate progress in achieving these aims, feeding back to member bodies on progress made.

BE’s employment policy is to ensure that individuals are treated solely on the basis of their relevant aptitudes, skills and abilities. Accordingly, the BE management team ensures that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment on the grounds of age, sex, disability, race, parental or marital status, pregnancy, religion or belief, creed, sexual orientation and gender reassignment or being a part time worker.

BE’s members, employees and volunteers have a responsibility to ensure they assist BE in successfully achieving its equal opportunities objectives by:
- Not discriminating against fellow members, employees, volunteers, suppliers or members of the public with whom they come into contact during the course of their equestrian pursuits;
- Not inducing or attempting to induce others to practice unlawful discrimination;
- Challenging any discrimination observed in others presuming that this action does not impinge on their own personal safety;
- Reporting any discriminatory action to the LWO at BE.

Communication
BE will communicate its Safeguarding Policy and Procedures through the Members Handbook and it will appear in full on the website.
BE will circulate to all new members under the age of 18 (this includes all those who join in the year of their 18th birthday), the BEF leaflet ‘Information and Guidance for Children in Equestrian Sport’ as well as the BE Youth Eventing booklet.

The name and number of the LWO is listed in the BE Members Handbook.

The name of the NWO appears in the event program and the BEF safeguarding poster with the name/s of the NWO appears in the event’s secretary tent.

All individuals involved with BE, no matter what role they participate in must adhere to the Safeguarding Code of Conduct.

BE Officials, U18 Coordinators, U18 coaches, youth team selectors and coaches must all sign to agree to uphold the Safeguarding Code of Conduct.

Training

Current BE Officials (Steward, Scorer and Technical Advisor), youth team selectors, U18 coordinators and U18 coaches must all have undertaken the BEF approved safeguarding training course during 2013 or 2014 otherwise they must do so before the start of the season in 2015. These courses are organised via the BHS and Pony Club. They will then refresh their training every three years via the BEF approved online training portal.

Any new appointments of TA’s, Scorers, Stewards, youth team selectors, U18 coordinators and U18 coaches will undertake the BEF Safeguarding training course 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. They will then refresh their training every three years via the BEF approved online training portal.

All accredited coaches are required as part of their accreditation process to evidence that they have undertaken the BEF Safeguarding Course within the last three years otherwise they must do so before the end of 2014. Thereafter they will be required to refresh their training every three years via the BEF approved online training portal.

Disclosure and Baring Service

Annex A lists the roles within BE and identifies those that undertake regulated activity. Individuals who hold these positions must hold a current clearance through the Disclosure and Barring Service. Clearances must be renewed every three years.

Individuals can either complete the full process every three years or register and pay the requisite premium to the DBS to enable on-line checking as to the current status and portability of the clearance. Those who select to use the on-line checking process must supply the unique reference number to enable BE to revalidate the clearance.

Annex B details the procedures relating to the Disclosure and Barring Service.

Safeguarding Code of Conduct.

A person in a position of authority should avoid any form of sexual contact or inappropriate behaviour with any participants but specifically those who are under age 18 or vulnerable.

Any abuse of trust (sexual activity or relationships where an adult holds a position of authority, influence or responsibility over a participant) may result in disciplinary action by BE.

A person in a position of authority should communicate with participants in an appropriate recognised format and should be aware that social networking sites are a very popular medium of communication with many aged much younger than 18 years. Many centres/schools will now host their own social networking sites or pages. One to one interaction via email, text messages or social networks particularly with those under 18 should be avoided. Further guidance is available from the BEF, BE and the Child Protection in Sport Unit.

To ensure that all forms of abuse are prevented and to help protect people who work with children, young members and vulnerable adults the following guidelines must be followed by all staff, officials, members and volunteers:

- Always work in an open environment as far as possible and practicable (e.g avoid situations where you and an individual child or vulnerable adult are completely unobserved). However, if this is unavoidable, then you must ensure that other adults know where you are, what you are doing and how long you are going to take. This is for your safety as well as the young person or vulnerable adult;
- Respect the rights, dignity and worth of all members and treat everyone with equality;
- Ensure the welfare of each child or vulnerable adult in the context of winning or achieving goals;
Adults always promote the positive aspects of equestrianism and never condone rule violations or the use of prohibited substances;

Ensure that if any form of manual/physical support is required, it should be provided openly. Children or vulnerable adults should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered;

Recognise the developmental needs and capacity of children or vulnerable adults – avoid excessive training or competition and do not push them against their will;

Secure parental consent in writing to act in partnership with those with parental responsibility, being able to take some decisions on the behalf of the relevant adult if s/he is not able to be consulted; or in an emergency situation. If the need arises to administer emergency first aid and/or other medical treatment, keep a written record of any injury that occurs, along with the details of any treatment given.

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge at an Event or the child’s parents. For example, if a child sustains an injury and needs to go to hospital or a parent fails to arrive to pick a child up at the end of an Event:

- Avoid spending excessive amounts of time alone with children or vulnerable adults away from others;
- Avoid taking or dropping off a child or vulnerable adult to an Event unless with the full permission of those who have parental responsibility, and if the adult can ensure that s/he is never alone with a single child;
- Never allow allegations made by a child or vulnerable adult to be disregarded, unrecorded or not acted upon;
- Never do things of a personal nature for children or vulnerable adults, that they can do for themselves;
- Officials, competitors and volunteers should never:
  - Engage in rough, physical or sexually provocative games;
  - Allow or engage in any form of inappropriate touching;
  - Allow children to use inappropriate language unchallenged;
  - Make sexually suggestive comments to a child, even in fun;
  - Allow bullying behaviour to go unchallenged
  - Invite or allow children or vulnerable adults to stay with them at their home unsupervised.

Note: it may sometimes be necessary for adults to do things of a personal nature for children or vulnerable adults particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents/carers. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible.

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents/carers of the child or vulnerable adult are informed:

- If you accidentally hurt a child, young person or vulnerable adult;
- If he/she seems distressed in any manner;
- If a child or vulnerable adult misunderstands or misinterprets something you have done.

Use of photographic/filming equipment at sporting events.

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. All Event officials and volunteers should be vigilant and any concerns should be reported to the LWO at BE.

Given the nature of many of the venues hosting BE events, it is virtually impossible to control who is taking photographs, however Organisers are strongly advised to ensure that any official photographer for the event is identifiable and the following guidelines adhered to:

- Where possible do not include the name of a child whose image is being used.
- If naming a child or group of children in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the sport.
- Avoid the inclusion of other detailed information about individual children
- Ask for the child’s and parent’s permission to use their image. This ensures that they are aware of the where and how the image is to be used to represent the sport.

Concerns regarding inappropriate or intrusive photography reported to the event organiser or official should be recorded in the same manner as any other safeguarding concern.

There is no intention to prevent coaches and teachers using video equipment as a legitimate coaching aid. However, the permission must be gained of anyone with parental responsibility prior to taking the photograph or video footage. N.B. For any child / young person who is in the Care of the Local Authority, the child's Social Worker MUST also give permission for their image to be taken and such films should be:

- Stored securely in a locked container;
- Used only by the trainer/coach for training purposes;
• Destroyed when the film is of no more value for training purposed or when requested to do so by the parent or carer.

BEF Safeguarding Equestrian Sport Policy

The BEF policy outlines a number of templates in relation to specific codes of conducts for participants, parents, and spectators. Whilst BE do not mandate that these templates are used throughout the whole membership, we do encourage that these are used for the youth teams and the U18 regional teams.

The BEF policy contains process charts and forms which are considered best practise when an allegation is received.
Annex A – British Eventing Roles undertaking Regulated Activity

An individual is defined as being in Regulated Activity if the following requirements are met:

- **Activity which involves:**
  - Teaching, training, instructing, caring for or supervising children;
  - OR
  - Providing guidance/advice on well-being;
  - OR
  - Driving a vehicle only for children

- **AND**
  - Happens frequently (once a week or more often)
  - OR
  - Happens intensively (on 4 or more days in a 30-day period, or overnight)

- **AND**
  - The individual carrying out the activity of teaching, training or instructing is unsupervised.

<table>
<thead>
<tr>
<th>Official Role</th>
<th>Regulated Activity</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Directors</td>
<td>No</td>
<td>Unlikely to be in a circumstance of being unsupervised, ie always have a second adult/parent in attendance</td>
</tr>
<tr>
<td>Chief Executive</td>
<td>No</td>
<td>Unlikely to be in a circumstance of being unsupervised, ie always have a second adult/parent in attendance</td>
</tr>
<tr>
<td>Head Office Staff</td>
<td>No</td>
<td>Unlikely to be in a circumstance of being unsupervised, ie always have a second adult/parent in attendance</td>
</tr>
<tr>
<td>Regional Staff</td>
<td>No</td>
<td>Unlikely to be in a circumstance of being unsupervised, ie always have a second adult/parent in attendance</td>
</tr>
<tr>
<td>Stewards</td>
<td>No</td>
<td>Unlikely to be in a circumstance of being unsupervised, ie always have a second adult/parent in attendance. As NWO the regularity of a conversation occurring unsupervised should hopefully not be as frequent as once per week. However if the frequency does increase then this role should be reviewed.</td>
</tr>
<tr>
<td>Technical Advisors</td>
<td>No</td>
<td>Unlikely to be in a circumstance of being unsupervised, ie always have a second adult/parent in attendance. As NWO the regularity of a conversation occurring unsupervised should hopefully not be as frequent as once per week. However if the frequency does increase then this role should be reviewed.</td>
</tr>
<tr>
<td>Scorers</td>
<td>No</td>
<td>Unlikely to be in a circumstance of being unsupervised, ie always have a second adult/parent in attendance. As NWO the regularity of a conversation occurring unsupervised should hopefully not be as frequent as once per week. However if the frequency does increase then this role should be reviewed.</td>
</tr>
<tr>
<td>Regional Training Officer</td>
<td>No</td>
<td>Unlikely to be in a circumstance of being unsupervised, ie always have a second adult/parent in attendance</td>
</tr>
<tr>
<td>U18 Coordinator</td>
<td>Yes</td>
<td>Likely to be in circumstance of being unsupervised. Regular contact with U18 at events</td>
</tr>
<tr>
<td>Chairman of Selectors for Youth Teams</td>
<td>Yes</td>
<td>Teams travel without parents to Championships.</td>
</tr>
<tr>
<td>Selectors</td>
<td>Yes</td>
<td>Teams travel without parents to Championships.</td>
</tr>
<tr>
<td>Youth Team Coaches</td>
<td>Yes</td>
<td>Teams travel without parents to Championships and training periods may be unsupervised</td>
</tr>
<tr>
<td>U18 Coaches</td>
<td>Yes</td>
<td>Likely to be in circumstance of being unsupervised. Regular contact with U18 at events and coaching sessions</td>
</tr>
<tr>
<td>Accredited Coaches</td>
<td>Yes</td>
<td>Likely to be in circumstance of being unsupervised whilst coaching.</td>
</tr>
<tr>
<td>Course Designers and Builders</td>
<td>No</td>
<td>Unlikely to be in a circumstance of being unsupervised, ie always have a second adult/parent in attendance</td>
</tr>
</tbody>
</table>
Annex B – British Eventing Procedures relating to Disclosure and Baring Service

Process
In line with the common BEF policy, BE utilises the services of the British Horse Society (BHS) to process the Disclosure and Baring Service clearance submissions. BHS in turn use a third party company called Disclosure Service for the online processing.

Individuals requiring DBS disclosure certificates will receive a pack outlining the process that they must complete before the accreditation is complete or confirmation of the appointment is made.

Original Identification documents sent to BE for verification will be returned back to the owner at the earliest opportunity. Any documents held overnight, will be stored in the safe.

Individuals who have ‘content’ on their certificates will be requested to send their certificate to the BE’s Lead Welfare Officer. Depending on the nature of the content BE may seek advice from the BEF Safeguarding Case Management Group before making a risk assessment as to the suitability of the individual to the role for which they have applied or are being considered for.

Record Keeping
In order that BE can maintain adequate but reasonable records the following information will be held for the time specified

1. Hard copy of the Disclosure and Barring Service Cover sheet and photocopy of the identification documents until the online DBS has been completed by the applicant, identity verified by appointed BE staff and submission completed. Once submission has been made the identity documents will be securely destroyed and the cover sheet scanned on to the membership record.
2. Emails from the Disclosure Service advising of the outcome of the clearance will be attached to the membership record with restricted access only for the period that the individual holds a position identified as undertaking regulated activity for BE.
3. The outcome of any risk assessment will be logged on the membership record with restricted access.

Authorised Individuals
All BE staff based at head office may process a Disclosure and Baring cover sheet and photocopy the identity documents.

The following BE staff are authorised to verify identification documents on the on-line system and to receive and access records identified above as being restricted.

Training and Safety Administrator
Training and Education Coordinator
Training and Education Administrator
Officials and Rules Coordinator
Lead Welfare Officer