

# Safeguarding policy template

## Approved Centres

### A template safeguarding policy that can be used by BHS Approved Centres

More advice is available [www.bhs.org.uk/safeguardingchildren](http://www.bhs.org.uk/safeguardingchildren)

.....TOWER FARM..... (organisation) fully accepts its legal and moral obligation under The Children Acts (1989) and (2004), to provide a duty of care to protect all children and safeguard their welfare, irrespective of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation and socio-economic background.

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

.....TOWER FARM..... (organisation) fully adopts the BHS Safeguarding Policy (Children and Young People).

### Aims

The aims of the .....TOWER FARM..... (organisation) 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 .....TOWER FARM..... (organisation), 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 practice 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 practice through compliance with BEF codes of conduct produced for instructors, coaches, parents/guardians, junior members and volunteers. The policy and procedures are mandatory for everyone involved with .....TOWER FARM..... (organisation). Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the .....TOWER FARM..... (organisation).

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

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- 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.

## Centre Safeguarding Officer

.....TOWER FARM..... (organisation) will appoint a Centre Safeguarding Officer (CSO)

### The role of the CSO is:

- Work with others in the centre or club to ensure a positive child-centred environment
- Ensure that their club or centre is aware of The British Horse Society's safeguarding policies, procedures and guidelines
- Ensure parents/children are aware of the policy and procedures
- Receive queries and offer support regarding safeguarding concerns
- Undertake training as necessary
- Promote training to club and centre support staff, members and volunteers
- Assist the club or centre to ensure that codes of conduct are in place for club staff, volunteers, coaches, young people and parents
- Ensure confidentiality is maintained and information is only shared on a "need to know" basis
- Respond to any allegations or complaints made from within your club/centre
- Communicate with centre or club management and The BHS Safeguarding team regarding concerns
- Maintain contact details for local children's social care and the police

It is not the role of the CSO 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.

## Communication

.....TOWER FARM..... (organisation) 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 .....TOWER FARM..... (organisation) website.

TOWER FARM..... (organisation) will circulate to all new clients and their parents/guardians if they are under the age of 18, the name and number of the Centre Safeguarding Officer.

All individuals involved with .....TOWER FARM..... (organisation), no matter what role they participate in, must adhere to the Safeguarding Code of Conduct.

All individuals involved with .....TOWER FARM..... (organisation) must all sign to agree to uphold the Safeguarding Code of Conduct.

## Training

Instructors/coaches and staff and volunteers working with children must undertake the BEF approved safeguarding training (or recognised equivalent) course within the last 3 years. Refresher training must be completed every three years via either the BEF approved online training portal or a further face to face course. Any new appointments of under 18 instructors/coaches and staff and volunteers working with children will undertake the BEF Safeguarding training course (or recognised equivalent) 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 as detailed above.

## Criminal Record checks

Instructors who teach/coach Under 18s, staff and volunteers working with children at ... **TOWER FARM** ..... (organisation) must hold a current certificate through the Disclosure and Barring Service, Disclosure Scotland or Access NI as appropriate.

Certificates must be renewed every three years.

## Further information and links

... **TOWER FARM** .....(organisation) Safeguarding Officer details:

**CAROLINE BUCKLE - 0131 664 3375 - CONTACT@TOWERFARM.ORG**

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BHS Safeguarding Team  
02476 840746  
safeguarding@bhs.org.uk  
Confidential email: [cpleadofficer@bhs.org.uk](mailto:cpleadofficer@bhs.org.uk)  
Childline 0800 1111  
NSPCC 0808 800 5000

Documents  
Please see BHS website for useful templates and documents  
[www.bhs.org.uk/safeguardingchildren](http://www.bhs.org.uk/safeguardingchildren)

Criminal record check information  
England and Wales  
[www.bhs.org.uk/record-checks](http://www.bhs.org.uk/record-checks)

Scotland  
<http://www.bhs.org.uk/our-charity/working-with-the-law/criminal-record-checks-england-and-wales/scotland>

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