

## SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

### 1.0 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>

### 2.0 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, facilitators /coaches, parents/guardians, children and young people 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 Equestrian Federation (BEF);
- As a result of any other significant change or event.

### 3.0 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 or Group 5 DSL 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 and referral agencies 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 record and report information as required in line with our organisational procedures for reporting safeguarding concerns;
- 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 participants 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 enhanced DBS checks including children's barred list 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 investigate to determine whether or not abuse or a serious incident has taken place, rather to record the details, report and share concerns to relevant partner agencies and seek advice and professional guidance where necessary.

### 4.0 Communication

4.1 The Mare and Foal Sanctuary will make available its Safeguarding Policy and Procedures to all staff, volunteers, participants and their parents/guardians and referral agencies. Our policies appear in full on The Mare and Foal Sanctuary website within the Equine Assisted Services section:

<https://www.mareandfoal.org/equine-assisted-services/our-standards/>

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 and to referees, the name of the Designated Safeguarding Lead (DSL) person and Deputy. Images of our DSLs can be found on our safeguarding notices boards at all of our sites and offices.



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.

4.4 All safeguarding incident concern forms and related communications are logged and securely stored on a Safeguarding Sharepoint which only key members of staff have access to.

## **5.0 Online Safety**

5.1 Online safety is an increasing area of concern. The equine assisted services team contact participants via email through their parents, carers or referees, eg, 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 online, domestic and other forms of abuse and mental health concerns are shared regularly with staff via our staff newsletters, eg, signposting to the NHS Every Mind Matters materials and resources. Across our organisation we have trained Mental Health First Aiders and Champions who are listed in our offices and on our staff intranet who are available to support staff, volunteers, supporters and participants.

5.7 Concerns and issues relating to online, domestic or other forms of abuse and mental health are reported using our normal safeguarding reporting procedures.

## **6.0 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 and young people 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.

6.3 All Safeguarding training for staff and volunteers is recorded and monitored on an internal single central record.



## 7.0 Pre-appointment vetting checks, regulated activity and recording information

7.1 Staff and volunteers who lead or support regulated activity through delivery of our education and equine assisted services provision for children and young people or other charitable activities, must hold an enhanced DBS certificate with children's barred list check as outlined in "[Keeping Children Safe in Education 2023](#)" pages 57-67.

## 8.0 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 (FGM)
- Child sexual exploitation (CSE)
- Forced marriage and honour killings
- Child trafficking and modern slavery
- Radicalisation and extremism
- County Lines
- Child-on-child abuse
- Child criminal exploitation (CCE)

8.3 Please see statutory government guidance '[Keeping Children Safe in Education 2023 Part 1 Information for all School and College Staff](#)' and Devon Children and Families partnership website for further information about each type of abuse: <https://www.dcfp.org.uk/child-abuse/>

## 9.0 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;
- Remember it is everyone's responsibility to record and pass on safeguarding concerns appropriately, not to investigate them.

## 10.0 Reporting a Safeguarding Concern or Incident about a child

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

10.2 Concerns that a child is being abused must be discussed with Designated Safeguarding Leads.

10.3 All safeguarding concerns or incidents should be reported using our safeguarding concern or incident report form template which can be found on the staff intranet within the policies and procedures section under 'Safeguarding' and on all safeguarding notice boards at our sites and offices. Copies of any initial notes related to disclosures, incidents or concerns must also be kept and provided to the designated safeguarding leads when reporting a concern.

10.4 All safeguarding incidents or concerns should be reported to Dawn Neil the Designated Safeguarding Lead via email marked as high importance and confidential using the following email address: dawn.neil@mareandfoal.org or by calling 07842 061 996.

10.5 Safeguarding concerns and incidents will be responded to within 24 hours as outlined within our safeguarding reporting concerns procedure document which is located on the staff intranet and published on our main website.

10.6 Any concern about child abuse or risk of significant harm to a child must be reported to [Devon Children's Services \(MASH\)](#) for children within Devon or through [South West Child Protection Procedures](#) for the local safeguarding board / partnership within the child's locality.

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



## 11.0 Consent and Sharing Information

11.1 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).

11.2 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

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

11.4 The Government has set out the following principles for sharing information relating to children in ['Information Sharing Advice for Practitioners providing safeguarding services to children, young people, parents and carers July 2018'](#):

### The principles

The principles set out below are intended to help practitioners working with children, young people, parents and carers share information between organisations. Practitioners should use their judgement when making decisions about what information to share, and should follow organisation procedures or consult with their manager if in doubt.

**The most important consideration is whether sharing information is likely to support the safeguarding and protection of a child.**

### Necessary and proportionate

When taking decisions about what information to share, you should consider how much information you need to release. Not sharing more data than is necessary to be of use is a key element of the GDPR and Data Protection Act 2018, and you should consider the impact of disclosing information on the information subject and any third parties. Information must be proportionate to the need and level of risk.

### Relevant

Only information that is relevant to the purposes should be shared with those who need it. This allows others to do their job effectively and make informed decisions.

### Adequate

Information should be adequate for its purpose. Information should be of the right quality to ensure that it can be understood and relied upon.

### Accurate

Information should be accurate and up to date and should clearly distinguish between fact and opinion. If the information is historical then this should be explained.

### Timely

Information should be shared in a timely fashion to reduce the risk of missed opportunities to offer support and protection to a child. Timeliness is key in emergency situations and it may not be appropriate to seek consent for information sharing if it could cause delays and therefore place a child or young person at increased risk of harm. Practitioners should ensure that sufficient information is shared, as well as consider the urgency with which to share it.

### Secure

Wherever possible, information should be shared in an appropriate, secure way. Practitioners must always follow their organisation's policy on security for handling personal information.



## Record

Information sharing decisions should be recorded, whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom, in line with organisational procedures. If the decision is not to share, it is good practice to record the reasons for this decision and discuss them with the requester. In line with each organisation's own retention policy, the information should not be kept any longer than is necessary. In some rare circumstances, this may be indefinitely, but if this is the case, there should be a review process scheduled at regular intervals to ensure data is not retained where it is unnecessary to do so.

11.5 *"DPA and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe and promoting their welfare. If in any doubt about sharing information, staff should speak to the designated safeguarding lead (or deputy). Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of children."*

Keeping Children Safe in Education (KCSIE) September 2023.

## 12.0 Prevent duty

12.1 Prevent duty is part of the Government's counter-terrorism strategy CONTEST 2023.

12.2 The overall aim of the counter-terrorism strategy, CONTEST, is to reduce the risk from terrorism to the UK, its citizens and interests overseas, so that people can go about their lives freely and with confidence. Prevent remains one of the key pillars of CONTEST, alongside the other three 'P' work strands:

- \* Prevent: to stop people becoming terrorists or supporting terrorism
  - Pursue: to stop terrorist attacks
  - Protect: to strengthen our protection against a terrorist attack
  - Prepare: to mitigate the impact of a terrorist attack

12.3 Link to Prevent duty UK: [Prevent duty guidance: for England and Wales \(accessible\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/prevent-duty-guidance-for-england-and-wales)

12.4 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.

12.5 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.

12.6 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.

12.7 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.



12.8 Prevent training is available on the government website:

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

12.9 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 whistleblowing and complaints.

### **Further Information and Links**

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

Dawn Neil Head of Education and Equine Assisted Services and Designated Safeguarding Lead

Tel: 01626 355969 Mobile: 07842 061996

Deputy Designated Safeguarding Lead for Children & Young People

Alison Murray Equine Assisted Learning Facilitator and Deputy Designated Safeguarding Lead for Children and Young People

Mobile: 07570 040470

BEF Safeguarding Contact details:

Telephone Numbers: 02475313443 or email [safeguarding@bef.co.uk](mailto:safeguarding@bef.co.uk)

BHS Lead Safeguarding Officer 02476 840746 [safeguarding@bhs.org.uk](mailto:safeguarding@bhs.org.uk)

Confidential email: [cpleadofficer@bhs.org.uk](mailto:cpleadofficer@bhs.org.uk)

Childline 0800 1111 or Visit: <https://www.childline.org.uk/>

NSPCC 0808 800 5000 or Visit: <https://www.nspcc.org.uk/>

### **Local Safeguarding Boards Key Contact Information**



Devon Safeguarding Children Partnership – Visit: <https://www.devonscp.org.uk/child-abuse/>

**If it's an emergency call 999.**





If you have an urgent safeguarding concern about a child in Devon contact MASH (Multi Agency Safeguarding Hub) on 0345 155 1071 or [complete](#) a request for support at [DCC - Request for support \(outsystemsenterprise.com\)](#)

### **Local Authority Designated Safeguarding Lead Officer (LADO) for Devon**

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 [ladosecure-mailbox@devon.gcsx.gov.uk](mailto:ladosecure-mailbox@devon.gcsx.gov.uk)



Torbay Safeguarding Children Partnership – Visit <http://www.torbaysafeguarding.org.uk/>

**If you feel a child is in immediate danger, please call 999.**

If you are worried about a child please call the Torbay Multi-Agency Safeguarding Hub on 01803 208100 or email [mash@torbay.gov.uk](mailto:mash@torbay.gov.uk)

Out of office hours please call 0300 4564 876.

### **Local Authority Designated Safeguarding Lead Officer (LADO) for Torbay**

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 Torbay (LADO).

Tel: 01803 208541 or Email [cpunit@torbay.gov.uk](mailto:cpunit@torbay.gov.uk)



**PLYMOUTH  
SAFEGUARDING  
CHILDREN  
PARTNERSHIP**

Plymouth Safeguarding Children Partnership – Visit <https://plymouthscb.co.uk/>

Call 01752 668000 or email the Multi Agency Safeguarding Hub at [MASH@plymouth.gov.uk](mailto:MASH@plymouth.gov.uk) or outside of normal working hours call Plymouth Out of Hours Service on 01752 346984.



## **Local Authority Designated Safeguarding Lead Officer (LADO) for Plymouth**

For LADO enquiries, please email [LADO@plymouth.gov.uk](mailto:LADO@plymouth.gov.uk) or call on 01752 306340.

\*For child protection procedures in other locality safeguarding boards within the South West visit:  
<https://swcpp.trixonline.co.uk/>

### **Useful websites and document links:**

Please see BHS website for useful templates and documents <https://www.bhs.org.uk/about-us/how-we-operate/our-policies/safeguarding/>

BEF Safeguarding link:

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

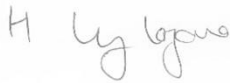
**Author: Dawn Neil**

**Job Title: Head of Education and Equine Assisted Services and Designated Safeguarding Lead**

***This Policy has been reviewed by Jacqueline Watton, Safeguarding Lead Trustee and is recommended for approval by the Board***

**APPROVED BY BOARD OF TRUSTEES**

Signature:



Job Title: Chair of Trustees

Date: 30 April 2024

Policy Review Date: April 2025

