



# **Child Protection Policy & Duty of Care Guidelines**

## **Foreword**

Child abuse and child protection are issues that are frequently ignored because the whole subject makes us feel extremely uncomfortable. Consequently due to this 'head in the sand' approach, this subject is often only considered in the wake of a tragic incident.

The British Equestrian Federation takes child protection very seriously. This Manual, which has been prepared with the full co-operation and support of all the British Equestrian Federation member groups, contains our collective policy on child protection and comprehensive guidance which will help coaches, instructors, parents and carers – and of course, children – to have only positive experiences when participating in any equestrian activity.

There is a risk that even the mention of the subject will frighten people away. But no one should be deterred from participating, whether as an instructor or as a pupil, in equestrian sports. On the contrary, people should be reassured that, by promoting Good Practice and addressing the subjects of bullying, emotional, physical and sexual abuse all members of The British Equestrian Federation are working to ensure that children and vulnerable adults will be able to pursue their sport in a safe, happy and enjoyable environment.

Have fun and enjoy your riding!

**Tim Stockdale**

## Introduction

Children and young people are the future of the horse industry and any child who is involved should be able to participate in a fun, safe environment, and be protected from harm. There is no doubt that involvement with horses, be it in a sporting or leisure context, can have a very powerful and positive influence on young people. Involvement with horses and equestrian sports provide opportunities for enjoyment and achievement and it can also help to develop valuable qualities such as self-esteem, teamwork and leadership. These positive effects can only take place, however, if equestrian sport is in the right hands – those of professionals who have the welfare of young people at heart, and who operate within an accepted ethical framework.

The BEF (British Equestrian Federation) places the highest priority on safety and enjoyment, and recognises that it has a duty of care towards children within the horse industry.

Any organisation, establishment or individual providing riding or horse management opportunities must do so with the highest possible standard of care.

\* BEF member organisations:

- The British Horse Society (The BHS)
- British Dressage (BD)
- Endurance GB (EGB)
- British Equestrian Vaulting (BEV)
- British Eventing (BE)
- British Show Jumping Association (BSJA)
- British Horse Driving Trials Association (BHDTA)
- The Pony Club (PC)
- Scottish Equestrian Association (SEA)
- Association of British Riding Schools (ABRS)
- British Reining (BR)
- Riding for the Disabled Association (RDA)
- Associate members:
- British Equestrian Trade Association
- British Horseball Association
- Mounted Games Association
- UK Polocrosse Association

The aim of this Guide is to highlight the importance of Child Protection and a Duty of Care and how to ensure that this duty is fulfilled within your role in the horse industry.

### 1. Objectives of British Equestrian Federation

Everyone who participates within the Horse Industry is entitled to participate in an enjoyable and safe environment and to be given the chance to experience the feelings of joy, challenge and achievement that are inherent to the sport. To ensure this, the British Equestrian Federation and all Member Bodies are committed to devising and implementing policies and procedures to ensure all those involved comply with the BEF Code of Good Practice.

In addition, all young people are entitled to a duty of care and to be protected from abuse. Abuse can occur anywhere – at home, at school, in the park and in sport. Sadly some people will seek to be in the company of children simply in order to abuse them. The BEF is committed to devising and implementing policies and procedures to ensure everyone in the sport accepts their responsibilities to safeguard children from harm and abuse. This means taking action to

safeguard children and to report any concerns about their welfare. It is not their responsibility to determine whether or not abuse has taken place; this is the domain of child protection professionals; the social service and the police force.

This document sets out the BEF's policies and procedures in fulfilment of its belief in and commitment to good practice and child protection.

### 1.1 **Policy Statement** (see relevant sections for Scotland & Wales for Gaelic/Welsh version)

The British Equestrian Federation (BEF) fully accepts its legal (Children's Act, 1989) and moral obligation to provide a duty of care, to protect all children (and vulnerable adults) and safeguard their welfare, irrespective of age, any disability they have, gender, racial origin, religious belief and sexual orientation. **NB:** The Children's Act 1989 does not apply in Scotland, see Section headed Child Protection relating to Scotland.

In pursuit of this, the BEF is committed to ensuring that:

- The welfare of young people (and vulnerable adults) is paramount and children have the right to protection from abuse
- All young people who take part in Equestrian Events should be able to participate in a fun and safe environment and in an atmosphere of fair play
- It takes all reasonable practical steps to protect children from harm, discrimination and degrading treatment and respect their rights, wishes and feelings
- All suspicions and allegations of poor practice or abuse will be 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 is everyone's responsibility to report any concerns**
- All approved riding schools and registered instructors are required to sign up to the BEF procedures for good practice and child protection that clearly state what is required of them
- All employees and volunteers are carefully selected, informed about their responsibilities and provided with guidance and/or training in good practice and child protection procedures
- High standards of behaviour and practice are demanded through compliance with BEF codes of conduct produced for instructors, proprietors and volunteers
- Everyone knows and accepts their responsibilities and works together: parents, riders, instructors, proprietors, volunteers, and professional staff.

### 1.2 **Terms and Abbreviations**

The following terms and abbreviations are used in this document:

- Anyone under the age of 18 is considered to be a child/young person - Children's Act 1989
- All policies and procedures described refer to vulnerable adults as well as children.
- The term parent is used as a generic term to represent parents, carers and guardians.

LSCB's: Local Safeguarding Children Boards formerly known as Area Child Protection Committee

- In Scotland delete word "Area".

CPO: Child Protection Officer

BEF: British Equestrian Federation

## 2: **Good Practice, Poor Practice and Abuse**

### 2.0 **Introduction**

To provide young people with the best possible experience and opportunities in riding, it is imperative that everyone operates within an accepted ethical framework and demonstrates exemplary behaviour. This not only ensures that Equestrianism makes a positive contribution to

the development of young people and safeguards their welfare, but also protects all personnel from false allegations of abuse or poor practice.

It is not always easy to differentiate poor practice from abuse, albeit intentional or unintentional. It is not, therefore, the responsibility of employees or volunteers in Equestrianism to determine whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and to act if they have concerns about the welfare of a child. This section will help you identify what is meant by good and poor practice and some of the indications of possible abuse. Guidance on what to do if you are concerned about poor practice or possible abuse is provided in Section 4.

## **2.1 Good Practice**

All personnel should adhere to the following principles:

- Ensure experience at Equestrian Events is fun and enjoyable; promote fairness, confront and deal with bullying and never condone rule violations or the use of prohibited substances.
- Be an excellent role model, do not drink alcohol or smoke when working with young people.
- Treat all young people and vulnerable adults equally; this means giving both the more and less talented in a group similar attention, time, respect and dignity.
- Respect the developmental stage of each young person and place their welfare before winning, club or personal achievements. This means ensuring that the training intensity is appropriate to the physical, social and emotional development stage of the rider and that all BEF guidelines for training intensity and competition are followed. Ensure training and competition schedules are based on the needs and interests of the child, not those of the parents, instructors or club.
- Wherever possible conduct all training and meetings in an open environment; and endeavour to avoid one-to-one coaching in unobserved situations.
- Maintain a safe and appropriate relationship with riders; it is inappropriate to have an intimate relationship with a young person. The BEF supports the Home Office guidelines that recommend that people in positions of authority should not have sexual relationships with 16-17 year olds in their care. One adult should never share a room with one young person. Occasionally situations may occur when a number of young people and adults share a common sleeping area i.e. Pony Club Camp – although this is not recommended. Always ensure that parents' permission is gained in writing beforehand and riders are given an opportunity in advance to discuss this, air any concerns and agree the logistics of the sleeping arrangements.
- Build relationships based on mutual trust and respect in which young people are encouraged to take responsibility for their own development and decision-making. Avoid situations in which the instructor or team manager uses their position and power to dictate what the rider should and should not do.
- Avoid unnecessary physical contact with young people; if contact is required in teaching technique, follow the specific guidelines laid down by that sport governing body. Touching can be okay and appropriate as long as it is neither intrusive nor disturbing and the rider's permission has been given.
- Ensure separate changing facilities are available for riders. Where supervision is required, involve parents wherever possible and ensure that adults work in pairs.
- Communicate regularly with parents, involve them in decision-making and gain written consent for travel arrangements. Secure their consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Be aware of any medical conditions, food intolerances, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with

details of any treatment given. Ensure you are qualified and up to date in first aid or that there is someone with a first aid qualification in attendance. (**Appendix J**).

- Keep up to date with the technical skills, qualifications and insurance issues within the BEF. Maintain your registration status for this ensures adequate and continuous insurance cover.
- When riders travel away from home, ensure the guidance contained in the NSPCC publication: **Safe Sports Events** is understood and followed. In particular, if mixed teams are taken away, ensure they are accompanied by a male and female member of staff and safeguard them from the potential of same gender abuse. Adults should not enter children's rooms or invite children on their own into their own rooms. (**Appendix L**).

## 2.2 Poor Practice

The following is deemed to constitute poor practice and should be avoided by all personnel:

- Avoid spending excessive amounts of time alone with one child away from the others.
- Avoid taking children to your home where they will be alone with you.
- Never engage in rough, physical or sexually provocative games, including horseplay.
- Never share a room with a child.
- Never allow or engage in any form of inappropriate touching.
- Never allow children to use inappropriate language unchallenged.
- Never make sexual suggestive comments to a child, even in fun.
- Never reduce a child to tears as a form of control.
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Never do things of a personal nature for children or vulnerable adults that they can do for themselves.
- Never invite or allow children to stay with you at your home unsupervised.
- Taking children alone on car journeys.

If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of the person in charge, the child's parent or the Governing Body CPO. If any of the following incidents should occur, you should report them immediately to another colleague, make a written note of the event and inform parents of the incident:

- If you accidentally hurt a rider.
- If a child seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.

To prevent the possibility of allegations, adopt the BEF code of conduct and follow this advice

- Maintain a safe and appropriate distance with riders; do not allow an intimate relationship to develop and avoid horseplay and sexually suggestive language.
- Always work in an open environment; try to avoid private locations and/or one-to-one teaching in unobserved situations. However in the case of freelance instructors this may be unavoidable and effort should be made to ensure the instructor/pupil has a companion.
- Involve parents whenever possible; when travelling ensure adults work in pairs and never share a room with a child.

- Follow the BEF's code of conduct and the recommended procedures if you have concerns about the welfare of a child.
- Gain further child protection awareness and knowledge.

### 2.3 Codes of Conduct

The BEF codes of conduct are based on adherence to the principles of good practice embodied in the preceding section and in accordance with Government guidance, requiring all organisations involved with caring for young people or vulnerable adults to protect them against sexual activity within relationships of trust. All instructors, trainers, proprietors, participants and spectators are required to sign up to a recognised code of conduct. These can be found in **Appendices A and K**

### 2.4 Photography

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions. The BEF, therefore, requires that all personnel and event organisers adhere to the guidelines detailed in **Appendix B**.

There is no intention to prevent the use of video equipment as a legitimate coaching aid. However, participants and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

### 2.5 Indicators of Abuse and Bullying

Definitions of what constitutes abuse and bullying are described in **Appendix C**. Indications that a child may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expresses concern about the welfare of another child.
- Unexplained changes in behaviour (e.g. Becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Is prevented from socialising with other children.
- Displays variations in eating patterns including overeating or loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place.

It is **NOT** the responsibility of those working in sport to decide that child abuse is occurring but it is their responsibility to act on any concerns (see section 4.3)

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons (e.g. being

overweight, physically small, having a disability or belonging to a different race, faith or culture). Although bullying often takes place in schools, it can and does occur anywhere where there is inadequate supervision. The competitive nature of Equestrian Events provides a potentially ideal environment for a bully to gain power over others. The bully might be:

- An Instructor/Trainer who adopts a *win-at-all-costs* philosophy.
- An official or parent who places unfair pressure on a person (e.g. Will never be selected for team again/threatening to sell pony).

Signs of bullying (dealing with bullying is dealt with in 4.5) include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions
- An unexplained drop-off in performance
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol
- A shortage of money or frequent loss of possessions.

### 3. Recruitment, Selection and Training

#### 3.0 Introduction

To ensure unsuitable people are prevented from working with young people, the following steps should be taken when recruiting paid staff or volunteers in a full or part-time capacity.

#### 3.1 Recruitment

Draw up a job description identifying roles and responsibilities and a person specification clarifying the required and recommended skills and qualities of an applicant. Where the job involves working with young people, specify the BEF's policy with regard to child protection and working with children.

#### 3.2 Advertising

Advertising for any post should include the following:-

- The aims of your Organisation
- A job description outlining the responsibilities of the role
- A person specification stating qualifications and experience required (this may include the level and length of experience of working with children).

#### 3.3 Application

All applicants must complete an application form (see example in **Appendix E**) that includes:

- Name, Address and National Insurance Number (to confirm identity and right to work)
- Relevant experience, qualifications and training undertaken
- Listing of past career or involvement in sport (to confirm experience and identify any gaps)
- Any criminal record
- Whether the applicants are known to any social services department as being an actual or potential risk to children or young people, a self-disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people (previous employer)
- Any former involvement with the sport
- The Applicant's consent to criminal record checks being undertaken if necessary
- The Applicant's consent to abide by the BEF's Code of Conduct for the position sought.

- A statement explaining that failure to disclose information or subsequent failure to conform to the Code of Conduct will result in disciplinary action and possible suspension.

### 3.4 Checks and References

A minimum of two written references should be taken up and at least one should be associated with former work with children/young people. If an applicant has no experience of working with children, training is strongly recommended. Written references should always be followed up and confirmed by telephone. If there are any concerns over the information supplied on the application form or from the referees, advice should be sought from the Governing Body CPO and one or more of the following checks should be undertaken:

- Check carried out with the following organisations that maintain information about individuals who are deemed to be unsuitable to work with children: Criminal Records Bureau (CRB in England and Wales and Disclosure Scotland), The Scottish Office (Social Work Services Group in Scotland) or The DHSS Pre-employments Consultancy Service (PECS in Northern Ireland).
- Criminal record check from the Criminal Records Bureau (CRB) in line with the Protection of Children Act (1999). See **Appendix F(a)** and **Appendix N** for Procedures in England & Wales and Scotland. These are available free of charge to voluntary organisations/volunteers.

### 3.5 Interview and Induction

All employees (and where possible volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive a formal or informal induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosure).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- They should sign up to the appropriate BEF Code of Conduct and good practice and child protection procedures.
- The duty of care guidelines including child protection procedures, are explained, and training needs are established.
- Interview questions should test the applicant's attitudes to working with children and young people.

### 3.6 Training

While checks are a part of the process to safeguard children, training is required to help people to:

- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Deal with disclosure.
- Work safely and effectively with children.

Subsequent training and ongoing personal development must be relevant to the particular role, but may include;

- \* As an introduction, NSPCC EduCare programme
- \* Child protection awareness training (BHS or Sports Coach UK Child Protection Workshops)
- \* First Aid training
- \* Any training specific to their particular role.

The BEF requires:

- All employees to undergo CRB checks and attend a recognised 3-hour good practice and child protection awareness training workshop to ensure their practice is exemplary and to

facilitate the development of a positive culture towards good practice and child protection in the Equestrian Industry.

- It is desirable for all riding schools/riding clubs and pony club branches to appoint a Welfare Officer responsible for good practice and child protection. This officer must undergo a CRB check and attend a recognised 3-hour good practice and child protection workshop.
- All instructors and team managers to receive training through a recognised 3-hour good practice and child protection workshop.
- All personnel (instructors/trainers, team managers, medics, event organisers, parents, club officials, senior club members, junior members) to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- All instructors/trainers should hold a national first aid qualification.

### **3.7 Monitoring and Appraisal**

Paid and voluntary appointments should be made conditional on the successful completion of a pre-determined and agreed probationary period. All employees will annually receive formal feedback through an appraisal at which any issues over poor practice can be identified and addressed, training needs related to children can be identified and new goals set.

### **3.8 Complaints, Appeals and Disciplinary Procedures**

The BEF's complaints and appeals procedures will be used to deal with any formal complaints and/or appeals (see Section 4.5/6 and **Appendix I**). Guidance on these procedures will be available to all instructors/trainers, team managers from relevant Equestrian Governing Bodies.

## **4: Responding to Disclosure, Suspicions and Allegations (Appendix D)**

### **4.0 Introduction**

While it is not the responsibility of BEF personnel to identify abuse, it is their responsibility to report any concerns about the welfare of a child. These concerns may arise because:

- A young person discloses she/he is being abused
- Of the behaviour of an adult towards a child
- Of a cluster of indicators observed in a child over a period of time.

All suspicions and disclosures must be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases of possible sexual abuse or where there is a misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take. Because of the multi-discipline nature of the Equestrian Industry, the reporting procedures adopted by the BEF have been linked as closely as possible to the procedures advocated by UK Sport/SportScotland.

### **4.1 Child Protection and Club Welfare Officers**

To ensure appropriate action is taken if there are disclosures or suspicions, each BEF member group:

- Has appointed an employee to act as the designated national child protection officer (CPO's)
- Requires all riding schools, riding clubs and pony club branches (whether or not they have junior sections or members) to recruit, appoint and train a designated club member to become the club welfare officer (CWO).

### **4.2 Reporting Procedures**

Most children are abused by adults they know and trust. Most sexual offences take place in the home of either the offender or victim. The child might disclose this to a trusted adult or you may notice signs that cause you concern.

However, abuse also takes place outside the family setting and some individuals who want to harm and abuse children will use sport as a way to gain access to them. In addition to sound recruitment, selection and training procedures, it is crucial that everyone involved in Riding is aware of this possibility. All allegations are taken seriously and clear and appropriate reporting procedures are promoted and followed if allegations are made or if they have any suspicions.

Any person with information of a disclosure, allegation or suspicion about the welfare of a child (poor practice or possible abuse) must immediately report this in one of the following ways.

**If you are a part of an affiliated club**, you should immediately inform the club's designated Club Welfare Officer who will refer the matter to their National Governing Body's Child Protection Officer (NGB CPO).

**In any other situation or if the designated person is not available, or if concern is about that person or no action is taken**, you should make direct contact with the NGB CPO.

If the NGB CPO is unavailable, you should take responsibility and seek advice from the NSPCC Helpline **0808 800 5000**, the duty officer at the local social services department or the child protection personnel at the nearest police station. Telephone numbers are in the local telephone directory. In these circumstances, you do not have to give your name but it is helpful if you can. The social services and police, together with the designated person in charge where appropriate, will decide how and when parents will be informed. As soon as possible, please also inform the NGB CPO and explain the action taken to date.

A summary of reporting procedures is provided in **Appendix H**. Where there is a complaint of abuse against an employee or volunteer, there may be three types of investigation:

Criminal – in which case the police are immediately involved.

Child Protection – in which case the social services and the police where a crime against a child has been alleged will be involved.

Disciplinary or misconduct – in which case the BEF/member group will be involved.

### **4.3 Dealing with Alleged Abuse**

While the NGB CPO and club CWO's will have received training, they are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. If there is any doubt about whether or not the alleged behaviour constitutes abuse, the concern must be shared with professional agencies that will be responsible for subsequent action:

- The social services have a statutory duty under The Children Act 1989, to ensure the welfare of children and work with the local Area Child Protection Committee (ACPC) to comply with its procedures. They have a legal responsibility to make enquiries into all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making enquiries often jointly with the police. You can obtain advice by telephoning the local social services department and speaking to the duty worker.
- The police also have specially trained child protection personnel to give guidance and advice, deal with concerns sensitively and effectively. If there is any possibility of a criminal offence having taken place, they will automatically become involved.
- The child protection agencies will also provide advice and they can be contacted via the NSPCC 24 hour free phone helpline on **0808 800 5000**.

NB. If there is any doubt, the allegation or incident must be reported; it may be just one of a series of other instances which together cause concern.

Any suspicion that a child has been abused by either an employee or a volunteer (Appendix I) should be reported to the NGB CPO, who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- They will refer the allegation to the social services department who may involve the police, or go directly the police if out of hours. (Social Services have out-of-hours teams too)
- The parents of the child will be contacted as soon as possible following advice from the social services department.
- They should also notify the Chief Executive who will decide who should deal with any media enquiries and implement any immediate disciplinary proceedings. In relation to the Children and Young Persons Act (1933), specific powers of suspension are vested in the Chief Executive. The Chief Executive can:
  - Impose an interim suspension based on the risk to the child, the serious nature of the allegation and the need to ensure a full investigation can be instituted
  - Impose suspension

There is a right of appeal to the Executive Board against the decision of the Chief Executive. The NGB CPO will make a full report to the BEF Disciplinary Committee. Irrespective of the findings of the social services or the police, the BEF will assess all individual cases and determine if the person can be reinstated and how this can be handled sensitively. This decision must be made on the available information which could suggest that, on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child is paramount.

If the NGB CPO is the subject of the suspicion/allegation, the report must be made directly to the Chief Executive who will then be responsible for taking further action.

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the BEF will follow the same procedures and report the matter to the social services or the police. This is because other children, either within or outside the horse industry, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act (1999).

NB. It is the duty of all BEF members to report any charge or conviction involving children.

#### **4.4 Poor Practice**

If the allegations are against BEF NGB employees or volunteers and after consideration the allegation is clearly about poor practice then it will be dealt with as a misconduct issue by the relevant governing body.

#### **4.5 Dealing with Bullying**

The same procedures should be adopted when dealing with allegations of bullying.

- **Bullying:** This may be bullying of a child by an adult or another child. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It may be physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling, graffiti, gestures), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group) or sexual (e.g. unwanted physical contact or abusive comments).

Action to Help the Victim and Prevent Bullying in Sport:

- Take all signs and disclosures of bullying very seriously.
- Encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully (ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the person in charge at the club or school (where the bullying is occurring).

Action Towards the Bully (ies):

The person in charge should:

- Talk with the bully(ies), explain the situation, try to get the bully(ies) to understand the consequences of their behaviour; seek an apology to the victim(s) – have a third person present if possible
- Inform the bully's parents/carers
- Insist on the return of borrowed items and that the bully (ies) compensate the victim
- Impose sanctions as necessary in consultation with parents/carers as necessary
- Encourage and support the bully(ies) to change behaviour
- Hold meetings with the families to report on progress
- Inform everyone of action taken
- Keep a written record of action taken.
- Provide support for the Instructor/Trainer/Coach of the victim.

#### **4.6 Disciplinary and Appeal Procedures**

Each Organisation should have its own Investigation/Disciplinary and Appeals Committee each comprised of at least 3 different members (please refer to your own organisation's Rule Book).

1. Any complaints should be put in writing to the organisation's secretary, who will inform the organisation's Investigation Committee and/or Chief Executive as appropriate.
2. The organisation's Investigation Committee may call for any required information upon which to base a decision on whether or not there is a case to be heard. Prior to making this decision, the member 'under suspicion' shall be sent a written notice of the alleged infringement, and be given an opportunity to make written representation of the facts.
3. The Investigation Committee may also decide to give the member the opportunity to be heard personally – if they are called in for a hearing, he or she may be accompanied by a friend (who may be an associate and/or legal representative).
4. If there appears to be a bone fide case, a Disciplinary Committee should be set up to consider the alleged incident – this should consist of 3 – 5 members none of which should have any direct knowledge of the alleged incident, nor in any way be related to the person concerned.
5. Details of the alleged infringement should be sent in writing to all those invited to the hearing or requested to submit written evidence.
6. If the Disciplinary Committee is of the opinion that the complaint has been provided, in whole or in part, then it shall reach a decision on whether a penalty should be imposed, and if so, what it should be.

7. The 'person under suspicion' should be informed as soon as possible, and must also be informed of the time within which any appeal against the decision must be lodged (usually fourteen days). All appeals procedures will be in accordance with the BEF regulations.
8. The Appeal Committee will consist of 3-5 independent people with no previous direct knowledge of the incident, and an appeal hearing arranged so that the 'person under suspicion' shall have the opportunity to be heard.
9. If the 'person under suspicion' does not attend the Appeal Hearing, then this may proceed in his/her absence.
10. The Appeal committee should consider the record of evidence, and, if it thinks fit, any fresh evidence, and may affirm, rescind, or amend any penalty previously imposed by the Disciplinary Committee.
11. The 'person under suspicion' should be informed of the decision in writing, as soon as possible.

#### **4.7 Informing Parents**

Wherever possible, personnel concerned about the welfare of a child should work in partnership with parents. Therefore, in most situations, it would be important to talk to parents to help clarify any initial concerns (e.g. if a child's behaviour has changed, it is important to check if there is a reasonable explanation such as family upset or bereavement). However, there are circumstances in which a young person might be placed at even greater risk if concerns are shared (e.g. where a parent may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the designated person as soon as possible. Advice and guidance should be sought from the local social services officer/police child protection team with respect to consulting the parents.

#### **4.8 Records and Confidentiality**

Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Information should be written in factual format, avoiding **any** opinion or hearsay and should include the following:

- The facts about the allegation or observation.
- A description of any visible bruising, other injuries or signs.
- The child's account, if this has been disclosed, of what has happened and how any bruising or other injuries occurred.
- Any witnesses to the incident(s).
- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.

Reporting the matter to the police or social services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. A copy of this information should be sent to the NGB CPO.

Confidentiality should be maintained at all times. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Organisation's Chief Executive and NGB CPO
- The parents of the person who is alleged to have been abused

- The person making the allegation.
- Social services/police.

Information will be stored in a secure cabinet at the relevant organisation's offices in line with data protection laws with access available only to the following persons.

- Chief Executive
- CPO.

#### **4.9 Support for Victim, Accused and Reporter**

The BEF:

- Acknowledges the difficulty in reporting concerns and will fully support and protect anyone who, in good faith (without malicious intents), reports his or her concern about a colleague's practice or concerns about the welfare of a child  
Will take appropriate steps to ensure that the victim (and parents) is/are provided with appropriate professional support (e.g. Help lines, support groups and The British Association of Counselling Directory). The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby, CV12 2PJ. Telephone Number: 01788 550899, Facsimile Number: 01788 562189, email: [bac@bac.co.uk](mailto:bac@bac.co.uk), internet: [www.bac.co.uk](http://www.bac.co.uk).
- Will ensure through the appropriate allegation, disciplinary and appeals procedures that the accused is offered appropriate support.

### **5: Implementation and Monitoring Procedures**

#### **5.0 Implementation Strategy**

If the BEF's Good Practice and Child Protection Policy and Procedures are to be effective, they need to be integrated into current practice and implemented in a planned and staged way. This will involve the:

- Design and dissemination of information
- Piloting of procedures
- Execution of recruitment strategies for volunteers and well as employees
- Identification of Welfare Personnel
- Further development of good practice codes
- Provision of training and review of existing training
- Institution of committees and procedures
- Selling to key personnel and committees

During the following implementation, it will be important to evaluate levels of awareness, knowledge, perceptions and attitudes and monitor the impact and effectiveness of the procedures. In addition, it will be necessary to stay abreast of legislation and good practice in child protection issues and make any amendments annually (or as and when required).

#### **5.1 Monitoring Strategy**

It will be the responsibility of the child protection policy group to establish and implement the strategy. This might include monitoring:

- The number of leaflets distributed and the number of checks made
- The number of allegations made and breakdown of no case, poor practice and abuse incidence
- The number of recommendations made for training programmes
- The number of welfare officers in place
- Feedback from clubs on the implementation of the policy
- Reports for the disciplinary and appeals panel
- The number of personnel trained in child protection awareness
- Feedback reports from tours and camps

- The number of members registered to work with young people
- Recommendations for changes to policy, procedures and resources

## **6: Risk Assessment**

**6.0** All activities involving horses have an element of risk. There are risks to young people in the work place due to the horses themselves, and also due to the environment in which they work. In equestrian sports, there are risks to competitors, officials and spectators. Risk Assessment is a process designed to minimise such risks and achieve an acceptable balance between safety and competitiveness. Safety is about minimising risk. See Appendix M and M(a) for sample Risk Assessment forms which should be completed on a regular basis by a responsible member of the riding school staff, competition organisers, freelance instructors/trainers and those planning summer camps/trips away.

## APPENDIX A

### RESPONSIBILITIES OF AN INSTRUCTOR/TRAINER – CODE OF CONDUCT

Responsibilities of an Instructor/Trainer may include, but are not restricted to:

They should .....

- Follow guidelines issued by governing bodies, abide by their rules, and never condone rule violations, rough play or the use of prohibitive substances
- Support and promote their sport and its governing body
- Consistently maintain high standards of appearance and conduct
- Act with due respect to the reputation of governing body
- Hold recognised up to date nationally recognised governing body teaching qualifications and insurance cover
- Maintain own standards by attending relevant training courses
- Show respect for other individuals' human rights
- Develop appropriate working relationships with pupils – especially children, based on mutual trust and respect
- Ensure the demands made on young riders are appropriate for their physical maturity and level of experience
- Place safety and well-being of pupils and horses over and above competition performance
- Co-operate with other specialists (officials, vets, other coaches etc) if appropriate
- Treat everyone equally regardless of age, sex, ethnic origin, religion, political persuasion, sexual orientation or physical disability.

## APPENDIX B

### **Guidelines on Use of Photographic and Filming Equipment at Competitions for Children or Vulnerable Adults.**

Whilst it is not intended to ban all photography at events, organisers and club officials must ensure proper safeguards are in place.

There is a potential risk posed to young children through the use of photographs on web sites and publications. There is evidence in sport in general to show that photographs have been:

- Used to identify children which places them at risk from those who wish to groom children for abuse
- Used or adapted and placed on child pornography sites.

For these reason, the following guidelines for children's events have been drawn up:

Professional photographers/filming/video operators wishing to attend BEF events must:

- Be given a clear brief
- Wear identification
- Not be given unsupervised access to competitors
- Not be allowed to take photos outside the event (e.g. a child's home or school).

Any other spectators (e.g. amateur photographers, parents) wishing to film or take photographs using any form of telephoto lens must:

- Register their name and address at the designated point or wear recognised identification i.e. Armband

Videeing as a Training aid: there is no intention to prevent the use of video equipment as a legitimate training aid. However, riders and their parents should be aware that this is a part of the training programme and care should be taken in the storing of such films.

In any promotional material or publication:

- Consideration should be given to using images, models and illustrations rather than photographs
- Only images of suitably dressed riders should be used (focus on the activity not a particular child; avoid full face and body shots).
- Permission should be sought in writing from riders (and their parents) before using their image
- Remember that if the young person is named, do not include a photograph; if a photograph is used, do not name the young person
- Group Photos: It should be noted that responsible newspapers/publications are now publishing the names of children in group photography in alphabetical order, not in the traditional 'left to right' way. Therefore making identification harder. Event organisers should adopt this practice when dealing with all publicity.

Report any concerns regarding inappropriate or intrusive photography to the event organiser immediately and as soon as possible to the relevant NGB.

## APPENDIX C

### Definitions of Abuse

Abuse can occur wherever there are young people or vulnerable adults of any age. The effects of abuse can be so damaging and if untreated, they may cause serious problems in adulthood including the possibility of difficulty in maintaining stable, trusting relationships, involvement with drugs or prostitution, attempted suicide or even abuse of a child. Someone may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. Children can be abused by adults or other children; there is growing evidence to suggest that peer abuse is an increasing concern for young people. In addition to bullying, four main categories of abuse are recognised:

- **Neglect:** This is where adults fail to meet a child's basic physical and/or psychological needs and is likely to result in the serious impairment of the child's health or development (e.g. failure to provide adequate food, shelter and clothing, failing to protect a child from a physical harm or danger, or the failure to ensure access to appropriate medical care or treatment). It may also include refusal to give children love, affection and attention. **Neglect in sport could include an instructor failing to ensure children are safe, exposing them to undue cold, heat or to unnecessary risk of injury.**
- **Physical Abuse:** This is where someone physically hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing physical harm to a child. Physical harm may also be caused when a parent feigns the symptoms of, or deliberately causes ill health to a child for whom they are caring. **Examples of physical abuse in sport may occur when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body, or where drugs are used to enhance performance or delay puberty.**
- **Sexual Abuse:** This is where girls and boys are abused by adults or other children (both male and female) who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse. **In sport, teaching techniques that involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the instructor over young performers, if misused, may also lead to abusive situations developing.**
- **Emotional Abuse:** This is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age of developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of a child. **Emotional abuse in sport may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.**

## APPENDIX D

### Responding to Disclosure

Instructors often share a very close and trusting relationship with their pupils and this might result in the instructor being just the sort of person to whom a child might disclose that s/he is being abused. Although false allegations of abuse do occur, they are rare, and if a young person says or indicates that he/she is being abused, or information is obtained which gives concern that a young person is being abused, action must be taken immediately (See Section 4.2 for reporting procedures).

Actions to Take	Actions to Avoid
<p>The person receiving the disclosure should:</p> <ul style="list-style-type: none"><li>• React calmly so as not to frighten the child</li><li>• Tell the child he/she is not to blame and was right to tell</li><li>• Take what the child says seriously</li><li>• Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said</li><li>• Reassure the child but do not make promises of confidentiality that cannot be kept</li><li>• Make a full record of what had been said, heard and/or seen (fact and not opinion) as soon as possible</li></ul>	<p>The person receiving the disclosure should not:</p> <ul style="list-style-type: none"><li>• Panic</li><li>• Allow expressions of shock or distaste to show</li><li>• Probe for more information than is offered</li><li>• Speculate or make assumption</li><li>• Make negative comments about the alleged abuser</li><li>• Approach the alleged abuser</li><li>• Make promises or agree to keep secrets</li></ul>

The \_\_\_\_\_ (Organisation) Application Form

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Initials: \_\_\_\_\_

Title: \_\_\_\_\_ Sex M / F National Insurance No. \_\_\_\_\_

Any previous names by which you may have been known: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Previous Address (*if less than 3 years at above:*) \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Post for which applying (voluntary/paid full/part time): \_\_\_\_\_

Relevant experience, qualifications and training: \_\_\_\_\_

Do you hold a full Driving Licence?: Yes/No Is the Licence clean?: Yes/No

If 'No' please give details: \_\_\_\_\_

Career/involvement in sport (with dates): \_\_\_\_\_

I confirm that I have read and agree to abide by the BEF Code of Good Practice:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please supply the names and addresses of two people (not relatives) who will provide references regarding your experience of, and suitably for, working with children and young people (e.g. Previous employer):

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

Tel. No. \_\_\_\_\_ Tel. No. \_\_\_\_\_

# CHILD PROTECTION REFERENCE FORM (CONFIDENTIAL)

NAME \_\_\_\_\_

The above person has applied for a paid/voluntary post with the \_\_\_\_\_ and given your name as a reference. This post involves substantial access to children. As an organisation committed to the welfare of an protection of children, we are anxious to know if there is any reason at all to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with the relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the person's suitability to work within the \_\_\_\_\_. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you known this person? \_\_\_\_\_

2. In what capacity? \_\_\_\_\_

3. What attributes does this person have that would make them suitable for the vacancy?

\_\_\_\_\_

\_\_\_\_\_

4. How would you describe their personality? \_\_\_\_\_

\_\_\_\_\_

The Horse Industry involves substantial access to children. As an organisation committed to the welfare of and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children or young people.

YES I have concerns

I have NO concerns

If you have answered YES, we will contact you in confidence.

Contact Tel. Number \_\_\_\_\_

Name \_\_\_\_\_ Signed \_\_\_\_\_

Date \_\_\_\_\_ Position \_\_\_\_\_

Organisation \_\_\_\_\_

Please return in stamped addressed envelope provided.

# APPENDIX F: SELF DISCLOSURE FORM

(Sample The British Horse Society Personal Disclosure Form)

**CONFIDENTIAL ONCE COMPLETED**

**You have a right of access to information held on you and other rights under the Data Protection Act 1998**

## Part A

Surname \_\_\_\_\_ First Name: \_\_\_\_\_ Initials: \_\_\_\_\_

Title: \_\_\_\_\_ Sex M / F National Insurance No: \_\_\_\_\_

Any previous names by which you have been known: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_ Tel. No: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

**I confirm that I have read and agree to abide by The BHS Code of Good Practice:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Part B

Have you ever been convicted of a criminal offence or been the subject of a caution, reprimand, written warning, a Bound over order or a civil action?

Yes  No

If YES, please state the nature and date(s) of the offence(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, you should declare all convictions, including "spent" convictions.

**Have you ever been subject to any disciplinary actions or sanctions relating to child abuse, sexual offences or violence?**

Yes  No

If YES, please give details

\_\_\_\_\_  
\_\_\_\_\_

**You are required to self-certify that you are not known to ANY Social Services as being an actual or potential risk to children, and that you have not been disqualified or prohibited from fostering children or had any rights or powers in respect of any child vested in or assumed by a local authority, or had a child ordered to be removed from your care.**

As part of the checking procedures, you are advised that The BHS reserves the right to make reference to the Local Authority Social Services Department and Police Records to verify information given on this form, when it is submitted or at any time in the future. **It is The British Horse Society's policy to make random police checks and to take up all references.**

**NB: It is the duty of all BHS personnel, instructors and volunteers to report any charge or conviction involving children.**

***I consent to a criminal records check being made, confirm that the information provided on this form is correct, and accept that failure to disclose information or subsequent failure to conform to The British Horse Society Code of Good Practice may result in disciplinary action and possible suspension.***

Signed: \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX F(a): CRB PROCEDURES FOR ENGLAND & WALES

The British Horse Society is the appointed “umbrella” organisation for carrying out CRB checks for the BEF. All checks are carried out in strict compliance with the Data Protection & Human Rights legislation.

Enhanced disclosures will cost £45 ( including £9 administration charge)

Enhanced disclosures for Volunteers are Free but administration charge applies. *(NB: charges are correct at time of publication)*

Each application will be fully checked by the Director of Standards and one of the two Senior Executives of the BHS Training & Approvals Departments.

- Recruiter must confirm that they have seen all the necessary **ORIGINAL** documentation for the Identity check
- It is recommended that where possible, **photographic** identity be requested by recruiter
- All documentation must be in applicant’s **current name**
- At least one document must confirm the applicant’s **current address**
- One document must confirm the applicant’s **date of birth**
- **No Photocopies must be accepted**
- **Form to be completed in BLACK ink only**

*Can applicant produce any documents from Group 1?*

Yes	No
<b>3 Documents must be seen</b> One document from Group 1 plus two from Group 1 or 2	<b>5 Documents must be seen</b> Five documents from Group 2

### List of Valid Identity Documents

#### Group 1

<b>Passport</b> Any nationality	<b>UK Birth Certificate</b> Issued within 12 months of date of birth – full or short form acceptable
<b>UK issued Driving Licence</b> England/Wales/Scotland/Northern Ireland; either photocard or paper A photocard is only valid if the individual presents it with the counterpart licence	<b>EU Photo Identity Card</b> EU countries only
<b>HM Forces ID Card</b>	<b>UK Firearms Licence</b>

#### Group 2

<b>Marriage Certificate</b>	<b>Financial Statement **</b> e.g. pension, endowment, ISA
<b>Birth Certificate</b>	<b>Vehicle Registration Document</b>
<b>UK P45 / P60 Statement</b>	<b>Mail Order Catalogue Statement*</b>
<b>Bank / Building Society Statement*</b>	<b>Court Claim Form**</b> Documentation issued by Court Services
<b>Utility Bill*</b> Electricity, gas, water, telephone – including mobile phone contract / bill	<b>Exam Certificate</b> e.g. GCSE, NVQ
<b>TV Licence**</b>	<b>Addressed Payslip*</b>
<b>Credit Card Statement*</b>	<b>National Insurance Card</b>
<b>Store Card Statement*</b>	<b>UK NHS Card</b>
<b>Mortgage Statement**</b>	<b>Benefit Book</b> Child Allowance or Pension
<b>Insurance Certificate**</b>	<b>Certificate of British Nationality</b>
<b>Council Tax Statement**</b>	<b>Work Permit / Visa**</b>
<b>A document from UK Central / Local Government / Government Agency / Local Authority giving entitlement*:</b> for example from the Benefits Agency, the Employment Service or the Inland Revenue	<b>Connexions Card</b>

- \* **documentation should be less than three months old**
- \*\* **issued within past 12 months**

Recruiters are recommended to take up references and previous employment history

All employers using this service must express their willingness to consider ex-offenders and have a policy in place.

All correspondence must be clearly marked 'Private & Confidential – for Addressee only'

Agreement – There must be a written agreement, signed by both the BHS and the organisation to whom the service is being provided.

BHS will forward disclosures within 2 working days of receipt

Enhanced disclosures may take 3 weeks to arrive from the CRB

All job advertisements should state whether a disclosure will be requested

Each organisation must have a written Policy Statement on the recruitment of ex-offenders and a copy given to each applicant for positions where disclosures are requested.

Disclosure information should not be kept any longer than 6 months unless necessary due to a dispute over contents. Disclosures must be destroyed – shredded.

#### Note

No disclosure carries an absolute guarantee of accuracy. Neither does it carry a pre-determined period of validity.

## APPENDIX G: PARENTAL CONSENT FORM (Sample)

For use by Organisers of Competitions away from home, PC Camps, Day Trips etc.

### PARENTAL CONSENT FORM

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Race/Ethnic Origin: \_\_\_\_\_ Any Disability or Special Needs \_\_\_\_\_

Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Home Address of parent/carer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Tel. No. (DAY): \_\_\_\_\_ (EVENING): \_\_\_\_\_

Mobile No: \_\_\_\_\_

#### MEDICAL DETAILS:

Doctor's Name: \_\_\_\_\_

NHS Card No.: \_\_\_\_\_

Additional details: (any information, given in confidence, of which the organisers should be aware – specific dietary requirements, details of any medication, allergies etc.)

\_\_\_\_\_

\_\_\_\_\_

**NB:- IF ANY OTHER SPORT/ACTIVITY IS PLANNED, IE. SWIMMING PARENTS/CARER'S CONSENT MUST BE OBTAINED AND DETAILS OF CHILD'S LEVEL OF COMPETENCE GIVEN.**

Declaration:

I have received comprehensive details of this event and consent to my child taking part in the activities indicated. I consent to my child receiving any medical treatment, which, in the opinion of a qualified medical practitioner, may be necessary.

Signed: \_\_\_\_\_ (Parent/Carer)

Date: \_\_\_\_\_

## **APPENDIX H**

### **FORM FOR REPORTING INCIDENT**

This form must be completed where members are concerned about an incident involving a child or young person. This form must be completed as soon as possible after the incident that causes concern and must be passed on to the relevant Authority i.e. Social Services Department, The Police, (in Scotland The Social Work Department, The Police or The Reporter).

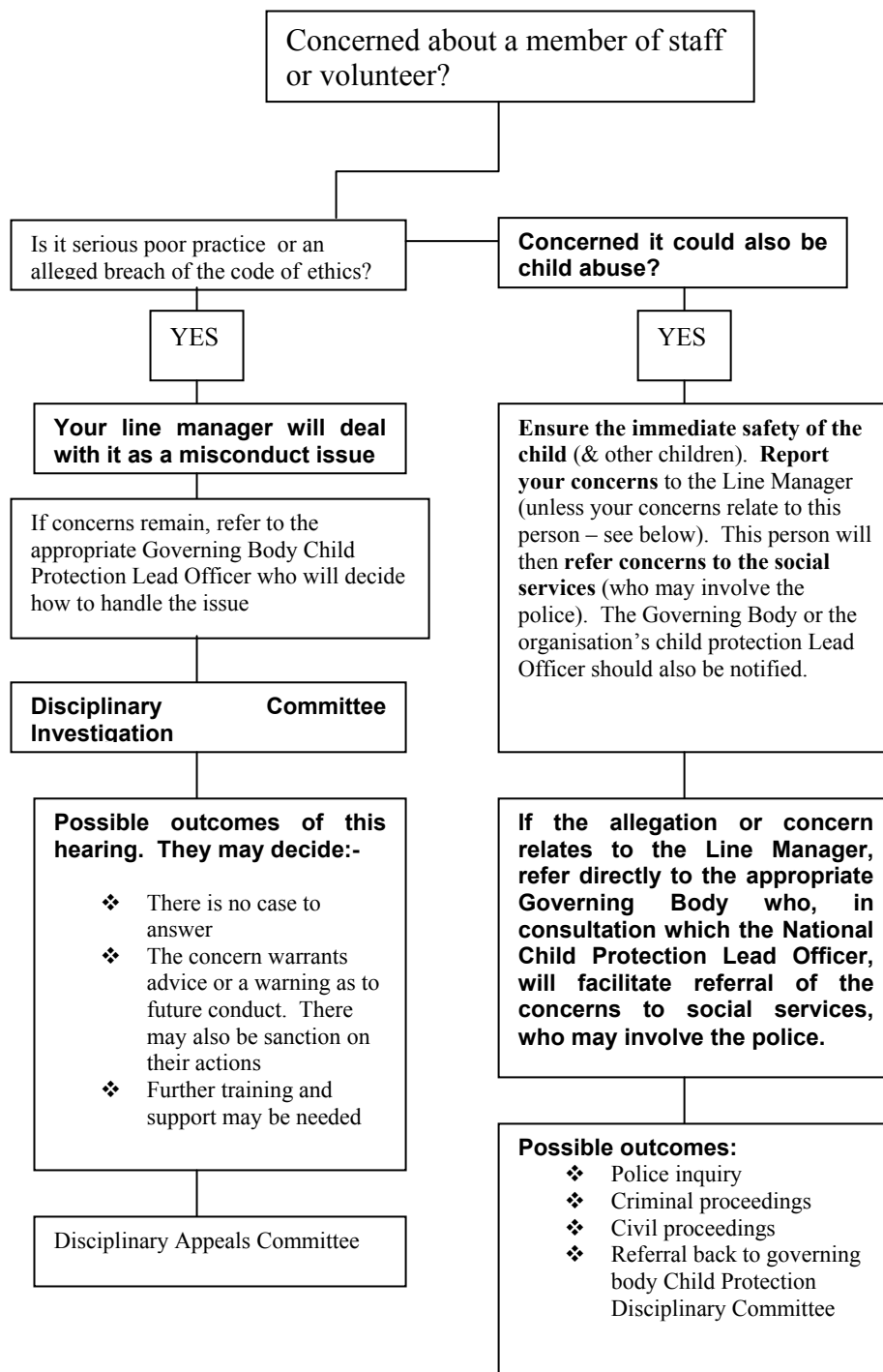
<b>Name of child</b>	
<b>Age and date of birth</b>	<b>Ethnicity</b>
<b>Religion</b>	<b>First language</b>
<b>Disability</b>	<b>Any special factors</b>
<b>Parent's/carer's name(s)</b>	
<b>Home address (and phone number)</b>	
<b>Are you reporting your own concerns or passing on those of somebody else? Give details of that person including contact phone number and date this person advised you of their concerns/incident</b>	
<b>Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents</b> <i>* Continue on a separate sheet of paper if required and attached securely to this form</i>	
<b>Any physical signs?</b> <b>Behavioural signs?</b> <b>Indirect signs?</b>	

<b>Have you spoken to the child? If so, what was said?</b>	
<b>Have you spoken to the parent(s)? If so, what was said?</b>	
<b>Has anybody been alleged to be the abuser? If so, give details</b>	
<b>Have you consulted anybody else? Give details</b>	
<b>Your name and position and Contact Telephone Number</b>	
<b>To whom reported and date of reporting</b>	
<b>Detail what action, if any, has been taken following receipt of this information</b>	
<b>Signature</b>	<b>Today's date</b>

*NOTE: Confidentiality must be maintained at all times. Information must only be shared on a need to know basis i.e. Only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.*

## APPENDIX I

# REPORTING CHILD PROTECTION CONCERNS IN RELATION TO A MEMBER OF STAFF OR VOLUNTEER



**APPENDIX J**  
**ACCIDENT REPORT FORM**

<b>Name of casualty</b>	
<b>Venue</b>	<b>Location of accident</b>
<b>Date of accident</b>	<b>Name of individual(s) who dealt with the accident</b>
<b>Nature of accident (use separate sheet if required, and if possible draw a sketch showing location/people)</b>	
<b>Was the accident caused by faulty equipment</b> If YES please describe	
<b>Was the accident caused by fault of any person</b> If YES Name if known, nature of fault	
<b>Details leading up to the accident</b>	
<b>Details of events after the accident</b>	
<b>Has the accident been entered in the Accident Book?</b>	<b>YES/NO</b>
<b>First Aid treatment given</b>	
<p><b>Signed</b> ..... (Instructor/Trainer)          (PRINT NAME)</p> <p><b>Signed</b> ..... (First aider)          (PRINT NAME)</p> <p><b>Signed</b> ..... (Organiser)          (PRINT NAME)</p> <p><b>Date:</b> .....</p>	

# APPENDIX K

## CODE OF CONDUCT FOR PARTICIPANTS

I am aware that I am an ambassador for my family and my sport and I take full responsibility for my actions. I have read this contract with my parent/guardian, understand the guidelines set out below and agree to comply with the following contract.

**I agree that I will not:**

- 1) possess or consume alcohol or illegal and performance enhancing drugs
- 2) smoke
- 3) engage in sexual activity
- 4) use foul language
- 5) tolerate or be involved in discrimination of any kind
- 6) leave the Event unless accompanied by a member of staff
- 7) enter any accommodation block other than my own.

NB. The Organiser reserves the right to send participants home if they do not keep to the signed contract. We do hope this will not be necessary.

Name (please print).....

BEF Discipline i.e. The Pony Club Branch or Event  
.....

Signature:.....

Date.....

## **CODE OF CONDUCT FOR SPECTATORS**

Your actions influence the mood of the riders and the competition.

Do not abuse officials, however much you disagree with their decision.

Encourage all riders and applaud their efforts.

Do not ridicule opponents for their mistakes or criticise their horses.

Do not applaud or encourage foul play.

Do not use foul or abusive language to riders, officials or other spectators.

Do not ever use physical violence or threaten anyone.

You must not enter the riding area or arena during a competition unless asked to do so by the Organiser or Chief Steward.

Remember when you are supporting your team you are representing your Association, Riding Club or Pony Club branch.

You are subject to the rules of the Sport. You can be cautioned, reported, or sent away from the Competition if this Code of Conduct is breached.

**CHECKLIST FOR OVERNIGHT STAYS  
TRAVEL ABROAD/HOSTING EVENTS**

**(information taken from “Safe Sports Events” – NSPCC publication)**

Purpose of trip	Competition, training, social, combination	
Planning	When? Where? Who? Risk assessment of the activity	
Communication with Parents	Pick up times Destination and venue Competition dates Kit and equipment list Emergency procedures, home contact Consent form Code of conduct	
Accommodation	What type? Catering, special diet, allergies Suitability for group, accessibility Room lists	
Hosting or being hosted	Hosts vetted Hosts aware of special requirements Transport arrangements Telephone contact Local map and information	
Transport	Journey time and stopping points Supervision Suitability and access Drivers checked Insurance	
Supervision and staffing	Ratio of staff to participants Male/female Specialist carers Staff checked Staff relevant child protection training Responsibilities	
Emergency Procedures	First aid Special medical information Medications E111 form (EU visits)	
Insurance	Liability Accident Travel Medical	

Costs	For trip Payment schedule – deposit, staged payments Extra meals, refreshments Spending money Security	
Documentation	Travel tickets Passports, visas Check non EU nationals	
Preparing participants	Local culture, language Food and drink Currency Telephone Maps of area	
Arrival	Check rooms, meal times, phones, valuables Check sporting venue Collect money, valuables Information on medications Arrange group meeting(s) Confirm care and child protection procedures with group/staff Rules, curfews	

# APPENDIX M

## RISK ASSESSMENT FORM

<b>Programme/Area/Unit:</b> Equine – stables/paddocks Handling and Riding Horses		<b>PERSONNEL AFFECTED – KEY:</b>					
		Staff	ST	Public	P	Young	YP
<b>Completed by:</b> A N Other		Students	S	Contractors	C	Persons	P
		<b>RISK RATING:</b>					
<b>Date:</b>  <b>Review Date:</b>  <b>Authorised by:</b> A N Other		<b>SEVERITY</b>			<b>LIKELIHOOD</b>		
		Fatality	3	Probable	3		
		Major Injury	2	Possible	2		
		Minor Injury	1	Unlikely	1		

Activity	Personnel Affected	Hazards	Risk Severity x Likelihood	Existing Control Measures	Residual Risk Severity x Likelihood	Additional Actions
Handling horses	ST, S, P, YP	Kicked, bitten, stood on, squashed, rope burns	2 x 2 = 4	Suitable horses used for relevant experience of handler. Handlers given training relevant to procedure. Protective clothing worn when appropriate. Crash helmets complying with safety standard PAS 015 or BSEN 1384 to be worn by all staff and students.	1 x 2 = 2	

**Appendix M(a)**

**Risk Assessment Action Plan**

<b>ACTION</b>	<b>ACTION BY</b>	<b>TARGET DATE</b>	<b>DATE COMPLETED</b>

## THE DUTY OF CARE & CHILD PROTECTION AS IT APPLIES IN SCOTLAND & NORTHERN IRELAND

### Poileasaidh Dleasnas Cùraim & Dìon Chloinne (see para 1.1)

'S e clann agus òigridh an latha an-diugh a bhios ag obair le eich sna bliadhnachan ri teachd agus bu chòir gum biodh cothrom aig ah-uile pàiste a tha a' com-pàirteachadh san obair air suidheachadh anns a bheil spòrs, sàbhailteachd agus dìon bho chion. Gus déanamh cinnteach gun tachair seo, tha sinn a' cur romhainn a bhith a' dealbh agus a' buileachadh poileasaidhean agus modhan a nì cinnteach gum bi a h-uile duine a tha an sàs san obair a' coileanadh còd deagh chleachdadh BEF/BHS.

### Aithris Poileasaidh

Tha am BEF/BHS a' làn ghabhail ris an dleastanas laghail (Achd na Cloinne 1989 agus Achd na Cloinne (Alba) 1995) agus moralta aige airson dleasnas cùraim ullachadh agus dìon a chur air a h-uile pàiste (agus inbheach so-leònte) agus air an deagh chor, a dh'aindeoin aois, ciorram, gné, cinneadh, creideamh agus gnéitheasachd.

Gus seo a choileanadh tha sinn airson a bhith cinnteach:-

Gum bi deagh chor òigridh (agus inbhich so-leònta) os cionn gach ni eile agus gum bi coir aig pàistean air dìon bho dhroch dhìol.

Gum bu choir cothrom a bhith aig an òigridh gu léir ann an tachartasan marcachd a bhith a' com-pàirteachadh ann an suidheachadh spòrsail agus sàbhailte agus le cothrom na Féinne.

Gum bi gach ceum a tha reusanta air a ghabhail airson clann a dhìon bho chion, leth-bhreith agus nàire agus urram air a chur air an còraichean, an iarrtasan agus am faireachdainnean.

Gum faigh a h-uile amharas agus casaid de dhroch chleachdadh no droch dhìol éisteachd agus freagairt luath agus iomchaidh. 'S ann air eòlaichean dìon chloinne a tha an t-uallach airson dearbhadh an do ghabh droch dhìol àite, ach 's e dleastanas a h-uile neach a bhith ag innse mu iomagain sam bith.

Gum bi e mar riatanas air a h-uile buidheann marcachd ceadaichte agus neach-teagaisg clàraichte an ainm a chur ri modhan deagh chleachdaidh agus dìon chloinne BEF/BHS a tha a' cur an céill gu soilleir na tha riatanach dhaibh.

Gum bi a h-uile neach-obrach agus neach-cuideachaidh saor-thoileach air an taghadh gu cùramach, agus gum bi fiosrachadh air a thoirt dhaibh mun dleastanasan agus stiùireadh agus/no tréanadh mu mhodhan deagh chleachdaidh agus dìon chloinne.

Gum bi ìrean àrda cleachdaidh air an iarraidh tro bhith a' coileanadh Còdan Giùlain BEF/BHS a tha air an cur ri chéile do luchd-teagaisg, sealbhadairean agus luchd-cuideachaidh saor-thoileach.

Gum bi a h-uile neach a' tuigsinn agus a' gabhail rin dleastanasan agus ag obrachadh còmhla: pàrantan, marcaichean, luchd-teagaisg, sealbhadairean, agus luchd-obrach saor-thoileach agus proifeiseanta.

In Scotland there are three statutory bodies that have the legal responsibility for responding to child abuse. They are the **Social Work Department**, the **Police** and the **Reporter**.

Any formal action that is then taken by one of the three statutory organisations will be based on these definitions:

**Physical injury**

**Emotional Abuse**

**Neglect**

**Sexual abuse**

**Non-organic failure to thrive:** *children who significantly fail to reach normal growth and developmental milestones (that is physical growth, weight gain, social and intellectual development) and there is no reasonable medical or organic explanation for this.*

## THE LEGAL FRAMEWORK

The UK ratified the United Nations Convention on the Rights of the Child in 1991 thus committing it to ensuring that its laws and policies comply with the Convention. A large proportion of children's legislation passed since 1991 has taken account of Convention principles.

### **Who are Children?**

These guidelines refer to children and young people. This means people who are under the age of 18 that is the definition contained within the UN Convention on the Rights of the -Child. Police Act 1997 & the Protection of Children (Scotland) Act 2003.

**However in Scots Law, legal responsibilities for some purposes define a child as up to the age of 16.** If you are working with those between the ages of 16 and 18 then you may wish to make further enquiries as to whether or not you have the legal responsibilities. As suggested above, it is recommended by Children 1<sup>st</sup>, that the UN guidelines are appropriate for use in work with children and young people up to the age of 18.

**1.1 The Children (Scotland) Act 1995** (Section 5) states that an adult (over 16 years of age) who has **care or control** of a child under the age of 16 has the responsibility to : ***“do what is reasonable in all circumstances to safeguard the child’s health, development and welfare”***

You should assume that in most situations where you are in charge of children or young people that you also have 'care or control'. This provision is a positive duty to safeguard the child's welfare and applies in all situations apart from in schools. Education legislation places particular powers and duties in the education authorities whilst a child or young person is at school.

Criminal liability can arise where the adult ***“wilfully assaults, ill-treats, neglects, abandons or exposes (the child)... in a manner likely to cause (the child) unnecessary suffering or injury to health”*** (Children and Young Persons (Scotland) Act 1937 Section 12) It is important to note that harm does not actually have to occur in order for there to be a liability – it is sufficient that harm was ***likely*** to occur.

### **1.2 REGISTRATION OF DAY CARE**

If you are working with children under the age of 16 you may be required to register with the Scottish Commission for the Regulation of Care (known as The Care Commission). If you provide care for under-16s that is for more than two hours a day, and for more than 6 days a year, this may be counted as **day care** and as such would require registration under the **Regulation of Care (Scotland) Act 2001**. It is not the intention of this Act to regulate recreational clubs or groups such as uniformed organisations. However, if you are unsure as to whether this applies to you, it is best that you check with the Scottish Commission for the Regulation of Care (The Care Commission – [www.carecommission.com](http://www.carecommission.com))

### **1.4 STATUTORY AGENCIES**

Everyone working with children and young people has a legal responsibility to safeguard children's welfare. Statutory agencies i.e. the police and social work departments have additional responsibilities. It is helpful to have an understanding of what those responsibilities are and whom you should contact when you are concerned about a child or young person.

- **Police** The police have a general duty to investigate where they believe that a criminal offence may have been committed. If they believe that a child may be in

need of compulsory measures or supervision then they will refer the matter to the **Reporter**.

- **Social Work Departments** The social work department of the local authority has statutory duties to protect children. If the social work department receives information that suggests a child is in need of compulsory measures or supervision it will make enquiries and pass on any information it receives to the **Reporter**. They may continue to be involved once it has passed information on to the Reporter. If you have any concerns about a child you should contact your local social work department in the first instance.
- **Reporter and Children's Hearings** Children's Hearings are part of the Scottish system that deals with children and young people in need of protection and those who commit offences. **Anyone** (including you) can refer a child to the **Reporter**. If a **Reporter** receives information that suggests a child may be in need of compulsory measures of supervision he or she will make an initial investigation. This information can be gathered directly or through the social work department or other agencies. If it appears to the Reporter that the child is in need of compulsory measures of supervision (see below) then the Reporter will arrange a Children's Hearing

If a Reporter decides that a Hearing is not necessary, then he or she will inform the child and any other relevant person including the person who provided the information. The reporter may also refer the case to the local authority and ask it to offer assistance to the child and his or her family.

### **1.5 COMPULSORY MEASURES OF SUPERVISION**

- A CHILD HAS BEEN ABUSED
- A CHILD HAS COMMITTED AN OFFENCE
- A CHILD HAS MISUSED ALCOHOL OR DRUGS
- A CHILD HAS BEEN MISSING SCHOOL REGULARLY

### **RECRUITMENT OF STAFF AND VOLUNTEERS**

The recruitment and supervision of staff and volunteers should be treated with the utmost care and consideration. It does not matter whether you are paying someone to work with children and young people or if he or she is volunteering. It is important to remember that anyone who applies to your organisation may have the potential to cause harm to a child or young person in some way. The same procedures must be followed consistently when any new person applies for a position that may involve direct contact with children and young people.

The suggestions below are in line with equivalent procedures set out in this Manual.

**Remember: *be consistent and comprehensive***

- **Give all staff and volunteers clear roles.** Set out a ***job description*** for every post within your organisation
- **Application Form.** Every member of staff and volunteer should complete a standard application form to ensure you have all relevant details. Information required includes: details of previous experience working with children and young people; names of two referees (one having knowledge of the applicant's previous work with children and young people (if the applicant does not have such experience, ask for a reference from a reputable person who could comment on the applicant's suitability); a declaration of any past convictions or cases pending

**This form should also assure the applicant that all information would be treated in confidence.**

- **Criminal Record Checks: These will be carried out in addition to application and self-disclosure. NB: BHS Scotland is Registered with Disclosure Scotland – full details in Appendix N.** On the application form you should ask the applicant to give details of any criminal convictions. People working with

children and young people are exempt from the **Rehabilitation of Offenders Act 1974** and must disclose all convictions even if they are 'spent'

- As recommended by **Disclosure Scotland**, the following types of checks are to be requested for positions requiring contact with children and young people:
- **Standard Disclosure:** *Standard Disclosures will be requested from those applying for positions listed in the Rehabilitation of Offenders Act 1974 (ROA) (Exceptions) Order 1975. These categories include occupations with duties that involve regular contact with children and young people under the age of 18; the elderly, sick and handicapped people.*
- **Enhanced Disclosure:** Enhanced Disclosures will be requested for positions that involve a greater degree of contact with children or vulnerable adults. For example positions that require regular contact with, training, supervising or being in sole charge of children and young people.

## **ROLE OF THE SOCIAL WORK DEPARTMENT**

The Local authority social work department has the statutory responsibility to investigate and respond to all reports of child abuse. It may do this in conjunction with the police, if it is felt their involvement is appropriate and/or needed. Contact should be made with the nearest department to establish its particular procedures for reporting concerns about children. The Social Work Department has trained staff to investigate child abuse, assess risk and to develop safety plans for children and families.

### **What about defamation?**

*"Concerned adults are sometimes reluctant to report suspicions of abuse for fear that the person suspected will sue them for defamation if the allegation turns out to be unfounded.*

*To be defamatory, a statement must first of all be untrue. Even if subsequently shown to be untrue, the statement will be protected by 'qualified privilege' if it is made to the appropriate authority 'in response to a duty, whether legal, moral or social or in the protection of an interest'. Unjustified repetition of the allegations to other persons will not be protected by privilege.*

*The qualification on privilege refers to statements motivated by malice. If a statement even to the appropriate authority, can be shown to be not only untrue, but motivated by malice, then an act of defamation could be successful."* (Extract taken from *Guidelines on Child Protection* prepared for the independent schools in Scotland by Kathleen Marshall BA (Hons)LLB)

Seek legal advice if you are still concerned about defamation

## APPENDIX N

**Disclosure Certificates for those working and volunteering in the Scotland.**

**INTRODUCTION - Everyone new to working and volunteering with children in the Scottish horse world must undertake a disclosure check from April 2005.**

**BHS Scotland and the Scottish Equestrian Association (S.E.A.) have implemented checking for those new to the instructor's register and new employees in riding establishments as well as new volunteers. This service is also available to those already operating within the industry, as retrospective checking will imminently be required.**

**Background** – The Police Act 1997 Part V makes provision for disclosures to become necessary for all those working and volunteering with children. The Protection of Children (Scotland) Act 2003 (POCSA) ensures that from January 10 2005 the disclosure process is enacted and organisations have until April 11 2005 to implement their own checking systems for new employees and volunteers.

Eventually everyone working and volunteering with children will require a disclosure certificate. POCSA puts in place a list held by Scottish Ministers naming people deemed unsuitable and therefore disqualified from working with children and young people under 18. A disclosure check is a referral to this list. The disclosure process also covers vulnerable adults.

**The British Horse Society Scotland/Scottish Equestrian Association** - have been cleared for carrying out Disclosure Checks, which means checks can be carried out on behalf of other equestrian organisations. Both organisations have required policies in place and are signed up to a code of practice. BHSS/SEA have a child protection policy, a policy on protection of vulnerable adults and a policy on the recruitment of ex-offenders as well as policy on the secure storage, handling, use, retention and disposal of disclosures. (BHS Scotland has opted for enrolment option C with a collator as primary point of contact with CRBS to receive all disclosure certificates.)

**Who Needs to be Checked** -All organisations who work with children and young people providing organised and supervised services and activities are required to undertake standard and enhanced disclosures on any new employees or volunteers from April 11 2005. Those regularly caring for, training, supervising or being in sole charge of persons under 18 and/or vulnerable adults require enhanced disclosure. (Protection of Children (Scotland) Act 2003 Guidance for organisations ISBN 0 7559 4274 4 Annex A Schedule 2 defines child care positions for the purposes of POCSA)

**How do I get checked?**

**If an organisation wants BHS to carry out checks for them what do they do?** –Get in touch with Helene Mauchlen at BHS Scotland, Woodburn, Crieff, Perthshire PH7 3RG  
[H.Mauchlen@bhsscotland.org.uk](mailto:H.Mauchlen@bhsscotland.org.uk) 01764 656334

BHS Scotland has put in place a checking process:

1. Inform people of need to be checked
2. They send in A4 SAE to BHS Scotland.
3. They receive form with signatory codes filled in.
4. Individuals decide whether they are eligible for free checks or paid. <sup>a</sup>
5. They arrange to bring form and their identification documents to either one of our checking venues or their local BHS signatory for verification.
6. Signed Forms are sent to CRBS/Disclosure Scotland.
7. Completed disclosures are returned to the BHS Scotland Collator for secure storage - results are given to other organisations.

8. Organisations decide themselves what action they take in the event of a negative result.

*If a person operates in a voluntary capacity they are eligible for free checks, if they are professional checks cost £13.60 payable to CRBS individuals decide themselves whether they are eligible for free checks. Most helpers in the horse world, professional or otherwise volunteer in some capacity (PC, RDA or other sports) and are therefore eligible for free checks.*

- a. *The verification process requires signatories to take all reasonable steps to ensure that the disclosure applicant is who they claim to be therefore as many original documents as necessary must be provided for scrutiny – at least one of passport, driving licence with photo or another photo ID card AND at least one of bank or building society statement, two non-consecutive utility bills. Credit or store card. Financial statement, correspondence from benefits agency, pension or benefit book, Visa or work permit.*
- b. *In order to accommodate the verification process BHS Scotland will have one signatory in each region, will operate a verification table at training days, trade stands etc and generally try and facilitate applications wherever possible. It is also possible for bodies that choose to carry out disclosure through BHS Scotland to put in place their own signatories with results collated by BHS.*

**The Scottish Equestrian Assoc. have an approved Lead Signatory/Collator through whom these checks can be submitted. Contact Sheena Bell, North Cotton, Kingennie, Angus, DD5 3PA Tel: 01382.350789 or email sheena@northcotton.vispa.com The forms are A4 size and come with a guidance booklet . The forms must be completed in black ink and in block capitals – they are not acceptable in any other way.**

#### **FURTHER INFORMATION**

**The Protection of Children (S) Act 2003 – if you need further information go to:**  
<http://www.scotland.gov.uk/library5/social/pcain-00.asp>

**You may also wish to contact one of the organisations listed below:-**

#### **Children 1<sup>st</sup>.**

Children 1<sup>st</sup>, The Royal Scottish Society for the Prevention of Cruelty to Children works to give every child in Scotland a safe and secure childhood. Its main areas of work include:

- ❖ Supporting families under stress;
- ❖ Protecting children from harm and neglect;
- ❖ Helping children to recover from abuse;
- ❖ Promoting children's rights and interests.

**Children 1<sup>st</sup>, 83 Whitehouse Loan, Edinburgh, EH9 1AT [www.children1st.org.uk](http://www.children1st.org.uk) Tel: 0131 446 2300 Fax: 0131 446 2039**

#### **Childline**

It is always worth reminding children that they can call Childline for free if they have anything that they want to talk about. Childline can also be written to at: Childline Scotland, Freepost 1111, Glasgow G1 1BR

**Helpline: 0800 1111**

Children who have hearing difficulties or find using a regular phone hard can try the Childline

**TextPhone service on 0800 400222**

Children who are worried about bullying can now seek help by calling Childline Scotland

**Bullying Helpline 0800 441111**

*(Mon-Fri 3.30pm – 9.30pm)*

**Parentline Scotland** This helpline is for parents and carers who need advice or support

**Helpline: 0808 800 2222**

**SportScotland** Caledonia House, South Gyle, Edinburgh, EH12 9DQ

Tel: 0131 317 7200 [www.sportscotland.org.uk](http://www.sportscotland.org.uk).E.mail:-  
[child.protection@sportscotland.org.uk](mailto:child.protection@sportscotland.org.uk)

## **CHILD PROTECTION IN IRELAND**

### **Sports Council for Northern Ireland**

The Sports Council for Northern Ireland aims to: increase and sustain committed participation in sport, particularly by young people; to raise the standards of sporting excellence; to promote the good reputation and efficient administration of sport in Northern Ireland.

Disclosure checks are available in Northern Ireland through the DHSS or may be obtained through the Northern Ireland development Officer, BHS, at House of Sport (see below) or email [BHSIRELAND@aol.com](mailto:BHSIRELAND@aol.com)

In Northern Ireland a Child Protection in Sport Advisory Officer post has been created through a partnership between the Sports Council Northern Ireland (SCNI) and the NSPCC. This has been resourced by the Government's Executive Programme Fund to promote the rights of children, along with ensuring their protection and continue enjoyment of sport.

**House of Sport  
Upper Malone Road  
Belfast  
BT9 5LA**

**Tel: 02890 381 222**

[www.sportni.net](http://www.sportni.net)

The Irish Sports Council and the Sports Council for Northern Ireland have worked together to produce the *Code of ethics and Good Practice for Children's Sport*. This publication is for the benefit of everyone involved in children's sport – children, parents/guardians and Sports Leaders, etc. By following the principles, policy and practice guidelines contained in the Code, adult sport leaders are playing their part in providing an enjoyable and safe environment in which children can learn and thrive.

### **Other Useful Addresses and Contact Numbers**

Irish Sports Council  
21 Fitzwilliam Square  
Dublin 2  
Tel: 01-2407700  
Fax: 01-2407777

Child Care NI  
216 Belmont Road  
Belfast  
BT4 2AT

Tel: 02890 652 713

Child Protection in Sport Unit (NI)  
NSPCC  
Jennymount Business Park  
North Derby Street  
Belfast  
BT15 3HN  
Tel: 02890 351 135  
[www.thecpsu.org.uk](http://www.thecpsu.org.uk)  
NSPCC 24 hour helpline  
Freephone 0808 8005000

## CHILD PROTECTION IN WALES

### DYLETSWYDD GOFAL A POLISI AMDDIFFYN PLANT

Plant a pobl ifanc ydi'r dyfodol yn y diwidiant y ceffyl, a unrhyw blentyn sydd yn ymwneud a cyfranogi a cael amddiffyn o niwed amgylchedd. I sicarhau bod hwn yn digwydd yr ydym yn cyflawni l dyfeisio a gweithredu polisi trefn l bobl l cynnwys cydsynio a BEF/BHS cod ymarferol.

### DATGANIAD POLISI

Maer BEF yn derbyn cyfreithlon (Dedde y Plant 1989) a moesau dyled l ddarparu dyletswydd agofal l amddiffyn pob plentyn a archolladwy mewn oed a safio llwydd heb gwahaniaeth l oed a anabledd sydd ganddynt cenedl hiliol tarddiad cred crefyddol a rhywiol hunaniaeth.

Pob plentyn ifanc sydd yn cymeryd rhan yn digwyddiadol marchogol dylse nw gymeryd rhan yn hwyl amgylched diogel a awyrgylch teg.

Y mae'n cymeryd camau rhesymol l amddifyn plant o niwed, gwahaniaethau, triniaeth difreinio a rhoi parch dymuniadau a teimladau.

Pob amheuaeth, haeru ymarter gwael, camddrin byddwn yn cymmeryd ynddifrifol ag ateb yn gyflym. Y mae yn gyfrifoldeb o'r arbenigwyr plant amddiffyn l hysbysu unrhyn ymwneud.

Mae dyletswyth ar cymeradwyr sefydliadau a cofrestredig, hyfforddwyr l llofnodi gan trefn y BEF ag ymarfer da a amddiffyn plant a dweud yn glir beth sydd yn mynnu wrthyn nw.

Mae pob gweithiwr a gwirfoddolwyr yncael eu dewis yn offalus, cael gwybodaeth o'i cyfrifol debau a cael darparu a cyfarwyddio a ymarfer da a amddiffyn plant.

Mae safon uchel ar ymddigiadau yn cael eu ofyn ag ymarferwyr yn trwy cydsyniadau ar BEF cod o amddyfiadau cynhyrchiad perchennogau a gwirfoddolion. Mae pob un yn derbyn cyfrifoldea ag yn gweithio efo eu gilydd, rhiewi, marchogwyr ymarferwyr, perchennogwyr a staff proffesiynol.

### Useful Addresses

The Sports Council for Wales  
Cyngor Chwareon Cymru  
Sophia Gardens  
Cardiff  
CF11 9SW

Tel: 02920 300 500

[www.sports-council-wales.co.uk](http://www.sports-council-wales.co.uk)

Child Protection in Sport Unit (Wales)  
NSPCC  
Capital Tower  
Greyfriars Road  
Cardiff  
CF10 3AG

Tel: 029 2026 7000

**Cymru/Wales Child Protection Helpline: 0808 100 2524**

## Useful contact details

**NSPCC HELPLINE:** 0800 800 5000  
**Text Tel. No for those with hearing difficulties:** 0800 0560566  
**NSPCC ASIAN Child Protection Helpline:** 0800 096 7719

### **Child Protection in Sport Unit (CPSU)**

3 Gilmour Close  
Beaumont Leas  
Leicester, L4 1EZ  
Tel: 0116 234 7278

[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

### **British Equestrian Federation**

Stoneleigh Park  
Kenilworth  
Warks CV8 2RH  
Tel: 024 76 698871  
[www.bef.co.uk](http://www.bef.co.uk)

### **British Dressage**

Stoneleigh Park  
Kenilworth  
Warks. CV8 2RJ  
Tel: 024 76 698830  
[www.britishdressage.co.uk](http://www.britishdressage.co.uk)

### **Endurance GB**

Stoneleigh Park  
Kenilworth  
Warks CV8 2RP  
Tel: 024 76 698863  
[www.endurancegb.co.uk](http://www.endurancegb.co.uk)

### **British Equestrian Vaulting**

c/o British Equestrian Federation  
address as above  
[www.vaulting.org.uk](http://www.vaulting.org.uk)

### **British Horse Driving Trials Association**

Deer Park Business Centre  
Stoneleigh Deer Park  
Stareton, Kenilworth,  
Warks CV5 7NR  
Tel 02476 419078  
[www.horsedrivingtrials.co.uk](http://www.horsedrivingtrials.co.uk)

Association Of British Riding Schools  
Queens Chambers  
38-40 Queen St  
Penzance Cornwall TR18 4BH  
Tel: 01736 369440  
[www.abrs-info.org](http://www.abrs-info.org)

### **The British Horse Society**

Stoneleigh Deer Park  
Kenilworth  
Warks CV8 2XZ  
Tel: 01926 707700  
[www.bhs.org.uk](http://www.bhs.org.uk)

### **British Eventing**

Stoneleigh Park  
Kenilworth  
Warks CV8 2LR  
Tel: 024 76 698856  
[www.britisheventing.com](http://www.britisheventing.com)

### **British Show Jumping Association**

Stoneleigh Park  
Kenilworth  
Warks CV8 2LR  
Tel: 024 76 698800  
[www.bsja.co.uk](http://www.bsja.co.uk)

### **The Pony Club**

Stoneleigh Park  
Kenilworth  
Warks CV8 2RW  
Tel: 024 76 698300  
[www.pcuk.org](http://www.pcuk.org)

British Reining  
Melkshum Court,  
Stinchcombe,  
Nr Dursley, Glos. GL11 6AR  
Tel: 01453 547666  
[www.britishreining.o.uk](http://www.britishreining.o.uk)  
Assoc. BEF Members:  
British Equestrian Trade Assoc  
[www.beta-uk.org](http://www.beta-uk.org)

British Horseball Assoc}  
Mounted Games Assoc.} contact through BEF  
UK Polocrosse Assoc.}

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