

DS22 - Safeguarding- What Clubs Should Know

England, Wales & Northern Ireland

July 2019 –Version 5



This guidance document is for Affiliated Riding Clubs to use to check they have adequate safeguarding provision within their riding club.

More advice is available <http://www.bhs.org.uk/our-charity/about-us-and-our-work/working-with-the-law/safeguarding-children>

The protection of children, young people and adults while participating in any sport is of the highest importance as they should be able to take part in a fun, safe environment and be protected from harm.

What does this mean for my Riding Club?

1. Riding Clubs will need to read, understand and implement the BHS Safeguarding policy.
2. Recruit a Club Safeguarding Officer (CSO). CSOs will need to:
 - Have a clear role description
 - Complete the BEF Safeguarding workshop or Sports Coach UK course
 - Complete a Criminal Record Check
 - Produce a welfare plan for events.

Important to remember

The role of the CSO is not to decide whether child abuse has taken place or to investigate the complaint. The role is to accurately record the details and report it to the British Horse Society and if necessary Children's Social Care or the Police.

Safeguarding Children – Good Practice

The following guidance documents have been designed to support Riding Clubs to safeguard children and to protect and advise the club. They are available on our Safeguarding page on the BHS website, please see the link above.

Physical contact

It's good practice to explain to riders and their parents about any physical contact that may occur as a part of them learning to ride or improving and furthering their skills through your coaching.

For further guidance on issues such as 'What can I do if a child is distressed?' 'What can I do if a child I teach has done well?' Check out our guidance on our safeguarding page listed above.

E-safety

Many members, volunteers and instructors already use sites such as Facebook, Twitter and Instagram. It is essential that you keep both your club and young people safe online and, as an adult, you have a key role to play in actively promoting safety measures. We have produced guidance for all organisations, coaches and young people on how to stay safe online.



Running an event/attending team events

Running or attending an event with young people can already seem quite onerous. In order to make sure those in your care are safe the following principles should be adhered to:

- Children and young people should be supervised by their parents or guardians at all times. A Riding Club should not be involved in a situation where parents have made private arrangements with other parents regarding the supervision of their children whilst at an event. There may be exceptions where junior teams are taken to events and in this instance parental consent forms should always be completed. Templates are available.
- Overnight stays require special consideration regarding the legislation around criminal record checks and overnight supervision; please see our checklist for further information.

To help riding clubs consider what they will need to implement the Safeguarding Officer should write a welfare plan for each major event including children and young people. A template is available.

Codes of conduct

It is important in a riding club that all individuals know what their responsibilities are, codes of conduct will raise awareness of certain issues such as behaviour of young people and their parent/guardians. There are a variety of codes of conduct available on our website.

Photography and images

British Horse Society guidance states:

- No rider should be photographed or videoed without consent*
- No pictures and video should be shared, used for marketing purposes or posted online without consent
(*parent and guardian consent if under 18)

One to one situations

One to one situations may occur but a riding club will need to consider reducing the risk and protecting those involved.

For example young people writing for judges – this situation should be avoided unless another adult can be present or the judge is in earshot and eye sight of other officials.

What to do if you are worried about a child

- If there are concerns that a child may be subject to harm these concerns must be noted and referred to the Safeguarding / Welfare Officer or BHS Lead Safeguarding Officer immediately.
- If there is an immediate concern a referral must be made to the Local Social Care Services or Police (preferably Police Child Protection Unit). The Safeguarding Lead Officer must be informed of the case as soon as is possible and practicable.

What to do if there is an allegation against your club

If there is a concern regarding inappropriate behaviour or possible abuse you must report this to your Safeguarding Officer or chairperson even if it may not become an allegation. Depending on the nature of the concern you may need to inform Local Social Care Services or the Police immediately. The BHS Safeguarding Lead Officer must be informed of the case as soon as is possible and practicable.

Spectators

Spectators are subject to the Rules of the sport. They can be cautioned, reported or sent away from the competition if the Code of Conduct is breached.



Criminal Record Checks

All riding clubs (in England, Wales & Northern Ireland) are required by law to check their volunteers or coaches if they are teaching, training or supervising children on a regular basis and are in regulated activity. This is known as a DBS check or Access NI Check.

Who needs to be checked?

Enhanced DBS Checks can only be made on those who are over 16 who are working or volunteering in a 'Regulated Activity' with children (under 18s) on a regular or overnight basis.

- **What is 'Regulated Activity' with children?**

Regulated Activity is defined as unsupervised contact with children which includes teaching, training, instructing, carrying out intimate care, supervising children overnight and driving a vehicle only for children.

- **What is considered to be a regular, frequent or overnight?**

3 times or more in one month
Overnight between 2am – 6am

If the above criteria are met, then the person must have an Enhanced DBS check. The Safeguarding Team at the BHS can complete checks for you, please contact us on: 02476 840746.

Roles likely to require an Enhanced Disclosure Check: Chairperson, Instructor, Team Trainer, Junior Team Manager, Coach, Club Safeguarding Officer, Child Protection Officer, First Aid Officer, Camp/Team Supervisor

General Roles which are not likely to require a DBS Check; Office Staff, One-off supervised helpers (refreshments, etc), Competition Judges/ Jump Judges/ General Stewards, Parents who help only their own child

DBS will only send the DBS certificate to the applicant

Riding Club Chairperson or Club/Centre Safeguarding Officer will need to see sight of their employee/volunteer's DBS certificate.

My Employee/Volunteer has a criminal record

In the event of the Disclosure indicating a relevant conviction or other information the Riding Club Chairperson or Club Safeguarding Officer may seek advice from the BHS Safeguarding Team (02476 840746) and the BEF Safeguarding Case Management Group, to make a risk assessment of the employee/ volunteer's suitability to work with children.

Having a criminal record does not necessarily mean that the employee/volunteer cannot work with children.

Can we accept a criminal record check from elsewhere?

The BHS recommends that the certificate is less than 3 years, is the correct level of check i.e. an enhanced check with the children's barred list and it completed by a British Equestrian Federation member body e.g. pony club. It is also important to make a note of the role on the certificate and make sure this is similar to the role the individual has within your club e.g. teacher, sports coach, supervisor of children.

Most Accredited Professional Coaches (APC) will have the appropriate level of check but in all cases please see their certificate. The DBS Update Service enables individuals to complete a one-off check that can be used in other roles within the Equine Industry.

2019 © The British Horse Society. All rights reserved. Please note that all of these datasheets are not to be posted on any public forum. They are an Affiliation benefit.

How often do checks need to be completed?

Checks should be renewed every three years unless the individual is signed up to the update service.

Who makes the decision regarding who needs to be checked?

The BHS has offered guidance on the roles that may need to be checked but the Riding Club committee is responsible for making sure they complete the appropriate checks on the individuals they are employing as either volunteers or paid.

Finding out who to check

DBS (England and Wales) Eligibility tool – use this to find out what type of check is most relevant for your staff and volunteers <https://www.gov.uk/find-out-dbs-check>

Basic Criminal Record Checks

As an employer you can ask your staff to have a Basic Criminal Record Check. Basic Criminal Record Checks can be used for any job role you may have which does not meet the criteria for an enhanced DBS check and can be used for any purpose. This check will contain details of convictions and conditional cautions. The cost of the check is £25.

- If you're living or working in England or Wales the Disclosure & Barring Service provides this service. You can apply directly through DBS using their [online application route](#). As part of your application you'll need to prove your identity through [GOV.UK Verify](#)
- If you live or work in Scotland, you should apply to [Disclosure Scotland](#).
- If you live or work in Northern Ireland, you should apply to [AccessNI](#).

Sources of Additional Information:

<http://www.bhs.org.uk/our-charity/about-us-and-our-work/working-with-the-law/criminal-record-checks/>

Other Employment and recruiting volunteers information

Best practice would include but not limited to:

Pre-employment

- Make job/volunteer applicants aware that they will be required to obtain a disclosure certificate for the role which they are applying for.
- Referencing, both personal and professional – preferably including the applicants suitability to work with children.
- Interviewing applicants.
- Completing self-declaration forms – to ensure that each applicant is aware they must notify you of any possible future convictions, reprimands or warnings specifically but not limited to their suitability to work with children (template attached ‘Self Declaration Form Updates’)

During employment/recruiting volunteers

- Codes of conduct for employees to sign – you may like to include guidance around social media use especially with junior clients.
- Signing up to the DBS update service, a service for portable DBS certificates that allows employers to regularly check an employee's status. (19 day window to sign up, for more information please see <https://www.gov.uk/dbs-update-service>)

You should also provide applicants with a copy of your recruitment of ex-offenders policy. You will also need to have a policy on the secure handling, retention and disposal of disclosure information; templates of these can be sent to you on request.

BHS Safeguarding Team Tel: 02476 840746. Email: safeguarding@bhs.org.uk

2019 © The British Horse Society. All rights reserved. Please note that all of these datasheets are not to be posted on any public forum. They are an Affiliation benefit.

Safeguarding Template

Role of the Safeguarding Officer

A centre or club safeguarding officer is primarily responsible for managing and reporting concerns about children and young people, and for putting in place procedures to safeguard children in the club or centre

Our clubs or centre safeguarding officer will need to:

- ✓ work with others in the centre or club to ensure a positive child-centred environment
- ✓ ensure that their club or centre is aware of The British Horse Society's safeguarding policies, procedures and guidelines
- ✓ ensure parents/children are aware of the policy and procedures
- ✓ receive queries and offer support regarding safeguarding concerns
- ✓ undertake training as necessary
- ✓ promote training to club and centre support staff, members and volunteers
- ✓ assist the club or centre to ensure that codes of conduct are in place for club staff, volunteers, coaches, young people and parents
- ✓ ensure confidentiality is maintained and information is only shared on a "need to know" basis

Responding to concerns

- ✓ respond to any allegations or complaints made from within your club/centre
- ✓ communicate with centre or club management and The BHS Safeguarding team regarding concerns
- ✓ maintain contact details for local children's social care and the police

BHS Safeguarding Team Tel: 02476 840746. Email: safeguarding@bhs.org.uk

Information taken from the Child Protection in Sport Unit website.





Club Safeguarding Officer Information Form

Riding Club Details

Name of Club	Area
--------------	------

Do you have any junior members in your club?

If yes, please fill out the 'Club Safeguarding Officer Details' (sections A1, A2 and A3). If no, then please only fill out section B.

Section A1: Club Safeguarding Officer Details: Section B:

Name of CSO	
Address	
Postcode	
Daytime Telephone No:	
Email:	
Riding Club Membership No:	

I, the undersigned, have read and understood the BHS Safeguarding Policy. The club listed above does not have members who are under 18. I agree to inform the British Horse Society if the situation changes in the future.

Signed

Name

Date

**Section A2: Date of Safeguarding and Protecting Children Training Course:
Please include copy of appropriate Safeguarding and child protection certificate**

**Section A3: Criminal Record Check Date:
Please include copy of DBS certificate**

Sign: Date:

Please return to:
Beth Harding
British Riding Clubs
The British Horse Society
Abbey Park, Stareton
Kenilworth, Warwickshire CV8 2XZ
T: 02476 840 592
E: beth.harding@bhs.org.uk

2019 © The British Horse Society. All rights reserved. Please note that all of these datasheets are not to be posted on any public forum. They are an Affiliation benefit.

DBS Application Guidance – Riding Clubs

Introduction of DBS – Disclosure and Barring Service

It is important that we make sure that people working with children are suitable to do so. By asking our Club Safeguarding Officers or other relevant Riding Club members to have a Criminal Record Check, known as a DBS Check in England and Wales, we are taking reasonable measures to avoid unsuitable people being able to gain access to young people.

How to complete my Online DBS Check?

1. Complete the ‘Disclosure & Barring Online Cover Sheet’
2. Enclose your Identification Documents (originals or signed copies if you have had your ID verified by someone) as listed on the back page of ‘Disclosure & Barring Online Cover Sheet’
3. Enclose your payment (see below)
4. Return your Online Cover Sheet, Identity Documents & payment to the Safeguarding Team
5. Once we receive your details we will:
 - Verify your documents
 - Return your documents to you by recorded delivery (if originals)
 - Email you a login and password to your email account for you to be able to complete your DBS online

How much do I need to pay?

There are 2 possible charges:

- £15
I am applying for a DBS Check for a job that I do as a volunteer* & I am sending in my ID documents to the BHS for Verification
- £10
I am applying for a DBS Check for a job that I do as a volunteer* & I have had my ID documents verified by a BHS Approved Evidence Checker

All cheques and postal orders must be made payable to The British Horse Society and be sent to The British Horse Society with the DBS application form.

Who can check and verify my documents?

- You can send in your original ID Documents to the BHS via recorded delivery
- Pop in to the BHS HQ
- Meet up with your Committee Chairman
- Meet up with your BHS Regional Development Officer

- Meet up with the Proprietor of your local BHS Approved Centre
- Visit one of the major equine shows where the BHS is present
- Use the Post Office Verify ID service, please see;
 - www.postoffice.co.uk/document-certification-service

Completing the Online Application

You will be sent a user name and password via email to access the online application process. To complete the process you will need your identity documents that you had verified and all the addresses you have lived at in the last 5 years. Make sure you apply for an **ENHANCED DBS** Check.

You will be forwarded the following email:

'Thank you for sending your application for an Online DBS Application through the BHS. Please find below login details for you to complete your criminal record check using the 'remote application' facility.

On receipt of your returned ID documents (if you sent original documents into us), please go to the website...'

What happens next?

We will be notified by Disclosure Services that you have completed your online application. We will verify the details you have entered against the documents you have sent into us, then once the application is submitted the check then goes to the police service. Upon completion you will receive your 'disclosure' certificate through the post from the DBS; an e-result will be emailed to the BHS. We will inform BRC of the expiry date on your certificate.

If your certificate has content (convictions or cautions) we will contact you and ask you to send us the original certificate. The BHS will make a risk assessment of the information on the disclosure as to your suitability for your role in the British Riding Clubs.

The disclosure certificate is your personal property and it is your responsibility to keep it in a safe place.

Why do we need this information?

The BHS and BRC are fully committed to providing a safe environment for all individuals involved in equestrian activities: clients and instructors alike. By seeing your DBS Enhanced disclosure we can make a decision as to your suitability to work with children. This will also give the general public the knowledge that their children are in safe hands.

Q&A's

What if I have a criminal record?

This depends on the nature of the information on your disclosure certificate. The BHS may seek advice from the BEF Safeguarding Case Management Group, before making a risk assessment as to your suitability to work with children.





Having a criminal record does not necessarily mean that you can't work with children. You should contact the BHS Lead Safeguarding Officer on: 02476 840746, in confidence if you are at all concerned about this.

I don't have a computer; can I still apply in paper?

Under exceptional circumstances the BHS will process paper DBS Applications. Please contact the BHS Safeguarding team on 02476 840 746 for further information.

I don't work with children do I need one?

The BHS and BRC consider that all Club Safeguarding Officers are in regulated activity and require a check. Your Riding Club may decide other roles are also in regulated activity and require a check; although some individuals may not currently teach children it is impossible to state that you will not be asked to do so at some time. A child is an individual who has not reached their 18th birthday.

If you are concerned we are asking you to complete a check when you are not working with children please contact the Safeguarding Lead Officer on 02476 840 746.

What is Regulated Activity with children?

The definition of regulated activity when working with children is an activity which involves teaching, training or instructing children AND happens frequently (once a week or more) OR intensively (3 or more occasions in a 30 day period) OR overnight.

If you consider that your role does not fall into this category, please contact the Safeguarding Lead Officer on 02476 840 746 to discuss your application.

What is Regulated Activity relating to Adults?

The definition for an individual involved in Regulated Activity when working with adults includes working in healthcare, providing personal care, social work, assisting with general household matters, assisting an adult to conduct their personal affairs, or conveying.

The BHS consider that roles within the Equine Industry are unlikely to extend to Regulated Activity relating to Adults. Should a situation arise whereby an individual could build a trusting relationship with an adult, best practice would be to carry out a DBS Check against the Child and Adult workforce, but only the Barred List Check for Working with Children could be checked. If you think this is you, please contact the BHS Lead Safeguarding Officer on: 02476 840 746 to discuss your application.

How often do I need to renew my DBS Check?

Your DBS check is valid for a period of 3 years, unless it is signed up to the online update service.



Can I use my disclosure for other organisations?

The DBS have now launched their Update Service, which means The British Horse Society can accept certificates and checks made through other organisations within the equestrian industry if you have signed up for the update service and the role is similar in nature.

The British Horse Society can check your status online, provided that the same type and level of check that we require has been requested and you have provided us with the original certificate. This means you may never have to do another application again, saving you time and money.

The DBS Update Service costs £13 per year, or is free for volunteers, this is payable directly to the DBS.

For more information or to sign up to the Update Service visit
www.gov.uk/dbs-update-service

If you have already joined the Update Service and wish The British Horse Society to access your details, please contact the British Riding Club Team on 02476 840 518 to discuss your application.

For more information

Please visit our website:

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

or contact the BHS Safeguarding Officer on: 02476 840746 or email :safeguarding@bhs.org.uk