



Safeguarding Policy

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SAFEGUARDING POLICY

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Safeguarding Statement

The Horse Rangers Association (Hampton Court) Ltd, known as Horse Rangers, recognises our moral and statutory responsibility to safeguard and promote the welfare of all children and adults at risk.

We endeavour to provide a safe and welcoming environment where children and adults at risk are respected and valued.

We are alert to the signs of abuse and neglect and follow our procedures to ensure that children and adults at risk receive effective support, protection and justice.

Child protection forms part of Horse Rangers safeguarding responsibilities.

Introduction

Horse Rangers believes that all children and adults at risk have a right to be protected from abuse. It is the intention of the procedures within this policy to ensure that the appropriate action is taken immediately where it is alleged that a member* of Horse Rangers is suspected of being abused. The prime concern at all times must be the interests and safety of the members.

It must be clearly understood that all adults* regardless of rank or status, have a personal responsibility for the safety and welfare of our members.

Adults are required to complete an Enhanced Disclosure and Barring Service (DBS) Check to screen whether they are barred from working with children and may not attend Horse Rangers until their certificate is issued by the DBS. It will be an offence for any person who has been barred from working with children, by the Independent Safeguarding Authority (ISA) to join Horse Rangers, either as a member of staff or as a volunteer.

**Please see terminology on p4 for definition*

Aims of the Policy

The aim of this policy is to provide a framework for the protection of children and adults at risk with whom Horse Rangers work with.

Our framework aims to;

- ensure all adults understand the different types of abuse
- raise awareness regarding the signs of abuse
- ensure that all adults are aware of their own responsibilities regarding safeguarding children and adults at risk procedures
- provide support for adults who have experienced disclosure and for members who have disclosed

This policy applies to **all** Horse Rangers trustees, staff, volunteers or anyone working on behalf of Horse Rangers.

Horse Rangers is committed to safeguarding, protecting and promoting the welfare of all its members and believes that everyone has the right to feel safe and protected from harm and abuse.

Terminology

Safeguarding and promoting the welfare of **children** is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

'Children' are defined as anyone under the age of 18 (25 if a child has a disability). This includes 'Young People' for the purpose of this Policy.

'Child Protection' is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

'Adults' are defined all staff, volunteers and members over the age of 18 (excluding those with Special Needs).

'Members' include all children, and adults at risk that access a programme at Horse Rangers.

'Adults at Risk' are defined as any person aged 18 or older who is at the risk of abuse and neglect because of their needs for care and support and as a result of their needs is unable to protect themselves against the risk of the abuse or neglect (Care Act, 2014).

'Volunteers' are defined as all adults in unpaid roles who support Horse Rangers' programmes, including members over the age of 18 on a reduced subscription and in a role of responsibility such as Session Leader, Officer, Instructor, RDA Coach.

'Member Body' relates to any member organisation which we are registered with. This includes the British Horse Society (BHS) and Riding for the Disabled Association (RDA UK).

'National Governing Body' relates to the body in charge of equine-related sport, the British Equestrian Federation (BEF).

Policy Statement & Commitment

It is always unacceptable for a child or adult at risk to experience abuse of any kind, as enshrined in the Children Act 1989 and 2004, the Human Rights Act 1998, the Safeguarding of Vulnerable Groups Act 2006 and Working Together to Safeguard Children 2026: A guide to inter-agency working to safeguard and promote the welfare of children.

Horse Rangers recognises that:

- some children and adults are more at risk because of their previous experiences, level of dependency, communication needs or other issues
- it has a responsibility, along with and in partnership with others, to protect the welfare of children and adults at risk
- adults are autonomous and make their own decisions. Our role is to support them in their independence, well-being and choice
- all reasonable steps must be taken in relation to the safety and welfare of the children and adults at risk with whom Horse Rangers encounters through our work
- children and adults at risk should never experience abuse of any kind. We have a responsibility to promote the welfare of all our members and to keep them safe

We are committed to practice in a way that protects them.

It is impossible to ensure that no child or adult at risk ever comes to any harm while in contact with Horse Rangers. However, implementing this policy and following the guidelines/procedures in place will enable those who undertake work for Horse Rangers to be confident that they have taken all reasonable precautions to prevent harm occurring while being prepared to respond swiftly should an incident occur.

Horse Rangers expects all those working with children and adults at risk in any capacity – paid or voluntary - to adopt this policy.

There are two sides to safeguarding - Prevention and Protection.

Prevention is about putting measures in place to protect children and adults at risk and reduce the potential risk of harm or damage.

Protection is specifically about the steps and measures put in place to protect children and adults at risk identified as either suffering, or likely to suffer from harm, exploitation, abuse and neglect.

Legal Framework

This policy is written in line with the requirements of current child and adult legislation and statutory guidance across the UK, the Charity Commission and the Local Safeguarding Partnership's Board.

Policies and procedures can also be found on legislation.gov.uk or via your Local Safeguarding Partnership's Board website.

Horse Rangers is committed to protecting children and adults at risk through ensuring:

- a safe physical environment for our work (*see H&S Policy/Risk assessments*)
- sufficient complaint and whistle blowing procedures are in place (*see Complaints Policy*)
- safe recruitment of all staff and volunteers, ensuring references are received and DBS checks are cleared

- effective management, ongoing supervisions and support for staff and volunteers (*see Volunteer policy*)
- staff and volunteers receive an induction and relevant training to ensure they are fully aware of their safeguarding responsibilities
- all suspicions and allegations of abuse must be taken seriously, acted upon properly, in a timely way, reported and investigated, when necessary and shared with the appropriate Member Body (BHS or RDA).

Safeguarding Roles and Responsibilities

Designated Safeguarding Lead (DSL):

- oversee Horse Rangers safeguarding policies and procedures
- respond to any safeguarding allegations and swiftly act upon any complaints, incidences or concerns
- ensure all staff and volunteers (over the age of 18) receive safeguarding training and are kept up to date with any changes in practice or policy
- provide advice and support to staff and volunteers in relation to safeguarding
- keep up to date with their own safeguarding training, latest guidance, policies and procedures
- keep detailed, accurate and secure records
- recognise signs and symptoms of possible abuse and understand when to make a referral
- refer cases of suspected abuse or allegations of a child or adult at risk to all necessary agencies and ensure a collaborative approach when referrals occur

Designated Trustee:

- lead the Trustees in ensuring that all policies and procedures relating to safeguarding are fit for purpose, robust and adhered to
- act as the Safeguarding Lead in the absence of both the DSL and the Director (contactable via the Horse Rangers office – 0208 979 4196)
- ensure all staff and volunteers are safely recruited
- ensure staff and volunteers are appropriately trained
- keep up to date with the latest guidance, policies and procedures
- provide overview for safeguarding practices within Horse Rangers and take action in the event of an allegation of abuse is made against any trustee, staff or volunteer
- act upon any allegations or incidents of abuse
- liaise with relevant agencies if an allegation is made against a member of staff
- ensure all other trustees receive appropriate training and receive incident updates at each board meeting
- inform and liaise with the Charities Commission should there be any incident in accordance with their guidance

All adults have a responsibility to be aware of the procedures to be followed in cases of suspected abuse. Adults in regular contact with members are well placed to notice signs of abuse, therefore if an adult suspects a member may be at risk, or hears a disclosure from a member, the DSL must be informed immediately. Please see 'Reporting, Recording & Referrals' section and 'Appendix C' in this policy for guidelines.

Recruitment and Training

Safe, Robust Recruitment:

Horse Rangers is committed to robust safer recruitment processes for both paid staff and volunteers which are fair, transparent, and free from discrimination, promote diversity and inclusion and align with the relevant legislation and statutory guidance.

Safer recruitment practises include:

- Clear role descriptions including tasks, responsibilities and person specifications
- Clear safeguarding message included in all adverts for roles
- Consistent application form and reference requests
- Disclosure checks
- Induction process including safeguarding policies, training and code of conduct
- Ongoing training and supervision, and probation periods for paid staff

Application Process:

The recruitment process requires all applicants to complete a volunteer application form which includes relevant experience, two referees and a declaration regarding convictions and working with children. References will be requested and received before the successful applicant commences their post.

DBS:

In accordance with the law, a DBS check is required for all Horse Rangers staff and volunteers who have contact with children and adults at risk prior to starting a role. DBS checks will be updated every 3 years as required. The DBS will be enhanced and check whether the applicant is barred from working with children.

Safeguarding training:

The DSL, Deputy DSLs, Director and Designated Trustee will attend Level 3 safeguarding children training, or the equivalent Safeguarding Officer training, repeated every 3 years. The DSL will also attend either the BEF Group Safeguarding Officer tutor-led course, or the BHS-equivalent Safeguarding Officer training every four years.

All Horse Rangers Staff, Session Leaders and RDA Group Coaches will complete level 2, or the BEF/BHS/RDA equivalent safeguarding children training course, repeated every 3 years.

All other Horse Rangers volunteers (including trustees) will complete a level 1 e-learning module, or the BEF/BHS/RDA equivalent e-learning module, repeated every 3 years and receive an introduction to Horse Rangers' safeguarding processes during their induction.

All staff and volunteers will have access to a copy of the safeguarding policy when they join and sign a Code of Conduct confirming they have read and understood the policy.

Sharing information for the purpose of Safeguarding:

If any conditions relating to mental health or a history of domestic abuse are shared on recruitment of a new member, or during a member's time at Horse Rangers, this information will be shared with the relevant Session Leader/RDA Coach. Some information may need to be shared with supporting volunteers on a need-to-know basis.

Any information disclosed will be done so confidentially.

All volunteers must be fully aware of their responsibilities to share and act on any concerns and speak with the DSL.

Reporting, Recording and Referrals

What to do if you suspect a child or adult at risk is being abused?

When concerned about the welfare of a child or adult at risk, adults **must always** act in the best interests of the child and/or adult at risk.

IF THERE IS AN URGENT OR IMMEDIATE NEED TO PROTECT A CHILD, CALL THE POLICE ON 999.

Otherwise, contact the DSL (lauren.correia@horserangers.org.uk / 0208 979 4196) as soon as possible.

If you are concerned that a child or adult at risk is being (or has been) abused; if you notice any unusual injuries or marks and/or a child or adult at risk makes a disclosure of abuse to a member of staff or volunteer:

- 1) **React calmly**, listen.
- 2) **Reassure** the person that they were right to disclose the matter.
- 3) **Keep questions to an absolute minimum.** *Do not ask leading questions. These might give your own idea of what might have happened (E.g. "Did they do X to you?"). Ask open questions such as "What happened?"; "Is there anything else?"*
- 4) **Do not promise that the disclosure will be kept a secret.** *You have a responsibility to make sure they are safe. Give reassurance that only those who need to know will be told.*
- 5) **Explain** that you now have to do what you can to keep them safe and what you will do next. Whatever their response, **you must report it to the DSL**
- 6) **Ensure**, in the case of a disclosure by a child, that you modify your responses above in relation to the age of the child and the situation. *A very young child may not be aware of the significance of a disclosure they are making and could be alarmed by more than a brief acknowledgement.*
- 7) **Record** what has been observed and said **as soon as possible.** *The notes should not reflect the personal opinion of the note taker as they could become part of a statutory assessment by the relevant social care team and/or part of a criminal investigation.*

Include the child/adult at risk's behaviour and physical condition, the date and time of the incident and the date and time the record was made.

- 8) In the case of an emergency, contact the Police.** Otherwise, if you are concerned that the child/adult at risk may be at risk of harm, **notify the DSL immediately**. An urgent referral may need to be made to the relevant social care team and/or the police.
- 9) DO NOT mention the disclosure to anyone in the household** in the case of disclosure of sexual abuse of a child or adult at risk. In the case of other forms of abuse, you may tell the parent/carer that you will report this information back to the DSL unless you think doing so would put the person at risk.
- 10) Do not** seek to investigate the issue further yourself.

Recording a Safeguarding concern or incident:

We have specific forms which will help you record essential information needed in the event that you have a Safeguarding concern.

These can be found in the filing cabinet in the shed outside the indoor school, in the weekend box or are available on request from the office. If you cannot access a form, please follow the guidelines offered in this policy.

Reporting a Safeguarding concern or incident:

IF THERE IS AN URGENT OR IMMEDIATE NEED TO PROTECT A CHILD, CALL THE POLICE ON 999.

Otherwise, **contact the DSL (lauren.correia@horserangers.org.uk / 0208 979 4196) as soon as possible.**

The DSL will get in touch with the relevant local authority, children's social care or adult social services, and Member Body/National Governing Body, as required.

If you cannot get hold of the DSL, Deputy DSL's, Director or Designated Trustee, please contact the relevant team below:

Richmond & Kingston Borough

Children's Services: 0208 547 5008 (Richmond and Kingston Single Point of Access
(SPA) Team) 0208 770 5000 (Out-of-Hours)

Adult Social Care Team: 020 8891 7971 (Richmond)
020 8547 5005 (Kingston)

Surrey Borough

Children's SPA (C-SPA): 0300 470 9100 (Monday – Friday 9am – 5pm)
01483 517898 (Out-Of-Hours)

Adult Social Care Team: 0300 200 1005
01483 517 898 (Out-Of-Hours)

Please note, when referring please contact the borough of the adult's residence, not the residence of the site.

The Local Authority Designated Officer (LADO), Prevent or Disclosure and Barring Service (DBS) may also need to be notified by the DSL.

As Horse Rangers is a member group of the British Horse Society (BHS) and the Riding for the Disabled Association (RDA), the relevant Member Body must be notified by the DSL in the case of an incident.

BHS Safeguarding Team: 02476 840746

Safeguarding@bhs.org.uk

Confidential email: cpleadofficer@bhs.org.net

RDA National Office

Safeguarding Contact: 01926 492915

safeguarding@rda.org.uk

What to do if you have concerns about a child or adult at risk but not relating to a safeguarding concern?

If you are concerned about a child or adult at risk, but the concern does not relate to safeguarding, speak to the DSL regardless.

Allegations against Staff and/or Volunteers

Allegations against a member of staff and/or volunteer may come from another staff member, child, adult at risk, volunteer or from an outside agency (the police, Local Authority etc.)

Allegations that indicate a person could pose a risk of harm if they continue to work in close contact with children or adults at risk include those who have:

- Behaved in a way that has harmed a child or adult at risk, or may have harmed a child or adult at risk;
- Possibly committed a criminal offence against or related to a child or adult at risk;

or

- Behaved towards a child/children or adult(s) at risk in a way that indicates he/she/they may pose a risk of harm.

Any allegations of abuse against a member of staff or a volunteer should be reported immediately to the DSL.

In the first instance, the DSL will discuss the allegation with the relevant local authority, children's social care or adult social services. The Member Body may also be contacted at this stage for advice and/or support.

The DSL will act on the advice given, record all information and keep it secure and confidential.

The Designated Trustee will inform the Charity Commission of such incident and action taken where required.

If the person is deemed to be an immediate risk to children or adults at risk, the police should be called.

The DSL should inform the accused person about the allegation as soon as possible and consider whether the circumstances warrant a person being suspended from contact with children/adults at risk or whether alternative arrangements can be put in place until the allegation or concern is resolved. For example, it may be that the employee will be suspended with pay during the following investigation or a volunteer asked to cease volunteering pending the outcome of the investigation. The accused person will be told that an allegation has been made against them, but details of the complaint not given at this stage.

Investigation may include a child protection investigation (externally led by the LADO), a criminal investigation (externally led by the Police Authority) and/or an internally led disciplinary investigation (supported by the Member Body and/or the National Governing Body).

The DSL will fulfil their legal duty to refer information to the DBS as required.

The DSL, with support from the Designated Trustee and Director where required, will provide appropriate support for this person during this period.

Where an investigation by the police or social care services is unnecessary, the DSL, Director and Trustees will consult to determine the next course of action. This may involve liaising with the Member Body and/or National Governing Body.

Allegations of abuse made against the DSL should be reported directly to the Designated Trustee and/or Director who will contact the relevant bodies and follow the above guidance in place of the DSL.

Record Keeping

It's important to keep a clear and comprehensive summary of:

- all allegations that have been made
- details of how allegations have been followed up and investigated
- decisions made about the allegation and actions taken

Whistle Blowing

Whistle blowing is when someone reports wrongdoing that is in the public interest. This is usually something they've seen at work but not always. The wrongdoing might have happened in the past, be happening now, or be something the whistle blower is concerned may happen in the near future (Gov.uk, 2018).

NSPCC Whistleblowing Advice Line offers free advice and support to professionals with concerns about how child protection issues are being handled in their own or another organisation.

Contact the Whistle blowing Advice Line on:

- 0800 028 0285

- help@nspcc.org.uk

Contact the Whistle blowing Advice Line if:

- your or another organisation doesn't have clear safeguarding procedures to follow
- concerns aren't dealt with properly or may be covered up
- a concern that was raised hasn't been acted upon
- you are worried that repercussions are likely to arise if you raise a concern

This applies to incidents that happened in the past, are happening now, or may happen in the future.

No Phone Policy

Horse Rangers recognises the risks associated with mobile phone use, digital communication and photography.

A No Mobile Phone Policy is in place for weekend sessions involving children and young people.

Parental consent is obtained for the use of photographs or video recordings of children.

Images are used only in accordance with the safeguarding and data protection procedures.

Monitoring and Reviews

This Policy will be reviewed annually to ensure that it complies with legislative and regulatory requirements and best practice.

It is subject to approval by the trustees of Horse Rangers and will be presented to the trustees for approval after each review.

Multi-agency partnership: Horse Rangers is committed to the multi-agency partnership approach. In accordance with Local Safeguarding procedures, we are required to liaise with Children's Services in all cases of abuse or suspected abuse towards a child, and to liaise with Adult Social Care in all cases relating to abuse or suspected abuse of an adult at risk. As a member group of both the BHS and RDA, we are also required to liaise with the correct Member Body which may escalate to the National Governing Body. This multi-agency approach enhances the effectiveness of identifying and dealing with any abuse issues that may arise.

Support for the Discloser

It is important to consider the needs of the discloser and the possible traumatic effect upon them of being a victim of abuse. It is equally important to consider the needs of the other

children/adults at risk who may have become aware of the incidents and to be clear about the provision for dealing with their distress or confusion.

Types of support/advice available are:

NSPCC 24-Hour Free Helpline – If you are concerned for a child	0808 800 5000 (24-Hour)
ChildLine – If you are 18 and under and want to talk to someone	0800 1111 (24-Hour)
Samaritans	116 123 (24-Hour)

Support for Adults

It is important to remember that the feelings and emotions engendered in an abuse case can be serious for a variety of individuals who may be involved in the case.

These may include:

- Individuals against whom allegations of abuse have been made
- Adults who receive disclosures of abuse
- Trustees
- Managers who are required to investigate allegations of abuse made against their colleagues, which may be undertaken under advice from Social Services
- Adults who work with a colleague who is subject to such an allegation

Each of these individuals is likely to have a variety of support needs and the Local Authority will, as far as possible, help to meet such needs.

This support may include:

- Counselling by trained and qualified counsellors
- Support given to the Association if allegations have been made against a member of staff or volunteer

Safeguarding Code of Conduct for Staff and Volunteers

As a member of staff/volunteer at Horse Rangers, we would like you to:

- Implement our Safeguarding policy and procedures
- Report any concerns about or allegations of abuse or poor practice to the **Designated Safeguarding Lead – Lauren Correia:**
lauren.correia@horserangers.org.uk / 0208 979 4196
- Listen to any concerns that parents or young people might have
- Do not engage in any behaviour that constitutes any form of abuse
- Respect your position of trust and maintain appropriate boundaries and relationships
- Complete any Safeguarding training and DBS checks when notified by the office
- Respect children's trust and rights whilst being honest and open with them
- Make sure you have the appropriate staffing ratios of adult to participant
- Do not discriminate against anyone, regardless of gender, race, sexual orientation or ability
- Administer first aid (if trained) if an injury occurs and call for help when necessary
- Use constructive and positive methods of developing skills, without humiliating or harming them
- Abide by our Health & Safety policies
- Challenge and address instances of poor, negative, aggressive or bullying behaviour
- Lead by example
- Develop positive relationships with parents/carers and keep them updated of their child's development/progress, if applicable to your role, ie staff, group leaders, RDA coaches.
- Help make Horse Rangers a friendly and welcoming place to be

As a member of staff/volunteer, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role
- Be informed of our safeguarding procedures and what you need to do if something isn't right
- Have access to ongoing training and support
- Be listened to
- Be involved and contribute towards decisions that affect the Charity
- Be respected and treated fairly
- Feel welcomed, valued and not judged based on your race, gender, sexuality or ability
- Be protected from physical or emotional abuse from children or parents and be supported to resolve conflict

Appendix A: Types of Prohibited Conduct

The following definitions are taken from the British Equestrian Federations Safeguarding Policy – 21st Revision.

Prohibited conduct is determined by the behaviours viewed objectively, and not whether harm was intended by the perpetrator, or actually results from the behaviours. They are:

Physical abuse:

This includes without limitation contact behaviours such as deliberate striking or other physical violence, including with objects. Also includes providing purported therapeutic or medical interventions without the relevant training or expertise (e.g. massage).

Physical abuse may also involve non-contact behaviours such as isolating someone in a confined space, exercise as a form of punishment, forcing someone into a harmful stance or position for no athletic purpose (e.g. kneeling on a hard surface), denying physical needs such as sleep, medical attention, or access to a toilet, or encouraging a participant to perform a potentially dangerous skill where the individual knows or ought to know that the participant was not developmentally ready for that skill. Physical abuse includes providing alcohol to an under-age Participant or providing Participants with illegal or non-prescribed drugs. Where a Participant under an individual's authority has been injured (to include concussion), it shall be considered physical abuse to allow or encourage that participant to return to equestrian activity prematurely where the individual ought reasonably to have known it was premature.

Emotional abuse:

This includes, without limitation, repeated emotional maltreatment such as verbal conduct (including online), non-assaulting physical conduct (such as body-shaming, inappropriately conducted weigh-ins, restrictive diets, or physical aggressive behaviours towards objects such as throwing), conduct that causes the denial of attention or support (such as abandonment as a punishment, unreasonably denying feedback). Psychological abuse may include a pattern of deliberate non-contact behaviours by a person in authority that have the objective potential to be harmful to the victim.

Sexual Abuse:

Children - Any act which involves forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. It may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the child's friends

and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped.

Adults - Includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.

Neglect:

Neglect refers to the omission of adequate care and attention and shall be evaluated with consideration given to the alleged victim's needs and requirements. This includes, without limitation, not allowing adequate recovery time or treatment, disregarding and/or not considering a participant's disability, failing to ensure appropriate supervision for a participant, failing to consider the welfare of a Participant (for example weigh-ins for weight control), failing to provide safe equipment or a safe environment, or allowing a participant to disregard regulations or policy. Neglect is determined by the behaviour in question viewed objectively, not whether harm is intended or results from the behaviour.

Child Sexual Exploitation:

Includes where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person into sexual activity. For example this may be in exchange for something the victim needs or wants and/or for financial gain or status advantage of the perpetrator.

Grooming:

Grooming involves building trust with a victim, and sometimes also their support team or peers to normalize inappropriate behaviours, reduce inhibitions and serve to sexualise a relationship. For example, Grooming may include testing boundaries by seemingly accidental touching, which then gradually escalates to sexualised touching. Many victims do not recognise the Grooming process as it is happening, or that the manipulation of others is part of the abuse process.

Discrimination:

Abusive behaviour that is centred on a difference or perceived difference, particularly with respect to; race, gender, sexual orientation, disability, ethnic or national origin, age, religion or marital status. Discrimination may include overt or subtle forms of harm, and may be verbal, physical, visual abuse or harassment. Discriminatory abuse may constitute a criminal offence referred to as a 'Hate Crime'.

Bullying:

Repeated behaviour intended to intimidate or upset a child or adult and/or make them feel uncomfortable or unsafe, for example, name calling, exclusion or isolation, spreading rumours, embarrassing someone in public or in front of their peers, threatening to cause harm, physically hurting someone or damaging their possessions. All Participants must treat each other with respect and appropriate sensitivity. Bullying does not include constructive, reasonable, legitimate and justified criticism or instructions given to an individual (for example, in relation to selection decisions).

Hazing:

This includes any intentional action or situation created that causes embarrassment, harassment or ridicule and risks emotional, physical or sexual harm towards a person, regardless of their apparent willingness to participate. For example, harassment may include demeaning, humiliating or discriminatory comments or behaviours, whether directly or indirectly (e.g. racist or homophobic behaviours).

Exploitation of the workforce:

This includes where an employee is working in conditions where their employment rights are not being met. This applies whether the employee is engaged in this situation voluntarily, or through some form of coercion. For example, this would include;

- Failure to pay National Minimum or Living Wage,
- Requiring employees to work excessive hours without a break,
- Lack of provisions for holidays or adequate rest breaks,
- Recurring use of deception, force or blackmail by employers.

Professional poor practice:

It is important for poor practice to be identified, raised and resolved, as these behaviours are often part of the Grooming process. Following a review of the circumstances it may be appropriate for poor practice to be addressed either informally or formally. This may include circumstances where;

- Using contact details (provided for the purpose of sport) to make contact about purposes not related to sport,
- Using a line of communication that is not within the typical communication channels,
- Communicating privately with a child online, for example via text or social media,
- Inappropriate sharing of personal photographs,
- Inappropriate sharing of changing rooms or spaces, whether engaging in that use or arranging it,
- Arranging or taking part in 1-2-1 meetings not held in an environment where there is supervision,
- Providing personal gifts,
- Inappropriate private travel or transportation. Repeated instances of professional poor practice should trigger disciplinary action.

Aiding and abetting:

Any act or communication taken with the purpose of directly assisting, furthering, facilitating, promoting, or encouraging abuse or other prohibited conduct whether by or against a participant. Aiding and abetting includes, without limitation, allowing any person to violate the terms of their suspension or other sanction imposed.

Intentional false allegations:

It is a violation to knowingly report a false allegation that a Participant has engaged in Prohibited Conduct, or to influence another to report a knowingly false allegation. If the events reported did not occur and the person making the report knows, at the time of reporting, that the events did not occur, then the allegation is false. A false allegation is different from an unsubstantiated allegation. Unsubstantiated means there is insufficient supporting evidence to determine whether an allegation is true or false. Provided there is no demonstrable bad faith, and unsubstantiated allegation is not a violation of this policy.

Manipulating or otherwise interfering with process:

It is a violation to directly or indirectly interfere with, or manipulate, an investigation or disciplinary process by;

- Knowingly destroying, falsifying, distorting, concealing or misrepresenting information with the intention of influencing an outcome or process,
- Attempting to discourage or prevent proper participation in or use of the process,
- Harassing or intimidating any person involved in the process whether before, during or after proceedings,
- Failing to comply with any sanctions or measures imposed by the process,
- Influencing, or attempting to influence, another person to interfere with or manipulate the process,
- Distributing or otherwise publicising any materials accessed during the process, except as required by law or expressly permitted,

All Participants are required to act in good faith throughout any investigation or disciplinary process. We recognise that victims may minimise or conceal information (for example, through shame) and, absent any demonstrable bad faith, this is not a violation of this policy.

Retaliation:

Where a person has raised a concern or participated in an investigation or disciplinary process in good faith, it shall be a violation of this policy for a Participant to take adverse action against that person. Retaliation includes, but is not limited to, threatening, harassing, coercing, negatively interfering with participation in sport, or other conduct that would discourage a reasonable person. Retaliation after an investigation or disciplinary process has been completed shall also be a violation of this policy. Retaliation does not include actions lawfully pursued in good faith.

Appendix B: Responsible Staff, Volunteers and Trustees

Designated Safeguarding Lead (DSL)

Lauren Correia – DSL & RDA Safeguarding Contact
(lauren.correia@horserangers.org.uk / 0208 979 4196)

Deputy Safeguarding Leads

Elle Brunton – Deputy SL & Mainstream Liaison Officer

Jude Watts – Deputy SL & Squadron 5 (Ponies) Safeguarding Contact

Squadron Safeguarding Contacts

Georgie Rainer – Squadron 1 Safeguarding Contact

Georgie Rider – Squadron 2 Safeguarding Contact

Abby Burford - Squadron 3 Safeguarding Contact

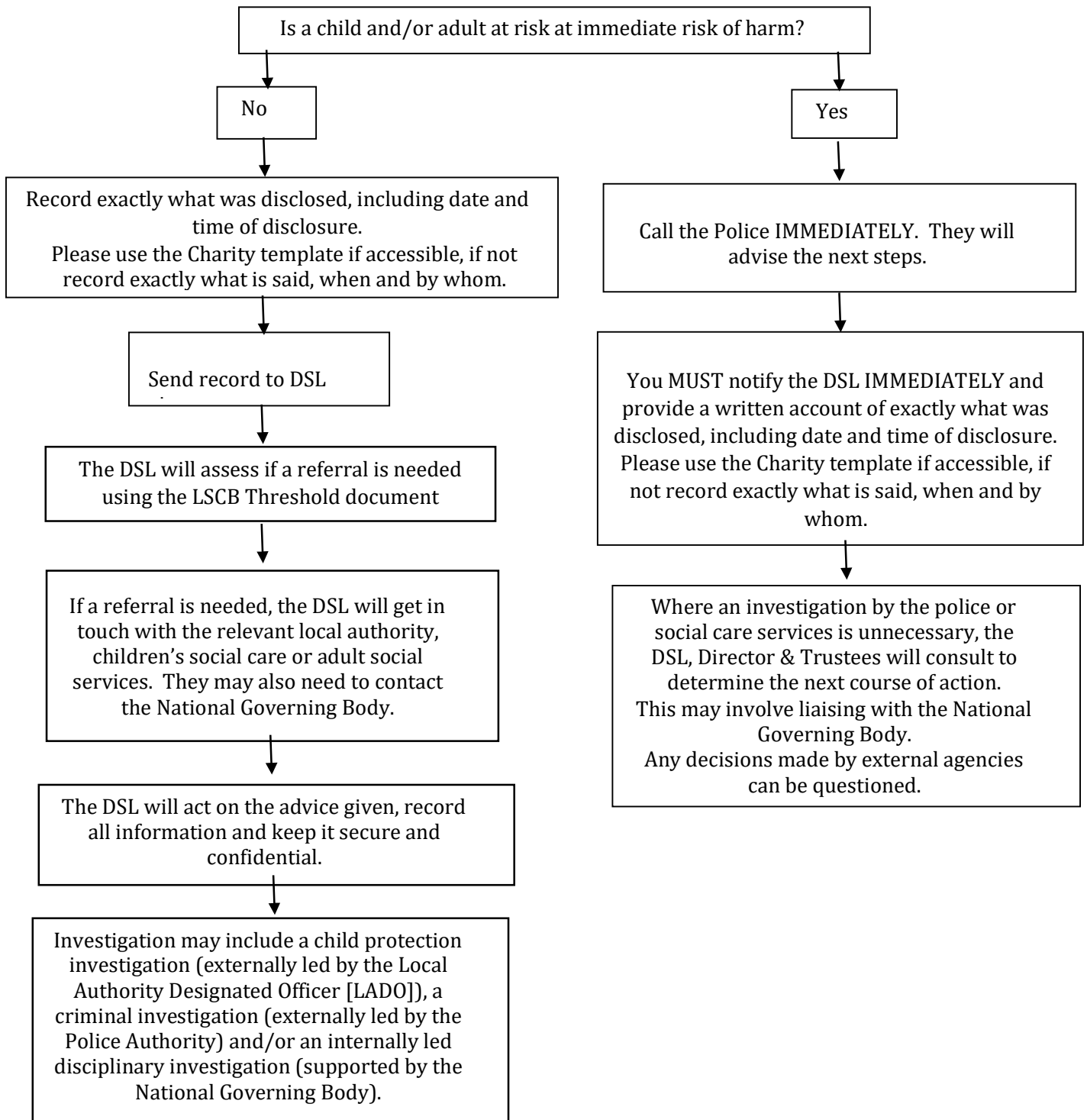
Director

Laura Griffith

Designated Trustee

Marcia Hockley

Appendix C: Procedure for Reporting Abuse



Appendix D: Anti-Bullying Policy

"Children have the right to protection from all forms of violence (physical or mental). They must be kept safe from harm and they must be given proper care by those looking after them." [The United Nations Convention on the Rights of the Child, Article 19]

Horse Rangers is committed to this ethos and seeks to ensure, as far as is reasonably practicable, the prevention of all forms of bullying amongst members. To this end all Horse Rangers activities should have in place rigorous anti-bullying strategies.

Bullying definition: intimidation of the weaker person; ***the process of intimidating or mistreating someone weaker or in a more vulnerable situation.***

Responsibilities of Adults;

It is the responsibility of all adults to help develop a caring and supportive atmosphere, where bullying in any form is unacceptable.

All adults should:

- be aware of the potential problems bullying may cause
- be alert to signs of bullying, harassment or discrimination
- take action to deal with such behaviour when it occurs, following Horse Rangers policy guidelines
- provide access for members to talk about any concerns they may have
- encourage members to feel comfortable and caring enough to point out attitudes or behaviour they do not like

Appendix E: OFFICE REFERRAL FORM for Incidences of Challenging Behaviour or Safeguarding Concerns



If you have any immediate concerns with a child or adult at risk's safety, please contact the police IMMEDIATELY on 999.

Please complete this form for **any** behavioural or safeguarding concerns. It is essential that we are keeping a log of any changes in behaviour or concerns for any child or adult at risk under our care.

If you have any concerns, please refer to our Safeguarding Policy which will talk you through the process or contact the **Designated Safeguarding Lead, Lauren Correia** on lauren.correia@horserangers.org.uk or call the office on **0208 979 4196**.

Please send them a copy of this form by email or photograph.

Thank you.

YOUR DETAILS:

Name of person completing this form	
Your position within Horse Rangers	
Your contact number	

DETAILS OF PERSON/S INVOLVED:

Name/s of person/s involved in incidence of challenging behaviour or safeguarding concern	
Date of incident/concern raised	
Time of incident/concern raised	

DETAILS OF INCIDENT:

Incident details – What have you seen/been told? Record EXACTLY what you have seen/been told. DO NOT add any opinions or alter the information. (Please feel free to continue on a spare piece of paper.)	
Where there any witnesses or any others involved? Please include names, if known.	
Is there any other relevant information that you would like to add or that we should be aware of?	

Signature of Person Completing Form:Date:

OFFICE USE ONLY (TO BE COMPLETED BY THE DSL ONLY):

Name of parent/guardian of identified child/adult at risk	
Contact number of parent/guardian	
Address of parent/guardian	
Date of birth of identified child/adult at risk	
Address of identified child/adult at risk (if different to parent/guardian address)	

Name of Designated Safeguarding Lead	
Has this incident been referred to the NGB, SPA, etc?	
If yes, please give details	
Has the parent/guardian been notified? If yes, was this by Horse Rangers or through Police/Children's Services or Adult Social Care?	
Does this require a follow up? If yes, when and to which person/s?	

Signature of DSL:

Date: