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Safeguarding Policy - Duty of Care

Livery yards and Sports organisations have a duty of care towards children, young people, and adults at risk. This briefing paper aims to clarify what that duty means and to provide some guidance about what can be done to demonstrate that this duty is being met.

To fulfil its duty of care a yard/sports body needs to take *reasonable* measures in the circumstances to ensure that individuals will be safe to participate in an activity they are providing or is under their auspices.

When children, young people and adults at risk are involved in organised sports activities and are to any extent under the care and/or control of one or more adults, the adult(s) have a duty to take reasonable care to ensure their safety and welfare.

A duty of care may be imposed by:

- common law or statute
- contract
- acceptance by an individual

There is no general duty of care upon members of the public towards the public at large. However, there is a duty of care if there is a formal relationship, for example between a club/livery yard and a club member/client, or a coach and an athlete.

The duty occurs in two ways:

A **Legal** Duty of Care

A **Moral** Duty of Care

The **Legal Duty of Care** has a strict definition. An example of this is in Health and Safety procedures.

These provide clear guidance about what reasonable steps should be taken to reduce hazards related to activities, substances, or situations.

Given the health and safety considerations, it is generally accepted that a sports organisation/livery yard or individual (e.g., coach) owes a duty of care to its members. However, it is also recognised that accidents can and do happen, and that it is not possible to predict every situation.

Liability for failing to meet the legal duty of care would only arise if an incident occurred and it can be proved that the risk was foreseeable, but no action had been taken to avoid it.



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Children, Young People and Adults at Risk on a Yard/in a Club or Sports Activity

Children, young people, and adults at risk are owed a higher duty of care and those working with them must reflect this. The responsible person must be prepared for children, young people, and adults at risk to be less careful than adults. This is even more significant if an individual is known to have learning difficulties or a medical condition which may make them more vulnerable than others.

Any person in charge of children, young people, and adults at risk on a yard/involved in a sports club or activity has a duty of care. The duty when children are involved is reasonably straightforward. This level of responsibility can be termed as acting 'in loco parentis'. This is not necessarily referring to the child's actual parent; what a parent may allow, the yard/sport may choose not to. For example, a parent may say that their child can stay out until midnight but a reasonable parent, or the yard/sport, may not.

If supervision falls below the standards of a reasonably prudent parent and a child is hurt as a result, those responsible may be held to be negligent. Those managing or supervising children, young people, and adults at risk in a club setting should consider what steps they may need to take to demonstrate they are providing a reasonable standard of care.

Examples of this could include:

- Keeping up to date registers of attendance where applicable
- Keeping up to date records of contact details
- Maintaining appropriate supervision ratios where applicable
- Maintaining up to date information on specific medical conditions – allergies, asthma, epilepsy
- Ensuring that first aid provision is available at the yard
- Ensuring those responsible for supervising the children, young people and adults at risk have been through appropriate recruitment and selection processes.

Those responsible for the yard/sports activities should think of themselves like an employer and carry out a risk assessment for their activities. This must include elements related to duty of care and health and safety. It is not necessary to complete an assessment on each individual activity or session if this occurs on a regular basis. An annual or seasonal assessment would be sufficient. If, however, potentially dangerous equipment is used as part of the activity then this equipment must be checked before the start of every session.

The **Moral Duty of Care** is more correctly a responsibility for safety and welfare. Members of staff have a responsibility for those children, young people, adults at risk, and other staff, who are under their control.



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To determine if the duty of care has been breached, the ordinary civil law of negligence would be applied. The question is whether the accused, has failed to reach the standard of a reasonable person.

In specialist sports activities the qualified instructor has a duty of care for all those taking part whatever their age or position. The key point here is that the individual delivering the activity, whatever their status, should be appropriately trained and authorised.

Within sports organisations the duty of care should begin by ensuring the activity is authorised by the sport and the relevant instructors are qualified for the task. The next step will be to manage the activity in a safe manner throughout. This is best explained as what is reasonable.



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Safeguarding Policy

Introduction

Ings Farm Stables fully accept their legal and moral obligation under The Children Acts (1989) and (2004), to provide a duty of care to protect all children and adults at risk to safeguard their welfare, irrespective of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation and socio-economic background.

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

An adult at risk is defined as someone.

Who has care and support needs, whether the Local Authority is meeting any of those needs or not

And

Is experiencing, or at risk of, abuse or neglect.

And

As a result of those care and support needs is unable to protect themselves from abuse or neglect or the risk of it (the Care Act 2014).

Aims

- To ensure robust safeguarding arrangements and procedures are in operation to provide children, young people, and adults at risk with appropriate safety and protection whilst employing the services of Ings Farm Stables.
- To take all reasonable, practical steps to protect children, young people, and adults at risk, from harm, discrimination and degrading treatment and respect their rights, wishes and feelings.
- To ensure everyone understands their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people, and adults at risk.
- To ensure appropriate action is taken in the event of incidents/concerns of abuse, and support provided to the individual/s who raise or disclose the concern. All concerns or allegations of poor practice or abuse are taken seriously and responded to swiftly and appropriately.
- To ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored.
- To maintain high standards of behaviours and good practice through compliance with the code of conduct. Failure to comply with the policy and procedures will be addressed without delay and concerns about the process should initially be raised with the yard manager and if not satisfactory then the relevant organisation.



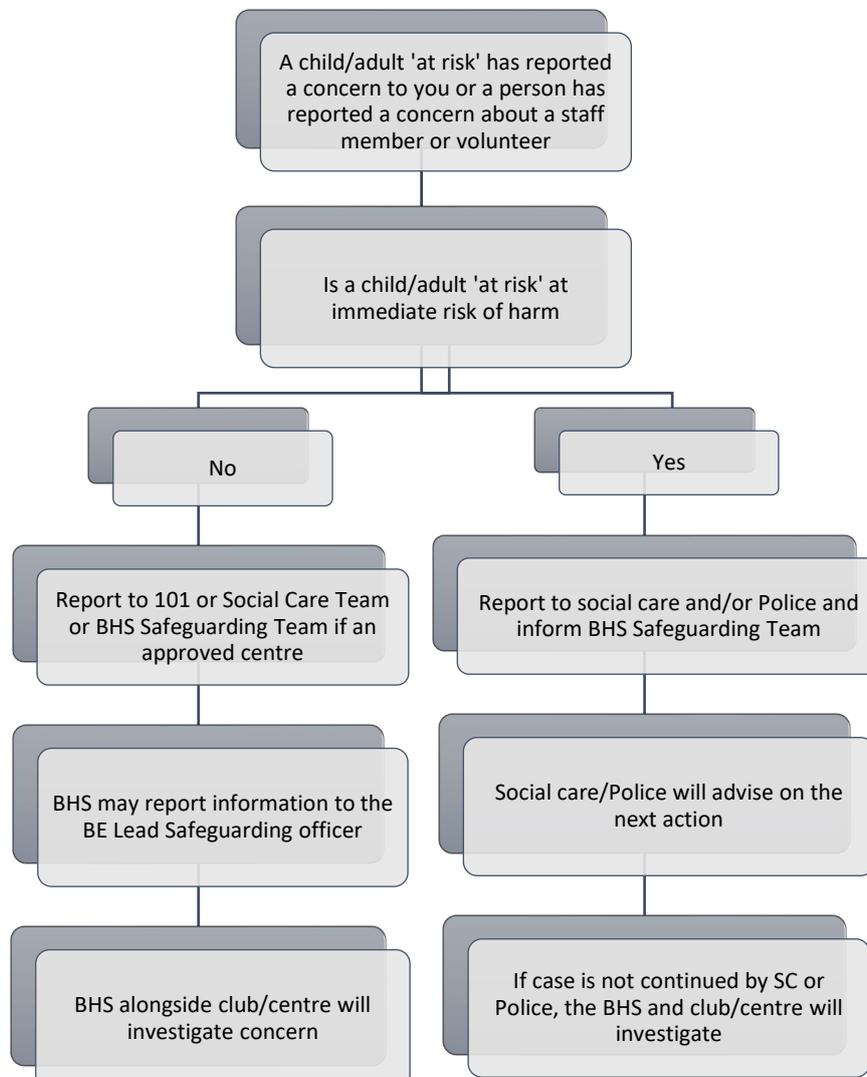
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The policy will be reviewed in the following circumstances:

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children Board, British Horse Society and British Equestrian
- As a result of any other significant change or event

Reporting a Concern

A safeguarding concern is something that has been raised or brought to our attention regarding a child, young person, or adult at risk, being harmed or it might relate to their well-being or health. It may also be a concern regarding a client, member of staff, volunteer or other professional and their behaviour around children, young people, or adults at risk.





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BHS Safeguarding Team

02476 840746

safeguarding@bhs.org.uk

Confidential email: cpleadofficer@bhs.org.uk

If there is an emergency or you believe that someone is in immediate danger, contact the police by telephoning 999 as soon as possible.

If the matter is not an emergency but you are concerned that a child, young person is at risk of harm, contact the police by telephoning 101 without delay. You can also contact your local authority social care team.

Other contacts

British Equestrian (BEF) safeguarding@bef.co.uk or call 02476 698871

NSPCC 24-hour Safeguarding Hotline: 0808 800 5000

If you contact the police or local authority in relation to a safeguarding concern which relates to the BHS, you must inform the BHS Safeguarding Team without delay.

Position of Trust and Abuse of Trust

Ings Farm Stables is aware of the definition of an adult who is in a position of trust. In the Equestrian Industry those that regularly teach, train, supervise or have sole charge of a child are in a position of trust.

Sexual activity between an adult in a position of trust and a child is deemed to be an abuse of trust and is unlawful, even if the child is over the age of consent.

Record keeping and confidentiality

When recording a disclosure, it is important that the information is clear, concise and a true representation of the concerns. In some instances, it may be necessary to share information with Children's Social Care, the Police, the Local Authority Designated Officer, and British Equestrian hence the necessity for making detailed records at the time of the disclosure. Information should be factual and should include the following:

- The facts about the allegation or observation.
- A description of any visible injuries or signs.
- The child's account, if this has been disclosed, of what has happened and how any 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.
- A record of any non-verbal behaviours
- Action taken because of the concern



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- The name, address, and date of birth of those involved.

Where possible you should include the relevant dates, times, situation, people present and information, including the dates, times, and designation of the report writer. The record must then be signed with the name and designation clearly printed beneath.

This record should be shared with the appropriate Member Body immediately, ensuring that the sharing is done securely. You should encrypt the email if you can, or password protect any documents/attachments and mark the email as Private and Confidential – FAO Safeguarding Lead. Do not use a general or group mail address if possible.

Keep your record secure. Do not allow anyone access to it unless they have a specific need to do so. Make sure the device and file storage you use is secure and accessible only by those who have appropriate training in managing personal data.

Information Sharing

To protect children, young people, and adults at risk, Ings Farm Stables, at times will need to disclose to appropriate agencies, such as the Police and other relevant third parties, details regarding a safeguarding concern. Please see the Sharing Information Processes Document

Communication

Ings Farm Stables will make their Safeguarding Policy and Procedures available to all clients (and their parents/guardians) and it will appear in full on the Ings Farm Stables Website and in the Safeguarding Folder or a copy can be requested.

Training

Instructors/coaches and those working with children must undertake the British Equestrian approved safeguarding training (or recognised equivalent) course within the last 3 years. The Yard Manager completed training on 09 August 2022.

Ings Farm Stables/The Yard Manager must complete refresher training every three years via the British Equestrian approved online training portal or a further face to face course.

Criminal Record checks

Instructors/coaches and those who work with Under 18s must hold a current certificate through the Disclosure and Barring Service, Disclosure Scotland, or Access NI as appropriate.

Certificates must be renewed every three years. Ings Farm Stables/The Yard Manager complies with this, and it was last completed on 28 July 2022, certificate number 001080230875. A link and security code can be provided for you to view the certificate on [direct.gov](https://www.direct.gov).



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Further information

Childline 0800 1111

NSPCC 0808 800 5000



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Safeguarding Policy – Codes of Conduct

Children, Young People and Adults at Risk

- Keep yourself safe by listening to the yard manager/owner, your parent/guardian, your coach/instructor or other professional
- Behave responsibly and speak out when something isn't right
- When you're with us, stay in the places where you're supposed to, don't wander off or leave without telling a member of staff
- Take care of our equipment and premises as if they were your own
- Arrive on time or if you are running late, let a member of staff know
- Wear the appropriate clothing for the activity and weather
- Do not smoke or consume alcohol/drugs on the premises or during the activities
- Respect and celebrate difference in our yard and not discriminate against anyone else on the grounds of gender, race, sexual orientation, or ability
- Report any incidents of bullying, including homophobia and transphobia to a member of staff, even if you're just a witness
- Treat others with respect and appreciate that everyone has different levels of skill and talent
- Make our yard a welcoming and friendly place to be
- Support and encourage each other
- Respect our staff, clients, and other visitors to the yard
- Abide by the rules and have fun

As a young person taking part, we understand you have the right to:

- Enjoy the time you spend with us
- Be told who you can talk to if something's not right
- Be listened to
- Be respected by us and be treated fairly
- Feel welcomed, valued, and not judged based on your race, gender, sexuality, or ability
- Be encouraged and develop new skills
- Be looked after if there is an accident or injury and have your parents informed if necessary

Parents/Carers of a Child, Young Person, or Adult at Risk

- Make sure your child has the correct clothes for the activity and weather, as well as enough food and drink
- Try to make sure your child arrives to the sessions on time and is picked up promptly, if you are running late, please let a member of staff know or if your child is going home with someone else
- Complete all consent, contact and medical forms and update us straight away if there are any changes
- Make sure your child wears protective kit to the current standards
- Maintain a good relationship with your yard manager/owner, child's coach/trainer or any other professional and keep up to date with your child's progress
- Talk to us if you have any concerns



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- Try to learn about your child's sport and what it means to them
- Take the time to talk to your child about what you both want out of the sport
- Remember that children gain a wide range of benefits from sport, like making friends, getting exercise, and developing skills
- Listen when your child says they do not want to do something
- Behave positively when watching your child, offer encouragement. The way you react can affect not only your child but others too
- Lead by example when it comes to behavior
- Use social media responsibly
- Encourage your child to abide by the rules
- Ensure that your child understands the code of conduct

As a parent/Carer, we understand you have the right to:

- Be assured that your child is safeguarded during their time with us
- See any of our policies and procedures at any time
- Know who the safeguarding officer is and have their contact details
- Know what training and qualification our staff have
- Be informed of any problems or concerns relating to your child
- Know what happens if there is an accident or injury
- Have your consent sought for anything outside of our initial consent, such as trips or photography

Visitors, Spectator and Other Professionals

- Treat staff members, clients, and other visitors with respect, however much you disagree with their decision.
- Follow the terms and conditions of the yard
- Behave responsibly and speak out if something isn't right.
- Encourage all riders and applaud their efforts.
- Treat others with respect and appreciate their level of skill and talent
- Respect and celebrate difference and do not discriminate against anyone else on the grounds of gender, race, sexual orientation, or ability
- Only enter areas that are appropriate with your reason for being on the yard

Staff, Volunteers, and other Equestrian Professionals

- Implement our Safeguarding policy and procedures
- Report any concerns about or allegations of abuse or poor practice to our Safeguarding Officer
- Follow the yard rules, terms and conditions
- Listen to any concerns that parents or young people might have
- Do not engage in any behavior that constitutes any form of abuse
- Respect your position of trust and maintain appropriate boundaries and relationships
- Keep coaching, first aid and safeguarding training up to date
- Have valid insurance



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- Make sure you have the appropriate staffing ratios of adult to participant
- Respect children's trust and rights whilst being honest and open with them
- Do not discriminate against anyone, regardless of gender, race, sexual orientation, or ability
- Administer first aid if an injury occurs and call for help when necessary
- Use constructive and positive methods of developing skills, without humiliating or harming them
- Challenge and address instances of poor, negative, aggressive, or bullying behavior amongst young people
- Lead by example
- Develop positive relationships with parents/carers and keep them updated of their child's development/progress
- Help make the yard a friendly and welcoming place to be

As a member of our staff, volunteer or other professional 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 yard
- 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



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Safeguarding Policy - Antibullying

This policy should be reviewed and updated annually

Name of Livery Yard:	Ings Farm Stables
This policy was last reviewed on:	23 January 2024
Date of next review:	31 December 2025
Named Safeguarding Officer:	Claire Urquhart – Yard Manager Lesley Urquhart – Yard Owner
Contact information:	0*****1 – Yard Manager 0*****5 – Yard Owner

The yard will:

- Recognise its duty of care and responsibility to safeguard all participants from harm
- Promote and implement this anti-bullying policy
- Seek to ensure that bullying behavior is not accepted or condoned
- Require all members of the yard to be given information about this policy
- Take action to investigate and respond to any alleged incidents of bullying
- Encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying

Each staff member, client, volunteer, or professional will:

- Respect every child's need for, and rights to, an environment where safety, security, praise, recognition, and opportunity for taking responsibility are available
- Respect the feelings and views of others
- Recognise that everyone is important and that our differences make each of us special and should be valued
- Show appreciation of others by acknowledging individual qualities, contributions, and progress
- Be committed to the early identification of bullying, and prompt and collective action to deal with it
- Ensure safety by having rules and practices carefully explained and displayed for all to see
- Report incidents of bullying they see – by doing nothing you are condoning bullying

Bullying

- All forms of bullying will be addressed
- Everybody on the yard has a responsibility to work together to stop bullying
- Bullying can include online as well as offline behavior
- Bullying can include:



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- physical pushing, kicking, hitting, pinching etc.
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation, or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos, or images on social network sites
- racial taunts, graffiti, gestures, sectarianism
- sexual comments, suggestions, or behavior
- unwanted physical contact
- Children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted

Support to the child

- Children should know who will listen to and support them
- Systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them
- Potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- Children should have access to Helpline numbers
- Anyone who reports an incident of bullying will be listened to carefully and be supported
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- Those who bully will be supported and encouraged to stop bullying
- Sanctions for those bullying others that involves long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

Support to the parents/guardians

- Parents/guardians should be advised on the organisation/club's bullying policy and practice
- Any incident of bullying will be discussed with the child's parent(s)/guardians
- Parents will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- Information and advice on coping with bullying will be made available
- Support should be offered to the parent(s) including information on other agencies or support lines



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Safeguarding Policy – Appropriate Physical Touching

There is growing concern about what is and isn't permissible in terms of physical contact with Children, young people, and adults at risk in sport. Sometimes misleading or inaccurate information can undermine the confidence of yard staff, instructors, and coaches in their ability to use safe and appropriate coaching methods.

Sadly, there have also been instances in which adults who are motivated to harm and abuse, have done so by falsely claiming that their behaviour was part of legitimate teaching, coaching or caring practices.

Guidance

There are several principles that should be followed when the activity involves physical contact.

Physical contact should be in response to the needs of the participant. A good general guideline to keep in mind is: **Don't do something that the participant can do for themselves.**

Physical contact during sport should always be intended to meet the participant's needs, **NOT** the coaches.

You should only use physical contact if your aim is to:

- Assist when mounting or dismounting
- Coach a participant to develop a sports skill or technique
- Prevent an injury or accident from occurring
- Treat an injury
- Meet the requirements of the sport

You must:

- Explain to the participant the nature and reason for any physical contact reinforcing the teaching or coaching.
- Unless the situation is an emergency, you should ask the participant for permission
- Encourage the participant to voice their concerns if any physical contact makes them feel uncomfortable or threatened

It's good practice to explain to participants 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.

REMEMBER contact should **NOT** involve touching:

- Genital areas
- Buttocks
- Breasts
- Any other part of the body that might cause distress or embarrassment

If you need to use physical contact, this should only take place in an open or public environment and not in secret or out of the sight of others.



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Physical contact should be kept to a minimum as there is a possibility that over handling could be misinterpreted or misconstrued by the participant, parent, or observer.

What can I do if a participant is distressed?

There may be occasions where a distressed participant needs comfort and reassurance, which may include physical comforting, such as a parent would give, and this would be wholly appropriate.

What can I do if a participant has done well?

A participant or an instructor may want to mark a success or achievement with a physical gesture. You must use your discretion in such cases to ensure that what is normal and natural, and seen by others that way, does not become unnecessary or unjustified contact, particularly with the same participant over a period of time. A 'high five' to a participant who has just achieved a milestone in their learning is not unreasonable.

Physical Punishment

Any form of physical punishment is unlawful, as is any form of physical response to misbehaviour unless it is by way of restraint.

What do I do if a concern or allegation is reported to me?

Even the most experienced yard staff, coach or instructor may feel a sense of anxiety when receiving information about an incident or allegation that has occurred or is being reported. Your Lead Welfare Officer is there to help. Most concerns arise from observations of adults rather than disclosures by children. Concerns can also be expressed about a person's family or someone else in their community who may not be involved in your equestrian activity.

Remember it is NOT your responsibility to determine whether the abuse has taken place, it is your responsibility to record the details and to report it.

What do I do if a child, young person, or adult at risk is in immediate danger or needs medical attention?

999 should be called.

Serious concerns can be reported to Child Protection Units within local Police Forces, Social Care Services, Local Safeguarding Children's Boards or Local Safeguarding Adults Boards.



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Safeguarding Policy – Unsuitable Person

Ings Farm Stables would like everyone to enjoy their horse in a fun, safe environment and be protected from harm. We reserve the right to restrict or prohibit attendance to our yard and/or events by anyone who we consider to be an unsuitable person.

People who may be restricted could include, but are not limited to:

- Those who have been banned or sanctioned for:
 - Breach of rules
 - Abusive behaviour
 - Mistreatment of horses

- Anyone who is exhibiting behaviour which contravenes the safe running of the yard or event/activity which may include:
 - Racist, indecent, threatening, abusive or violent behaviour
 - Bullying
 - Foul or abusive language
 - Drunkenness
 - Stealing
 - Taking or selling illegal substances
 - Or any other unacceptable behaviour

Ings Farm Stables take the safety of children, young people, and adults at risk very seriously. We all have a duty of care to safeguard their welfare. In circumstances where an individual's Sex Offenders Register status has been brought to our attention and confirmed by the necessary statutory agencies, this individual may be restricted from attending the yard, an event or activity where Under 18s or adults at risk may be present.

In the first instance, any individual that Ings Farm Stables consider should be restricted from attending the yard, events, or activities, will be politely asked to leave and/or refrain from attending future events. This will be reported to the Yard Owner and Manager and if it is a safeguarding children or adults' matter, it will also be reported to the relevant organisation. The request may then be followed up in writing by Ings Farm Stables. This may include details on when the individual can be reinstated or returned to the yard, event, or activity.

If the person does not comply with the request when they have been asked to leave, the police may be informed and requested to remove him/her.

Any restriction does not extend to an individual's partner or family who may wish to visit the yard.

Definitions

Who has the power to remove individuals?

The yard owner and yard manager



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What is covered by this policy?

All activities, events, visits, and livery that involve under 18s or adults at risk.

The onus is on any client, visitor, spectator, participant, coach/instructor, official or professional to inform the yard manager or yard owner if they are concerned about or feel they have witnessed unsafe behaviour.



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Safeguarding Policy – Guidance on the use of Photography and Videos

Ings Farm Stables is keen to promote positive images of young people taking part in equestrian sport and is not preventing photography or videoing on its yard or at events. However, Ings Farm Stables must ensure proper safeguards are in place and remember:

- Welfare of children is paramount
- Children and parents/carers must give permission for the images to be taken
- Children and parents/carers have the right to decide how their image is used

There is a potential risk posed to young children using photographs on websites 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

Organisers should ensure:

- Children and parents should be made aware that a photographer will be present
- Consent should be given from both parties on the event parental consent form
- A clear reporting procedure is available should a concern arise, this should be communicated to parents and children

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

Professional photographers/filming/video operators wishing to attend the yard/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

Videoing 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:



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- 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.



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Safeguarding Policy

Useful contacts

Police	Emergency	999
Police	Non-Emergency	101
Wakefield Council		0345 8503503/ social_care_direct@wakefield.gov.uk
Leeds Council	Adults	0113 2224401 0113 3780644 (Out of Hours) Leedsadults@leeds.gov.uk
	Children	0113 222 4403 (Public)
	Children	0113 376 0336 (Those Working with Children)
	Children	0113 535 0600 (Emergency- Out of Hours/Immediate Risk)
Barnsley Council	Children	0114 220 2020 (Immediate Risk)
	Children	0122 677 2423
	Children	0122 678 7789 (Out of Hours)
	Adults	0122 677 3300
	Adults	0122 678 7789 (Out of Hours)
NSPCC 24-hour Hotline		0808 800 5000
Childline		0800 1111
Anti-Bullying Alliance		www.antibullyingalliance.org
NHS Direct		111
Child Protection in Sport Unit		0116 234 7278
Rape Crisis		0808 802 9999
Young Minds Parents' Line		0808 802 5544
Help and advice for parents of children with mental health issues		
Family Lives		0808 800 2222
For parents who need help or advice		
The Samaritans		0845 790 9090
Victim Support		0845 303 0900



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Safeguarding Procedures

Good Practice for staff, volunteers, and Professionals

Do	Don't
Keep communication to a professional nature	Accept under 18's as "friends" on social media
Include parents/guardians in communications to under 18's	Make suggestive comments or innuendos
Keep professional and private social media sites separate	Put yourself in a vulnerable position
Keep all data securely	Post or send inappropriate pictures/videos on social media sites
Seek permission from parent/guardian of under 18's	Use full names/tag under 18's or adults at risk
Have participants consent and understanding when physical contact is required	Record conversations without the consent of the participant or parent/guardian of under 18's
Have another adult visible and nearby in one-to-one discussions/meetings with a minor/adult at risk	

Responding to a Disclosure

It is not Ings Farm Stables position to investigate or decide, but to report to the most appropriate organisation.

If a child or adult at risk makes a disclosure about abuse or a concern, Ings Farm Stables will follow the steps below.

DO	Don't
Create a safe environment	Ask leading questions
Listen carefully to the child/adult at risk	Cross examine the child/adult at risk
Reassure the child/adult at risk has done the right thing and they are not to blame	Make promises that can't be kept. E.G, Confidentiality
Explain what happens next i.e., reporting to the appropriate organisation	Criticise or challenge
Record the facts as soon as possible (see below)	Speak to the alleged perpetrator
Report the disclosure as soon as possible	Make a judgement on whether the child/adult at risk is telling the truth

On a disclosure form Ings Farm Stables will

- Write down what has been disclosed, word for word, if possible. Note, tape recordings will need the permission of the adult disclosing or the parent/guardian of those under 18.
- Write only the facts and not opinion or interpretation
- Record non-verbal behaviors
- Confirm with the individual you have recorded the correct information and ask them to sign if possible



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- Record the date, time, and sign the report

An adult at risk must consent before reporting a disclosure to the relevant organisation. This is required under safeguarding legislation. However, if there is an immediate risk to safety, Ings Farm Stables will report and seek advice. Information of organisations that can help will be given to the individual if consent is not given.

Where a conflict of interest may arise, Ings Farm Stables will record this on the disclosure form and when reporting to the relevant organisation.

Ings Farm Stables will seek to have a witness at any disclosure, however if not possible the staff member will inform another adult or Safeguarding Officer.



INGS FARM STABLES

Disclosure Recording Form

Where possible this form will be completed at the time of disclosure or as soon as possible. Afterwards

Disclosing Individual	Name:		Address/Tel:		Date Disclosed:
	DOB:		Any Other Info:		Time Disclosed:
Facts of Disclosure <small>(When, where, what, how etc.)</small>					
Alleged Perpetrator Details				Relationship	
Non-Verbal Behavior (of Disclosing individual)					
Recording Available	(Y/N)	Consent Obtained from Individual or Parent/Guardian if Under 18. <small>(Delete as Appropriate)</small>		(Y/N, Name & Signature)	
Discloser Confirms Correct Account (Y/N & Signature)					
Witness to Disclosure/Disclosure Shared with (Details)					
Consent to Report if over 18	(Y/N)	Signature:			
Date Reported & By Who:		Where Reported:		Comments From Organisation:	
Disclosure Made to/Safeguarding Officer Name:		Date Disclosure Form Completed:			