

Safeguarding Policy

Scope of this policy statement.

Ampfield Riding Stables provide riding lessons to children of all ages as well as having children who do have their own horses/ponies or loan horses/ponies and children who stay for periods of time to gain more equine experience. We aim to provide a fun yet safe environment.

The purpose of this policy statement is :

- To protect children and young adults who receive services from Ampfield Riding Stables from harm. This includes the children of adults who use our service.
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Ampfield Riding Stables, Managers and Directors, paid staff, volunteers, sessional staff and students.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning)

Supporting statements

- The role of the designated safeguarding lead is to make sure all staff are aware how to raise safeguarding concerns. Ensuring all staff understand the symptoms of child abuse and neglect. Referring any concerns to social services. Maintaining accurate documentation about any issues of concern. It is NOT the responsibility of the designated safeguarding lead to decide whether a child is abused or not – that is the responsibility of investigative statutory agencies such as children social work services or the police.
- Dealing with disclosures or concerns about a child or young person. Staff will listen carefully to what they are saying, reassure the child or young adult they have done the right thing by telling them, tell them it is not their fault, explain that the staff is taking it seriously. Staff will not confront anyone potentially involved and for the young child they will be told that we will be seeking help for them for the older child we will explain that we will report it to someone who can help. Staff will then report as soon as they have been told and they will write any details they have been told which will be held confidentially.
- If an allegation or concern that an employee or volunteer has behaved in a way that has harmed, or may have harmed a child must be taken seriously and dealt with sensitively and promptly regardless of where the incident may have taken place. Depending on the situation, an appropriate response may involve the police investigating a possible criminal offence. Local child protection services making enquiries and or/ assessing whether a child is in need of support. Ampfield Riding Stables will follow relevant disciplinary procedures with individuals concerned. The child or young person must be given appropriate support.

- Any documentation made about a concern, including minor concerns and the detail of any action you have taken, information you have shared and decisions you have made relating to those concerns. Reports and advice for help over any safeguarding issues can be made via the NSPCC website.
- Any written documentation regarding any safeguarding issue which includes any personal information will be held in accordance to data protection principles. They will be adequate, relevant and not excessive for the purpose they have been held, accurate and up to date, only kept for as long as it is necessary. (information commissioner's office 2020) Staff must be aware of why information is being held about a child or young person, assess how long the information should be kept for and how to dispose it in a safe and secure manner. Any stored information can only be accessed on a 'need to know' basis and a log of who has viewed the confidential information will be made and kept.
- Please view separate documentation on behaviour codes for both adults and children to protect both parties. Our documentation on safer recruitment, photography and sharing images guidance, anti-bullying, managing complaints, whistleblowing, health and safety. Induction, training, supervision and support. Adult to children ratio.

We will seek to keep children and young people safe by:

- Valuing, listening and respecting them.
- Appointing a lead member of staff for the safeguarding of children alongside a deputy and a Director of the company.
- Adopting child protection and safeguarding through our policies and procedures and code of conduct for our staff and volunteers.
- Providing support for staff and colleagues through discussions, knowledge of the relevant policies, procedures and behaviour codes and how to follow them confidently and competently as well as undertaking yearly online safeguarding training.
- Recruiting and selecting volunteers safely, ensuring all required checks are made.
- If a DBS check returns with any concerns, serious considerations will be given as to whether any additional information that has been disclosed is relevant to the job description and the workforce that employee is working with.
- Recording, storing and using information competently, securely and confidently, in line with data protection legislation and guidance.
- Children and young people will be made aware they can talk confidentially to staff and staff will act in an open and welcoming manner.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring we have a policy and procedure to help us effectively deal with any bullying that does arise.
- Ensuring we have an effective complaints and whistleblowing measures in place.

- Ensuring we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Building a safeguarding culture where staff and volunteers, children, young people and their families treat each other with respect and feel comfortable about sharing concerns.

Contact details

Nominated Child Protection Lead

Name:

Contact number/email:

Deputy child protection lead

Name:

Contact number/email:

Director

Name:

Contact number/email:

NSPCC Helpline

0808 800 5000

Signed Gerda Weston

Date.....

Signed Anna Beck

Date

Date Created May 2021

Date for review 2023