



# IHSGB Safeguarding Policy 2018 (due to be reviewed in/or before 2021)

---

The Icelandic Horse Society of Great Britain (IHSGB) fully accepts its legal and moral obligation under The Children's Act (1989) and (2004), to provide a duty of care to protect all children and safeguard their welfare, irrespective of age, sex, disability, race, parental or marital status, pregnancy, religion or belief, creed, sexual orientation and gender reassignment.

A child/young person is defined as a person under the age of 18 (the Children's Act 1989 and 2004).

The IHSGB fully re-affirms its adoption of this Safeguarding Policy (Children, Young People and vulnerable adults), the full policy can be read below (*updated from the 2011 version*).

## The aims of IHSGB Safeguarding Policy are:

- To ensure robust safeguarding arrangements and procedures are in operation to provide children and young people with appropriate safety and protection, allowing them to participate in a fun, safe environment and in an atmosphere of fair play.
- To take all reasonable, practical steps to protect children 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 and young people.
- To ensure appropriate action is taken in the event of incidents/concerns of abuse and support the individual/s who raise or disclose the concern. All concerns or allegations of poor practise 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.
- The policy and procedures are mandatory for everyone involved with IHSGB. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from IHSGB.

## Review:

The policy will be reviewed every three years, or in the following circumstances:

- Changes in legislation and/or government guidance.
- As a result of, any other significant change or event.



## IHSGB Safeguarding Children, Young People and Vulnerable Adults:

IHSGB and those involved in IHSGB events have a responsibility to:

- Ensure the health and welfare of children whilst participating in IHSGB activities.
- Respect the rights, wishes and feelings of children.
- Implement procedures to safeguard the well-being of children and to protect them from harm, abuse or radicalisation.
- Ensure that the Director of Youth is trained to safeguard and protect children from abuse and to minimise the risk to themselves.
- Ensure that an appointed person is identified for Children, Young People and vulnerable adults to raise concerns in confidence with at all IHSGB events.
- Respond to all allegations of misconduct or abuse of children, young people and vulnerable adults with discretion, thoroughness and confidentiality through the appropriate channels without judgement.
- All incidents of alleged poor practice, misconduct and abuse must be taken seriously and responded to in a timely manner.
- The privacy of all persons involved must be respected.

### In Practice:

The IHSGB takes child safeguarding very seriously.

By promoting good practice and addressing the subjects of bullying, emotional, physical and sexual abuse, all members of IHSGB are working to ensure that children, young people and vulnerable adults will be able to pursue their chosen sport in a safe, happy and enjoyable environment.

- It is the responsibility of child protection experts (within local authorities) to determine if the alleged abuse has taken place.
- It is the responsibility of all IHSGB members to report concerns.

### Good Practice:

- Ensure that the experience of children, young adults and vulnerable adults is fun and enjoyable.
- Promote fairness.
- Confront and deal with bullying and never condone rule violations or the use of prohibited substances.
- Never promote radical views, always give a reasoned response.
- Be an excellent role model.
- Treat all children, young people and vulnerable adults equally.
- Respect the development stage of the individual and ensure that their development in Icelandic horse sport is appropriate to their needs and not based on those of the parents, instructors or IHSGB.



- Where possible, conduct all training in an open environment, and endeavour to avoid one-to one coaching in unobserved situations.
- Maintain a safe and appropriate relationship with riders.
- Avoid shared sleeping environments with children, young people and vulnerable adults – if unavoidable (i.e. camp / cup / tournaments) ensure that written parental permission is gained first.
  - Allow children to discuss this environment with their parents / guardians prior to the event. And raise any concerns.
- Avoid unnecessary physical contact with children and young people.
- Ensure that all coaching, if using physical contact technique, is neither intrusive nor disturbing and the riders' permission has been given to do so.
- Ensure that if changing facilities are required – that appointed adults work in pairs to supervise if needed.
- Communicate regularly with parents / guardians.
- Have written permission to act in 'loco parentis', if the need arises to give permission for the administration of emergency or medical treatment.
- Be aware of all medical conditions, food intolerances and medical treatments the child is receiving and keep a written record of any treatment required.
- When IHSGB children travel away from home, ensure that written permission is granted by the parent / guardian and that the IHSGB Director of Youth is satisfied with the safeguarding policies of the event attending.
- Where possible, ensure that mixed sexes of teams are accompanied by a female and male member of IHSGB and that children, young people, IHSGB Director of Youth and parents / guardians are satisfied with the accommodation arrangements made by 3<sup>rd</sup> parties.

### Poor Practice:

- Avoid spending excessive amounts of time alone with one child.
- Avoid taking a child, young person or vulnerable adult to your home.
- Never engage in rough, physical or sexually provocative games.
- Never allow or engage in any form of inappropriate touching.
- Never allow children to use inappropriate language unchallenged.
- Never make sexual suggestive comments to a child.
- Never reduce a child to tears as a form of control.
- Never allow allegations made by a child, young person or vulnerable adult to be unrecorded, unchallenged or acted upon.
- Never do things of a personal nature for children or vulnerable adult that they can do for themselves.
- Never take children alone on a car journey.
- Never enforce radical ideas to children, young people and vulnerable adults.

Always avoid working alone with children, young people and vulnerable adults and ensure that written permission from parents / guardians is given for attendance at IHSGB events.



IHSGB will ensure that the safeguarding of children, young people and vulnerable adults is always given.

*Version: April 28<sup>th</sup> 2018*

*IHSGB Director of Youth on behalf of IHSGB Ltd*

*Kirsty Carson*

## Incident and Concerns Procedure

If you should have any concerns regarding the welfare of a child:

**Do not wait until you are sure or have evidence that a child has been or is being abused, its ok to report suspicion**

**Do not ask investigative questions or gather evidence, this is the responsibility of social services and the police.**

- Stay calm. Do not make guesses or assumptions, or put pressure on the child by asking too many questions. If the child is disclosing information, try to reassure the child that they have done the right thing telling you but do not make promises or agree to keep secrets.
- Note down the child details and all details of what has caused you to be concerned to include:

The child's name, age, gender and ethnicity.

The reason for your concern; nature of injury/abuse, disclosure from child.

Date and time of incident/disclosure or when the concern was raised.

Details of parties involved, including all others present or witness.

Details of those who raised the concern (if not you).

What were you doing before, during and after the incident or the concern was raised.

What the child and other children doing before, during, and after the incident or the concern was raised.

What was said or done, and by whom.

Any immediate action taken or action taken before making the record.

What the child said, word for word or as close as possible.

Any interpretations or conclusions drawn by what was observed, said or alleged.

Name and contact details of those raising the concern.

Name, role and contact details of the person to whom the concern was reported.

The date and time it was reported, and what action was agreed.

- Report your concerns to the IHSGB Lead Safeguarding Officer or the IHSGB Youth Leader. If you need to report your concern urgently, but cannot contact either the Lead Safeguarding Officer or the Youth Leader, then you should call Children's Social Services or the police, and inform the Lead Safeguarding Officer or Youth Leader as soon as possible.
- Pass on all relevant information, even the smallest or seemingly trivial information could be vital.
- If you are unsure whether you need to report your concerns to Children's Social Services or the police, then discuss with the Lead Safeguarding Officer, Youth Leader, or the NSPCC.



**Contacts**

IHSGB Lead Safeguarding Officer - Philippa Pringle

IHSGB Youth Leader – Rebecca Hughes, [youth@ihsgb.co.uk](mailto:youth@ihsgb.co.uk)

Children’s Social Services – contact the children’s social care team at the local council.

NSPCC helpline – 0808 800 5000, [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Police – if the child is in immediate risk of harm call 999. If you think that a crime has been committed then call 101.

*Updated: July 2019*

*IHSGB Director of Youth on behalf of the IHSGB Ltd.*

*Rebecca Hughes*



***This IHSGB Safeguarding Policy to sit alongside/be underpinned by:***



Policy paper

**Annex 1: trustee safeguarding duties explained**

Updated 6 December 2017

## The basic principles

Trustees should proactively safeguard and promote the welfare of their charity's beneficiaries. They should take reasonable steps to ensure that these beneficiaries or others who come into contact with their charity do not, as a result, come to harm. This is a key governance priority.

Trustees are required to act exclusively in the best interests of their charity and have a duty to act responsibly and with reasonable care and skill.

They must make sure that their charity's assets are used only to support or carry out the charity's purposes. This includes avoiding exposing the charity's assets, beneficiaries or reputation to undue risk, and taking clear and reasonable steps to protect its beneficiaries from harm. Trustees should also be clear how incidents and allegations will be handled should they arise.

On occasion charities may be targeted by people who abuse their position and privileges to gain access to vulnerable people or their records for inappropriate or illegal purposes. Trustees must be alert to this risk and the need to manage it. Protecting children and adults from the risk of radicalisation should also be seen as part of this wider safeguarding responsibility.

Charities that fund other organisations, including overseas partners, whose activities involve contact with children or adults at risk, should carry out appropriate due diligence on the recipient body. Trustees should be confident that the partner is capable of delivering the proposed activities or services and has in place appropriate systems of control, including adequate safeguarding policies and procedures.

Trustees who act in breach of their legal duties can be held responsible for the resulting consequences and for any loss the charity incurs. When the Commission looks into cases of potential breach of trust or duty or other misconduct or mismanagement, it may take account of any evidence that the trustees have exposed the charity, its assets, or its beneficiaries to harm or undue risk by not following good safeguarding practice.

*Trustees, at their meeting on 28<sup>th</sup> April 2018, confirmed their awareness of, and compliance with, their safeguarding duties as set out in the principles set out above, and in more detail, on the Charity Commission website. April 2018.*