



Icelandic Horse Society of Great Britain Safeguarding
Policy



Icelandic Horse Society of Great Britain Safeguarding Policy (Children and Young People)



Date Approved by IHSGB Board:

To be reviewed :

This policy should be reviewed annually or when required due to a change within the IHSGB or in conjunction with relevant legislation. This policy will be known as IHSGBSP 2nd edition Version 1

Committee Bodies: such as the sports group and welfare group or any other group under the banner of the IHSGB.

IHSGB Limited, Registered Charity Numbers: 1101183 (England & Wales), SC039030 (Scotland).

Company Registration No. 3974594. Registered Office: 45 High Street, Haverfordwest,
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1. Policy Statement

The Icelandic Horse Society of Great Britain (the “IHSGB” or “Society”) places the highest priority on the safety and enjoyment of children and young people participating in equestrian sport and is committed to promoting the highest possible standard of care across the whole Society. It therefore aims to ensure that all children and young people, regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background have a positive and enjoyable experience of our sport in a safe and child centred environment.

To meet its objective the IHSGB commits to:

- Ensuring children and young people are protected from harm, abuse and degrading treatment whilst participating in equestrian sports and associated activities.
- Helping everyone to adopt best practice to safeguard children and young people from abuse.
- Taking all steps to ensure that the protection of children and young people is the primary consideration and may override the rights and needs of those adults working with them.
- Developing a society wide culture of listening to children and taking account of their rights, wishes and feelings.
- Ensuring all allegations, suspicions of harm and concerns will be taken seriously and responded to swiftly, fairly and appropriately; and
- Working in partnership to promote the welfare, health and development of children and young people.

The IHSGB’s Safeguarding Policy aims to help all those involved in our sport understand what they need to do, and what they can expect of one another, to safeguard children.

The Board of Trustees, Management Board, and all associated Committee Bodies of the IHSGB endorses and is responsible for ensuring that this Safeguarding Policy is implemented and will deal with any actual or potential breaches.

The IHSGB Chairperson has the overall responsibility for the implementation of the Policy, supported by the Youth Trustee whom is the Safeguarding lead and all other Trustees. However, to achieve its overall aims, every member of the organisation, and any present or future members, key partners and stakeholders, must be aware of the policy and ensure its widespread implementation.

This policy and all associated safeguarding policies and procedures apply to all Volunteers, paid or unpaid employees (including those employed for photography at events), athletes, spectators and anyone else involved with the IHSGB, irrespective of whether they are members of the IHSGB, Board of Trustees, Management Board or one of its Committee or Sub-Committee organisations.



All those involved in equestrian sport have a duty of care to safeguard the welfare of children and young people. This Policy and the procedures set out in it will be widely promoted and are mandatory for everyone involved in the IHSGB or its Committee Bodies. Failure to comply with this Policy will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

2. Introduction

The IHSGB places the highest priority on safety and enjoyment and recognises that it has a duty of care towards children and young people within the horse industry. Any organisation, establishment or individual providing riding or horse management opportunities must do so with the highest possible standard of care. To ensure this, the IHSGB are committed to devising and implementing policies and procedures to ensure that all those involved, accepts their responsibilities to safeguard children from harm and abuse. The IHSGB fully accepts its legal and moral obligation to children and young people and its duty of care to protect children and young people and to safeguard their welfare.

As part of our safeguarding policy the IHSGB will:

- Promote and prioritize the safety and wellbeing of children and young people
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is 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
- 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
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Prevent the employment/deployment of unsuitable individuals
- Ensure robust safeguarding arrangements and procedures are in operation.

The IHSGB acknowledges that some children and young people, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

3. Definitions

Used in this Policy, A child is defined as anyone who has not yet reached their 18th birthday. We therefore use the term “Children” in this policy to include ‘children and young people not yet 18’ throughout. The terms “safeguarding” and “child protection” are often used in conjunction. We use the term “Safeguarding” in this policy to include child protection, based on the following definitions. Working Together to Safeguard Children defines Safeguarding and promoting the welfare of children 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

The NSPCC defines Safeguarding and Child Protection as the action that is taken to promote the welfare of children and protect them from harm. "Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child" (NSPCC, 2018).

4. Roles of the IHSGB

In order to ensure that everyone understands their responsibilities for safeguarding children and young people, all IHSGB Trustees and Management Board will have a basic DBS check. Should any Committee Bodies or Volunteers be required at a youth event they will require a basic DBS check on an as needed basis. Added to this the IHSGB has developed a Memorandum of Understanding that clearly sets out the responsibilities of the IHSGB, Trustees, Management Boards, Committee Bodies, Volunteers and that of the Members. In pursuit of this, the IHSGB is committed to ensuring that:

- The welfare of all children and young people is paramount, and children and young people have the right to protection from abuse.
- It takes all reasonable, practical steps to protect children and young people from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- All concerns and allegations of poor practice or abuse are taken seriously and responded to swiftly and appropriately.
 - High standards of behaviour and practice are maintained through compliance with the IHSGB codes of conduct produced for all those involved in our sport.
 - Everyone knows and accepts their responsibilities and works together: riders, parents/carers or relevant family members, coaches, proprietors, volunteers, and professional staff.

The role of the Trustees is to:

- Provide a strategic overview and guidance on safeguarding children and young people and promote their welfare.
- Provide guidance on best practice in recruitment, training and supervision of members and volunteers, parents and carers.
- Provide access to approved safeguarding education and training to IHSGB Trustee's
- Respond to and support Members, Volunteers, Management Board or Committee Bodies with the management of allegations, concerns and complaints relating to children and young people, initiating Case Management systems and processes as necessary.



- Coordinate and update a central database (google drive – shared drive – Trustees – Youth Folder – Safeguarding - concerns/incidents) for all concerns/incidents shared by Trustee(s), Management Board, Committee Body, Volunteer, or Member of the IHSGB.
- Give guidance on the implementation and management of appropriate disciplinary and appeals procedures in relation to children and young people, including monitoring the outcomes of any such events.
- Ensure that all incidents are correctly reported and referred out in accordance with the IHSGB guidelines.
- Ensure that IHSGB procedures for recruitment of Trustees, Management Board, Committee Bodies and volunteers, within the IHSGB, are followed and all appropriate existing Trustees, Management Board or volunteers have up to date criminal record checks if appropriate.
- Review and monitor the implementation of the policy and procedures on an annual basis.
- Ensure that all data collected by the IHSGB is kept securely in accordance with data protection legislation.

In order to support Trustees, Management Board, Members, Volunteers, Committee Bodies and Safeguarding Person with safeguarding and child protection matters.

The IHSGB has appointed a Safeguarding Lead in the form of the Youth Trustee to:

- provide leadership to promote safeguarding best practice in equestrianism across the IHSGB and to champion the IHSGB's role for safeguarding knowledge and in providing leadership in case management.
 - To ensure that safeguarding standards are maintained by the IHSGB and that safeguarding is embedded within the work, discussions and decisions of the Trustee's
 - To work in conjunction with Trustees, Management Board, Committee Bodies and Safeguarding Person in relation to welfare and safety issues that cross over into the protection and safeguarding of children, young adults and adults at risk.
- As part of this role, the IHSGB will ensure that safeguarding is discussed at the monthly meeting.

The role of Trustees, Management Board and Committee Body is:

- To respond to and manage any allegations or complaints made from within the IHSGB, Management Board or Committee Body.
- Operationally, to deal with the complaint/allegation to conclusion in line with the agreed protocols.
- To ensure there is clear communication between Trustees, Management Board, Committee Body and Safeguarding Person with regard to children and young people
- To ensure that all policies and procedures are made accessible to parents/carers.
- To ensure the effective protection and safeguarding of children and young people by encouraging and supporting each event or competition organiser to appoint a Safeguarding Person



- To promote education and training in safeguarding, in partnership with the IHSGB, to support members and volunteers.
- To manage and monitor the implementation of the policy and procedures and feed back to the IHSGB Members on an annual basis.
- To ensure that codes of conduct are in place for volunteers, coaches, young people and parents.
- Ensure safeguarding standards are met and maintained.
- To ensure confidentiality is maintained and information is only shared on a “need to know” basis.

The role of each IHSGB Member is:

To work in conjunction with Trustees, Management Board, Volunteers, Committee Bodies and Safeguarding Person in relation to welfare and safety issues.

- To report any allegations or complaints made from within the IHSGB.
- Operationally, to deal with the complaint/allegation to conclusion in line with the agreed protocols.
- To ensure there is clear communication between Trustees and Safeguarding Person with regard to children and young people
- To promote education and training in safeguarding, in partnership with the IHSGB,
- To ensure confidentiality is maintained and information is only shared on a “need to know” basis.
- To adopt and promote the IHSGB policies and procedures.
- To record and report monitoring information as required.
- To respond to any allegations or complaints by reporting to the IHSGB Safeguarding Lead.
- To report to the Safeguarding Lead any allegations or complaints made at the time of an event or at any point after in regard to an event.

The role of each IHSGB run or endorsed event’s Safeguarding Person is:

(Each event that is endorsed by the IHSGB include but not limited to training weekends, ‘have a go’ shows, official shows will need a safeguarding appointed person, ideally the IHSGB would like to have a person volunteer for this role, if however no one does come forward the responsibility falls to the organiser of the event.)

- To adopt and promote the IHSGB policies and procedures.
- To promote education and training to support volunteers.
- To manage and monitor the implementation of the policy and procedures.
- To be the first point of contact for volunteers, young people and parents for any issue concerning children and young people welfare, poor practice or potential/alleged abuse.
- To record and report monitoring information as required.
- To respond to any allegations or complaints by reporting to the IHSGB Safeguarding Lead.
- To maintain local contact details for Children’s Social Services, the Police and IHSGB Safeguarding Lead.
- To ensure confidentiality is maintained and information is only shared on a “need to know” basis.

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• To respond to any allegations or complaints made at the time of the event or at any point after in regard to the event.

5. Child Abuse

The NSPCC states that child abuse happens when a person – adult or child – harms a child. It can be physical, sexual or emotional, but can also involve a lack of love, care and attention (NSPCC, 2017). There are four main categories of child abuse: Physical abuse - happens when a child is deliberately hurt, causing injuries such as cuts, bruises, burns and broken bones. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating. Neglect - is persistently failing to meet a child's basic physical and/or psychological needs usually resulting in serious damage to their health and development. Sexual abuse - is 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. Child sexual abuse can involve contact abuse and/or non-contact abuse. Contact abuse happens when the abuser makes physical contact with the child. Emotional Abuse - is persistent and, over time, it severely damages a child's emotional health and development and can take the form of constantly putting a child down, shouting at a child and calling them names and persistently ignoring a child. Examples of emotional abuse in sport include subjecting children to constant criticism, name calling, and sarcasm or bullying. It could also include their regular exclusion from an activity, such as unjustified non-selection for a team or more subtle actions such as staring at or ignoring a child. Putting children under consistent pressure to perform to unrealistically high standards is also a form of emotional abuse.

6. Good and Poor practice

The IHSGB is committed to ensuring that all those involved in Icelandic equestrian sport are safe from harm and abuse and therefore it is important for those all those working or volunteering in our sport to adopt the following guidelines of good practice:

- Always work in an open environment, ensuring that, where possible, interactions take place in view of others and with consent of those involved.
- Treat all children and young people fairly and with dignity and respect irrelevant of gender, ability, race, ethnicity or sex.
- Ensure that the child's or young person's welfare is always of paramount concern and should always be considered above winning and competition.
- Recognise the needs of each individual child or young person to avoid excessive training or undue pressure.



- Encourage children and young people to take responsibility for their own sporting development and support them with any decision they make.
- Build and maintain friendly, balanced and appropriate relationships with children and young people; including parents/carers where possible
- Always challenge poor behaviour, bullying, harassment, foul or inappropriate language or any other behaviour that could upset individuals.

Poor Practice

The following are examples of poor practice and should be avoided:

- Engaging in rough, physical or sexually provocative games or behaviour
- Showing any form of favouritism
- Shouting, making negative comments or any other form of bullying towards athletes
- Using harassing, discriminatory or provocative language
- Engaging in inappropriate relationships with athletes under 18 years of age
- Spending unnecessary time alone with an athlete in a 1:1 situation
- Transporting athletes to events or training
- Having unnecessary physical contact with athletes
- Failing to adhere to organizational policies and procedures.

This list is not exhaustive and there are many other examples of poor practice.

The IHSGB recognise that ‘we’ may encounter ‘unconscious bias’, which refers to a bias that we are unaware of, and which happens outside of our control. It is a bias that happens automatically and is triggered by our brain making quick judgments and assessments of people and situations, influenced by our background, cultural environment and personal experiences. (Equality Challenge Unit: Unconscious bias and Higher Education, 2013). We should ensure that conscious efforts are made and actions taken to provide an equitable safeguarding response for all people on an individual and systemic level. To make sure children from Black, Asian and minority ethnic communities get the help and support they need, the adults working or volunteering with them and their families need to:

- understand the challenges they face
- build trusting relationships
- take appropriate action to help keep children safe
- use a strength-based approach to empower parents and carers from Black, Asian and minority ethnic communities to take steps to keep their children safe.

7. Position of Trust and Abuse of trust in the Equestrian Industry

Position of Trust Under the Sexual Offences Act 2003 an adult is in a position of trust over a child if they regularly teach, train, supervise or have sole charge of the child in certain settings (e.g. hospitals, residential care, schools) or when in certain roles (e.g. teacher, care worker). This rule has been extended via the Police,



Crime, Sentencing and Courts Act 2022 to apply to those who train, supervise or instruct young people in the fields of sport and religion. Abuse 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 (i.e. the child is 16). Sports coaches are now recognised in law as being in “positions of trust” and so banned from engaging in sexual activity with under 18s in their care. Coaches and other officials should ensure they maintain healthy, positive and professional relationships with all participants.

8. Duty of Care

All sport organisations need to take all reasonable measures to ensure the safety and welfare of all children and young people involved in the sport. Duty of Care is considered in two ways: The Legal Duty of Care This refers to Health and Safety procedures where clear guidance and procedures are in place to ensure that steps are taken to minimise any dangers or hazards. The Moral Duty of Care This can more correctly be described as the sporting organisation’s responsibility for the safety and welfare of all children and young people involved.

9. Dealing with a Disclosure

All those involved in equestrian sport must recognise their own responsibility to safeguard children and young people and the importance of taking action where a concern about a child or young person has been raised. It is not the responsibility of anyone within the IHSGB to make a judgement on whether or not child abuse has taken place; however, there is a responsibility to act on any concerns that are raised. Those working in the equine industry may find themselves in a position where a child makes a disclosure of harm or abuse and if this happens it is important that the appropriate action is taken. All those who come under the IHSGB ‘banner’, Trustees, Management Board, Committee Bodies and Members are expected to adhere to the following procedures if a child discloses that they have been abused in some way. It is important that the IHSGB reporting procedures are followed when reporting safeguarding concerns. When recording a disclosure, it is important that the information is clear, concise and a true representation of the concerns. In some incidents, it may be necessary to share information with Children’s Social Care or the police, 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.
- When information about possible abuse comes to light, find time and a suitable place to listen to the child.
- Listen to what is being said without displaying shock, disbelief or attempting to lead the child.
- Do not make false promises and do not promise confidentiality. If the child asks that information is kept secret, it is important that you tell the child in a manner appropriate to the child's age that you cannot promise complete confidentiality—instead you must explain that you may need to pass information on to other professionals to help keep the child, or other children, safe.
 - Allow the child to talk freely. Do not cross examine, interview, probe or ask to see any injury that is not visible. Listen, only asking non-leading questions when necessary to clarify.
 - Do not criticise the alleged perpetrator.
 - Reassure the child that what has happened is not their fault.
 - Stress that it was the right thing to tell someone.
 - Explain what has to be done next and who has to be told.
 - Find out just enough to be sure of the need to refer, and keep any questions open (e.g. requiring information) rather than closed (e.g. only requiring a yes or no answer).
 - Make records that are factual, accurate and relevant and avoid subjective judgements. It is not your responsibility to 'check out' what any child tells you nor should any abuser be questioned.
 - Print, sign and date the record of disclosure and include your designation.
 - A record of any non-verbal behaviours
 - Action taken as a result of the concern
 - The name, address and date of birth of those involved.

Please note: Where possible you should include the relevant dates, times, situation, people present and factual 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.

10. Safer Recruitment

Anyone undertaking a role that involves contact with or responsibility for children (or other vulnerable groups) on behalf of the IHSGB should be taken through a Safer Recruitment process. It is essential that there are effective recruitment and selection procedures for all that are involved with the IHSGB; Trustees, Management Board, Committee Bodies and Volunteers. Safer Recruitment checklist Best practice for Safer Recruitment procedures include:



- Creating a clear job or role description (what tasks will be involved)
- Creating a person specification (what experience or attributes the successful candidate needs in order to carry out the role)
- Creating an advertisement for the post
- Using an application form to gather relevant information about each applicant
- Requiring specific written references
- Interviewing the applicant
 - For eligible posts, undertaking a criminal records check: - Disclosure and Barring Service (DBS) – England and Wales - Disclosure Scotland – Scotland – Access NI – Northern Ireland
- Risk assessment of any concerning information
- Verifying qualifications and experience
- Recording recruitment decision
 - Induction to the role (including safeguarding policies and procedures, safeguarding training, sign up to Code of Conduct)
- Probationary period

In some instances, the IHSGB may feel that it is not practical to include all these steps in a recruitment process but will endeavour to incorporate as many elements as possible.

11. Guidance for sharing information

Guidance from the Government, Information sharing advice for safeguarding practitioners, describes key principles for deciding what to share, the ‘seven golden rules for information sharing’:

1. Remember that the General Data Protection Regulations (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to having their information shared. You may still share information without consent if, in your judgement, there is lawful basis to do so, such as where safety may be at risk.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.



6. Necessary, proportionate, relevant, adequate, accurate, timely and secure:
Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

The Trustees, Management Board and Committee Bodies will share information to achieve their objective of ensuring that children, young adults and adults at risk are effectively safeguarded across the IHSGB. The sharing of data will take place in accordance with Data Protection law and guidance and where it is necessary to do so in order to help identify, assess and respond to risks or concerns about the safety and welfare of children.

12. Informing parents/carers

Wherever possible, personnel concerned about the welfare of a child should work in partnership with parents/carers. Therefore, in most situations, it would be important to talk to parents/carers to help clarify any initial concerns (e.g. if a child's behaviour has changed, it is important to check whether there is a reasonable explanation such as family upset or bereavement). However, there are circumstances in which a young person might be placed at even greater risk if concerns are shared (e.g. where a parent/carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the Youth Trustee whom fulfils the role of Safeguarding Lead as soon as possible.

Safeguarding training:

The IHSGB will subsidise safeguarding training for the Youth Trustee, this will be dependent on courses available and price, the full Board of Trustees must be in agreement with the choice made. All other trustee's are strongly advised to seek safeguarding training if funds allow a percentage of the cost may be paid.

Management Board, Committee Bodies and Volunteers are advised to seek safeguarding training, the IHSGB will not be responsible for any costs that are incurred. There are free online courses available in some areas.