



Policy 4

**Safeguarding Children Policy and
Reporting Procedures**

For

Wenlo

Riding for the Disabled Group

Address: Bowleys Barn Farm, Stanford Road, Normanton-on-Soar
Leicestershire, LE12 5ER

Registered Charity No: 1073408

Revisions

No changes to Policy. Reporting procedure completely rewritten.

SAFEGUARDING CHILDREN POLICY

There has been an increasing awareness over recent years that some individuals who want to harm and abuse children will use charitable organisations, such as Riding for the Disabled, as a vehicle to gain access to children.

The Riding for the Disabled Association (RDA) fully accepts its legal and moral obligation to protect children in the course of its work and it is our policy to make every reasonable safeguard to protect those who are involved in any aspect of our work.

In pursuit of this, RDA is committed to ensuring that:

- The welfare of children is paramount,
- All children are able to participate in a fun and safe environment,
- All children have the right to protection from physical, sexual and emotional harm and from neglect and bullying,
- All reasonable and practical steps are taken to protect children from harm, discrimination and degrading treatment; respecting children's rights, wishes and feelings,
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately,
- All trustees, employees and volunteers have a responsibility to report any concerns with regards to child protection matters. **It is the responsibility of experts to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns,**
- All Groups appoint a designated trustee or delegated volunteer/employee to be a Group Safeguarding Officer,
- Safeguarding Officers and other relevant staff/volunteers receive appropriate training and guidance on child protection.

Therefore, we have minimum standards in place and each RDA group must:

- Have a safeguarding policy which is in line with RDAUK's requirements
- Have a designated Safeguarding Officer

- Have a safe recruitment process in place including staff/volunteer application forms, the collection of two references and disclosure checks at the appropriate level for anyone aged 16 or over who is involved in RDA sessions; renewed every 3 years
- Have a clear and robust procedure for responding and reporting to indicators or allegations of abuse or poor practice
- Ensure all Safeguarding Officers and Coaches attend a recognised face to face safeguarding workshop with refresher training taken every 3 years

As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered a child. All organisations, which provide for children, should be able to demonstrate the existence, implementation and effectiveness of child protection policies.

The policies and procedures apply to everyone within RDA, whether in a paid or voluntary capacity, including trustees, committee members and designated medical and veterinary staff. Everyone should be aware of the child protection procedures and best practices and ensure they are implemented.

Legal and Procedural Framework in England and Wales

The practices and procedures within RDA are based on the principles contained within the UK and International legislation and Government guidance taking the following into account:

- Children Act 1989 & 2004
- The United Nations Convention on the Rights of the Child (UNCRC) 1989
- The European Convention on Human Rights 1950
- Police Act 1997
- Data Protection Act 2018
- Freedom of Information Act 2000
- Working Together to Safeguard Children (DfE, 2018)
- Safeguarding Vulnerable Groups Act 2006
- Sexual Offences (Amendments) Act 2003
- Protection of Freedoms Act 2012
- Care Act 2014 - implemented March 2015
- Information Sharing Advice - March 2015

- What to do if you're worried a child is being abused. -
March 2015

- Procedures set out by the local Safeguarding Children Boards

SAFEGUARDING REPORTING PROCEDURES

Reported or Suspected Abuse

If you suspect a child or adult at risk is being abused, they confide in you or someone has a concern, complaint or allegation about a member of staff, a volunteer or about you, **it is your duty to report it**. This is also the case if declarations are made to an RDA volunteer/ staff member about possible poor practice or abuse, even if there is no connection with RDA.

If an individual is at immediate risk to life call 999 and request the police, or if the individual is at risk of significant harm phone Social Services.

If a child or adult at risk has told you they are being abused, you must:

1. Allow the individual to speak without interruption, accepting what is said.
2. Explain that you cannot keep the information secret and must pass it on. If the disclosure is made by an adult, you must ask their consent to pass the information on.
3. Inform the Group Safeguarding Officer immediately; disclosures are confidential and should only be shared by exception.
4. Should the Group Safeguarding Officer not be available, the person who received the disclosure should contact the RDA Safeguarding Lead at RDA National Office directly or speak to their Group Chair.
5. Write down what was said as soon as you can, using the actual words spoken to you. This includes the date & time, and then sign the document.

Concern for Someone's Welfare

If you are concerned about the welfare of an RDA participant or volunteer, or you have concerns about the conduct/poor practise of an adult involved in RDA, including yourself, you must:

1. Inform your Group Safeguarding Officer immediately
2. If possible, write down what you have witnessed; include the date & time, and sign the document. Pass any notes you have made to the Group Safeguarding Officer

If you need further support or are not sure what you should do, you can contact:

January 2021. Identical to RDA UK Safeguarding Children Policy Jan 2016 (reviewed 2021) and Safeguarding Reporting Procedures January 2020

RDA National Office: 01926 492915

RDA Safeguarding Out of hours: 07599 236036

NSPCC: 0808 800 5000