



# Southern Carriage Driving Club

## Safeguarding Policy

### Introduction

Southern Carriage Driving Club (SCDC) is a non-profit organisation run for the following purposes: arranging and holding a variety of equestrian and carriage-driving based activities and events across Hampshire, Wiltshire and West Sussex.

SCDC has compiled and adopted this Safeguarding Policy and expects every adult involved with the SCDC's undertakings to support it and comply with it. Consequently, this policy shall apply to all committee members, club members, event participants, volunteers or anyone working on behalf of the SCDC.

### Purpose

This policy is intended to protect children and young people involved with, attending and/or affected by SCDC's undertakings (events and activities).

SCDC believes that no child or young person should experience abuse or harm and are highly committed to safeguarding practices that reflect statutory responsibilities, government guidance, and which comply with best practice requirements.

This policy is intended to provide guidance and overarching principles to those who represent us as volunteers, club members or committee members; to guide our approach to child protection and safeguarding.

### Definitions

*The Children Act 1989* definition of a **child** is "anyone who has not yet reached their 18<sup>th</sup> birthday..."

*Working Together to Safeguard Children 2018* defines **Safeguarding** as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that 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

### Approach

SCDC recognise the following:

- The welfare of children and young people are paramount
- All children and young people attending SCDC events have the right to be protected from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people and their parents is essential in promoting young people's welfare



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## Safeguarding Policy

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

- Appointing a nominated Safeguarding Officer
- Provide an appropriate level of training to the Safeguarding Officer to discharge their role in the club
- Valuing, listening to children and young people, and respecting them
- Adopting child protection and safeguarding best practices through our policies, procedures and any codes of conduct
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Making sure children, young people, parents and any other person involved in a club event know where to go for help if they have a concern

### Universality of Protection

At events and activities open to all ages, children under 16yrs must be accompanied throughout by an adult over the age of 18yrs who not only brings the child but also takes the child home again afterwards.

At events and activities for children accompanied by a parent, children under 16yrs must be supervised throughout the event by an adult over the age of 18yrs who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then these children must stay together so that the one adult can supervise them.

At events and activities for unaccompanied children, children under the age of 16yrs must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parent, plus the parent's mobile telephone numbers.

Young people aged 16yrs or 17yrs may attend any unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

### Prevention of Bullying

SCDC not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise at an SCDC event; those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter.

SCDC will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, SCDC will consider banning a child from future events.

Allegations of adults bullying children will be dealt with in accordance with this Policy.



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### Disclosure & Barring

SCDC will take very seriously any allegation of impropriety on the part of any club member, volunteer, committee member or any other adult participating or attending an event. Any person who discovers anything amiss should get in touch with the Safeguarding Officer immediately.

Allegations will be reviewed. If appropriate, SCDC Safeguarding Officer will consider banning any club member, volunteer, committee member or any other adult participating or attending an event, from future events and revoking any memberships of SCDC for barred persons, in full accordance with the rules and procedures of the club.

Confidentiality will be maintained. Information will only be shared in line with the General Data Protection Regulations (GDPR).

### Recording & Reporting

A written record will be kept about any concern regarding any child with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records will be signed, dated, and be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

However, information will be shared with the Local Authority if a child is deemed to be at risk of harm.

Contact will be made with the police if they are in immediate danger, or if a crime has been committed.

### Photographing Children

Many of the SCDC activities and events are heavily photographed by professional photographers, participants, committee members, volunteers, club members and members of the public.

All those persons (including children and young persons) attending any SCDC event are deemed to be providing consent for this by their attendance/participation. The club will actively seek to publicise this in all event arrangements (schedules, joining instructions, etc), and obtain signed consent forms for the taking of photographs (that may include of children and young persons).

People, including children, must expect to have their photograph taken at many of our events, and SCDC reserve the right to publish suitable photographs of those attending, along with names of persons involved on the SCDC website and social media.

Where photographs wishing to be published by the club website or to Social Media, by SCDC include children or young persons; the club will actively seek parental permission for their publication if this has not been included with (parent) signed consent forms obtained for the event.



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### Other Policies

This Safeguarding Policy should be read together with the SCDC Health & Safety Policy.

### Legal Framework

This policy is drawn up in accordance with the following legislation and guidance that seeks to protect children in England:

|  |   |
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| Children Act 1989 & 2004   | Data Protection Act 2018                                |
| General Data Protection Regulation   | Safeguarding Vulnerable Groups Act 2006                 |
| Human Rights Act 1998  | Children and Families Act 2014                          |
| Protection of Freedoms Act 2012  | Children and Social Work 2017                           |
| “Working together to safeguard children”<br>(Department for Education) 2018. | United Nations Convention on the Rights of<br>the Child |

### Designated Safeguarding Officer’s Role & Responsibilities

- Maintaining, reviewing annually and updating this Policy
- Dealing with disclosures and concerns about a child or young person including managing allegations against club members, committee members and volunteers
- Recording concerns and information sharing
- Publishing and maintain a code of conduct for club members, committee members and volunteers
- Publishing and maintaining behaviour codes for children and young people
- Providing photography and image sharing guidance
- Monitoring safeguarding policy and practices across club events

### Endorsement & Review

This Policy is approved and endorsed by the Southern Carriage Driving Club and will be reviewed every 12 months.

Signed: 

Position: SCDC Safeguarding Officer

Date: 18/01/21