



## Introduction

The Association of British Riding Schools (ABRS) is a national member body for riding school, trekking and livery businesses. We believe that it is essential that children, young people and adults-at-risk are encouraged to take part in riding and the care of horses. Their involvement with horses can be hugely positive, helping to develop self-esteem and the ability to work with others, while generating a lifelong interest in riding and horses. Their participation must, however, be in a secure and safe environment, where they are protected from harm. This can only take place where equestrian activities are effectively regulated and managed by well trained staff and volunteers.

## Safeguarding Policy Statement

The ABRS accepts fully that we have a duty of care to children, young people and adults-at-risk participating in equestrian activities Member Riding Schools and Livery Yards, and in training centres utilised by the ABRS for the running of courses, (referred to as Members and Centres). We believe that the ABRS and its Members and Centres have a responsibility to promote the welfare of children, young people and adults-at-risk, to keep them safe and to practise in a way that protects them, and that this duty of care applies to all that are involved, whether they are riders, employees, coaches, volunteers or spectators.

A child/young person is defined as a person under the age of 18.

An adult-at-risk is defined as a person who:

- Needs care and support.
- Is experiencing, or is at risk of, abuse or neglect, and is unable to protect themselves from either the risk, or the experience of, abuse or neglect.

To ensure this, the ABRS is committed to devising policies and procedures that comply with the British Equestrian (BE) Safeguarding Policies <https://www.britishequestrian.org.uk/> and can be implemented by members and centres.

## Our Commitment

In pursuit of this, The ABRS is committed to:

- Ensuring all reasonable and practical steps are taken to protect children, young people and adults-at-risk from harm, abuse, discrimination or degrading treatment, while respecting their rights, wishes and feelings.
- Helping Members and Centres adopt best practice to safeguard children, young people and adults-at-risk from harm, discrimination and degrading treatment
- Ensuring all allegations, suspicions of harm and concerns are taken seriously and responded to swiftly, fairly and appropriately
- Ensuring that confidential, detailed and accurate records of safeguarding concerns are maintained and securely stored
- Working in partnership with BE, other member bodies of the BE, and ABRS Members and Centres to promote the welfare, health and development of children, young people and adults-at-risk
- Ensuring high standards of behaviour and practice are maintained through compliance with

ABRS Codes of Conduct ([www.abrs-info.org](http://www.abrs-info.org)).

This Safeguarding Policy is applicable to all ABRS Members and Centres and their staff (whether full-time, part-time, self-employed or volunteer). Failure to comply with the policy and procedures will be addressed by the ABRS without delay and may ultimately result in sanctions, including the withdrawal of membership of the ABRS.

### **Review Arrangements**

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

- Changes in legislation and/or government guidance
- As may be required by any other local or national regulatory authority and/or the BE
- As a result of any other significant change or event

### **ABRS Responsibilities**

The ABRS's responsibility for safeguarding is divided into five key areas:

- Ensuring that Members and Centres implement safeguarding policies and procedures that comply with legal requirements and comply with those published by the BE and ABRS
- Ensuring that Members and Centres maintain safeguarding standards
- Supporting Members and Centres report, manage and address concerns raised about children, young people and adults-at-risk, and their welfare
- Ensuring appropriate confidentiality is maintained
- Providing access to appropriate training so that Member and Centre staff are equipped with the skills and knowledge to implement safeguarding measures
- Appointing an ABRS Safeguarding Officer

### **ABRS Safeguarding Officer**

The ABRS will appoint an ABRS Safeguarding Officer who will:

- Represent the ABRS on the BE Safeguarding Action Team (SAT)
- Act as a central point of contact for internal and external individuals and agencies
- Ensure that ABRS Members and Centres are aware of BE and ABRS policies, procedures and guidelines
- Encourage and support each Member or Centre adopt and promote BE and ABRS policies and procedures
- Respond to allegations or complaints reported about or by ABRS Members or Centres.
- Manage referrals to statutory agencies (police, social care or Local Authority Designated Officer (LADO)).
- Ensure the effective protection and safeguarding of children, young people and adults-at-risk supporting the Human Welfare Officer appointed by Members and Centres
- Provide and promote education and training in safeguarding in partnership with the BE

### **Responsibilities of ABRS Members and Centres**

ABRS members and centres (as independent legal businesses) must put in place safeguarding policies and procedures if they meet the legal criteria to be deemed as 'working with children, young people or adults-at-risk'. These policies and procedures must meet national legal and regulatory conditions, and comply with requirements imposed by BE and ABRS policy.

The ABRS requires that Members and Centres appoint a Human Welfare Officer (HWO). The HWO, acting for and on behalf of the proprietor/manager/head of the member or centre, will:

- Prepare a member or centre safeguarding policy that is legally compliant and meets the requirements of BE and ABRS safeguarding policies
- Ensure that staff (whether full-time, part-time, self-employed or volunteer) are aware of the Member or Centre safeguarding policy and of any associated procedures and guidelines
- Ensure that ABRS Codes of Conduct are available to staff, children/young people/adults-at-risk and their parents
- Promote, provide and/or undertake safeguarding training of staff
- Answer queries and offer support arising from safeguarding concerns or issues
- Report, manage and deal with allegation of or concerns about harm, abuse, discrimination or degrading treatment
- Ensure confidentiality is maintained and information is only shared to those that have a need to know
- Ensure adherence to the ABRS's disclosure check and safeguarding training requirements

Further information on ABRS Safeguarding Procedures can be found at: <https://www.abrs-info.org>.

### **Training**

The ABRS require that instructors/coaches and staff working with children, young people and/or adults-at-risk (if they meet the legal criteria) undertake the BE-approved face-to-face safeguarding training (or a recognised equivalent) course before having unsupervised access to children, young people or adults-at-risk. Refresher training must be completed every three years via either the BE-approved online training portal (or a recognised equivalent) or a further face-to-face course.

### **Criminal Record checks**

The ABRS require that Instructors/coaches and staff working with children, young people and/or adults-at-risk (if they meet the legal criteria) hold a current certificate through the Disclosure and Barring Service, Disclosure Scotland or Access NI as appropriate.

Certificates must be renewed every three years.

### **If you have a concern**

The ABRS encourages those who participate, volunteer and work in equestrianism to report any concerns they may have about a children, young people or adults-at-risk. Any concerns can be reported to Member's or Centre's HWO, who will contact the ABRS office.

If a child, young person or adult-at-risk is in immediate danger or needs medical attention, 999 should be called. Serious concerns can be reported to the police, social care or Local Authority Designated Officer (LADO).

### **Who do I contact?**

If you have any queries regarding Safeguarding within the ABRS or any concerns please contact the ABRS Office ([office@abrs-info.org](mailto:office@abrs-info.org) or 01403 741188)