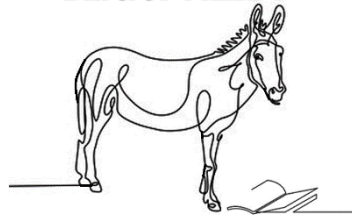


Equine Facilitated Learning

www.berryfieldsanimalassistededucation.co.uk

PONY DAYS, MENTAL HEALTH, WELLBEING, EDUCATION, DEMENTIA, SEND, ANXIETY, DOMESTIC ABUSE, CORPORATE, CONSULTANCY & TRAINING

BERRY FIELDS



ANIMAL ASSISTED
EDUCATION & CONSULTANCY

Safeguarding Policy

Approved by: Rachel Hartopp

Date: October 2023

Last reviewed on: October 2023

Next review due October 2024
by:

This document is the Berry Fields Animal Assisted Education & Consultancy's policy for safeguarding children and young people.

Berry Fields fully accepts its legal and moral obligation under The Children Acts (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 Act 1989).

This policy is adhered to alongside 'keeping Children Safe in Education 2023'

All volunteers will be directed to a copy of this, and all visitors will have access to this document on our website.

Berry Fields will send an electronic copy of their Safeguarding and other relevant policies to all schools that they visit and schools that have pupils attend their equestrian yard. It is the schools/organisations responsibility to ensure they have saved, stored, or filed the appropriate documents ready for any inspection.

When visiting a school setting. Berry Fields will follow the settings Safeguarding policy and seek this information before visiting. Rachel Hartopp will ensure that she is aware of the DSL and report any safeguarding concerns at the time of visit.

Aims

The aims of our 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
- To maintain high standards of behaviours and good practise.

The policy and procedures are mandatory for everyone involved with Berry Fields Animal Assisted Education. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from Berry Fields Animal Assisted Education & Consultancy.

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

- Changes in legislation and/or government guidance.
- As required by the Local Safeguarding Children Board, UK Sport, and the BEF.
- As a result of any other significant change or event.

Designated Safeguarding Lead

Rachel Hartopp is the Designated Safeguarding Lead and has been trained and accredited through Cambridgeshire County Council. Further training will be accessed through the British Horse Society.

The role of the DSL is:

- To ensure all visitors and volunteers are aware of our safeguarding policies, procedures, and guidelines.
- To implement and manage appropriate Safeguarding procedures in relation to child protection and safeguarding ensuring that the Local Safeguarding Board, setting, or agency are informed
- To respond to any allegations or complaints made.
- Operationally, to deal with the complaint/allegation to conclusion in line with agreed protocols
- To ensure there is clear communication about Child Protection and Safeguarding
- To ensure that parents/children are aware of the policy and procedures and how to access them
- To ensure the effective protection and safeguarding of children and young people.
- To provide and promote education and training in safeguarding in partnership with support staff, and volunteers
- To manage and monitor the implementation of the policy and procedures.
- To ensure that procedures for recruitment of staff and volunteers are followed and all appropriate existing staff or volunteers have up to date criminal record checks
- To ensure that codes of conduct are in place for staff, volunteers, coaches, young people, and parents
- To ensure confidentiality is maintained and information is only shared on a "need to know" basis

Communication

Berry Fields will make available its Safeguarding Policy and Procedures to all staff, volunteers, junior members and their parents/guardians and it will appear in full on our website.

We will also ensure that we have contact details for partner schools with which we are working.

Attendance Communication

A member of Berry Fields will always call the appropriate school or setting to notify once a pupil has arrived. It is the school or setting responsibility to record attendance data for any school inspection they may incur. It is also their responsibility to notify if a pupil will not be attending. Please also refer to Berry Fields Service Level Agreement 2023/24

GDPR

Any records that we hold are used solely for the use at Berry fields. Where a child may be attending as an alternative provision permission will be sought from the young person's parent or guardian to share any appropriate information. All information will be shared with the parent.

See Privacy notices for pupil, volunteers, and staff. This information is available on our website. www.berryfieldsanimalassistededucation.co.uk

Please refer to Information sharing Advice for practitioners providing safeguarding services to children, young people, parents, and carers – Privacy Policy 2023/24

Everyone who works with children and young people has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information, and taking prompt action.

Working Together 2018 states:

Effective sharing of information between practitioners and local organisations and agencies is essential for early identification of need, assessment, and service provision to keep children safe. Serious case reviews (SCRs) have highlighted that missed opportunities to record, understand the significance of and share information in a timely manner can have severe consequences for the safety and welfare of children.

*Fears about sharing information **must not be allowed** to stand in the way of the need to promote the welfare, and protect the safety, of children, which must always be the paramount concern.*

Training

Rachel Hartopp has accessed and completed full Designated Safeguarding Lead training with Cambridgeshire County and Council as a previous headteacher and through the Alternative Provision Service.

Staff and volunteers are trained in line with the Cambridgeshire County Council guideline on safeguarding as part of their induction and yearly review. This enables all staff and volunteers to understand when and what to record as a log of concern and the processes of how to do this. As part of our Induction Policy and Performance Management processes safeguarding is a statutory element of our 1:1 review for staff and volunteers. 1:1 review happens throughout the induction period and then three times a year. Reference is made to the threshold documents as part of ongoing training.

The BHS (British Horse Society) recommends that all Instructors/coaches and staff and volunteers working with children should undertake the BEF approved safeguarding training (or recognised equivalent) course within the last 3 years. Refresher training should be completed every three years via either the BEF approved online training portal or a further face to face course.

Volunteers

All volunteers that assist with any event have completed a comprehensive induction and have submitted our volunteer application, providing us with two references. Volunteers are always supported by staff at all times.

BHS Safeguarding C and YP Policy Position of Trust and Abuse of trust in the Equestrian Industry

Position of Trust. 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) Sexual Offences Act 2003. For the purpose of working within the Equestrian Industry those who regularly teach, train, supervise or have sole charge of the child are in a position of trust.

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., 16 or 17). The BEF along with other sport governing bodies treats coaches and other officials as being in a position of trust. Coaches and other officials should ensure they maintain healthy, positive, and professional relationships with all participants. Coaches and others in positions of authority and trust in relation to athletes aged under 18 must not engage in sexual relationships with them while that unequal power relationship exists.

Criminal Record checks

The BHS recommends that all instructors/coaches, staff, and volunteers working with children (if they meet the legal criteria) hold a current certificate through the Disclosure and Barring Service, Disclosure Scotland, or Access NI as appropriate.

As part of our safer recruitment policy only staff and volunteers that hold a current DBS check will be able to independently support the delivery of sessions. As part of any interview process safer recruitment questions will be used and guidelines followed.

Rachel Hartopp – Safeguarding Lead completed Safer Recruitment webinar training in 2018.

Rachel Hartopp – Refresher Safeguarding & Prevent training October 2021.

Rachel Hartopp – DSL training October 2022

Photographs and Promotional Material

All parents will always be asked before the taking of photographs and the use of these photographs on our website and social media. It is very rare for us to use pupils who attend Alternative Provision as to not identify their needs. All Stable Clubber's have permission slips completed by parents/carers. Photographs will only be taken if permission is sought and agreed.

See photograph permission form for details.

Further information and links

Keeping Children Safe in Education 2023

safeguarding@bhs.org.uk (British Horse Society)

Confidential email: cpleadofficer@bhs.org.uk

Childline 0800 1111

NSPCC 0808 800 5000

More advice is available <http://www.bhs.org.uk/our-charity/about-us-and-our-work/working-with-thelaw/safeguarding-children>

Cambridgeshire and Peterborough Safeguarding Board – Refer to website and joint referral form for further details

Threshold Document

The [Effective Support for Children and Families in Cambridgeshire and Peterborough \(Thresholds\) Document](#) is intended to assist practitioners in identifying a child's level of need and what type of service/resource may meet those needs. Using their professional judgement along with this guide, practitioners will feel better equipped to direct families to appropriate resources at the appropriate time.

Below are links to some of the assessment tools to make a professional judgement about the level of risk to the child or young person.

[Graded Care Profile \(For Cambridgeshire only\)](#)

[Quality of Care Tool \(For Peterborough only\)](#)

[Exploitation \(CSE / Criminal/Gangs\) Risk Assessment and Management Tool](#)

[Brook Traffic Light Tool](#) and [Brook Traffic Light Tool guidance](#)

[Barnardo's DV Risk Identification Matrix](#)

What should you do if you think a child is being abused?

If you are concerned that a child may be suffering physical, sexual or [emotional abuse](#) or [neglect](#) or is at risk of [significant harm](#) you should telephone Children Services using one of the following numbers:

- Cambridgeshire children: 0345 045 5203
- Peterborough children: 01733 864180
- Out of Hours Emergency Duty Team (EDT): (01733) 234724

If you are a professional you can report a safeguarding concern using the [Cambridgeshire & Peterborough Safeguarding Referral Form](#). All telephone referrals will need to be followed up in writing within 24 hours by the referring professional.

When making a referral it is important that:

- All basic details are completed on the referral form (correct names and spellings, siblings' details, date of birth, addresses, ethnicity, first language, disabilities etc)
- The referral must clearly identify the concerns and the impact on the child as well as what support has been provided previously to help families address these concerns and what strengths/resilience is within the family.

- Referrals should set out what the referrer wants to see happen as a result of the referral, and should include the views of the family and, where appropriate, the child or young person.
- The more information that is provided, the easier it is for Children's Social Care to decide about the best course of action to take in respect of the child or young person.

Once you have completed the referral form it will need to be sent

to: referralcentre.children@cambridgeshire.gov.uk

If you think you or the child is in immediate danger and needs urgent help, please call the police on 999.

PREVENT & RADICALISATION

If you have a concern that a child or young person is at risk of illegal extremist activity you should still complete the [Cambridgeshire & Peterborough Safeguarding Referral Form](#). The form will ask you to identify this concern as "Prevent (Violent [Extremism](#))"

There is a hyperlinked checklist covering vulnerability to exploitation that includes factors linked to [extremism](#) designed to assist you in identifying risk. Referral to a specialist provision such Channel will be made by the MASH.