

Riding for Smiles (RfS) - Safeguarding Policy

Reviewed and updated May 17th 2023

Dr. Geoff Cutts, Chair, RfS
Stephanie Hind, SEN Advisor and schools' liaison officer, RfS
Designated Lead for RfS – Stephanie Hind

This policy applies to all staff, the board of trustees, paid staff, volunteers, contract staff, or anyone working on behalf RfS.

The purpose of this policy is:

- To protect young people and vulnerable adults who receive the service from RfS.
- To provide staff and volunteers with the principles that guide our approach to safeguarding.

RfS believes that a young person or vulnerable adult should never have to experience abuse of any kind. RfS has a responsibility to promote the welfare of all and to keep them safe. RfS is committed to practice in a way that protects them.

RfS will endeavour to keep itself informed on participating school's Safeguarding Policies.

RfS will keep a note on file of each school's contact for safeguarding issues.

RfS recognises that working in partnership with young people, their parents, vulnerable adults, carers, schools, and other agencies is essential in promoting the welfare of those we need to protect.

We will aim to keep young people and vulnerable adults safe by:

Valuing them, listening to them, and respecting them as individuals.

Implementing procedures for staff and volunteers which adopt protection best practices. Providing effective management for all staff and volunteers through supervision, support, and training.

Recruiting staff and volunteers using safer recruitment best practice, ensuring all necessary checks are completed.

Sharing information about protection and good practice with young people, parents, staff, and volunteers.

Sharing concerns with relevant agencies and involving schools, CCEC, parents and children appropriately.

Informing all visitors of RfS of policies and safeguarding expectations.

We are committed to reviewing our policy and good practice annually:

This policy was last reviewed on: ___17/05/2023.

Signed: ___  ___
Chair, Riding for Smiles.

Riding for Smiles (RfS) - Safeguarding, Code of Conduct

Reviewed and updated April 4th, 2022

Dr. Geoff Cutts, Chair, RfS with Stephanie Hind, SEN Advisor and schools' liaison officer.
Designated Lead for RfS – Stephanie Hind

Following this code of conduct will reduce the likelihood of any misinterpretations of your actions. It is key for you to remember that you have been allocated a position of trust and responsibility and you must act in accordance with this.

- DO treat all of those involved equally with respect and dignity – offensive, discriminatory, or aggressive behaviour will not be tolerated.
- DO understand your role in any policies and procedures e.g., child protection, health, and safety – be clear about what you should do if a concern about the safety or welfare of a young person arises.
- DO co-operate fully with other volunteers and professionals.
- DO consistently display high standards of behaviour and appearance.
- DO show respect for your peers and participants and treat them how you would want to be treated yourself.
- DO understand that inappropriate behaviour will be followed up by the Designated Safeguarding Lead in consultation with the Local Authority Designated Officer
- DO act as a role model for other young people, your behaviour may influence others.
- DO ensure that permission is sought from parents for any photographs or video of children or young people. These may only be captured using the settings equipment.
- DO remember that your behaviour towards participants to whom you are in a position of trust should reflect your role. Sexual relationships with anyone under the age of 18 in your care will be treated as an abuse of trust and dealt with through the disciplinary procedures.
- DO be vigilant of changes in behaviour and inappropriate conduct in other workers and volunteers and report to your Designated Safeguarding Lead.
- Do remember that you are a professional and maintain professional boundaries with all children, young people and parents and vulnerable adults that you work with

There are several things that you must ensure do not happen whilst you are working or volunteering in this organisation.

- Never spend time alone with young people out of sight of others.
- Never take or drop off young people alone unless you are following agreed procedures and have agreed safeguards in place.
- Never take young people to your home.
- Never engage in rough, physical, or sexual provocative games.
- Never allow or engage in any form of inappropriate touching or physical abuse.
- Do not take part in or tolerate behaviour that frightens, embarrasses, or demoralises a child or young person or affects their self-esteem.
- Never make sexual suggestive comments to young people, even in fun.
- Do not allow allegations made by young people to go unchallenged, unrecorded, or ignored.
- Never make young people cry as a form of control.
- Do not do things of a personal nature for young people or vulnerable adults that they can do for themselves.

- Do not contact young people or families individually via any social media including mobile phones.
- Do not make promises that you cannot keep.
- Avoid favouritism and special friendships.
- Do not take pictures of the young people using personal equipment.

What to do if abuse of a child, young person or vulnerable adult is suspected.

If you believe from your observations that a young person, or vulnerable adult may be suffering, or may be at risk of suffering, significant harm you should:

1. Carefully note in writing what has been observed (what, when, who, when)
2. Immediately report to the designated person. You should not speak to anyone about the issue until you have reported the issue.

If a young person or vulnerable adult tells you that she or he is being abused or tells you something that may affect their wellbeing you should:

1. Stay calm, listen but do not lead the conversation.
2. Listen without showing you are shocked by what you hear.
3. Write down all concerns, facts not opinions.
4. Record what has been told to you.
5. Do not promise to keep a secret.
6. Do not criticise the perpetrator.
7. Do not ask child to remove clothing to show marks/bruises.
8. Immediately inform the designated person.

The Designated Person should

1. Immediately inform the person responsible for the young people or adults.
2. Immediately inform the Proprietor or her representative of CCEC.
3. As soon as possible inform the designated person at the school.
4. All concerns regarding immediate child protection should be made by telephone to:
The Local Authority Designated Officer Derbyshire 01629533190. Nottinghamshire 03005008080, Sheffield 01142734855.
5. If at any point, there is risk of immediate significant harm to a young person or adult, the police on 999 should be called.
6. If at any point a matter arises which causes concern for a crisis resolution regarding an adult contact should be made with the **Single Point of Access** team for the relevant Authority.
Bassetlaw Crisis Team (immediate) 0300 123 18 04
Sheffield (immediate) 0114 226 3636 or 0808 1968281

This code of conduct protects the young person, or vulnerable adult. It also helps to identify practice that could be misinterpreted and may lead to a false allegation being made.

Please complete the section below to confirm that you agree to adhere to the Code of Conduct:

Name:

Date:

Signature

I have read the Code of Conduct and agree to follow the guidelines, and act accordingly.