

SAFEGUARDING IN THE PONY CLUB

The Pony Club is committed to embedding safeguarding as a golden thread throughout every aspect of our leadership, culture and practice. Guided by our values, we strive to create safe, inclusive and positive environments where everyone can feel respected, supported and able to thrive.

We believe equestrian sport has a unique ability to build confidence, resilience and lifelong skills, while supporting physical and mental wellbeing, fostering strong friendships, and creating lasting networks of support. To realise this potential, participation must always be underpinned by safety, enjoyment and excellence. Our commitment to safeguarding therefore extends beyond our statutory responsibilities to protect children and adults at risk, it is central to the experience we want every member of our community to have.


Everyone has a role to play in creating positive experiences and outcomes within The Pony Club. We expect all staff, volunteers and partners to share this commitment and to demonstrate care, curiosity and respect in everything they do.

SHARE A CONCERN

**If something doesn't feel right, please share your concern without delay.
We are here to listen, support and respond appropriately.**



Your concern is taken seriously and will be managed sensitively and confidentially.
The level at which the case will be responded to and managed will be assessed in partnership with the BEF Safeguarding Team.
Advice and support will be provided for safeguarding leads at a local level.

PONY CLUB 

The welfare of children is paramount. Children are clear about what they want and need from effective safeguarding systems. A child-centred approach and the voices of our members will always underpin and inform how we work with, protect and support the children, young people and those transitioning into young adulthood within our communities.

We believe that we are stronger when we all work as a team at local and national level around safeguarding. We are committed to working closely with members, their families, our communities and relevant agencies to ensure that we continuously challenge ourselves to improve through connection, meaningful partnership, engagement and learning.

If you are concerned or worried (if something ‘feels wrong’, you become aware of any behaviours or practices which make you uncomfortable, or if you or someone else feels unsafe or may be being harmed), please share those concerns with our Safeguarding team without delay. If you’re worried, we are here to listen, support and help. We will always take your concerns seriously. Don’t wait until you’re certain or ever feel that a concern is ‘not serious enough’ to share.

Together, we can continue to ensure that the Pony Club community remains a safe and enjoyable place for everyone.

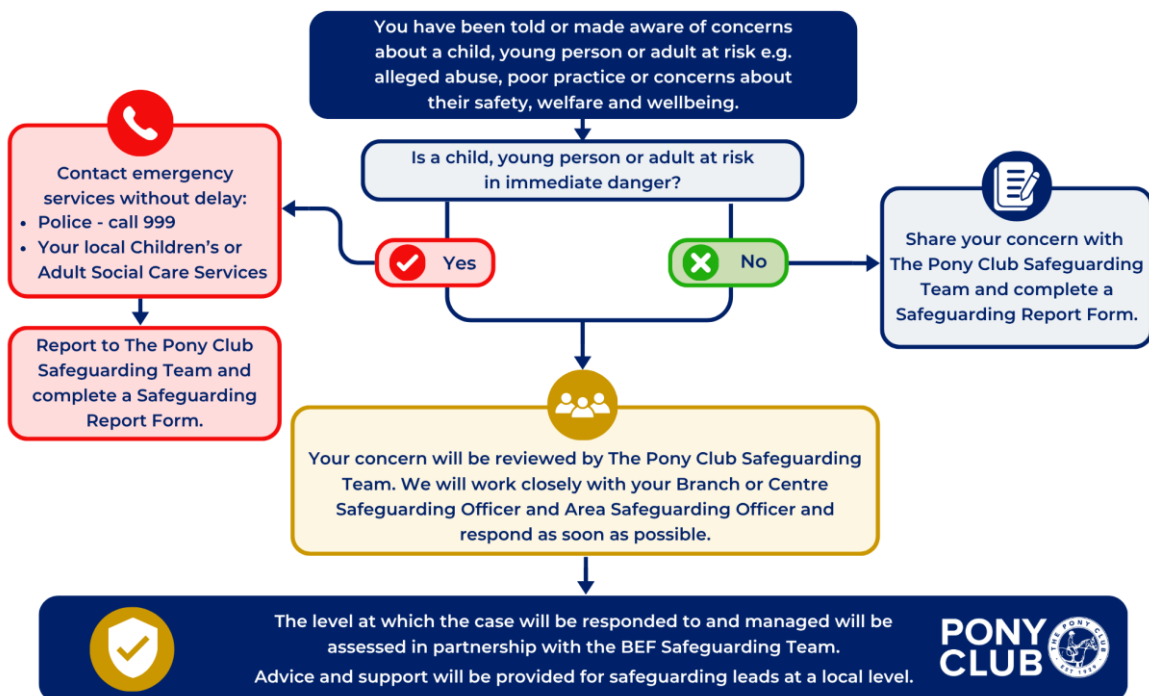
SHARE A CONCERN

If you feel there is a child, young person or adult at risk in immediate danger, please contact the following without delay:

- Police – call 999
- Your local Adult or Children’s Social Care Services: [District Provision Tool - Safeguarding - Guidance - GOV.UK](#)

REPORTING A CONCERN

Your concerns matter. Please act without delay and report all concerns to The Pony Club Safeguarding Team.



All concerns must be reported to the Central Safeguarding Team, including cases where no immediate action is required or where a report has been made to statutory agencies. This is essential to ensure the consistent application of appropriate knowledge, expertise, and independence when making sense of concerns and deciding upon proportionate, informed and helpful responses.

To contact The Pony Club Safeguarding team, please:

Email: safeguarding@pcuk.org

Tel: 02476 698300

SAFEGUARDING TRAINING IN THE PONY CLUB

Training Levels/Courses

The Pony Club recognises three levels of training:

- 1) Safeguarding for Equestrians** – Initial Training, Tutor Lead (delivered face to face virtually)
- 2) Equestrian Advanced Safeguarding** – Refresher Course, Self-Guided
- 3) Equestrian Safeguarding Officer** – For Area, Branch and Centre Safeguarding Officers, Tutor Lead (delivered face to face virtually)

The first approved safeguarding workshop to attend must be the Safeguarding for Equestrians course, this is a face to face, tutor lead course that can be delivered virtually.

After three years, Safeguarding Training must be repeated. This can be the Tutor Led Safeguarding Training or the Advanced Safeguarding for Equestrians refresher course, this is a self-guided workbook style course that can be completed in your own time.

The Equestrian Safeguarding Officer course is for Area, Branch and Centre Safeguarding Officers and focuses on processes and procedure that will assist them in their role. In addition, the course explores more complex scenarios and provides the tools and knowledge to address issues effectively. It is essential that participants must have completed the Safeguarding for Equestrians course prior to registration.

Who needs to attend a course?

All individuals who carry out a role in regulated activity/work must attend an approved safeguarding workshop. The only exception to this rule is for:

- First aiders who will only require a disclosure check, and,

- Those at residential camps where each night a minimum of two of the overnight supervisors must have attended an approved safeguarding workshop.

It is strongly recommended that any other persons carrying out regulated activity/work on an overnight basis at residential camps should also attend an approved safeguarding workshop.

Safeguarding Training for Members in Scotland

For those residing in Scotland only, please be aware you **MUST** complete Module One from Sports Scotland prior to attending the Pony Club Safeguarding Course. Please ensure you allow a minimum of 20 days prior to your selected Pony Club Safeguarding Course, to allow us to register you with Sport Scotland and for you to complete Module One in advance of your selected Safeguarding Course.

Can I use my safeguarding course from another organisation?

An individual who has attended a safeguarding workshop externally delivered can apply for their learning to be taken into consideration as an alternative to attending the Pony Club offering.

Please see the following options.

Pre-Approved Courses

The Pony Club also has a list of pre-approved courses that can be attended in place of the BEF Safeguarding for Equestrians course. These do not need approval.

The pre-approved courses include:

- UK Coaching: Safeguarding and Protecting Children/ Safeguarding in Sport
- SportScotland: Child Wellbeing and Protection in Sport
- SportScotland: In Safe Hands
- Sport Ireland: Safeguarding and Protecting Young People in Sport
- CPSU Time to Listen
- NSPCC courses (depending on the level)
- Designated Lead Officer 3-day courses offered by your Local Authority

* Please provide a copy of certification to support processing on to PELHAM

Accreditation of Prior Learning (APL)

For those courses not listed on the pre-approved list, the APL procedure should be followed.

The APL form can be downloaded from the Resource Hub and should be submitted along with a copy of the certificate of attendance and course content details (e.g. learning outcomes and/or copy of presentation/handout). The procedure is detailed within the form.

To be shared with safeguarding@pcuk.org

A Supplementary Adult Safeguarding for Equestrians Course is available.

Codes of Conduct in The Pony Club

Codes of Conduct for Officials, Volunteers & Staff, Coaches, Members and Parents/Guardians/Family Members outline the behaviour and conduct expected of them and any behaviours which will not be tolerated when participating in or attending Pony Club activities. Individuals should be familiar with all codes of conduct that apply to them and they should be required to sign a copy of the relevant code, thereby confirming that they have read, understood and commit to uphold it. In the event that any individual is deemed to have breached the code, disciplinary action could be invoked

Disclosure Checks in The Pony Club

The Pony Club has a statutory duty to protect children and safeguard their welfare. Participants in Pony Club activities are entitled to expect a safe and enjoyable environment.

Before volunteering with The Pony Club, Volunteers, Officials, Coaches, and members of staff must complete an Enhanced Disclosure Check, (DBS, PVG or AccessNI), with a Check on the Child Barred List and show the in-date certificate they obtain to the relevant officer of The Pony Club. It is a legal requirement to check that people working or volunteering with children or adults at risk are not barred from that work before they commence in post.

Parents and Guardians Roles at The Pony Club

Parents play a vital role in their child's Pony Club journey – from supporting and guiding their progress, to volunteering at local events. The following guidelines should be followed by parents/guardians:

- Be a positive role model for your child and other members
- Respect coaches, officials, volunteers, members and other parents
- Remember that the main aim of The Pony Club is to teach fairness over competitiveness
- Teach members to show sportsmanship, teamwork and supportiveness
- Use appropriate conduct at all times, including on social media channels
- Promote the wellbeing of members and their ponies ahead of winning
- My Magic Sports Kit from the NSPCC/CPSU:
<https://www.youtube.com/watch?v=FGlo8ZoLqu0>

Coaches Roles at The Pony Club

As a Pony Club coach, you play a key role in providing members with positive and enjoyable experiences with The Pony Club from recreational participation through to high level competition, offering great opportunities to enhance members' knowledge in horse management and riding, and supporting

members both in mounted and unmounted activities whilst having fun. You also have an influential role for members to continue in equestrian activity and achieve their potential.

The Code of Conduct for coaches and trainers is built on the principles of integrity, honesty, fair play and respect. These principles are fundamental to The Pony Club and apply to all levels of ability and commitment, with the welfare of the horse or pony at the centre. All coaches must be accredited in accordance with The Pony Club Rules.

Safe To Play Campaign

Aimed at coaches, parents, participants and volunteers involved in the sector, the campaign's objective is to ensure that everyone is aware of signs of abuse, how to report concerns and how to keep everyone safe while enjoying the sport they love.

The campaign includes a brand-new website, which includes educational videos, top tips and FAQ's as well as an easy way to confidentially report a concern online. Assets including posters, pull-up banners and pocket cards are available for coaches, equestrian centres and events to help spread the message.

With this campaign, British Equestrian and its member bodies aim to:

- Educate those in a position of trust on safeguarding standards and how meet their duty of care
- Educate parents or guardians, children and young people, on what signs to look out for and who to speak to if they have a concern
- Make reporting concerns more accessible across a range of channels
- <https://equestrian.safetoplay.co.uk/>

The Pony Club Safeguarding Report Form

This form should be completed to record details of any concerns raised within a Branch or Centre. **A copy must be sent to The Pony Club Safeguarding Team.**

The form should be completed for all levels of concern, including cases where no immediate action is required or where a report has also been made to statutory agencies.

Once completed, this document must be treated as **confidential**.

Case File Details		
Date of when concern was notified to you:		
Branch/Centre:		
Details of Person Completing (your details)		
Name:		
Role within The Pony Club:		
Email:		
Contact number:		
Are you reporting your own concerns or responding to concerns raised by a third party or disclosed to you by a child / adult at risk? (circle / highlight as appropriate)		
My Own	Child / Adult at Risk	Third Party Concern*

Details of Third Party* (e.g. parent, coach, volunteer, official, etc)	
Name:	
Relationship to Child / Adult at Risk:	
Email:	
Contact number:	

Details of Child / Adult at Risk

Name:		
Date of Birth:		Gender: Male / Female / Unknown
Branch/Centre:		
Membership Number:		
<p>Have the parents / guardians been notified of this incident? (circle / highlight as appropriate)</p> <p style="text-align: center;">Yes No</p> <p>If yes, please provide details of what was said and what action agreed.</p>		
Parent / Guardian Name:		
Contact number:		
Email:		
Address:		

Details of Person Involved (whom allegation has been made against)		
Name:		
Date of Birth:		Gender: Male / Female / Unknown
Role within The Pony Club:		
Contact number:		
Email:		
Address:		
Accreditation & Qualifications		

Include details of disclosure check, safeguarding, first aid, CPD and association with other BEF member bodies, as appropriate.

Details about the Concern / Incident

Dates or period of incident / concern:

Full details of the incident / concern:

Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.

Action taken:

Include description of action and communications, dates, persons involved, etc.

Details of Witnesses (where applicable)

Please provide details of any witnesses:

Include full name, contact details and email, etc.

Details of Statutory Agencies (where applicable)

If the incident / concern been reported to any external agencies (e.g. Police, Social Care Services or LADO) please provide details:

Include name of agency, details about the person you spoke to (name, title / role, ID number), contact number, email etc

Agreed action / advice given:

Include all communication with external agency, and the advice and action given.

Print Name:

Signed:

Date:

Send completed forms to:

For the attention of The Pony Club Safeguarding Team

Email: safeguarding@pcuk.org

Pony Club Conversation Reporting Form

This form should be completed to record the details of any conversation regarding concerns raised at a Branch/Centre. A copy **must** be sent to The Pony Club Safeguarding Team, along with the incident report form. This form should be completed for disclosures raised by a child/adult at risk or when the concern is reported to statutory agencies. This document should be kept **confidential** when completed.

Case File Details	
Date/Time of conversation:	
Branch/Centre:	

Telephone Caller Details	
Your name:	
Caller's name:	
Telephone number:	
Additional information	

Call Summary
<p>Details of the conversation: <i>Include details of concern and any other relevant information</i></p>
<p>Action taken / advice received: <i>Include description of action and communications, dates, persons involved, etc</i></p>

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Print Name:	Signed:	Date:
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Send completed forms to:

For the attention of The Pony Club Safeguarding Team

Email: safeguarding@pcuk.org