

## Safeguarding in The Pony Club

### Introduction

Our **vision** is to ensure the highest standards of welfare are promoted and applied to everyone, whatever their involvement in equestrianism. Participants in Pony Club activities are entitled to expect a safe and enjoyable environment.

The Pony Club has fully adopted the British Equestrian (BEF) Safeguarding Policy. Other core documents and materials are available on the Resource Hub on the Pony Club website [pcuk.org](http://pcuk.org). Additional support can be obtained via The Pony Club Safeguarding Team.

### Reporting a Concern

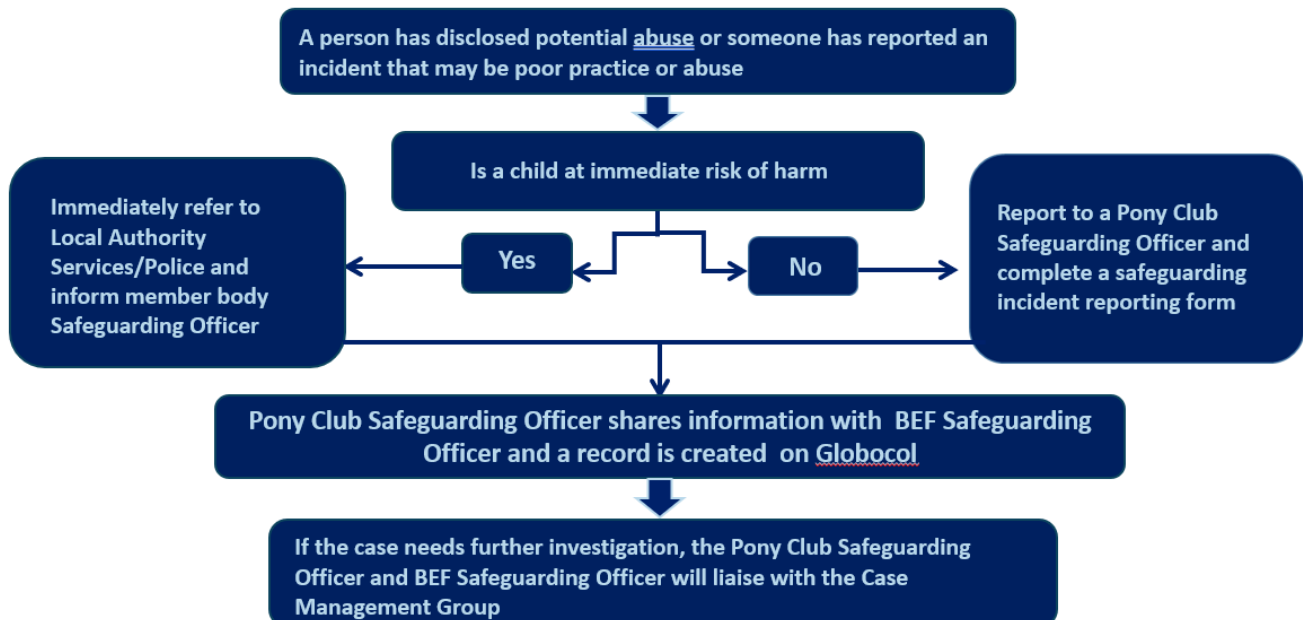
**If you feel there is a child or adult at risk in immediate danger, you are advised to contact your local Social Care Service or the Police immediately and make the referral.**

If you have a concern, you should report it to your local Branch, Centre or Club Safeguarding Officer. They are supported by an Area Safeguarding Officer.

To contact The Pony Club Independent Safeguarding Lead - [safeguarding@pcuk.org](mailto:safeguarding@pcuk.org)

## Flowchart for reporting a concern

*Remember to involve an adult at risk throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity.*



## **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](mailto: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/>

## Pony Club Safeguarding Incident Report Form

This form should be completed to record the details of any concerns raised at a Branch/Centre. A copy must be sent to The Pony Club Safeguarding Team. This form should be completed for all levels of concern, even where no immediate action may be necessary. This document should be kept confidential when completed.

<b>Case File Details</b>		
<b>Date of when concern was notified to you:</b>		
<b>Branch/Centre:</b>		
<b>Details of Person Completing (your details)</b>		
<b>Name:</b>		
<b>Role within The Pony Club:</b>		
<b>Email:</b>		
<b>Contact number:</b>		
<b>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)</b>		
<b>My Own</b>	<b>Child / Adult at Risk</b>	<b>Third Party Concern*</b>

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

<b>Details of Child / Adult at Risk</b>		
<b>Name:</b>		
<b>Date of Birth:</b>		<b>Gender: Male / Female / Unknown</b>
<b>Branch/Centre:</b>		
<b>Membership Number:</b>		

Have the parents / guardians been notified of this incident? (circle / highlight as appropriate)

Yes

No

If yes, please provide details of what was said and what action agreed.

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.*

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<b>Print Name:</b>	<b>Signed:</b>	<b>Date:</b>

**Send completed forms to:**

**For the attention of** The Pony Club Safeguarding Team

**Email:** [safeguarding@pcuk.org](mailto: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
<b>Details of the conversation:</b> <i>Include details of concern and any other relevant information</i>
<b>Action taken / advice received:</b> <i>Include description of action and communications, dates, persons involved, etc</i>

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<b>Print Name:</b>	<b>Signed:</b>	<b>Date:</b>
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**Send completed forms to:**  
**For the attention of** The Pony Club Safeguarding Team    **Email:** [safeguarding@pcuk.org](mailto:safeguarding@pcuk.org)