



The Shire Horse Society

Safeguarding Policy

1. Policy statement

- 1.1 The Shire Horse Society is committed to protecting people who come into contact with our society, including our service users, beneficiaries, people who support our work, our trustees, staff and volunteers.
- 1.2 Everyone who works with or on behalf of The Shire Horse Society needs to be aware of this policy and must act in accordance with it. This policy does not form part of any contract of employment or contract for services and we may amend it at any time. This policy should be read alongside the following staff policies and procedures:
 - 1.2.1 Equal Opportunities/Diversity Policy
 - 1.2.2 Anti-Bullying and Harassment Policy
 - 1.2.3 Whistleblowing Policy
 - 1.2.4 Health & Safety Policy
 - 1.2.5 IT Acceptable Use Policy
 - 1.2.6 Relationships at Work Policy
 - 1.2.7 Disciplinary and Grievance Policies
- 1.3 We publish this Safeguarding Policy on our website and we encourage our beneficiaries, service users, and those around them to report any safeguarding concerns to us.

2. Key contact

Safeguarding Lead: Victoria Clayton, CEO

email – victoria@shire-horse.org.uk

telephone – 01536 771611

postal address – Shire Horse Society, The Old Dairy, Rockingham Castle and Park, Rockingham, LE16 8TH

3. Safeguarding

- 3.1 We use the term safeguarding to refer to the steps that we take to protect people from the risk of harm or abuse that might arise when they come into contact with The Shire Horse Society.
- 3.2 The Shire Horse Society recognises that activities involving children and adults at risk require additional safeguards. The Shire Horse Society has identified that its primary



activity with either of these groups is its competitions for children. We take our safeguarding duties seriously and as such, whilst these competitions are held in the public domain and always under parental supervision, we require that judges and officials involved in such competitions declare whether they have any convictions, cautions or know of any other matter which would make them unsuitable to be in close proximity of children or adults at risk.

- 3.3 Photographs and videos must only be taken of children (under the age of 18) by parents, those who have parental responsibility and those who have consent from those with parental responsibility.
- 3.4 Safeguarding risks can take many different forms and we have listed some examples below. This list is not exhaustive and it is important to recognise that any action or inaction by another person that causes a violation of a person's human and civil rights is a safeguarding issue, whether deliberate or unknowing, and whether contained in a single act or repeated acts.
- 3.5 Safeguarding risks you must be alert to:
 - 3.5.1 **Sexual harassment, abuse and exploitation** – including indecent exposure, exposure to pornographic material, sexual teasing or innuendo, and inappropriate touching
 - 3.5.2 **Physical abuse** – including hitting, slapping, shaking, throwing, pushing, restraining, burning or scalding or otherwise causing physical harm
 - 3.5.3 **Emotional or psychological abuse** – including threatening to hurt or abandon, humiliating, blaming, controlling, overprotecting, isolating, intimidating or harassing
 - 3.5.4 **Bullying or harassment** – including cyber bullying, harassment, or abuse
 - 3.5.5 **Discriminatory abuse on any of the grounds in the Equality Act 2010** – abuse that is related a person's age, disability, gender reassignment, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation
 - 3.5.6 **Abuse of position or culture** – people who target The Shire Horse Society or abuse a position of trust they hold within The Shire Horse Society, and/or risks that The Shire Horse Society's culture could allow poor behaviour
 - 3.5.7 **Neglect and negligent treatment** – including withholding medication, food or shelter, ignoring medical, physical or emotional needs
 - 3.5.8 **Commercial or financial exploitation** – including stealing, fraud, misuse or misappropriation of property, possessions or benefits
 - 3.5.9 **Personal data breaches**
 - 3.5.10 **Health and safety risks**
 - 3.5.11 **Human trafficking and modern slavery**



3.5.12 Extremism and radicalisation

3.5.13 Forced marriage

3.5.14 Female genital mutilation

4. Responsibilities

Board of trustees

- 4.1 The Shire Horse Society's board of trustees is ultimately responsible for safeguarding and for ensuring that staff and volunteers are competent to carry out their safeguarding responsibilities. The trustees are committed to making sure that all safeguarding concerns and allegations are taken seriously and responded to appropriately.
- 4.2 The trustees will seek to avoid potential conflicts of interest and will remove themselves from any actual conflicts of interest in order to avoid The Shire Horse Society being compromised in any way in enforcing our safeguarding commitments.
- 4.3 Safeguarding is on the agenda at every board meeting and trustees receive reports on any safeguarding issues. The board will decide whether a safeguarding issue should be reported to The Shire Horse Society's regulators, the Charity Commission, and to any other external agency.
- 4.4 The trustees will review this Safeguarding Policy annually or (if sooner) when there are any material changes to safeguarding legislation or guidance.

Safeguarding Lead

- 4.5 The trustees have nominated **Victoria Clayton, CEO** as Safeguarding Lead. The Safeguarding Lead reports directly to the trustees and is responsible for:
 - 4.5.1 ensuring that anyone working on behalf of The Shire Horse Society is made aware of this Safeguarding Policy and associated policies
 - 4.5.2 arranging for the board of trustees to review this Safeguarding Policy on an annual basis or (if sooner) when there are material changes to the safeguarding legislation
 - 4.5.3 ensuring that The Shire Horse Society follows safe recruitment practices that are appropriate to the role and the level of risk
 - 4.5.4 arranging safeguarding training for trustees, staff and volunteers on induction and at regular intervals
 - 4.5.5 working to promote a culture of listening to people and encouraging people to speak up
 - 4.5.6 auditing and reviewing compliance with this Safeguarding Policy on a regular basis



- 4.5.7 acting as a point of contact within The Shire Horse Society for safeguarding questions, concerns or complaints
- 4.5.8 ensuring that safeguarding concerns are investigated appropriately and in line with this Policy
- 4.5.9 maintaining a record of all safeguarding incidents, concerns, reports and referrals
- 4.5.10 maintaining contact details of relevant local safeguarding services, police and health services
- 4.5.11 liaising with external stakeholders on safeguarding issues.

Staff and volunteers

- 4.6 Everyone who works for or on behalf of The Shire Horse Society shares responsibility for protecting people who come into contact with The Shire Horse Society from harm.
- 4.7 You must:
 - 4.7.1 comply with The Shire Horse rules regarding staff and volunteer conduct
 - 4.7.2 familiarise yourself with the Safeguarding Policy and apply it in your work for or on behalf of The Shire Horse Society
 - 4.7.3 comply with The Code of Fundraising Practice and the Institute of Fundraising's guidance 'Treating Donors Fairly' when carrying out fundraising activities for The Shire Horse Society
 - 4.7.4 never exploit vulnerability when carrying out fundraising activities and take all reasonable steps to ensure that donors make informed decisions about any support they choose to give to The Shire Horse Society
 - 4.7.5 report any safeguarding concerns or suspicions using the procedure set out below
 - 4.7.6 co-operate with any safeguarding investigation

5. Reporting Safeguarding Concerns

- 5.1 If you have any concerns that someone may be experiencing, has experienced, or is at risk of experiencing, abuse or exploitation you should make a report to the Safeguarding Lead without delay. You should report safeguarding concerns, even if your concern relates to an incident that occurred some time ago.
- 5.2 If you witness a safeguarding incident, or if an incident has just taken place, and you believe someone is at imminent risk of significant harm, you should call the emergency services by ringing 999 and then report the matter following the process below.



- 5.3 If you are a member of staff or volunteer and you feel unable to raise concerns through the process set out below, you can raise your concerns in accordance with the Whistleblowing Policy
- 5.4 When you make a report, it is helpful if you can provide details of your concerns including:
 - 5.4.1 the name(s) of the people involved
 - 5.4.2 a description of each incident
 - 5.4.3 the dates, times and location of each incident

6. Confidentiality

- 6.1 The Shire Horse Society will treat all safeguarding reports as confidential and information will only be shared on a strictly 'need to know' basis. This may include sharing information with senior managers and/or trustees. Anyone who makes a report under this procedure will be protected against any negative repercussions as a result of raising a safeguarding concern.

7. Responding to Safeguarding Concerns

- 7.1 Safeguarding reports may reach The Shire Horse Society through various routes, including telephone calls, text message, social media, face-to-face discussions, or rumours. All concerns must be taken seriously.
- 7.2 If someone raises a safeguarding concern with you, you should:
 - 7.2.1 listen
 - 7.2.2 empathise with the person making the report
 - 7.2.3 ask who, when, where, what **but not why**
 - 7.2.4 repeat what you have been told to check your understanding
 - 7.2.5 reassure the person making the report that The Shire Horse Society will treat all safeguarding reports as confidential and that information will only be shared on a strictly 'need to know' basis
 - 7.2.6 (if the person receiving the report is not the Safeguarding Lead) make a report to the Safeguarding Lead without delay
- 7.3 You must keep safeguarding reports confidential. Staff members who breach confidentiality will be subject to disciplinary action up to and including termination of employment.

Action

- 7.4 The Safeguarding Lead will consider the report and will make a decision about how to take the matter forward. This could include:



- 7.4.1 carrying out an internal investigation – when appointing someone to carry out the investigation, the Safeguarding Lead will take account of relevant experience, skills, geographical, cultural, linguistic and legal considerations as well as potential conflicts of interest or loyalty. Support and resources from regional focal points and/or external providers may be sought.
- 7.4.2 taking action under the Disciplinary Policy, Harassment and Bullying Policy, or Equal Opportunity and Diversity Policy
- 7.4.3 bringing voluntary roles to an end
- 7.4.4 termination of partnership agreements or other relationships with third parties
- 7.4.5 making a report to external agencies (see below)
- 7.5 In reaching this decision, the Safeguarding Lead will review all of the available information and, if necessary, discuss the matter further with the person who reported the concern.
- 7.6 If there is insufficient information to follow up the report and no way to obtain additional information (for example, if the person making the report did not leave their name or contact details), the Safeguarding Lead will keep a record of the report. Wherever possible, records will be anonymised and used for organisational learning and reporting purposes.

Reporting to the Board and to Regulators

- 7.7 The Safeguarding Lead will inform the **Lead Trustee for Safeguarding, Simon Livesey** as soon as a safeguarding report is received. The Lead Trustee for Safeguarding will act as the liaison between the Safeguarding Lead and the board of trustees. The trustees will be responsible for deciding whether the matter should be reported to The Shire Horse Society's regulators, the Charity Commission.
- 7.8 In reaching this decision, the trustees will consider the guidance 'How to report a serious incident in your charity' published by the Charity Commission.
- 7.9 Trustees may delegate authority to make a report to a manager or external agent (for example, a solicitor).

Referrals to External Agencies

- 7.10 Where appropriate, The Shire Horse Society will refer safeguarding concerns to appropriate external agencies, which may include:
 - 7.10.1 the Local Authority Designated Officer (LADO) or Local Safeguarding Adults Board in England and/or their equivalents in Scotland, Wales and Northern Ireland;
 - 7.10.2 the NSPCC helpline by telephoning 0808 800 5000;
 - 7.10.3 law enforcement authorities for criminal investigation;



- 7.10.4 children's social care services;
- 7.10.5 the Disclosure and Barring Service (DBS) or equivalent barring authority;
- 7.10.6 the Charity Commission.
- 7.11 The Safeguarding Lead will undertake a risk assessment before making any report to an external agency. The risk assessment will take into consideration: any risk of further harm to those affected by the alleged incident or incidents; whether those affected want the matter to be reported externally; whether external reporting risks disproportionate consequences for the accused; and/or whether due process is guaranteed or likely (for example, where the incident occurs overseas).
- 7.12 Where applicable, a limited description of safeguarding allegations, incidents or concerns may also be provided to institutional donors and other third parties (for example, our insurers).

8. Support for Complainants and Survivors

- 8.1 The Shire Horse Society adopts a survivor-led approach to safeguarding, and the safety and wellbeing of complainants and survivors is paramount
- 8.2 We actively seek feedback from complainants and survivors, if and wherever appropriate, in order to improve our safeguarding policies and processes.
- 8.3 Where appropriate, The Shire Horse Society will offer support to people involved in safeguarding incidents. Support could include (but is not limited to) referrals to, or covering the cost of:
 - 8.3.1 Psychosocial care or counselling
 - 8.3.2 Medical assistance
 - 8.3.3 Protection or security assistance (for example being moved to a safe location)
- 8.4 All decisions on support will be led by the individual.

9. Partnership working

- 9.1 The Shire Horse Society will ensure that any formal or contractual relationships with partners, individuals, groups or organisations which involve contact with children or adults at risk include an obligation on the partner to:
 - 9.1.1 have appropriate safeguarding policies and procedures in place; and
 - 9.1.2 comply with its statutory and regulatory safeguarding obligations.
- 9.2 Contracts must clearly outline procedures and standards including:
 - 9.2.1 who has overall responsibility for safeguarding concerns;
 - 9.2.2 who is responsible for reporting an investigating safeguarding concerns; and



9.2.3 the procedure to be following for dealing with safeguarding concerns.

- 9.3 The Shire Horse Society will refer to the Charity Commission guidance 'Charities: due diligence, monitoring and verifying the end use of charitable funds' to carry out due diligence checks on organisations that we provide grant funding to and organisations that we work with to deliver projects.
- 9.4 If a safeguarding report is made to The Shire Horse Society about a partner organisation, we will contact the partner and will expect them to respond appropriately. We will provide reasonable assistance to the partner.
- 9.5 The Shire Horse Society will require partner organisations to provide information on the outcome of safeguarding investigations (as permitted under data protection laws). If we have reason to believe that an allegation has not been dealt with appropriately by the partner organisation and/or if the investigation uncovers serious issues relating to the governance or management of the organisation, The Shire Horse Society may end the partnership and/or cease to fund the organisation.

10. Safer recruitment

- 10.1 The Shire Horse Society is committed to the safe recruitment, selection and vetting of staff, trustees and volunteers. The Safeguarding Lead is responsible for ensuring that the recruitment measures set out below are applied rigorously and consistently.
- 10.2 Appropriate checks will be carried out before a new trustee or senior manager is appointed and all trustees must sign a declaration to confirm that the person is not disqualified under the Charity Commission's automatic disqualification rules. Trustees and senior managers in post will be asked to sign a fresh declaration every year.
- 10.3 As part of the recruitment process for all staff and volunteers, The Shire Horse Society will question gaps in employment, undertake checks to confirm that the individual has the right to work or volunteer in the UK, and take up two references for successful candidates. We will seek to have an open and measured discussion with applicants at interview about any offences or other matters that might be relevant to the position applied for. Failure to reveal information (including information about convictions and cautions) directly relevant to a position could lead to withdrawal of an offer of employment, or termination where employment has already commenced.
- 10.4 The Shire Horse Society will ensure that it obtains carries out appropriate criminal records checks for anyone working with children and/or adults at risk.
- 10.5 Where a criminal record check is required for a trustee, member of staff or volunteer from overseas, The Shire Horse Society will follow the UK Home Office guidance 'Criminal records checks for overseas applicants'.

11. Contacts

NSPCC Helpline - 0808 800 5000

Childline - 0800 1111

Action on Elder Abuse National Careline - 0800 0699 784



Protect whistleblowing helpline - 020 3117 2520

12. Guidance

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| Charity Commission: 'Safeguarding and protecting people for charities and trustees' | https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees |
| Charity Commission: 'How to report a serious incident in your charity' | https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity |
| Charity Commission: 'Reporting a serious incident in your charity when it involves a partner' | https://www.gov.uk/guidance/reporting-a-serious-incident-in-your-charity-when-it-involves-a-partner |
| Charity Commission: 'Automatic Disqualification: guidance for charities' | https://www.gov.uk/guidance/automatic-disqualification-rule-changes-guidance-for-charities |
| Charity Commission: 'Charities: due diligence, monitoring and verifying the end use of charitable funds' | https://www.gov.uk/government/publications/charities-due-diligence-checks-and-monitoring-end-use-of-funds |
| Institute of Fundraising: 'Treating Donors Fairly' | https://www.institute-of-fundraising.org.uk/guidance/key-iof-guidance/treating-donors-fairly/ |
| The Code of Fundraising Practice | https://www.fundraisingregulator.org.uk/code |

Legislation

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| United Nations Convention on the Rights of the Child 1989 | International human rights treaty covering all aspects of a child's life. |
| Children Act 1989 and Children Act 2004 | Establish key principles including the paramount nature of the child's welfare and the expectations and requirements around duties of care to children. |
| Sexual Offences Act 2003 | Introduced new offences concerning adults at risk and children. |



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| Mental Capacity Act 2005 | <p>Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and should be the least restrictive intervention.</p> |
| Safeguarding Vulnerable Groups Act 2006 | <p>Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. Places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance.</p> |
| Care Act 2014 | <p>Replaces No Secrets guidance and puts adult safeguarding on a statutory footing.</p> |

Version control

| Date | Action | Next review |
|------|---------------------------------------|-------------|
| | New policy | N/A |
| | Policy reviewed and approved by Board | |
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