



# TREC GB

## Safeguarding Policy



# TREC GB - Safeguarding Policy

## Contents

|  |           |
|--|-----------|
| TREC GB - Safeguarding Policy .....  | 3         |
| 1. Introduction .....  | 3         |
| 2. Purpose of the Policy .....   | 3         |
| 3. Safeguarding Policy Statement .....   | 3         |
| 4. The Risks to Children, Young People and Adults at Risk .....                        | 4         |
| 5. Safeguarding Children, Young People and Adults at Risk at Events .....              | 4         |
| 6. Disclosure and Barring (DBS) .....  | 5         |
| 7. Designated Safeguarding Lead and Designated Safeguarding Officers .....             | 5         |
| 8. Prevention of Bullying .....  | 6         |
| 9. Photographing Children .....  | 6         |
| 10. Legal Framework and Monitoring .....   | 7         |
| <b>Appendix 1 - Safeguarding Code of Conduct .....</b>                                 | <b>8</b>  |
| <b>Appendix 2 - Procedure for dealing with concerns and allegations of abuse .....</b> | <b>9</b>  |
| 1. Introduction .....  | 9         |
| 2. Recognising Abuse .....   | 9         |
| 2.1 Definitions .....  | 9         |
| 2.2 Who is at Risk .....   | 9         |
| 2.5 Signs of Abuse .....   | 10        |
| 2.6 Reasons to suspect abuse .....   | 11        |
| 3. Responding to Abuse .....   | 11        |
| 4. Recording concerns or allegations of abuse .....                                    | 12        |
| 5. Reporting concerns or allegations of abuse .....                                    | 12        |
| 5.1 Who to Report to .....   | 13        |
| 5.2 When to Report .....   | 13        |
| 5.3 How to Report .....  | 13        |
| <b>Appendix 3 - Incident Reporting Form .....</b>                                      | <b>14</b> |



## TREC GB - Safeguarding Policy

### 1. Introduction

1.1 TREC GB (the Charity) is a registered charity run for the following purpose:

The promotion of the sport of British TREC of community participation in healthy recreation in horse riding. TREC is a sport intended to test the skills of horse and rider in planning and executing a long-distance ride in unfamiliar country.

1.2 The Charity is based at:

Address: Rose Cottage, Aley, Over Stowey, Bridgewater, TA5 1HB

Charity Number: **1161328**. Scottish Charity Number **SC046352**

1.3 The Charity has adopted this Safeguarding Policy and expects every adult working or helping at, or taking part in, TREC GB events to support it and comply with it.

Consequently, this policy applies to all trustees, members, volunteers, and anyone acting on behalf of the Charity.

### 2. Purpose of the Policy

2.1 This policy is intended to protect children, young people and adults at risk taking part in any TREC GB event including those who are children of adults who may be involved in any TREC GB events.

2.2 The Charity recognises that:

- The welfare of the child, young person and adult at risk is paramount;
- All children, young people, and adults at risk regardless of race, gender, religious belief, age, sexual orientation, or identity have a right to equal protection from harm;
- Some children, young people or adults at risk are more vulnerable to harm because of their circumstances, prior experiences, communication needs or level of dependency; and
- Working with children, young people, their parents and/or guardians, adults at risk, carers or other agencies is essential to protecting their wellbeing.

2.3 The Charity believes that no child, young person, or adult at risk should experience abuse or harm and is committed to the protection of children, young people, and adults at risk.

This policy is intended to;

- highlight how TREC GB undertakes its legal commitments in the field of safeguarding children, young people, and adults at risk;
- give assurance to trustees and members that there are clear arrangements in place to safeguard and protect children, young people, and adults at risk; and
- ensure there are clear guidelines for when a child, young person or adult at risk may be at risk of harm.

### 3. Safeguarding Policy Statement

3.1 The Charity accepts its legal and moral obligation and recognises that it has a duty of care to protect all children, young people and adults at risk and safeguard their welfare.

Everyone who participates in TREC GB activities is entitled to do so in a safe and enjoyable environment.

3.2 In pursuit of this, the Charity is committed to ensuring that:

- All reasonable and practical steps are taken to protect children, young people, and adults at risk from harm, discrimination, or degrading treatment, and respect their rights, wishes and feelings.
- High standards of behaviour and practice are maintained through compliance with TREC GB's Safeguarding Code of Conduct. ([Appendix 1](#))
- All concerns and allegations of abuse or poor practice are taken seriously and responded to swiftly and appropriately.
- Confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored.
- All members and volunteers are informed about their responsibilities and provided with guidance and/or training in good practice and safeguarding procedures.

3.3 This policy applies to everyone involved in TREC GB. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in exclusion from the organisation.

## 4. The Risks to Children, Young People and Adults at Risk

4.1 Nearly every child, young person, or adult at risk lives in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children, young people and adults at risk need protection, including but not limited to:

- Sexual abuse;
- Grooming;
- Physical and emotional abuse and neglect;
- Domestic violence
- Inappropriate supervision by volunteers;
- Bullying, cyber bullying, acts of violence and aggression;
- Victimisation;
- Self-harm;
- Unsafe environments and activities;
- Crime and
- Exploitation

4.2 Recognising Abuse is essential; however, it is not the place of anyone within TREC GB to ascertain whether abuse is taking place or to find evidence to support this, but

- a) In situations where someone becomes aware of a concern, or a disclosure is made to them, it is essential that appropriate action is taken whilst not prejudicing any future investigation, and
- b) Concerns should be recorded and reported to the appropriate person following the Referral Process outlined in the document "Procedure for dealing with concerns and allegations of abuse" ([Appendix 2](#))
- c) Concerns should be reported using the referral form provided ([Appendix 3](#)).

## 5. Safeguarding Children, Young People and Adults at Risk at Events

5.1 TREC GB events are open to all members of the public including children, young people, and adults at risk.

- a) At events with an orienteering element,
    - I. children 13 years old or younger on the date of the event, are only permitted to compete in a pair, with a rider 18 years old or older on the day of the event.
    - II. Children aged 14 years old and above may compete individually or in pairs
  - b) The parent/guardian of all riders under 18 must send a Parental Consent form with their entry form and must give consent for the child to take part with the nominated pairs partner if taking part as a pair.
  - c) At all events, children under 18 are the overall responsibility of an adult over the age of 18 who not only brings the child but also takes the child home again afterwards.
- 5.2 TREC GB is reliant on members and volunteers for the smooth running of events. Everyone has a role in safeguarding children, young people, and adults at risk and;
- a) Is responsible for ensuring that they receive the training which they need, proportionate to their responsibilities.
  - b) Is responsible for undertaking their duties in a manner which safeguards and promotes the welfare of children, young people, and adults at risk.
  - c) Must act in a way which protects them against false allegations of abuse as far as possible and in accordance with TREC GB codes of conduct and with this policy.
  - d) Must bring issues of concern regarding the safety and welfare of a child, young person, or adult at risk to the attention of the Designated Safeguarding Officer for the event.
- 5.3 The Charity will take very seriously any allegations of impropriety on the part of any member of the Charity. A Designated Safeguarding Officer or anyone else who becomes aware of anything amiss should get in touch immediately, or at the earliest convenience, with the Designated Safeguarding Lead at TREC GB.
- 5.4 All allegations will be reviewed, and if appropriate, TREC GB will consider banning the member from future events or revoking his or her membership or both, but only in full accordance with the rules and procedures of the Charity.

## 6. Disclosure and Barring (DBS)

- 6.1 Some events may include age restricted activities, therefore adults in attendance will be required to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children, young persons, or adults at risk.
- 6.2 Where a DBS certificate is required, members and volunteers acting on behalf of TREC GB must hold and/or present a current certificate through the Disclosure and Barring Service, Disclosure Scotland, or Access NI as appropriate. Certificates must be renewed every three years.
- 6.3 The Chef d'Equipe of the GB Squads (both Senior and Young Rider) must be DBS checked (checks should be renewed at least every 3 years).

## 7. Designated Safeguarding Lead and Designated Safeguarding Officers

- 7.1 TREC GB will appoint a "Designated Safeguarding Lead" (DSL) who will;
  - a) Gain assurance regarding the quality, content, and frequency of safeguarding training and ensuring that training records of this are kept.

- b) Ensure and monitor the nomination of Designated Safeguarding Officers within TREC GB clubs.
  - c) Co-ordinate the implementation of this Policy and ensure that TREC GB clubs are aware of the procedures and guidelines and adopt them as appropriate.
  - d) To respond to any allegations or disclosures made in line with agreed protocols.
  - e) Ensure that members/volunteers are appropriately checked through the Disclosure and Barring Service procedures if required.
  - f) Ensuring the maintenance and secure storage of referral records,
  - g) Provide information on an ongoing regular basis regarding safeguarding to the Board of Trustees. Safeguarding will appear as a standing agenda item at Board of Trustee meetings.
- 7.2 Every Club affiliated to TREC GB is required to nominate at least one “Designated Safeguarding Officer” (DSO) for dealing with safeguarding children, young people, and adult at risk issues at each event held. The DSO for each affiliated club is responsible for:
- a) Acting as the initial source of advice and support for other members/volunteers on safeguarding issues.
  - b) Being familiar with the TREC GB and other relevant Government Child Protection procedures and Protection of Vulnerable Adults procedures.
  - c) Acting as the first point of contact with the TREC GB DSL
  - d) Ensuring that the process of complying with this policy is monitored by reporting regularly to the TREC GB DSL.
  - e) Implementing TREC GB’s reporting and recording procedures.
  - f) Ensuring appropriate confidentiality is maintained and information is only shared on a need-to-know basis.
  - g) Attending any relevant training for Designated Safeguarding Officers and disseminating up to date information to club members.
- 7.3 The Designated Safeguarding Lead and any nominated Designated Safeguarding Officers must complete Safeguarding Training approved by TREC GB.

## 8. Training

- 8.1 TREC GB will deliver safeguarding training to all Judges, TD’s, Traceurs, Organisers and other TREC GB officials as part of on-going training.
- 8.2 Refresher Safeguarding training will be provided every 3 years
- 8.3 TREC GB recommends all members to undertake the designated on-line training module

## 9. Prevention of Bullying

- 9.1 TREC GB will not tolerate any form of bullying. The Board of Trustees (the Board) will review all incidents of bullying and assess the likely future risk. If appropriate the Board will consider banning a person from future events, but only in full accordance with the rules and procedures of the Charity.

## 10. Photographing Children, Young People and Adults at Risk

- 10.1 Persons attending TREC GB events should understand that their photograph or videos of them may be taken at those events and TREC GB reserve the right to use photographs and videos taken, for press releases. printed publicity and published on the TREC GB (and affiliated clubs) website and Social Media pages.

10.2 TREC GB requires that all persons give consent to the taking of photograph or videos for each event attended.

10.3 For any child under the age of 18 Parental Consent for the taking of any photographs or videos of the child is required for each event that they attend.

## 11. Legal Framework and Monitoring

11.1 This policy has been drawn up in accordance with all the relevant applicable legislation and guidance available to the Charity in the jurisdictions it operates within the United Kingdom. Chiefly, this policy operates within the:

- Safeguarding Vulnerable Groups Act 2006
- Children Act 2004
- Care Act 2014
- General Data Protection Regulation

11.2 This document will be reviewed every three years or when there are significant changes to legislation and/or statutory guidance.



## Appendix 1 - Safeguarding Code of Conduct

As a member or a volunteer for TREC GB you must;

- Report any concerns about or allegations of abuse or poor practice to the Designated Safeguarding Officer or the TREC GB Designated Safeguarding Lead
- Respect your position of trust and maintain appropriate boundaries and relationships
- As an organiser of an event, ensure that officials, volunteers, and trainers/coaches are never placed out on course alone if out of sight of other people
- Not engage in any behaviour that constitutes any form of abuse
- Respect everyone's trust and rights whilst being honest and open with them
- Not discriminate against anyone, regardless of gender, race, sexual orientation, or ability
- Call for help when necessary and if an injury occurs
- Challenge and address instances of poor, negative, aggressive, or bullying behaviour
- Help make TREC GB a friendly and welcoming organisation

As a member or volunteer, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role
- Be informed of our safeguarding procedures and what you need to do if something is not right
- Have access to ongoing training and support
- Be listened to
- Be respected and treated fairly
- Feel welcomed, valued, and not judged based on your race, gender, sexuality, or ability
- Be protected from physical or emotional abuse and be supported to resolve conflict



## Appendix 2 - Procedure for dealing with concerns and allegations of abuse

### 1. Introduction

- 1.1 Safeguarding is everyone's responsibility, and everyone has a duty to action any concerns they have or that are raised to them. **No action is not an option.**
- 1.2 It is essential to deal with any concerns of abuse in a sensitive and appropriate way. These concerns should be taken seriously and must be reported and handled the same day that they are raised or received.
- 1.3 Strict confidentiality must be exercised and maintained at all times with information only passed on to those who need to know.
- 1.4 The TREC GB procedure for dealing with any concerns or allegations of abuse includes four steps.
  - Recognising abuse
  - Responding to the abuse
  - Recording the concern
  - Reporting the concern

Each of the steps is set out in the paragraphs that follow.

### 2. Recognising Abuse

#### 2.1 Definitions

Child abuse is defined as any action that could or does cause significant harm to a child or young person. This includes physical, emotional, sexual harm or neglect. It may also include bullying and discrimination. Abuse can happen to any child or young person regardless of their age, gender, disability, race, religion, or ability.

Adult [at risk] abuse is defined as a single or repeated act or lack of appropriate actions, occurring within any relationship where there is an expectation of trust, which causes harm or distress to a vulnerable person. This includes physical, emotional, or sexual mistreatment, neglect, or lack of care, bullying, financial, discriminatory, modern slavery, or domestic abuse. Abuse can happen to any adult at risk regardless of their age, gender, disability, race, religion, or ability. An adult may become vulnerable at any time and does not always remain vulnerable.

#### 2.2 Who is at Risk

People at risk include

Children or young people who;

- are a child with learning difficulties
- are a baby suffering from a major illness in the first 6 months of life
- have parents/carers who do not show warmth to the child

- have parents/carers who perceive the child to be difficult have been subjected to previous child abuse
- live in a domestic abuse situation
- have parents /carers who misuse drugs and/or alcohol
- receive excessive criticism from parents/carers
- have parents/carers with unrealistic expectations of their child
- have parents/carers with mental illness

Adults (at risk) who;

- have learning difficulties
- have Mental Health problems, including dementia
- is an older person with support or care needs
- is physically vulnerable or has a chronic illness
- has a physical or sensory disability
- who misuses drugs and/or alcohol

## 2.5 Signs of Abuse

Signs of abuse may include the following

|                            |   |
|----------------------------|---|
| Physical                   | <ul style="list-style-type: none"> <li>• unexplained bruises, cuts, burns or scalds</li> <li>• losing hair in clumps</li> <li>• delay in reporting injuries</li> <li>• vague, unlikely, or inappropriate explanations of the above</li> <li>• multiple injuries or a history of injuries in the past</li> </ul>   |
| Psychological or Emotional | <ul style="list-style-type: none"> <li>• changes in mood</li> <li>• low self-esteem or self-respect</li> <li>• changes in eating or sleeping habits</li> <li>• withdrawal or self-isolating</li> <li>• uncertain, confused or agitated</li> <li>• inappropriately or improperly dressed</li> </ul>                |
| Sexual Harm                | <ul style="list-style-type: none"> <li>• unexplained difficulty in walking</li> <li>• unexplained sexual injuries</li> <li>• unwillingness to be alone with a specific person</li> <li>• sudden changes in behaviour</li> </ul>   |
| Neglect                    | <ul style="list-style-type: none"> <li>• ill or weak due to poor diet or lack of fluids</li> <li>• unexplained weight loss</li> <li>• poor hygiene, unkempt, untidy clothing</li> <li>• inappropriately dressed</li> <li>• pressure sores</li> <li>• poor skin condition</li> <li>• regular infections</li> </ul> |

|               |  |
|---------------|--|
| Financial     | <ul style="list-style-type: none"> <li>• “Losing” money or unable to pay bills</li> <li>• large sums being withdrawn</li> <li>• disappearance of Valuable or favourite possessions</li> <li>• losing pension or building society books</li> </ul>  |
| Differential  | <ul style="list-style-type: none"> <li>• stopping activities without sufficient justification</li> <li>• limiting or inconsistent access to healthcare</li> <li>• no support to challenge discrimination</li> <li>• reduced self-respect or self-esteem</li> </ul>                                 |
| Institutional | <ul style="list-style-type: none"> <li>• poor care standards within the care setting</li> <li>• lack of response to people’s needs particularly when they are complex</li> <li>• strict routines</li> <li>• not enough staff or staff without knowledge and skills for sufficient care.</li> </ul> |

## 2.6 Reasons to suspect abuse

Reasons to suspect abuse may include

- A disclosure made to you by a child or adult at risk.
- An observation that has been made by you or reported to you.
- Signs or suspicions of abuse (see 2.5 above).
- An allegation made against a member or volunteer.
- An allegation made about a parent or someone who is not involved within the sport.
- Allegations regarding poor practice or a Code of Conduct breach.
- A report from the local statutory agency.

## 3. Responding to Abuse

Responding to abuse refers to the actions taken at the time you become aware of a concern or have a disclosure made to you. At that moment, it is important that you act appropriately to ensure you gain as much information and insight as possible whilst not prejudicing any future investigation.

When responding to a concern or allegation of abuse you should

- Stay calm – do not show disgust or disbelief.
- Ensure the child, young person or adult at risk is and feels safe, if responding to a disclosure made by a child, young person, or adult at risk.
- Listen carefully.
- Keep an open mind – do not speculate, make assumptions, or make judgements.
- Find a quiet place to have the conversation.
- Keep questions to a minimum whilst the person is talking. If questions are needed to find out more information or to clarify points, then these should

be open-ended questions where possible.

- Make a written note of what is said to you and read back to the person what has been written down to ensure a clear and accurate understanding has been recorded. It may be appropriate to make notes
- **Remember**
  - **Do NOT** show shock, disgust, or disbelief
  - **Do NOT** press for details
  - **Do NOT** promise to keep it a secret or that it will not happen again
  - **Do NOT** contaminate or remove any evidence
  - **Do NOT** make any contact with the alleged abuser
  - **Do NOT** give anyone else the information about the statement apart from the event's Designated Safeguarding Officer or the TREC GB Designated Safeguarding Lead or the appropriate authority.

#### 4. Recording concerns or allegations of abuse

A detailed record of every concern should be made at the time of it being raised.

- To ensure the information is as helpful as possible should an investigation need to be instigated, the record should be accurate and thorough.
- You must confine yourself to the facts and not include your personal opinion.
- Where concerns are raised from hearsay, this should be explicitly stated in the record.
- All relevant information should be recorded including
  - your details
  - the details of the person raising the concern, if you are not reporting your own concerns,
  - personal details of the victim
  - personal details of the victim's parent/guardian/carer
  - the date, time, location and who was present at the incident
  - details of the incident/concern including any conversations using the victim's own words
  - details of any witness
  - details of persons involved (including full name, contact details, address, and role / position),
  - details of any action taken so far and any evidence you have
  - details of who the concern has been reported to
- You must write legibly
- You must sign and date the record

#### 5. Reporting concerns or allegations of abuse

There are four levels of reporting safeguarding concerns raised within TREC GB. These include

- the person initially reporting the concern / allegation,
- the event's Designated Safeguarding Officer,
- the TREC GB Designated Safeguarding Lead and
- referrals made to the Police or Social Care (Statutory Agencies).

The following sections outline who the different levels should report to and how to do this.

### 5.1 Who to Report to

Concerns that you have or are disclosed to you regarding the safety of a child, young person or adult at risk should be reported directly

- to the event Designated Safeguarding Officer (DSO) immediately or as soon as reasonably practical.
- If the event DSO is not available or the concern involves the event DSO, then the TREC GB Designated Safeguarding Lead (DSL) should be notified immediately or as soon as reasonably practical.
- If the child or adult at risk is in danger, then contact the Police and/or Social Care (Statutory Agencies) as a matter of urgency.
- If medical attention is required, then contact the emergency services immediately.
- If the matter is reported to any of the Statutory Agencies, the event DSO and the TREC GB DSL must also be informed.

### 5.2 When to Report

All safeguarding concerns received by the event Designated Safeguarding Officer must be reported

- On the day that the concern is raised
- to the TREC GB Designated Safeguarding Lead (DSL) immediately or as soon as reasonably practical even if the issue has been resolved.

### 5.3 How to Report

All safeguarding concerns must be reported

- Initially by Telephone if urgent
- Using the Referral form set out in [Appendix 3](#)
- Password protect the form and email to the TREC GB Designated Safeguarding Lead ([safeguarding@trecgb.com](mailto:safeguarding@trecgb.com))



## Appendix 3 - Incident Reporting Form

| Your information   |  |   |  |  |
|--|--|---|--|--|
| Name   |  |   |  |  |
| Address  |  |   |  |  |
| Contact number(s)  |  | Email   |  |  |
| Name of TREC Club/Event  |  | Your role   |  |  |
| Designated Safeguarding Officer  |  | Date Reported to DSO  |  |  |
| Please tick one:   | <input type="checkbox"/> I am reporting my own concerns. | <input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details: |  |  |
| Name of person raising concern   |  | Role or relationship to the child   |  |  |
| Contact number(s)  |  | Email   |  |  |
| Date and time of incident  |  |   |  |  |
| Personal information – child / young person / adult at risk                              |  |   |  |  |
| Name   |  |   |  | Date of birth  |
| Gender   | Male<br><input type="checkbox"/>                         | Female<br><input type="checkbox"/>  | Non-binary<br><input type="checkbox"/> | Another description (please state)<br><input type="checkbox"/> |
| Is there any information about the child/Adult at Risk that would be useful to consider? |  |   |  |  |
|  |  |   |  |  |
| Contact information – parent / guardian / carer  |  |   |  |  |
| Name(s)  |  |   |  |  |
| Address  |  |   |  |  |
| Contact number(s)  |  | Email   |  |  |
| Have they been notified of this incident?  | No <input type="checkbox"/>                              | Please explain why this decision has been taken   |  |  |
|  | Yes <input type="checkbox"/>                             | Please give details of what was said / actions agreed   |  |  |
| Agreed action or advice given  |  |   |  |  |
| Declaration  |  |   |  |  |
| Your signature   | ✕  |   |  |  |
| Print name   |  |   |  |  |
| Today's date   |  |   |  |  |

| Incident details   |  |                                    |  |
|--|--|------------------------------------|--|
| Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion, or hearsay) |  |                                    |  |
| Victims account of the incident  |  |                                    |  |
| Please provide any witness accounts of the incident  |  |                                    |  |
| Name of witness (and date of birth, if a child)  |  | Role or relationship to the victim |  |
| Address  |  |                                    |  |
| Contact number(s)  |  |                                    |  |
| Email  |  |                                    |  |
| Details of any person involved in this incident or alleged to have caused the incident / injury  |  |                                    |  |
| Name (and date of birth, if a child)   |  | Role or relationship to the victim |  |
| Address  |  |                                    |  |
| Contact number(s)  |  |                                    |  |
| Email  |  |                                    |  |
| Please provide details of action taken to date   |  |                                    |  |
| Has the incident been reported to any external agencies?   |  | <input type="checkbox"/> No        | <input type="checkbox"/> Yes – please provide further details: |
| Name of organisation / agency  |  |                                    |  |
| Contact person   |  |                                    |  |
| Contact number(s)  |  |                                    |  |
| Email  |  |                                    |  |
| Agreed action or advice given  |  |                                    |  |

Email password protected document to [safeguarding@trecgb.com](mailto:safeguarding@trecgb.com)