TREC GB
Safeguarding Policy

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1. Introduction

1.1. TREC GB is the Governing Body for the sport of TREC in Great Britain and supports both Individual Members and Affiliated TREC Clubs.

1.2. TREC GB itself is affiliated to FITE (International Equestrian Tourism Federation) and its ethos is to adhere to the high standards of the FEI Code of Conduct for Welfare of the Horse and considerate and respectful behaviour from the people involved.

1.3. TREC GB is a Charitable Incorporated Organisation (CIO) which has the following Registered Address:

Creeds Farm, Elkington, Northamptonshire NN6 6NJ.

1.4. TREC GB's Administration Address is:

7 Lidget Lane, Retford, Nottinghamshire DN22 6QW

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

1.6. TREC GB is dedicated to the promotion of the sport of British TREC and community participation in horse riding.

1.7. This 2026 Policy reflects the standards set out with relevant UK legislation (Children Act 2004, Care Act 2014).

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

2. Shared Safeguarding Principles

TREC GB recognises that:

1. The welfare of the individual is paramount.
2. All participants, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, have a right to equal protection from harm.
3. Safeguarding is everyone's responsibility.

3. Section A: Safeguarding Children and Young People (Under 18s)

3.1. Policy Statement

TREC GB is committed to a practice that protects children from harm. We look to the British Equestrian principle that the child's welfare is the primary consideration.

3.2. Event Safety and Supervision

3.2.1. Parental Responsibility

At all events, children under 18 remain the overall responsibility of a designated adult over the age of 18. Parental consent forms are available on the TREC GB website under Summer Series https://trecgb.com/parental-consent-form/

3.2.2. Orienteering Phase POR:

Children **13 years or younger** must compete in a pair with a rider 18 years or older.

Children **14 years and above** may compete individually or in pairs.

3.2.3. Consent: Written parental consent is mandatory for all riders and volunteers (helpers) under 18, including consent for any nominated pairs partner.

3.3. Safeguarding Standards

3.3.1. Safe Recruitment: All officials and volunteers in "regulated activity" (e.g.,TREC GB Squad Chefs d'Equipe) must undergo enhanced DBS/PVG checks.

3.3.2. Supervision: TREC GB officials/trainers must never be alone with a child out of sight of other adults. **"Rule of Two"**—ensuring two DBS-checked adults are present when working with children in higher-risk scenarios

3.3.3. "**Position of Trust:** TREC GB recognises its legal obligations regarding 'Positions of Trust'. Officials, coaches, and volunteers must not develop inappropriate relationships with anyone under 18. Abuse of a position of trust is a criminal offense."

4. Section B: Safeguarding Adults at Risk

4.1. Policy Statement

TREC GB acknowledges that adults may be at risk of abuse or neglect due to their care and support needs. Our policy follows the **six principles of adult safeguarding** (Care Act 2014):

1. **Empowerment:** Supporting people to make their own decisions and give informed consent.
2. **Prevention:** Taking action before harm occurs.
3. **Proportionality:** The least intrusive response appropriate to the risk.
4. **Protection:** Support for those in greatest need.

5. **Partnership:** Working with local services.
6. **Accountability:** Accountability and transparency in delivering safeguarding.

4.2. Definition of an Adult at Risk

An adult (aged 18 or over) who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs);
- Is experiencing, or is at risk of, abuse or neglect; and
- As a result of those needs, they are unable to protect themselves against the abuse or neglect or the risk of it.

4.3. Making Safeguarding Personal

TREC GB adopts a "Making Safeguarding Personal" approach. This means that when dealing with adults, the process should be person-led and outcome-focused. We respect the adult's right to self-determination unless they lack the mental capacity to make the decision or others are at risk.

Capacity is time-specific and decision-specific. An adult might have the capacity to choose what to eat, but not the capacity to understand the risk of a specific abusive relationship.

4.4. Support Requirements

Adults requiring 1-to-1 assistance must be accompanied by a qualified support worker or a responsible adult (aged 18+). The accompanying person assumes primary responsibility for the individual's wellbeing and must remain present for the duration of the competition.

Adults that need help or have special needs must have their own support helpers, staff or responsible person.

5. Designated Safeguarding Roles

5.1. Designated Safeguarding Lead (DSL): Appointed by TREC GB to oversee national policy, monitor training, and act as the primary liaison with statutory agencies.

5.2. Designated Safeguarding Officer (DSO): Every affiliated club must nominate a DSO for each event. The DSO is the first point of contact for any concerns raised on-site.

6. Training and Disclosure

6.1. **Training:** All DSLs and DSOs must complete an approved safeguarding training course.

6.2. **Refreshers:** Training must be refreshed every **3 years**.

6.3. **DBS Checks:** Certificates for relevant roles must be renewed every **3 years**. TREC GB utilises the Disclosure and Barring Service (England/Wales), Disclosure Scotland, or Access NI as appropriate.

7. Prevention of Bullying and Photography

7.1. **Anti-Bullying:** TREC GB has a zero-tolerance policy toward bullying, including cyber-bullying.

7.2. **Photography:** Consent for photography/video is required for Section A Children, specific written parental consent is required for each event. Section B (Adults), in the Summer Series Schedule

8. Procedure for Dealing with Concerns

8.1. **Recognise:** Identify signs of abuse (Physical, Sexual, Emotional, Neglect, Financial, or Institutional).

8.2. **Respond:** Ensure immediate safety. Listen without judgment. Do not promise secrecy.

8.3. **Record:** Use the **2025 Incident Reporting Form** (Appendix 3). Record facts, not opinions.

8.4. **Report:**

- Report to the **Event DSO** immediately.
- The DSO must notify the **TREC GB DSL** within 24 hours.
- If there is immediate danger, contact the **Police** or **Social Care** (Statutory Agencies).

9. Review of the Policy

TREC GB will review and revise the Safeguarding Policy at least every 2 years or more frequently if there are changes to legislation or incident learning.
It operates under:

- Safeguarding Vulnerable Groups Act 2006
- Children Act 2004 / Care Act 2014
- Data Protection Act 2018 (UK GDPR)

Current Review date:	16 Feb 2026
Next Review date:	16 Feb 2028

10. Change Log

Version	Date	Key Changes
2.2	Feb 26	New document update with A Children B Adults at Risk

Appendix 1: Safeguarding Code of Conduct (Revised 2026)

As a member or volunteer, you must:

i) Prioritise the safety of children and adults at risk above all else.
ii) Maintain professional boundaries; do not engage in private messaging with children via social media. Forbid "friending" or "following" children on personal accounts if the relationship is purely through TREC GB. All communication should go through parents or official club channels.
iii) "Maintain professional boundaries and recognise your **Position of Trust**; do not engage in private messaging or inappropriate personal relationships with children."
iv) Report any concern—**no action is not an option.**

Safeguarding Event Organiser's Summary

Safeguarding Reporting

Summary Guide for TREC GB Organisers

This summary guide is designed for Event Organisers and Designated Safeguarding Officers (DSOs). It highlights the critical procedural differences between handling concerns for children versus adults at risk, ensuring your event remains compliant with the 2026 TREC GB Safeguarding Policy

As an organiser, your primary role is to ensure the Designated Safeguarding Officer (DSO) is identified to all participants and that any concerns are handled according to the specific requirements of the individual involved.

Key Differences at a Glance

Feature	Section A: Children (Under 18)	Section B: Adult at Risk (18+)
Primary Focus	The Best Interests of the Child.	Making Safeguarding Personal (Empowerment).
Consent	Parental consent is usually required for activities, but not required to report a safeguarding concern to the DSL or authorities.	The adult's consent is paramount. You must ask what they want to happen next, unless they lack capacity or others are at risk.
Threshold	Any suspicion of harm, neglect, or poor practice.	An adult who has care/support needs and is unable to protect themselves from abuse/neglect.
Right to Refuse	A child cannot "consent" to remain in an abusive situation; the DSO must act.	A competent adult has the right to make "unwise decisions" and may refuse intervention.

Procedural Steps for the Event DSO

1. Immediate Response

- **Safety First**: If there is an immediate threat of danger or a medical emergency, call 999 immediately.
- **Listen**: If a disclosure is made, listen without judgment. Do not "investigate" or ask leading questions.
- **For Children**: Reassure them it was right to tell you. Do not promise "secrecy."
- **For Adults**: Ask them, *"How can I help you? What would you like to happen now?"*

2. The Reporting Path

- Step 1: Contact the TREC GB Designated Safeguarding Lead (DSL) on the same day.
- Step 2 (Section A): If a child is at risk, the DSL/DSO may refer to Local Authority Children's Services or the Police regardless of parental views if the parents are implicated or the risk is high.
- Step 3 (Section B): If an adult is at risk, discuss the referral with them first. You may only override their refusal if:
    - They lack the mental capacity to understand the risk.
    - Other people (including children) are at risk.
    - A crime has been committed.

3. Documentation

Use the Appendix 3 Incident Reporting Form. Ensure you:

- Use the person's own words where possible.
- Distinguish clearly between fact, observation, and hearsay.
- Note any physical marks (on a body map if provided) but never take photos of injuries on a person's body.

Reminders for Event organisers and volunteers

- **Confidentiality**: Share information only on a "need-to-know" basis (e.g., with the DSO/DSL). Never discuss concerns with other volunteers or competitors.
- **DBS Check:** Ensure any official in a "regulated" role has a valid, in-date certificate (less than 3 years old).
- **Lone Working**: No official should be stationed in a remote area alone with a child or adult at risk. "**Rule of Two"**—ensuring two DBS-checked adults are present when working with children in higher-risk scenarios

Note: Safeguarding is about the risk of harm, not just proven abuse. If your "gut feeling" says something is wrong, report it to the DSL.

Appendix 2: DSO On-the-Day Safeguarding Checklist

Event Name: _____ Date: _____

1. Pre-Event Setup

[ ] **DSO Identification**: Ensure the DSO is clearly identified (e.g., wearing a specific armband, lanyard, or listed prominently at the Secretary's tent).
[ ] **Emergency Contacts**: Have the following numbers saved or written down:

- TREC GB DSL: [safeguarding@trecgb.com / Phone Number]
- Local Children's Social Care: _____
- Local Adult Social Care: _____
- Local Police (Non-emergency): 101

[ ] **Forms**: Ensure at least 3 copies of the Appendix 3 Incident Reporting Form are printed and kept in a secure, private folder.
[ ] **Parental Consents**: Verify that all riders under 18 have a signed Parental Consent Form on file and that their designated responsible adult is on-site.

2. During the Event

[ ] **Lone Working**: Check that no volunteers/judges are working alone in remote areas with children or adults at risk (out of sight of others).
[ ] **Photography:** Monitor for anyone taking professional photos/videos who hasn't been authorized. Ensure those who opted out of photography are identifiable to event photographers.
[ ] **Environment:** Periodically check the "vibe" of the event—ensure a welcoming, inclusive environment and address any aggressive or bullying behaviour immediately.

3. If a Concern or Disclosure Occurs

[ ] **Immediate Safety**: Is the person in immediate danger? If yes, call 999.
[ ] **Private Space**: Find another adult or safeguarding officer and allow the victim to talk.
[ ] **Listen**: Use TED questions (*Tell me, Explain to me, Describe to me*). Do not interrupt or promise secrecy.
[ ] **Section A (Child):** Reassure them. Notify the DSL immediately.
[ ] **Section B (Adult):** Ask: *"What would you like me to do with this information?"* Note their consent or refusal for referral.

4. Recording & Reporting

[ ] **Timeline:** Complete the Incident Reporting Form as soon as possible (while the memory is fresh).
[ ] **Fact vs. Opinion**: Ensure the report contains only what was seen/heard, not "hunches."
[ ] **Notify DSL**: All concerns, even if resolved on-site, must be reported to the TREC GB DSL by the end of the day.
[ ] **Confidentiality**: Do not leave the reporting form on a desk or in an unlocked car. Keep it on your person until it can be scanned/sent securely.

5. Post-Event

[ ] Secure Transmission: Email the password-protected form to safeguarding@trecgb.com.
[ ] Secure Destruction: Once receipt is confirmed by the DSL, shred any temporary handwritten notes or duplicate paper copies.

DSO Signature: _____ Time Completed: _____

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:	☐ I am reporting my own concerns.	☐ 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 ☐	Female ☐	Non-binary ☐	Another description (please state) ☐
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☐	Please explain why this decision has been taken	
	Yes☐	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 subject	
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 within the sport or relationship to the subject	
Address			
Contact number(s)			
Email			
Please provide details of action taken to date			
Has the incident been reported to any external agencies?	☐ No	☐ 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

Appendix 4: Volunteer Briefing: Safeguarding Reminders (60-Second Talk Script for TD Briefing)

"Good morning everyone! Before we head out to our positions, I have a quick but vital reminder regarding safeguarding for today's event. Under our **2026 Safeguarding Policy**, we all share the responsibility to keep our riders and volunteers safe."

i) **Who is your contact?** Our Designated Safeguarding Officer (DSO) for today is ***[Name]***. You can find them at ***[Location, e.g., the Secretary's Tent]***. If you have any concerns, no matter how small, please report them to ***[Name]*** immediately.
ii) **See something, say something:** Safeguarding is everyone's business. If you see behaviour that seems aggressive, hear a worrying comment, or notice someone who seems particularly distressed or neglected, please don't ignore it. You don't need to 'prove' anything; just report what you've seen or heard.
iii) **How to handle a disclosure:** If a child or an adult at risk tells you something concerning, please **Listen, Stay Calm, and Don't Promise Secrecy.** You must tell them that you have to pass the information on to the DSO to keep them safe. Don't ask leading questions or try to investigate yourself—leave that to the professionals.
iv) **Safe working:** Please remember to avoid being alone with a child or an adult at risk in remote areas **"Rule of Two"**—ensuring two DBS-checked adults are present when working with children in higher-risk scenarios. Also, please check your list for any riders who have **not** consented to photography before taking or sharing any images today.

"Thank you for helping us keep TREC GB a safe and welcoming environment for everyone. Have a great TREC event!"

Tip for Organisers: Keep a few copies of this script at the Secretary's desk. If a volunteer arrives late and misses the briefing, you can simply hand it to them to read before they head out to their Check Point or Obstacle.

Appendix 5: Photography & Social Media Notice

TREC GB *[Event Name] – [Date]*

Welcome to our event! To help promote the sport of British TREC, we often take photos and videos for our website, social media, and press releases. Please take a moment to read our guidelines:

1. Official Photography

- By entering this event, you understand that your photograph or video may be taken.
- TREC GB and *[Club Name]* reserve the right to use these images for printed publicity, social media (Facebook/Instagram), and our official websites.

2. Children & Adults at Risk

- **Under 18s:** Specific written **Parental Consent** is required for any child under the age of 18 to be photographed. This must be completed for every event.
- If you are the parent/guardian of a child or the carer for an adult at risk and do **not** wish for them to be photographed, please inform the Organiser or TD or our DSO immediately.

3. Your Right to Opt-Out

If you do not wish to be photographed, or if you see a photo of yourself on our social media pages that you would like removed:

1. **On the Day:** Please tell the Organiser or TD. We can advise the photographer to avoid you.
2. **After the Event:** Contact [*Insert Club Email/Phone]* or message our page directly to request the removal of an image.

4. Spectators & Competitors

We love seeing your photos! When posting to social media, please:

- **Be Respectful:** Only post photos of others if you have their permission.
- **Think Before You Tag:** Be mindful of tagging children or adults at risk.
- **Report Concerns:** If you see any inappropriate photography or filming, please report it to our **Designated Safeguarding Officer*: [Name]***.

Thank you for helping us keep TREC safe and fun for everyone!

Appendix 6: TREC GB – Social Media Moderation Policy

Our social media pages (Facebook, Instagram, etc.) are intended to be a positive community space for sharing news, celebrating achievements, and discussing the sport of TREC. This policy ensures our online environment aligns with **TREC GB's 2026 Safeguarding and Anti-Bullying policies.**

We expect all users to:

i) **Be Kind:** No bullying, harassment, or "calling out" of individuals.
ii) **Respect Privacy:** Do not share others' personal contact details or private photos without consent.
iii) **Keep it Relevant:** Focus on TREC, horse welfare, and club activities.
iv) **No Medical Advice:** To protect horse welfare, avoid giving or asking for veterinary/medical advice; always consult a professional.

The Moderation Social Media Matrix

Moderators should use the following "Step-Ladder" approach to handle comments:

Type of Content	Action to Take	Communication
Constructive Criticism	**Leave it.**	Reply publicly with a helpful, polite answer.
Minor Rule Break **(e.g. Swearing)**	**Hide** the comment	Direct Message (DM) the user: "Hi! We've hidden your comment as it used language against our house rules. Please feel free to repost without the language!"
Persistent Negativity	**Delete** & Monitor.	DM the user: "We want to keep this space positive. If this continues, we may have to temporarily mute your posting rights."
Bullying / Hate Speech	**Delete & Block.**	Report to the Committee. No warning is required for severe abuse.
Safeguarding Concern	**Hide & Capture.**	**Stop.** Do not reply. Screenshot the post and contact the **Designated Safeguarding Lead (DSL)** immediately.

Online Safeguarding:
If a member posts a comment that suggests a child or adult at risk is being harmed (e.g., a "disclosure" or a photo that causes concern):

i) **Screenshot the post immediately** (this is your evidence).
ii) **Hide the comment** so it is no longer public but remains in the Facebook logs.
iii) **Do not engage** in a public debate or ask for more details online.
iv) **Follow the Safeguarding Procedure:** Contact the DSL immediately as if this happened at an event.

Appendix 7: Safeguarding and Consent Overview

Category	Requirement / Protocol	Responsible Person
Safeguarding Officer	Name: [Insert Name]	[Insert Role]
Contact Number	[Insert Phone Number]	N/A
U18 (Riders)	Signed consent form required prior to competition.	Organiser / Secretary
U18 (Volunteers and Helpers)	Signed consent form outlining specific duties and supervision.	Organiser Chef de Piste POR PTV
U14 Helpers	Permitted if remaining with a parent or guardian	Organisers Chefs de Piste POR PTV
POR (14-17) Riders	Parental consent for independent navigation phases. POR	Technical Delegate / Chefs and Organiser
POR (14-17) Volunteers	Parental consent form. To man a Checkpoint with two adults or parent/guardian	Organisers Chefs de POR Judge
MA & PTV (14-17) Volunteers	Parental consent form. Close distance of two adults or with a parent or guardian	Organiser Chef de PTV Judge
Chat Groups	Written consent from parents for U18s; minimum of two vetted adults in any group. Organisers discretion (no under 18's)	Organiser Safeguarding Officer
Adults at Risk (Competing)	Support person/nominated assistant required as per individual needs. Must ride as part of a pair	Organiser TD and Chefs
Adults at Risk (Volunteering)	Designated support provider/ helper to be in attendance at all times.	Organiser TD and Chefs
Photography	Parental consent for U18s/Adults at Risk; clear "No Photo" communications for photographer.	Event Photographer Organisers

Appendix 8: Useful Links

The TREC GB Official Documents page (https://trecgb.com/trec-gb-official-documents/) includes links to all TREC GB Policies including:

- Whistleblowing Policy
- Anti bullying and Harassment Policy
- GDPR and Privacy Policy

Organisers Forum and TREC GB Organisers link

Commented [AR1]: I'm not sure this should be included in the Safeguarding policy - what is the purpose of putting it here?