**Safeguarding policy 2017**

Nelson Park Riding Centre agree with the principles of the RDA Child Protection Policy Statement, Adults at Risk Protection Policy Statement

http://www.rda.org.uk/runningyourgroup/safeguarding-2/

A brief summary of the points which are important in our day to day work with our clients.

**Purpose**

We are determined to ensure that all necessary steps are taken to protect children and adults at risk who with us.

Every child and adult who participates in the activities of the group should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every volunteer. We recognise that abuse of children and adults at risk is a very emotive and difficult subject. It is important to understand the feelings involved but not to allow them to interfere with our judgement about any action to be taken.

Nelson Park Riding Centre Ltd and its subsidiaries recognise its responsibility to safeguard the welfare of all children and adults at risk by protecting them from physical, sexual or emotional abuse, neglect and bullying. It is determined to meet its obligation to ensure that Nelson Park provides opportunities for all our riders to enjoy their time with us while experiencing the highest possible standard of care.

**Principles**

Nelson Park Riding Centre Ltd and its subsidaries will ensure that:-

* The welfare of the child or adult at risk is paramount.
* All riders and drivers, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity, have the right to protection from abuse.
* All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
* All volunteers know that they have a responsibility to report concerns to the Safeguarding Officers (Graham or Sarah Catterall) or to their day’s instructor who will pass on concerns to the Safeguarding officers.

Nelson Park Riding Centre will:

Respect and promote the rights, wishes and feelings of our riders and drivers

* Expect all volunteers to be excellent role models and to adopt best practice to safeguard and protect children and adults at risk from abuse.
* Ensure that volunteers, instructors and trustees are DBS checked in line with current requirements and RDA advice
* Respond to any allegations appropriately.
* Review the policy three yearly.

**Good Practice means:**

* Working in an open environment, avoiding being alone and unobserved with a rider or driver.
* Treating all people equally with respect and dignity
* Always putting the welfare of each rider or driver first.
* Involving riders/ drivers/ parents/ carers wherever possible.
* Being an excellent role model.
* Giving feedback, encouraging riders and drivers in a positive way so that they have an enjoyable experience and feel good about themselves.

**SAFEGUARDING: GOOD PRACTICE FOR VOLUNTEERS**

**The Safeguarding Officer’s are Graham (07774 146602) & Sarah Catterall (07779 082070)**

Our riders come to us for enjoyment and to enrich their lives. It is up to us to ensure that they are always treated with respect and consideration.

In line with the policy of the RDA National.

• have a high awareness of the issues

• act to prevent any possible breaches

• recognise and report any such breaches.

**ALL VOLUNTEERS HAVE A DUTY OF CARE TO ENSURE THAT ALL REASONABLE STEPS ARE TAKEN TO PROVIDE A SAFE ENVIRONMENT FOR RIDERS AND DRIVERS.**

The notes following are guidelines:

**When helping a rider:**

1. Have another adult in sight.

2. Explain to the rider what you are about to do, if you need to move a leg to adjust a stirrup, for example.

3. If you accidentally touch anyone in an inappropriate way, say sorry immediately, and so that another helper can hear you.

4. If a rider is distressed by anything a Nelson Park , including you, has done, report the matter immediately to the Safeguarding Officer, or to the instructor who will pass on your concerns to the SO.

5. Any personal care required (e.g. toileting) must be given by the carers who come with the rider.

**If you suspect a client is being abused physically, sexually or emotionally:**

1. Keep calm. Do not show shock. Try to act normally.

2. Listen; reassure that it was right to tell. Do not investigate, do not question, do not promise confidentiality.

3. Do not mention your concerns to carers or parents.

4. As soon as possible tell the instructor, who will tell the SO of your concerns, or tell the SO yourself.

5. Make a full written record ASAP. Keep it factual. Date and keep it.

**IF A RIDER OR DRIVER DISCLOSES SOMETHING TO YOU, NEVER AGREE TO KEEP A SECRET. YOU MUST INFORM THE SAFEGUARDING OFFICER EITHER DIRECTLY OR VIA YOUR INSTRUCTOR, AND SHOULD NOT DISCUSS YOUR CONCERNS WITH ANYONE ELSE. IT IS THE RESPONSIBILITY OF EXPERTS TO DETERMINE WHETHER OR NOT ABUSE HAS TAKEN PLACE, BUT IT IS EVERYONE’S RESPONSIBILITY TO REPORT ANY CONCERNS.**