

# **SHELLEY RDA SAFEGUARDING POLICY**

**We have a vigorous safeguarding policy to make sure we offer all riders, volunteers and staff a safe and trusted experience with us.**

**Safeguarding is a crucial part of the induction process for all staff and volunteers. It is made clear that everyone has a responsibility for safeguarding whatever their role in the organisation.**

## **SAFEGUARDING CHILDREN**

There has been an increasing awareness over recent years that some individuals who want to harm and abuse children will use charitable organisations, such as Riding for the Disabled, as a vehicle to gain access to children.

The Riding for the Disabled Association (RDA) fully accepts its legal and moral obligation to protect children in the course of its work and it is our policy to make every reasonable safeguard to protect those who are involved in any aspect of our work.

In pursuit of this, RDA is committed to ensuring that:

- The welfare of children is paramount,
- All children are able to participate in a fun and safe environment,
- All children have the right to protection from physical, sexual and emotional harm and from neglect and bullying,
- All reasonable and practical steps are taken to protect children from harm, discrimination and degrading treatment; respecting children's rights, wishes and feelings,
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately,
- All trustees, employees and volunteers have a responsibility to report any concerns with regards to child protection matters. 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,
- All Groups appoint a designated trustee or delegated volunteer/employee to be a Group Safeguarding Officer,
- Safeguarding Officers and other relevant staff/volunteers receive appropriate training and guidance on child protection.

Therefore, we have minimum standards in place and each RDA group must:

- Have a safeguarding policy which is in line with RDAUK's requirements
- Have a designated Safeguarding Officer
- Have a safe recruitment process in place including staff/volunteer application forms, the collection of two references and disclosure checks at the appropriate level for anyone aged 16 or over who is involved in RDA sessions; renewed every 3 years
- Have a clear and robust procedure for responding and reporting to indicators or allegations of abuse or poor practice
- Ensure all Safeguarding Officers and Coaches attend a recognised face to face safeguarding workshop with refresher training taken every 3 years

As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered a child. All organisations, which provide for children, should be able to demonstrate the existence, implementation and effectiveness of child protection policies.

The policies and procedures apply to everyone within RDA, whether in a paid or voluntary capacity, including trustees, committee members and designated medical and veterinary staff. Everyone should be aware of the child protection procedures and best practices and ensure they are implemented.

## ADULTS AT RISK SAFEGUARDING

Abuse is a violation of an individual's human and civil rights; it can take many forms. The staff and volunteers in Riding for the Disabled (RDA) are committed to practices which promote the welfare of Adults at Risk and safeguard them from harm.

Staff and volunteers in our organisation accept and recognise our responsibilities to develop awareness of the issues that cause an Adult at Risk harm, and to establish and maintain a safe environment for them. We will not tolerate any form of abuse wherever it occurs, or whoever is responsible. We are committed to promoting an atmosphere of inclusion, transparency and openness and are open to feedback from the people who use our services, carers, advocates, our staff and our volunteers with a view to how we may continuously improve our services/activities.

In pursuit of this, RDA will endeavour to safeguard Adults at Risk by:

- Adhering to our safeguarding adults at risk policy and ensuring that it is supported by robust procedures;
- Implementing clear procedures for raising awareness of, and responding to, abuse within the organisation and for reporting concerns to statutory agencies that need to know, while involving carers and Adults at Risk appropriately;

- Ensuring general safety and risk management procedures are adhered to;
- Ensuring all trustees, employees and volunteers report any concerns with regards to the protection of Adults at Risk. 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;
- Implementing a code of behaviour for all involved with the organisation;
- Appointing designated trustees or delegated volunteers/employees to be the Group Safeguarding Officer;
- Ensuring appropriate training is attended by Safeguarding Officers and other relevant staff or volunteers.

As defined by the 1997 Consultation "Who Cares" an adult at risk is someone "who is, or may be, in need of community care services by reason of disability, age or illness; and is or may be unable to take care, or unable to protect him or herself against significant harm or exploitation". This definition of an adult covers all people over 18 years of age.

The policies and procedures apply to everyone within RDA, whether in a paid or voluntary capacity, including trustees, committee members and designated medical and veterinary staff. Everyone should be aware of safeguarding procedures and best practices.

Therefore, we have minimum standards in place and each RDA group must:

- Have a safeguarding policy which is in line with RDAUK's requirements
- Have a designated safeguarding officer
- Have a safe recruitment process in place including volunteer application forms, the collection of two references and disclosure checks at the appropriate level for those who require them
- Have a clear and robust responding and reporting procedure for indicators or allegations of abuse or poor practice
- Ensure all Safeguarding Officers and Coaches attend a recognised face to face safeguarding workshop with refresher training taken every 3 years

January 2016 (Reviewed 2021)