The King's Award for Voluntary Service

Newbury RDA
Newbury Riding for the Disabled
Charity Number: 1121113

Newbury RDA's Safeguarding Children Policy

This Safeguarding Policy Statement should be read in conjunction with the Riding for the Disabled UK's (RDA UK) primary policies and procedures, specifically:

1. The RDA Safeguarding Children Policy
2. The RDA Safeguarding Adults at Risk Policy
3. The RDA Safer Recruitment Practices Policy
4. The RDA Managing Concerns Policy
5. The RDA Safeguarding Code of Conduct
6. The RDA E Safety Policy
7. The RDA Equality & Diversity Policy and Statement
8. The RDA GDPR Policy

Copies of which can be found at myrda.org.uk. Create a login and use their Search Q Button.

Terminology

- Where "children" is referenced within this document, this also applies to young people
- The Newbury RDA Safeguarding Team refers to our Group Safeguarding Officer - Claire Rowe and Chairman – Lucy Atherton. Contact details available at Section 10.
- The RDA UK Safeguarding Team refers to the team based at National Office. Contact details available in Section 10.

1. Safeguarding Policy Statement

Newbury RDA (NRDA) is committed to promoting and ensuring the safety and wellbeing of all children and adults who engage with the Charity. As part of our commitment, we believe the rights of children to live a life free from harm, abuse, exploitation, and neglect is paramount; and children are entitled to take part in any activity in a safe and supportive environment.

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

• A child-centred approach is taken in all interactions.

• Every individual, irrespective of age, gender, disability, race, ethnicity, nationality, religious affiliation, size or sexual orientation, is entitled to be protected against harm.

• All allegations, concerns and suspicions of harm will be taken seriously and responded to swiftly and appropriately.

• Collaboratively, everyone across the organisation will strive to promote the welfare, safety and health of adults and children taking part.

Newbury RDA has adopted the safeguarding policies and procedures of the RDA UK which are consistent with those of British Equestrian (BEF).

2. Purpose

The purpose of this policy is to:
a) Establish a safe and supportive environment for children associated with the Charity.

b) Set clear expectations for trustees, staff, volunteers, coaches and anyone affiliated with the organisation regarding their responsibilities in safeguarding children.

c) Provide clear guidance on identifying, reporting and responding to any allegations, concerns or suspicions of harm.

d) Demonstrate and promote a culture of openness and accountability regarding safeguarding issues.

3. Scope

This policy applies to all individuals involved with NRDA, including, trustees, staff, volunteers, coaches, participants, and their parents/guardians.

4. Definitions

- **Child**: A person under the age of 18.
- **Safeguarding**: The process of protecting children from harm, abuse, neglect or exploitation, and ensuring their welfare and wellbeing.
- **Child Protection**: Part of the safeguarding process focusing on protecting individual children identified as suffering or likely to suffer significant harm or abuse.
- **Safer Recruitment**: A set of practices aimed at ensuring that individuals who are selected for positions are safe and suitable for the role.
- **Disclosure Checks**: Also known as Criminal Record Checks: A process of verifying whether an individual has a criminal history or not that may affect their suitability for the role applied for.

5. Principles

NRDA adheres to the following principles:

a) Best Interest of the Child: The best interest of the child will always be the primary consideration in all decisions and actions related to safeguarding children.

b) Inclusivity: We are committed to making our programs and services accessible to children.

c) Non-Discrimination: We will not discriminate against any child based on their race, religion, ethnicity, gender, disability or any other characteristic.

f) Confidentiality: Information related to child safeguarding will be treated with the utmost confidentiality and will only be shared on a need-to-know basis.

g) Accountability: Everyone is responsible for safeguarding children and have a duty to familiarise themselves with these responsibilities.

6. Roles and Responsibilities

British Equestrian (BEF)
BEF provide strategic overview, direction and guidance on safeguarding children across the equestrian industry. All Member Bodies adhere to BEF Safeguarding Policies.

RDA UK Trustees and Leadership
The Board of Trustees and Senior Leadership Team are responsible for overseeing and ensuring the effective implementation and compliance of this Safeguarding Policy across the Charity.

RDA UK Safeguarding Team
The Safeguarding Team leads on development, the review and implementation of the Safeguarding Policy and associated resources; and are responsible for case management.

RDA Staff
All staff members are responsible for familiarising themselves with this Policy and safeguarding adults at risk, including recognising the signs and categories of abuse, reporting concerns, and providing support where appropriate.

RDA Groups
Group Trustees are responsible for ensuring and promoting the safety and well-being of adults by implementing the robust safeguarding measures. A GSO for the NRDA – Claire Rowe – has been appointed to support with this.

Volunteers and Coaches
Volunteers and coaches must adhere to this Policy and complete the requirements of the Safer Recruitment Practices. All Coaches and volunteers are required to undertake regular safeguarding training, including refresher courses, in accordance with RDA guidelines. This commitment ensures ongoing awareness and accountability across the organisation.

Reporting
Anyone who has a concern or suspicion regarding the welfare of a child must report it immediately to the Group Safeguarding Officer (GSO), or if unavailable the Chair of Trustees, and/or RDA UK Safeguarding Team and/or relevant statutory agency.

7. Safer Recruitment Practices

NRDA recognises the critical importance of robust safer recruitment practices to ensure that individuals who have contact with children are suitable, trained and committed to safeguarding and promoting their welfare. To establish clear guidelines and procedures for the recruitment of staff, volunteers and other individuals involved in NRDA activity, we will factor in:

a) Legal Compliance: We will comply with all relevant laws, regulations and statutory guidance related to safer recruitment and child protection.

b) Proactive Approach: We will adopt a proactive approach to safer recruitment by implementing robust procedures from the initial recruitment stage to ongoing monitoring and supervision.

c) Equality and Diversity: We will ensure that our recruitment processes are fair, transparent, and free from discrimination, promoting diversity and inclusion.

d) Training and Awareness: All individuals associated with NRDA UK who work directly with children will receive appropriate training in safeguarding, including recognising signs of abuse, responding to concerns, understanding their responsibilities, and keeping themselves safe.

e) Vetting and Checks: All applicants for roles involving contact with children will undergo necessary background checks and vetting procedures, including criminal record checks, references and identity verification.

f) Supervision and Monitoring: Individuals in roles involving children will be supervised, and their performance will be monitored regularly. Any concerns will be addressed promptly, utilising the relevant code of conduct.

g) Whistleblowing: We will have mechanisms in place for staff, volunteers and coaches to report concerns related to child safeguarding and recruitment practices without fear of retaliation.

h) Record Keeping: We will maintain detailed records of recruitment processes, including reference checks and vetting results, securely for the necessary duration.

i) Review and Evaluation: Safer recruitment practices will be reviewed periodically to ensure it remains effective and compliant.

Please refer to the RDA Safer Recruitment Practices Policy.

8. Managing Concerns

a) Reporting Concerns: Any concerns or suspicions of child abuse or neglect must be reported immediately to the Group Safeguarding Officer or Chairman who will report to the RDA UK Safeguarding Team. Referrals to statutory agencies will be handled on a case-by-case basis. All concerns should be reported promptly and handled with due regard for confidentiality. Where escalation is necessary, procedures must follow the guidance outlined in the RDA National Safeguarding Advice, ensuring that concerns are referred to the appropriate authorities and safeguarding leads.

b) Responding to Concerns: The Group Safeguarding Officer or Chairman will respond promptly and appropriately to all safeguarding concerns, in accordance with the legal and statutory framework.

c) Support: Individuals affected by safeguarding concerns will be provided with appropriate support, including direction to support organisations, counselling support and medical services as needed.

e) Record Keeping: Detailed records of safeguarding concerns, investigations and actions taken will be maintained while ensuring confidentiality.

Please refer to the RDA Managing Concerns Policy.

9. Review and Monitoring

This document will be reviewed annually and updated as necessary, in line with the legal and statutory framework, to ensure it remains current and effective. Feedback from staff, volunteers and stakeholders will be considered in the review process.

10. Associated Resources

The MyRDA website hosts a safeguarding resource library including helpful documents, forms, process flows, and guidance tailored to specific topics.

11. Contact Information

If you have concerns about the welfare of a child or need further information about this Policy, please contact the NRDA Safeguarding Team:-

Claire Rowe NRDA Group Safeguarding Officer Tel:- 07703 541762 Email safeguarding@newburyrda.co.uk.

Lucy Atherton NRDA Chairman Tel:- 07747 610650. Email chairman@newburyrda.co.uk

Or the RDA UK Safeguarding Team:-

Stef Brazier Safeguarding Officer Tel: 01926 476302 Email: sbrazier@rda.org.uk

Marisa Bretherton-Mackey Membership Services Manager Tel: 01926 405973 Email: marisa@rda.org.uk

Emma Wells

Lynda Whittaker RDA UK Trustee & Safeguarding Representative National Safeguarding Lead

Appendix 1: Legal and Statutory Framework England & Wales

- Care Act 2014
- Mental Capacity Act 2005
- Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- Equality Act 2010
- Social Services and Wellbeing Act 2014 (Wales)
- Data Protection Act 1998
- General Data Protection Regulation (GDPR) 2018
- Protection of Freedoms Act 2012
- Information Sharing Advice (HM Government) 2018
- Domestic Abuse Act 2021
- Police, Crime, Sentencing and Courts Act 2012
- The European Convention on Human Rights 1950
- Police Act 1997 Scotland
- Adult Support and Protection Act 2007
- Adults with Incapacity Act 2000

- Data Protection Act 1998
- General Data Protection Regulation (GDPR) 2018
- Human Rights Act 1998
- Protection of Vulnerable Groups (PVG) (Scotland) Act 2007 Northern Ireland
- Adult Safeguarding Prevention and Protection in Partnership 2015
- Mental Capacity 2016