

# SAFEGUARDING POLICY



## CHILD & ADULT AT RISK PROTECTION POLICY AND PROCEDURE

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### 1. INTRODUCTION

The following Safeguarding Policy (this “**Policy**”) is to be used by any member of Arena Racing Corporation Ltd. (“**ARC**” or the “**Company**”)’s personnel working for, or on behalf of, or providing services to, the Company who may be in contact with children and young people, and Adults at Risk, at each of the Company’s Racecourses.

### 2. SCOPE OF POLICY

The Policy may be used by and applies to anyone who may be or are in contact with a child, a young person or Adult at Risk during the course of their work. Where the Policy or procedure refers to a ‘child’ or ‘young person’ (or ‘young people’) we mean anyone who has not yet reached the age of 18 years. Where the Policy refers to an ‘Adult at Risk’, we mean anyone who is 18 years or older, as further identified under section 4.

This Policy is reviewed on a regular basis by the Safeguarding Leads of the Company. Among other things, the Safeguarding Leads shall be responsible for overseeing and ensuring that this Policy is fully implemented and strictly complied with, be responsible for being the first point of contact for any report, suspicion of abuse or concern relating to the welfare of children or Adult at Risk engaged in racing activity at the Racecourses and to providing guidance and support for any member of staff engaged in each activity who reports suspected abuse of children or Adult at Risk or concerns as to their welfare.

This Policy is intended to be analysed and read together with racecourse specific Policies and in no way is meant to be understood as a sole Policy.

For any issue, please contact the relevant racecourse staff.

### 3. PURPOSE OF THIS POLICY AND PROCEDURE

This Policy and procedure set out the implementation of safeguarding for children, young people, and Adults at Risk with whom our employees and workers come into contact in the course of their work.

The Company is committed to devising and implementing policies so that everyone within the organisation accepts their responsibilities for safeguarding children, young people and Adults at Risk from abuse and neglect or have become vulnerable through medical complication / intoxication or drug abuse whether self-inflicted or not.

This Policy and procedure help us to achieve this by:

- Supporting us to safeguard children, young people and Adults at Risk in practice, by defining abuse and informing us what to do;
- Ensuring we all work to the same Policy and procedure;
- Making sure we are accountable for what we do;
- Being clear what roles and responsibilities we all have in safeguarding; and
- Saying what staff can expect from the organisation to help them work effectively.

#### **4. WHO IS A CHILD, YOUNG PERSON, ADULT AT RISK?**

##### **Child / Young Person**

A child or young person means someone who is under 18 years of age, that is, has not reached their 18th birthday. This could refer to a child / young person with whom we are in contact in the course of our work.

##### **Adult at Risk**

This Policy applies to any 'Adult at Risk', defined by the following:

Any person engaged in racing and related activities aged eighteen or over who –

- Has needs for care and support;
- Is experiencing, or is at risk of, abuse and neglect;
- Is unable to protect themselves from either the risk of, or the experience of abuse and neglect;
- Is intoxicated to the point unable to care for themselves is at risk to injury because of intoxication and risk to others.
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In all instances, our approach to safeguarding Adults at Risk we are in contact with follows the same principles and safeguarding processes as we do for safeguarding children.

#### **5. OBJECTIVES OF POLICY**

We will achieve the outcome by having these things in place:

- Safe organisational ethos
- Safe environment
- Safe processes for working with staff and customers
- Safe collection and use of information, and ways of communicating
- Safe and well-trained staff

##### **Principles**

In support of these objectives, we are committed to the following principles.

To achieve a safe ethos, we will:

- work to support the organisational purpose which is to reach out to, and seek to protect, children and young people who are at risk of or are being sexually exploited
- promote the safety of children, young people and Adults at Risk in all our work,
- have in place processes that help us to ensure we are all safeguarding in practice

- treat all children, young people and adults fairly in being able to meet their needs, regardless of gender, ethnicity, disability, sexuality or beliefs

To achieve a safe environment, we will:

- ensure the welfare and safety of children, young people and Adults at Risk is paramount in all our activities
- contacting the appropriate authorities and take account of what they tell us in making decisions about the person(s) at risk
- take all reasonable steps to protect our guests / customers and staff from harm, discrimination, and degrading treatment
- practice with respect for children’s rights, wishes and feelings
- regularly assess and review safety risks which arise from our premises, activities, equipment, as outlined in the organisation’s Health and Safety Policy

To achieve safe processes, we will:

- take all suspicions and allegations of abuse, from inside or outside our organisation, seriously, and respond to them promptly and appropriately
- be clear about everyone’s roles and responsibilities
- implement safeguarding procedures that are compliant with the expectations within our commercial remit as a company compliant with legislation
- have in place clear arrangements for how we would respond to concerns about how we implement safeguarding in practice within the organisation

To achieve safe information, we will:

- be clear with any third party our Policy on safeguarding and how they are to follow and support our Policy and things they tell us will be used
- communicate promptly and clearly with emergency and welfare services, and follow their advice and requirements
- keep good records of our work relating to safeguarding and incidents that occur
- hold information with care, and use it for agreed purposes only (Personal Information Protection act)

To achieve safe staff, we will:

- recruit, full time and part time / casual staff and with regard to any agencies the Company uses to their suitability for work with children, including use of Disclosure and Barring Service checks
- provide staff and casual workers with guidance and training in their safeguarding role, and ensure they have access to our policies and procedures
- make sure everyone has access to advice on safeguarding at all times in the course of their work
- be clear with everyone what their individual role and responsibility is in safeguarding
- support staff and casual workers to carry out their job with appropriate supervision

**6. WHAT MIGHT BE A SAFEGUARDING CONCERN?**

Alcohol or substance misuse	Bullying	Children going missing	Coercive behaviour	County lines: at risk groups being used to carry drugs or money
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Discrimination	Domestic violence including 'honour' based violence	Emotional or psychological abuse	Female genital mutilation	Financial abuse
Forced marriage	Harassment	Hate and "mate" crime	Initiation rituals	Modern slavery
Neglect	Online abuse	Problem gambling	Physical abuse	Racism
Radicalisation	Sexism	Sexual abuse or exploitation	Trafficking	

### **What should be done if concerned?**

If a safeguarding concern arises about how a child, young person or an Adult at Risk appears or behaves, or they may choose to talk to any personnel about something which concerns them. It is important to:

- always take what they tell them seriously;
- listen but do not investigate;
- report to the General Manager without delay, and factually record on the safeguarding concern form, date, time and sign. They will inform the relevant agencies;
- keep all records securely in a locked cabinet/drawer/secure drive in (specify location). Only the Safeguarding Lead and/or General Manager will have access and records will only be kept as long as necessary.

\* when working with people from government regulated organisations such as schools and colleges, contact should be made to that organisation's Safeguarding Lead or Deputy for Safeguarding and the General Manager should be informed, and recorded as normal

### **What if there is a safeguarding concern about a colleague or other personnel?**

The concern should be reported to the General Manager without delay and they will inform the relevant agencies. If the General Manager is implicated in any way, the contact should be done to the Safeguarding Lead without delay, factually recorded on the safeguarding concern form below with date, time and signature.

### **What if the concerns are being ignored or not acted upon?**

Anyone can whistle blow if they are concerned safeguarding issues are being mismanaged or ignored within the organisation. They can do this by contacting their local social care services, the police on 101 or, in an emergency on 999.

### **Confidentiality and information sharing**

The welfare of a child or Adult at Risk is always of paramount importance. Whilst ARC will always try to be open and honest, there may be occasions when information has to be shared without consent with appropriate authorities. If this happens, ARC will always record what has been shared, who with and why.

### **Responding to Concerns**

ARC ensures and emphasises that everyone understands and knows how to share any concerns immediately with the Safeguarding Lead and / or General Manager. Everyone including both the lead and deputy for child safeguarding will deal with concerns by following these steps:

1. If there is a worry a child or Adult at Risk has been abused because:

- Someone has seen something;
  - A child or Adult at Risk says they have been abused;
  - Somebody else has told they are concerned;
  - There has been an allegation against a colleague;
  - There has been an anonymous allegation;
  - An adult has disclosed that they were abused as a child; or
  - An adult has disclosed that they are abusing a child or Adult at Risk.
2. This Policy should be checked for guidance. The General Manager should be spoken to unless they are implicated, in which case the Safeguarding Lead should be spoken to. Confidentiality needs to be maintained at all times, including with colleagues, friends and family.
  3. The General Manager (or Safeguarding Lead) should refer the concern to Social Care Services and/or the Police and follow up the referral in writing within 24 hours. In cases of allegations against a person with a “duty of care”; for child safeguarding concerns in England and Wales only, the Local Authority Designated Officer (LADO) will co-ordinate the next procedural steps. Under “whistle blowing”, anyone can refer directly to the police or Social Care Services if, in good faith, they are concerned the organisation is not managing safeguarding concerns appropriately. All safeguarding concerns that are either online or involve modern technology should be dealt with in the same way.

in every case, the details should be Consulted, Monitored and Recorded. The record must be signed, dated and timed and include name and job role of the person making the record.

## **7. PROCEDURES AND FACILITIES**

### **Procedures and facilities used for Safeguarding during operation of facilities and / or event**

When it is suspected or identified that a child / young person or adult is at risk as described in this Policy, the relevant racecourse’s specific Policy will provide contact details, location of safe facilities etc, which will be shown and identified at each site by a racecourse map with relevant locations highlighted where possible.

Notwithstanding the fact that relevant contact information shall be easily located, displayed and found at each site together with the relevant Policies and racecourse map, you may also contact the following Safeguarding Leads:

- Jayne Greenman at [jgreenman@arenaracingcompany.co.uk](mailto:jgreenman@arenaracingcompany.co.uk); and
- Katie Procter at [kprocter@arenaracingcompany.co.uk](mailto:kprocter@arenaracingcompany.co.uk).

The greatest care must be taken by our employees giving priority over their normal duties to vulnerable persons or lost children above their normal duties.

### **ARC Policy on Lost Children / Young persons**

#### **Statement of Purpose**

It is the intention of this Policy to enlist the cooperation of parents and other adults responsible for children / young persons (under the age of 18) to ensure that the Company provides a safe and pleasant experience for all who use it. This Policy is to be implemented when an under 18 person has been reported missing, is lost, frightened, stranded or otherwise need assistance because they are alone.

#### **Policy Statement**

Children / young persons aged 18 or under may not be left alone on the premises. Parents / Guardians are responsible for their care and behaviour.

#### **Child Left Unattended**

1. Children and young persons left unattended are often frightened and crying and should be reassured by staff.
2. Once a child / young person is found, radio / contact another member of staff immediately, ideally one male and one female. In no circumstances should you be alone with the lost child / young person.
3. The Safety Officer on a race day or responsible manager should be called along with the Safeguarding Lead (if different) to location to assist.
4. You should ask the child / young person for their parent's or guardian's name. This should then be passed to the announcer on race / event days who should make the following announcement over the PA: e.g. 'Could Mr / Mrs Jones please report to the reception immediately, your son / daughter is waiting for you.'
5. Escort the child / young person to the lost child location.
6. When the adult responsible is located, gently remind him / her about our policy on unattended children / young person.
7. The police must be called if the parent / guardian does not report to the reception after repeated public announcements over the following timescales: Under 5's = 10 minutes, 5-10's = 20 minutes, over 10's = 30 minutes.

### **Child Reported lost**

1. If a parent or guardian reports they have lost their child / young person contact Safety Officer or management immediately and inform them of a code applicable to lost child / young person.
2. Alert all staff / gates' stewards and security with the child / young person's description only (no name to be given), any child / young person matching the description should be questioned and prevent leaving the premises.
3. When challenging adults with a child / young person matching the description care should be taken when questioning not to accuse or suggest the adult is taking the child against their wishes (explain the situation and ask for their understanding), look for signs of stress both with the child / young person or adult, any doubts need to be escalated quickly with assistance / security
4. A thorough search of the premises must be conducted as quickly as possible using security and stewards with a description of the lost child only, no name given over public transmission / PA two-way radio.
5. If the child / young person is found radio staff to let them know and stand down from the code applicable, and resume normal duties.
6. The police must be called in case a child / young person is lost and is not found within these timescales: Under 5's = 10 minutes, 5-10's = 20 minutes, over 10's = 30 minutes. Judgment shall be made at the time as to the vulnerability of any Adult at Risk missing.

### **Babies Left Unattended**

All staff / stewards / security once they identify a baby (usually in a pram) has been left unattended are to inform the Management team immediately and stay with the baby. The Management team will then proceed to take the child to the lost children point, or first aid facility, and follow the procedures outlined above for children left unattended. Depending on the time scales and circumstances, the Management team may take the decision to inform the police immediately.

## **8. DEFINITIONS EXPLAINED**

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may also occur as a result of maternal substance abuse during pregnancy. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failure to ensure adequate supervision including the use of inadequate care-givers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Abuse of Disabled Children**

Disabled children are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of disabled children may experience multiple stresses. This group of children may be particularly vulnerable to abuse for a number of reasons including:

- Having fewer social contacts than other children;
- Receiving intimate personal care from a larger number of carers;
- Having an impaired capacity to understand what they are experiencing is abuse or to challenge the abuser;
- Having communication difficulties resulting in difficulties in telling people what is happening;
- Being reluctant to complain for fear of losing services;
- Being particularly vulnerable to bullying or intimidation;
- Being more vulnerable to abuse by peers than other children.

## **Disability**

Disability is defined as a major physical impairment, severe illness and / or a moderate to severe learning difficulty, an ongoing high level of dependency on others for personal care and the meeting of other basic needs.

## **Bullying**

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). There is increasing use of new technologies as a tool for bullying and such incidents should be taken seriously.

## **Self-Harming Behaviour**

Children and young people who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour in itself may cause impairment of the child's health or development and in some circumstances present significant harm or the risk of significant harm.

Self-harming behaviour may also arise alongside eating disorders and / or drug misuse.

## **Female Genital Mutilation (FGM)**

Female genital mutilation is a collective term for procedures that include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious physical and mental health consequences both at the time and in later life. The procedure is typically performed on girls of 4 -13 years but may be performed on newborn babies or on young women. FGM can result in death.

FGM is a criminal offence (Prohibition of Female Circumcision Act 2003). Under the act it is an offence to arrange, procure, aid or abet female genital mutilation. Parents / carers may be liable under this act.

It is also an offence to allow the procedure to be undertaken in another country.

Where agencies become aware that a girl is at risk of FGM a referral should be made to Children's Social Care.

## **Domestic Violence as Abuse**

Domestic Violence is defined by the Home Office as: 'Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality. This includes issues of concern to black and minority ethnic (BME) communities such as so called 'honour killings'.

The term domestic violence is used to include any form of physical, sexual or emotional abuse between people in a close relationship. It can take a number of forms such as physical assault, sexual abuse, rape, threats and intimidation. It may be accompanied by other kinds of intimidation such as degradation, mental and verbal abuse, humiliation, deprivation, systematic criticism and belittling.

The term domestic violence includes the term domestic abuse.

## **Forced Marriage**

A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put children or Adults at Risk of physical abuse. In circumstances where there are concerns that someone is at imminent risk of a forced marriage urgent referrals should be made to Children's Adults' Social Care.

In the case of a young person at risk of forced marriage it is likely that an initial discussion with the parent, carer or other community member may significantly increase the level of risk to the young person.

## **Internet Harm**

Sexual exploitation also includes non-contact activities, such as involving children in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour in Internet chat rooms, involving children looking at, or in the production of, pornographic material of watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

## **Trafficking**

Children can be trafficked into, within and out of UK for many reasons and all different types of exploitation. Trafficking is a form of child abuse and needs an appropriate safeguarding response. Any child who is recruited, transported, transferred, harboured or received for exploitative reasons is considered to be a victim of trafficking, whether or not they have been forced or deceived. This is because it is not considered possible for children in this situation to give informed consent. Even when a child understands what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adult. It is important these children are protected too.

Children are trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud, forced marriage, begging and involvement in criminal activity such as pick pocketing, theft and working on cannabis farms. They are likely to be subjected to other forms of abuse, as a means of coercing and controlling them.

Trafficking is carried out by individual adults and organised crime groups.

## **Sexual activity with child / young person under the age of 18, or living away from home**

Consensual sexual activity involving a young person aged 16 or 17 years is not necessarily abusive, but it may be. A child's or young person's ability to consent can be impaired due to lack of freedom, capacity or choice; for example, because of an age / power imbalance; because it is leading into sexual exploitation; because one person is in a position of trust with the other (e.g. a teacher); where one person is vulnerable because of disability or capacity; where the child / young person is in the care of another away from home.



No child under the age of 13 is able to consent to any sexual activity according to the Sexual Offences Act (2003).

## **9. WHAT IS ABUSE OF AN ADULT AT RISK?**

Abuse is a violation of a person's rights or dignity by someone else. It can be done by anyone including relatives and family members, professional staff, paid care workers, volunteers, other users of services, neighbours, friends and associates or strangers. There are many kinds of abuse including:

### **Physical**

This could be hitting, slapping, pushing and kicking.

### **Sexual**

This includes rape and sexual assault or sexual acts to which the Adult at Risk:

- has not consented
- could not consent
- was pressured into consenting

### **Emotional / Psychological**

This could be:

- emotional abuse
- threats of harm or abandonment
- depriving the person of contact
- humiliating
- blaming
- controlling
- intimidating
- coercing
- harassing
- verbally abusing
- isolating
- withdrawing a person from services or support networks

### **Financial or material**

This includes:

- theft
- fraud
- exploitation
- pressure in connection with wills, property, inheritance or financial transactions misusing or misappropriating property, possessions or benefits

### **Neglect or acts of omission**

This includes:

- ignoring medical or physical care needs
- failing to provide access to appropriate health care, social care or education services
- misusing medication
- inadequate nutrition or heating

### **Discriminatory**

This includes:

- racist behaviour
- sexist behaviour
- harassment based on a person's ethnicity, gender, race, culture, sexual orientation, age or disability
- other forms of harassment, slurs or similar treatment

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# SAFEGUARDING CONCERN FORM

Please complete within 24 hours and submit to your nominated venue Safeguarding Lead or Deputy via email.

For further information or to report direct to a Company Safeguarding Lead please email:

safeguarding@arenaracingcompany.co.uk

Should you need to speak to a Company Safeguarding Lead please call:

Jayne Greenman 07736 241 110

Katie Procter 07900 995 660

Date of concern:

## DETAILS OF THE PERSON WHO IS RAISING THE CONCERN

Name:

Role/job title:

Location:

Contact number:

Email:

## DETAILS OF THE PERSON YOU ARE RAISING A CONCERN ABOUT

Name:

Role: *(please select)*

Child

Adult at risk

Member of staff

Other *(please specify)*

Date of birth:

*Month/Day/Year  
(if known)*

Address:

*(if known)*

Contact number:

*(if known)*

Email:

*(if known)*

## DETAILS OF THE PARENTS/CARERS

(IF APPLICABLE – SEE CONFIDENTIALITY SECTION BELOW)

Name(s):

*(if known)*

Address:

*(if known)*

**Contact number:**

*(if known)*

**Email:**

*(if known)*

## **NATURE OF THE CONCERN**

**Circumstances**

*(please include ALL the information known to you)*

**Details of any disclosures**

*(please include ALL the information known to you, including any verbatim comments and the demeanour of the person, as this provides context to the disclosure)*

**Injuries seen**

**Witnesses**

*(please include full details, including name, role and contact details)*

## CONFIDENTIALITY

If the allegation is against a member of staff, that person should not be informed of the concern until advice has been sought from the Safeguarding Lead.

<b>Have any parents/ carers been informed of the concern?</b> <i>(please select)</i>	<b>YES</b> <input type="radio"/>	<b>NO</b> <input type="radio"/>
<b>If yes, when?</b>	<b>Date:</b>	<b>Time:</b>
<b>If not, please state why</b> <i>(If you feel sharing the information with the parent/carer will place the child at risk, you should not share this information. Advice should be sought from a Company Safeguarding Lead and reasons fully documented. Adults at risk need to be informed of the concern)</i>		
<b>Have the parents/ carers or adult at risk been given consent to share information?</b>	<b>YES</b> <input type="radio"/>	<b>NO</b> <input type="radio"/>
<b>If not, why not?</b>		

## DETAILS OF THE PERSON ALLEGED TO HAVE CAUSED HARM (IF APPLICABLE)

<b>Name:</b>					
<b>Role:</b> <i>(please select)</i>	<b>Child</b> <input type="radio"/>	<b>Adult at risk</b> <input type="radio"/>	<b>Member of staff -</b> further detail required <input type="radio"/>	<b>Parent</b> <input type="radio"/>	<b>Other -</b> please detail <input type="radio"/>
<b>Date of birth:</b> <i>Month/Day/Year</i> <i>(if known)</i>					
<b>Address:</b> <i>(if known)</i>					
<b>Contact number:</b> <i>(if known)</i>					
<b>Email:</b> <i>(if known)</i>					

<p><b>Do they work anywhere else?</b></p> <p><i>(please select)</i></p>	<p><b>YES</b></p> <p><input type="radio"/></p>	<p><b>NO</b></p> <p><input type="radio"/></p>
<p><b>If yes, please detail:</b></p>		
<p><b>What is the nature of the relationship between the person alleged to have caused harm, and the child?</b></p>		

**ACTIONS**

<p><b>What has been done about the concern?</b></p>				
<p><b>Who has been informed about the concern?</b></p> <p><i>(please select)</i></p>	<p>Safeguarding Deputy (please name)</p> <p><input type="radio"/></p>	<p>Safeguarding Lead (please name)</p> <p><input type="radio"/></p>	<p>Relevant National Governing Body (NGB)</p> <p><input type="radio"/></p>	<p>Police (emergency)</p> <p><input type="radio"/></p>
	<p>Police (non-emergency)</p> <p><input type="radio"/></p>	<p>Children’s Social Services</p> <p><input type="radio"/></p>	<p>Local Authority Designated Officer (LADO)</p> <p><input type="radio"/></p>	<p>Other, please state</p> <p><input type="radio"/></p>
<p><b>When were they notified?</b></p>				
<p><b>What was the name of the person you spoke to?</b></p>				
<p><b>What did they say?</b></p>				
<p><b>What other actions have been taken?</b></p>				

**OTHER KEY INFORMATION**

- If your concern relates to a sexual assault that has taken place within the last 7 days, in addition to completing this form, you must notify the Safeguarding Lead and the Police at the time you are advised.
- If your concern relates to the immediate welfare of a child, please contact the Police or local children’s services for the area.
- If your concern relates to the immediate welfare of an adult at risk contact the Police or Local adult social care

team for the area.

- For all allegations relating to adults who work with children please contact the local authority designated officer (LADO) for the area.
- The Police non-emergency number is: 101
- The Police emergency number is: 999

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