



Safeguarding Policy

for Racecourse Association Members



Policy Date

This policy was agreed and disseminated to all personnel on 1st August 2019 and will be reviewed annually or when there are substantial organisational or legal changes.

Policy Review Date: 11th December 2020.

Signed:

Executive Director: Mark Clayton

Signed:

Lead for Safeguarding: Mark Clayton

Southwell Racecourse

Policy Statement

The welfare of all our personnel, guests and visitors is of the paramount importance, regardless of their age, ability, culture, disability, gender assignment, sexual orientation, race, religion or belief. We are committed to fulfilling our legal duty of care by working to the best possible safeguarding standards across all our services and activities.

Policy Aim

This policy sets out how all personnel will respond to any safeguarding concerns that occur when working at our racecourse.

Lead and Deputy for Safeguarding

The Lead is Name: Mark Clayton ☎ 07500 797356

The Deputy is Name: Tricia Drabble ☎ 07825 603252

The Lead's role is

- ✦ to oversee and ensure that this safeguarding policy is fully implemented.
- ✦ provide leadership on safeguarding at the Racecourse;
- ✦ ensure strict compliance with the Racecourse's policies and procedures for the safeguarding of children and adults at risk;
- ✦ review and approve the safeguarding measures for all racing activities that take place at the Racecourse;
- ✦ Be 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 Racecourse;
- ✦ Be the lead Racecourse Official in any investigation of allegations of abuse of children or adult at risk, or other safeguarding concerns;
- ✦ provide guidance to and support for any member of staff engaged in each activity who reports suspected abuse of children or adults at risk or concerns as to their welfare; and
- ✦ be responsible for maintaining clear, comprehensive and up-to-date records of all reported allegations of abuse or poor practice.

Deputies are the first point of contact and they should follow the procedures in this policy at all times. The Deputy should be available to support or cover for the Lead. S/he will also handle any complaints or allegations against the Lead if appropriate and vice versa. They will also ensure safeguarding is a standing item for the Board's meeting agendas and liaise with the board as and when any serious concerns arise e.g. staff allegations. All other concerns may be reported but without disclosing any identifying information.

Definitions

A child is any person under the age of 18 years

An adult at risk is defined as:

- Having needs for care and support, *and*;
- Is experiencing, or is at risk of, abuse and neglect *and*;
- As a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

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
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 I do if I am concerned?

You may have safeguarding concerns about how a child, young person or an adult at risk appears or behaves, or they may choose to talk to you about something which concerns them. It is important to:

- always take what they tell you seriously
- listen but do not investigate
- report to a **Deputy** without delay, and factually record on the safeguarding concern form, date, time and sign. S/he will inform the relevant agencies.
- all records will be kept securely in a locked cabinet/drawer/secure drive. Only the Lead and/or a **Deputy** 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, you should contact that organisation's Lead or Deputy for Safeguarding and then inform a **Deputy** and record as normal.

What if I have a safeguarding concern about a colleague or other personnel?

Report your concern to a **Deputy** without delay and s/he will inform the relevant agencies. If the **Deputy** is implicated in any way, you need to contact the Lead without delay, factually record on the safeguarding concern form below date, time and sign.

What if my 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

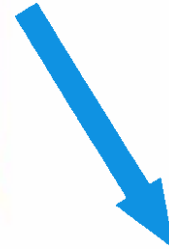
The welfare of a child or adult at risk is always of paramount importance. Whilst we will always try to be open and honest, there may be occasions when we have to share information without consent with appropriate authorities. If this happens, we will always record what has been shared, who with and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

Responding to Concerns

We ensure and emphasise that everyone understands and knows how to share any concerns immediately with the Lead and / or a **Deputy**. Everyone including both the lead and deputy for child safeguarding will deal with concerns by following these steps:

If you are worried a child or adult at risk has been abused because:

- You have seen something
- A child or adult at risk says they have been abused
- Somebody else has told you 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
- An adult has disclosed that they are abusing a child or adult at risk



Step Two:

Check this policy for guidance. Talk to a Deputy unless they are implicated, in which case talk to the Lead
Maintain confidentiality at all times, including colleagues, friends and family



**CONSULT, MONITOR
AND RECORD**
Sign/Date/Time
*Include name and job
role*

Step Three:

The Deputy (or 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 only, the Local Authority Designated Officer (LADO) will coordinate 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.

Remember to treat all safeguarding concerns that are either online or involve modern technology should be dealt with in the same way



Any consultants should not delay a referral.

In an emergency do not delay: DIAL 999.

Specific issues:

Personnel training

The lead and deputies for safeguarding will attend safeguarding training every three years ([face to face](#)) LINK or two years for [online training](#). LINK

They will also undertake online [PREVENT and FGM training](#) LINK All other personnel will receive this policy upon their induction and annually thereafter

Children, young people or adults at risk who go missing or are found

We will ring the police on 999 for assistance for locating missing people within these timescales:

Under 5's = 10 minutes, 5-10's = 20 minutes, over 10's = 30 minutes. Judgment will be made at the time as to the vulnerability of any adult at risk who goes missing. Personnel will accompany any found child, young person or adult at risk to the designated area so they may be reunited with their parents or carers. Radio communications will be made with a description of the person found and, if known, the names of their parents or carers. If parents and carers cannot be located, the police will be called after all efforts have failed or if the event or site is closing for the day. In both cases the incident will be recorded, dated, timed and signed by both the personnel involved and the parent or carer to agree that they are content with the actions taken.

Licensing

We adhere to all relevant licensing legislation for all our events and activities. This includes training the relevant staff to be aware of, and how to deal with, any issues that arise, in particular age verification.

Monitoring public areas and facilities

We carry out full regular health and safety risk assessments for all areas and facilities. Our cleaning and maintenance teams work to strict routines and are trained to deal with the prompt removal of sharps, drugs and any other dangerous items in line with best practice guidance.

Photography, video and social media

- The public will always be made aware when filming is taking place, detailing the purpose of such imagery and giving people the option to opt out.
- No pictures of individual or small groups of children, young people or any members of the public will be published in any medium in a way that their names can be identified.

Personnel code of conduct

We have high expectations of our personnel and in terms of safeguarding they will:

- treat everyone with whom they come into contact with respect;
- never have personal face to face or social media contact with a child, young person or an adult at risk, with whom they work professionally, outside work
- ensure that there is always one other colleague present during any organised activities or official journeys when working with at risk groups;
- only touch members of the public when it is essential, for example, administering first aid;
- report all gifts to the relevant line manager in line with our Anti Bribery policy;
- only take photographs, or video, of at risk groups with the permission of the relevant line manager (and parents/carers when relevant) using our official equipment
- speak with their line manager if they consider their work may put them into a position that might lead to an allegation of professional misconduct;
- observe confidentiality with colleagues, family and friends

Recruitment

We will recruit as safely as possible and carry out criminal records as relevant to specific job roles

Young workers under 18

We adhere to all employment and health & safety legislation when employing young people. We are clear that:

- + no adult personnel should develop close private relationships with students under 18 years.
- + any meetings with a young person should be in a public or work area where they can be seen by others.
- + no personnel will transport a young person in their own or company vehicles without another responsible adult present unless there is an emergency. Permission should always be sought from their line manager if this occurs.
- + touch between adult personnel and under 18's is only appropriate when necessary e.g. first aid
- + **Young people under 18, jockeys and those accompanying overnight runners**
- + We will make adult staff aware when we have under 18 workers on site and they will avoid using or accessing the same facilities at the same time including changing rooms wherever possible. If this is not possible we will use privacy screening in such areas and we will not film in such areas when under 18's are present
- + When using saunas, all personnel will wear swim wear and the above point regarding filming applies
- + When young people under 18 stay overnight we will endeavour to arrange suitable and separate single accommodation for young people when booked in writing by trainers in advance.

No adults will visit or stay with young workers in their accommodation either on site or in the local area

British Horseracing Authority Safeguarding Policy

Details of the British Horseracing Authority (BHA) Safeguarding Policy and reporting processes are available from <https://www.britishhorseracing.com/regulation/safeguarding/>. If there are conflicting views between policies, the Racecourse Safeguarding Policy will always take precedence over the BHA Safeguarding Policy on racecourse matters

Further information on the BHA safeguarding arrangements can be found here

<https://www.britishhorseracing.com/regulation/safeguarding/>

Useful contacts:

NSPCC

Anne Craft Trust

BHA

Racing Welfare

Samaritans

Etc..

Safeguarding Concern Form

This form should only be filled in with information already known, be careful not to ask leading questions. Fill in factually. It should be filled out ASAP, on the same day and given or emailed to the Deputy. **S/he will store securely in a locked filing cupboard or IT system.**

Details of Concerned Person	
Service or department	
Name	
Job role	
Contact email	
Contact number(s)	
The Child's or Adult at Risk's Details	
Name of the child or adult at risk (including any names known)	
Date of birth	
Address	
Name of parent or carer and contact details	
Any special needs known	Including medical/disability/language/etc.
Name and details of any other adults at risk or children (under 18 years of age) in the family or setting	If relevant to the concern
Details of the Concern	
Date and time of concern	

Details and nature of concern	Including any witnesses
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Details of Actions Taken/to be Taken (to be completed by the Deputy)

Actions taken so far	Detail any agency contacted, who was spoken to and any timescales/actions given. If no action has been taken, detail the reason(s) why. Include times and dates.
Actions to be taken	Detail any actions that are to be taken, along with date/time, timescales and the full names and job roles of those who will be taking the action(s).
Name of agency contact(s), addresses and phone numbers/e-mails:	If you have dealt with any agency (i.e. Police/Social services/etc.), record the name, agency, job role and contact details of the person(s) you have dealt with.

Signed

To be completed by the concerned person:

Signature:

Print Name:

Job Title/Role:

Date:

Time:

To be completed by the **Deputy**:

Action taken

Decision made

Signature:

Print Name:

Job Title/Role:

Date:

Time:

