

# Safeguarding (Child Protection) Policy

Date: 03.07.20

## Policy Statement

It is the belief of HorseWorld that every child should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment.

HorseWorld is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. HorseWorld will take all reasonable measures to:

- ensure that we follow the South West Child Protection Procedures;
- ensure that we practise safer recruitment in checking the suitability of staff and volunteers to work with children and young people in accordance with the DfE guidance given in Keeping Children Safe in Education;
- ensure that where HorseWorld ceases to use the services of any person (whether employed, contracted, a volunteer or student) because that person was considered unsuitable to work with children, a referral is made to the Disclosure and Barring Service as soon as possible if the criteria are met;
- protect each child from any form of abuse, whether from an adult or another child;
- be alert to signs of abuse both in HorseWorld and from outside;
- deal appropriately with every suspicion or complaint of abuse;
- design and operate procedures which promote this policy;
- design and operate procedures which, so far as possible, ensure that Discovery staff and others who are innocent are not prejudiced by false allegations;
- support children who have been abused in accordance with his/her agreed child protection plan;
- be alert to the special needs (including medical needs) of children;
- operate robust and sensible health and safety procedures;
- take all practicable steps to ensure that HorseWorld premises are as secure as circumstances permit;
- operate clear and supportive policies on drugs, alcohol and substance misuse;
- consider and develop procedures to deal with any other safeguarding issues which may be specific to individual children at HorseWorld;
- have regard to guidance issued by the Secretary of State for Education (DfE) in accordance with section 157 of the Education Act 2002 and associated regulations.

Every complaint or suspicion of abuse from within or outside HorseWorld will be taken seriously and in all proper circumstances will be referred promptly to appropriate external agencies such as the children's social care department of the local authority (CSC), the child protection unit of the police (CPU) or the NSPCC. Where an allegation of abuse is made against a member of staff or a volunteer, the matter will be referred to the Local Authority Designated Officer (LADO). Contact details relevant to HorseWorld are given at Appendix 2.

## The Designated Safeguarding Lead

HorseWorld has appointed a senior member of staff with the necessary status and authority (Designated Safeguarding Lead) to be responsible for matters relating to child protection and welfare. The name and contact details of the Designated Safeguarding Lead is given in Appendix 2. The main responsibilities of the Designated Safeguarding Lead are:

- to be the first point of contact for parents, children, Discovery staff and volunteers in all matters of child protection;

- to act as a source of support, advice and expertise within HorseWorld when deciding whether to make a referral by liaising with relevant agencies on all matters regarding safeguarding;
- to co-ordinate the child protection procedures in HorseWorld and to review and update regularly the procedures and implementation of the procedures, working with the Senior Management Team as necessary;
- to ensure that all Discovery members of staff receive appropriate training on child protection and to keep and maintain records of this training;
- to link with the local Safeguarding Children Boards to make sure staff are aware of training opportunities and the latest local policies on safeguarding to monitor the keeping, confidentiality and storage of records in relation to child protection;
- to liaise with the Local Authority Designated Officer (LADO), the local children's social care services and other external agencies as and when appropriate, including the police, the Disclosure and Barring Service, the local Prevent Team and Hate Crime Team (see Appendix 2 for contact details).
- refer cases of suspected abuse to the local authority children's social care as required;
- support staff who make referrals to local authority children's social care;
- refer cases to the Channel\* programme where there is a radicalisation concern as required;
- support staff who make referrals to the Channel programme;
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Services as required; and
- refer cases where a crime may have been committed to the Police as required.

\*Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity.

The Deputy Designated Safeguarding Lead will carry out this role when the Designated Safeguarding Lead is unavailable.

The Designated Safeguarding Lead for HorseWorld will:

- undertake the roles and responsibilities of this position as set out by keeping children safe in education;
- keep the CEO informed of all actions unless the CEO is the subject of a complaint. In this situation, the Designated Safeguarding Lead should consult with the Director of Human Resources;
- liaise with children's social care and other agencies on behalf of HorseWorld.

If the Designated Safeguarding Lead is unavailable his/her duties will be carried out by the Deputy Designated Safeguarding Lead, who has received appropriate training. HorseWorld should ensure that information is clear about who the Designated Safeguarding Lead(s) are and that all staff are aware of appointed Deputies who will step in to this role as appropriate. The name of the Deputy Designated Safeguarding Lead is given at Appendix 2.

The Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead have undertaken appropriate safeguarding training and will attend refresher training at least at two yearly intervals, or more often if deemed appropriate.

## **Types Of Abuse**

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse

can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Keeping children safe in education defines the following types of abuse:

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: 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 occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

*Keeping children safe in education* recommends that up-to-date guidance and practical support on specific issues is sought as needed from expert and professional organisations. It provides links to specific advice and guidance related to the issues below (along with a more detailed explanation of some):

- Abuse including domestic, faith and relationship abuse
- Bullying including cyber-bullying
- Children missing from education home or care
- Children with family members in prison
- Child exploitation through trafficking
- Drugs
- Honour Based Abuse including female genital mutilation

- Health and Wellbeing related to fabricated or induced illness, medical conditions and mental health and behaviour
- Homelessness
- Online sexting
- Private fostering
- Radicalisation
- Upskirting
- Violence including gangs and youth, violence against women and girls and sexual violence and harassment

## **Signs Of Abuse**

Possible signs of abuse include (but are not limited to):

- the child says they have been abused or asks a question which gives rise to that inference;
- there is no reasonable or consistent explanation for a child's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries;
- the child's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour; or there is a sudden change in the child's behaviour;
- the child is reluctant to work with a member of staff and does not wish to discuss reasons the child's development is delayed;
- the child loses or gains weight or there is deterioration in the child's general well-being;
- the child appears neglected, e.g. dirty, hungry, inadequately clothed;
- the child is reluctant to go home, or has been openly rejected by his/her parents or carers.

## **Duty Of Employees, Trustees And Volunteers**

Every employee (whether directly of HorseWorld or an external provider), and Trustee as well as every Discovery volunteer is under a general legal duty:

- to protect children from abuse;
- to be aware of HorseWorld's child protection procedures and to follow them;
- to know how to access and implement the procedures, independently if necessary;
- to keep a sufficient record of any significant complaint, conversation or event in accordance with this policy;
- to report any matters of concern to the Designated Safeguarding Lead\*.

\* Staff may share information directly with children's social care or the Police if they are convinced that there is a risk of immediate serious harm and a direct report is the only way to ensure the child's safety and the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead, the CEO and the Director of Human Resources and the Chairman of the Board are not available.

## **Training**

All staff will be provided with induction training that includes:

- (a) this policy;
- (b) Other HR policies;
- (c) the identity of the Designated Safeguarding Lead and his / her Deputy.

All Discovery staff and volunteers will be provided with a copy of Part 1 of Keeping children safe in education.

All Discovery staff will undertake appropriate child protection training which will be updated regularly.

## **Whistle Blowing**

All staff are required to report to the CEO or the Director of Human Resources any concern or allegations about HorseWorld practices or the behaviour of colleagues which are likely to put children at risk of abuse or other serious harm. In the event of their unavailability, concerns should be reported to the Designated Safeguarding Lead, or the Deputy in his / her absence.

There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

## **Procedures**

### Initial allegation

A member of staff suspecting or hearing an allegation of abuse:

- must listen carefully to the child and keep an open mind. Staff should not take a decision as to whether or not the abuse has taken place;
- must not ask leading questions, that is, a question which suggests its own answer;
- must reassure the child but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass the information to the Designated Safeguarding Lead who will ensure that the correct action is taken;
- must keep a sufficient written record of the conversation. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the Designated Safeguarding Lead.

### Preserving evidence

All evidence (for example, scribbled notes, mobile phones containing text messages, clothing, computers) must be safeguarded and preserved.

### Reporting

If staff have any concerns about a child's welfare, they should act on them immediately. The matter should be referred to the Designated Safeguarding Lead as soon as possible. Any suspicion or allegation of abuse must be reported to the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead, or if the complaint involves the Designated Safeguarding Lead, report to the CEO or the Director of Human Resources if the CEO is unavailable.

### Action by the Designated Safeguarding Lead

The action to be taken will take into account:

- the nature and seriousness of the suspicion or allegation. Where it is considered that the child has suffered or is at risk of significant harm and/or that a serious criminal offence has taken place will always be referred to children's social care or the police without further investigation within HorseWorld;
- duties of confidentiality, so far as applicable;

- the wishes and feelings of the child who has complained, provided that the child is of sufficient understanding and maturity and properly informed. However, there may be times when the situation is so serious that decisions may need to be taken, after all appropriate consultation, that override a child's wishes;
- the wishes of the complainant's parents, provided they have no interest which is in conflict with the child's best interests and that they are properly informed. Again, it may be necessary, after all appropriate consultation, to override parental wishes in some circumstances. If the Designated Safeguarding Lead is concerned that disclosing information to parents would put a child at risk, he or she will take further advice from the relevant professionals before making a decision to disclose;
- the lawful rights and interests of HorseWorld's community as a whole including its employees and its insurers;
- when deciding whether to make a referral, the CEO and Designated Safeguarding Lead should not make their own decision over what appears to be borderline cases. If there is room for doubt as to whether a referral should be made, the Designated Safeguarding Lead may consult with children's social care on a no names basis without identifying the family. However, as soon as sufficient concern exists that a child may be at risk of significant harm, a referral will be made without delay. If the initial referral is made by telephone, the Designated Safeguarding Lead will confirm the referral in writing to children's social care within 24 hours. If no response or acknowledgment is received within three working days, the Designated Safeguarding Lead will contact children's social care again. HorseWorld will not do anything that may jeopardise a police investigation.

## **Referral Guidelines**

A referral to children's social care or police will not normally be made where:

- the allegation does not involve a serious criminal offence, the child has not suffered or is not considered to be at risk of significant harm;
- a referral would be contrary to the wishes of a child complainant who is of sufficient maturity and understanding and properly informed, and contrary also to the wishes of the complainant's parents;
- and the case is one that can be satisfactorily investigated and dealt with under HorseWorld's internal procedures, the parents being kept fully informed, as appropriate.

However, if during the course of the internal procedures, it appears that the situation is more serious, the Designated Safeguarding Lead will again consider whether a referral should be made in accordance with the paragraph titled Action by the Designated Safeguarding Lead above.

## **Allegations Against Staff**

HorseWorld has procedures for dealing with allegations against staff (and volunteers who work with children) that aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. These procedures follow Part 4 of Keeping Children Safe in Education and Local Council Safeguarding Board arrangements.

Detailed guidance is given to Discovery staff to ensure that their behaviour and actions do not place children or themselves at risk of harm or allegations of harm to a child.

The procedure below is followed when staff or volunteers have (or are alleged to have):

- behaved in a way that has harmed a child, or may have harmed a child;

- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicated that he or she would pose a risk of harm if he or she works regularly or closely with children.
- Any allegations not meeting this criteria will be dealt with in accordance with the Bristol Safeguarding Children Board's procedures. Advice from the LADO will be sought in borderline cases.

The LADO will be informed immediately (and at the latest within 24 hours) and in any event within one working day of all allegations against staff and volunteers that come to the attention of HorseWorld and appear to meet these criteria. All such allegations must be dealt with as a priority so as to avoid any delay.

All staff, trustees and volunteers at HorseWorld have a responsibility to familiarise themselves with this policy so that they can understand what to do if they receive an allegation against a member of staff or have concerns about the behaviour of a member of staff.

HorseWorld will make every reasonable effort to maintain confidentiality and guard against unwanted publicity whilst an allegation is being investigated or considered. Parents and carers should be made aware of the reporting restrictions preventing publication of any material relating to allegations about staff. HorseWorld will liaise with the Local Authority Designated Officer (LADO), police and children's social care as to managing confidentiality as appropriate.

### **Procedure For Managing Allegations Against Staff**

An allegation made against staff (including volunteers who work with children) must be reported immediately to the CEO or to the Director of Human Resources if the CEO is unavailable.

Should the initial allegation first be made to any other member of staff then that member of staff must either request the person raising the allegation to report it to the CEO or if that is not possible to pass details of the allegation to the CEO immediately (save where the matter concerns the CEO in which case the Director of Human Resources should be notified, who must immediately notify the Chairman).

Where appropriate the CEO or the Director of Human Resources will consult with the Designated Safeguarding Lead and the allegation will be discussed immediately with the LADO before further action is taken.

Where an allegation or complaint is made against the CEO, the person receiving the allegation should immediately inform the Director of Human Resources, without first notifying the CEO.

If it is not possible to report to the Director of Human Resources in the circumstances set out above, a report should be made immediately to the Designated Safeguarding Lead or, if he / she is unavailable, the Deputy Designated Safeguarding Lead. The Designated Safeguarding Lead / Deputy will take action in accordance with these procedures and will as soon as possible inform the Chairman.

The person taking action in accordance with these procedures is known as the "case manager".

The LADO will be informed of all allegations which appear to meet the above criteria before further action is taken.

The Chairman will discuss the matter with the LADO and where necessary, the LADO will obtain further details of the allegation and the circumstances in which the allegation was made.

HorseWorld will act in accordance with any advice given by the LADO and will not investigate allegations or inform any individuals without the LADO's consent.

HorseWorld may take action in the event of allegations against staff in accordance with its disciplinary procedures.

### **Disclosure Of Information**

The case manager will inform the accused person of the allegation as soon as possible after the LADO has been consulted.

The Parents or carers of the child / children involved will be informed of the allegation as soon as possible if they do not already know of it. They will also be kept informed of the progress of the case, including the outcome of any disciplinary process.

Where the LADO advises that a strategy discussion is needed, or the police or children's services need to be involved, the case manager will not inform the accused or the parents or carers until these agencies have been consulted and it has been agreed what information can be disclosed.

The reporting restrictions preventing the identification of a staff member or volunteer who is the subject of such an allegation in certain circumstances will be observed.

### **Action To Be Taken Against The Accused**

HorseWorld has a duty of care towards its employees and as such, it must ensure that effective support is provided for anyone facing an allegation. Individuals will be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action, unless external agencies object to this. A representative will be appointed to keep him or her informed of the progress of the case and to consider what other support is available for the individual, as appropriate.

Where an investigation by the police or children's services is unnecessary, the LADO will discuss the steps to be taken with the case manager. The appropriate action will depend on the nature and circumstances of the allegation and will range from taking no further action to dismissal or a decision not to use the person's services in the future.

It may be necessary to undertake further enquiries to determine the appropriate action. If so, the LADO will discuss with the case manager how and by whom the investigation will be undertaken. The appropriate person will usually be a senior member of staff, but in some instances it may be appropriate to appoint an independent investigator as advised by the Local Safeguarding Children Board.

### **Suspension**

Suspension will not be an automatic response to an allegation but will be considered where the circumstances warrant it, including;

- there is cause to suspect a child or other children at HorseWorld is or are at risk of significant harm;
- the allegation warrants investigation by the police;
- the allegation is so serious that it might be grounds for dismissal;
- it is necessary to progress the investigation.

Consideration will be given to whether the result that would be achieved by suspension could be obtained by alternative arrangements, for example, redeployment either within or outside



of HorseWorld or providing an assistant when the individual has contact with children. The LADO will be contacted for advice if necessary.

If suspension is deemed appropriate, the reasons and justifications will be recorded by HorseWorld and the individual will be notified in writing of the reasons usually within one working day. Appropriate support will be provided for the suspended individual and contact details provided.

At the conclusion of a case where an allegation is substantiated, the LADO and HorseWorld should review the circumstances of the case to determine whether there are any improvements to be made to HorseWorld's procedures and practices.

## **Criminal Proceedings**

HorseWorld will consult with the LADO following the conclusion of a criminal investigation or prosecution as to whether any further action, including disciplinary action, is appropriate and if so, how to proceed. The options will depend on the circumstances of the case, including the result of the police investigation or trial and the standards of proof applicable.

## **Return To Work**

If it is decided that the person who has been suspended should return to work, HorseWorld will consider how best to facilitate this, for example, arranging a phased return and/or the provision of a mentor to provide assistance and support in the short term. HorseWorld will also consider how to manage the contact with the child / children who made the allegation.

## **Reporting**

If HorseWorld ceases to use the services of a member of staff (or a Director or Volunteer) because they are unsuitable to work with children, a settlement/compromise agreement will not be used and a referral to the Disclosure and Barring Service will be made as soon as possible if the criteria are met. Any such incidents will be followed by a review of the safeguarding procedures within HorseWorld, with a report being presented to the Board of Trustees without delay.

If a member of staff or volunteer tenders his or her resignation, or ceases to provide his or her services, any child protection allegations will still be followed up by HorseWorld in accordance with this policy and a referral will be made to the Disclosure and Barring Service as soon as possible if the criteria are met.

The Designated Safeguarding Lead will inform Ofsted as soon as reasonably practicable and at the very latest within 14 days of the allegation being made of any allegation of serious harm or abuse by any person working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere).

## **Record Keeping**

Details of allegations found to be malicious will be removed from personnel records. For all other allegations, full details will be recorded on the confidential personnel file of the person accused. The record will be retained at least until the individual has reached normal retirement age or for a period of ten years from the date of the allegation, if this is longer.

An allegation that is unsubstantiated, unfounded or malicious will not be referred to in employer references.

## **Malicious Or Unsubstantiated Allegations**

The CEO will consider whether to take disciplinary action in accordance with HorseWorld's Disciplinary policy where an allegation by a child is shown to be malicious or deliberately invented (as well as whether a referral to the police is necessary if there are grounds for believing a criminal offence may have been committed).

The allegation will also be removed from the personnel records and will not be included in references.

Whether or not the person making the allegation is a child or a parent (or other member of the public), HorseWorld reserves the right to contact the police to determine whether any action might be appropriate.

## **Timescales**

It is in everyone's interest for cases to be resolved as quickly as possible consistent with a fair and thorough investigation.

All allegations must be dealt with as a priority so as to avoid any delay. Where it is clear immediately that the allegation is unsubstantiated or malicious, the case should be resolved within one week. It is expected that most cases of allegations of abuse against staff will be resolved within one month with exceptional cases being completed within 12 months. If the nature of the allegation does not require formal disciplinary action, the CEO should institute appropriate action within three working days. If a disciplinary hearing is required and can be held without further investigation, it should be held within 15 working days.

## **Allegations Against Children**

A child against whom an allegation of abuse has been made may be suspended from HorseWorld during the investigation and HorseWorld's disciplinary policy and sanctions will apply.

HorseWorld will take advice from children's social care on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all children involved including the child or children accused of abuse.

If it is necessary for a child to be interviewed by the police in relation to allegations of abuse, HorseWorld will ensure that, subject to the advice of children's social care, parents are informed as soon as possible and that the child is supported during the interview by an appropriate adult.

## **Bullying Incidents**

A bullying incident will be treated as a child protection concern where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.

There may be occasions when a child's behaviour warrants a response under Child Protection Procedures rather than the HorseWorld's disciplinary procedures. HorseWorld will take advice from children's social care as to the appropriate action to take. Parents will usually be informed as soon as possible, unless it is not in the best interests of the child to do so.

## **Secure HorseWorld Premises**

HorseWorld will take all practicable steps to ensure that HorseWorld premises are as secure as circumstances permit. Induction procedures cover emergency events.

Visitors to Discovery will be required to show identification and evidence of DBS clearance if requested. Where available visitors will be accompanied by a member of staff at all times while on site.

## **Suspected Harm From Outside HorseWorld**

A member of staff who suspects that a child is suffering harm from outside HorseWorld should seek information from the child with tact and sympathy using "open" and not leading questions. A sufficient record should be made of the conversation and if the member of staff continues to be concerned he or she should refer the matter to the Designated Safeguarding Lead.

## **Informing Parents**

Parents will normally be kept informed of any action to be taken under these procedures. However, there may be circumstances when the Designated Safeguarding Lead will need to consult the CEO, the LADO, children's social care and/or the police before discussing details with parents.

## **Confidentiality and Information Sharing**

HorseWorld will keep all child protection records confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children. HorseWorld will co-operate with police and children's social care services to ensure that all relevant information is shared for the purposes of child protection investigations under section 47 of the Children Act 1989 in accordance with the requirements of Working Together to Safeguard Children.

Where allegations have been made against staff, HorseWorld will consult with the LADO and, where appropriate, the police and children's services to agree the information that should be disclosed and to whom.

## **Monitoring**

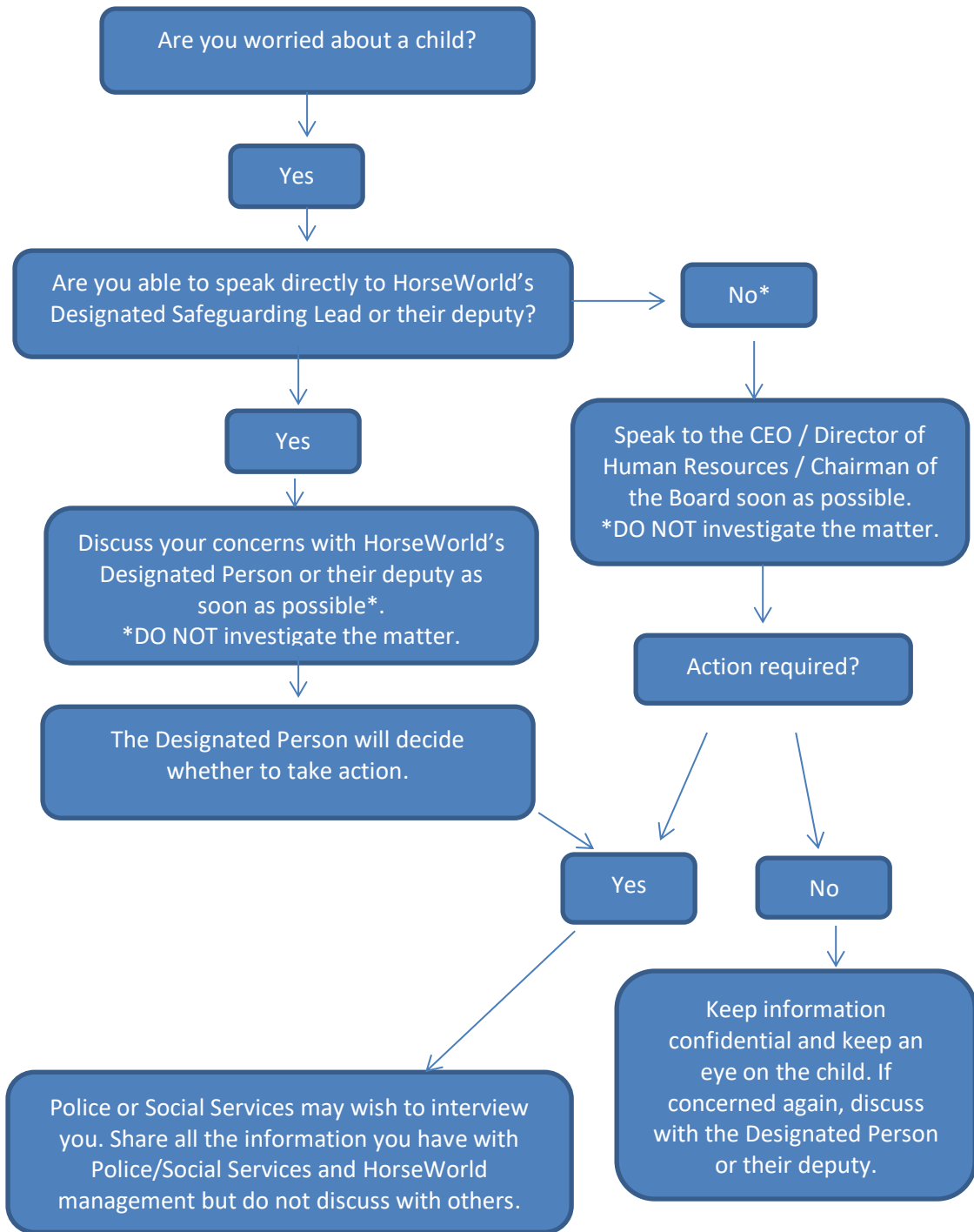
Any child protection incidents at HorseWorld will be followed by a review of the safeguarding procedures within HorseWorld and a prompt report to the Board of Trustees. Where an incident involves a member of staff, the LADO will assist in this review to determine whether any improvements can be made to the HorseWorld's procedures.

The Designated Safeguarding Lead will monitor the operation of this policy and its procedures and implementation and ensure that the policy is regularly reviewed and updated, working with the Senior Management Team as necessary.

The Director of Human Resources will undertake an annual review of this policy and ensure that any deficiencies or weaknesses in regard to child protection arrangements are remedied without delay.

# Appendix 1

## Flowchart for a Member of Staff or Volunteer Worried about a Child



\* Staff/volunteers may share information directly with children's social care or the Police if they are convinced that there is a risk of immediate serious harm and a direct report is the only way to ensure the child's safety and the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead, the CEO, Director of Human Resources and the Chairman of the Board are not available.

## Appendix 2

### Contact Details for Child Protection

The telephone numbers of the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead, LADO, relevant local authority services for children and other useful contact details are provided below.

#### HorseWorld Representatives

Designated Safeguarding Lead: Sharon Howell  
Email: [Sharon.Howell@horseworld.org.uk](mailto:Sharon.Howell@horseworld.org.uk) Tel: 01275 893023

Deputy Designated Safeguarding Lead: Sarah Payton  
Email: [Sarah.Payton@horseworld.org.uk](mailto:Sarah.Payton@horseworld.org.uk) Tel: 01275 893023

Director of Human Resources: Rebecca Hopkins  
Email: [Rebecca.Hopkins@horseworld.org.uk](mailto:Rebecca.Hopkins@horseworld.org.uk) Tel: 01275 893035

CEO: Petra Ingram  
Email: [Petra.Ingram@horseworld.org.uk](mailto:Petra.Ingram@horseworld.org.uk) Tel: 01275 893038

#### To report a concern regarding a child to the local authority:

Bristol	Tel: 0117 9036444
South Gloucestershire	Tel: 01454 866000
North Somerset	Tel: 01275 888808
Bath & NE Somerset	Tel: 01225 396312 / 396313

To report a concern out of normal office hours Tel: 01454 615165

#### The following telephone numbers may be also be useful:

Police Emergency	Tel: 999 / 112
Police Non-Emergency	Tel: 101
Police Prevent Team Bristol	Tel: 0117 945 5539 or 101 (and ask for the Prevent Team)
Childline	Tel: 0800 1111
NSPCC Helpline	Tel: 0808 800 5000