


The logo for Stepney Bank Stables features the text "STEPNEY BANK STABLES" in a bold, orange, sans-serif font. To the right of the text is a circular graphic composed of several curved, overlapping lines that resemble a horse's tail or a stylized arch. Below the main text, the words "Equestrian Activity & Education Centre" are written in a smaller, lighter font.

**STEPNEY  
BANK  
STABLES**

Equestrian Activity & Education Centre

# **Safeguarding Children and Young People Policy and Procedures**

## **January 2024**

<b>Document Name</b>	Safeguarding Children and Young People Policy and Procedures
<b>Document Type</b>	Policy and Procedures
<b>Owner</b>	Stepney Bank Stables
<b>Date of Revision</b>	31 <sup>th</sup> January 2024
<b>Date for Review</b>	31 <sup>th</sup> January 2025
<b>Details of Review</b>	<p>This Safeguarding Children and Young People Policy and Procedure will be clearly communicated to staff, trustees, volunteers and centre users. The Designated Named Person will be responsible for ensuring that this is done.</p> <p>The Safeguarding Children and Young People Policy and Procedures will be reviewed annually by the Stepney bank Stables Board of Trustees or following a serious incident. The Designated Named Person for Safeguarding Children and Young People will be involved in this process and can recommend any changes. The Designated Named Person will also ensure that any changes are clearly communicated to staff, trustees, volunteers and users.</p>
<b>Associated Documents</b>	<ul style="list-style-type: none"> <li>● Safeguarding Adults Policy</li> <li>● Safer Recruitment Policy</li> <li>● Complaints Policy and Procedure</li> <li>● Whistleblowing Policy</li> <li>● Social Media Policy</li> <li>● Staff Code of Conduct</li> <li>● Trustee Code of Conduct</li> <li>● Health and Safety Policy</li> </ul>
<b>Signed</b>	Name <u>GRAHAM E FLETCHER</u> Position <u>CHAIR</u> Signature <u></u> Date <u>31/1/24</u>

# Section A: Policy

## Safeguarding Children and Young People Policy Statement

This policy will enable Stepney Bank Stables to demonstrate its commitment to the welfare of children and young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity and to recognise that they have the right to equal protection from all types of harm or abuse. It will provide protection for the children and young people who are users of Stepney Bank Stables and provide staff, trustees and volunteers with guidance on the procedures they should adopt in the event that they suspect a child or young person may be experiencing or be at risk of harm.

Stepney Bank Stables will work in partnership with parents, carers and other agencies to promote children and young people's welfare as paramount.

Statutory guidance on inter-agency working to safeguard and promote the welfare of children, 'Working together to safeguard children' - A guide to inter-agency working to safeguard and promote the welfare of children (published 2015 and revised 2023) can be viewed at;

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

The policy applies to all staff, including trustees, paid staff, volunteers, sessional workers, students and anyone working on behalf of Stepney Bank Stables acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

Stepney Bank Stables will seek to safeguard children and young people by:

- Ensuring this policy is put into practice and is responsive to change
- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about child protection and good practice with grandparents, parents, carers, staff and volunteers
- Recognising that of the children in need of child protection and social care, many have grandparents and parents with mental health issues, substance misuse issues and issues relating to domestic violence
- Sharing information about concerns with agencies who need to know and involving grandparents, parents and children appropriately
- Providing effective management for Stepney Bank Stables staff and volunteers through support, supervision and training
- Ensuring this policy and procedures are available to the public

**Definition**

Abuse is a violation of an individual's human and civil rights by any other person or persons (DH, 2000).

Abuse may be:

- A single act or repeated acts
- An act of neglect or a failure to act
- Multiple acts, for example, an adult at risk may be neglected and also being financially abused.

Abuse includes:

- physical abuse – hitting, shaking, throwing, punching, burning
- emotional abuse - being unloved, name calling, bullying, causing fear, discriminatory (including homophobic, racist, sexist, or based on a person's disability or faith)
- sexual abuse - rape, indecent assault, inappropriate touching, watching pornography
- neglect – acts of omission, leaving in soiled clothes, failing to feed properly, leaving alone
- Abuse may be carried out deliberately or unknowingly
- Abuse may be a single act or repeated acts
- Abuse can happen anywhere, but research indicates that the perpetrators of such abuse are likely to be known and trusted by the child or young person

**Safeguarding children means to:**

- Protect children from abuse and maltreatment
- Prevent harm to children's health or development
- Ensure children grown up with the provision of safe and effective care
- Take action to enable all children and young people to have the best outcomes

**Policy application**

Stepney Bank Stables has a named person who is responsible for dealing with any concerns about the safeguarding of children and young people. In their absence a deputy will be available for staff and volunteers to consult with. The named persons in Stepney Bank Stables for safeguarding children and young people are:

Sara Newson

Work Telephone number: 0191 261 5544

Emergency Contact Number: 07918130754

Katherine Latimer

Work Telephone number: 0191 261 5544

Emergency Contact Number: 07960761751

Graeme Fletcher

Contact number: 07966 367724

If both the Lead and Deputy Workers are unavailable, you should contact your line manager who will decide if Stepney Bank Stables should contact the Initial Response Team at the Newcastle Council on **0191 277 2500** or the Emergency Duty Team **0191 278 7878**.

**Website link** <https://www.newcastle.gov.uk/services/care-and-support/children/keeping-children-safe/report-concern-about-child-or-young-person>

## **In an emergency always dial 999**

The named person will ensure that:

- Stepney Bank Stables Safeguarding Children and Young People Policy and Procedures are followed
- Staff and volunteers know how to make contact with children's social care responsible for dealing with child protection concerns
- Concerns are acted on, and clearly recorded in writing
- Concerns are reported to the Initial Response Service or the out of hours Emergency Duty Team where necessary, or the police
- Any referrals or allegations are followed up and ensure the issues have been addressed
- Records are kept safely, securely and in line with data protection requirements

# **Section B: Procedure**

## **Procedure**

If someone discloses an incident or concern of abuse:

- Respond in a way appropriate to the child's age and understanding
- Reassure the child or young person concerned; abuse is not their fault
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be (the sequence of priorities will depend on the circumstances):

- To call an ambulance if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, staff and service users safe
- To inform the designated named person in Stepney Bank Stables
- To record what happened in the form for logging concerns about a child or young person

## Reporting

If you are worried about a child or young person, you can contact the NSPCC Helpline: call 0808 800 5000 for advice.

<https://learning.nspcc.org.uk/services/nspcc-helpline>

If you are concerned about a situation you should refer the matter immediately to the Stepney Bank Stables named person or their deputy, who will decide after hearing the facts, and discussing the matter with the person who has raised the concern, whether or not to report the matter further. The concern should be written down and filed in the Incident Log. If further investigation is necessary, the Stepney Bank Stables named person or their deputy will refer the matter to Children's Social Care.

If you think a child or young person is being abused, you should contact the Initial Response Service in Newcastle Children's Social Care or the out of hours Emergency Duty Team.

- Initial Response Service Call 0191 277 2500
- Emergency Duty Team (EDT) Call 0191 278 7878.

Website link: <https://www.newcastle.gov.uk/services/care-and-support/children/keeping-children-safe/report-concern-about-child-or-young-person>

If you think a crime against a child or young person has been committed, you should contact the police on 101.

If you are ever concerned that a child or young person is in immediate danger call the police on 999.

## Responding to allegations of abuse against a member of Stepney Bank Stables staff or a volunteer

If you hear an allegation against a Stepney Bank Stables member of staff, trustee or volunteer you should refer the matter immediately to the Stepney Bank Stables named person, who will decide whether or not to report the matter further.

If it is outside office hours and the matter cannot wait until the next working day, then you should contact the relevant authority:

Newcastle:

- The out of hours Emergency Duty Team 0191 278 7878
- The NSPCC Helpline 0808 800 5000 for advice if about a child

You should not question the person making the allegation further but if it is a child you should respond appropriately to their age and understanding.

The allegation should be written down and filed in the Incident Log.

If there is a risk of significant harm to a child the Stepney Bank Stables named person will refer the matter to the Initial Response Service in Newcastle Children's Social Care or the out of hours Emergency Duty Team.

- Initial Response Service Call 0191 277 2500
- Emergency Duty Team (EDT) Call 0191 278 7878.

Website link: <https://www.newcastle.gov.uk/services/care-and-support/children/keeping-children-safe/report-concern-about-child-or-young-person>

### **Recording – See appendix 1**

Stepney Bank Stables is committed to maintaining confidentiality wherever possible and information around safeguarding children and young people /child protection should be shared only with those who need to know.

All allegations/concerns should be recorded in writing. The information should be factual and not based on opinions, record what the person tells you, what you have seen and record witnesses if appropriate.

The information that is recorded will be kept secure and will comply with data protection.

Paper information will be secured in a locked filing cabinet in the organisation. Digital information will be password protected, with limited access. Access to this information, both paper and electronic, will be by the designated named person and relevant Stepney Bank Stables manager. Stepney Bank Stables Chair of Trustees and the Centre Manager will keep information regarding any allegations about staff members.

### **Disclosure and Barring Service**

The safeguarding regulations of the Vulnerable Groups Act 2006 came into effect from October 2009 and were updated in the Protection of Freedoms Act 2012.

In accordance with its duties under the Act, if Stepney Bank Stables dismisses or moves a member of staff or a volunteer because they have harmed a child or vulnerable adult (or would have dismissed or moved them if the person had not left), Stepney Bank Stables will notify the Disclosure and Barring Service (DBS). The DBS process and referral form will be used.

### **Training**

All Stepney Bank Stables staff, volunteers and Trustees will take Safeguarding Children training to an appropriate level, on an annual cycle.

### **Raising awareness of sexual exploitation**

Stepney Bank Stables will ensure that staff, volunteers and Trustees are made aware that Newcastle Safeguarding Adults Board and Newcastle Safeguarding Children Board have agreed a joint multi-agency strategy to tackle the sexual exploitation of children and adults at risk, and a joint sexual exploitation communication strategy setting out how various communities and agencies will be approached.

We will keep everyone involved with the organisation up to date with any new procedural developments in this area.

### **Useful information**

Newcastle Local Safeguarding Children Partnership:

<https://www.newcastlesafeguarding.org.uk/>

Newcastle Local Safeguarding Children Board procedures and resources

<https://www.newcastlesafeguarding.org.uk/safeguarding-children/>

NSPCC Helpline

<https://learning.nspcc.org.uk/services/nspcc-helpline>

Working together to safeguard children (online version)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Disclosure and Barring Service

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>



## Appendix 1.

### Stepney Bank Stables Confidential Recording Sheet

**Factually record what you have been told/witnessed as soon as possible but remember do not start to investigate or ask detailed or probing questions.**

Name of person reporting:	
Name of young person/vulnerable adult:	
Age & date of birth:	
Ethnicity:	
Religion:	
First language:	
Disability:	
Parent's/carer's name(s) (if appropriate):	
Home address:	
Telephone:	
Are you reporting your concerns or reporting someone else's? Please give details:	
Brief description of what has prompted the concerns: include date, time, specific incidents:	
Any physical Signs? Behavioural signs? Indirect signs?	

Have you spoken to the young person/vulnerable adult? If so, what was said?	
Have you spoken to the parent(s) (if appropriate)? If so, what was said?	
Has anybody been alleged to be the abuser? If so, please give details:	
Have you consulted anybody else? Please give details:	
Person reported to and date of reporting:	
Signature of person reporting:	
Today's date:	
Action taken:	