

Dartmoor Pony Heritage Trust

*Incorporating PIP – Ponies Inspiring People*

**SAFEGUARDING PROCEDURE**

1. The Safeguarding procedures applies to all staff, trustees, volunteers and other stakeholders of DPHT. The Designated Person (DP) and Designated Trustee will be responsible for the implementation and review of this procedure. This procedure does not discriminate against any party based on gender, race, disability, sexual orientation, religion and beliefs and human rights. This policy meets the DPHT commitment to equality and diversity.

**Definitions and Terminology**

2. There are four key definitions that constitute the term ‘abuse’. These include:

1. **Neglect.** Persistent failure to meet a child/young persons/vulnerable adults’ basic and/or Psychological needs, failure to protect the child/young person/vulnerable adult from exposure to danger, or extreme failure to carry out important aspects of care likely to result in the serious impairment of their health or development.
2. **Physical abuse.** This concerns the actual or likely physical injury to a child, for example hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
3. **Emotional abuse**. Persistent emotional ill treatment of a child/young person/vulnerable adult such as to cause severe and persistent adverse effects on his/her emotional development.
4. Sexual abuse. The actual or likely sexual exploitation of a child/young person/vulnerable adult. Forcing or enticing a child/young person/vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening.

Designated Person (DP).

3. The Designated Person (DP) is a nominated individual who has undertaken appropriate training in safeguarding and is the focal point for all safeguarding issues, including the point of contact for any concerns that staff, volunteers or visitors have.

3.a Nominated Trustee for Safeguarding is Judy Fawcett

4. The procedure for safeguarding children/young people/vulnerable adults who will be using the DPHT Centre at Parke, or off site locations such as Bellever, will be in line with our clients procedures. The DPHT will ensure that:

1. All staff, volunteers and trustees will receive training organised by the DP in order to develop their understanding of child abuse.
2. All members of staff, volunteers and trustees will receive safeguard training as part of their induction when joining the DPHT. The DPHT will also run an annual safeguard refresher session to ensure all relevant DPHT representatives remain aware safeguarding issues and how to respond to / avoid an incident.
3. The selection and recruitment procedure will follow safer recruitment procedures including all appropriate checks on staff suitability and Disclosure and Barring Service (DBS) checks.
4. A register of all staff, volunteers and trustees and their DBS checks will be maintained.
5. The name and contact details of the DP will be clearly shown in DPHT Centre at Parke.

**Responsibilities of all Staff, Volunteers and Trustees**

5. All staff, volunteers and trustees have personal responsibilities for safeguarding children/young people/vulnerable adults whilst they are at the DPHT Centre Parke, or on any other event organised by DPHT. These personal responsibilities include

1. Attending the appropriate training in safeguarding organised by the DP.
2. Complying with all published safeguarding procedures.
3. Listening to children/young people/vulnerable adults’ concerns and respond in an appropriate way.
4. Reporting any concerns, allegations and suspicions/disclosures of abuse and pass it immediately to the DP.
5. Not to conduct an investigation of their suspicions or allegations as this could compromise future proceedings.
6. Staff report any suspicions they have with the DP only.
7. All staff, trustees and volunteers should make children/young people/vulnerable adults aware that they cannot promise to keep the disclosure a secret.

**Responsibilities of the Designated Person (DP)**

6. DPHT has a responsibility to safeguard children/young people/vulnerable adults by appropriately sharing any concerns about them with the appropriate bodies. These concerns should be channelled through the DP who is responsible for**:**

1. Initially referring the concerns to the DP of the organisation using the DPHT services.
2. Ensuring that written records of concerns about a child/young person/vulnerable adult are kept and the relevant organisation is fully informed immediately.
3. Any disclosure statements taken, should be in the words of the child/young person/vulnerable adult.
4. Ensuring that all such records are kept confidentially and securely.
5. Acting as a focal point for staff to discuss concerns and liaising with other agencies and professionals.
6. Following any external action the DP will recommend if an internal investigation needs to be commissioned.
7. Meet regularly with the Designated Trustee to review the procedures; training undertaken by the DP and by all staff; number and type of incidents/cases.
8. Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training.

**The Dartmoor Pony Heritage Trust will support all children/young people/ vulnerable adults** **by:**

1. Encouraging the development of self-esteem and resilience through the Pony Inspiring People programme.
2. Promoting a caring, safe and positive environment within DPHT.
3. Liaising and working together with all other support services and those agencies involved in the safeguarding of children/young people/vulnerable adults.
4. Notifying relevant bodies as soon as there is a significant concern.

**Confidentiality**

7. The DPHT recognise that all matters relating to child/young people/vulnerable adult protection are confidential. All staff must be aware that they cannot promise a learner to keep secrets and will refer to the DP as needed.

**Protecting Staff**

8. The DPHT recognise that staff working in DPHT who have become involved with a child/young person/vulnerable adult who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting. DPHT understand that staff should have access to advice on the boundaries of appropriate behaviour. The document “Guidance for Safe Working Practices for Adults who work with Children” (DCSF January 2009) provides advice on this and the circumstances that should be avoided in order to limit complaints against staff of abuse of trust, and/or allegations of physical or sexual abuse.

9. All DPHT staff should take care not to place themselves in a vulnerable position with a child/young person/vulnerable adult. Some additional points that staff should be aware of for their own protection are:

1. It is not acceptable for staff to use personal mobile phones and emails to communicate with children/young people/vulnerable adult and their families.
2. It is not acceptable for staff to communicate with children/young people/vulnerable adults using social networking sites.
3. It is not acceptable for staff to take or store photographs of children/young people/vulnerable on personal mobile phones, cameras or other photographic equipment, personal email/computers and social networking sites.
4. Staff should not put themselves into a position where they are working alone with children/young people/vulnerable adults.
5. Staff should maintain a professional attitude to children/young people/vulnerable adults and ensure they do not become over familiar in a physical or emotional response.
6. Where possible and/or appropriate establish contact with the group leader to determine any specific issues or concerns that you should be aware of. This may relate to learner behaviour or medication episodes.

**Access to the Procedure**

20. The safeguarding procedure is available to all staff, volunteers and other appropriate stakeholders on the DPHT Website under DPHT Policies and Procedures section. A hard copy is available at the Visitor Centre.

**References**

21. The Safeguarding Procedure should be read in conjunction with the following procedures/documents:

* 1. DPHT Safeguarding Policy
	2. DPHT Health & Safety Policy and Risk Assessment
	3. DPHT Behaviour Management
	4. DPHT Whistleblowing Procedure

**Mechanism for Feedback**

22. The Board of Trustees will review this procedure annually. As part of the policy audit and review process volunteers and other stakeholders are strongly encouraged to provide their feedback or comments on its effectiveness and to make recommendations for changes to a Trustee.

**Produced by:** Dru Butterfield **Date Produced:** 15/01/2015

**Approved by:** Board of Trustees **Date Updated & Approved:** 14/03/2019

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