

### **3 Valleys Riding Club – Role of the Safeguarding Officer**

*Safeguarding is everyone's responsibility.*

Our club's safeguarding officer is primarily responsible for managing and reporting concerns about children and young people, and for putting in place procedures to safeguard children when present and/or involved in club activities.

#### **Our club's safeguarding officer will need to:**

- ✓ Work with others in the club to ensure a positive child-centred environment.
- ✓ Ensure that 3 Valleys Riding Club is aware of The British Horse Society's safeguarding policies, procedures and guidelines.
- ✓ Ensure members are aware of the policy and procedures.
- ✓ Receive queries and offer support regarding safeguarding concerns.
- ✓ Undertake training as necessary.
- ✓ Promote training to club members and instructors.
- ✓ Assist the club to ensure that codes of conduct are in place for club staff, volunteers, coaches, young people and parents.
- ✓ Ensure confidentiality is maintained and information is only shared on a "need to know" basis.

#### **Responding to Concerns**

- ✓ Respond to any allegations or complaints made from within the club.
- ✓ Communicate with relevant club committee members and The BHS Safeguarding Team regarding concerns,
- ✓ Maintain contact details for local children's social care and the police.

BHS Safeguarding Team Tel: 02476840746 or [safeguarding@bhs.org.uk](mailto:safeguarding@bhs.org.uk)

North Yorkshire Duty LADO on 01609 533080

[NYSCP \(safeguardingchildren.co.uk\)](http://safeguardingchildren.co.uk)

3 Valleys Safeguarding Officer is also responsible for collating accident/incident report forms from incidents occurring during club organised events. *(Storage of these past, present and future forms need to be discussed)*

