



Safeguarding Policy for The Jockey Club

January 2020 – Version 12

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Safeguarding Policy

Organisation Name: The Jockey Club

1 Policy Statement

The Jockey Club ("Company") and its subsidiary companies are committed to the provision of the highest standards of safety and security for all of our employees, customers, service partners and visitors and the minimisation of our environmental impact. The Company views legal compliance as the minimum acceptable standard however and will strive to continuously improve its overall health, safety, security and environmental performance.

We recognise that the welfare of children, young people and adults at risk is paramount and that they have equal rights of protection. It is recognised that successful management comes from the top and ultimate responsibility for its delivery lies with the Group Chief Executive. However, The Jockey Club Group has a duty of care and when any person(s) are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities. Therefore, day to day responsibility will be delegated and clearly aligned to competent people at every level of the group.

2 Policy Aim

As members of Safer Activities For Everyone Community Interest Company (SAFE), we always aim to attain the SAFE standards in all our activities with adults, children, young people, their families and/or carers. We will achieve this by adhering strictly to this policy and the guidance and risk assessments.

To achieve this aim in conjunction with SAFE, we will ensure that responsibility and accountability is aligned throughout our group and that those with aligned responsibilities understand what those responsibilities are and how to fulfil them. We will also ensure that those people/groups with aligned duties are competent and receive adequate training and support to carry out their duties effectively.

3 Why do we need a Safeguarding Policy?

The Jockey Club operation includes a Head Office in London and a back office in Cheltenham, 15 racecourses nationwide, The National Stud, Jockey Club Estates, Jockey Club Services and our charity, Racing Welfare. (For more information please visit www.thejockeyclub.co.uk). It should be highlighted that one of The Jockey Club's Core Values and vision is for the delivery and focus on 'Best People' of which this policy is a key element in its delivery. Due to the nature of the business and the industry in which the Jockey Club operates, it is important to identify and highlight some of the stakeholders (not limited to) that it engages with.

As part of the business operations, The Jockey Club interactions include members of the public through its operations at Racecourses and private services through provisions by Jockey Club Services. These engagements can include anything from family entertainment on a raceday to, work experience, and to overnight accommodation for stable staff. For these reasons The Jockey Club must outline a policy to cover a broad aspect of considerations for the safety and welfare of both adults and children at risk.

A child is any person under the age of 18 years. As per safeguarding adults, Government guidance is clear that all organisations working with children, young people, families, parents and carers have responsibilities. It is important to remember that children and young people can also abuse and that such incidents fall into the remit of this policy.

The legal definition of the term "adult at risk" refers to any person aged 18 years and over who:

- has 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.

This could include people with mental health issues, physical, sensory or learning disabilities, medical conditions, dementia, brain injury, those who are elderly and frail and those who are family carers. Safeguarding concerns arise when an adult who has care and support needs and is, or is at risk of, being abused or neglected and unable to protect themselves against the abuse or neglect or risk of it because of those needs.

(Care and Support Statutory Guidance Issued under the Care Act 2014)

Government guidance is clear that all organisations working with adults at risk, families, parents and carers have responsibilities. It is important to remember that adults at risk can also abuse and that such incidents fall into the remit of this policy. This policy will work in conjunction with the BHA Safeguarding policy but in the event of conflict between them, this policy will prevail.

Further to the risk for public and staff, as an organisation providing sports activity and as a venue for competitive sport. The Jockey Club must recognise the vulnerabilities of the elite athletes – jockeys. There are some additional factors that can occur which can make some talented athletes more vulnerable to harmful behaviours, either from themselves, their coaches or parents, or members of their entourage. (Duty of Care in Sport Review 2017)

These factors include:

- a win at all costs approach
- intense coach-athlete relationships
- a self-image that is linked closely with performance excellence
- child athletes operating in an adult-focused environment
- being away from family and support networks
- fear of losing, funding (rides) or a place on the programme
- Pressure to cheat (stop horses/other corruption)
- Pressures of the impact if they speak out.

In the racing context, this relationship can be between any of the following, trainer, apprentice jockey, conditional jockey, owners or racecourse officials.

4 Safeguarding Roles and Responsibilities

The responsibility of managing safeguarding can be both demanding and challenging, and therefore it must be appointed at managerial level to personnel who are available when we are operational. The Jockey Club Group has identified specific roles within the business to undertake the positions of either lead or deputy. A list of the specific names for each venue will be held with The Jockey Club Policy document and with our Health & Safety Consultants, Arden Risk Consultancy.

Roles

Group Leads for Safeguarding:

- Delia Bushell – Group Chief Executive
- Stephen Wallis - Group Director of International and Racing Relations and Board Champion of Safeguarding

Supported by Group Health, Safety, Security and Environmental Committee and Human Resource Department.

Racecourse Leads for Safeguarding:

As this is a Group Policy document, a record of who is the Designated Lead and Designated Deputy at each racecourse, or site owned by any Jockey Club entity is stored by the HR Department, with individual racecourses / sites attaching a schedule of who is responsible at their site to the copy of this document that they keep at their location

Safeguarding Responsibilities

Designate Safeguarding Lead

The Lead's role is to oversee and ensure that this Safeguarding Policy is fully implemented. These details will be made available to all adults, children and parents/carers by training, staff handbook, information in staff areas and enrolment information. There will be at least one qualified Safeguarding Lead at each Jockey Club Group place of work and for all Racecourses, The Designated Safeguarding Lead will be listed on the BHA Racecourse License Application. The job description includes:

- Enforcing Safeguarding policy
- Being alert to and recognising welfare issues, being sure to challenge poor practice.
- Sharing appropriate information with relevant people.
- Gathering any other relevant information and evidence.
- Making referrals to social services when appropriate.
- Continue working with the family, sharing information and contributing to plans if the concern is investigated.
- Ensuring that all staff have received appropriate training on safeguarding issues.
- Being the first point-of-call for all staff who have safeguarding concerns
- Be DBS checked (to the highest level of check for which they are eligible) (Must be no more than 5 years old).
- Be trained in the safeguarding of children, young people and adults at risk,

The Deputies for Safeguarding

Should be available to support or cover for the nominated lead. S/he will also handle any complaints or allegations against the nominated lead if appropriate. One or more deputies will be present at all places of work within The Jockey Club on any racing or events days. Job description includes:

- Enforcing Safeguarding policy
- Being alert to and recognising welfare issues, being sure to challenge poor practice.

- Sharing appropriate information with relevant people.
- Support Designated Safeguarding Lead as required
- Act as safeguarding lead during time/absence of Designated Lead
- Be DBS checked (to the highest level of check for which they are eligible) (Must be no more than 5 years old).

All Employees

- Take reasonable care to ensure all persons attending our places of work are treated equally.
- Report any accidents, incidents, defects or concerns relating to person(s) welfare
- Strictly adhere to all rules
- Familiarise themselves with the content of this policy and comply with any additional duties detailed herein.

5 Recognising Abuse

5.1 Physical

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing significant harm to a child, young person or adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child, young person or vulnerable adult.

5.2 Emotional

Emotional abuse is the persistent emotional maltreatment of a person such as to cause severe and persistent adverse effects on the person's emotional development. It may involve conveying to others 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 person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. These may include interactions that are beyond the person's developmental capability, as well as over safeguarding and limitation of exploration and learning, or preventing the person 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 the person to feel frightened or in danger, or the exploitation or corruption of vulnerable adults, young person or children. Some level of emotional abuse is involved in all types of maltreatment of a person, though it may occur alone.

5.3 Sexual

Sexual abuse involves forcing or enticing a vulnerable adult, young person, or child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the person 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 vulnerable adult or child in looking at, or in the production of, sexual images, watching sexual activities, encouraging person(s) to behave in sexually inappropriate ways, or grooming a child, young person or vulnerable adult in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can children.

5.4 Neglect

Neglect is the persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of the person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a person 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, young person or vulnerable adult from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a person's basic emotional needs.

5.5 Other forms

- Domestic violence, including "honour" based violence
- Financial or material
- Modern Slavery
- Discriminatory
- Organisational or institutional
- Female Genital Mutilation (FGM)

- Hate and "mate" crime
- Alcohol or substance misuse
- Forced Marriage
- Radicalisation
- Online abuse
- Sexism
- Children, young person or vulnerable adult going missing (Lost and Found)
- Problem gambling
- Coercive behaviour
- Initiation rituals
- Trafficking
- County lines: at risk groups being used to carry drugs or money
- Financial abuse
- Racism
- Homophobia

6 Treating people with Respect

The company will take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free of harassment based upon any form of discrimination. The company will not condone any form of harassment, whether engaged in by employees or by outside third parties who do business with the company, such as clients, customers, contractors and suppliers.

Employees have a duty to co-operate with the company to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination, harassment or bullying. Action will be taken under the company's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this equal opportunities and dignity at work statement will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

Any employee who feels that they are being unfavourably treated by any other employee (whatever their position within the company) should immediately arrange to discuss the matter with the line manager in the first instance, and if the matter is not resolved then with the HR Department. If for any reason you feel it is not appropriate to raise the matter with the Group HR Department, then you should discuss the matter with your line manager.

The company may not know of the problems which you are experiencing and if not, may not be in a position to take any action on your behalf. There is, therefore, an

onus on you to bring these matters to the attention of your line manager or the Group HR Department.

The company undertakes that your concerns will be immediately investigated. You will be notified of the company's findings and its intentions. You will not be victimised in any way for making any such complaint and your complaint will be dealt with seriously and with all possible confidence.

The company will also take appropriate action against any third parties who are found to have committed an act of improper or unlawful harassment against its employees.

7 Celebrating Achievements

We positively encourage all adults, young people and children to succeed and celebrate their achievements by:

- Praise for completing good work.
- Prize reward recognition.
- The opportunity to progress within the business into paid roles

We are particularly sensitive to the needs of people at risk who may achieve in smaller steps than their peers but are equally entitled to celebration. We will also remain cautious that any celebration is not grooming.

8 Induction & Training

All Jockey Club employees undertake a generic new starter induction during the first few weeks of their employment. As part of this induction and in line with SAFE recommendations, we have a clear safeguarding induction and training strategy detailing clear job descriptions and responsibilities and all relevant procedures as detailed under "Treating People with Respect". All new staff must read and tick the box to confirm they have received and understand the Safeguarding Policy and the "Good Practice Guidelines" leaflet. This is completed as part of the Racebook induction process.

9 Confidentiality

In line with SAFEcic recommendations about confidentiality and information sharing, we fully endorse the principal that the welfare of people at risk overrides any obligations of confidence we may hold to others. Individual

cases will only be shared or discussed on a “need to know” basis. Under “whistle blowing” anyone in our organisation may refer direct to either children’s social care services, BHA, Racing Welfare or the police, if they are concerned that a child, young person or vulnerable adult is at risk of harm and this policy is not being adhered to (See contacts in Appendix 18.2). A copy of our Whistleblowing Policy can be found on our internal Racebook website and all employees are required to sign that they have read this during the induction process. All media enquiries will be handled by The Jockey Club Group Communications Department with no personal information being disclosed and we have a clear responsibility to the parties concerned.

10 What to do if I have a concern?

Report your concern/situation to your Designated Safeguarding Lead without delay and s/he will inform the relevant agencies and if necessary, the General Manager or Regional Director. If the General Manager or Regional Director is implicated in any way, you need to contact the Lead/Deputy without delay and make a factual record of your safeguarding concern using the safeguarding form on Human Focus app/website. Information to be included are the date, time and sign. Alternatively, if you have no electronic access, you must complete the safeguarding form below (See Appendix 18.1).

If 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.

11 Responding to Concerns

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. A disclosure may be made verbally or communicated through play or behaviour by a person at risk, or another person in the organisation and it is important for everyone to remember the following:

- Always take what they tell you seriously.
- **Listen but do not investigate!**
- Report to the lead or deputy without delay and factually record all information on the safeguarding concern form. This should be completed with 24 hours where reasonably possible.
- All records will be secured and only the lead and/or deputy will have access and they will only be kept as long as necessary.

- When working with people from government regulated organisations such as schools, you should contact the organisation's lead or Deputy for Safeguarding and advise them that you are the racecourse Lead or Deputy.

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the safeguarding lead and deputy. We do this by sending a group wide email to all employees, posters on noticeboards and include a copy of the policy and process on our online database, Racebook.

Everyone including both the lead and deputy for safeguarding will deal with concerns regarding both adults and children using the following steps below and utilise the form in Appendix 1.

This process applies to both concerns regarding children and vulnerable adults.

Step One:

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

- You have seen something
- A child or vulnerable adult 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 vulnerable adult

Step Two:

The Jockey Club has a policy for child and vulnerable adult safeguarding - check this for guidance.

Talk to the lead or deputy for safeguarding.

Step Three:

The lead or deputy for safeguarding should refer the concern to appropriate Local Authority 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", the Local Authority Designated Officer (LADO) will co-ordinate the next procedural steps.

Under "whistleblowing", 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.

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

**Any consultations
should not delay
a referral.**

**In an emergency
do not delay:
Dial 999**

12 Record Keeping

All records will be securely kept on Human Focus software, a secure drive with restricted access to select individuals within The Jockey Club business. Any member of staff can complete the form (Appendix 18.1) and submit this to either the lead and/or deputy for safeguarding or direct to Human Focus software. The access and records will only be kept as long as necessary and as per the investigator's advice.

Normally these records will be passed to your Local Authority Social Care Services as soon as possible. All records will be handwritten by the person or submitted electronically via Human Focus with the concern within 24 hours, on headed paper or incident sheets and will be factual, non-judgmental. It is helpful to record any known details of the person at risk(s) involved e.g. name, address, date of birth etc. It is equally important to record the reasons for making the decision not to refer to social care services as when the decision is taken to refer. Always sign, date and time these records, include name and job role of the person making the record.

13 Management Process after a report

Due to the sensitive nature of safeguarding concerns, confidentiality will be maintained during all stages of the reporting process, and information shared on a limited 'need to know' basis only. This includes senior management who might otherwise be appraised of a serious incident. Once an incident has been reported, a record will be stored on Human Focus and a copy sent to the relevant authority or social care services. The authorised individuals within The Jockey Club Group will be able to review and forward these forms onto the relevant authority as required. It will be the duty of the relevant Safeguarding Lead or the Safeguarding Deputy to inform the Group/Regional Communications team of an incident occurring. The Group/Regional Communications team will handle the public communications in line with their normal process. No personal information will be disclosed, and we have a clear responsibility to the parties concerned.

In the event a serious safeguarding violation, we may hold a case conference. This will include:

- Decision Maker
- Person who received the report (such as the focal point, or manager)
- Member of HR Team
- Safeguarding adviser (or equivalent)

The case conference should decide the next steps to take, including any protection concerns and support needs for the survivor and other stakeholders. The next steps are but not limited to:

- No further action (for example if there is insufficient information to follow up, or the report refers to incidents outside the organisation's remit)
- Investigation is required to gather further information
- Immediate disciplinary action if no further information needed
- Referral to relevant authorities
- If racing activities / participants involved in an incident, notify the BHA Safeguarding team. (Note police and Local Authority are first point of contact)

After the record has been processed by the Local Authority, the records and information will be stored thereafter in accordance to the recommendation by the investigating authority. This period will vary between zero to 120 years from the birth of the data subject.

The authorised individuals within The Jockey Club Group will monitor the reports to ensure that any concerns are addressed appropriately, and best practice can be actioned across the group to prevent future incidents.

14 Specific Issues

14.1 Children or adults at risk who go missing or are found.

It should be noted that the process for missing or found children and vulnerable adults will vary on racedays and event days. For more information see the Racecourse Lost Children and Vulnerable Adult Policy. On non-event days, we will consider ringing the police on 999 for assistance for locating missing people within the following suggested 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 a suitable public area so they may be reunited with their parents or carers. Radio communications will be circulated, no names will be used and a description only. In the event of the person being under age or vulnerable, the site would be closed down until the person has been retrieved. 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.

It should be noted that separate process may apply on racedays, as stipulated in the 'Lost person policy' within the Health & Safety Management system.

14. 2 Conference and events.

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. Our venues have a duty of care towards customers but in the case of an event run by a third party, they are expected to manage their own safeguarding arrangements for their attendees. When there is a school or college event taking place, there is a clear expectation that enough school or college staff are provided to manage the event.

Racecourses must ensure that, in advance of any event, they confirm with any third party contractors that they have safeguarding policies and procedures in place where the activities of the third party contractors in question concern children or adults at risk in any way, or otherwise give rise to safeguarding considerations.

14.3 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.

14.4 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 person, vulnerable adults or any members of the public will be published in any medium in a way that their names can be identified.

14.5 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, or outside of 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, after requesting permission if possible;
- Report all gifts to the relevant line manager in line with our Anti-Bribery policy; to assist in the record keeping of events.
- Only take photographs, or videos, 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;

14.6 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, child or vulnerable adult 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.
- We will arrange suitable and separate accommodation for young people when booked by trainers in advance.
- No adults will visit or stay with young workers in their accommodation either on site or in the local area
- We will make adult staff aware when we have under 18 workers on site and avoid using or accessing the same facilities including changing rooms and saunas at the same time wherever possible.

14.7 Pony Racing

When hosting Pony Racing events at one of our venues, The Jockey Club will adopt the Pony Racing Authorities (PRA) Safeguarding Policy and work in conjunction with them if an incident occurred. This is due to the nature of the event and the approach taken by The PRA in running part of their business

operation at one of our sites. The key principles remain the same although there are additional regulations to adhere to which can all be found on the Pony Racing Authority website.

15 Overnight Accommodation

Due to the nature of our business, there will be times where we may need to provide overnight accommodation, for example travelling stable staff. This accommodation may be in either stable staff hostel or local hotel. We are reminded that whilst we have a duty of care for anyone staying overnight, and this duty of care will be higher for under 18s, the trainer/employer remains responsible for all staff staying overnight, including those U18.

Each Racecourse will assess the suitable provisions for U18 overnight accommodation and advise the BHA and trainers of their status. Further to this, all trainers are required to complete the form in Appendix 18.3 so that the Racecourse can make an informed decision whether to provide overnight accommodation or not. Each racecourse will assess their facilities to determine whether they are able to provide suitable accommodation for U18s at some or all fixtures. This decision will be clearly stated, so that trainers are aware whether or not U18s cannot be accommodated before sending staff. One method to communicate this will be included in the free text section of the raceday Going report.

Where racecourses do accept U18 in overnight accommodation, they will:

- provide suitable accommodation (Detail of requirements in Appendix 18.3)
- ensure the Safeguarding Lead or deputy are available (this will apply in all circumstances where staff are staying overnight and can include being contactable by telephone in emergencies); and
- ensure that any concerns or incidents are reported to the appropriate authorities.

16 References

Note, all references can be found in the reference section at www.safecic.co.uk

17 Policy Date

This policy was agreed and disseminated in January 2020 and will be reviewed annually or when there are substantial organisational changes if these occur before the review anniversary.

Policy Review Date:

09/01/2020

Signed:



Delia Bushell
Group Chief Executive:

Date:

05/02/2020

18 Appendices

18.1 Safeguarding Record Sheet

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. This can either be completed via Human Focus or electronically and printed or emailed to the [Safeguarding Lead](#).

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

Details of Actions Taken/to be Taken (to be completed by the **Safeguarding Lead**)

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.

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).

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

Signature:

Print Name:

Job Title/Role:

Date:

Time:

To be completed by the **Safeguarding Lead**:

Action taken

Decision made

Signature:

Print Name: _____

Job Title/Role:

Date:

Time:

18.2 Useful Contact details and sources of further information

National Contacts:

The Jockey Club

Reporting Incident:

Racecourse Lead or Deputy – see racecourse policy and contact details in Section 18.6 below

For Training:

Email: HRAdmin@thejockeyclub.co.uk

Tel: 0137 460458

Industry bodies

BHA

Email: safeguarding@britishhorseracing.com

Matt Mancini, BHA Lead Safeguarding Manager

Tel: 07826 552393

Email: mmancini@britishhorseracing.com

Racing Welfare

24 Hour Helpline – 0800 6300 443

Text – 0786 0079 043

www.support.racingwelfare.co.uk/app/ask

www.support.racingwelfare.co.uk/app/chat/chat_launch

External and statutory bodies

NSPCC Helpline

Tel: 0808 800 5000

Email: help@nspcc.org.uk

Child Protection in Sport Unit

Email: cpsu@nspcc.org.uk

Childline Freephone: 0800 1111

www.childline.org.uk/get-support/1-2-1-counsellor-chat/

Ann Craft Trust

Tel: 0115 9515400

Email: ann-craft-trust@nottingham.ac.uk

Local Contacts:

This Policy is a Group Policy, so Section 18.6 below is included for recording local contacts.



18.3 Application form for overnight stabling and accommodation

1. RACECOURSE, MEETING AND TRAINER

Racecourse	
Date(s) of meeting	
Name of Trainer	

2. STABLING

I would like to book [] stables for the following horses declared to run on [], or otherwise travelling:

	Name of horse	Colt/filly /gelding	Running/ travelling	Bedding required
1				
2				
3				
4				
5				
6				
7				

Note: For bedding, please specify requirement for paper, shavings or nothing.

3. ACCOMMODATION

I would like to book accommodation for the following staff:

	Name	Role	Gender	Under 18?
1	(Lead member)			
2				
3				
4				

Note: Please name appointed lead member of staff first.

4. GENERAL

Date/time of arrival	
Date/time of departure	
Mobile tel no. of lead member of staff	
Any other information the racecourse should be aware of	

5. ACKNOWLEDGEMENTS

By submitting this application form, I acknowledge and confirm the following:

- (i) I am aware that horses declared to run the following day will be given preference.
- (ii) I am aware that racecourses may charge me for facilities used by travelling horses.
- (iii) I am aware that this application form should be submitted by no later than 1pm on the day before racing (per Trainer Manual (C) Part 3 – 42.1).
- (iv) I have read and understand the guidance in relation to the provision of overnight accommodation for young people (note: only applicable if an under 18 is listed above).

SIGNATURE:.....

DATE:.....

GUIDANCE IN RELATION TO OVERNIGHT ACCOMMODATION AND YOUNG PEOPLE

The following guidance is issued in accordance with the BHA's Safeguarding Policy, under which the BHA is committed to issue guidance in relation to safeguarding/child protection issues. This guidance seeks to further the fulfilment of that commitment by promoting good practice across racecourses and trainers when placing young people (i.e. under 18s) in overnight accommodation:

- Racecourses and trainers should appoint at least one readily contactable individual who young people can contact should any problems arise during an overnight stay - that person should ideally be onsite, or otherwise immediately contactable by phone.
- Accommodation should have (i) separate sleeping facilities for males and females, and (ii) secure washing facilities. Reasonable adjustments should be made with due regard for any individual's particular circumstances, where required.
- Where it is necessary for people to share rooms, careful consideration should be given as to who is sharing with who, taking into account such things as the relevant individuals' age and maturity, and any special requirements any individual might have. Adults should not generally share a room with under 18s, and nobody should share with anyone who is not previously known to them. Everyone sharing a room should be comfortable with the sharing arrangement and have explicitly said so.
- Racecourses and trainers should ensure that adequate procedures are in place in relation to emergencies, such as fire or medical emergency.
- Trainers should obtain written parental/carer consent in relation to under 18s for overnight stays (this could be sought on a blanket basis – for example at the commencement of employment - or in relation to each stay), and parents/carers should be given sufficient detail about every stay, including the date and duration of each stay, travel arrangements, details of the accommodation, and emergency contact details.
- Under 18s:
 - should not be left in accommodation alone overnight;
 - should be allocated their own individual bed; and
 - should have rooms that are lockable, but accessible in the event of an emergency.
- Trainers and racecourses should set very clear guidelines on the level of behaviour expected by under 18s during overnight stays, including (for example) not smoking, drinking or using recreational drugs, and in relation to the appropriate use of accommodation facilities and the consideration of others. A copy of these guidelines should be provided to under 18s and be available and displayed onsite.
- Trainers and racecourses may wish to analyse their insurance policies to ensure that appropriate cover is in place in relation to the provision and use of overnight accommodation.
- The specific circumstances of any overnight accommodation should be carefully considered to determine what further, specific measures are appropriate in order to protect young people and ensure a safe stay.

18.4 Good Practice Guidelines


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Good Practice Guidelines

Adult & Child Safeguarding : General Information for All Staff



All staff have a duty of care towards the welfare of children, young people and also adults at risk who may include the elderly, those with mental health issues or disability and, because of their needs, are unable to look after themselves. It is vital that all those who work on race courses are aware of what might concern them and what they should do if they are concerned.

Safeguarding Contact Details

The Lead is
Name: _____ ☎ _____

The Deputy is the **General Manager** ☎ _____

☎ 01379 871091 • info@safecic.co.uk • www.safecic.co.uk
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There are many different types of abuse, including:

Alcohol or substance misuse	Female genital mutilation	Online abuse
Bullying	Financial abuse	Physical abuse
Children going missing	Forced marriage	Problem gambling
Coercive behaviour	Harassment	Racism
County lines: at risk groups being used to	Hate and "mate" crime	Radicalisation
Domestic violence including 'honour' based	Initiation rituals	Sexism
Discrimination	Modern slavery	Sexual abuse or
Emotional or psycho-	Neglect	Trafficking

You also need to be aware of eSafety issues, when children or adults at risk are using the internet or mobile phones. It is important not to contact any at risk groups with whom you work either face to face in your own time, or online using your own personal social media or other communication.

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You can help keep children, young people and adults at risk safe by acting in a professional manner. Always:

- follow our ID security procedures
- avoid being alone in any situation with a child or adult at risk as you may both be vulnerable.
- be polite and friendly but do not forge relationships with at risk groups or have favourites.
- avoid physical contact unless absolutely necessary e.g. a child or adult at risk is injured and there is an emergency.

Monitor the areas you work in by:

- being observant of children and adults at risk with their parents or carers
- being aware of children or adults at risk who are unsupervised and in the area a long while, particularly if very young.
- observing Health and Safety regulations.
- not accepting swearing, bullying or other behaviours from the public when children, or adults at risk, are either involved or in close proximity.
- being alert to members of the public or staff approaching, videoing or taking photographs of children or adults at risk, who are either alone or not seemingly related to them.
- reporting any such behaviours or incidents to the **General Manager**
- seeking help from management or dialling 999 without delay if such behaviours are criminal or dangerous.
- being aware of visitors seemingly having no business on the premises.

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A child or adult at risk may choose to talk to you about something which concerns them, it is important to:

- always take what a child or adult at risk says seriously
- listen but do not investigate
- encourage the child or adult at risk to speak to their parent or carers (if appropriate)
- record factually on the safeguarding concern form, date, time and sign any concerns. Pass it to the **General Manager**
- maintain confidentiality at all times, including colleagues, friends and family

Important:

- In exceptional circumstances you may have concerns about the conduct of a colleague or the **General Manager**. It is important that you observe the points in this leaflet and inform the Lead for safeguarding immediately. 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 co-ordinate 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, there we have a safeguarding policy and it is not helpful to anyone involved if you delay or ignore any safeguarding concern, however difficult it may be.




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