

# THE BRITISH HORSE DRIVING TRIALS ASSOCIATION

A Company Limited by Guarantee. Registered in England and Wales No. 3273892  
Registered Office: Edmund House, Rugby Road, Leamington Spa, Warwick. CV32 6EL

Tel. 0845 643 2116

East Overhill  
Stewarton  
Kilmarnock  
Ayrshire  
KA3 5JT

Email. [bhdta@horsesdrivingtrials.co.uk](mailto:bhdta@horsesdrivingtrials.co.uk)

Website. [www.horsedrivingtrials.co.uk](http://www.horsedrivingtrials.co.uk)

16th April 2003

To: **All Affiliated Clubs & National Event Organisers**

Dear Member,

Re: **BHDTA Child Protection Procedures**

Enclosed is a copy of the child protection procedures, required by Sport England requirements, which we as an association have to meet, in terms of criteria and standards. The procedures may seem somewhat lengthy, but they need to be so, because of the required directive.

As the appointed Child Protection Officer for the BHTDA (national and club level), I would like to reassure you that there are no changes needed in terms of training procedures and how you organise your events. It is simply a matter of making sure people are aware of the process if a referral is required and the procedures are applied.

To ensure that we handle this issue sensitively and confidentially, I am asking that the Event Organiser or equivalent person to deal with any child protection issues which may arise are provided with a copy of these procedures, so we as a sporting body are able to report incidents where it is appropriate to do so.

If you have any queries regarding the procedures, I am happy for people to contact me for advice and consultation, but you must consult the procedures in the first instance.

As your child protection officer, I fully appreciate it is a complex and emotive issue, and can I reassure you all that there will rarely, if ever, be occasions when an immediate referral is needed. Referrals will be handled with sensitivity and common sense. In essence, nothing needs to change, except that when necessary we, as a sporting body will adhere to our procedures.

I am available for advice and consultation and can be contacted on 01388 527545, or e-mail - [JanisMoore@aol.com](mailto:JanisMoore@aol.com).

Yours faithfully,



Janis Moore  
BHTDA Child Protection Officer

BRITISH HORSE DRIVING TRIALS ASSOCIATION

# CHILD PROTECTION PROCEDURES



British Horse Driving Trials Association  
East Overhill  
Stewarton  
Kilmarnock  
Ayrshire  
KA3 5JT  
Tel. 0845 643 2116

Email: [bhdt@hosedrivingtrials.co.uk](mailto:bhdt@hosedrivingtrials.co.uk)

Website: [www.hosedrivingtrials.co.uk](http://www.hosedrivingtrials.co.uk)

## **INTRODUCTION**

The British Horse Driving Trials Association and Affiliated Clubs are committed to providing a safe and enjoyable environment for children, young people and vulnerable adults. Whether involved in driving trials at a local or national level all children and young people have a right to be safe and protected from harm.

There has been an increasing awareness over the last few years that some individuals who want to harm and abuse children will use sport as a vehicle to gain access to young people. Although some sporting bodies had taken steps to address the issue of child protection, there was no consistent approach.

It was for this reason the Child Protection In Sport Task Force was set up in April 2000. Its Action Plan is underpinned by the following principles:

1. Sport has a duty of care to safeguard all children from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. (The Children Act 1989 defines a child/young person as under 18).
2. The implementation of a national sports-wide Action Plan for Child Protection in Sport should be afforded the status, commitment and financial support commensurate with public concern in this area.
3. All organisations, which provide sport for children, should be able to demonstrate the existence, implementation and effectiveness of child protection policies. Public funding organisations should make this a condition of grant aid.

These Child Protection Procedures are designed for use at national and club levels. It is therefore important that the various committees have copies of this document, have knowledge of its contents and how to make a child protection referral. Copies of these procedures should be made available to all members if requested.

## **LEGAL AND PROCEDURAL FRAMEWORK**

The practices and procedures based on the principles contained within the U.K. and international legislation and Government guidance have been designed to complement local Area Children Protection Committee (ACPC) procedures and take the following into consideration: -

The Children Act 1989

The Protection of Children Act 1999

Working Together to Safeguard Children HMSO

Caring for the Young and Vulnerable

Home Office Guidance for Preventing Abuse and Trust 1999

The UN Convention on the Rights of the Child

The Human Rights Act 2000

# **CHILD PROTECTION POLICY STATEMENT**

The British Horse Driving Trials Association recognises its responsibility to safeguard the welfare of all children and young people, including vulnerable adults, by protecting them from physical, sexual and emotional harm, and from neglect and bullying.

The BHDTA is committed to meeting this obligation by affording the highest level of care for children, young people and vulnerable adults, through its child protection procedures.

This policy and procedures applies to anyone within the BHDTA (whether this is at national or club level) and whether those persons be in a paid or volunteer capacity, or as part of a competing team or volunteer/supporting group. This also includes members of the relevant committees and designated medical staff.

The BDHTA (and affiliated clubs) will consider, having taken advice, whether anyone who has a criminal conviction or caution for offences related to the abuse of children, young people or vulnerable adults should be excluded from working with children, or having access to children, while at events.

This exclusion of such individuals is a position reinforced by U.K. Legislation and Guidance.

## **Objectives**

The BHDTA, which includes all affiliated clubs, launches its Child Protection Policy in April 2003. It is expected that all members will abide by this Policy. Non-action is not an option in relation to child protection issues. We all have a collective responsibility to keep our sport free from child abuse and to ensure we have put into place adequate measures to report such concerns to the appropriate statutory body.

This Policy sets the following objectives:

1. The BHDTA and Affiliated Clubs must include in their rules that there is a Child Protection Policy.
2. To provide ongoing training opportunities to ensure key people are aware of the policy and procedures, and to make sure all those who participate in any way whatsoever are aware of the child protection procedures.
3. That all committee members at both national and club level are conversant with the child protection procedures, to ensure these are implemented in accordance with Sport England requirements.
4. That at both national and club events there is a designated committee member who will be responsible for the decision to make a referral to the required statutory body.
5. That all paid staff, volunteers, competitors and support groups are aware of their duty to report any incident of alleged child abuse. This may relate directly to an incident at an event or it may relate to an alleged incident which has occurred outside of the venues of national and club events.

# CHILD PROTECTION PROCEDURES

## Guidance:

### **Action if there are concerns about the welfare of a child, young person or vulnerable adult:**

This guidance applies to an incident, allegation which occurs at an event, whether it is a competition, training session or any event related to the horse driving forum.

### Concerns about poor practice and possible abuse at an event connected to horse driving trials:

Child abuse can and does occur outside the family setting. Child abuse does occur and will continue to occur within sport. Research indicates that abuse, which takes place within a public/sporting setting, is rarely a one-off event. It is, therefore, crucial those involved in horse driving trials and associated events are aware of this possibility, and that all allegations are treated seriously and in line with these child protection procedures.

Allegations may also relate to 'poor practice' where an adult or peer's behavior is inappropriate and causing distress to a child, young person or vulnerable adult. Poor practice includes behaviour which contravenes existing codes of conduct, infringes on an individual's rights and/or fails to fulfil the highest standards of care. Poor practice is unacceptable within horse driving and will be treated seriously and appropriate action taken. N.B. Poor practice does not include safety issues relating to competitions – this is responsibility of the designated Committee Member for Safety, and in accordance with the stated regulations.

### **When made aware of an allegation of child abuse which has occurred at an event, the following steps should be followed:**

1. Listen to what the child/young person has to say. Remain calm and inform the child/young person that they have the right to tell -someone.
2. Take what the child/young person tells you seriously.
3. Avoid questioning the child/young person unnecessarily. Ensure that leading questions are not asked. Questions asked should be 'open', i.e. Who – What – When – Where – How. This will enable the child/young person to state the above, without the 'receiving person' leading or suggesting anything to them.
4. Reassure the child/young person, but do not make any promises of confidentiality, or assure an outcome which may not be in the child/young person's welfare.
5. If the alleged incident is one of physical abuse, ask the child/young person if there are any injuries, but do not undress the child/young person. Ask them to do this. Make a note of what the injuries (if any) look like and where these are on the body. If it is an allegation of any other type of abuse, it is necessary to ascertain accurate details of this.
6. If the child/young person is reporting an incident which has occurred at an event, by his/her parents/carers, then it will be necessary to consider the immediate risk to this child/young person.
7. The allegation should be reported immediately to the designated person at the event, who will be a member of the committee.
8. If the child/young person has visible physical injuries, then it will be necessary for the designated committee member to contact the local police (where the event is taking place). The Police need to be informed that it is a child protection matter.

9. It is likely this child/young person will have to undergo a medical examination to determine if the injuries are of a non-accidental nature. This is then the responsibility of the Local Police, not the designated person from the horse driving trials event. (It will be necessary to undertake a medical examination as quickly as possible, to preserve any evidence – the Police will take the responsibility to inform the child/young persons parent/carers etc.)
10. When an allegation of abuse is reported to any person at an event, and the designated child protection committee member has been informed, then it will necessary to record the information on the referral form, included in the child protection pack. However, the person receiving the allegation should make a full record of what has been said, and seen as soon as possible, and report this to the designated committee member.
11. If a referral form is to be completed by the designated child protection committee member – the latter will then decide who is to report the matter to the statutory agencies, i.e. the Child Protection Officer for the BHDTA or whether the matter needs to be reported immediately, if it is an allegation of physical abuse, where there are signs of injury.
12. Where it is an allegation of physical abuse which has occurred at an event, or just prior to the event commencing (and there is visible signs of injury) this must be reported as soon as possible to the Local Police, stating that it is a child protection matter.
13. If an allegation of physical abuse is made and there is no sign of physical injury – then the matter should be discussed with the designated committee member who will, in turn, contact the BHDTA Child Protection Officer who will advise accordingly. Where there is no evidence of physical injury, it is not good practice to report the matter to the local police, as a medical examination is of little point, but it may well be the matter needs to be referred to the Social Services Department where the child/young person resides.
14. If an allegation of sexual, emotional abuse or neglect is made, then likewise the same procedure should follow in that the designated committee member is informed, who will in turn consult with the BHDTA Child Protection Officer, and consider if a referral is then made to the statutory agency where the child/young person resides.
15. It is highly unlikely that this matter needs to be reported to the local Police – but may well need to be referred to the statutory agency where the child resides. The reason for this, is that a medical examination does not assume the urgency of recent physical abuse (where the evidence of injury must be seen as soon as possible). The designated committee member can then contact the BHDTA Child Protection Officer to discuss the matter in more detail and decide on appropriate action.
16. This may present as a daunting process, but please remember that where a child/young person or vulnerable adult has made an allegation of physical abuse and there are visible signs of injuries, then it needs to be reported to the local police (advising it is child protection) where the event is being held).

## **Recording of Information**

This should be completed by the designated committee member, in conjunction with the person who has received the information.

The following points should be remembered:

Use the formal referral form.

Make sure details relating to the child's name, address, date of birth, name of parents etc., are accurate

Record the information received accurately, i.e. what the child/young person said – accurate information relating to physical injury, i.e. where on the body the injury is, size, colour, whether it is a bruise, laceration and what colour it is.

If it is sexual abuse – the details of the type of abuse must be recorded, in relation to what the child/young person has said, i.e. full sexual intercourse, digital penetration, fondling over or under clothing and when and where this happened and by whom, according to what has been said.

### **Please remember:**

It is more difficult for some children to disclose abuse than others. Children with learning difficulties may have speech difficulties. Likewise children/young people with a disability may have experienced discrimination which will make it difficult for them to disclose abuse. Children/young people from ethnic minorities may have experienced racism which could lead them to believe that “white people”, including those in authority do not care about their welfare. It is essential we accept this as a fact.

If it is emotional abuse or neglect or bullying – the referrer must give details of such abuse and the child/young persons view about who has inflicted this, and when and how often this occurred.

On the referral form it will be necessary to record any observations made (these can be continued on a separate sheet if necessary). Record times and dates if given.

There should be a clear distinction between fact, hearsay and opinion

If a referral is made to any statutory agency then it may be necessary for the person who received the allegation to be interviewed by the Police, to provide a witness statement.

When the Police are contacted by telephone a referral should be sent to them within 24 hours and a copy needs to be kept for reference. A copy of the referral needs to be sent to the BHDTA Child Protection Officer.

The receiving agency will need to be aware of the name and phone number of the person making the referral.

## **Please remember**

This information should remain confidential and handled on a “need to know” basis – it is unfair to the child and his/her family to discuss it with everyone. It is for this reason that the receiver of such information is directed to discuss it with a committee member.

Footnote:

Horse Driving Trials is essentially a non-contact sport, and therefore obviously is not so attractive to people who use sport as a medium to harm or abuse children/young people or vulnerable adults.

Nonetheless we all have a responsibility to ensure we are knowledgeable about these procedures and will act accordingly. Children, young people and vulnerable have the right to be protected from any form of abuse.

Training methods currently employed do not need to change – but all trainers need to be aware and accepting of these procedures to ensure that children/young people and vulnerable adults are never put at risk of any form of abuse.

Remember – **Non-action is not an option in child abuse**

## **Allegation of Historical Abuse**

At any event, it is possible that an allegation of historical abuse is made by a child/young person or vulnerable adult, which is not related to the horse driving trials or associated event. It may relate to some other environment, i.e. home, school, workplace etc. and the child/young person or vulnerable adult could impart this information to anyone they feel safe to tell, at an event.

If this is the case, the matter must be taken seriously by the person receiving the information, the designated committee member and the BHDTA Child Protection Officer.

The process is the same as stated for a child/young person or vulnerable making an allegation of abuse which has occurred at an event. All relevant information needs to be recorded and the matter reported to the designated person at the event. It will then be decided how this matter is dealt with, in conjunction with the BHDTA Child Protection Officer

When such an allegation is made you should inform:

1. The designated child protection officer at the event, who will in turn contact the BDHTA Child Protection Officer who will decide the action that needs to be taken.
2. If the BDHTA Child Protection Officer is not available then a decision will be made by the designated committee member at the event where the allegation was made, or in conjunction with a committee member at national level. , i.e. the chairman or other named committee member. Please remember that confidentiality is absolutely necessary, and all child abuse allegations must be handled on a “need to know basis”

Please be assured that allegations of any form of child abuse, neglect or bullying will be dealt with in a very sensitive and common sense manner, and only referrals to statutory agencies will be made where it is deemed appropriate.

Nonetheless you all need to be aware the children/young people and vulnerable adults, very rarely make allegations which are untruthful. It is for this reason and for the absolute protection of this group of people within our sport, that we need to take all allegations seriously.

**British Horse Driving Trial Association – Child Protection Officer**

The person responsible for Child Protection at national and club level is:]

**Mrs Janis Moore  
6 West Terrace  
Stanhope, Bishop Auckland  
Co. Durham DL13 2 PD**

**Telephone Number: 01388 527545    Home  
0780 101 9846    Mobile**

**E-mail                    [JanisMoore@aol.com](mailto:JanisMoore@aol.com)**

The Child Protection Officer is happy to discuss any queries regarding referrals, training matters or issue of concerns. Janis Moore is currently a Team Manager of a Child Protection Team with a Local Authority, and has many years of experience in this field.

**These 'Child Protection Procedures' were ratified by the BHDTA Council on 27<sup>th</sup> March 2003.**

## **WHAT IS CHILD ABUSE:**

Child abuse is a term used to describe the manner in which children are deliberately harmed or put at risk of significant harm by adults and older peers. Often these are people, the child/young person knows and trusts. It refers to harm done to a child/young person's physical, sexual and emotional well-being.

Children/young people and vulnerable adults can be abused both within their family or outside of this environment. Usually the child knows the perpetrator well. In almost all settings, the adults have power over the children and can inflict harm.

### **The Five Main Forms of Abuse:**

#### **Physical Abuse –**

This includes situations where adults inflict physical injury on children/young people and vulnerable adults deliberately or over-chastisement (i.e. shaking, hitting, squeezing, biting, burning or by using an implement or part of their body to inflict injury).

#### **Sexual Abuse –**

This includes situations in which adults/peers use children/young people and vulnerable adults to meet their own sexual gratification through full sexual intercourse, masturbation, oral sex, fondling, anal intercourse or gross indecency. It is sexually abusive to expose this group of people to pornographic material (including the internet), taking photographic or using this group of people for pornographic purposes.

Within all sporting bodies, sexual abuse can occur where there is inappropriate sexual contact, (often under the guise of training) and sexual suggestions to children/young people and vulnerable adults.

Sexual abuse is known as the “best kept secret” and it is not uncommon for children/young persons to disclose to people they have trust in, even if they do not know these people very well.

False allegations of sexual allegations are very rare.

#### **Neglect**

This facet includes situations where a child/young person or vulnerable adults basic needs are not being met, i.e food, shelter, warmth, clothing, stimulation. Neglect also encompasses situations where a child/young persons is not adequately supervised by an appropriate adult and they are likely to be at risk of significant harm.

Within the horse driving environment, neglect may occur if a parent, appropriate adult, trainer etc., fails to ensure safety or exposes this group to extreme danger, i.e. risk of injury which the child/young person cannot conceptualise, but the trainer can do so, risk through unsafe equipment or environment or risk of suffering significant harm from extreme weather conditions.

## **Emotional Abuse**

This includes situations where there is constant criticism by parents, carers and adults involved with children/young people and vulnerable adults. It occurs when adults have too high expectations, whether they be parents, trainers or coaches. It also occurs when parents are so over-protective that the child/young person cannot reach their normal developmental potential because of this facet. Emotional abuse encompasses constant threats, taunts, shouting or talking to in a defamatory manner and generally acting in a denigrating manner. This is a difficult area of abuse to prove and usually occurs over a period of time. It does not encompass a single incident, but nonetheless can be seen in parents who have too high expectations of their young children in the equestrian forum.

## **Bullying**

This can be difficult to define and it can take many forms, either from adults or peers. Children are very susceptible to bullying. It is usually repeated over a long period of time and can have affects on the victim. It takes the form of verbal threats, isolating an individual from activities, name calling and denigration. If bullying is suspected, then it must be reported, to ensure the child/young person or vulnerable adults welfare is protected. Remember within this group of people, suicide is not uncommon.

These definitions are presented as a guide – each child/young persons and vulnerable adult's experience will be unique to them and must be seen as such.

## **Addresses to make a referral:**

Telephone number of the local police if a referral needs to be made at an event – committee members should hold this number

If advice and guidance is needed this can be accessed from the NSPCC Child Protection 24 Hour Freephone Helpline 0808 800 500. NSPCC will advise if a referral is required.

The BHDTA Child Protection Officer will, in the main, be available for advice – and can be reached on 01388 527545 or mobile 07801019846.

The Designated Committee Member at the Event will be aware that the NSPCC is the first contact if the matter needs to be dealt with immediately.

If the referral needs to be considered – then the BHDTA Child Protection Officer will be contacted.

# REFERRAL FORM

## CONFIDENTIAL

Name of Child: ..... D.O.B.....

Home address.....

.....

Tel No.....

Name of Parents:.....

Address (if different).....

.....

School/College Attended:.....

Are Parents Aware of Referral                      Yes     /     No

Details of Referral:                      .....

.....

.....

.....

.....

.....

(Continue overleaf if necessary)

Referral Made by:.....

Address.....

.....

Tel. No .....     Date of referral .....     Time of referral.....

BHDTA Child Protection Officer Janis Moore Tel: 01388 527545  
British Horse Driving Trials Association, East Overhill, Stewarton, Kilmarnock, Ayrshire KA3 5JT  
Tel: 0845 643 2116

# THE BRITISH HORSE DRIVING TRIALS ASSOCIATION SELF DISCLOSURE FORM

CONFIDENTIAL ONCE COMPLETED

You have a right of access to information held on you and other rights under the Data Protection Act 1984

## Part A

Surname: ..... First Name: ..... Initial:.....

Title: ..... Sex: M / F National Insurance No: .....

Any previous names by which you have been known: .....

Address: .....

..... Post Code: .....

Tel. No: ..... Date of Birth: ..... Place of Birth: .....

I confirm that I have read and agree to abide by The BHDTA Child Protection Procedures:

Signature: ..... Date: .....

## Part B

**Have you ever been convicted of a criminal offence or been the subject of a caution, a 'bound over order' or a 'civil action' ?**

YES / NO (please delete whichever is not applicable)

If YES, please give details:

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, you should declare all convictions, including 'spent' convictions.

**Have you ever been subject to any disciplinary actions or sanctions relating to child abuse, sexual offences or violence?**

YES / NO (please delete whichever is not applicable)

If YES, please give details:

You are required to self-certify that you are not known to ANY Social Services as being an actual or potential risk to children, and that you have not been disqualified or prohibited from fostering children or had any rights or powers in respect of any child vested in or assumed by a local authority, or had a child ordered to be removed from your care.

As part of the checking procedures, you are advised that the BHDTA reserves the right to make reference to the Local Authority Social Services Department and Police Records to verify information given on this form, when it is submitted or at any time in the future. It is The British Horse Driving Trials Association's policy to make random police checks and to take up all references.

NB: It is the duty of all BHDTA personnel, instructors and volunteers to report any change or conviction involving children.

I consent to a criminal records check being made, confirm that the information provided on this form is correct, and accept that failure to disclose information or subsequent failure to conform to The BHDTA Child Protection Procedures may result in disciplinary action and possible suspension.

Signed: .....

Date: .....