



THE BRITISH EQUESTRIAN FEDERATION SAFEGUARDING POLICY

21ST Revision
1 January 2025

PURPOSE OF THIS POLICY

The welfare of all members of the equestrian community is of the utmost importance to the British Equestrian Federation (BEF) and its Member Bodies.

We commit that all individuals (both children and adults) who take part in activities under the authority of the BEF or its Member Bodies ('participants') should reasonably expect an environment that is free from Prohibited Conduct, and that treats all individuals with dignity and respect. All forms Prohibited Conduct are unacceptable and will not be tolerated by the BEF or its Member Bodies.

This policy provides a framework which facilitates a safe environment. It explains our approach to safeguarding, our roles and responsibilities and the scope of application. Where Prohibited Conduct arises, we have procedures in place to facilitate the reporting of concerns and ensuring those concerns are responded to in a timely and appropriate manner.

WHO IS RESPONSIBLE FOR THIS POLICY?

We are all responsible for identifying and reporting any concerns and taking prompt action where appropriate. For the BEF, the Chief Executive is ultimately responsible for making sure this policy gets implemented. To achieve this, they are supported by the BEF Safeguarding Team and the Member Bodies, who work together to deal with actual or potential breaches. You can contact the BEF Safeguarding Team directly on:

safeguarding@bef.co.uk or +44 (0) 2475 313437

REVIEW OF THIS POLICY

This policy shall be reviewed annually, or when required due to a change in legislation or BEF practices. This policy applies to everyone within the BEF and its Member Bodies and should be read in conjunction with the additional safeguarding guidance provided.

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PART 1: CHILDREN AND YOUNG PEOPLE

STATEMENTS OF INTENT

The safety and enjoyment of children and young people participating in equestrian activities and sport is of the utmost importance to the British Equestrian Federation (BEF) and its Member Bodies. Our aim is that all children and young people have a positive and enjoyable experience of our sport in a welcoming, inclusive, safe and child-centred environment.

To achieve this, we work to the following statements of intent:

- 1) Working to ensure that all children and young people are protected from harm and abuse while participating in equestrian activities.
- 2) Helping everyone involved in equestrianism adopt good safeguarding practice. Protecting children and young people is the primary consideration when making decisions.
- 3) Developing a culture of listening to children and taking their rights, wishes and feelings into account across the whole federation.
- 4) Working to ensure all concerns or allegations raised are taken seriously and responded to appropriately.
- 5) Working together to promote the welfare and wellbeing of children and young people, taking an inclusive approach.

WHAT DO WE MEAN BY A CHILD-CENTERED APPROACH?

Taking this approach means keeping the child in focus when making decisions and working in partnership with them and their families/carers. We strive to create environments where children's concerns are listened to and taken seriously, and they are given a voice in the safeguarding process.

WHO IS RESPONSIBLE FOR KEEPING CHILDREN AND YOUNG PEOPLE SAFE

To make sure that children get the right help at the right time, it is important that everyone who comes into contact with them understands that they have a role to play in safeguarding. We are all responsible for identifying any concerns, reporting any concerns, and taking prompt action where appropriate.

You can contact the BEF Safeguarding Team directly on: safeguarding@bef.co.uk or +44 (0) 2475 313437

THE FEDERATION'S RESPONSIBILITY TO CHILDREN

We acknowledge that all children and young people may be vulnerable to abuse, and that some have additional risk factors which may make them more vulnerable. We accept the responsibility to take appropriate and reasonable steps to safeguard their welfare.

Putting this into practice means that we work to:

- ✓ Promote the safety and wellbeing of children and young people with our words and actions.
- ✓ Ensure our robust safeguarding guidance is implemented in practice.

- ✓ Make sure everyone knows what role they have to play in identifying and responding to concerns.
- ✓ Take appropriate action when a concern is raised or disclosed and support the individual(s) involved.
- ✓ Maintain detailed, accurate, and confidential records that are stored securely.
- ✓ Prevent unsuitable individuals from being employed or deployed.

In this policy, when we say “child” or “children” or “young person” we mean anyone under eighteen (18) years old.

When we say “safeguarding” this also includes child protection. Safeguarding means protecting children from maltreatment, ensuring they are growing up with safe and effective care, preventing the impairment of their health or development and taking action to ensure the best outcomes for children.

PART 2: SAFEGUARDING ADULTS

STATEMENTS OF INTENT

Our aim is that all adults have a positive and enjoyable experience of our sport in a welcoming, inclusive and safe environment free from Prohibited Conduct, abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

To achieve this, we work to the following statements of intent

- Working to ensure that all adults are protected from harm and abuse while participating in equestrian activities.
- Developing an open, listening culture where people feel able to share concerns without fear of retribution.
- Ensuring compliance with the legal framework for adults at risk who have needs for care and support, protecting those who are unable to take action to protect themselves.
- Promoting best practice, ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

WHO IS RESPONSIBLE FOR SAFEGUARDING ADULTS?

We are all responsible for identifying any concerns, reporting any concerns, and taking prompt action where appropriate. You can contact the BEF Safeguarding Team directly on:

safeguarding@bef.co.uk or +44 (0) 2475 313437

WHAT DO WE MEAN BY ADULTS AT RISK?

Adults at risk is a defined category of adults protected under the safeguarding adults legislation. For the purpose of this policy, the term ‘adult at risk’ shall be “any person who is aged eighteen (18) years or over and at the risk of abuse or neglect

because of their needs for care and support” and as a result of their needs in unable to protect themselves against the risk of the abuse or neglect (Care Act, 2014). This is the definition in England and is broadly consistent with the definitions in the devolved nations.

See the definitions [here](#) (Annex 5). Please note that in Scotland, adults at risk or vulnerable adults can, in some circumstances, relate to those aged sixteen (16) years and over.

THE FEDERATION’S RESPONSIBILITY TO ADULTS AT RISK

We acknowledge that all adults may be vulnerable to abuse at times in their life, and that while some adults have additional risk factors which may make them more vulnerable (see [adults at risk](#)), it is the situation around an individual which may increase risk or place them at potential risk of harm.

Vulnerability is a changeable and contextual state. Personal circumstances which increase vulnerability may include physical disability, learning difficulties, or mental health conditions. Other factors may include physical injury, power imbalance, susceptibility to adverse influence, cognitive maturity, social exclusion, substance abuse, homelessness, poverty, or domestic violence. These examples are a non-exhaustive list.

It is important to be conscious of contextual circumstances when considering risk. Those with disabilities or additional needs may be at increased risk of abuse because, among other factors;

- They may be socially isolated,
- They may be dependent on a number of people for care and handling, some of which may be of an intimate nature,
- They may not understand the inappropriateness of the abuse,
- They may not be able to communicate to others that something is wrong,
- Signs of abuse can be misinterpreted as symptoms of disability,
- They may be fearful of the consequences of disclosure,
- They may be unable to resist due to physical or communication needs,

We accept the responsibility to take appropriate and reasonable steps in order to ensure their wellbeing. Putting this into practice means that we work to:

- ✓ Promote the safety and wellbeing of adults at risk with our words and actions.
- ✓ Ensure our robust safeguarding guidance is implemented in practice.
- ✓ Make sure everyone knows what role they have to play in identifying and responding to concerns.
- ✓ Take appropriate action when a concern is raised or disclosed and support the individual(s) involved.
- ✓ Maintain detailed, accurate, and confidential records that are stored securely.

- ✓ Prevent unsuitable individuals from being employed or deployed.
- ✓ Ensure safeguarding is a standing item on the agenda of each BEF Board and BEF Council meeting

PART 3: SAFEGUARDING IN ACTION

LEGISLATION & STATUTORY GUIDANCE

To be effective, we start by acting in accordance with safeguarding legislation and guidance across England & Wales, Scotland and Northern Ireland. For more information see Annex 5.

THE ROLE OF THE BEF

The BEF is the national governing body for horse sport in the UK. It has Member Bodies representing different equestrian activities. The Member Bodies are required to be in substantial conformity with this policy and have a Memorandum of Understanding with the BEF about safeguarding to ensure a consistently high standard across the Federation.

As part of this partnership, the role of the BEF is to:

- 1) Provide the strategic overview and guidance on safeguarding. Review the implementation of these policies on an annual basis.
- 2) Provide access to approved safeguarding training for the Lead Safeguarding Officers of Member Bodies and BEF staff.
- 3) Provide guidance on safeguarding best practice, including safe recruitment, training and supervision of staff, volunteers, parents and carers.
- 4) Support Member Bodies in responding to safeguarding concerns, ensuring all incidents are recorded and referred appropriately.
- 5) Co-ordinate the Safeguarding Action Team (SAT) and the Case Management Group (CMG).
- 6) Co-ordinate a central database for the recording of all concerns shared by Member Bodies.
- 7) Ensure BEF procedures for safely recruiting staff and volunteers within the BEF are followed, with criminal record checks where appropriate.
- 8) Ensure that all data collected by the BEF is kept securely in accordance with data protection requirements.

SAT provides a forum to develop and share best practice for the benefit of safeguarding in equestrian activities. It is made up of representatives from Member Bodies and the BEF Safeguarding Team.

The CMG provides case management support across the Federation. It provides support, advice on best practice and consultation where needed.

The BEF employs a dedicated Safeguarding Officer to lead on our policies and procedures, and to provide support to the Member Bodies. They can be contacted via safeguarding@bef.co.uk or +44 (0) 2475 313437.

The BEF Board has appointed a Board Safeguarding Champion to provide leadership in promoting safeguarding best practice in equestrianism, and to champion the BEF's safeguarding role. They ensure that safeguarding is discussed at every Board meeting.

THE ROLE OF MEMBER BODIES

As part of adopting this safeguarding policy, each Member Body commits to;

- 1) Nominating a Lead Safeguarding Officer to be primarily responsible for safeguarding concerns.
- 2) Ensuring representation on SAT.
- 3) Ensuring venues, clubs or centres within their membership are aware of the relevant safeguarding policies and guidance and puts them into practice as appropriate.
- 4) To monitor this implementation and feedback to the BEF on an annual basis.
- 5) Responding to and managing any concerns raised from within their membership in line with agreed procedures, ensuring safeguarding standards are met and maintained.
- 6) Implementing appropriate disciplinary and appeals procedures for safeguarding children and adults, including keeping the BEF informed throughout.
- 7) Ensure all relevant concerns are reported to the BEF and entered onto the central reporting database.
- 8) Ensure there is clear communication within their membership on safeguarding children and young people and adults, providing leadership on a best practice approach.
- 9) Ensure that appropriate and relevant guidance is made available to children and adults, parents and carers, including all relevant codes of conduct.
- 10) Encourage all venues/centres/clubs to appoint a Safeguarding Officer, ensuring the implementation of safer recruitment practices and ensuring criminal record checks are completed where appropriate for staff and volunteers.
- 11) Providing and promoting safeguarding training in partnership with the BEF.
- 12) Ensuring confidentiality is maintained, with information shared only on a 'need to know' basis.

Member Bodies have primary responsibility for safeguarding concerns related to their own members, officials, staff and volunteers using their own policies and procedures. Member Bodies may opt for concerns to be resolved by or in conjunction with the BEF.

The BEF has primary responsibility for managing cases related to;

- Athletes on the World Class Programme (WCP),
- BEF Directors, staff, WCP Practitioners or BEF officials, and

- Members of Member Bodies where a referral has been made to the BEF Case Management Group (CMG).

Following investigation, the BEF or Member Body shall evaluate the evidence and decide whether to refer the matter to the BEF Hearing Body. Any case referred to the Hearing Body pursuant to this policy will be dealt with in accordance with the BEF Hearing Body Rules.

The BEF or Member Body may wait until the outcome of any related criminal or civil investigations and/or proceedings is known before making a decision on how to proceed with a case.

THE ROLE OF THE LOCAL SAFEGUARDING OFFICER

Each club/centre's Safeguarding Officer shall be responsible for:

1) Inform: Promote safeguarding training to support staff, volunteers and participants. Adopt and promote BEF and Member Body safeguarding guidance and advice. Manage and monitor implementation.

2) Respond: Be first point of contact for any safeguarding concerns. Record and report information as required. Respond to concerns and work with the Member Body Lead Safeguarding Officer.

3) Collaborate: Maintain local contact details for relevant statutory agencies such as Children's Social Services/Police/Member Body Lead Safeguarding Officers. Ensure confidentiality is maintained as appropriate.

More information on some of these duties such as safer recruitment, information sharing and education is covered in more detail in our Safeguarding Guidance.

WHO IS COVERED BY THIS POLICY?

Each participant is deemed, as a condition of their participation in Relevant Activities, to have agreed to be bound by this policy, and submit to the authority of the BEF and/or relevant Member Body to enforce this policy. This includes consequences of breaching this policy, and being bound by the jurisdiction of the BEF Hearing Body to hear and determine cases and appeals brought under this policy.

Participants include, but are not limited to;

- Anyone who competes, coaches, officiates, works at or otherwise participates in (including attendance) any equestrian Event, affiliated venue, or any activity organised or sanctioned by the FEI, BEF, or a Member Body,
- Any parent, legal guardian, or chaperone of a rider, vaulter or carriage driver,
- Any support personnel supporting an individual participating in, or preparing to participate in, an Event or activity organised or sanctioned by the FEI, BEF, or a Member Body. This shall include but is not limited to a coach, trainer, manager, agent, team staff, veterinary, medical or paramedical personnel, or therapist,
- Any contractor or volunteer involved in an Event or any activity organised or sanctioned by the FEI, BEF, or a Member Body,

- Anyone otherwise involved in the administration of or preparation for any Event or activity.

A Participant commits a breach of this Policy when they, either alone or in conjunction with another or others, either in-person, online or via any other means of communication, engage in any Prohibited Conduct.

Participants alleged to be in violation of this Policy are subject to applicable investigation and disciplinary review processes as outlined in the BEF's policies.

BEHAVIOUR OUTSIDE OF EQUESTRIAN SPORT

It is not necessary for Prohibited Conduct (or attempted or threatened conduct) to take place in the context of equestrian sport in order for action to be taken pursuant to this Policy.

This Policy applies to any Prohibited Conduct, where it occurs in any one or a combination of the following situations:

- When the Participant alleged to have committed the Prohibited Conduct was engaging in an activities under the auspices of the BEF and/or one or more of its Member Bodies.
and/or
- When the Participants involved interacted or were known to each other due to their mutual involvement in activities under the auspices of the BEF and/or one or more of its Member Bodies;
and/or
- Outside of activities under the auspices of the BEF and/or one or more of its Member Bodies where the Prohibited Conduct may have a serious and detrimental impact on another person or could pose a risk of harm to other Participants in the sport.

Each case will be decided on its own facts and the BEF will implement appropriate and proportionate measures where it considers it necessary to protect other participants or the reputation of the BEF and/or its Member Bodies.

PART 4: PROHIBITED CONDUCT

Participants are responsible for knowing what constitutes Prohibited Conduct. Prohibited Conduct includes all forms of abuse, harassment, discrimination, bullying and exploitation. The categories of Prohibited Conduct outlined here are not mutually exclusive, nor are the examples provided in each category an exhaustive list.

TYPES OF PROHIBITED CONDUCT

Prohibited conduct is determined by the behaviours viewed objectively, and not whether harm was intended by the perpetrator, or actually results from the behaviours. They are:

- 1) Physical abuse:

This includes without limitation contact behaviours such as deliberate striking or other physical violence, including with objects. Also includes providing purported therapeutic or medical interventions without the relevant training or expertise (e.g. massage). Physical abuse may also involve non-contact behaviours such as isolating someone in a confined space, exercise as a form of punishment, forcing someone into a harmful stance or position for no athletic purpose (e.g. kneeling on a hard surface), denying physical needs such as sleep, medical attention, or access to a toilet, or encouraging a participant to perform a potentially dangerous skill where the individual knows or ought to know that the participant was not developmentally ready for that skill. Physical abuse includes providing alcohol to an under-age Participant or providing Participants with illegal or non-prescribed drugs. Where a Participant under an individual's authority has been injured (to include concussion), it shall be considered physical abuse to allow or encourage that participant to return to equestrian activity prematurely where the individual ought reasonably to have known it was premature.

2) Emotional abuse

This includes, without limitation, repeated emotional maltreatment such as verbal conduct (including online), non-assaulting physical conduct (such as body-shaming, inappropriately conducted weigh-ins, restrictive diets, or physical aggressive behaviours towards objects such as throwing), conduct that causes the denial of attention or support (such as abandonment as a punishment, unreasonably denying feedback). Psychological abuse may include a pattern of deliberate non-contact behaviours by a person in authority that have the objective potential to be harmful to the victim.

3) Sexual Abuse

Children

Any act which involves forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse. 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.

It may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse.

Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the child's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped.

Adults

Includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to

pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.

4) Neglect

Neglect refers to the omission of adequate care and attention and shall be evaluated with consideration given to the alleged victim's needs and requirements. This includes, without limitation, not allowing adequate recovery time or treatment, disregarding and/or not considering a participant's disability, failing to ensure appropriate supervision for a participant, failing to consider the welfare of a Participant (for example weigh-ins for weight control), failing to provide safe equipment or a safe environment, or allowing a participant to disregard regulations or policy.

Neglect is determined by the behaviour in question viewed objectively, not whether harm is intended or results from the behaviour.

5) Child Sexual Exploitation

Includes where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person into sexual activity. For example this may be in exchange for something the victim needs or wants and/or for financial gain or status advantage of the perpetrator.

6) Grooming

Grooming involves building trust with a victim, and sometimes also their support team or peers to normalize inappropriate behaviours, reduce inhibitions and serve to sexualise a relationship.

For example, Grooming may include testing boundaries by seemingly accidental touching, which then gradually escalates to sexualised touching. Many victims do not recognise the Grooming process as it is happening, or that the manipulation of others is part of the abuse process.

7) Discrimination

Abusive behaviour that is centred on a difference or perceived difference, particularly with respect to; race, gender, sexual orientation, disability, ethnic or national origin, age, religion or marital status.

Discrimination may include overt or subtle forms of harm, and may be verbal, physical, visual abuse or harassment. Discriminatory abuse may constitute a criminal offence referred to as a 'Hate Crime'.

8) Bullying

Repeated behaviour intended to intimidate or upset a child or adult and/or make them feel uncomfortable or unsafe, for example, name calling, exclusion or isolation, spreading rumours, embarrassing someone in public or in front of their peers, threatening to cause harm, physically hurting someone or damaging their possessions.

All Participants must treat each other with respect and appropriate sensitivity. Bullying does not include constructive, reasonable, legitimate and justified criticism or instructions given to an individual (for example, in relation to selection decisions).

9) Hazing

This includes any intentional action or situation created that causes embarrassment, harassment or ridicule and risks emotional, physical or sexual harm towards a person, regardless of their apparent willingness to participate.

For example, harassment may include demeaning, humiliating or discriminatory comments or behaviours, whether directly or indirectly (e.g. racist or homophobic behaviours).

10) Exploitation of the workforce

This includes where an employee is working in conditions where their employment rights are not being met. This applies whether the employee is engaged in this situation voluntarily, or through some form of coercion.

For example, this would include;

- Failure to pay National Minimum or Living Wage,
- Requiring employees to work excessive hours without a break,
- Lack of provisions for holidays or adequate rest breaks,
- Recurring use of deception, force or blackmail by employers.

11) Professional poor practice

It is important for poor practice to be identified, raised and resolved, as these behaviours are often part of the Grooming process. Following a review of the circumstances it may be appropriate for poor practice to be addressed either informally or formally.

This may include circumstances where;

- Using contact details (provided for the purpose of sport) to make contact about purposes not related to sport,
- Using a line of communication that is not within the typical communication channels,
- Communicating privately with a child online, for example via text or social media,
- Inappropriate sharing of personal photographs,
- Inappropriate sharing of changing rooms or spaces, whether engaging in that use or arranging it,
- Arranging or taking part in 1-2-1 meetings not held in an environment where there is supervision,
- Providing personal gifts,
- Inappropriate private travel or transportation.

Repeated instances of professional poor practice should trigger disciplinary action.

12) Aiding and abetting

Any act or communication taken with the purpose of directly assisting, furthering, facilitating, promoting, or encouraging abuse or other prohibited conduct whether by or against a participant.

Aiding and abetting includes, without limitation, allowing any person to violate the terms of their suspension or other sanction imposed.

13) Intentional false allegations

It is a violation to knowingly report a false allegation that a Participant has engaged in Prohibited Conduct, or to influence another to report a knowingly false allegation. If the events reported did not occur and the person making the report knows, at the time of reporting, that the events did not occur, then the allegation is false.

A false allegation is different from an unsubstantiated allegation. Unsubstantiated means there is insufficient supporting evidence to determine whether an allegation is true or false. Provided there is no demonstrable bad faith, and unsubstantiated allegation is not a violation of this policy.

14) Manipulating or otherwise interfering with process

It is a violation to directly or indirectly interfere with, or manipulate, an investigation or disciplinary process by;

- Knowingly destroying, falsifying, distorting, concealing or misrepresenting information with the intention of influencing an outcome or process,
- Attempting to discourage or prevent proper participation in or use of the process,
- Harassing or intimidating any person involved in the process whether before, during or after proceedings,
- Failing to comply with any sanctions or measures imposed by the process,
- Influencing, or attempting to influence, another person to interfere with or manipulate the process,
- Distributing or otherwise publicising any materials accessed during the process, except as required by law or expressly permitted,

All Participants are required to act in good faith throughout any investigation or disciplinary process. We recognise that victims may minimise or conceal information (for example, through shame) and, absent any demonstrable bad faith, this is not a violation of this policy.

15) Retaliation

Where a person has raised a concern or participated in an investigation or disciplinary process in good faith, it shall be a violation of this policy for a Participant to take adverse action against that person.

Retaliation includes, but is not limited to, threatening, harassing, coercing, negatively interfering with participation in sport, or other conduct that would discourage a reasonable person.

Retaliation after an investigation or disciplinary process has been completed shall also be a violation of this policy. Retaliation does not include actions lawfully pursued in good faith.

REPORTING

All forms of Prohibited Conduct must be reported through a relevant safeguarding channel, and those in a Position of Trust are subject to mandatory reporting. Failure to report Prohibited Conduct may breach BEF Safeguarding rules.

ADDITIONAL SAFEGUARDING GUIDANCE

ABUSE OF A CHILD

It is important that everyone understands that child abuse can be perpetrated by either an adult or another child and may be as a result of an omission as well as an act. Below are categories of abuse and concern.

- 1) Physical abuse: Can be described as causing physical harm, e.g. hitting or shaking. This could include over-training. Signs may include a refusal to discuss injuries or improbable excuses for them.
- 2) Emotional abuse: Emotional harm, e.g. through sustained criticism or humiliation. This may also include persistent ignoring or excluding a child continually.
- 3) Sexual abuse: Sexual abuse may or may not involve contact. It could involve physical touching but could also involve sharing explicit images or using inappropriate language.
- 4) Neglect: Persistent failure to meet a child's basic physical and/or psychological needs e.g. failing to provide adequate supervision, leaving a child cold or hungry.

Additional categories of concern include:

- 5) Bullying by peers: Where peers seek to harm, intimidate, or coerce their victim e.g. name-calling. This may take place online or offline.
- 6) General welfare concern: Where there is concern of harm that doesn't necessarily fit into a category of abuse. For example, someone is not taking care of themselves with physical hygiene.
- 7) Poor practice: Where safeguarding policies are not being followed, for example coaching ratios are not being observed.

Some children may be more vulnerable to abuse than others. It is important that we are conscious of the factors that can increase risk, so that we can ensure all children are protected. Factors which may make children more vulnerable to abuse can include:

- 1) Lack of awareness: Those who haven't been able to access information about keeping safe.
- 2) Communication barriers: Those with speech/hearing needs may find it harder to report.
- 3) Dependency: Children with additional needs may rely more heavily on others and as such find it harder to disclose abuse if it's someone they rely on.
- 4) Increased isolation: Having contact with fewer people outside an immediate circle may mean there are fewer people to provide support or notice an issue.
- 5) Misinterpreting: A child's additional needs may mean that those around them misinterpret the abuse being perpetrated as 'normal' or 'necessary'.

It is also important to acknowledge that conscious or unconscious bias in adults can mean that some children are not protected adequately from harm and abuse.

For example, perceiving a child from a certain ethnic community as more 'grown-up' may mean that signs of abuse are missed.

Research indicates that children from Black, Asian and minority ethnic groups are less likely to come to the attention of authorities, face additional barriers to accessing statutory services, and receive a poorer quality of support (Children's Commissioner, 2015).

Across the federation we commit to challenging all forms of discrimination and bias to ensure every child can enjoy a safe and inclusive environment in equestrianism.

ABUSE OF AN ADULT

A key part of keeping adults safe is knowing what to look for. Abuse can take place in any context and by any kind of perpetrator. Signs that suggest someone may be being abused or neglected include but are not limited to;

- Unexplained bruises or injuries,
- Lack of medical attention when injured,
- Belongings or money going missing,
- An individual no longer attends or enjoys their activities, or stops contacting those involved,
- Changes in an individual's weight, their appearance becoming unkempt, wearing unsuitable clothing or a deterioration in hygiene,
- A change in the behaviour or confidence of an individual, particularly if in response to being in the presence of a particular person,
- Demonstrating fear in relation to a particular person(s),
- Evidence of self-harming,
- An individual being subjected to threats or is persistently blamed for poor performance (emotional abuse),
- An individual with vulnerabilities being subjected to unwanted sexual attention, for example being sent unwanted sexually explicit messages,
- An individual being harassed because of their vulnerabilities,
- An individual being physically abused (e.g. struck by a coach),
- An individual not having their needs met (e.g. training without a necessary break),
- A disclosure of harm.

Abuse can take place in many contexts and may be perpetrated either by someone within the sport or within the victim's personal life. Either way, it is important to be informed of the types of abuse and know where to turn to if you observe or suspect abuse is taking place. The Care Act provides 10 categories of harm for adults at risk, with further categories added by the Ann Craft Trust. They are as follows;

1. Self-neglect
Neglecting to care for one's health, hygiene, or surroundings. Can include behaviours such as hoarding.
2. Modern slavery
Encompasses slavery, human trafficking, forced labour and domestic servitude.
3. Domestic Abuse
Includes coercive control, psychological, sexual, financial, emotional, physical abuse between any family or household members.
4. Discriminatory
Abuse which centres on a difference or perceived difference with respect to a protected characteristic under the Equality Act.
5. Organisational
Includes neglect and poor care practice within an institution or specific care setting, for example a hospital or care home. Factors may include the structure, policies, processes or practices of an organisation.
6. Physical
Includes impact such as hitting, but also behaviour such as restraint, inappropriate sanctions, or misuse of medication.
7. Sexual
Includes physical acts such as inappropriate touching or rape, but also indecent exposure, subjection to witnessing sexual acts, sexual photography, sexual innuendo where the adult does not consent or is pressured into consenting.
8. Financial
Includes the misuse or misappropriation of possessions, property or finances and coercive behaviours in relation to an adult's financial affairs or arrangements. This includes theft and scamming.
9. Neglect
Failure to provide access to appropriate services such as social care, health care, or education. Withholding necessities such as nutrition, heating, or medication, or otherwise ignoring medical or physical care needs.
10. Emotional
Includes deprivation of contact, isolation and withdrawal or threats of abandonment. Also includes verbal abuse, controlling behaviours, coercion, intimidation or humiliation.
11. Cyber-bullying
Using online platforms such as texts, emails or forums to bully the victim. The aim is normally to humiliate, isolate, or otherwise damage the other person.

12. Forced marriage

A marriage in which one or both of the parties to the marriage without their consent or against their will and is a criminal offence. It is not the same as an arranged marriage.

13. Mate Crime

A "mate crime" is when "vulnerable people are befriended by members of the community who go on to exploit and take advantage of them" (Safety Network Project, ARC). It may not be an illegal act, but it still has a negative effect on the individual. A mate crime is carried out by someone the adult knows, and it often happens in private.

14. Radicalisation

The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

DEALING WITH A DISCLOSURE

It is important that all Participants know how to recognise abuse and Prohibited Conduct, respond to the concern, report it, and record their observations or findings. Do not assume that someone else will make a report. For more information see the dedicated safeguarding microsite Safe To Play via: <https://equestrian.safetoplay.co.uk/>.

If someone is in immediate danger or you suspect that a crime is being committed, contact the police straight away on 999.

Where you have safeguarding concerns, report this to your Member Body Lead Safeguarding Officer. They will share information with the BEF Safeguarding Officer. Reports may also be made directly to the BEF Safeguarding Team via safeguarding@bef.co.uk.

Do not confront the abuser, as this could make things worse for the victim. Perpetrators of abuse may manipulate those around them to provide opportunities to abuse the child/adult and make it less likely that the abuse will be reported or noticed.

Where a child or adult makes a disclosure to you;

- 1) Listen carefully to what they're saying: Be patient and focus on what you are being told. Don't express your own opinions or feelings.
- 2) Let them know that they have done the right thing by telling you: Reassurance can be very useful if they have been keeping the abuse a secret and were concerned about telling anyone.
- 3) Tell them that it is not their fault: It is never a victim's fault that they experience abuse, and it is very important that they know, and hear, that.
- 4) Say that you will take them seriously: One of the main barriers to reporting abuse is the fear that they won't be listened to or supported.

5) Explain what you will do next: Depending on the circumstances (e.g. age of a child) you should explain that you're going to speak to someone who can help/report the abuse.

6) Report what you have been told as soon as possible: Take notes as soon as possible and pass the information onto the relevant Safeguarding Lead.

When you are recording a disclosure, capturing relevant information can be key in any investigation. It is important to capture:

- ✓ The facts about the allegation or observation.
- ✓ A description of any visible signs.
- ✓ A record of any non-verbal behaviours.
- ✓ Details of any witnesses.
- ✓ The name, address, and date of birth of those involved.
- ✓ The child or adult at risk's account of what has been disclosed (if applicable).
- ✓ Any times, dates, or relevant factual information.
- ✓ Any action taken as a result of the disclosure/observation.
- ✓ The extent to which consent has been provided by the adult at risk for information sharing (as applicable).

Where dealing with safeguarding children, you should work with parents/carers of a child in relation to a concern. If there are specific circumstances meaning that the child may be placed at greater risk if the parent/carer was informed the concern must be reported to your Member Body Safeguarding Lead and/or BEF safeguarding team (safeguarding@bef.co.uk).

SAFER RECRUITMENT

It is essential that there are effective recruitment and selection procedures for both paid staff and volunteers who undertake roles involving contact and/or responsibility for children or adults at risk. This is to put up barriers against those seeking to perpetrate abuse.

Using safer recruitment practices means:

- ✓ A clear role description setting out what tasks are involved
- ✓ A person specification (what experience, skills and behaviours are required)
- ✓ A clear job advert
- ✓ A consistent application form to gather information related to each candidate
- ✓ Require specific written references, and follow up on them
- ✓ Interview candidates using consistent and open questions
- ✓ For relevant posts, conduct a criminal record check as appropriate (be aware that different countries within the United Kingdom have different criminal record check processes).
- ✓ Risk assess any information which comes to light that is concerning

- ✓ Verify stated qualifications and experience
- ✓ Record the recruitment decision in writing
- ✓ Provide a thorough induction to the role (including safeguarding policies and training, and codes of conduct)
- ✓ Implement a probation period
- ✓ Using self-disclosure forms as appropriate

CONSENT AND CAPACITY (ADULTS)

We must not make assumptions about an adult's ability to decide what is in their best interest. The views, wishes, feelings, and beliefs of adults must be considered as decisions are made. Consider the following;

- Assume that people are able to make decisions, unless it is shown that they are not. If you have concerns about a person's level of understanding, you should check this with them, and if applicable, with the people supporting them.
- Give people as much support as they need to make decisions. You may be involved in this - you might need to think about the way you communicate or provide information, and you may be asked your opinion.
- People have the right to make unwise decisions. The important thing is that they understand the implications. If they understand the implications, consider how risks might be minimised.
- If a person is not able to make a decision, that the decision taken on their behalf must be what is best for the person, not for anyone else.

To make a decision we need to:

- Understand information.
- Remember it for long enough.
- Think about the information.
- Communicate our decision.

Our capacity to make decisions can also change throughout the day (for example, someone who is anxious or slow to respond due to fatigue). Capacity is therefore decision-specific.

The legislation that underpins capacity is as follows:

- England - Mental Capacity Act of 2005
- Wales - Mental Capacity Act of 2005
- Scotland - Adults with Incapacity (Scotland) Act 2000
- Northern Ireland - Mental Capacity (Northern Ireland) Act 2016

Where the alleged victim is an adult, you will normally require their consent to share their personal information provided they have capacity. Seek the adult's views on what they would like to happen next and inform the adult of the actions that you intend to take. Ensure that their needs and wishes are considered.

It is not the responsibility of an individual participant to decide whether an adult has been abused. However, it is the responsibility of every individual to respond to and report concerns appropriately.

In circumstances where it would not place the adult at any greater risk to do so, it will normally be important to discuss concerns with the carers or relevant family members for the adult. This should be undertaken with the full consent of the adult concerned, in light of their right to confidentiality and the Mental Health Capacity Act 2005.

When responding to a concern about an adult, consent shall also normally be required before a referral is made to adult services or the police. Where the adult does not have capacity to consent, or where there is a genuine concern of significant risk of harm, consent is not required to make these referrals.

It is appropriate to report concerns without an adult's consent when:

- You have reason to believe the adult's health and or wellbeing will be adversely affected by ongoing harm.
- Other people are, or may be, at risk from the person causing harm, including children.
- It is necessary to prevent a crime, or a serious crime has been committed.
- Sharing the information could prevent a crime and help to stop abuse
- The adult may be under duress or being coerced
- The alleged abuser has care and support needs and may also be at risk.

Sharing information with the right people is central to good practice in safeguarding adults. If required, explain to the adult that you must pass the concern on to your Safeguarding Officer, as you have a duty of care. You should reassure the adult that they will be fully included on what happens.

GUIDANCE ON INFORMATION SHARING

Safeguarding disclosures will be acted on in accordance with the rules of the Member Body, or BEF Case Management Process as applicable. In all instances detailed, confidential and accurate records will be maintained securely.

The BEF and its Member Bodies will share information to ensure that Participants are safeguarded effectively. Data sharing takes place in accordance with data protection requirements, and where it is necessary for identifying, assessing and responding to risks or concerns.

For children, the seven golden rules of information sharing are as follows:

- 1) GDPR: All children have a right to be protected from abuse and neglect. Protecting a child from such harm takes priority over protecting their privacy, or the privacy rights of the person(s) failing to protect them.
- 2) Honesty: Wherever it is practicable and safe to do so, engage with the child and/or their carer(s) and explain who you intend to share information with, what information you will be sharing, and why.

3) Advice: Seek advice promptly wherever you are uncertain or do not fully understand how the legal framework supports information sharing in a particular case.

4) Informed consent: Share with informed consent where appropriate, and consider objections, but remember that you do not need consent to share personal information about a child and/or members of their family if a child is at risk or there is a perceived risk.

5) Necessary: Ensure you and the person/organisation receiving the information take steps to protect the identities of any individuals who might suffer harm if their details become known to an abuser or one of their associates.

6) Safe: Only share relevant and accurate information with individuals or agencies/organisations that have a role in safeguarding the child and/or providing their family with support and only share the information they need to support the provision of those services.

7) Record: Record the reasons for our information sharing decision, irrespective of whether or not you decide to share information. Clearly set out the rationale and be prepared to explain your reasons if you are asked.

POSITION OF TRUST

There are particular safeguarding risks if someone is in a position of trust, which means they are in a certain role or setting where they have regular and direct contact with children. This is a legal term, and under the Police, Crime, Sentencing, and Courts Act 2022 those who train, supervise or instruct children in sport are in a position of trust.

Any sexual activity between a child and someone in a position of trust with them is unlawful, even if they are 16 or 17 years old (i.e. above the age of consent). This means sports coaches are banned from engaging in sexual activity with anyone under 18 in their care. It is important that coaches and other officials maintain a healthy and professional relationship with all participants.

SAFEGUARDING TRAINING

The BEF has developed a safeguarding programme of training for Member Body staff who have safeguarding as part of their role. All BEF staff are provided with safeguarding training. This includes face-to-face tutor-led training (whether in-person or virtual), as well as online courses.

There are three levels;

- 1) Safeguarding Awareness
- 2) Safeguarding for Equestrians
(aimed at coaches/officials)
- 3) Equestrian Safeguarding Officer course (aimed at safeguarding roles)

SAFEGUARDING KEY CONTACTS

The following organisations may be able to provide support in managing safeguarding incidents:

Organisation	Contact Details
For adults at risk	
Ann Craft Trust <i>A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector.</i>	www.anncrafttrust.org Email: Ann-Craft-Trust@nottingham.ac.uk Telephone: 01159515400
Act Against Harm	www.actagainstharm.org
Mencap	www.mencap.org.uk Telephone: 08088081111
Care Line	www.careline.co.uk Telephone: 08001013333
Mental Health Line	www.mentalhealth.org
MIND	www.mind.org.uk Telephone: 03001233393
Carers UK	www.carersuk.org Telephone: 08088087777
Action on Elder Abuse <i>A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.</i>	www.elderabuse.org.uk Telephone: 08088088141
Victim Support <i>Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.</i>	www.victimsupport.org.uk Telephone: 08081689111
National Family Carers Network	www.familycarers.org.uk
Refuge	www.refuge.org.uk Telephone: 08082000247
Samaritans	www.samaritans.org Telephone: 116123 (UK) or 116123 (ROI)
Women's Aid Federation in England and Wales <i>Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.</i>	www.womensaid.org.uk/information-support
Rape Crisis Federation of England and Wales	Email: info@rapecrisis.co.uk www.rapecrisis.co.uk

<i>Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.</i>	
British Grooms Association	
Gangmasters & Labour Abuse Authority <i>Works to protect vulnerable and exploited workers.</i>	https://www.gla.gov.uk/
Men's Advice Line <i>For male domestic abuse survivors.</i>	Tel: 0808 801 0327
National LGBT+ Domestic Abuse Helpline	Tel: 0800 999 5428
Respond <i>Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.</i>	Tel: 020 7383 0700 or 0808 808 0700 (Helpline) Email: services@respond.org.uk www.respond.org.uk
Stop Hate Crime <i>Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.</i>	24 hours service: Telephone: 0800 138 1625 Web Chat: www.stophateuk.org/talk-to-us/ E mail: talk@stophateuk.org Text: 07717 989 025 Text relay: 18001 0800 138 1625 By post: PO Box 851, Leeds LS1 9QS
Susy Lamplugh Trust <i>The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms - physical, verbal and psychological.</i>	Tel: 020 83921839 Fax: 020 8392 1830 Email: info@suzylamplugh.org www.suzylamplugh.org
Freephone Domestic Abuse Helplines by nation	England: 0808 2000 247 Wales: 0808 8010 800 Scotland: 0800 027 1234 Northern Ireland: 0808 802 1414
For children and young people	
Child Protection in Sport Unit (CPSU)	Telephone number: 0116 366 5590 Email: cpsu@nspcc.org.uk Website: www.thecpsu.org.uk
NSPCC Helpline	Telephone number: 0808 800 5000 Email: help@nspcc.org.uk Website: www.nspcc.org.uk

	Online reporting: www.nspcc.org.uk/what-you-can-do/report-abuse/report-abuse-online
Childline	Telephone number: 0800 1111 Email: www.childline.org.uk/registration Website: www.childline.org.uk 121 Chat: www.childline.org.uk/get-support/1-2-1-counsellor-chat
The Samaritans	Telephone number: 116 123 Email: jo@samaritans.org Website: www.samaritans.org
Victim Support	Telephone number: 0808 1689 111 Website: www.victimsupport.org.uk
Child Exploitation and Online Protection Unit	Telephone number: 0870 000 3344 Email: communication@nca.x.gsi.gov.uk Website: www.ceop.police.uk Online reporting: www.ceop.police.uk/safety-centre
Kidscape	Telephone number: 0207 730 3300 Email: info@kidscape.org.uk Website: www.kidscape.org.uk
Self-Help	Website: www.self-help.org.uk
Family Lives	Telephone number: 0808 800 2222 Website: www.familylives.org.uk
HarmLess - centre of excellence for self harm and suicide prevention.	Website : https://harmless.org.uk/

GUIDANCE ON CRIMINAL RECORD CHECKS

There are safeguarding guidance leaflets cover eligibility for DBS checks across a variety of roles within the sports sector. The working with children in sport leaflet is available in [English](#) and [Welsh](#). The working with vulnerable adults in sport leaflet is available in [English](#) and [Welsh](#). The main considerations should be centred around the activities that are required to be carried out by the role. What work with at risk adults or children is being carried out?

ENGLAND AND WALES: DBS CHECKS WITH THE DISCLOSURE AND BARRING SERVICE

There are four types of DBS check:

1) Basic DBS check

This shows cautions and convictions that are unspent.

2) Standard DBS check

Includes all unspent cautions and convictions, and some spent ones including those of a violent or sexual nature or those relating to safeguarding adults or children.

3) Enhanced DBS check

Everything in a standard DBS check plus any extra information about you held on local police records.

4) Enhanced DBS with list check

Everything on an enhanced DBS check plus a check of the DBS's children's and adults' barred lists (those barred from working with children or vulnerable adults).

For more information see [MIND's guidance](#). The Disclosure and Barring Service (DBS) has also launched its [Supporting Safer Sports campaign](#), to help sporting organisations make safer recruitment decisions by providing best practice safeguarding guidance and advice.

WHAT CONSTITUTES REGULATED ACTIVITY WITH ADULTS IN ENGLAND AND WALES?

Regulated Activity with adults broadly falls into six categories as follows:

1) Providing health care

2) Providing personal care

3) Providing social work

The activities of regulated social workers, including assessing the need for health or social care services and providing ongoing support, for those who are clients or potential clients, is Regulated Activity.

4) Assistance with general household matters

This includes cash management, paying bills, or shopping on someone's behalf.

5) Assistance in the conduct of a person's own affairs

Includes anyone who provides assistance in the conduct of an adult's own affairs by virtue of:

- Lasting power of attorney under the Mental Capacity Act 2005
- Enduring power of attorney under the Mental Capacity Act 2005
- Being appointed as the adult's deputy under the Mental Capacity Act 2005
- Being an Independent Mental Health Advocate
- Being an Independent Mental Capacity Advocate
- Providing independent advocacy services under the National Health Services Act 2006 or National Health Service (Wales) Act 2006
- Receiving payments on behalf of that person under the Social Security Administration Act 1992

6) Conveying

This includes any drivers or assistants who transport an adult because of their age, illness or disability to or from places where they have received, or will be receiving health care, relevant personal care or relevant social work.

Activity carried out in the course of family, personal and non-commercial relationships are excluded from Regulated Activity. For example, a family friend providing transport to a hospital appointment for petrol money. An employee only needs to undertake these activities once for it to be considered Regulated Activity. Any person who manages or supervises any person engaging in Regulated Activity with adults is also carrying out Regulated Activity.

SCOTLAND: [PROTECTING VULNERABLE GROUPS \(PVG\) WITH DISCLOSURE SCOTLAND](#)

There are four types of PVG check:

1) Scheme Record

People who want to join to do regulated work for an organisation.

2) Existing Scheme Record

Existing members want to apply to work with a new vulnerable group.

3) Scheme Record Update

Those wanting to add an organisation to their membership.

4) Scheme Membership Statement

Those who are self-employed and doing regulated work, or private individuals employing someone to do regulated work for them.

The results of the checks are shared with the applicant and the organisation that will be providing the regulated work (whether paid or unpaid).

It provides information on:

- Convictions

- Cautions
- Court orders and notification requirements
- Other relevant information

******From 1 April 2025 the Disclosure levels in Scotland will change to: Level 1, Level 2, Level 2 with barred list check, PVG Scheme. Further information can be found here: <https://www.disclosure.gov.scot/new-disclosure-levels>

WHAT CONSTITUTES REGULATED WORK IN SCOTLAND?

Regulated work is usually roles involving:

- caring responsibilities
- teaching or supervising children and/or protected adults
- providing personal services to children and/or protected adults
- working directly with children and/or protected adults

Regulated work can also apply to certain positions of trust within organisations, even where the role doesn't involve any direct contact with children or protected adults. Examples of this include:

- Membership of certain council committees.
- Trustees of charities focused on children.
- Trustees of charities focused on protected adults.

NORTHERN IRELAND: ACCESS NI ENHANCED CHECKS FOR WORKING WITH CHILDREN AND VULNERABLE ADULTS

There are three types of AccessNI check:

1) Basic check

All unspent convictions

2) Standard check

Discloses the individual's criminal record including spent and unspent convictions, informed warnings and other disposals from the Police National Computer.

3) Enhanced check

An enhanced check will cover:

- spent and unspent convictions from the Police National Computer
- cautions, informed warnings and other non-court disposals from the Police National Computer
- information held by the Disclosure and Barring Service (for positions in regulated activity)
- information held by the police that is relevant to the role applied for

WHAT CONSTITUTES RELEVANT WORK FOR AN ACCESS NI CHECK?

If you provide services to or have close and regular supervision with children or at risk adults, you'll usually require an enhanced AccessNI check.

If the role is home-based (e.g. fostering, child-minding) then this must be included on the application.

LEGISLATION FOR ADULTS AT RISK

The BEF policies and procedures are based on UK legislation principles. The BEF and Member Bodies shall act in accordance with UK legislation and government guidance to safeguarding and promote the welfare of Adults At Risk.

Each local authority has a Safeguarding Adults Board (SAB). The overarching purpose of SABs is to safeguard adults with care and support needs. They oversee the safeguarding work of their members and partner agencies.

The BEF safeguarding adults policy has been developed to complement SAB policy and procedures.

Please note that in Scotland the phrase 'adult support and protection' is used instead of 'safeguarding'. In this document, the phrase 'safeguarding' should be read to include adults at risk in Scotland.

The statutory guidance safeguarding principles:

England (Care Act 2014)	<p>The Act's principles are:</p> <ol style="list-style-type: none">1) Empowerment: people being supported and encouraged to make their own decisions and informed consent.2) Prevention: it is better to take action before harm occurs.3) Proportionality: the least intrusive response appropriate to the risk presented.4) Protection: support and representation for those in greatest need.5) Partnership: local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.6) Accountability: accountability and transparency in delivering safeguarding. <p>Wellbeing principles:</p> <p>Personal dignity (including treatment of the individual with respect), physical and mental health and emotional wellbeing, protection from abuse and neglect, control by the individual over their day-to-day life (including over care and support provided and the way they are provided, participation in work, education, training or recreation, social and economic wellbeing, domestic, family and personal domains, sustainability of the</p>
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	individual's living accommodation, and the individual's contribution to society.
Wales (Social Services and Wellbeing Act 2014)	<p>The Act's principles are:</p> <ol style="list-style-type: none"> 1) Pay attention to what people want. 2) Remember people's dignity. 3) Think about each person. Think about their culture, beliefs and language. 4) Support people to be a part of decisions about their life. 5) Expect adults to know what is best for themselves. 6) Support adults to be as independent as possible. <p>Wellbeing principles: physical and mental health and emotional wellbeing, protection from abuse and neglect, education, training and recreation, domestic, family and personal relationships, contribution made to society, securing rights and entitlements, social and economic wellbeing, suitability of living accommodation, control over day-to-day life, participation in work.</p>
Scotland (Adult Support and Protection Act 2007)	<p>The overarching principle underlying Part 1 of the Act is that any intervention in an individual's affairs should provide benefit to the individual and should be the least restrictive option of those that are available which will meet the purpose of the intervention.</p> <p>This is supported by a set of guiding principles which, together with the overarching principle, must be taken account of when performing functions under Part 1 of the Act. These are:</p> <ul style="list-style-type: none"> • The wishes and feelings of the adult at risk (past and present); • The views of other significant individuals, such as the adult's nearest relative; their primary carer, guardian, or attorney; or any other person with an interest in the adult's well-being or property; • The importance of the adult taking an active part in the performance of the function under the Act; • Providing the adult with the relevant information and support to enable them to participate as fully as possible; • The importance of ensuring that the adult is not treated less favourably than another adult in a comparable situation; and • The adult's abilities, background and characteristics (including their age, sex, sexual orientation, religious

	persuasion, racial origin, ethnic group and cultural and linguistic heritage).
Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)	<p>The Act's principles are:</p> <ul style="list-style-type: none"> • A Rights-Based Approach – To promote and respect an adult's right to be safe and secure; to freedom from harm and coercion; to equality of treatment; to the protection of the law; to privacy; to confidentiality; and freedom from discrimination. • An Empowering Approach – To empower adults to make informed choices about their lives, to maximise their opportunities to participate in wider society, to keep themselves safe and free from harm and enabled to manage their own decisions in respect of exposure to risk. • A Person-Centred Approach – To promote and facilitate full participation of adults in all decisions affecting their lives taking full account of their views, wishes and feelings and, where appropriate, the views of others who have an interest in his or her safety and well-being. • A Consent-Driven Approach – To make a presumption that the adult has the ability to give or withhold consent; to make informed choices; to help inform choice through the provision of information, and the identification of options and alternatives; to have particular regard to the needs of individuals who require support with communication, advocacy or who lack the capacity to consent; and intervening in the life of an adult against his or her wishes only in particular circumstances, for very specific purposes and always in accordance with the law. • A Collaborative Approach – To acknowledge that adult safeguarding will be most effective when it has the full support of the wider public and of safeguarding partners across the statutory, voluntary, community, independent and faith sectors working together and is delivered in a way where roles, responsibilities and lines of accountability are clearly defined and understood. Working in partnership and a person-centred approach will work hand-in-hand.

WHAT ARE THE CATEGORIES OF ADULT ABUSE AND HARM?

There are different types and patterns of abuse and neglect. Each Home Country defines categories of adult abuse and harm as follows;

England	Wales
Physical Sexual Emotional or psychological or mental Neglect and acts of omission Financial or material Discrimination Organisational or institutional Self-neglect Domestic abuse (including coercive control) Modern slavery	Physical Sexual Psychological Neglect Financial
Scotland	Northern Ireland
Physical Psychological Financial Sexual Neglect	Physical Sexual violence Psychological / emotional Financial Institutional Neglect Exploitation Domestic violence Human trafficking Hate crime

WHAT IS MEANT BY ADULT AT RISK?

Safeguarding legislation now refers to adult at risk instead of vulnerable adult. This acknowledges that it is the circumstances that people are in which cause them to be at risk of abuse or neglect. Each Home Country defines adult at risk as follows;

England	Wales
An "adult at risk" is an individual aged 18 years and over who:	An "adult at risk" is an individual aged 18 years and over who:

<p>(a) has needs for care and support (whether or not the local authority is meeting any of those needs),</p> <p>(b) is experiencing, or at risk of, abuse or neglect,</p> <p>(c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.</p>	<p>(a) is experiencing or is at risk of abuse or neglect,</p> <p>(b) has needs for care and support (whether or not the authority is meeting any of those needs), and</p> <p>(c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.</p>
<p style="text-align: center;">Scotland</p> <p>An "Adult at risk" is an individual aged 16 years and over who:</p> <p>(a) is unable to safeguard their own well-being, property, rights or other interests,</p> <p>(b) is at risk of harm, and</p> <p>(c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected.</p>	<p style="text-align: center;">Northern Ireland</p> <p>An Adult at Risk of Harm is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics and/or life circumstances.</p> <p>Personal characteristics may include, but are not limited to age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain.</p> <p>Life circumstances may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.</p> <p>An 'adult in need of protection' is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:</p> <p>A) personal characteristics AND/OR</p> <p>B) life circumstances AND</p> <p>C) who is unable to protect their own well-being, property, assets, rights or other interests; AND</p> <p>D) where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.</p> <p>In order to meet the definition of an 'adult in need of protection' either (A)</p>

	or (B) must be present, in addition to both elements (C), and (D).
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LINKS TO LEGISLATIVE RESOURCES

- England: The Care Act 2014

The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

"Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances".

- Wales: Social Services and Well Being Act 2014

Reforms and integrates social services law making provisions for improving well-being outcomes for people who need care and support. Requiring coordination and partnership by public authorities to improve well-being, it replaces No Secrets and puts adult safeguarding on a statutory footing.

- Scotland: Adult Support and Protection Act 2007

Introduced new measures to identify and protect individuals by defining adults at risk. Placing a duty on Local Authorities to identify and prevent harm whilst requiring partnership working. It replaces No Secrets and puts adult safeguarding on a statutory footing.

- Northern Ireland: Adult Safeguarding Prevention and Protection in Partnership 2015

Implemented to improve safeguarding arrangements for adults who are at risk of harm from abuse, exploitation or neglect. The framework is to provide support and effective protective interventions, placing significant emphasis on prevention and early intervention. It also seeks to ensure that access to justice is available to adults that have been harmed. It replaces No Secrets and puts adult safeguarding on a statutory footing.

- Protection of Freedoms Act 2012

Brought about a wide range of measures, regarding numerous areas of law. Notably changes to the vetting and barring system to create the Disclosure and Barring Service.

- Domestic Violence, Crime and Victims (Amendment) Act 2012

Creates an offence of causing or allowing the death or serious harm of a child or adult at risk for those within the household.

- Equality Act 2010
The Act legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations.
- England & Wales: Mental Capacity Act 2005
Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and there should be least restrictive intervention.
- Scotland: Adults with Incapacity Act 2000
Provides ways to help safeguard the welfare and finances of people who lack capacity.
- Northern Ireland: Mental Capacity Act 2016
Combines mental health and capacity within one piece of legislation. Considers the individuals capacity to independently make decisions about their health, welfare or finances, and the safeguards that must be put in place if they lack the capacity to do so.
- Sexual Offences Act 1956
This Act consolidated the law relating to sexual offences committed between 1957 and 2004. It was mostly repealed by the Sexual Offences Act of 2003 below, but sections 33 to 37 still survive.
- Sexual Offences Act 2003
The Sexual Offences Act introduced a number of new offences concerning adults at risk and children.
- Human Rights Act 1998
Designed to incorporate into UK law the rights contained in the European Convention on Human Rights. The Act makes a remedy for breach of a Convention right available in UK courts, without the need to go to the European Court. In particular, the Act makes it unlawful for any public body to act in a way which is incompatible with the Convention, unless the wording of any other primary legislation provides no other choice.
- Data Protection Act 2018 (including General Data Protection Regulations)
The original 1998 DPA was superseded in May 2018. The new Act supplements the General Data Protection Regulation (GDPR), which came into effect later the same month. The Act is designed to protect personal data stored on computers or on paper, regulating collection, storage, and use. The Act provides individuals with the legal rights to control information about themselves.

- Safeguarding Vulnerable Groups Act 2006

Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance.

- Deprivation of Liberty Safeguards

Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.

- Disclosure & Barring Service 2013 (DBS)

Guidance for employers on requesting criminal record checks on potential employees. See the DBS Update Service.

- Making Safeguarding Personal Guide 2014

This guide is intended to support councils and their partners to develop outcomes-focused, person-centred safeguarding practice.

TEMPLATE REPORTING A CONCERN FORM - ADULTS

REPORTING PROHIBITED CONDUCT

You can report any safeguarding concern directly to the BEF Safeguarding team [using this online form](#), reporting your concern via email to safeguarding@bef.co.uk or via phone on +44 (0) 2475 313437.

REPORTING A CONCERN ABOUT AN ADULT

Alternatively, a template incident report form specific to adults at risk is included below:

Details of the Adult	
Full name	
Address	
Date of Birth	
Age	
GP Practice	
Contact details	

Your Details	
Full name	
Phone number	
Email address	
Alternative point of contact (e.g. manager)	
Name of organisation	
Your role in the organisation	

Details of the concern	
Abuse type (if known)	
<p>Please set out below the facts that have caused concern that an adult is being abused or is at risk of abuse. Please include any relevant dates, times, conversations, evidence from records, photographs etc as applicable.</p>	
<p>Have you discussed your concerns with the adult?</p> <p>If no, please explain the reason for not discussing the concerns with the adult.</p> <p>If yes, what are their views? What outcomes do they want (if any)?</p>	
<p>Have you discussed your concerns with anyone else? For example a carer or family member.</p> <p>If so, what are their views?</p>	

Action taken so far	
Has the concern been raised with a Safeguarding Officer? If so, provide details	
Has there been a referral to social services? If so, provide details	
Has there been a referral to police? If so, provide details	
Has there been any other referral or action taken?	

Others At Risk	
Are there any other adults who may be at risk? If so, explain why and what action has been taken	
Are there any children at risk? If so, explain why and what action has been taken	

Print Name	
Signature	
Date	