

The Diamond Centre for Disabled Riders



SAFEGUARDING POLICY PROCEDURES

September 2026 (V5)

Name: Carol Bedwell

Position: Safeguarding Trustees

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THE DIAMOND CENTRE FOR DISABLED RIDERS

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK POLICY

Version: 2026

Review Date: Annually

Safeguarding Trustee: Carol Bedwell

Safeguarding Lead (Group Safeguarding Officer): Kate Gordon, RDA Head Coach & Coordinator

Deputy Safeguarding Lead: Maz Ray, Centre Manager

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1. Policy Statement

The Diamond Centre for Disabled Riders is committed to ensuring the safety, welfare and wellbeing of all children, young people and adults at risk who engage with our activities, services and community.

Safeguarding is everyone's responsibility. The safety and welfare of participants is a fundamental and overriding priority in all aspects of the Centre.

We are committed to ensuring that:

- A child-centred approach is taken in all matters involving children and young people.
- A person-centred approach is taken in all matters involving adults at risk.
- Every individual has the right to participate in equestrian activities in a safe, positive and supportive environment free from abuse, neglect, bullying, exploitation and discrimination.
- All concerns, allegations and suspicions are taken seriously and responded to appropriately and without delay.
- Staff, volunteers, coaches, trustees, riders, carers and families work together to create a culture of safety, openness, dignity and accountability.
- Information is shared appropriately when a person may be at risk of harm.
- Safeguarding arrangements comply with RDA UK requirements and align with British Equestrian safeguarding guidance.

2. Purpose

This policy aims to:

- Protect children, young people and adults at risk.
- Establish clear safeguarding responsibilities.
- Provide guidance on recognising, reporting and responding to concerns.
- Promote a safe and inclusive environment.
- Support a culture of accountability and continuous improvement.

3. Scope

This policy applies to:

- Trustees
- Staff
- Volunteers
- Coaches
- Riders and participants
- Parents, carers and guardians
- Contractors and visitors
- Medical and veterinary personnel involved in Centre activities.

This policy applies across all areas of the Diamond Centre.

4. Key Safeguarding Principles

The Diamond Centre is committed to creating and maintaining a culture where safeguarding is everyone's responsibility and where the welfare, dignity, rights and wellbeing of all participants are at the centre of decision making. The Centre's safeguarding approach is underpinned by the following principles:

- **Empowerment** - supporting individuals to be heard, make informed choices and be involved in decisions affecting them.
- **Prevention** - taking action to prevent harm, abuse, neglect and exploitation before it occurs.
- **Proportionality** - ensuring responses are appropriate, balanced and proportionate to the level of risk identified.
- **Protection** - providing support and taking action where individuals are at risk of harm.
- **Partnership** - working collaboratively with participants, families, carers, RDA UK, British Equestrian and statutory agencies to promote safety and wellbeing.
- **Accountability** - maintaining clear safeguarding responsibilities, reporting procedures and governance arrangements.
- **Inclusivity and Equality** - ensuring safeguarding arrangements are accessible and applied fairly to all individuals regardless of age, disability, gender, race, religion, sexual orientation or background.

- **Confidentiality and Information Sharing** - respecting confidentiality whilst recognising that information must be shared appropriately where there are safeguarding concerns.

Safeguarding Children and Young People

The Centre recognises that:

- The welfare of the child is paramount.
- Every child has the right to protection from abuse, neglect, bullying and exploitation.
- The child's views, wishes and feelings should be listened to and taken seriously.
- Early intervention and information sharing are essential in protecting children from harm.
- Everyone has a duty to safeguard and promote the welfare of children.

Safeguarding Adults at Risk

The Centre recognises that:

- Adults at risk have the right to live free from abuse, neglect and exploitation.
- Adults should be supported to make their own decisions wherever possible.
- The wishes, views and desired outcomes of the adult should be considered when responding to concerns.
- Mental capacity and informed consent must be considered in line with the Mental Capacity Act 2005.
- Safeguarding responses should promote dignity, independence and wellbeing.

5. Definitions

Child

Any person under the age of 18.

Adult at Risk

An adult aged 18 or over who:

- Has needs for care and support.
- Is experiencing or at risk of abuse or neglect.
- Is unable to protect themselves because of those needs.

Safeguarding

Actions taken to promote welfare and protect people from abuse, neglect, exploitation and harm.

Abuse

May include:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse
- Neglect
- Bullying including cyberbullying.
- Discriminatory abuse
- Financial abuse
- Domestic abuse
- Grooming
- Exploitation
- Organisational abuse
- Modern slavery
- Self-neglect (adults)

6. Roles and Responsibilities

Trustees will:

- Ensure safeguarding remains a standing agenda item.
- Promote a culture of safety and respect.
- Monitor policy implementation.
- Ensure appropriate resources are available.

Safeguarding Lead (Group Safeguarding Officer)

The Safeguarding Lead will:

- Act as the first point of contact.
- Oversee safeguarding practice.
- Maintain safeguarding records.
- Liaise with RDA UK, social care, police and other agencies.
- Ensure concerns are escalated appropriately.
- Monitor recruitment checks and training compliance.

Staff, Volunteers and Coaches

Must:

- Follow safeguarding policies and procedures.

- Complete required training.
- Maintain professional boundaries.
- Report concerns immediately.
- Promote participant welfare at all times.

Parents, Carers and Participants

Are encouraged to:

- Raise concerns promptly.
- Support safeguarding practices.
- Respect Centre codes of conduct.

7. Safeguarding Code of Conduct

All personnel must:

- Treat everyone with dignity, respect and fairness.
- Never abuse a position of trust.
- Never engage in bullying, harassment or discriminatory behaviour.
- Use only appropriate physical contact necessary for support or safety.
- Explain actions and seek consent wherever possible.
- Maintain professional boundaries.
- Avoid situations where they are alone with a child or vulnerable adult.
- Ensure appropriate supervision at all times.
- Never work under the influence of alcohol or illegal substances.
- Challenge inappropriate language or behaviour.

Anyone concerned they may have breached the Code of Conduct must report the matter immediately to the Safeguarding Lead.

8. Safer Recruitment

The Centre is committed to robust safer recruitment practices including:

- Application forms and screening.
- Informal suitability discussions/interviews.
- Verification of identity.
- Reference checks.
- Enhanced DBS checks where required.
- Safeguarding induction.
- Mandatory safeguarding training.
- Ongoing supervision and monitoring.

No individual may begin regulated activity until all required checks have been completed satisfactorily.

Disclosure checks must be renewed every three years in accordance with RDA requirements.

9. Safeguarding Training

All trustees, coaches, volunteers and staff must complete safeguarding training appropriate to their role.

The Centre will ensure:

- Safeguarding awareness training forms part of induction.
- Coaches, trustees and safeguarding officers complete recognised safeguarding training.
- Refresher training is completed in accordance with RDA requirements.
- Records of training are maintained.

10. Managing Safeguarding Concerns

Safeguarding is everyone's responsibility.

Any person who becomes aware of a concern must act.

Immediate Risk

If a child or adult is in immediate danger:

- Call 999.
- Seek emergency medical assistance if required.
- Inform the Safeguarding Lead as soon as possible.

Reporting Concerns

Concerns must be reported immediately to:

Safeguarding Lead Kate Gordon or **Deputy Safeguarding Lead** Maz Ray

Where appropriate concerns must also be referred to:

- Children's Social Care
- Adult Social Care
- Police
- Local Authority Designated Officer (LADO)

- RDA UK Safeguarding Team

The Centre will ensure all safeguarding concerns are also reported to RDA UK Safeguarding as required by current RDA procedures.

11. Responding to a Disclosure

If someone discloses abuse:

Do

- Stay calm.
- Listen carefully.
- Reassure them they have done the right thing.
- Record facts accurately.
- Report concerns promptly.

Do Not

- Promise confidentiality.
- Ask leading questions.
- Investigate yourself.
- Confront the alleged abuser.
- Delay reporting.

12. Record Keeping

The Centre will:

- Maintain secure safeguarding records.
- Record factual information only.
- Keep records confidential and accessible only on a need-to-know basis.
- Comply with UK GDPR and Data Protection legislation.
- Retain records in accordance with safeguarding and legal requirements.

Records should include:

- Date and time.
- People involved.
- Nature of the concern.
- Actions taken.
- Referrals made.

13. Information Sharing and Confidentiality

Information will be shared only where necessary to protect an individual from harm.

Absolute confidentiality cannot be guaranteed where safeguarding concerns exist.

Information may be shared with:

- Safeguarding Lead
- Trustees (where appropriate)
- RDA UK Safeguarding Team
- Police
- Children's Services
- Adult Social Care
- LADO
- Other statutory agencies

All information sharing will comply with GDPR and Data Protection legislation.

14. Whistleblowing

The Diamond Centre encourages an open and transparent culture.

Any member of staff, volunteer, trustee or participant may raise concerns about:

- Poor practice
- Unsafe behaviour
- Misconduct
- Safeguarding failures

Concerns will be taken seriously and individuals raising concerns in good faith will be supported and protected from victimisation.

15. Review and Monitoring

This policy will be reviewed annually or sooner if:

- Legislation changes.
- RDA UK guidance changes.
- Learning from incidents identifies improvements.

The Board of Trustees retains responsibility for ensuring the policy remains effective and current.

16. Key Contacts

Safeguarding Lead

Kate Gordon

RDA Head Coach & Coordinator

Deputy Safeguarding Lead

Maz Ray

Centre Manager

Telephone: 0208 643 7764

Email: admin@diamondcentre.org.uk

RDA UK Safeguarding Team

Telephone: 01926 492915

Email: safeguarding@rda.org.uk

NSPCC Helpline

0808 800 5000