



**CHELMSFORD CITY**  
RACECOURSE

## **SAFEGUARDING POLICY**

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Version	I
Committee/individual responsible	Fraser Garrity, Racecourse Manager, Jill Turner, Commercial Manager & Justine Byford, HR Manager
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Target audience	All Great Leighs Estates Limited

## **OUR PRINCIPLES**

The welfare of all our staff, guests and visitors is of the paramount importance, regardless of their age, ability, culture, disability, gender assignment, sexual orientation, race, religion or belief. We are committed to fulfilling our legal duty of care by working to the best possible safeguarding standards across all our services and activities.

This policy sets out how all staff will respond to any safeguarding concerns that occur when working at our racecourse.

This policy will be reviewed annually or when there are substantial organisational or legal changes.

## **WHO THIS POLICY APPLIES TO**

The policy applies to all staff, guests and visitors to the racecourse.

## **NAVIGATING THIS DOCUMENT:**

- Accountabilities
- Definitions
- What might be a Safeguarding Concern?
- What should I do if I am Concerned?
- What if I have a Safeguarding Concern about a colleague, or other personnel?
- What if my concerns are being ignored or not acted upon?
- Confidentiality and Information Sharing
- Responding to Concerns

## **ACCOUNTABILITIES**

**Lead for Safeguarding:** Fraser Garrity, Racecourse Manager

**Deputies for Safeguarding:** Brian Wakefield, Facilities Manager  
Jaime Jacob, Catering & Conferencing Manager  
Samantha McGinn, Stables Manager  
Justine Byford, HR Manager

The Lead's role is to:

- oversee and ensure that this Safeguarding Policy is fully implemented;
- provide leadership on safeguarding at the Racecourse;
- ensure strict compliance with the Racecourse's policies and procedures for the safeguarding of children and adults at risk;
- review and approve the safeguarding measures for all racing activities that take place at the Racecourse;
- be the first point of contact for any report, suspicion of abuse or concern relating to the welfare of children or adult at risk engaged in racing activity at the Racecourse;
- be the lead Racecourse Official in any investigation of allegations of abuse of children or adult at risk, or other safeguarding concerns;
- provide guidance to and support for any member of staff engaged in each activity who reports suspected abuse of children or adults at risk or concerns as to their welfare; and
- be responsible for maintaining clear, comprehensive and up-to-date records of all reported allegations of abuse or poor practice.
- to follow the procedures in this policy at all times.

- ensure safeguarding is a standing item for the Board’s meeting agendas and liaise with the board as and when any serious concerns arise e.g. staff allegations. All other concerns may be reported, but without disclosing any identifying information.

Deputies are available to support or cover for the Lead. They will also handle any complaints or allegations against the Lead if appropriate and vice versa.

**LINE MANAGERS ARE RESPONSIBLE FOR:**

- Ensuring adherence to this policy.
- Raising any safeguarding concerns in line with this policy to safeguarding with the Lead for Safeguarding (or in their absence, a Deputy) without delay.

**EMPLOYEES (AND ANY CASUAL WORKERS ON DUTY) ARE RESPONSIBLE FOR:**

- Adhering to this policy at all times.
- Raising any safeguarding concerns in line with this policy to the Lead for Safeguarding (or in their absence a Deputy) without delay.

Safeguarding is everyone’s responsibility.

**DEFINITIONS**

A child is any person under the age of 18 years.

An adult at risk is defined as:

- Having needs for care and support, and;
- Is experiencing, or is at risk of, abuse and neglect, and;
- As a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

**SAFEGUARDING CONCERNS COULD INCLUDE (but not limited to):**

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

## **WHAT SHOULD I DO IF I AM CONCERNED?**

You may have safeguarding concerns about how a child, young person or an adult at risk appears or behaves, or they may choose to talk to you about something which concerns them. It is important to:

- always take what they tell you seriously;
- listen but do not investigate;
- report to the Lead without delay (or a Deputy, if the Lead is not available), and factually record on the safeguarding concern form, date, time and sign. The Lead will inform the relevant agencies.
- All records will be kept in a secure drive. Only the Lead for Safeguarding and/or HR Manager will have access and records will only be kept as long as necessary.

If the concerns relate to when working with people from government regulated organisations such as schools or colleges, the Lead (or a Deputy, if the Lead is not available) should contact that organisation's Lead or Deputy for Safeguarding and record as normal.

## **WHAT IF I HAVE A SAFEGUARDING CONCERN ABOUT A COLLEAGUE OR OTHER PERSONNEL?**

Report your concern to the Lead (or a Deputy, if the Lead is not available) without delay and they will inform the relevant agencies. If a Deputy is implicated in any way, you need to contact the Lead without delay, factually record on the safeguarding concern form below date, time and sign. If the Lead is implicated in any way, you need to contact a Deputy.

## **WHAT IF MY CONCERNS ARE BEING IGNORED OR NOT ACTED UPON?**

Anyone can whistle blow if they are concerned safeguarding issues are being mismanaged or ignored within the organisation. They can do this by contacting their local social care services, the police on 101 or, in an emergency 999.

## **CONFIDENTIALITY AND INFORMATION SHARING**

The welfare of a child or adult at risk is always of paramount importance. Whilst we will always try to be open and honest, there may be occasions when we have to share information without consent with appropriate authorities. If this happens, we will always record what has been shared, who with and why.

## RESPONDING TO CONCERNS

We ensure and emphasise that everyone understands and knows how to share any concerns immediately with the Lead and/or a Deputy, if the Lead is not available. Everyone including both the Lead and Deputy for child safeguarding will deal with concerns by following these steps:

### If you are worried a child or adult at risk has been abused because:

- You have seen something
- A child or adult at risk says they have been abused
- Somebody else has told you they are concerned
- There has been an allegation against a colleague
- There has been an anonymous allegation
- An adult has disclosed that they were abused as a child
- An adult has disclosed that they are abusing a child or adult at risk.

### Step Two:

Check this policy for guidance. Talk to the Lead unless they are implicated, in which case talk to a Deputy.

Maintain confidentiality at all times, including colleagues, friends and family.

### Step Three:

The Lead should refer the concern to Social Care Services and/or the Police and follow up the referral in writing within 24 hours. In cases of allegations against a person with a “duty of care”; for child safeguarding concerns in England only, the Local Authority Designated Officer (LADO) will co-ordinate the next procedural steps.

Under “whistle blowing”, anyone can refer directly to the police or Social Care Services if, in good faith, they are concerned the organisation is not managing safeguarding concerns appropriately.

Remember to treat all safeguarding concerns that are either online or involve modern technology should be dealt with in the same way.

CONSULT, MONITOR &  
RECORD

Sign/Date/Time  
Include name and job role

**Any consultations should not delay a referral.**  
**In an emergency do not delay: Dial 999.**

## **STAFF TRAINING**

The Lead and Deputies for Safeguarding will attend safeguarding training every three years (face to face) or two years for online training.

All other staff will receive this policy upon their induction and annually thereafter.

The Lead and Deputies will also be DBS checked to the appropriate level.

## **CHILDREN, YOUNG PEOPLE OR ADULTS AT RISK WHO GO MISSING OR ARE FOUND**

We will ring the police on 999 for assistance for locating missing people within these timescales:

- Under 5's = 10 minutes,
- Age 5-10's = 20 minutes,
- Over 10's = 30 minutes.
- Judgement will be made at the time as to the vulnerability of any adult at risk who goes missing.

Staff members will accompany any found child, young person or adult at risk to the designated areas so they may be reunited with their parents or carers. Radio communications will be made with a description of the person found and, if known, the names of their parents or carers.

If parents and carers cannot be located, the police will be called after all efforts have failed or if the event or site is closing for the day.

In both cases the incident will be recorded, dated, timed and signed by both the personnel involved and the parent or carer to agree that they are content with the actions taken.

## **LICENSING**

We adhere to all relevant licensing legislation for all our events and activities. This includes training the relevant staff to be aware of, and how to deal with, any issues that arise, in particular age verification.

## **MONITORING PUBLIC AREAS AND FACILITIES**

We carry out full regular health and safety risk assessments for all areas and facilities. Our cleaning and maintenance teams work to strict routines and are trained to liaise with management to arrange the prompt removal of sharps, drugs and any other dangerous items in line with best practice guidance.

## **PHOTOGRAPHY, VIDEO & SOCIAL MEDIA**

- The public will always be made aware when official marketing-related photography or filming is taking place, detailing the purpose of such imagery and giving people the option to opt out.
- No pictures of individual or small groups of children, young people or any members of the public will be published in any medium in a way that their names can be identified.

## **STAFF CODE OF CONDUCT IN RELATION TO SAFEGUARDING (this Code applies to Employees and also to Casual Workers)**

We have high expectations of our staff and in terms of safeguarding they will:

- treat everyone with whom they come into contact with respect;
- never have personal face to face or social media contact with a child, young person or an adult at risk, with whom they work professionally, outside work;

- ensure that there is always one other colleague present during any organised activities or official journeys when working with at-risk groups;
- only touch members of the public when it is essential, for example, administering first aid;
- report all gifts to the relevant line manager in line with our Anti-Corruption & Bribery Policy;
- only take photographs, or video, of at-risk groups with the permission parents/carers using our official equipment;
- speak with their line manager if they consider their work may put them into a position that might lead to an allegation of professional misconduct;
- observe confidentiality with colleagues, family and friends.

## **RECRUITMENT**

We will recruit as safely as possible and carry out checks as relevant to specific job roles.

## **YOUNG WORKERS UNDER 18**

We adhere to all employment and health & safety legislation when employing young people. We are clear that:

- no adult personnel should develop close private relationships with students under 18 years.
- any meetings with a young person should be in a public or work area where they can be seen by others.
- No personnel will transport a young person in their own or company vehicles without another responsible adult present unless there is an emergency. Permission should always be sought from their line manager if this occurs.
- Touch between adult personnel and under 18's is only appropriate when necessary e.g. first aid.

## **YOUNG PEOPLE UNDER 18 INCLUDING JOCKEYS, AND TRAINERS' STAFF WHEN STAYING OVERNIGHT & ACCOMPANYING RUNNERS**

- Where we are made aware, we will inform adult staff when we have under 18 third party workers on site and they will avoid using or accessing the same facilities at the same time including changing rooms wherever possible. If this is not possible, we will use privacy screening in such areas and we will not film in such areas when under 18s are present.
- When using saunas, all jockeys will wear swim wear and the above point applies.
- We will only arrange overnight accommodation (at a local hotel) for trainers' staff aged under 18 when the trainer has complied with all British Horseracing Authority (BHA) Rules and guidance associated with this booking protocol. The arrangements we make will comply with BHA guidance for racecourses with regard to this protocol.

## **THIRD PARTY CONTRACTORS**

- We will confirm via our contractual arrangements with any third party contractor whose activities at our racecourse in any way involve children or at-risk adults, that they have safeguarding policies and procedures in place, and that these have been communicated to the staff that the contractor is providing at our racecourse. If these staff have any safeguarding concern at the racecourse, they can contact the racecourse Lead or a Deputy.

## **SITE HIRE**

- Where third parties hire part of the racecourse site for their own event (eg food festival, fun fair, circus etc), we will confirm via our contractual arrangements with them that they have

safeguarding policies and procedures in place and that these have been communicated to the third parties' staff in attendance. We will also require the event organiser to conduct a Safeguarding Risk Assessment and provide us with a copy.

### **NON-RACEDAY EVENTS**

- When the racecourse organises non-raceday events which may be attended by young people and/or at-risk adults, we will conduct a Safeguarding Risk Assessment.

### **BRITISH HORSERACING AUTHORITY SAFEGUARDING POLICY**

The British Horseracing Authority (BHA) is the governing body for British horseracing. Details of the BHA Safeguarding Policy and reporting processes are available from <https://www.britishhorseracing.com/regulation/safeguarding/>. If there are conflicting views between policies the Racecourse Safeguarding Policy will always take precedence over the BHA Safeguarding Policy on racecourse matters.

### **USEFUL CONTACTS:**

#### **Industry Bodies**

BHA (Governing Body)

Email: [safeguarding@britishhorseracing.com](mailto:safeguarding@britishhorseracing.com)

Tel: 07826 552393

Racing Welfare

Email: [info@racingwelfare.co.uk](mailto:info@racingwelfare.co.uk)

Tel: 0800 6300443 (24 hrs helpline)

07260 079043 (text line)

01638 560763 (main office)

#### **External Bodies**

NSPCC Helpline

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Tel: 0808 800 5000

Ann Craft Trust

Email: [ann-craft-trust@nottingham.ac.uk](mailto:ann-craft-trust@nottingham.ac.uk)

Tel: 0115 9515400