

The Four Burrow Hunt (FBH)

Safeguarding Children And Vulnerable Adults

Policy, Procedures and Guidelines

Notes:

For the purposes of this document FBH means The Four Burrow Hunt, all it's committees and activities.

'Hunting' and 'Following' refers to Trail Hunting within English Law

'Member' is a subscriber to the hunt

'Visitor' is a hunt follower paying a daily 'cap' who is not a member

'Guest' is a hunt follower who may or may not be a member of another hunt and is hunting as a guest of a member, The Committee, or Masters.

All Visitors and Guests will be expected to abide by the FBH Protection of Children and vulnerable adults policies and procedures. They will be expected to be aware of and agree to the FBH Children and Vulnerable adults Code of practice, as well as the MFHA Code of practice for hunting. By following the FBH their compliance is implicit.

<http://fourburrow.co.uk/hunting-guideinformationetiquette>

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The FBH Child and Vulnerable Adult Protection Policy Statement

Introduction

These guidelines have been produced by the FBH enable children and vulnerable adults to enjoy the sport of hunting with the FBH in all its forms, in as safe an environment as possible.

In the context of this document, 'child' refers to any young person under the age of 18. The policy also covers 'vulnerable adults', such as people with learning disabilities, or who have difficulty communicating, or who rely on others to provide daily care.

There are several good reasons for doing this:

- To safeguard children and vulnerable adults, both on and off the hunting field and when engaged in FBH activities
- To assure parents that their children are as safe as possible, bearing in mind **that trail hunting on horseback is an inherently high risk sport.**
- To raise awareness amongst all FBH members, and visitors so they will know what to do if they are concerned about a child or vulnerable adult, whether the concern relates to the child's welfare when hunting, or outside the sport
- To protect masters, officials and volunteer helpers by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers.
- To protect the FBH by showing that we have taken 'all reasonable steps' to provide as safe an environment as possible.

The FBH has taken the following steps:

Has a policy statement that defines the organisation's commitment to providing as safe an environment as possible for children and vulnerable adults.

Has a simple code of practice and procedures governing how the FBH:

:

- Recruits Masters and other officers of the FBH who will be in contact with children and vulnerable adults.

- Good practice guidelines to ensure the safety and welfare of children and vulnerable adults at all times whilst hunting or engaged in FBH activities.
- Handles concerns, reports or allegations.

Policy:

Everyone in the organisation should be aware of the policy and have access to the supporting procedures, and those working with children and vulnerable adults must be familiar with the procedures.

The FBH acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults. It is committed to ensuring FBH safeguarding practice reflects statutory responsibilities, government guidance, and complies with best practice.

The policy recognises that the welfare and interests of children and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children and vulnerable adults:

- Have a positive and enjoyable experience of hunting with the FBH in as safe an environment as possible.
- Are protected from abuse whilst participating in hunting with the FBH or other activities provided or organised by the FBH or any of its subsidiary committees.
- The FBH acknowledges that some children, including disabled children, vulnerable adults or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy The FBH will:

- Promote and prioritise the safety and wellbeing of children, young people and vulnerable adults.
- Recognise that safeguarding children and vulnerable adults is the responsibility of everyone, not just those who work with children and vulnerable people.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding, and is able to access information to help them recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and vulnerable adults.
- Ensure appropriate action is taken in the event of incidents and/or concerns of abuse, and that support is provided to the individual(s) who raise or disclose the concern.

- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored by the Safeguarding officer.
- Prevent the deployment of unsuitable individuals to positions of responsibility within the FBH or any of its subsidiary committees.
- Ensure robust safeguarding arrangements and procedures are in operation.
- Be prepared to review its ways of working to incorporate best practice.

The policy and procedures will be widely promoted and are mandatory for everyone involved in The FBH. Failure to comply with the policy and procedures will be addressed without delay, and may ultimately result in dismissal/exclusion from the FBH or any of its activities.

Monitoring

The policy will be reviewed one year after implementation and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- As required by the Local Safeguarding Children and Vulnerable Adults Board, (Cornwall Council), or other statutory body.
- As a result of any other significant change or event.

Procedures

Designated Person

The FBH committee will appoint a designated lead Safeguarding officer. This officer may co-opt other members of the hunt to support him/her in the role.

The Safeguarding officer(s) will have relevant knowledge and experience, and should be perceived as being approachable and having a child-focused approach.

They don't need to be an expert – that is the role of Children's Services (Cornwall Council) and the Police. The Safeguarding officer(s) should have received some formal training appropriate to the role that is updated at least every three years.

The Safeguarding Officer's general terms of reference could include:

- Maintaining an up to date policy and procedures, compatible with the FBH.
- Ensuring that relevant hunt members or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures to positions within the hunt should this become necessary
- Advising the hunt committee on safeguarding and child/vulnerable adult protection issues.
- Maintaining contact details for local Children's/ Vulnerable adult Services and Police.

If there is a concern, the designated person would:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with FBH procedures and in conjunction with the FBH Hunt chairman and Masters.

Everyone in the organisation should know who the Safeguarding Officer is and how to contact them. Their details should appear on the website and meet card.

Safe recruitment

If a good recruitment policy is adopted, and the issue of safeguarding is covered in the organisation's risk assessment and operating procedures, both children and adults should be adequately protected.

All appointments to the FBH should be subject to an appropriate level of scrutiny. This would include Masters and Hunt Staff. The level of checking carried out by the FBH will be proportionate to the role and the level of risk involved and in line with relevant statutory requirements. The risk is higher if the person will be in regular contact with the same child or children, in sole charge of children with no parents or other adults present, and/or in a role involving authority and trust.

Currently the FBH policy is such that no member of the hunt should regularly be alone with children or vulnerable adults without the parent or other adult being present, or without being in clear view of the field or other hunt members.

The Hunt Committee will agree a clear policy and apply it fairly and consistently:

- **who to check**
 - Paid staff and volunteers who are likely to be in a position of trust and responsibility for children/vulnerable adults when unchaperoned by parents or carers. *Currently there are no paid staff or volunteers in this position.*
 - Those with specific responsibilities e.g. Safeguarding officer. or anyone who regularly helps with junior/youth activity or with vulnerable adults.
- the **level of check** to be conducted for each category
 - references
 - self-disclosure (normally used at the application stage and followed up by a full Disclosure at the offer stage appropriate to the role)
 - Enhanced Disclosure and Barring check (and Barred List check if appropriate, for Safeguarding officer(s). <https://www.gov.uk/dbs-update-service>)

It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006 for a Barred individual to work in Regulated Activity, for an organisation to knowingly allow someone who has been Barred to work in Regulated Activity/Regulated Work, and for an organisation to fail to make a referral to the appropriate body if they have dismissed someone from Regulated Activity/Regulated Work for harming or posing a risk of harm to a child or vulnerable person.

Currently the FBH has no employees. The voluntary Safeguarding officer(s) would fall into this category, but no other hunt members or officials.

Are they competent?

The FBH is more likely to recruit and retain someone who is well suited to their role, and ensure equality of opportunity, if it:

- Provides the applicant with a clear job or role description so that they understand what the work involves
- Draws up a 'person specification' listing the key qualifications, skills, experience and qualities the FBH is looking for
- Check that the applicant is competent for the role.
- Provide an induction, training, mentoring or supervision to cover any areas where they may lack experience or confidence and familiarise them with the FBH operating procedures.

Are they safe?

If the role involves contact with children/vulnerable adults the FBH interview panel will:

- Ask them to provide information about their past career or relevant experience (*Document 1 for FBH application form*)
- Ask their reasons for leaving earlier posts, or moving area, and make sure there are no unexplained gaps in their career history
- Explore their experience of, and attitude towards working with children/vulnerable adults
- Take up references, at least one of which should be from someone who has first-hand knowledge of their previous work with children/vulnerable adults, and make the nature of the work clear to the referees (*Document 2 for FBH reference request*).

If the role involves close or regular contact with children/vulnerable adults, supervising children or is a position of trust or authority over children's welfare, The FBH Chairman/ interview panel will:

- First ask the applicant to complete a self-disclosure form (*Document 3 FBH Self disclosure form*). Although they might make a false declaration, the fact that the FBH has these procedures in place may deter anyone with a criminal record related to their suitability to work with children/vulnerable adults from proceeding any further
- Before confirming their appointment, ask the applicant to apply for an Disclosure and Barring Service check (DBS) ,with Barred List check if appropriate, or Protection of Vulnerable Groups scheme membership (see below).

Currently only the voluntary safeguarding officer(s) would be in this category.

Criminal Records Disclosures and Protection of Vulnerable Groups (PVG) Scheme

A clear Disclosure is not a guarantee that the applicant has never done anything wrong, it only shows whether or not they have been caught.

It is not currently a legal requirement for voluntary sports clubs or private employers ask their staff or volunteers to apply for enhanced DBS disclosures. However there is a risk that determined offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors.

Confidentiality

All personal information should be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties, or to protect children. When data is no longer relevant it should be destroyed securely, e.g. by shredding

Good practice guidelines

Culture

It is important to develop a culture within The FBH where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others.

Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example, a child who relies on an adult to help them go hunting may worry that they won't be able to hunt any more if they report this person. A child who has experienced racism may find it difficult to trust an adult from a different ethnic background.

Minimising risk *(Document 4 Good Practice Guide,)*

Plan the day's hunting or other activity to promote good practice to minimise situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone – children, volunteers and staff.

These common sense guidelines should be available to everyone within the FBH.

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of FBH activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of one of the masters or Safeguarding officer and the child's parents
- Do not pressurise a child or vulnerable adult to undertake activities that are outside their ability. Such activities might include jumping a big bank.
- If a child/vulnerable adult is having difficulty with their horse or pony ask them to ask a friend or responsible adult to help if at all possible
- If you do have to help a child/vulnerable adult, make sure you are in full view of others, preferably another adult
- If a child/vulnerable adult is perceived by a Master, Field master, Committee member or other Hunt Staff (including armatures) of the FBH to be riding an unsafe horse/pony, they should ask them to dismount (if safe to do so) and lead it back to their parents or carers. If this is not possible, or would put a child/vulnerable adult at further risk, then designate an appropriate person(s) to help them.

You should never:

- Engage in rough, physical or sexually provocative activities
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged, or use such language yourself when with children
- Make sexually suggestive comments to a child/vulnerable adult, even in fun
- Fail to respond to an allegation made by a child; always act
- Do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children/vulnerable adults, particularly if they are very young or disabled or have fallen off their horse/pony. These tasks should only be carried out with the full understanding and consent of both the child (where possible) and their parents/carers.

In an emergency situation which requires this type of help, parents should be fully informed (if possible). In such situations it is important to ensure that any adult present is sensitive to the child, and undertakes personal care tasks with the utmost discretion.

Responsibilities of staff and volunteers

Make sure Hunt staff or volunteers are given clear roles and responsibilities, are aware of The FBH child protection policy and procedures and are issued with guidelines on:

- following good practice (*see above & Good practice guide*)
- recognising signs of abuse (*see Appendix A*)

Responsibilities of parents and participants

Parents/carers play an essential part in their children's participation, or the participation of vulnerable adults.

The FBH has adopted a code of Conduct (Document 5)

It is implicit in undertaking hunting or other hunt activities that everyone agrees to abide by this Code, whether they are participants, parents, staff or volunteers, so that everyone is aware of their responsibilities towards each other and appropriate action can be taken if anyone's behaviour fails to meet the expectations set out in the Code.

Parental responsibility and FBH liability

Although the FBH has a duty of care to its members, and particularly to young people who cannot take full responsibility for their own safety, **parents must be responsible for their children's welfare and behaviour, or designate another adult by prior arrangement before sending their child out with the FBH**

When children are attending organised hunting or other hunt activities the FBH requires a parent (or designated responsible adult) to be nearby and the child/vulnerable adult is the parent's(or designated carer's) responsibility.

Riding a horse or pony across country in the presence of several other horses and/or ponies is a high risk sport and carries a significant risk of injury particularly if a rider falls off or is kicked by a horse/pony.

The FBH does not take responsibility for unsupervised children or adults at any time.

Bullying

The FBH's Anti-bullying policy is in Appendix D.

Managing challenging behaviour

Children/vulnerable adults who have challenging behaviour should be supervised and kept safe by their parents /carers, or a designated adult appointed by their parents/carer

First aid and medical treatment

First aid is part of the FBH's normal duty of care. The FBH will expect parents/carers to notify and make arrangements for a designated adult to give any medication or medical treatment in the absence of the parent/carer (*Document 6*) that a child/vulnerable adult may require.

It is the parent/care's responsibility to notify the Field master and/or the safeguarding officer of this on the day.

First aiders should be chaperoned by a parent or responsible adult and be visible to at least one other adult member of the hunt when administering first aid.

Organising and hosting events

When hosting an event within the FBH, there will be liaison with other interested parties, such as other hunts, to ensure that all involved in the organisation of the event are operating to similar policies. It should be made clear to all children/vulnerable adults, and their parents that there is a safeguarding officer who can be contacted if they have any concerns.

Away events

It is essential that those accompanying children, young people and vulnerable adults to away events have a clear understanding of their responsibilities and the conduct expected of them. (FBH Code of conduct)

Parents, or an adult designated by the parents will be responsible for the child/young person's wellbeing.

The FBH will not take responsibility for any child or vulnerable adult at away events.

Photography

Publishing articles and photos in FBH/ Supporters club newsletters, websites, local newspapers etc. may be an excellent way of recognising young people's achievements and of promoting the FBH and hunting as a whole. However it is important to minimise the risk of anyone using images of children in an inappropriate way. Digital technology makes it easy to take, store, send, manipulate and publish images.

There are two key principles to bear in mind:

Before taking photos or video on behalf of the FBH, written consent will be obtained from the child and their parents/carers for their images to be taken and used

- A consent form will be included with the event entry form (*Document 6, consent form*).
- Any photographer or member of the press or media attending an event should wear identification at all times. They should be fully briefed in advance, of the FBH's expectations regarding his/her behaviour, and the issues covered by these guidelines.
- The FBH will not allow a photographer to have unsupervised access to young people/vulnerable adults at the event or to arrange photo sessions outside the event.
- Care must be taken in the storage of and access to images.

When publishing images, the FBH will make sure they are appropriate and that you do not include any information that might enable someone to contact the child

- It is preferable to use a general shot showing participants hunting, or a group shot of prize winners, without identifying them by name.
- If the FBH is recognising the achievement of an individual child/vulnerable adult and wish to publish their name with their photo, The FBH will not publish any other information (e.g. where they live, name of school, other hobbies and interests) that would enable someone to contact, befriend or start to 'groom' the child.
- Ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

Most hunting activity takes place in areas that are open to the public and it is therefore **not possible to control all photography**, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the FBH child/vulnerable adult Safeguarding officer and treated in the same way as any other child protection concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

The FBH is aware that Hunt saboteurs and other anti- hunting organisations may take photographs of children and use them inappropriately. In such cases the FBH will notify the Safeguarding officer and report to the police as appropriate.

Websites and Social Media

The FBH actively discourages our members interacting through a website or social network such as Facebook to 'post' about hunting activity. We trail hunt within English law and would not wish this to be misconstrued in any way. Abusers could misuse such images to bully or blackmail children or vulnerable adults.

However, there are a few issues to bear in mind in relation to children and young people:

- Follow the FBH guidance on the use of images of children (see Photography section above)
- The FBH will ensure that the content and language on the FBH website is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- The FBH Website administrator will provide a clear process for parents and others to report inappropriate content and to request that content is removed
- The FBH has a robust procedure for handling and assessing such a report or request and will act through parents/carers to promptly remove the offending content.
- Online bullying is a form of abuse and should be reported to the Safeguarding officer(s) to deal with (See FBH bullying policy Appendix B).

The FBH does not use social media as a means of communicating directly with children, young people and vulnerable adults.

All information will be sent by text, email, published on the FBH website, local or National papers or meet card.

Handling concerns, reports or allegations

This section is primarily for the FBH's designated Safeguarding Officer, but everyone should be aware of the procedures to follow if there are concerns (see flowcharts below).

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within the FBH, member of the public. It may involve the behaviour of a volunteer or employees, or something that has happened to the child outside hunting, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease.

An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a child may be being abused, it is NOT your responsibility to investigate further **BUT it is your responsibility to act on your concerns and report them to the appropriate statutory authorities. For guidance on recognising abuse, see Appendix A.**

Handling an allegation from a child:

Always:

- Stay calm – ensure that the child/vulnerable adult is safe and feels safe
- Show and tell the child/vulnerable adult that you are taking what he/she says seriously
- Reassure that child/vulnerable adult and stress that he/she is not to blame
- Be careful about physical contact, it may not be what the child/.vulnerable adult wants
- Be honest, explain that you will have to tell someone else to help stop the alleged abuse
- Make a record of what the child has said as soon as possible after the event
- Follow the FBH child/vulnerable adult protection procedures.

Never:

- Rush into actions that may be inappropriate
- Make promises you cannot keep (e.g. you won't tell anyone)
- Ask more questions than are necessary for you to be sure that you need to act

- Take sole responsibility – consult someone else (ideally the designated Safeguarding Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it.

Referrals

If you suspect that a child may have been the subject of any form of physical, emotional, sexual abuse or neglect, the allegation must be referred as soon as possible to Children's Social Care or the Police who have trained experts to handle such cases. Do not start asking questions which may jeopardise any formal investigation. Listen to, and keep a record of anything the child tells you or that you have observed and pass the information on to the statutory authorities (*Document 7 Referral Form*).

All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within the FBH, only the child's parents/carers, the Safeguarding officer and hunt chairman (unless they are the subject of the allegation) need to know, The relevant authorities should be informed that there are concerns, but If the alleged abuse took place outside of the FBH, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the hunt chairman

Confidential information must be stored securely by the safeguarding officer. It is recommended that it should be retained for at least 3 years and destroyed by secure means, e.g. shredding or burning.

Procedures

It is essential to have clear and agreed procedures to follow. These include:

- Procedures to be followed by anyone concerned about a child's welfare, either outside the FBH or within it (*see flowcharts below*)
- A disciplinary procedure (which may be included in any staff contract, for any employees of the FBH) setting out the process to be followed if an allegation or complaint is made about an employee. (There are no FBH employees at the moment)

If a member of the FBH is suspected of abusing a child or vulnerable adult, their membership will be suspended without prejudice, pending an investigation. If found guilty of abuse their membership will be revoked and they will be banned from all FBH activities.

Statutory Authorities

If the FBH is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct. See also 'Handling the media' below.

Reference to the Disclosure and Barring Service or Disclosure Scotland

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. If the FBH permanently dismisses or removes someone from regulated activity/work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, the FBH has a duty to refer them to the DBS or Disclosure Scotland, as appropriate.

It is a criminal offence not to make such a referral. For guidance on the grounds and process for making a referral, see the relevant website listed below

<https://www.gov.uk/dbs>.

Handling the media

If there is an incident that attracts media interest, or if the FBH or any member of the FBH is contacted by the media with an allegation concerning a FBH member or employee, **do not give any response until you have had an opportunity to check the facts and seek advice.**

The Chairman, Master or PRO should be contacted and their advice followed.

If necessary the Chairman will take legal advice.

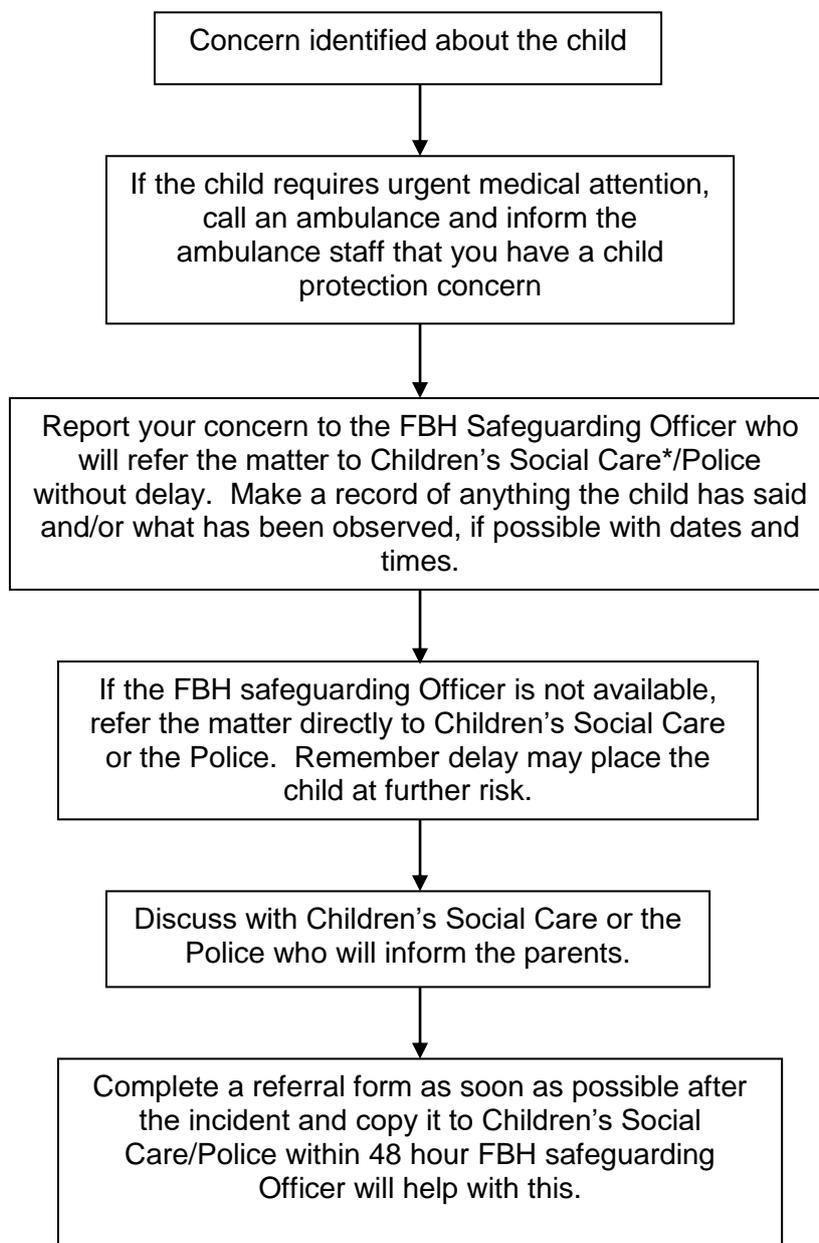
Cornwall Multi agency referral unit:

Children 0300 123116

Adults: 0300 1234 131 Option 2 0300 1231 116 Option 3

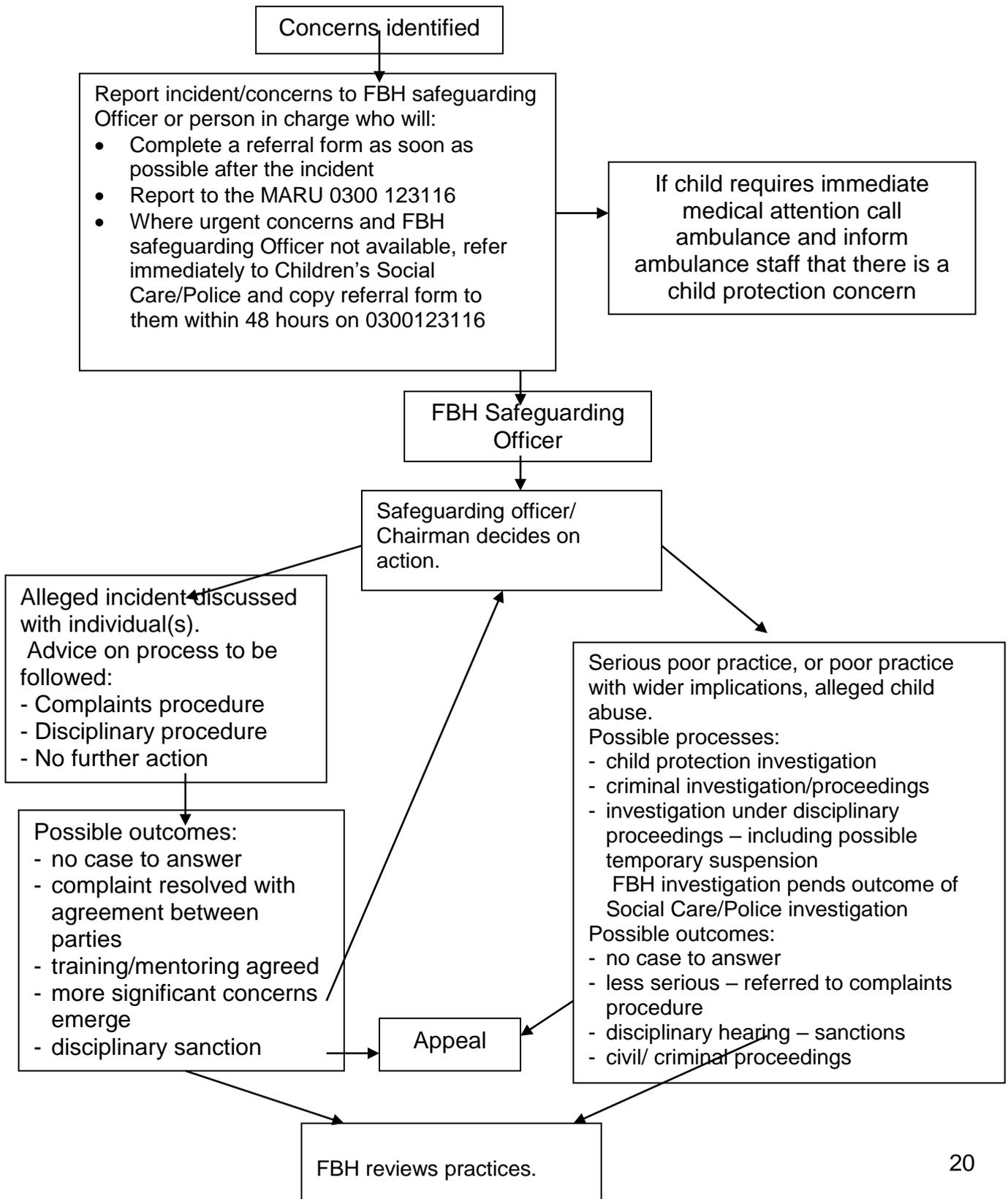
<https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding/>

Flowchart 1 – What to do if you are worried that a child is being abused outside the sport’s environment (but the concern is identified through the child’s involvement in the sport)



Flowchart 2

What to do if you are concerned about the behaviour of any member, volunteer, staff, official or visitor involved with the FBH



INFORMATION

Useful Contacts

Cornwall Multi agency referral unit:
Children 0300 123116

Adults: 0300 1234 131 Option 2 0300 1231 116 Option 3

Child Protection in Sport Unit (CPSU)

England

NSPCC

Tel: 0116 234 7278/7217

Fax: 0116 234 0464

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

NSPCC Helpline

0808 800 5000

Childline

0800 1111

Website: www.childline.org.uk

Disclosure and Barring Service (DBS) :

www.homeoffice.gov.uk/agencies-public-bodies/dbs

Tel: 0870 90 90 811

The Scout Association produces some straightforward guidance for adults and young people on using social networking sites and which can be found at

www.scouts.org.uk/safeguarding

Another source of information about staying safe online is www.thinkuknow.co.uk

<http://fourburrow.co.uk/hunting-guideinformationetiquette>

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Documents

Application form (Document 1)

To be adapted for voluntary role or paid employment

APPLICATION FOR THE POST/ROLE OF (JOB/ROLE TITLE)

When completed this form should be returned, marked 'Private and confidential'
to: FBH Secretary

The closing date for applications is:

PERSONAL DETAILS		
Title:	Surname:	Other names in full:

ADDRESS	

TELEPHONE, AND E-MAIL	
Home Tel: E-mail: Mobile:	Work Tel: E-mail: (please state if you do not wish to be contacted at work)

Do you hold a valid UK driving licence?	YES / NO
Do you have any unspent convictions (including motoring offences)? If yes, give brief details	YES / NO
Having a criminal record will not necessarily bar you from working with us. This will depend on the position applied for and the nature of your offence. If you are applying for a position involving regular contact with children or vulnerable adults you will be required, at the offer stage, to apply for an Enhanced DBS disclosure	

IF APPOINTED WHEN COULD YOU START WORK?	HOW DID YOU HEAR OF THIS VACANCY?
---	-----------------------------------

Relevant Academic and/or Vocational Qualifications	Date

SUMMARY OF PAST EXPERIENCE (start with most recent)	
Name of organisation, position held, dates	Brief description of responsibilities and duties

Please state how you think your skills and experience match the requirements of this role and give your reasons for applying use additional pages if necessary.

--

OTHER RELEVANT INFORMATION

Recreational interests, hobbies, voluntary or community work

--

REFERENCES

Please give names and addresses of two persons to whom application for a reference may be made. At least one should have first-hand knowledge of any previous work you have done with children/vulnerable adults. References from relatives will not be accepted. Please indicate if you do not want us to seek a reference from any of your referees before interview or before an offer of employment.

NAME AND ADDRESS	CAPACITY IN WHICH KNOWN TO YOU

DECLARATION

Data Protection Act In order to recruit to this post The FBH will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

Consent I consent to the processing of personal information in the way described.

Declaration I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.

Signature:

Date:

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Document 2 Reference request

CONFIDENTIAL

(Name) has expressed an interest in working with The Four Burrow Hunt (FBH)..... in the role of

....., and has given your name as a referee. This role involves some access to children and vulnerable adults. As an organisation committed to the protection and welfare of children/vulnerable adults, we are anxious to know if there are any reasons to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of the applicant’s suitability, should they be offered the role. We would appreciate you being candid, open and honest in your evaluation of this person.

1. How long have you known this person?
2. In what capacity?
3. What attributes does this person have which would make them suitable for this role?
.....
.....
.....

4. Please rate this person on the following (please tick one box for each question)

	Poor	Average	Good	Very good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Commitment					
Energy					
Trustworthiness					
Reliability					

5. Do you have any reason at all to be concerned about this applicant being in contact with children or young people?

YES NO Please tick

If you answer ‘Yes’ we will contact you in confidence.

Name: (please print) Tel. No:

Signed: Date:

Please return this form, marked ‘Confidential’ to:
.....

Document 3

Self-disclosure form

Self-disclosure form for applicants for posts involving contact with children and/or vulnerable adults

The Four Burrow Hunt (FBH) is committed to safeguarding children/vulnerable adults from physical, sexual and emotional harm. As part of our Child/Vulnerable adult Protection policy, we require applicants for posts involving contact with children to complete this self-disclosure form.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Name

1. **Have you ever been convicted of any criminal offences?** YES NO

If yes, please supply details of any criminal convictions.

2. **Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children, or vulnerable adults?**

YES NO

If yes, please supply details.

3. **Have you ever had any disciplinary sanction relating to child abuse, or abuse of a Vulnerable Adult?**

YES NO

If yes, please supply details.

Declaration I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for cancelling my appointment. I understand that I may be asked to apply for a Criminal Records Disclosure and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child/vulnerable adult protection issues.

Signed: Date:

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian

Document 4

FBH Good Practice Guide

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation's Child Protection Policy and Procedures which are available for reference at all times on the FBH website.

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of the FBH's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge within the FBH or the child's parents
- Do not encourage a child to undertake activities outside their competence.
- If a child is having difficulty with a body protector or item of clothing, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult

You should never:

- Engage in rough, physical or sexually provocative games
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged, or use such language yourself when with children
- Make sexually suggestive comments to a child, even in fun
- Fail to respond to an allegation made by a child; always act
- Do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children or vulnerable adults, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

Document 5

FBH Code of Conduct

The aim is for all participants to enjoy their sport.

It is the policy of The FBH that all participants, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the FBH.

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action such as being 'Sent Home'

Riding a horse that is known to kick or behave in a dangerous manor in a crowd should be avoided if possible. Such horses should stay at the back and be ridden in such a way as to avoid injuring another rider, foot follower or their property. It is the rider's responsibility and not the responsibility of the FBH should an accident occur.

Participants - young people and novices to hunting

- Listen to and accept what you are asked to do to enjoy your hunting and keep you safe
- Respect other participants, officials and volunteers
- Abide by the rules,
- Never bully others either in person, by phone, by text or online If you see someone being bullied tell your parents or the Safeguarding officer.
- Take care of all property belonging to other participants, the FBH or its members
- Show respect to farmers, landowners, other hunt members and members of the public.
- Look after your horse or pony and do not ride over, or put the Hounds at risk of harm
- When on the road respect other road users and do not put yourself in danger from vehicles

Parents

- Support your child's involvement and help them enjoy their sport
- Never force your child to take part in hunting
- Never punish or belittle a child for being frightened or making mistakes

- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the Masters, Hunt staff, Farmers and Landowners.
- If you are in a vehicle or on foot respect other road and countryside users.
- Accept FBH officials' judgements and recognise good performance by all participants
- Inform the Field Master or designated person of relevant medical information about your child
- Ensure that your child wears suitable clothing and has appropriate food and drink
- Ensure your child is suitably mounted
- Provide **contact details and be available when required**. The FBH is not a child minding service.
- Take responsibility for your child's safety and conduct.
- Be aware that riding across country is a high risk sport and ensure your child is suitably equipped to do so with appropriate protective clothing and riding helmet.
- Understand that the Field Master and the FBH do not accept responsibility for any accidents that occur on the Hunting Field.

Masters, Officials, Volunteers, FBH members, Visitors and Guests

- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people/Vulnerable adults
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not encourage young people to drink alcohol or smoke.
- Communicate clearly with parents and participants
- Do not block roads or rights of way
- Follow FBH guidelines and policies

If you are concerned that someone is not following the Code of Conduct, you should inform the Masters, Chairman or Safeguarding Officer as appropriate.

(<http://fourburrow.co.uk/hunting-guideinformationetiquette>)

Document 6 Parental Consent form
(For participants under 18 years)

Please complete all sections in Block Capitals

Participant's details

First name	Surname/family name
Home Address	
Date of birth	Age

Parent/guardian/person with legal responsibility

First name	Surname/family name
Relationship to child	
Home Number	
Mobile Number	

Alternative Emergency Contact:

First name	Surname/family name
Relationship to child	
Contact number during sessions	

Medical information

It is your responsibility to make known any disability/medical condition that may affect your child during hunting, and any medication that they may require. This information will be shared with those responsible for supervising the activity.

<p>Has your child ever suffered from any of the following conditions: Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes, allergies? YES / NO If YES please provide details, including any specific medical advice to be followed in an emergency:</p>

<p>Does your child have a disability, learning difficulty or medical condition which may affect their ability to participate in hunting and follow instructions YES / NO</p> <p>If YES please provide details:</p>

Declaration of parent or person with legal responsibility

I the parent/guardian of hereby acknowledge that I have read the attached conditions of participation and that I fully understand them. I have explained them to my child, who understands and agrees to abide by them.

Medical consent

I give permission to the organisers of activities during the day’s hunting to administer any relevant treatment or medication to the above-named participant when or if necessary.

In an emergency situation I authorise the organisers to take my child to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital doctor’s diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Consent for use of images

I grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to hunting. I have read and understood the Conditions of Use attached. I agree to notify the hunt of any relevant changes in my child’s circumstances. I confirm that my child is not under a court order.

Signed: (participant)

Signed: (parent/guardian).....

Name: (please print) Date:

Note: Conditions of participation in hunting or entry to FBH events and Conditions of use of photography or video attached

Conditions of Use of photography or video

In accordance with our child protection policy the FBH will not arrange for photographs, video or other images of young people to be taken or published without the consent of the parents/guardians and children. We will abide by the Conditions of Use below. If you have any concerns about the way images are being used, you should inform the Safeguarding officer, Chairman or a Master immediately.

1. We will normally only identify a child by reference to the child’s first name.
2. We will not use personal details or full names (i.e. first name and surname) of any child to accompany a photographic image on video, on our website, in our organisation newsletters or any other electronic or printed publications without good reason. ‘Good reason’ includes using the full name of a child in a newsletter to organisation members if the child has won a trophy or award.
3. We will not include personal email or postal addresses, telephone or mobile numbers on video, on our website, in our organisation brochure or in other electronic or printed publications.

4. We may use group photographs or video with very general labels, such as 'Opening Meet', 'Hunter Trial' etc.
5. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

The FBH reminds parents that hunting takes place in the public domain and we will not be able to control passers-by, hunt members, visitors or guests from taking photographs of the hunt that may include your child.

Document 7 Children & Vulnerable Adults Protection referral form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved DOB	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken (continue on separate page if necessary)	
If Police or Children's Social Care Services contacted, name, position and telephone number of person to whom referral made or case officer.	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number	

Document 8

FBH Child & Vulnerable adult Protection Policy and Procedures Summary

Policy Statement

It is the policy of The FBH Club to safeguard children, young people and vulnerable adults taking part in hunting and related activities from physical, sexual or emotional harm.

The FBH will take all reasonable steps to ensure that, through appropriate procedures and training, children (vulnerable adults) participating in FBH activities do so in a safe environment. We recognise that the safety and welfare of the child (vulnerable adult) is paramount and that all children and adults, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of the FBH, Visitors and Guests should be aware of the policy.

Club Safeguarding Officer

The FBH Safeguarding Officer is:

Tamsin Banks 01872 862270 07899991368 Tamsin.buzz@gmail.com

Good Practice

All members of The FBH should follow the good practice guidelines attached. Those working with young people should be aware of the guidance on recognising abuse (*see FBH Appendix A*).

The FBH will seek written consent from the child and their parents/carers who are members of the hunt before taking photos or video during hunting or an event or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the FBH publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Safeguarding Officer.

The FBH will not be able to obtain written consent from children/vulnerable adults who are visitors or guests, or their parents. In such cases the FBH will assume implied consent by the fact that these children /vulnerable adults are taking part in an FBH activity, unless explicit refusal is given in writing at the time or paying cap or completing an entry form.

Concerns

Anyone who is concerned about a young member's welfare, either outside hunting or within The FBH, should inform the Safeguarding Officer immediately, in strict confidence. The FBH Safeguarding Officer will follow the attached procedures (see *FBH Flowcharts 1 and 2*).

Any member of the FBH failing to comply with the Child Protection policy and any relevant Codes of Conduct may be subject to disciplinary action

Appendix A – What is child abuse?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Physical abuse may involve adults or other children causing physical harm:

- by hitting, shaking, squeezing, biting or burning
- giving children alcohol, inappropriate drugs or poison
- attempting to suffocate or drown children
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- Neglect in a hunting situation might occur if a parent fails to recognise that a child is cold, tired and or hungry and fails to take them home.

Sexual abuse. Sexual abuse involves an individual forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to meet their own sexual needs. The activities may involve:

- physical contact (e.g. full sexual intercourse, masturbation, oral sex, fondling)
- showing children pornographic books, photographs, videos or online images
- taking pictures of children for pornographic purposes
- encouraging children to behave in sexually inappropriate ways
- sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve:

- conveying to children that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning
- preventing the child from participating in normal social interaction
- serious bullying (including cyber -bullying), causing children frequently to feel frightened or in danger

Over/-

- the exploitation or corruption of children
- Abusive situations may also occur if adults misuse their power over young people.
- Emotional abuse in sport might also include situations where parents, members of the team or spectators subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

Bullying (including cyber-bullying) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may often be another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- Sexually explicit language or actions
- A sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- The child describes what appears to be an abusive act involving him/her
- A change observed over a long period of time (e.g. the child losing weight or becoming increasingly dirty or unkempt)
- A general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- An unexpected reaction to normal physical contact
- Difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult the FBH Safeguarding Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

The above also applies to vulnerable adults with the addition that they may also suffer financial abuse.

Appendix B – FBH Hunting and Competing Anti-Bullying Policy

INTRODUCTION

It is the Policy of the FBH to safeguard children (and vulnerable adults) taking part in hunting and related activities from physical, sexual, emotional and financial harm. The FBH consider bullying of any kind unacceptable. A child is defined as being any person under the age of 18.

This document sets out what the FBH means by bullying, how you can recognise it and what to do about it if you think it might be happening.

OBJECTIVES

The objective of this Policy is to prevent bullying occurring, but if it does, to provide a mechanism where it can be quickly brought to the attention of nominated individuals who can investigate the situation and work with both the victim and the bully in order to resolve the problem.

WHAT IS BULLYING

Bullying is the use of aggression with the intention of hurting another person.

The three key bullying behaviours are:

It does not just happen once; it is on-going over time.

It is deliberate and intentional. It is not accidentally hurting someone.

It is unfair. There is an unequal power balance (imbalance of power). The person/people doing the bullying is/are stronger, or there are more of them or they have 'influence' (higher status or power).

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting, hiding possession or equipment, threatening gestures)
- Physical -- pushing, kicking, hitting, punching or any use of violence
- Racist -- racial taunts, graffiti, gestures
- Sexual -- unwanted physical contact or sexually abusive comments

- Homophobic because of, or focussing on the issue of sexuality
- Verbal , name-calling, sarcasm, spreading rumours, teasing.
- Financial, stealing money or persuading the individual to give money or gifts to the bully ort their friends

Why is it important to respond to Bullying?

Bullying hurts, and no one deserves to be a victim of bullying
 Everybody has the right to be treated with respect.
 Bullying is often a call for help by the person showing bullying behaviours.

They need help both to learn different ways of behaving and to understand the reason that it is unacceptable. It is often symptomatic of other issues which they may need help with. Therefore promptly informing an appropriate person about these behaviours helps everyone.

SIGNS AND SYMPTOMS OF BULLYING

A child's behaviour may be indicative that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of being left alone with other children.
- Changes their usual routine.
- Suddenly doesn't wish to attend FBH events.
- Becomes withdrawn, anxious or lacking in confidence.
- Starts stammering.
- Has a cut or bruises that cannot adequately be explained.
- Attempts or threatens suicide.
- Attempts or threatens to run away.
- Cries themselves to sleep or has nightmares.
- Feels ill in the mornings.
- Begins to perform poorly without good reason.
- Comes home with clothes torn or belongings damaged.
- Has possessions suddenly start go missing.
- Asks for money or starts stealing money (e.g. to give to the bully)
- Continually 'loses' money.
- Become aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Is frightened to say what is wrong.
- Gives improbable excuses or reasons for any of the above.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated. They also apply to vulnerable adults.

PROCEDURES

If anyone, either child or adult, suspects that bullying is taking place it is expected of them that they inform an appropriate person. This can be a Parent, friend, official, the FBH Safeguarding Officer.

This person will then follow the procedure laid down in the FBH Child Protection Policy and Guidelines.

Informing an appropriate person that you suspect bullying when you have genuine grounds will be treated with discretion and the bully will not be informed of your identity without your consent.

Being found to know of bullying without reporting it is a serious concern for the FBH and it will be investigated.

OUTCOMES

All interviews will be conducted under Best Practice Guidelines, which includes all children being accompanied by a parent or responsible adult. The child who is bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible the children will be reconciled. It may be recommended that the child seek the help of Professional Health Counsellors to deal with their behaviour.

Depending on the severity of the case suspension or exclusion of the bully(ies), from FBH events might be necessary.

After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

All incidents will be reported to the FBH Safeguarding Co-ordinator and kept on record to monitor any future reports.

Appendix C

Application for Membership of The Four Burrow Hunt (FBH)

First name	Surname/family name
Home Address	
Date of birth if under 18	Age If under 18 this form must be accompanied by a parental consent form Document 6
Phone number (Home	Phone number mobile and/or other
E mail:	
Other contact details:	
Subscription type: Riding/ Foot/ family/ Junior/ Under 25	Subscription fee: £

Medical information

It is your responsibility to make known any disability/medical condition that may affect you during hunting, and any medication that you may require. This information will be shared with those responsible for supervising the activity.

Have you ever suffered from any of the following conditions:
Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes, allergies?
YES / NO
If YES please provide details, including any specific medical advice to be followed in an emergency:

Consent for use of images

I grant to the FBH, without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to hunting.

I agree to abide by the FBH rules and regulations. I agree to comply with the FBH Code of practice in terms of the protection of children and vulnerable adults. I also have familiarised with MFHA and Countryside Alliance code of hunting practice.

I am a member of the Countryside alliance and have adequate personal liability insurance.

I am aware of English law in relation to hunting and agree to trail hunt with the FBH within the terms of English law

I agree to the FBH contacting me by: e mail*/ text*/ phone*/ post*
I agree for my contact details to be shared with the hunt Committee officers who are planning or involving members of the hunt in political activity that might result in the repeal of (or amendment to) The Hunting Act.*

Signed..... Date.....

* Delete as necessary

Official use Subs paid: Yes/ NO