

SAFEGUARDING POLICY



CHILD & ADULT AT RISK PROTECTION POLICY AND PROCEDURE

REVIEWED: 11.10.2024

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1. INTRODUCTION

The following Safeguarding Policy (this “**Policy**”) is to be used by all people working for, or on behalf of, or providing services to, any member of Arena Racing Company’s group (“**ARC**” or the “**Company**”) who may be in contact with children and young people, and Adults at Risk, at any of the Company’s venues.

2. SCOPE OF POLICY

The Policy may be used by and applies to anyone who may be or is in contact with a child, a young person or Adult at Risk during the course of their work.

Where the Policy or procedure refers to a “**Child**” or “**Young Person**” we mean anyone who has not yet reached the age of 18 years.

Where the Policy refers to an “**Adult at Risk**”, we mean anyone who is 18 years or older, as further identified by the characteristics set out in section 4.

This Policy is reviewed on a regular basis by the Principal Safeguarding Leads of the Company. Among other things, the Principal Safeguarding Leads are responsible for overseeing and ensuring that this Policy is fully implemented and strictly complied with, are responsible for being the first point of contact for any report, suspicion of abuse or concern relating to the welfare of Children or Adults at Risk at our venues and are responsible for providing guidance and support to any member of staff who reports concerns about the welfare of any Child/ Young Person or Adult at Risk.

The Principal Safeguarding Leads for the Company are:

- Jayne Greenman: jgreenman@arenaracingcompany.co.uk
- Jo Craven: jcraven@arenaracingcompany.co.uk

In addition to the Principal Leads above, there is also at least one person at every venue who is responsible for safeguarding at that venue. The name and contact details for each such person will be displayed prominently at the relevant venue. The term “**Safeguarding Lead**” in this Policy refers to both the Principal Safeguarding Leads and the relevant venue-specific responsible person, as the context requires.

This Policy is intended to be analysed and read together with venue-specific Policies and in no way is meant to be understood as a standalone Policy.

For any issue, please contact the relevant Safeguarding Lead.

3. PURPOSE OF THIS POLICY AND PROCEDURE

This Policy, and the procedures in it, set out the implementation of safeguarding for Children/ Young People and Adults at Risk with whom our employees and workers come into contact in the course of their work.

The Company is committed to devising and implementing policies so that everyone within the organisation accepts their responsibilities for safeguarding Children/ Young People and Adults at Risk from abuse and neglect or who have become vulnerable through medical complication / intoxication or drug abuse whether self-inflicted or not.

This Policy applies to guests and visitors at our venues and also to all staff (whether they are full time employees, casual staff, agency workers or otherwise) who work or provide services at a venue.

This Policy helps us to achieve this by:

- Supporting us to safeguard Children/ Young People and Adults at Risk in practice, by defining abuse and informing us what to do;
- Ensuring we all work to the same Policy and procedures;
- Making sure we are accountable for what we do;
- Being clear what roles and responsibilities we all have in safeguarding; and
- Saying what staff can expect from the organisation to help them work effectively.

4. WHO IS A CHILD/ YOUNG PERSON OR AN ADULT AT RISK?

Child / Young Person

A Child/ Young Person means someone who has not reached their 18th birthday. For the purposes of this Policy, this refers to a Child / Young Person with whom we are in contact in the course of our work.

Adult at Risk

Any 'Adult at Risk' is any person, aged 18 or over, who:

- Has needs for care and support;
- Is experiencing, or is at risk of, abuse and/or neglect;
- Is unable to protect themselves from either the risk of, or the experience of, abuse and/or neglect;
- Is intoxicated to the point of being unable to care for themselves, is at risk of injury because of intoxication and/or is a risk to others.

In all instances, our approach to safeguarding Adults at Risk we are in contact with follows the same principles and safeguarding processes as we do for safeguarding Children/ Young Persons.

5. OBJECTIVES OF POLICY

We will achieve the Policy outcomes by having the following objectives in place:

- Safe organisational ethos
- Safe environment
- Safe processes for working with staff and customers
- Safe collection and use of information, and ways of communicating
- Safe and well-trained staff

Principles

In support of these objectives, we are committed to the following principles.

To achieve a safe organisational ethos, we will:

- work to support the organisational purpose which is to reach out to, and seek to protect, Children/ Young People and Adults at Risk who are at risk;
- promote the safety of Children/ Young People and Adults at Risk in all our work;
- have in place processes that help us to ensure we are all safeguarding in practice; and
- treat all Children/ Young People and Adults at Risk fairly in being able to meet their needs, regardless of gender, ethnicity, disability, sexuality or beliefs.

To achieve a safe environment, we will:

- ensure the welfare and safety of Children/ Young People and Adults at Risk is paramount in all our activities;
- contact the appropriate authorities and take account of what they tell us in making decisions about the person(s) at risk;
- take all reasonable steps to protect our Children/ Young People and Adults at Risk from harm, discrimination, and degrading treatment;
- practice with respect for Children's/ Young People's and Adults at Risk's rights, wishes and feelings; and
- regularly assess and review safety risks which arise from our premises, activities, equipment, as outlined in the Company's Health and Safety Policy

To achieve safe processes, we will:

- take all suspicions and allegations of abuse, from inside or outside our organisation, seriously, and respond to them promptly and appropriately;
- be clear about everyone's roles and responsibilities;
- implement safeguarding procedures that are compliant with the expectations within our commercial remit as a company compliant with legislation; and
- have in place clear arrangements for how we would respond to concerns about how we implement safeguarding in practice within the organisation.

To achieve safe treatment of information, we will:

- be clear with any third party our Policy on safeguarding and how they are to follow and support our Policy and things they tell us will be used;
- communicate promptly and clearly with emergency and welfare services, and follow their advice and requirements as required;
- keep good records of our work relating to safeguarding and incidents that occur; and
- hold information with care, and use it for agreed purposes only and in accordance with all relevant legislation.

To achieve safe staff, we will:

- recruit staff and casual workers and engage any agencies the Company uses to provide staff, with regard to their suitability for work with Children/ Young People and Adults at Risk , including use of Disclosure and Barring Service checks;
- provide staff and casual workers with guidance and training in their safeguarding role, and ensure they have access to our policies and procedures;
- make sure everyone has access to advice on safeguarding at all times in the course of their work;
- be clear with everyone what their individual role and responsibility is in safeguarding; and

- support staff and casual workers to carry out their job with appropriate supervision

6. WHAT MIGHT BE A SAFEGUARDING CONCERN?

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 be done if concerned?

If a safeguarding concern arises about how a Child/ Young Person or Adults at Risk appears or behaves, or if they want to talk to any personnel about something which concerns them, we will:

- always take what they tell them seriously;
 - listen but do not investigate ourselves, unless instructed to do so by the Safeguarding Lead;
 - report the concern to a Safeguarding Lead without delay, recording all relevant facts on the Safeguarding Concern Form (a copy of which is at the end of this Policy) including all requested detail as set out in the Form. The Safeguarding Lead will inform the relevant agency/ies as appropriate;
 - keep all records securely in a locked cabinet/drawer/secure drive accessible by the Principal Safeguarding Leads only. Only the Safeguarding Lead will have access to these records and they will only be kept as long as necessary.
- When working with people from government regulated organisations such as schools and colleges, contact should be made to that organisation's Safeguarding Lead or Deputy for Safeguarding and the Venue Manager should be informed, and recorded as normal

What if there is a safeguarding concern about a colleague or other personnel?

The concern should be reported to the Venue Manager without delay and they will inform the Principal Safeguarding Lead and any relevant agency/ies. If the Venue Manager is implicated in any way, the contact should be made to the Principal Safeguarding Lead, and not to the Venue Manager without delay, recording all relevant facts on the Safeguarding Concern Form.

What if the concerns are being ignored or not acted upon?

Anyone can "whistle blow" if they are concerned that safeguarding issues are being mismanaged or ignored within the Company. Any concerns should first be raised with the Director of HR, who has been appointed as the Disclosure Officer. However, where the whistleblower prefers not to raise the concerns with Director of HR for any reason, they should contact the Chief Executive Officer. Further escalation may be made by contacting their local social care services, the police on 101 or, in an emergency on 999.

Confidentiality and information sharing

Whilst the Company will always try to be open, there may be occasions when information must be shared with appropriate authorities without consent. If this happens, the Company will always record what has been shared, who with and why.

Responding to Concerns

The Company ensures that everyone understands and knows how to share any concerns with the relevant Safeguarding Lead. Everyone, including the Safeguarding Leads, will deal with concerns by following these steps:

1. If there is a concern that a Child/ Young Person or Adult at Risk is, or has been, subject to a safeguarding issue because:
 - Someone has seen something;
 - A Child/ Young Person or Adult at Risk says they have been abused;
 - Somebody else has told they are concerned;
 - There has been a safeguarding allegation against a colleague;
 - There has been an anonymous allegation;
 - An adult has disclosed that they were abused as a child; or
 - An adult has disclosed that they are abusing a Child/ Young Person or Adult at Risk;

then this Policy should be checked for guidance. The relevant Safeguarding Lead should be spoken to as soon as possible, unless they are implicated in which case the Principal Safeguarding Lead should be spoken to. Confidentiality must be maintained at all times, including with colleagues, friends and family.

2. The Venue Manager (or Principal Safeguarding Lead) should refer the concern to Social Care Services and/or the Police and follow up the referral in writing within 24 hours. In England and Wales only, allegations against a person with a “duty of care” will be referred to the Local Authority Designated Officer (LADO) who will co-ordinate the next procedural steps.
3. Under the Company’s Whistle Blowing Policy anyone can refer concerns directly to the Police or Social Care Services if, in good faith, they are concerned the Company is not managing safeguarding concerns appropriately. All safeguarding concerns that are either online or involve modern technology should be dealt with in the same way.
4. In every case, the details should be recorded on the Safeguarding Concern Form and include all requested details. The Principal Safeguarding Lead and, if relevant, the Venue Manager will consult and monitor as necessary considering the record provided.

7. PROCEDURES AND FACILITIES

Procedures for Safeguarding during operation of facilities and / or events

When it is suspected or identified that a Child / Young Person or Adult At Risk is subject to a safeguarding issue, the relevant Venue’s specific Policy will provide contact details, location of safe facilities etc, which will be shown and identified at each site by a map with relevant locations highlighted.

Notwithstanding the fact that relevant contact information shall be easily located, displayed and found at each site, together with the relevant Policies and racecourse map, you may also contact the Principal Safeguarding Leads.

The greatest care must be taken by our employees to give priority, over their normal duties, to a Child / Young Person or Adult At Risk in a safeguarding situation.

Policy on Lost Children / Young Persons

Statement of Purpose

It is the intention of this Policy to enlist the cooperation of parents and other adults responsible for Children / Young Persons to ensure that the Company provides a safe and pleasant experience for all who use its venues. These procedures are to be implemented when an under 18 person has been reported missing, is lost, frightened, stranded or otherwise need assistance because they are alone.

Policy Statement

Children / Young Persons should not be left alone at our venues. Parents / Guardians are responsible for their care and behaviour.

Child Left Unattended

1. Children / Young Persons left unattended are often frightened and crying and should be reassured by staff.
2. As soon as an unaccompanied Child / Young Person is found, another member of staff must be contacted immediately to ensure that there are two people with the Child/ Young Person (ideally one male and one female member of staff). Once the second member of staff has arrived, in no circumstances should any staff member be alone with the lost Child/ Young Person.
3. The Safety Officer on a race day should be called along with the Safeguarding Lead (if different) to location to assist.
4. You should ask the Child / Young Person for their parent or guardian's name. This should then be passed to the announcer on race / event days who should make the following announcement over the PA: e.g. 'Could Mr / Mrs Jones please report to the lost child location immediately, your son / daughter is waiting for you.'
5. Escort the Child / Young Person to the lost child location.
6. When the adult responsible is located, gently remind them about our policy on unattended children / young people.
7. The police must be called if the parent / guardian does not report to the reception after repeated public announcements over the following timescales: Under 5's = 10 minutes, 5-10's = 20 minutes, over 10's = 30 minutes.

Child Reported lost

1. If a parent or guardian reports they have lost their Child / Young Person, contact the Safety Officer or management immediately and inform them of a code applicable to lost child / young person.
2. Alert all staff and gates stewards and security with the Child / Young Person's description only (no name to be given), any Child / Young Person matching the description should be questioned and prevented from leaving the premises.
3. When challenging adults with a Child / Young Person matching the description, care should be taken when questioning so as not to accuse or suggest the adult is taking the child against their wishes (explain the situation and ask for their understanding), look for signs of stress both with the Child / Young Person or adult, any doubts need to be escalated quickly with assistance and/or with security.
4. A thorough search of the venue must be conducted as quickly as possible using security and stewards with a description of the lost Child / Young Person only, no name given over public transmission / PA two-way radio.
5. If the Child / Young Person is found, radio staff to let them know and stand down from the code applicable and resume normal duties.
6. The police must be called in case a Child / Young Person is lost and is not found within these timescales: Under 5's = 10 minutes, 5-10's = 20 minutes, over 10's = 30 minutes. Judgment shall be made at the time as to the vulnerability of any Adult at Risk missing.

Babies Left Unattended

Staff, stewards, security must inform the Management team immediately, once they identify that a baby (whether in a pram or otherwise) has been left unattended and they must stay with the baby. The Management team will then take the baby to the lost children point, or first aid facility, and follow the procedures outlined above for children left unattended. Depending on the time scales and circumstances, the Management team may take the decision to inform the police immediately.

8. DEFINITIONS EXPLAINED

Neglect

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 / Young Person's health or development. Neglect may also occur as a result of maternal substance abuse during pregnancy. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a Child / Young Person from physical harm or danger, failure to ensure adequate supervision including the use of inadequate care-givers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a Child / Young Person's basic emotional needs.

Abuse of Disabled Children

Disabled Children / Young Persons are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of disabled Children / Young Persons may experience multiple stresses. This group of Children / Young Persons may be particularly vulnerable to abuse for a number of reasons including:

- Having fewer social contacts than other children;
- Receiving intimate personal care from a larger number of carers;
- Having an impaired capacity to understand what they are experiencing is abuse or to challenge the abuser;
- Having communication difficulties resulting in difficulties in telling people what is happening;
- Being reluctant to complain for fear of losing services;
- Being particularly vulnerable to bullying or intimidation;
- Being more vulnerable to abuse by peers than other children.

Disability

Disability is defined as a major physical impairment, severe illness, a moderate to severe learning difficulty and/or an ongoing high level of dependency on others for personal care and the meeting of other basic needs.

Bullying

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). Bullying can take place face-to-face or remotely via the use of technology (email, social media, phones etc) and all forms of bullying must be dealt with.

Self-Harming Behaviour

Children/ Young People who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour may itself further impair the child's health or development and in some circumstances present significant harm or the risk of significant harm.

Self-harming behaviour may present itself as obvious physical harm but also arises in more hidden ways, such as eating disorders, drug or alcohol misuse etc.

Female Genital Mutilation (FGM)

Female genital mutilation is a collective term for procedures that include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious physical and mental health consequences both at the time and in later life. The procedure is typically performed on girls of 4 -13 years but may be performed on newborn babies or on young women. FGM can result in death.

FGM is a criminal offence (Prohibition of Female Circumcision Act 2003). Under the Act it is an offence to arrange, procure, aid or abet female genital mutilation. Parents and carers may be liable under this Act.

It is also an offence to facilitate the procedure to be undertaken in another country.

Where someone becomes aware that a girl is at risk of FGM a referral should be made to Children's Social Care.

Domestic Abuse

Domestic Abuse is defined under the Domestic Abuse Act 2021 as: "a pattern of behaviour involving violence or other forms of abuse by one person against another within an intimate or family relationship. It encompasses various forms of abuse, including physical, emotional, psychological, sexual, and economic abuse. Domestic abuse can occur between current or former partners, spouses, and family members, regardless of their gender or sexual orientation".

The term Domestic Abuse includes the term Domestic Violence.

Forced Marriage

A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and puts Children/ Young Persons or Adults at Risk in danger of physical abuse. In circumstances where there are concerns that someone is at imminent risk of a forced marriage, an urgent referral should be made to the Forced Marriage Unit at The Foreign, Commonwealth and Development Office (020 7008 0151).

In the case of a Child / Young Person or Adult At Risk being at risk of forced marriage, it is likely that an initial discussion with the parent, carer or other community member may significantly increase the level of risk to the young person.

Internet Harm

Sexual exploitation also includes non-contact activities, such as seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour in Internet chat rooms, and includes involving children looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Trafficking

Children / Young Persons or Adults At Risk can be trafficked into, within and out of UK for many reasons and all different types of exploitation. Trafficking of Children is a form of child abuse, trafficking of an Adult at Risk is also abusive and needs an appropriate safeguarding response. Any Child / Young Person or Adult At Risk who is recruited, transported, transferred, harboured or received for exploitative reasons is considered

to be a victim of trafficking, whether or not they have been forced or deceived. This is because it is not considered possible for a Child / Young Person or Adult At Risk in this situation to give informed consent. Even when a Child / Young Person or Adult At Risk understands what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adult. It is important these Children / Young Persons or Adults At Risk are protected too.

People are trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud, forced marriage, begging and involvement in criminal activity such as pick pocketing, theft and working on cannabis farms. They are likely to be subjected to other forms of abuse, as a means of coercing and controlling them.

Trafficking can be carried out by individuals or organised groups.

Sexual activity with Child / Young Person

Consensual sexual activity involving a Child / Young Person aged 16 or 17 years is not necessarily abusive, but it may be. A Child / Young Person's ability to consent can be impaired due to lack of freedom, capacity or choice; for example, because of an age or power imbalance, because it is leading into sexual exploitation, because one person is in a position of trust with the other (e.g. a teacher), where one person is vulnerable because of disability or capacity, where the Child / Young Person is in the care of another away from home. No Child / Young Person under the age of 13 is able to consent to any sexual activity according to the Sexual Offences Act (2003).

9. WHAT IS ABUSE OF AN ADULT AT RISK?

Abuse is a violation of a person's rights or dignity by someone else. It can be carried out by anyone, including relatives and family members, professional staff, paid care workers, volunteers, other users of services, neighbours, friends and associates or strangers. There are many kinds of abuse including the following:

Physical

This could be hitting, slapping, pushing and kicking.

Sexual

This includes rape and sexual assault or sexual acts to which the Adult at Risk:

- has not consented
- could not consent
- was pressured into consenting

Emotional / Psychological

This could be:

- emotional abuse
- threats of harm or abandonment
- depriving the person of contact
- humiliation
- blaming
- controlling
- intimidation
- coercion
- harassment

- verbal abuse
- isolation
- withdrawing a person from services or support networks

Financial or material

This includes:

- theft
- fraud
- exploitation
- pressure in connection with wills, property, inheritance or financial transactions
misusing or misappropriating property, possessions or benefits

Neglect or acts of omission

This includes:

- ignoring medical or physical care needs
- failing to provide access to appropriate health care, social care or education services
- misusing medication
- inadequate nutrition or heating

Discrimination

This includes:

- racist behaviour
- sexist behaviour
- harassment based on a person's ethnicity, gender, race, culture, sexual orientation, age or disability
- other forms of harassment, slurs or similar treatment

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