

Pony Partnerships CIC



Safeguarding and Child Protection Policy 2026-2027

Name of Organisation: Pony Partnerships CIC

Venue/Address: All venues

Date of Review: 1 September 2026

Date of Next Review: 31 August 2027

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1. Policy statement

Pony Partnerships CIC is committed to safeguarding and promoting the welfare of all children and young people who access our services. We provide nature-based, outdoor, equine-facilitated therapeutic, learning and enrichment activities, and we recognise that safeguarding must be embedded in every part of our culture, practice and decision-making.

Safeguarding is everyone's responsibility. All adults working for or on behalf of Pony Partnerships must remain professionally curious, act promptly on concerns, and prioritise the child's safety, voice, wishes and lived experience.

For the purposes of this policy, a child is anyone under the age of 18.

This policy applies to all adults working for or on behalf of Pony Partnerships CIC, including directors, employees, associates, sessional workers, contractors, students, trainees and volunteers.

2. Purpose

This policy sets out how Pony Partnerships CIC will:

- provide a safe, trauma-informed and neurodivergent-affirming environment for children;
- recognise signs that a child may need help, support or protection;
- respond promptly and appropriately to safeguarding concerns;
- work with parents, carers, schools, commissioners, local authorities and safeguarding partners;
- recruit, supervise and manage adults safely;
- maintain accurate, confidential and secure safeguarding records;
- learn from incidents, concerns, audits and professional feedback.

3. Legal and regulatory context

Pony Partnerships CIC is not a school. However, where we provide commissioned education, alternative provision, therapeutic or enrichment services for children, we use relevant statutory guidance and recognised good practice as a safeguarding benchmark.

This policy has been developed with regard to:

- Keeping Children Safe in Education 2026;
- Working Together to Safeguard Children 2026;
- Children Act 1989 and Children Act 2004;
- Children's Wellbeing and Schools Act 2026;
- Crime and Policing Act 2026;
- Counter-Terrorism and Security Act 2015, including the Prevent duty;
- Data Protection Act 2018, UK GDPR and Data (Use and Access) Act 2025;
- Equality Act 2010 and Human Rights Act 1998;
- Non-school Alternative Provision Voluntary National Standards;
- Out-of-school settings safeguarding guidance for providers;
- local multi-agency safeguarding arrangements and thresholds.

This policy will be reviewed following any further statutory updates, local safeguarding changes, serious safeguarding incidents, audit findings or organisational learning.

4. Safeguarding principles

Pony Partnerships CIC will be guided by the following principles:

- Child-centred practice: the child's safety, wellbeing, voice and lived experience are central to all decisions.
- Professional curiosity: staff must maintain the view that "it could happen here" and must not dismiss or minimise concerns.
- Timely action: concerns must be shared with the DSL or DDSL without delay. If a child is in immediate danger, emergency services must be contacted.
- Relational and trauma-informed practice: behaviour is understood as communication. Responses should be calm, bounded, proportionate and focused on safety.
- Neurodivergent-affirming practice: children must not be expected to mask distress or communicate in neurotypical ways in order to be believed or supported.
- Equity and inclusion: safeguarding practice must be anti-discriminatory and must recognise the additional barriers faced by disabled children, neurodivergent children, children with SEND, young carers, children in care, children who are care-experienced, children missing education, children in alternative provision, children who are electively home educated, and children who may be experiencing harm outside the home.
- Information sharing: relevant information will be shared lawfully, proportionately and promptly where this is necessary to safeguard a child.
- Whole-organisation safeguarding: safeguarding and child protection must be reflected across relevant Pony Partnerships policies, procedures, risk assessments, staff conduct expectations, digital safety arrangements and commissioned placement processes.

5. Roles and responsibilities

- **Board of Directors:** The Board is responsible for ensuring that Pony Partnerships CIC has effective safeguarding arrangements, including:
 - approval and oversight of this policy;
 - ensuring sufficient resources and training for safeguarding;
 - ensuring safer recruitment practice;
 - reviewing safeguarding learning and audit findings;
 - ensuring concerns about the DSL/Manager are managed independently and referred externally where required;
 - ensuring statutory duties, including DBS referral duties, are met.
- **Designated Safeguarding Lead (DSL):** The DSL is responsible for:
 - receiving and responding to safeguarding concerns;
 - making referrals to Children's Social Care, police, Prevent or other agencies where required;

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- seeking advice from local safeguarding partners, LADO or consultation lines where appropriate;
- ensuring safeguarding records are accurate, secure and separate from general session records;
- supporting staff and volunteers;
- ensuring safeguarding training is completed and refreshed;
- maintaining local referral contacts and reviewing them termly;
- monitoring patterns, low-level concerns and organisational learning;
- liaising with schools, commissioners and local authorities where a child attends Pony Partnerships as part of commissioned provision;
- ensuring there are clear cover arrangements when the DSL is unavailable, so that safeguarding concerns can still be received, monitored and acted upon without delay.
- **Deputy DSL (DDSL):** The Deputy DSL supports the DSL and acts in their absence. Pony Partnerships will ensure there is a clear DSL cover arrangement, including secure access to safeguarding information where this is necessary to keep children safe.
- **Staff, associates and volunteers:** All adults working for or on behalf of Pony Partnerships must:
 - read and understand this policy, the Staff Code of Conduct and relevant safeguarding procedures;
 - complete safeguarding training appropriate to their role;
 - know how to contact the DSL or DDSL;
 - report concerns immediately;
 - record concerns accurately and on the same day;
 - maintain safe professional boundaries in person, online and through all communication channels;
 - never investigate concerns themselves;
 - challenge unsafe practice and report low-level concerns.

6. Recognising safeguarding concerns

Safeguarding concerns can arise in many different ways. Staff do not need to decide what category a concern fits into before reporting it. Any concern about a child's safety, welfare or wellbeing must be shared with the DSL or DDSL.

Safeguarding concerns may include, but are not limited to:

- physical abuse;
- emotional abuse, including verbal abuse, belittling, humiliation, name-calling or persistent criticism;
- sexual abuse;
- neglect;
- domestic abuse, including children seeing, hearing or experiencing the effects of domestic abuse;
- child-to-parent or caregiver abuse;
- child sexual exploitation;
- child criminal exploitation;
- county lines;
- modern slavery, trafficking and exploitation;
- financial exploitation;
- coercion, grooming or exploitation by individuals, groups, gangs or organised networks;
- harmful sexual behaviour;
- child-on-child abuse, including harassment and violence;
- bullying, including cyberbullying, prejudice-based bullying and discriminatory bullying;
- racism, misogyny, misandry, homophobia, biphobia, transphobia, faith-based prejudice or other derogatory behaviour;
- teenage relationship abuse, including coercive control, stalking, physical abuse, sexual abuse or

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- emotional abuse;
- online harm;
- making or sharing nudes or semi-nudes, whether consensual or non-consensual, including images generated, altered or manipulated using artificial intelligence;
- cybercrime or cyber-dependent offending;
- radicalisation or extremism;
- serious violence, including threats or harm involving weapons;
- concerns linked to mental health, distress, eating disorders, self-harm, suicidal thoughts or suicidal ideation;
- fabricated or induced illness;
- female genital mutilation;
- forced marriage;
- honour or faith-based abuse;
- homelessness or temporary accommodation concerns;
- children absent from education for prolonged periods and/or on repeat occasions, children missing education, or children becoming less visible to services;
- children affected by parental imprisonment or parental offending;
- children affected by domestic abuse notifications, including Operation Encompass;
- concerns about adults working with, volunteering with, or otherwise having contact with children.

Safeguarding issues often overlap. Staff must not assume that a concern is isolated or that another professional already has the full picture.

7. Children with additional vulnerabilities

Pony Partnerships recognises that some children may face additional barriers to being seen, heard, believed or protected.

Staff must be particularly alert to the needs of children who:

- have SEND or communication differences;
- are neurodivergent;
- have physical, sensory or medical needs;
- are in care, care-experienced, adopted or in kinship care;
- are missing education, frequently absent, electively home educated or attending alternative provision;
- have experienced trauma, bereavement or family breakdown;
- are experiencing racism, prejudice, bullying or social isolation;
- are known to multiple agencies;
- may find it difficult to disclose directly;
- are affected by parental imprisonment or parental offending;
- are young carers whose caring responsibilities may affect attendance, engagement, wellbeing or safety;
- are living in temporary accommodation or are at risk of homelessness;
- have allergies, medical conditions or prescribed emergency medication needs;
- are questioning their identity or gender and may require sensitive, recorded, case-by-case support planning;
- have experienced repeated exclusions, suspensions, part-time timetables, disrupted education or time in alternative provision.

Where a child communicates through behaviour, withdrawal, avoidance, distress, sensory responses or changes in presentation, staff must treat this as potentially significant and share concerns with the DSL.

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8. Safe environment and practice

Pony Partnerships will maintain a physically, emotionally and relationally safe environment by:

- completing risk assessments for venues, activities, animals, individual needs and changing circumstances;
- ensuring staff model calm, respectful and bounded behaviour;
- maintaining clear expectations around consent, personal space, touch, privacy and communication;
- ensuring children are supervised appropriately;
- considering animal welfare as part of safe practice;
- using low-pressure, relational approaches rather than compliance-based responses;
- adapting activities to meet individual needs;
- ensuring children know who they can speak to if they feel unsafe or worried;
- ensuring online safety, device use, photography and communication are managed through linked policies and agreements;
- ensuring safeguarding risks linked to serious violence, weapons, exploitation, harassment and bullying are considered within individual and environmental risk assessments where relevant;
- where an unsafe or prohibited item is suspected, ensuring staff follow the Search, Prohibited Items and Confiscation Procedure and consider whether the circumstances indicate exploitation, self-harm, serious violence, substance misuse, abuse or another safeguarding concern;
- ensuring children have clear, accessible and trusted ways to report concerns, including concerns about child-on-child abuse, online harm, harassment, bullying or unsafe adult behaviour;
- ensuring medical and allergy safety arrangements are followed where these affect a child's safety or welfare.

Where internet-connected devices, online resources or digital communication are used, Pony Partnerships will consider online risks, including content, contact, conduct, commerce, misinformation, grooming, misogyny, harmful online communities, AI-generated abuse and self-generated intimate images.

9. Alternative provision and commissioned placements

Where Pony Partnerships provides commissioned alternative provision or education-related services, we will work in partnership with the commissioning school, local authority or organisation.

Pony Partnerships will:

- confirm safeguarding contacts and escalation routes before placement begins;
- provide written assurance of safeguarding arrangements where required;
- share attendance, welfare and safeguarding concerns promptly;
- notify the commissioner of unexplained absence, non-attendance or emerging risk in line with agreed arrangements;
- contribute to reviews, risk assessments and plans where appropriate;
- follow local safeguarding thresholds and referral routes;
- maintain our own safeguarding records while sharing relevant information lawfully;
- provide written confirmation to commissioning schools or local authorities that appropriate safeguarding checks have been completed for staff working with the child;
- inform the commissioning school or local authority of any staffing or supervision changes that may affect safeguarding assurance;
- support at least half-termly placement review arrangements where commissioned as alternative provision;
- request relevant medical and allergy information before placement begins, including Individual Healthcare Plans, Allergy Action Plans, Asthma Action Plans and emergency medication arrangements where applicable;
- immediately review a placement where safeguarding concerns arise, and work with the

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commissioner to pause, adapt or end the placement where concerns cannot be safely resolved.

The commissioning school or local authority retains its own safeguarding duties. Pony Partnerships will not assume that a concern has been dealt with unless this has been confirmed and recorded.

10. Working with parents and carers

Pony Partnerships aims to work openly and respectfully with parents and carers. We will usually share concerns with parents or carers unless doing so may:

- increase risk to the child;
- place another person at risk;
- compromise a police or Children's Social Care investigation;
- lead to evidence being destroyed;
- prevent effective safeguarding action.

Where it is safe and appropriate, parents and carers will be involved in plans and signposted to support.

11. Parents, carers or guardians on site

Where it has been agreed that a parent, carer or guardian will attend or wait on site:

- this must be agreed in advance;
- the person must complete the On-Site Support Person Safety Agreement and Emergency Details;
- they must follow all staff instructions, safeguarding expectations and confidentiality requirements;
- they must not photograph, film or record children, staff, volunteers or animals without explicit permission;
- they must not be left alone with any child other than their own;
- they must not involve themselves in another child's session or care;
- non-compliance may result in them being asked to leave and may lead to safeguarding action if required.

12. Responding to concerns about a child

If a child is at immediate risk of significant harm, staff must call 999 and then inform the DSL or DDSL as soon as possible.

For all other concerns, staff must:

1. listen calmly and take the concern seriously;
2. reassure the child, without promising confidentiality;
3. use open questions only where necessary, such as "Tell me what happened";
4. avoid leading questions, investigation or judgement;
5. explain that the information must be shared with the DSL to help keep them safe;
6. report the concern to the DSL or DDSL immediately;
7. complete the Safeguarding Concern Form on the same day;
8. record the child's words as accurately as possible;
9. distinguish fact, observation, professional judgement and third-party information.

Where a safeguarding concern involves an electronic device, staff must not search the device for evidence or intentionally view suspected nudes, semi-nudes or indecent images. Where a device has been voluntarily handed over, it should be secured without examining its contents and the DSL or DDSL informed immediately. Police advice must be sought where required.

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The DSL will decide whether the concern requires:

- internal monitoring and support;
- discussion with a professional consultation line;
- universal services, community-based Early Help, targeted Early Help through Family Help, or statutory support under section 17 or section 47 of the Children Act 1989;
- referral to Children's Social Care;
- referral to police;
- referral to Prevent;
- LADO consultation;
- escalation where the response from another agency is insufficient.

Staff must not investigate safeguarding concerns themselves.

Where a child needs urgent mental health support but it is not an emergency, staff may seek advice through NHS 111 online or by calling 111 and selecting the mental health option. Where a child is in immediate danger, staff must call 999 or arrange urgent emergency support.

A medical or allergy incident does not automatically require a safeguarding referral. However, where a child is repeatedly sent without essential medication, where relevant medical or allergy information is not provided, or where the child may be at increased risk of neglect, abuse or exploitation because of their medical condition, staff must share this with the DSL.

13. Child sexual abuse and mandatory reporting

All concerns about child sexual abuse must be treated as safeguarding concerns and shared with the DSL or DDSL immediately.

Where Pony Partnerships staff, associates or volunteers are in regulated activity with children, they must follow any mandatory reporting duties in force. Pony Partnerships will report child sexual abuse concerns to Children's Social Care and/or police in line with statutory duties, local procedures and any statutory or operational guidance in force at the time.

No person working for or on behalf of Pony Partnerships may obstruct, discourage, delay or prevent a safeguarding report being made.

Where a report has already been made by another professional, this must be confirmed and recorded. If there is any doubt, Pony Partnerships will seek advice and take action to ensure the child is protected.

14. Information sharing, confidentiality and data protection

Pony Partnerships will share information where this is necessary to safeguard or promote the welfare of a child.

Information sharing will be:

- lawful;
- necessary;
- proportionate;
- relevant;
- accurate;
- timely;
- secure;
- recorded.

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Consent will usually be sought where appropriate, but lack of consent will not prevent information sharing where a child is at risk of harm or where sharing is necessary for safeguarding purposes.

Safeguarding records will be stored securely, with access restricted to those who need the information in order to keep the child safe. Safeguarding records will be kept separately from general session records.

Where a child moves between services or settings, relevant safeguarding information will be shared securely with appropriate professionals, with confirmation of receipt where required.

When sharing safeguarding information, Pony Partnerships will consider what is relevant to the current risk, what is necessary for the receiving professional or setting to know, and whether the information is clearly presented and appropriately contextualised.

Where safeguarding information is transferred or shared with another setting, Pony Partnerships will aim to provide a clear structured summary of current safeguarding concerns, relevant context and ongoing support needs, distinguishing between current risk and historic information.

15. Record keeping

All safeguarding concerns, disclosures, decisions, actions and rationales must be recorded clearly and promptly.

Records must include:

- the child's name and date of birth;
- date, time and location of concern;
- what was seen, heard or disclosed;
- the child's own words where possible;
- who was present;
- immediate action taken;
- who the concern was reported to;
- DSL decision-making and rationale;
- referrals made;
- advice received;
- follow-up action;
- whether parents/carers were informed and, if not, why not.

Records must be factual, professional and free from judgemental language.

16. Low-level concerns

A low-level concern is any concern about an adult's behaviour towards a child that does not meet the harm threshold but may indicate a breach of professional boundaries, values, expectations or safe practice. A low-level concern may also arise from inappropriate conduct outside work where this is inconsistent with the Code of Conduct but does not meet the harm threshold.

Examples may include:

- over-familiar behaviour;
- inappropriate comments or jokes;
- unnecessary one-to-one contact;
- unclear physical boundaries;
- inappropriate digital communication;
- favouritism;

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- breaches of confidentiality;
- failure to follow safeguarding procedures.

All low-level concerns must be reported to the DSL or Manager as soon as possible and recorded using the Allegation/LADO Concern Record.

The DSL or Manager will:

- consider the context and level of risk;
- speak with the adult where appropriate;
- provide advice, supervision, training or boundary clarification;
- monitor for patterns;
- take further action where required;
- seek LADO advice if the concern may meet the harm threshold.

Low-level concerns will be handled confidentially but transparently, with the aim of maintaining a safe safeguarding culture.

Staff are encouraged to self-refer where they have found themselves in a situation that could be misinterpreted, may appear compromising to others, or on reflection may fall below expected professional standards.

17. Allegations against staff, volunteers, trainees, associates, or contractors

An allegation meets the harm threshold where an adult working for or on behalf of Pony Partnerships has:

- behaved in a way that has harmed, or may have harmed, a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm;
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

This includes behaviour outside Pony Partnerships, online conduct, private-life concerns and transferable risk.

Where an allegation meets or may meet the harm threshold:

- the child's immediate safety must be secured;
- the concern must be reported to the DSL or Manager immediately;
- if the allegation concerns the DSL/Manager, it must be reported to the Board;
- a factual written record must be completed the same day;
- no internal investigation must take place before external advice;
- the adult must not be interviewed beyond immediate safety clarification;
- LADO advice must be sought within one working day;
- police or Children's Social Care must be contacted immediately where required.

Pony Partnerships will follow LADO advice and cooperate fully with external agencies.

Suspension or change of duties may be considered where necessary and proportionate, but will not be an automatic response.

Where an individual is dismissed, removed from regulated activity, or would have been removed had they not resigned, Pony Partnerships will make a DBS referral where the legal threshold is met.

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Where concerns relate to an agency worker, trainee, contractor or other third-party staff member, Pony Partnerships will work with the relevant employer, training provider or agency, while ensuring that Pony Partnerships still takes responsibility for immediate safeguarding action, recording and preserving factual information already available; and liaison with the LADO where required.

18. Whistleblowing

All staff, associates and volunteers have a duty to raise concerns about unsafe safeguarding practice.

Concerns should usually be raised with the DSL, Manager or Board. Where a person feels unable to raise concerns internally, or believes concerns are not being addressed properly, they may contact the NSPCC Whistleblowing Advice Line: 0800 028 0285, help@nspcc.org.uk

No person will suffer detriment for raising a safeguarding concern in good faith.

19. Safer recruitment

Pony Partnerships CIC will apply safer recruitment practice to all roles working with or around children.

This includes, as appropriate:

- role descriptions and person specifications;
- application scrutiny;
- identity checks;
- right to work checks;
- qualification and professional registration checks;
- employment history and gap checks;
- references;
- enhanced DBS checks with children's barred list information where eligible or required;
- overseas checks where relevant;
- online searches where proportionate and role-related;
- induction;
- probationary review;
- supervision and ongoing vigilance.

Pony Partnerships will ensure that volunteers who meet the regulated activity threshold due to frequency or overnight activity have an enhanced DBS check with children's barred list information, even where they are supervised.

Occasional parent/carer presence on site will be managed through visitor and safety arrangements and will not create unsupervised access to other children.

20. Training, supervision and safeguarding culture

All staff, associates and volunteers will receive safeguarding induction and role-appropriate training.

Training will include:

- this policy and reporting routes;
- signs and indicators of abuse, neglect and exploitation;
- online safety and digital safeguarding;
- child-on-child abuse, harassment and violence;
- harmful sexual behaviour;
- child sexual abuse and mandatory reporting duties;

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- Prevent;
- SEND and communication barriers;
- children missing education and alternative provision risk;
- low-level concerns and allegations;
- professional boundaries;
- information sharing and record keeping;
- safer recruitment where relevant;
- universal services, community-based Early Help and targeted Early Help through Family Help;
- serious violence, weapons and exploitation risks;
- modern slavery and National Referral Mechanism awareness where relevant;
- cybercrime and Cyber Choices awareness where relevant;
- Operation Encompass and domestic abuse notifications where relevant;
- children with medical conditions, allergies and emergency medication needs;
- children questioning their gender and safeguarding considerations;
- AI-generated images, deepfakes and online sexual abuse risks.

Staff working directly with children must read KCSIE 2026 Part One in full. Staff who do not work directly with children must also read Part One where this is relevant to their role or where required by Pony Partnerships. The previous condensed Annex A has been withdrawn.

Safeguarding will be reinforced through supervision, reflective practice, team discussion, policy review, incident learning and quality assurance.

21. Prevent

Pony Partnerships recognises its responsibility to identify and respond to concerns that a child may be vulnerable to radicalisation or extremism.

Staff must share any Prevent concern with the DSL immediately. The DSL will consider whether advice, early help, Children's Social Care, Channel or police referral is required.

Prevent concerns must be approached proportionately, without discrimination or stereotyping.

22. Review and quality assurance

This policy will be reviewed annually and sooner if:

- KCSIE or other statutory safeguarding guidance is updated
- legislation or statutory guidance changes;
- local safeguarding procedures change;
- a safeguarding incident or allegation identifies learning;
- audit or commissioner review identifies required changes;
- Pony Partnerships changes the nature of its provision.

The Board will review safeguarding practice, training completion, concerns, referrals, low-level concerns, allegations and learning at appropriate intervals.

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Appendix 1. If information is disclosed: staff guidance

- Listen calmly.
- Do not promise confidentiality.
- Reassure the child they have done the right thing by telling you.
- Use open prompts only where necessary.
- Do not investigate.
- Do not ask leading questions.
- Explain that you must share the information with the DSL to help keep them safe.
- Record the child's words as accurately as possible on the same day.
- Report immediately to the DSL or DDSL.
- Seek support afterwards if the disclosure has affected you.

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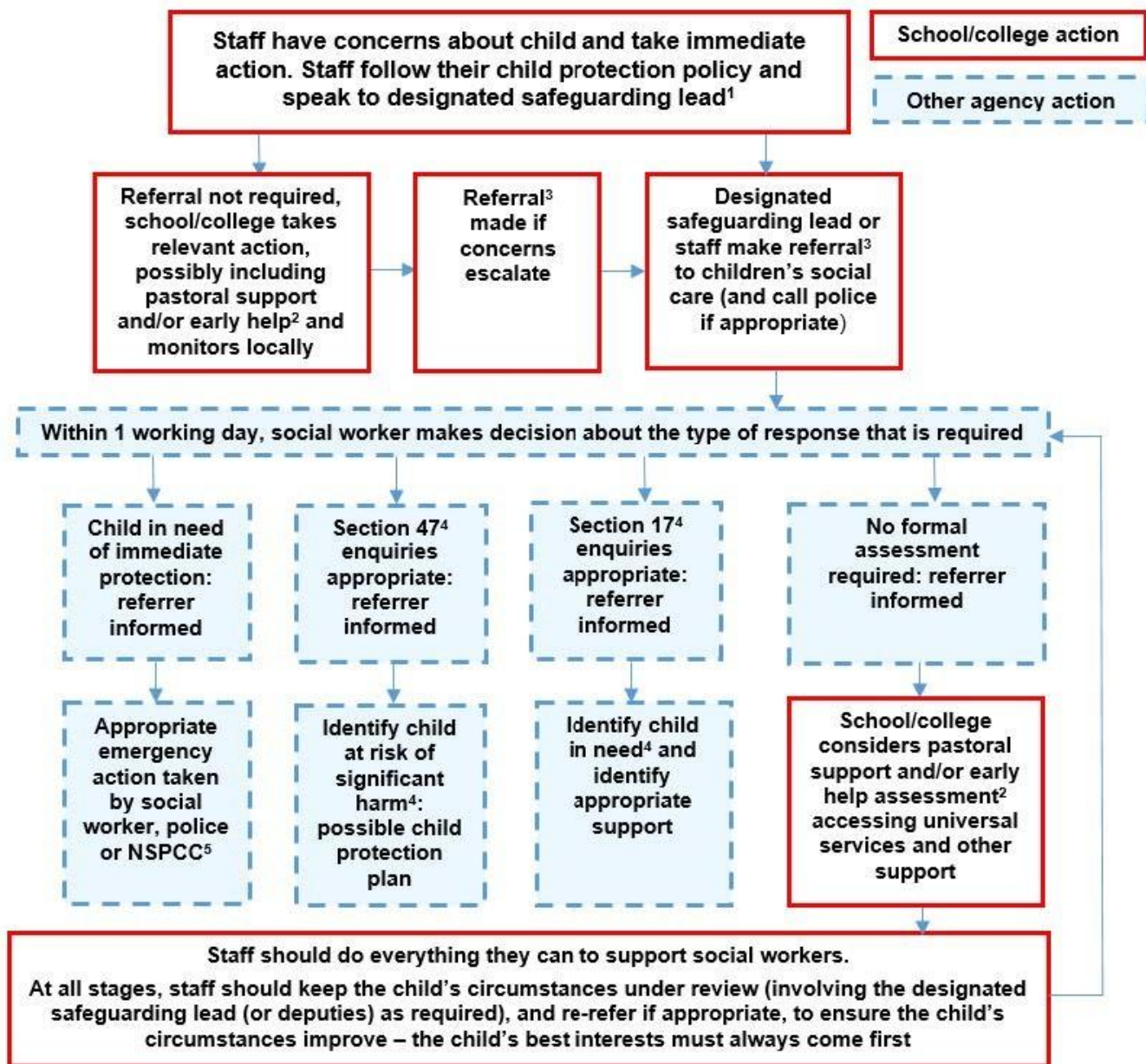
Appendix 2. Seven principles for information sharing (UK GDPR/DPA 2018)

1. Lawful, fair, transparent.
2. Purpose-limited & necessary.
3. Data minimisation.
4. Accuracy.
5. Timeliness & security.
6. Accountability & audit trail.
7. Share without consent where necessary to protect a child from harm.

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Appendix 3. Referral flow chart



1. In cases which also involve a concern or an allegation of abuse against a staff member, see Part four of this guidance.
2. Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.
3. Family Help and Early Help mean providing support as soon as a problem emerges. This may include universal services, community-based Early Help, targeted Early Help through Family Help, or statutory support under section 17 of the Children Act 1989. Working Together to Safeguard Children provides detailed guidance on these processes.
4. Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm,

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it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of Working Together to Safeguard Children.

5. This could include applying for an Emergency Protection Order (EPO).

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Appendix 4. Local referral links & key contacts (maintain locally and review termly)

- **Derbyshire – Starting Point:** 01629 533190 (professionals' consultation 01629 535353).
- **Derby City – Initial Response Team:** 01332 641172; out of hours Careline 01332 956606.
- **Nottinghamshire – MASH/Children's Social Care:** 0300 500 80 90; out of hours 0300 456 4546.
- **Police:** 999 (emergency) / 101 (non-emergency).
- **LADO:** local contact per LA website.

Child referral form to Children's Social Care Derby City -

https://myaccount.derby.gov.uk/en/service/report_concerns_about_a_child

Derbyshire Police

- If you believe that a child or an adult is at immediate risk of harm and in need of protection then you should call the Police - 999, straight away.
- Alternatively, if you want advice from the Police and the child or adult is not in immediate need of protection, you can call the Police on the telephone number 101.

Children's Social Care in Derby and Derbyshire

- If you are a practitioner and wish to talk to a Social Worker about ways to engage children and families in early help and/or whether thresholds for Social Care or Early Help have been met, please ring the area where the child lives:
 - In Derbyshire - Starting Point Consultation and Advice Service for Professionals 01629 533190/01629 535353. The service operates Monday to Friday from 8am – 6pm.
 - In Derby City - Children's Services Professional Consultation Line 07812 300329. The service operates Monday to Friday 10am to 4pm and [online referral](#).
 - Urgent referrals via Initial Response Team during normal working days between 9 am and 5 pm on 01332 641172. At all other times concerns can be discussed with Careline who can be contacted on 01332 956606. Remember: all telephone referrals should be followed up within 48 hours using the [Derby Children's Social Care Online Referral System](#).
 - Non-urgent concerns should be submitted via the [Derby Children's Social Care Online Referral System](#). Online referrals will only be checked during normal working days between 9am and 5pm, only urgent referrals made via 01332 956606 will be responded to out of hours, on weekends and bank holidays.
- If you are concerned about a child's welfare or worried, they are being abused, you should make a referral to Children's Social Care in the area where the child lives - Please do not keep your worries to yourself.

[The Derby and Derbyshire Safeguarding Children Procedures](#) set out in detail how concerns about the welfare of children are looked into and gives information about local contacts, including where staff can get further advice and information. More information is available on the page.

[What to do if you're worried a child is being abused is national guidance for practitioners that sets](#) out the main steps to take to safeguard children.

Think Family

- You may also be concerned about the welfare of an adult living in the same home.
- If you are subjected to abuse, or you think you know someone who is being or has been abused, it is really important to get help and advice or make a referral:
 - In Derbyshire this should be via Call Derbyshire 01629 533190 between 8am and 8pm Monday to Friday, and between 9.30am and 4pm on Saturdays. Outside these times contact the out of hours service 01629 532600.

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- In Derby City contact Adults, Health, and Housing, during normal working days between 9 am and 5 pm on 01332 640777. At all other times concerns can be discussed with Careline who can be contacted on 01332 956606.
- More information about safeguarding adults at risk can be found on the [Derby Safeguarding Adult Board website](#) or [Derbyshire Safeguarding Adults Board website](#).

Local safeguarding information: Nottingham/Nottinghamshire

- If you are concerned about a child contact Children's Social Care tel: 0300 500 80 90
- In an emergency outside of office hours please call our emergency duty team on tel: 0300 456 4546
- If you work for Nottinghamshire County Council or one of our partner agencies see the Multi-Agency Safeguarding Hub (MASH) page
- In an emergency dial 999, if less urgent phone 101. Or visit:
- If you are concerned about someone who works with children, contact the Local Authority Designated Officer (LADO) via 0115 977 3921.
- If you are not sure whether a child is being abused you can discuss the circumstances with us or with someone else who works with children, such as a teacher, health visitor or the NSPCC. All professionals who work with children have a responsibility to safeguard them and will know how to help.

Neighbouring Authorities Access Points

These are the links to contact details for safeguarding and Early Help for the local authority services neighbouring Derby/Shire and Nottingham/Shire

- **Lincolnshire County Council Safeguarding:** <https://www.lincolnshire.gov.uk/safeguarding/report-concern>
- **Leicestershire County Council Safeguarding:** <https://www.leicestershire.gov.uk/leisure-and-community/community-safety/report-abuse-or-neglect-of-a-child>
- **Doncaster Metropolitan Borough Council** <https://dscp.org.uk/report-concern>
- **Rotherham Metropolitan Borough Council Safeguarding:** <https://www.rotherham.gov.uk/child-protection>

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Appendix 6. Allegations against adults – LADO route

Where an allegation or safeguarding concern is raised about an adult working for or on behalf of Pony Partnerships CIC, including staff, volunteers, associates, contractors or visiting professionals, this procedure will be followed where the adult has:

- behaved in a way that has harmed, or may have harmed, a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm; or
- behaved, or may have behaved, in a way that indicates they may not be suitable to work with children.

This includes concerns arising from conduct on site or off site, online conduct, social media or messaging, behaviour outside working hours, and behaviour in the adult's private life where this may indicate transferable risk to children or raise questions about their suitability to work with children.

This is the procedure to follow if the threshold is met:

- **Immediate action**
 - Ensure the child is safe and receives appropriate support
 - Take any necessary protective measures to manage immediate risk
 - Do not investigate or interview the adult involved
- **Reporting**
 - The concern must be reported immediately to the Designated Safeguarding Lead (DSL) or Manager
 - A factual written record must be completed on the same day
- **LADO consultation**
 - The DSL/Manager will contact the Local Authority Designated Officer (LADO) within 1 working day
 - All subsequent actions will be taken in line with LADO advice
- **Information sharing**
 - Information will be shared strictly on a need-to-know basis
 - Parents/carers will be informed unless doing so would place the child at further risk or compromise an investigation
- **Next steps (as advised by LADO)**
 - Strategy discussion/meeting
 - Referral to Children's Social Care and/or Police
 - Consideration of interim safeguarding measures, including:
 - Temporary change of duties
 - Increased supervision
 - Suspension (where appropriate and proportionate)
 - Parallel HR or disciplinary processes, where applicable
- **Support**
 - Appropriate support will be offered to:
 - The child and their family
 - The member of staff or volunteer subject to the allegation
 - Any staff involved in managing the concern
- **Record keeping**
 - All actions, decisions and advice received will be:
 - Clearly documented
 - Stored securely and confidentially
 - Retained in line with data protection and safeguarding requirements
- **Outcomes and statutory duties**
 - Where a person is dismissed, removed from regulated activity, or would have been removed

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had they not resigned, Pony Partnerships CIC will make a referral to the Disclosure and Barring Service (DBS) where the threshold is met

- Learning from allegations will be reviewed to inform safer recruitment, training and safeguarding practice

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