



## **The role of the Club Safeguarding Officer (CSO)**

### **The role of the Riding Club CSO is:**

- To ensure that their club within British Riding Clubs is aware of British Equestrian Federation (BEF) and British Horse Society procedures and guidelines
- Ensure clear communication at club level with regard to Child Protection and Welfare
- Ensure parents/children are aware of the policy and procedures
- Distribute the policy and guidance documents/templates
- Receive queries, offer support re any issues relating to Child Protection
- Undertake training as necessary
- Respond to any allegations or complaints made from within your club
- Liaise with Lead Safeguarding Officer at British Horse Society
- Operationally deal with the complaint/allegation to conclusion in line with agreed protocols
- Initiate Case Management systems and processes as necessary in consultation with the Lead Safeguarding Officer and relevant statutory agencies
- Provide and promote education and training to club support staff, members and volunteers
- Ensure that BEF/British Horse Society for recruitment of staff and volunteers are followed and all appropriate existing staff or volunteers have up to date criminal records disclosures/self disclosures with guidance from your Lead Safeguarding Officer
- Ensure that codes of conduct are in place for club staff, volunteers, coaches, young people and parents.
- Ensure confidentiality is maintained and information is only shared on a "need to know" basis.



Working with the BEF