

The Equestrian Federation of Hong Kong, China

Children and Vulnerable Adults Safeguarding Policy

2023

(The English version shall always prevail in case of any discrepancy or inconsistency between English version and its Chinese translation.)

The Equestrian Federation of Hong Kong, China (EFHKC) acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practices that reflect international practice.

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1. Policy Statement

The EFHKC strives to provide a safe and motivating environment to all persons taking part in equestrian activities and/or training and riding arranged by the EFHKC. The EFHKC is committed to implementing this Safeguarding Policy to safeguard children and vulnerable adults from harm and abuse.

1.1. The purpose of this policy is:

- to provide a framework for the protection of children and vulnerable adults taking part in equestrian activities and/or training and riding arranged by the EFHKC;
- to provide all relevant persons with guidance on the EFHKC's approach to safeguarding;
- to allow all relevant persons to make informed and confident responses to specific child protection issues; and
- to protect the EFHKC from the damage that can be caused by allegations of abuse.

1.2. This policy applies to all relevant persons. They must adhere to this policy to protect children and vulnerable adults and report any concerns about their welfare. This policy aims to help relevant persons understand what they need to do, and what they can expect of one another with regards to safeguarding. It focuses on safety requirements and makes clear what should be done or not be done to keep children and vulnerable adults safe.

1.3. This policy recognises that the welfare and interests of children and vulnerable adults are paramount. This policy applies equally regardless of the age, ability or disability, gender, race, religion or belief, sexual orientation, or socio-economic background of a child or a vulnerable adult. At the same time, the EFHKC acknowledges that certain children and vulnerable adults may be particularly susceptible to abuse and the EFHKC is committed to taking reasonable and appropriate steps to ensure their welfare.

1.4. To promote the safety and wellbeing of children and vulnerable adults, the EFHKC endeavours to:

- ensure all relevant persons understand their roles and responsibilities in respect of safeguarding and have acknowledged this policy and the Safeguarding Declaration Form in Appendix C;
- provide all relevant persons with appropriate learning opportunities for safeguarding concerns relating to children and vulnerable adults;
- take appropriate action in the event of incidents and/or concerns of abuse and provide support to the relevant persons who raise or disclose the concern (please refer to Appendix I: Incident Communication Flow);
- maintain and securely store confidential, detailed and accurate records of all safeguarding concerns;
- prevent the employment or engagement of unsuitable individuals, and execute appropriate consequences (please refer to Appendix I: Incident Communication Flow) or termination of employment or engagement for misconduct; and
- protect all relevant persons from unnecessary risks that may leave them open to accusations of abuse.

2. Definitions

For the purpose of this policy, the following general definitions apply:

- “Adults” are persons aged 18 or over.
- “Appointed coaches” refers to all coaches appointed by the EFHKC for equestrian activities and/or training and riding arranged by the EFHKC for children and vulnerable adults.
- “Children” are persons under the age of 18.
- “ExCo” refers to the Executive Committee of the EFHKC.
- “External equestrian facilities” refers to all the equestrian schools and equestrian venues hired or arranged by the EFHKC for the purposes of conducting equestrian activities and/or training and riding arranged by the EFHKC for children and vulnerable adults.
- “FEI” refers to Fédération Equestre Internationale.
- “EFHKC” refers to The Equestrian Federation of Hong Kong, China.
- “HKSI” refers to the Hong Kong Sports Institute.
- “Participants” refers to all persons taking part in equestrian activities and/or training and riding arranged by the EFHKC.
- “Position of trust” is the position an adult has over a child or vulnerable adult if they regularly teach, train, supervise or have sole charge of the child or vulnerable adult in certain settings or when in certain roles.
- “Relevant persons” refers to all EFHKC ExCo members, officials, appointed coaches, volunteers, staff contractors and all persons working for or on behalf of the EFHKC, provided that such persons are involved in any equestrian activities and/or training and riding arranged by the EFHKC for children and vulnerable adults.
- “SGSC” refers to the Safeguarding Sub-Committee appointed by ExCo to manage safeguarding, make decisions and manage the safeguarding situations that arise.
- “Staff” refers to all staff employed by the EFHKC.
- “ED & SG” refers to the Executive Director and Secretary General of the EFHKC.
- “SO” refers to the Safeguarding Officers of the EFHKC allocated and trained to promote safeguarding, and handle safeguarding issues, reports and disclosures.
- “Vulnerable adults” are persons aged 18 or over whom, because of any disability, illness, learning difficulties or any other reasons, have difficulties taking care of themselves and/or protecting themselves against harm, abuse and/or exploitation.

Definitions of standard abuses

Abuse is any form of physical, emotional or sexual mistreatment that may lead to injury or harm. It more commonly occurs within a relationship of trust or responsibility and is an abuse of power and a breach of trust. Abuse can happen to a child or a vulnerable adult, regardless of age, gender, race or ability. Both men and women can perpetrate abuse; sexual abuse can be perpetrated by someone of the same gender as the victim. This Section provides further guidance on a non-exhaustive basis.

2.1. Physical abuse

Actual, likely or failure to prevent physical injury or suffering, including, but not limited to, deliberate hitting, beating, slapping, shaking, throwing, burning, drowning, suffocating, poisoning and corporal punishment for any purposes.

Examples of physical abuse:

- Training that is reasonably considered to be excessive and/or dangerous for children or vulnerable adults.
- Failure to do a risk assessment of physical limits or previously disclosed medical conditions.

2.2. Mental/Emotional abuse

Actual or likely severe adverse effect on the emotion and behaviour of a child or vulnerable adult, including, but not limited to, persistent or severe emotional ill treatment, shaming or rejection. This may involve conveying that they are worthless, unloved and/or inadequate and causing them to feel frightened, in danger and/or corrupted, or acting in a way that is detrimental to the self-esteem of the child or vulnerable adult.

Examples of mental/emotional abuse:

- Failure to show any respect to a child or vulnerable adult, e.g. continually ignoring or isolating him/her, shaming as a form of motivation, or humiliation by actions or words conveying that he/she is unworthy or inadequate.
- Refusing to allow a child or vulnerable adult to participate in a group activity, except for any refusal on safety grounds.
- Pushing a child or vulnerable adult to perform unreasonably beyond their skills ability or developmental capability.

2.3. Sexual abuse

Actual or likely exploitation, representing the involvement of children and vulnerable adults in sexual activities that they do not truly comprehend, that are illegal or that violate social taboos, such as the touching of genitals, being forced to watch or take part in pornography or coercing the child or vulnerable adult to have sexual activity of any kind. It is legally and socially considered abuse regardless of whether or not the child or vulnerable adult consents, as children and some vulnerable adults are not able to give informed consent.

Sexual grooming involves actions or behaviours designed to entice, encourage or persuade a child or vulnerable adult into inappropriate and/or unlawful sexual activity, and is an abuse.

Examples of sexual abuse:

- Exposure to sexually explicit inappropriate language or jokes.
- Showing a child or vulnerable adult pornographic material or using a child or vulnerable adult to produce such material.
- Sexual intercourse and/or sexual activity with a child under 16.

2.4. Neglect

The persistent or severe neglect of a child or vulnerable adult or the failure to reasonably protect a child or vulnerable adult from exposure to any reasonably foreseeable danger, including exposure to an unsafe environment or extreme weather conditions or extreme failure to carry out important aspects of care, resulting in the significant impairment of development, including non-organic failure to thrive.

Examples of neglect:

- Exposing a child or vulnerable adult to dangerous or hazardous conditions without a proper risk assessment of the activity.
- Failing to seek medical attention for injuries or illness.
- Failing to detect signs of dehydration and provide adequate water when needed.

2.5. Bullying

Actions, regardless of whether they constitute physical, mental or emotional abuse, intended to intimidate and harm, verbal intimidation such as racist and sexist remarks and emotional intimidation such as isolating or exclusion, whereby the child or vulnerable adult experiences deliberate hostility.

Abuse may be instigated by one or more adults and/or other children or vulnerable adults.

Examples of bullying:

- Cliques forming and excluding certain children or vulnerable adults.
- Encouragement of bullying as a form of motivating a child or vulnerable adult to improve their performance in a team.

3. Implementation of protection protocols

All relevant persons must read and observe this policy and sign the Safeguarding Declaration Form in Appendix C before beginning any form of work (whether paid or unpaid) for the EFHKC, whether in Hong Kong or elsewhere. All relevant persons must comply with the Code of Conduct contained in the Safeguarding Declaration Form in Appendix C. If during the duration of work of the relevant persons, the EFHKC updates and/or revises this policy, the EFHKC may, where necessary, require such relevant persons to sign an updated Safeguarding Declaration Form acknowledging any changes to this policy and the Code of Conduct. Concerns and questions should be raised with the assigned SO.

3.1. Promoting Good Practice

Early intervention is good practice. It is the responsibility of all relevant persons to identify and report any forms of misconduct and possible abuse, or action that may lead to abuse and act if they have concerns about the welfare of the child or vulnerable adult.

3.2. External Equestrian Facilities

The EFHKC makes use of external equestrian facilities in Hong Kong and elsewhere. The EFHKC will ensure that such external equestrian facilities possess all necessary licences and permits for the purposes of carrying out the relevant equestrian activities and/or training and riding arranged by the EFHKC for children and vulnerable adults. In particular, the EFHKC will ensure that the relevant external equestrian facilities are properly approved by the British Horse Society. To the extent that any such external equestrian facilities do not possess the relevant approval from the British Horse Society, the EFHKC will endeavour to ensure that the relevant external equestrian facilities possess a comparable approval (which takes account of the safeguarding arrangement of the relevant venue) from a comparable authority or organisation.

All equestrian activities and/or training and riding arranged by the EFHKC for children and vulnerable adults will be conducted in accordance with any extreme weather and other safety policies of the relevant external equestrian facilities.

Where possible, the EFHKC will strive to limit the ratio of coaches to children/vulnerable adults to a safe and manageable number taking into account the nature of the relevant activity and the specific circumstances of the participating children and/or vulnerable adults.

3.3. Abuse of Trust

Abuse of trust is unacceptable. Sexual activity between an adult in a position of trust and the children, young people and vulnerable adults in their care is deemed to be an abuse of trust and exploitation, even if the child or vulnerable adult is over the age of consent (i.e. 16 years old). The EFHKC treats appointed coaches and other staff as being in a position of trust.

Appointed coaches and other officials in a position of trust should ensure they maintain healthy, positive and professional relationships with all participants and shall not engage in sexual/romantic relationships with the participants. The appointed coach is placed in a position of trust over the participants. All appointed coaches must be aware of their professional roles, responsibilities and appropriate relationship boundaries with the participants. The responsibility to maintain ethical, professional boundaries in relationships with the participants lies completely with the appointed coach.

3.4. Travel and events

Equestrian activities and/or training and riding arranged by the EFHKC for children and vulnerable adults could require national and international travel and overnight stays. Trips away can offer many participants exciting and positive experiences, however, they also bring particular challenges for those charged with their care. A Code of Conduct for Travel will be agreed and signed by both the adult leaders and legal guardians of the children or vulnerable adults before every trip.

Protocols for overseas travel:

- It is good practice to meet with the parents and riders before the trip. Arrangements can be explained and discussed including the need for medical information, confidentiality issues and consent forms. For all riders under 18 years of age, and vulnerable adults, a parental consent form must be completed and should include the following information:
 - Acceptance of the Code of Conduct for Travel;
 - Emergency contact numbers (at least two);
 - Any specific medical information or information relating to an impairment or disability; and
 - Information about any other factors that may affect the child or vulnerable adult.
- Avoid the use of private vehicles to transport children where possible, unless this involves a parent, carer or guardian carrying their children and any other children by private agreement with another parent, carer or guardian, rather than at the request or on behalf of the EFHKC.
- A child or vulnerable adult should not be left alone with a driver of a vehicle who is not a parent, carer or guardian of him/her.
- Anyone acting in a supervisory capacity on a trip with children or vulnerable adults must observe this policy and sign the Safeguarding Declaration Form in Appendix C before beginning any form of work (whether paid or unpaid). All such persons must comply with the Code of Conduct contained in the Safeguarding Declaration Form in Appendix C.
- Where possible mixed gender groups should be accompanied by at least one male and one female staff member. The profile of the trip will determine how many staff members are required and their differing responsibilities. The EFHKC should ensure that all staff have been properly inducted and have an understanding of this policy.
- There should be a sufficient ratio of staff to riders on any trip. This ratio can be difficult to prescribe, therefore regardless of the overall supervision ratio agreed, at least two adults should be supervising children or vulnerable adults at all times. This may include parents of children travelling with the group. Factors to consider when determining the ratio are: gender, age, ethnicity and ability of the group; riders with special educational or medical needs; riders who are deaf or disabled; duration and nature of the journey; competence and possible behaviour of the athletes; number of team managers, assistants, appointed coaches and any specialist staff; experience of the staff members in supervising the type of event/journey.
- Room sharing among different genders and different age groups is not allowed (except a parent, a guardian, a carer or a person approved by a parent or a guardian sharing a room with the children under his/her care only). The trip supervisors must never share a room with a child, vulnerable adult or any student on the trip.

3.5. Disabled Riders

The parent, carer or guardian of disabled riders is encouraged to be present and attentive at all times for the following reasons:

- Disabled riders may require assistance for care and handling, some of which can be of an intimate nature. The parent, guardian or carer, not the coach or the staff member, could take care of the disabled riders' personal needs.
- They may be unable to understand the inappropriateness of the actions or communicate to others that something is wrong. The parent, guardian or carer could assist with communication sharing.
- Special care could be taken by the parent, guardian or carer to ensure the disabled rider is able to cope physically and emotionally with the pace of training, and the training session remains a positive experience.
- Possible failures to recognise the impact of harm or abuse on children with disabilities, as they may not display signs of hurt or abuse, or they may be misinterpreted.
- They may be unable to resist abuse due to physical impairment, and the parent, guardian or carer could be present to step in on their behalf.
- Negative attitudes toward those with disabilities could be recognised and reported.

Individual training programmes should be created and tailored to the abilities of disabled riders whether they are children or adults.

4. Safeguarding through recruitment and appointment of relevant persons

The EFHKC has effective recruitment and selection procedures for all relevant persons. The following safeguarding measures apply to the recruitment process.

- Suitably qualified people will be appointed to coach children and vulnerable adults.
- Specific written references may be required for applicants who are not a registered coach/worker of the EFHKC or have not worked for or provided services to the EFHKC in the past and where necessary, applicants will be required to submit a relevant background check.
- Each applicant will be asked to fill out a Child and Vulnerable Adults Safeguarding declaration statement containing a list of questions similar to those set out in the Questionnaire section of the Safeguarding Declaration Form at Appendix C.
- A risk assessment of any concerning information will be held and decisions made and documented.
- If appointed, the individual employed or engaged will sign the Safeguarding Declaration Form in Appendix C during induction and be made familiar with this policy and other procedures relating to safeguarding through one on one or group training. Appointees will be properly trained in their duties.

These procedures will be followed consistently for all recruitment regardless of pre-existing relationships or how well they are known to the existing staff or the EFHKC.

5. Reporting and responding to allegations and incidents of abuse

All relevant persons must be aware of the definitions of abuse as described in Section 2. It is hereby stated that the EFHKC will not tolerate any form of these abuses or non-compliance with this policy, the relevant procedures or the Code of Conduct contained in the Safeguarding Declaration Form in Appendix C. In all cases, the safety, needs, welfare and rights of the children and vulnerable adults will always be the priority.

While bringing issues on safeguarding of children or vulnerable adults to the attention of relevant person can be a difficult task, the EFHKC strongly requests for the sake of the physical and emotional wellbeing of children and vulnerable adults, that all relevant persons do report perceived abuse, actions that could or may lead to abuse, mild or serious misconduct or any non-compliance to the SO. By swiftly addressing behavioural issues, the behaviour can be rectified before it escalates to a point of abuse or harm to a child or vulnerable adult.

It is not the responsibility of the relevant persons to either investigate or determine whether abuse against a child or vulnerable adult has actually taken place. However, all relevant persons have a responsibility to act on any concerns so that appropriate authorities can make enquiries and take necessary action to protect the child or vulnerable adult. Suspicions and allegations of abuse should be taken seriously.

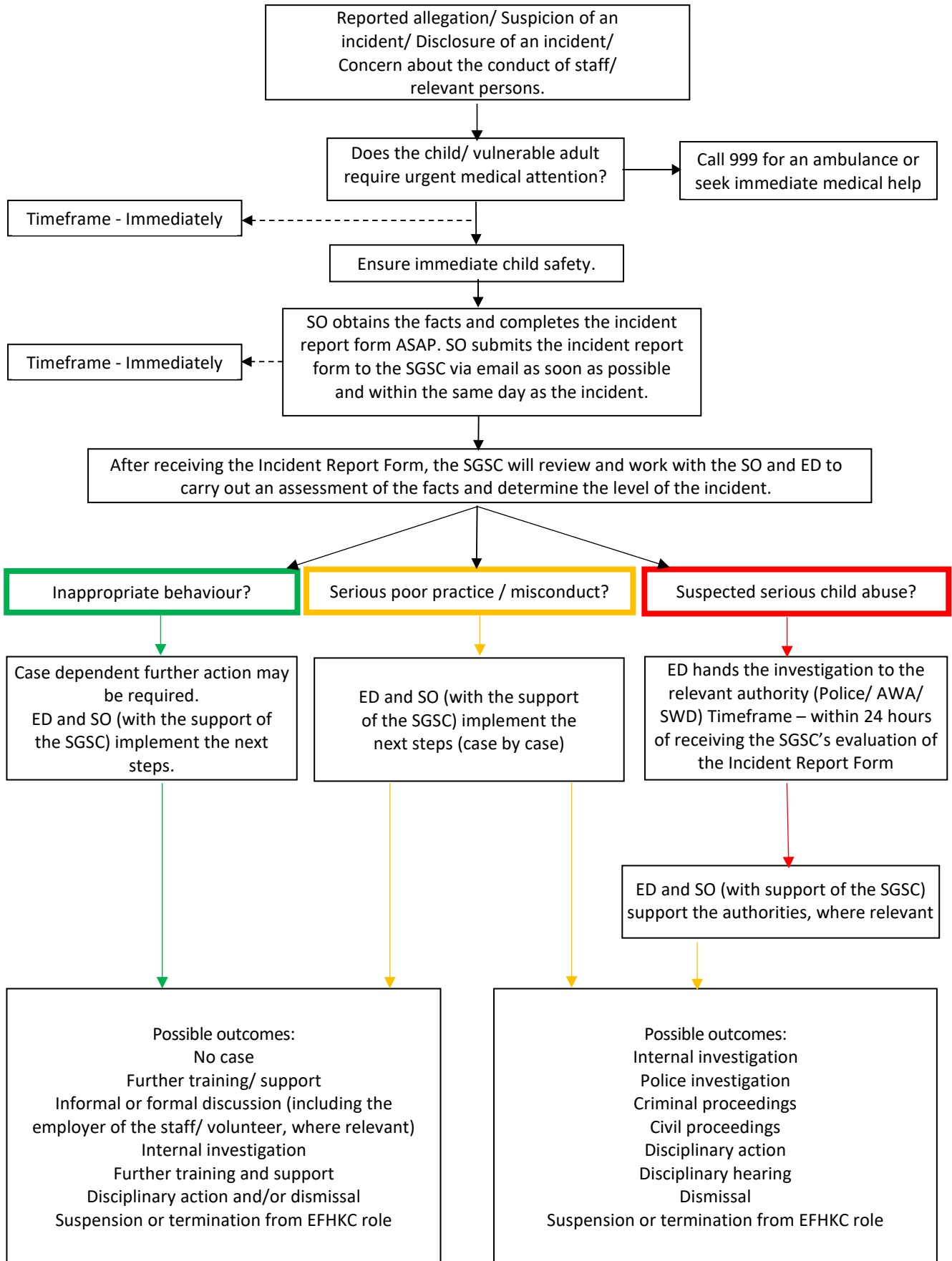
A person may be aware of possible abuse or harm in various ways. This person may see it happening, or it may be reported to the person by someone else or directly by the child or vulnerable adult affected.

5.1. The following process is to be followed in the case of an allegation or suspicion:

Please follow the incident communication flow:

- Assess if a child or vulnerable adult is in danger, requires urgent medical attention or is in need of immediate protection. If YES, take the child or vulnerable adult immediately to a safe place and call the police and/or ambulance. Do not leave the child or vulnerable adult alone but stay with them or leave them in the care of a responsible adult.
- Should the incident require police and/or ambulance support, inform the ED and the SO immediately.
- Report the incident to the SO as soon as possible. The SO completes the Incident Report Form (Appendix A), in conjunction with the incident reporter, without delay. Strictly confine the report to the facts and accurately distinguish between what is personal knowledge and what others have said, without forming any conclusion. Any report may be required to be submitted in court if there is a criminal trial.
- After receiving the Incident Report Form, the SGSC will review and work with the SO and ED to decide on the type and category of the case and the next steps.
- Please refer to the flow chart below for further details.

Appendix I: Incident Communication Flow



5.2. The following process is to be followed in the case of a child or vulnerable adult disclosing to a relevant person an allegation of abuse, questionable behaviour or harm:

- While with the child or vulnerable adult:
 - listen, showing that you are taking the disclosure seriously,
 - stay calm, do NOT act frightened, angry or anxious, and try to give a calm appearance,
 - keep questions to a minimum, so that there is a clear accurate understanding of what has been said. Only ask questions to clarify what has been said. Do not ask leading questions,
 - do not push for information, and allow the child or vulnerable adult to disclose as much as they want to,
 - do not make any promises. Inform the child or vulnerable adult that you have to inform other people about what they have disclosed in order to help them,
 - reassure the person that they are not to blame and that it was right to tell,
 - do not take notes while talking to the child or vulnerable adult but as soon as possible after the discussion write down all the details that can be remembered,

The SO will remind the reporting person of the confidentiality of the report and agree to inform them of the outcome of the investigation. All information provided will be kept in strict confidence by the EFHKC and will not be disclosed to any third party unless there is a requirement to do so.

The SO will follow the mandated procedure and protocol for processing reported allegation, suspicion or disclosure of an incident.

These procedures are built on the best practice principle of minimising the need for the child or vulnerable adult having to repeat to multiple parties the information unnecessarily, thereby reducing further trauma.

Under no circumstances shall the reporting relevant person confront the accused or investigate the matter themselves. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected to be involved or where there is misplaced loyalty to a colleague, adult or to a parent/carer who may be well known to the reported person and other individuals involved. It is important to understand these feelings but not allow them to interfere with the judgement about any action to take. Following the protocol will bring about the best result, protecting the child or vulnerable adult and bringing disciplinary or legal action against the perpetrator.

The current SOs are listed in Section 9 of this policy. If for any reason it is not possible to report to a SO, please direct the report to the ED.

6. Disciplinary procedures for misconduct

- In the event of misconduct by a relevant person, if necessary and agreed by the SGSC, the EFHKC will inform the employer (if applicable) of the relevant person, and deliver an incident report for the employers' reference. The SO or, as the case may be, the ED will inform the SGSC, conduct an investigation with the support of the SGSC and any other necessary external support and, if necessary and appropriate and regardless of whether the investigation is pending, suspend or terminate the service of the relevant person and/or his/her employer. If the ED, any of the SOs or any member of the SGSC is the subject of a complaint, the relevant individual shall refrain from the handling of the complaint. The relevant individual's role in the handling of the complaint shall be replaced by a person appointed by the SC.
- In the event of alleged misconduct by a staff member, the ED will inform the SGSC and the ExCo, conduct an investigation with the support of the SGSC and any other necessary external support, and carry out necessary and appropriate disciplinary actions (including, but not limited to, warning and dismissal) or

counselling as endorsed by the ExCo. If necessary and appropriate, staff members may be temporarily suspended from duty or transferred to another position pending investigation of a reported incident or serious allegation in accordance with labour law and the provisions of the employment contract. Staff members suspended will be offered support as appropriate when suitable for returning to work.

If a relevant person is found to have known about a child/vulnerable adult abuse or safety non-compliance situation and he/she fails to report the incident, this will also be treated as an act of misconduct and the relevant person may be subject to disciplinary action or other appropriate actions, including but not limited to suspending or terminating the service of the relevant person and/or his/her employer.

7. Training of Relevant Persons

- Newly appointed relevant persons will receive, as part of their induction, the training and guidance that is essential to implementing this policy. Included in the training will be behavioural guidelines and guidance on the acceptable and unacceptable sharing of information.
- Relevant persons will be required to undertake relevant child protection training on a regular basis to ensure their practice is up-to-date and to facilitate the development of positive culture towards good practice of child and vulnerable adult protection. Attendance will be recorded at each such training and kept on file.
- The Code of Conduct contained in the Safeguarding Declaration Form in Appendix C will be made available to all personnel involved in the operation and/or arrangement of any events, classes or competitions of the EFHKC. It will be made available in both English and Chinese.

8. Communication Guidelines

8.1. Regarding Child Welfare

- Parent/Guardian of the person involved will be informed immediately, if appropriate.
- A formal meeting (either in-person or virtually) will be arranged with the child or vulnerable adult and his/her parent/guardian and the SGSC and the relevant parties of the EFHKC.
- If a case goes to the police or any relevant authority, the EFHKC will fully cooperate with any follow up actions required.

8.2 Regarding the Organisation

- The EFHKC may engage external support in handling any incident reported, depending on the nature and complexity of the relevant matter.
- The ED will directly coordinate media communication with the support of external advisors if necessary.
- All media statements regarding safeguarding or incidents thereof will be made through the ED with the ExCo's endorsement.

8.3 Confidentiality

- Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need-to-know basis only in order to protect the child or vulnerable adult, facilitate enquiries as well as manage the disciplinary/complaint aspects and protect the rights of the alleged perpetrator. All information will be stored in compliance with the Personal Data (Privacy) Ordinance (Cap. 486 of the laws of Hong Kong) (the "PDPO").
- The PDPO provides specific exemptions for the collection of data and transfer of information. Section 58(2) of the PDPO provides that the personal data of the victim and any other relevant persons may be disclosed to the police if the disclosure of the information is relevant to the prevention or detection of crime, the apprehension, prosecution or detention of the offender, or the prevention, preclusion or remedying of unlawful or seriously improper conduct etc.

9. Management Structure and Monitoring

An updated list of the following bodies is available upon request.

9.1. The Safeguarding Sub-Committee (SGSC):

- Ms. Suzanne Baker (Chairperson)
- Mr. Bee Chan
- Ms. Sabrina Ho
- Ms. Natasha Rose
- Ms. Masami Toda

9.2. The Safeguarding Officers (SO):

- Mr. Jack Li, Head of Finance and Administration
- Mr. Yung Lai, Sports Manager
- Ms. Vien Leung, Assistant Sports Manager
- Ms. Sylvia Sin, Senior Marketing Manager
- Ms. Yuki Tsang, Assistant Marketing Manager

9.3. The Executive Director and Secretary General (ED & SG):

- Ms. Masami Toda

9.4. A review of these procedures will be undertaken:

- Following the completion of a case,
- Changes in legislation and/or government guidance,
- Guidance as issued by the HKSI,
- As a result of any other significant changes or events, or
- Otherwise, every three years.

9.5. Any queries or concerns relating to safeguarding may be raised through the EFHKC's dedicated email at safeguarding@EFHKC.org.

10. Effective Date, Review and Amendments

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Approval			
Version	Approval Date	Approver	Signature
1.0	26.01.2022	Executive Committee, EFHKC	Approved
1.1	27.09.2022	Executive Committee, EFHKC	Approved

Revision History Log			
Revision Date	Version	Description of revision	Author
07.07.2022	1.1	<p>Added Bee Chan and Neil Mitchell as members of SC;</p> <p>Amended "Chairperson" for Suzanne Baker;</p> <p>Added Wendy Wong, Yung Lai and Yuki Tsang as SO;</p> <p>Amended "Safeguarding Committee (SC)" to "Safeguarding Sub-Committee (SGSC)"</p>	Rachel Ma, SO

23.05.2023	1.2	<p>Changed all references from Secretary General (SG) to Executive Director and Secretary General (ED & SG);</p> <p>Added Masami Toda as a member of SGSC;</p> <p>Deleted Neil Mitchell and Angela Kong as a member of SGSC;</p> <p>Deleted Wendy Wong and Rachel Ma as SOs;</p> <p>Amended “Secretary General (SG)” Ms. Angela Kong to “Executive Director and Secretary General (ED & SG)” Ms. Masami Toda;</p> <p>Deleted Maggie Lau as SO;</p> <p>Added Sylvia Sin, Jack Li, and Vien Leung as SOs;</p> <p>Updated titles of Yung Lai and Yuki Tsang as “Sports Manager” and “Assistant Marketing Manager”</p>	Yuki Tsang, SO
29.06.2023	1.3	Amended “Hong Kong Equestrian Federation (HKEF)” to “The Equestrian Federation of	Yuki Tsang, SO

		Hong Kong, China (EFHKC)”	
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11. Appendices

- A. Incident Reporting Form
- B. Management protocol for processing reports of abuse
- C. Safeguarding Declaration Form

All relevant persons are required to comply with this policy and sign the Safeguarding Declaration Form. Any relevant person with questions or doubts about what the correct course of action is should contact a SO.

Appendix A –Incident Reporting Form

Please complete the following report with your SO.

Reporter's name:		Date received:
Role/Job Title		
Child/vulnerable adult's name:		Age:
Details of the incident/complaint: What/When/Who/How?		
Name and job title of person against whom the allegation is being made:		
Capacity of person against whom the allegation is being made:	<input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Client/Athlete <input type="checkbox"/> EFHKC coach/instructor <input type="checkbox"/> EFHKC employee <input type="checkbox"/> Other	
Actions taken by person receiving the complaint:		
Persons contacted:	Who: When: How: Advice given:	
Brought to attention by: Name		Position:
Completed by SO: Name		Position:
Signed by SO: Signature		Date:
Received by SGSC: Name		Date:

Appendix B – Management Protocol for processing reports of abuse

- The SGSC, with the support of the ED and the SO, will investigate all child/vulnerable adult abuse complaints upon report from SO. The SGSC, working with the ED and the SO, will distinguish between inappropriate behaviour, serious poor practice or misconduct and serious child/vulnerable adult abuse. The SGSC shall work with the ED and the SO to prepare a report of the investigation. The SGSC, the ED and the SO may engage external support during any investigation and in deciding the appropriate course of action.
- For actions of inappropriate behaviour, the ED (with the support of the SO and SGSC) will log the misconduct in the safeguarding register and discuss with the offending relevant persons to correct behaviour or delegate this task to the relevant manager.
- For actions of serious poor practice or misconduct, the ED (with the support of the SO and SGSC) will review the incident report and decide on the proceeding actions on a case-by-case basis. The case will be managed solely by the EFHKC unless the case is considered serious enough to warrant escalation to the relevant authorities.
- If the EFHKC is made aware or has concerns of a possible case of abuse outside of the remit of the EFHKC, the EFHKC will contact either or both of the following two organisations to hand over the case. The EFHKC will provide them with a copy of the report. Case closure will be reported against the incident report and particular care given to the child or vulnerable adult where possible.

Against Child Abuse Ltd (“ACA”) hotline (2755 1122).

ACA is the leading non-government organisation in Hong Kong specialising in child protection programmes. More information can be found at <https://www.aca.org.hk>

Social Welfare Department (“SWD”) hotline (2343 2255).

The Hong Kong Special Administrative Region SWD provides specialist services through the Family and Child Protective Services Units (FCPSUs). More information can be found at https://www.swd.gov.hk/en/index/site_pubsvc/page_family/sub_listofserv/id_familyandc/

Appendix C – Safeguarding Declaration Form

The Equestrian Federation of Hong Kong, China (EFHKC) is committed to safeguarding and promoting the welfare of children and vulnerable adults. The EFHKC implements the Children and Vulnerable Adults Safeguarding Policy so that everyone involved in any activity organised or arranged by the EFHKC relating to children and/or vulnerable adults is aware of and accepts their responsibilities to safeguard children and vulnerable adults from harm and abuse.

As a relevant person of the EFHKC (as defined in the Children and Vulnerable Adults Safeguarding Policy), you are required to complete this Safeguarding Declaration Form,

Full Name (English and Chinese (if any))	
Contact Email address	
Telephone Number	
Riding School/Employer of Appointed Coach	
Job Title	
Report to	

Promoting Good Practice

Early intervention is good practice. It is the responsibility of all relevant persons to identify and report any forms of misconduct and possible abuse, or action that may lead to abuse and act if they have concerns about the welfare of the child or vulnerable adult.

External Equestrian Facilities

The EFHKC makes use of external equestrian facilities in Hong Kong and elsewhere. The EFHKC carries out relevant risk assessments on the relevant external equestrian facilities in accordance with the Children and Vulnerable Adults Safeguarding Policy.

Abuse of Trust

Abuse of trust is unacceptable. Sexual activity between an adult in a position of trust and the children and young people and vulnerable adults in their care is deemed to be an abuse of trust and exploitation, even if the child or vulnerable adult is over the age of consent (i.e. 16 years old). The EFHKC treats appointed coaches and other staff as being in a position of trust

Appointed Coaches and other officials in a position of authority should ensure they maintain healthy, positive and professional relationships with all participants and shall not engage in sexual/romantic relationships with the participants. The appointed coach is placed in a position of trust, guardianship and authority over the participants. All appointed coaches must be aware of their professional roles, responsibilities and appropriate relationship boundaries with the participants. The responsibility to maintain ethical, professional boundaries in relationships with the participants lies completely with the appointed coach.

Code of Conduct for Protecting Children/Vulnerable Adults

You should:

- Treat children and vulnerable adults with respect, recognise them as individuals in their own right, and inform them that the rules are implemented to keep them safe.
- Respect and nurture the trust of the children and vulnerable adults as well as the trust of their parents, taking all reasonable care to protect them from all forms of abuse while in your care.
- Ensure that the children and vulnerable adults understand the instructions that have been given to them, and that what is asked of them is age and skill appropriate, and can be reasonably expected. Always put the welfare of the children and vulnerable adults first, before winning or meeting expectations.
- Dress and act professionally at all times, appropriately for the situation.
- Be aware of the dangerous placement of equipment, taking necessary action immediately to avoid possible injury. Ensure equipment is correctly fitted for use.
- Supervise children and vulnerable adults at all times when they are in the restricted areas.
- Take children and vulnerable adults who are not listening or not following instructions or displaying uncooperative behaviour or who do not want to ride to wait out the remainder of their training session or other relevant activity in a safe and suitable location.
- Be visible to other adults when talking with children and vulnerable adults, e.g., keep the door open when meeting in a room.
- Be culturally sensitive to attitudes of physical contact. Touch should be age-appropriate and only the necessary amount for coaching, safety or medical needs.
- Be attentive to children's or vulnerable adults' physical needs. Offer rest time and water breaks.
- Respect the right to privacy of the child or vulnerable adult and avoid asking questions of a personal nature.
- Avoid questionable behaviour which could be misconstrued, such as flirting, joking or rough playing.
- Be accountable to each other so that any potentially abusive behaviour can be addressed.
- Create and maintain an open culture in which any issues or concerns can be discussed, and inform children or vulnerable adults of what they can do if they feel that there is a problem or difficulty.
- Correct any person's inappropriate behaviour immediately if there is a safety risk (e.g., injury by horses, equipment, etc.)
- Report to the SO if it is suspected a child or vulnerable adult may be hurt by any inappropriate or abusive actions or attitudes of another person.

It is NOT appropriate to:

- Match children and vulnerable adults to ponies or horses that are not appropriate for them, including size and temperament.
- Give gifts of any kind to children or vulnerable adults, without the knowledge and consent of the parent or guardian.
- Give children or vulnerable adults your contact or social media details, e.g., personal email address, personal phone number, and any form of social media, including but not limited to Facebook, Twitter, and Instagram account names, without the knowledge and consent of the parent or guardian.
- Communicate through electronic means directly with the children or vulnerable adults without parental knowledge and consent. Group communication, where possible, is preferable over individual communication.

You must never:

- Allow children or vulnerable adults to attend a show, event, training session or competition organised or arranged by the EFHKC without PPE (personal protective equipment) suitable for the relevant activity. In case of uncertainty, you should seek professional advice.
- Discriminate against, show different treatment to, or favour any particular children or vulnerable adults while excluding others.
- Act in ways that is abusive towards a child or vulnerable adult or places him or her at risk.
- Hit, assault or physically discipline a child or vulnerable adult in any way that is abusive. A general guideline is no physical punishment, hitting, slapping or spanking.
- Verbally abuse a child or vulnerable adult such as shouting in a disrespectful manner, swearing or use of humiliating or shaming language.
- Invite children or vulnerable adults to your home or place of residence, or meet them at any place outside of the external equestrian facilities used by the EFHKC without the knowledge or, as the case may be, presence of their parents or guardians.
- Take advantages (including, but not limited to, gifts, monetary benefits and entertainment) from children or vulnerable adults or their caregivers. Taking bribes is strictly prohibited.
- Touch children or vulnerable adults in a manner which is inappropriate. Avoid unnecessary touch. A general guideline is not to touch the face, chest or bottom. Inappropriate touching includes kissing and tickling.
- Engage in any activity or use language that is flirtatious, sexually provocative, offensive or exploitative that could be seen as harassment, assault or abuse. In particular, you must not develop physical, sexual or romantic relationships with children under the age of 18 or vulnerable adults.
- Expose children or vulnerable adults to inappropriate materials such as pornographic or violent pictures, videos and literature.
- Excuse, or participate in, behaviour of children or vulnerable adults, which is illegal.
- Be under the influence of alcohol or prohibited drugs.

Digital Images and social media

All media that is recorded by the public while children or vulnerable adults are riding/being in public as part of the activities of the EFHKC, is in the public domain, and not the responsibility of the EFHKC, e.g., at competitions and public arenas.

However, those who are bound by the Children and Vulnerable Adults Safeguarding Policy, including those taking photographs or media for the EFHKC's use, must abide by the following media guidelines when taking, sharing or using photographs or media in relation to the EFHKC:

Photography:

- The use of phones, recording devices and cameras inside changing areas, showers and toilets is strictly prohibited at all times. None of these devices should be visible or in use in these areas, as it is possible to secretly take footage if devices are present.
- All photos and media of children or vulnerable adults should be respectful, appropriate, relevant to the nature of the EFHKC and/or a training exercise, and not in any way disparaging or humiliating. No photo or media of children or vulnerable adults should reveal excessive personal information, e.g. their contact details, school or place of residence.
- Children or vulnerable adults and adults must be appropriately dressed when being photographed. Images should be neither sexual, of an exploitative nature nor open to misuse.
- Parents must be informed that relevant photos of the activities of the EFHKC may be taken and used to promote the EFHKC. Should a child or vulnerable adult, or the parents of a child or vulnerable adult wish

not to have their photo taken or published by the EFHKC, their wishes should be upheld where it is within the EFHKC's ability to do so, and the child or vulnerable adult has the right to be excused from group photos.

Social Media and the Internet:

- Relevant persons must never send any inappropriate or sexually provocative messages or images to children or vulnerable adults.
- The use of social media and the internet for promotion of the EFHKC should always be respectful and appropriate, and should not in any way disparage or humiliate anyone.

Questionnaire

You must provide the following information:	YES	NO
Do you have criminal charges (excluding minor traffic offences) pending against you before the courts in Hong Kong or elsewhere?		
Do you have criminal convictions or findings of guilt against you for sexual offences, offences related to children, or acts of violence in Hong Kong or elsewhere?		
Do you have, or have you had, disciplinary proceedings brought against you by an employer, sporting organisation or similar body involving allegations of child abuse, sexual misconduct, sexual harassment, any other form of harassment, or acts of violence?		
Have you participated in, facilitated, or encouraged practices prohibited by the World Anti-Doping Agency Code or any other approved anti-doping policy applicable to you?		
Do you have, or have you had, disciplinary proceedings (including a ban) brought against you from the Fédération Equestre Internationale (FEI) or national competition as a result of an equine or human doping or equine medication violation?		
Are you aware of any other matter/s which would make you unsuitable to work closely with children or young people?		

If you answer "YES" to any of the questions above, you may be required to speak to the EFHKC SO.

Declaration

I confirm that all of the statements made by me above are true and correct on the date of signing. I will notify the EFHKC SO immediately upon becoming aware that any matter set out above has changed.

I confirm that I have received and read a copy of the EFHKC's Children and Vulnerable Adults Safeguarding Policy and understand and commit to prevent harm and abuse by complying with the policy.

I agree to adhere to the terms of the Children and Vulnerable Adults Safeguarding Policy as amended from time to time.

I agree to abide by the Code of Conduct for Protecting Children/Vulnerable Adults while conducting activities for the EFHKC.

I agree to attend training and education that is essential to implementing the Children and Vulnerable Adults Safeguarding Policy.

I agree that I will make every effort to ensure that confidentiality is maintained for all concerned in the case of a Safeguarding incident. Information will be handled and disseminated on a need to know basis only in order to protect the child/vulnerable adult, facilitate enquiries as well as manage the disciplinary/complaint aspects and protect the rights of the alleged perpetrator.

Signed:Print Name-..... ..

Declared on...../...../..... (date)

If you have any questions you may speak with a EFHKC SO prior to completing the Declaration.