

British Cycling

Safeguarding and Protecting Children Policy

British Cycling Safeguarding and Protecting Children Policy

Contents

1. Safeguarding and Protecting Children Policy

- 1.1 General principles
- 1.2 Scope
- 1.3 Why these policies are needed
- 1.4 Policy statement

2. Good practice, poor practice and abuse

- 2.1 Introduction
- 2.2 Good practice
- 2.3 Poor practice
- 2.4 Abuse
 - 2.4.1 Indicators of abuse
 - 2.4.2 Neglect
 - 2.4.3 Physical abuse
 - 2.4.4 Sexual abuse
 - 2.4.5 Emotional abuse
- 2.5 Bullying
 - 2.5.1 Anti-Bullying Policy
 - 2.5.2 Why is it important to respond to bullying?
 - 2.5.3 Signs and symptoms
 - 2.5.4 Cyber Bullying

3. Responding to suspicions and allegations of abuse

- 3.1 Introduction
- 3.2 Receiving evidence of possible abuse
- 3.3 Recording information: confidentiality and information sharing
- 3.4 Reporting the concern
 - 3.4.1 Circumstances where reporting to the CWO is not possible
 - 3.4.2 Involving parents or carers
 - 3.4.3 Involving British Cycling
 - 3.4.4 Involving statutory agencies
- 3.5 Allegations of previous abuse
- 3.6 Barring individuals from working with vulnerable groups
- 3.7 Actions and sanctions

4. Safeguarding children in the club

- 4.1 Club Welfare Officer (CWO)
- 4.2 Codes of Conduct
- 4.3 Changing rooms
- 4.4 Coaching ratios
- 4.5 Organising trips away
 - 4.5.1 Communication with parents
 - 4.5.2 Transport
 - 4.5.3 Supervision
 - 4.5.4 Emergency procedures
 - 4.5.5 Insurance
- 4.6 Local Safeguarding Children Boards (LSCBs)

5. Designated persons with responsibility for safeguarding children in cycling

- 5.1 The Club Welfare Officer
 - 5.1.1 Responsibilities
 - 5.1.2 Role
 - 5.1.3 Skills
- 5.2 British Cycling Safeguarding Team
 - 5.2.1 Responsibilities
 - 5.2.2 Role
- 5.3 Referral Management Group (RMG)
 - 5.3.1 Responsibilities
 - 5.3.2 Role
- 5.4 Everyone involved in cycling

6. Recruiting and selecting people to work with children

- 6.1 Controlling access to children
 - 6.1.1 Regulated Activity
 - 6.1.2 Self Declaration
 - 6.1.3 References
 - 6.1.4 Previous experience and qualifications
 - 6.1.5 DBS Disclosure
- 6.2 Who should be DBS checked?
- 6.3 Clubs working with vulnerable groups
 - 6.3.1 Protecting Vulnerable Groups Scheme-Scotland only

7. Awareness and training

- 7.1 Training for staff and volunteers
- 7.2 Recommended levels of awareness and training
- 7.3 Training

8. Complaints and disciplinary procedures

9. Implementation and monitoring procedures

- 9.1 Safeguarding Working Group
- 9.2 Senior Management
- 9.3 Cycling club self monitoring

10. Safeguarding Guidance Documents

Copyright © British Cycling Federation

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form by any means, electronic, mechanical, photocopying, recording or otherwise without the prior written permission of British Cycling.

Acknowledgements

Special thanks to British Rowing who have been generous in helping us produce this policy and the various supplementary guidance documents.

Glossary

Term	Definition / Explanation
Abuse	See section 2.4.
Adult	A person of or over the age of 18 years.
Barring Status Check	A check against the list of individuals who may be barred from working with children and therefore should not be engaging in regulated activity.
Child	Anyone under the age of 18.
Child Protection in Sport Unit (CPSU)	The CPSU team is sited within the National Society for the Prevention of Cruelty to Children (NSPCC) and was established with joint funding from Sport England.
Children's Social Care Services	The Local Authority statutory agency with responsibility for safeguarding and protecting children and families, formerly known as Social Services.
Club Welfare Officer (CWO)	The designated individual within a British Cycling affiliated club whose responsibilities are explained in Section 5.1.
Disclosure and Barring Service (DBS)	The DBS was formed through a merger of the Criminal Records Bureau and Independent Safeguarding Authority. A DBS check will access an individuals criminal record information for registered bodies who deploy people working with children so that they can make an informed decision about the individuals suitability to work in that position. Additionally the DBS will complete a Barring Status Check on an individual whose role fulfils the relevant criteria of Regulated Activity.
Disclosure Scotland	Agency who operate similar to DBS in Scotland
Duty of Care	The duty that rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in an activity for which that individual or organisation is responsible (SG 3.1).
In loco parentis	The additional obligation on a coach, or other individual with responsibility for children, to act as a 'reasonable parent' would be expected to act.
Local Safeguarding Children Board (LSCB)	They co-ordinate what is done by all agencies/organisations who provide services for children and have responsibility to safeguard them and promote their welfare. LSCBs provide local inter-agency guidelines related to the procedures that should be followed in cases of actual or suspected child abuse. Some areas have established sports sub-groups to inform their work.
Member	A 'member' of British Cycling who holds either Gold, Silver, Bronze, Family or Ride membership and is bound by the rules and regulations of British Cycling.
Parent/ Carer	A generic term which includes parents, carers and guardians.
Personnel	Employees of British Cycling and its affiliated clubs or facilities used in cycling as well as volunteers and all participants in the sport of cycling.
Position of trust	Where an individual, such as a coach, teacher, or club officer who makes decisions for or about a child, can influence the child's actions and may misuse that position to groom or abuse the child. This position can be a positive one, in building confidence and self-esteem in children.
Protection of Freedoms Act 2012	This legislation contains all of the new safeguarding and vetting requirements additional to the Safeguarding Vulnerable Groups Act 2006.
Registered Body	An organisation such as British Cycling that is able to act as a recipient of DBS information on behalf of its members.
Regulated Activity	Regulated Activity (RA) involves contact with children and is: Of a specific nature e.g. training, teaching, supervising, advice, treatments or transport provided for the purposes of the activity Or In a specified place e.g. schools, children's homes and hospitals, juvenile detention facilities, adult care homes. And Occurs once a week or more And/or Occurs on four or more occasions in a 30 day period And/or Occurs overnight between 2am and 6am.

Following the introduction of the Protection of Freedoms Act 2012 an additional element to this definition is included which states that "unsupervised" volunteers and employees in regulated activity may be required to have a check (additional to criminal records checks) to ascertain whether they are barred from working with children.

Regulated Activity Provider	The person or organisation responsible for employing or deploying workers to facilitate an activity, whether these workers are paid or unpaid. See SG 2.1
Risk assessment	A procedure to help identify possible sources of danger and take appropriate action to minimise these risks taking into account the age, number, competence of participants, weather, activity etc.
Rider	Generic term to include every type of cyclist including children
Safeguarding Lead Officer (SLO)	British Cycling Officer whose responsibilities are explained in Section 5.2
Safeguarding Vulnerable Groups Act 2006	Established ISA and VBS to protect children and vulnerable adults. See SG 2.1.
SG	Safeguarding Guidance documents, detailed in Section 10
Significant Access	Being in a position to have regular and direct contact with children/Vulnerable Adults whether as a volunteer or employee (see 'Position of Trust'). This is a 'regulated position': <ol style="list-style-type: none">1. Those whose normal duties (paid or unpaid) include caring for, training, supervising or being in sole charge of those under 18 years of age.2. Those whose normal duties include supervising or managing an individual in his work in a regulated position.
Vulnerable Groups	A collective term referring to both children and Vulnerable Adults.
Welfare of the child is paramount	This is a key principle of the <i>Children Act 1989</i> . It means that the needs of children override those of the adults working with them.

1. Safeguarding and Protecting Children Policy

1.1 General principles

- Everyone who participates in cycling is entitled to do so in a safe and enjoyable environment.
- All British Cycling clubs, events and associated individuals must follow the policies defined in this document.
- British Cycling is committed to helping everyone in cycling accept their responsibility to safeguard children from harm and abuse and support them to do so.
- This document sets out the procedures you need to follow to protect children and what you need to do if you have any concerns.

1.2 Scope

These policies apply to all riders, coaches, volunteers, employees and anyone involved in cycling, whether or not they are British Cycling members. All these people have a duty of care to safeguard the welfare of children and prevent their abuse.

1.3 Why these policies are needed

Abuse can occur in many situations including the home, school and the cycling club. We know that some individuals will actively seek access to children through sport in order to harm them.

1.4 Policy statement

British Cycling is committed to:

- making the welfare of children paramount. This means that the need to ensure that children are protected is a primary consideration and may override the rights and needs of those adults working with them
- enabling everyone whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity to participate in cycling in a fun and safe environment
- taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- taking seriously all suspicions and allegations of poor practice or abuse and responding swiftly and appropriately to them in accordance with current procedures
- ensuring that all British Cycling employees who work with children are appropriate for that role and responsibilities and provided with relevant training
- requiring all its member clubs, events and commissions to accept responsibility for the welfare of the children in their care in accordance with all British Cycling's policies and procedures, and to incorporate these in their constitutions and rules
- recognising that children and families from minority group backgrounds may face barriers to accessing help and reporting concerns in respect of safeguarding issues

2. Good practice, poor practice and abuse

2.1 Introduction

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental. It is not the responsibility of any individual involved in cycling to make judgements regarding whether or not abuse is taking place, however, all British Cycling personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns as explained in section 3.

2.2 Good practice

The role of a coach enables that individual to potentially develop a close relationship with children. All coaches have a responsibility to maintain high standards of professional practice.

British Cycling strongly advises that coaches of junior cyclists:

- are a British Cycling member
- are bound by the British Cycling Code of Conduct (SG 1.1) and Sports Coach UK Code of Conduct
- are a qualified British Cycling coach
- have completed Safeguarding and Protecting Children training
- are suitably educated in Child Protection and First Aid as a minimum standard.

Everyone should:

- conduct a risk assessment before undertaking any cycling related activities
- aim to make the experience of cycling fun and enjoyable
- promote fairness and playing by the rules
- not tolerate the use of prohibited or illegal substances
- treat all children fairly and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect commensurate with their needs

Coaches and those working directly with children should:

- respect the developmental stage of each cyclist and not risk compromising their welfare in a desire for club or personal achievement
- ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the rider (further information is available from the Coaching resources)
- work with parents and children to develop training and competition schedules which are suited to the needs and the lifestyle of the rider, not the ambitions of the parents, coaches, team managers or club
- build relationships based on mutual trust and respect, encouraging children to take responsibility for their own development and decision-making
- always be publicly open when working with children:
 - avoid coaching sessions or meetings where a coach and an individual athlete are completely unobserved
 - keep parents informed about the content and nature of any communications you have directly with their children including emails and text messages
 - try to avoid one on one situations in changing rooms. If children need to be supervised/ helped try to involve parents or carers
- maintain an appropriate and open environment, with no secrets
- avoid unnecessary physical contact with young people. Physical contact (touching) can be appropriate so long as:
 - it is neither intrusive nor disturbing
 - the reason that it is necessary has been fully explained
 - the rider's permission has been openly given
 - it is delivered in an open environment
- maintain a safe and appropriate relationship with cyclists. It is inappropriate for coaches and others in positions of trust to have an intimate relationship with a child under 18 years. This could be a criminal offence, an 'abuse of trust' as defined by the *Sexual Offences (Amendment) Act 2000*
- be an excellent role model by maintaining appropriate standards of behaviour
- gain written parental consent, to act in loco parentis for the administration of emergency first aid or other medical treatment if the need arises

- be aware of any medical conditions, existing injuries, disabilities and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given
- ensure that someone with appropriate training in and current knowledge of emergency first aid is available
- gain written parental consent for any travel arrangements where appropriate and ensure risk assessments are completed taking into consideration the vehicle, length of drive, road conditions etc and ensure appropriate supervision is in place within British Cycling Coaching guidelines
- gain written parental consent where an activity includes an overnight stay (see SG 4.2).

Parents should:

- talk regularly with their children about their cycling activities and their welfare
- talk regularly with their child's coach about their child's cycling activity
- monitor the relationships that are inevitably created through their child's participation in cycling
- monitor any communications that their child receives regarding their participation in cycling
- contact British Cycling's SLO should there be concerns about any inappropriate behaviour

2.3 Poor practice

The following are regarded as poor practice and should be avoided:

- contacting riders in excess of what a reasonable, professional coach would
- spending excessive amounts of time alone with children away from others
- engaging in rough, physical or sexually provocative games
- allowing or engaging in inappropriate touching of any form
- using inappropriate language to a child or allowing children to use inappropriate language unchallenged
- making sexually suggestive comments to a child, even in jest
- reducing a child to tears as a form of control
- letting allegations made by a child go uninvestigated, unrecorded, or not acted upon
- doing things of a personal nature that children can do for themselves
- taking children alone in a car on journeys, however short (see note below)
- inviting or taking children to your home or office where they will be alone with you (see note below)
- sharing a room with a child.

Note: *In exceptional circumstances it may be impractical to avoid some of these particular examples of poor practice. In which case, to protect both the children and yourself, you must seek parental consent and also make sure that the CWO of your club/organisation is aware of the situation and gives approval.*

If whilst in your care a child is accidentally hurt, the child seems distressed in any way, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another adult and make a brief written note of it. Parents should also be informed of the incident.

2.4 Abuse

Abuse is a broad term in the context of safeguarding children. There are many degrees of abuse and it can take many forms. This can range from low-level name calling or ridiculing of a rider, which may be considered "poor practice" to serious neglect or physical attacks which would likely lead to a child protection investigation being conducted.

Abuse in all its forms can affect a child at any age. The effects can be so damaging that without appropriate intervention, they may continue to have a very negative impact upon an individual into adulthood.

An individual who has been abused may:

- find it difficult, or impossible to maintain a stable, trusting relationship
- become involved with drugs or prostitution
- attempt suicide or self-harm
- go on to abuse another child.
- show angry or volatile behaviour without reason

Those who belong to a group that may be considered additionally vulnerable such as those with disabilities may be at increased risk of abuse through various factors such as:

- stereotyping
- prejudice
- discrimination, including ethnic or racial
- isolation
- powerlessness to protect themselves
- inability to communicate that abuse has occurred.

2.4.1 Indicators of abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. It is not the responsibility of those working in cycling to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

Indications that a child is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or an injury for which an explanation seems inconsistent
- the child describes what appears to be an abusive act involving him/her
- someone else, a child or adult, expresses concern about the welfare of a child
- unexplained changes in a child's behaviour, e.g. becoming very quiet, withdrawn, displaying sudden outbursts of temper or behaviour changing over time
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adults, particularly those with whom a close relationship would normally be expected
- difficulty in making friends
- being prevented from socialising with other children
- displaying variations in eating patterns including overeating or loss of appetite
- losing weight for no apparent reason
- becoming increasingly dirty or unkempt.

Abuse may be classified under the following headings:

2.4.2 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's health or development. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs." (Working together to safeguard children 2010)

In a cycling context this could include:

- a coach not keeping children safe by exposing them to undue cold, heat or the unnecessary risk of injury e.g. allowing cyclists under their supervision to train or race inappropriately clothed for the prevailing conditions
- a parent consistently leaving a child without adequate provisions e.g. food, water, clothing, sun protection.

2.4.3 Physical Abuse

"Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or induces illness in a child." (Working together to safeguard children 2010)

In a cycling situation this could include:

- a coach disregarding the individual requirements of each child's growing body or needs when setting a training programme.
- a coach shaking a rider who has misbehaved during a session

2.4.4 Sexual Abuse

"Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative

acts such as fondling. It may also include non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.” (Working together to safeguard children 2010)

In a cycling situation indicators could include:

- a coach engaging in unnecessary and inappropriate physical contact e.g. massaging the thighs of the riders suggestively
- a coach making suggestive comments to their riders
- an inappropriately close relationship developing between a rider and a coach
- an individual spending an unnecessary amount of time in the changing area when children are present.

2.4.5 Emotional Abuse

“Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve making the child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.” (Working together to safeguard children 2010)

In a cycling situation this could include:

- a parent or coach subjecting a rider to constant criticism, name-calling, sarcasm, bullying or racism
- a parent or coach putting a rider under unrealistic pressure in order to perform to high expectations.

2.5 Bullying

“Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves” (Working together to safeguard children 2010)

Bullying can be:

- **Emotional-** being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding kit or equipment, threatening gestures)
- **Physical-** pushing, kicking, hitting, punching or any use of violence
- **Racist-** racial taunts, graffiti or gestures
- **Sexual-** unwanted physical contact or sexually abusive comments
- **Homophobic-** because of, or focussing on, the issue of sexuality
- **Verbal-** name-calling, sarcasm, spreading rumours, teasing.

2.5.1 Anti-Bullying Policy

British Cycling is committed to fostering a caring, friendly and safe environment for everyone involved in cycling so that they can participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in cycling. If bullying does occur, all riders, coaches, volunteers or parents should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullies come from all walks of life. They bully for a variety of reasons and may even have been bullied or abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive or jealous. Bullies can be boys or girls, men or women. Although bullying often takes place in schools, research shows it can and does occur anywhere where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground or changing rooms. Competitive sports such as cycling are an ideal environment for the bully.

The bully in cycling can be a:

- parent who pushes too hard
- coach who adopts a ‘win at all costs’ philosophy
- rider who intimidates or ridicules a peer
- club official who places unfair pressure on a person
- spectator who constantly shouts abuse.

2.5.2 Why is it important to respond to bullying?

Bullying results in pain and distress to the victim. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Cyclists who are bullying need to learn different ways of behaving. Everyone involved in cycling has a responsibility to respond promptly and effectively to issues of bullying. For specific guidance on actions to prevent and deal with bullying, refer to SG 1.5 and SG 1.5a.

2.5.3 Signs and Symptoms

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children. A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- says they are being bullied
- is unwilling to go to club sessions
- becomes withdrawn, anxious or lacking in confidence
- regularly feels ill before training sessions
- has clothes torn or possessions damaged
- has possessions go 'missing'
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- is frightened to say what's wrong
- gives improbable excuses for any of the above.

In more extreme cases:

- starts stammering
- cries themselves to sleep at night, has nightmares or wets the bed
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- self harms
- attempts or threatens suicide or runs away.

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and be investigated.

2.5.3 Cyber Bullying

Cyber Bullying refers to bullying and harassment through the use of electronic devices such as personal computers and mobile phones- using email, texting and social networking websites.

Cyber Bullying is willful and involves recurring or repeated harm inflicted through the medium of electronic devices and is meant to cause emotional distress.

Cyber Bullying might include:

- A peer who intimidates through the use of a social networking website.
- A cycling coach who sends negative feedback about a participant via personal text message
- A cycling club member who posts negative comments about a fellow member on a club forum

Cyber Bullying may also include threats, sexual remarks and hate speech. E-Bullies may publish personal contact information of their victims at websites. They may attempt to act as the victim for the purpose of publishing material in their name that would defame or ridicule them.

Cyber Bullying is particularly serious due to the nature in which the abuse occurs. It can be very personal and take place in a closed private format where the victim may feel isolated and the content will not be viewed by parents, friends or siblings. Alternatively it could take place in a public format. It may lead to the victim re-reading any material in private perhaps leading to feelings of paranoia, depression or loneliness.

British Cycling will take all cases of Cyber Bullying seriously and deal with them in line with the standard bullying procedures.

3. Responding to suspicions and allegations of abuse

3.1 Introduction

Although most cases of child abuse take place within the family setting, abuse can and does occur in cycling.

- It is essential that all allegations are taken seriously and appropriate action is taken.
- It is not your responsibility to decide if child abuse is taking place.
- It is your responsibility to report your concerns to the British Cycling SLO- no matter how trivial the concern may appear.
- Not acting is not an option.

3.2 Receiving evidence of possible abuse

You may have concerns about abuse/poor practice because:

- you see it happening
- you recognise signs such as those listed in Section 2.4.1
- someone reports it to you
- a child approaches you directly.

If a child says or indicates that they are being abused, or you have concerns about their welfare you should:

- react calmly so as not to frighten them
- tell them they are not to blame and that it was right to speak up
- take what they say seriously
- recognise that there may be inherent difficulties in interpreting what is said by someone who has a speech disability and/or differences in language
- keep questions to the absolute minimum necessary so that there is a clear and accurate understanding of what has been said
- reassure them, but do not promise to keep the matter secret – explain that to resolve the problem it will be necessary to inform other people as appropriate
- the safety of the child is paramount - if the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
- record all information
- report in accordance with British Cycling's procedures.

A series of British Cycling support documents (SG 1.6, 1.7, and 1.8) are available to help those in receipt of concerns, those against whom allegations have been made and those reporting allegations and concerns.

3.3 Recording information: confidentiality and information sharing

All concerns that you may receive should be recorded, ideally using the British Cycling form, Reporting a Safeguarding Concern (SG 1.4).

You are recording this information for:

- yourself, so you have a record of what happened
- the CWO or other designated welfare person within your club, who will co-ordinate any action that needs to be taken
- the British Cycling Safeguarding Lead Officer so that they can advise you
- the Police/Children's Social Care Services if appropriate.

It is not appropriate to share sensitive and confidential information with other people, e.g:

- your club committee
- members of your club
- other acquaintances outside cycling.

Any information relating to child protection should be held under secure conditions and made available on a need-to-know basis only.

When recording information on the form you should:

- confine yourself to the facts – what you have observed/seen, heard or had reported to you
- distinguish between what is your own personal knowledge and what you have been told by other people

- not include your own opinions on the matter. Be clear where you are giving either your own or others' interpretation of events and the reasons for this (e.g. context, individual's response to challenge).

British Cycling has adopted the CPSU Information Sharing Protocol. This comprehensive document illustrates clearly, in words and diagrams, how decisions to share information are made within British Cycling and between British Cycling and other bodies. The document is available as SG 5.1 on the British Cycling website.

3.4 Reporting the concern

The discovery that someone you know may be abusing a child will raise feelings and concerns at your club. Although it can be difficult to report such matters, you must remember that:

- the welfare of the child is paramount
- being vigilant helps to protect children
- everyone has a duty of care to report any concerns they have immediately
- a good reporting structure ensures that concerns are dealt with fairly.

British Cycling's Whistle Blowing Policy (SG 1.10) assures all members, staff, and volunteers that it will fully support and protect anyone who, in good faith, reports a concern that a colleague is or may be abusing a child.

3.4.1 Circumstances where reporting to the CWO is not possible

- If the CWO is unavailable or is implicated, talk directly to a senior club officer or go directly to British Cycling's Safeguarding Lead Officer for advice.
- If concerns arise in a setting where there is no CWO, e.g. at a school - inform the head teacher or the member of staff with responsibility for child protection or welfare. Always ensure, in these circumstances, that British Cycling's SLO is informed of the referral.
- When with athletes away from home, inform the person who has responsibility for welfare. This may be the head coach or team leader.

3.4.2 Involving parents or carers

British Cycling is committed to working in partnership with parents. In most situations, it is important that the CWO or SLO involves parents to clarify any initial concerns e.g. if a child seems withdrawn, they may have experienced a recent bereavement.

Where a parent or carer may be responsible for the abuse or may not be able to respond to the situation appropriately they should not be involved, as it may place the child at greater risk.

3.4.3 Involving British Cycling

The SLO must be informed of all allegations of abuse and persistent poor practice as soon as possible in order to decide the following:

- what further action should be taken by the club or British Cycling
- whether further action, advice or investigation is needed by/from the Police, Children's Social Care Services or the NSPCC.

Passing on this information is important because the matter may be just one of a series of other instances which together cause concern. It enables the Safeguarding Team to act appropriately to support deal with the concern and to analyse trends and improve existing British Cycling policy and guidance.

Any letters to the SLO regarding referrals should be marked 'private and confidential' and sent to: British Cycling, Stuart Street, Manchester, M11 4DQ. Alternatively the SLO can be contacted on **0161 274 2000 or 0161 274 2002 outside office hours**. The SLO or another designated person from British Cycling will keep you notified when appropriate of procedures and timescales whilst any investigation is ongoing.

3.4.4 Involving Statutory Agencies

In any case of physical or sexual abuse or where the child's safety is at risk, you should contact one of the following statutory agencies immediately:

- Your local Police Child Protection Team or in an emergency dial **999**.
The police should be involved if the apparent abuse is of a criminal nature or if the incident involves a person outside the child's family. A record should be made of the crime reference number.

- Local Authority Children's Social Care Services (formerly known as Social Services). This body has a statutory duty for the welfare of children, especially where the alleged person is a member of the child's family. When a referral is made, their employees have a legal responsibility to investigate. This may involve talking to the child and family and gathering information from other people who know the child. In an emergency the Samaritans (**08457 909 090**) will hold the duty officer's contact number.
- NSPCC (freephone 24 hour helpline **0808 800 5000**).

All telephone referrals to the above bodies should be confirmed in writing by you within 24 hours to that agency. You should record the following:

- name and job title of the member of staff to whom the concerns were passed
- the time and date of the call
- a summary of the information shared and the response received.

3.5 Allegations of previous abuse

Allegations of abuse are occasionally made some time after the event, for example by an adult abused as a child by someone who is still working with children. Where such an allegation is made, you should follow the procedures given above and have the matter reported to the SLO, the police and/or Local Authority Children's Social Care Services. This is because other children, either within the sport or outside it, may be at risk from this person. Normally, anyone who has a previous criminal conviction for offences related to child abuse is automatically excluded from working with children.

3.6 Barring individuals from working with vulnerable groups

Individuals working in cycling may be or become barred from working with vulnerable groups. This means they can no longer engage with these groups. This will occur in a number of ways:

- British Cycling may refer an individual to the Independent Safeguarding Authority as recommended by Social Care Services following a safeguarding investigation (Scottish Cycling may refer individuals to the Protecting Vulnerable Groups Scheme in Scotland)
- The individual may be barred due to reasons outside of cycling

British Cycling clubs must be aware of the legal requirement to refer individuals to the above organisations whose behaviour suggests there is a safeguarding concern. British Cycling clubs must contact the Safeguarding Lead Officer who will provide advice, guidance and complete the referral process.

3.7 Actions and sanctions

British Cycling may take action to restrict a member's involvement in cycling during an ongoing investigation. This is a neutral act and does not pre-empt any decision. At a later point the individual may be subject to action under the British Cycling Disciplinary Rules.

4. Safeguarding Children in the cycling club environment

4.1 Club Welfare Officer (CWO)

Every cycling club that has young members (under 18 years old) using its facilities should appoint a Club Welfare Officer (CWO). All Go-Ride Clubs must comply with this. This person must have a child-focussed approach, good communication skills and an ability to provide support and advice. They should also be well organised, have good administrative and recording skills and an ability and willingness to promote and implement the British Cycling *Safeguarding & Protecting Children Policy*, procedures and resources.

The CWO should be a figure well known in the club and approachable by children but not someone involved directly in the coaching or day-to-day running of children's programmes. It is advised that the CWO is a member of British Cycling. It is essential that the CWO is able to act in a confidential manner and to recognise the boundaries of their competence, role and responsibilities and where to seek advice and support. The role and responsibilities of a CWO are outlined in Section 5.1. The British Cycling Codes are available from the website at www.britishcycling.org.uk

4.2 Codes of Conduct

Codes of conduct indicate the expected behaviours of everyone involved in cycling. There are a number of different codes of conduct and many clubs will already have adopted and adapted their own. It may also be useful to consider specific codes of conduct for parents, young riders and other members. SG 1.3 lists the expected standards of conduct set out by British Cycling but you may wish to consider consulting your young riders and parents on other areas they might wish to include.

4.3 Changing rooms

- Where practical, children should be appropriately supervised in changing rooms by two adults.
- Adult coaches or volunteers should not shower or change at the same time as the children they have been working with.
- No staff or volunteers, medical or otherwise should be present when cyclists of the opposite sex are showering or changing (for example a male coach working with a female team).
- In mixed gender clubs separate changing facilities should be available.
- If a child is uncomfortable showering or changing in public no pressure should be put on them to do so, they should be encouraged to change and shower at home.
- If the club has children with disabilities they and their carers should be involved in deciding how best they can be assisted. Always ensure the children consent to the assistance that is offered.
- No photographic equipment should be used in the changing room environment. This includes cameras, video cameras, camera phones etc. Guidance on photography can be found in SG 5.4.

4.4 Coaching ratios

Although there is government guidance for people working with groups of children, it is essential in cycling that a separate risk assessment is taken for each group of children and that this is reviewed for each training session. Participants under the age of 18, including those qualified as coaches, should be supervised at all times.

In line with the national guidance, the level of supervision should take account of the:

- age and ability of the children
- type of training session being undertaken
- children's growing independence
- environment that the session is taking place in
- risk assessment.

If there is an accident or incident you should ensure there is always someone available to supervise the remaining children. Coaches working with children should ensure that they do not work in isolation. Coaches should consult their British Cycling Coaching information for specific coaching ratios.

4.5 Organising trips away

Even the simplest day trip away from the club requires planning. When planning residential trips for young riders clubs should use the advice and checklists given in NSPCC *Safe Sport Away*, Training Camp Checklist and consent forms (SG 4.1 to SG 4.5) www.nspcc.org/inform

The main factors to consider are:

4.5.1 Communication with parents

For a short day trip this may amount merely to details of transport, pick up and return points and times, competition or venue details, team leader or coach contact details, emergency contact details for parents, costs, dietary requirements (if relevant) and any other special requirements or medical details. Strict instructions should be given to parents regarding the drop off and return locations and times.

4.5.2 Transport

Points to consider include vehicle type (public transport, minibus, coach or private car), any special requirements for cyclists with disabilities, length of journey, competence of driver, number of drivers, journey time, distance, stopping points, supervision during journey (ideally one adult to drive and one adult to supervise) and legislation regarding seat belts.

4.5.3 Supervision

The staff or volunteers organising the trip will have the duty of care to act in loco parentis for the duration of the trip. Clubs should ensure that the persons they appoint to care for the juniors are appropriately trained in safety and safeguarding and that they have relevant information regarding any special needs or requirements of any rider. Anyone working in a supervisory role should be appropriately vetted to ensure their suitability to work with children in line with British Cycling's *Safeguarding & Protecting Children Policy*.

4.5.4 Emergency Procedures

The team leader or coach should know how to contact emergency services and have access to at least a basic First Aid box. Those in charge of children have a duty to ensure that they are kept safe and healthy and should not hesitate to act in an emergency and to take life saving action in an extreme situation. All adults working with the group should be briefed on the reporting procedure should an emergency occur.

4.5.5 Insurance

All registered members of British Cycling are covered for public liability and personal accident cover during cycling activities under British Cycling's policy. Passengers travelling by motor vehicle should be covered by law by the insurances required under the *Road Traffic Act (1988)*. When using private vehicles it may be necessary to check with the insurance company for any restrictions. Consideration should be given to accident, breakdown and recovery cover.

4.6 Local Safeguarding Children Boards (LSCBs)

British Cycling's *Safeguarding & Protecting Children Policy* and the child protection procedures contained in this document and its appendices are consistent with the government guidance *Working Together to Safeguard Children 2010*. However, clubs and regions should endeavour to make themselves aware of any special Local Safeguarding Children Board's (LSCB) arrangements. The contact details for the Chairman of each board are listed on the government website www.everychildmatters.gov.uk. It may be useful for the CWO to have a note of their local contact.

5. Designated people with the responsibility for Safeguarding Children in Cycling

5.1 Club Welfare Officer (CWO)

5.1.1 Responsibilities

The CWO is a child-focused individual responsible for acting as a source of advice on child protection matters and for co-ordinating action within and on behalf of the club on receipt of any concerns or referrals. They should endeavour to gain an understanding of British Cycling's *Safeguarding & Protecting Children Policy* and keep up to date with the appropriate level of training. The CWO must also co-ordinate club responses and actions as prescribed by the British Cycling SLO in line with British Cycling policy and procedure. They should be a member of the club's committee.

5.1.2 Role

- To provide information and advice on child protection within the club.
- To ensure that the club adopts and follows the British Cycling *Safeguarding & Protecting Children Policy* and procedures and promote awareness of the policy within the club.
- Keep records of all those who have been vetted within the club to ensure that DBS checks are updated on at least a three yearly basis and that all those working in regulated activities are compliant with current government guidance.
- Ensure that all club volunteers are suitably recruited- completing application forms, interviews and reference requests (see supporting documents)
- Receive information from club staff, volunteers, young people or parents and carers who have child protection concerns and record it and pass on the British Cycling SLO
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Report any referrals or concerns to the British Cycling SLO as soon as possible in line with British Cycling procedures.
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover, using SG 1.4.
- Advise the club officers regarding the appropriate levels of child protection training and/or guidance for all adults working with children in the club.
- Promote a child-centred approach within the club, e.g. maintain the junior section notice board and promote good practice.
- Advise the club of further child protection training opportunities.
- Maintain a written record of training and relevant qualifications of those working in the club.

5.1.3 Skills

- Approachable and friendly
- Good listener and effective communicator
- Confident and a good leader
- Organised
- Enthusiastic and a good motivator
- Knowledge of British Cycling child protection policies and procedures
- Knowledge of the Data Protection Act
- Ability to deal with matters in a confidential manner
- Tactful when dealing with sensitive issues

The CWO should undergo the vetting procedure outlined in Section 6.

5.2 British Cycling Safeguarding Team

This team is child-focussed and can communicate and provide advice and support at all levels. They should have influencing skills and an ability to work with conflict and with emotionally distressing matters. Knowledge of relevant legislation, government guidance, the British Cycling *Safeguarding and Protecting Children Policy* and procedures is essential as well as the ability to promote and demonstrate anti-discriminatory practice. The Safeguarding Lead Officer leads the team.

5.2.1 Responsibilities

The British Cycling Safeguarding Team has overall responsibility for the development and establishment of British Cycling's approach to safeguarding children. Additionally they are responsible for acting as a source of advice on child protection matters, for co-ordinating action

within British Cycling and for liaising with statutory agencies and other relevant organisations about suspected or actual cases of child abuse.

5.2.2 Role

- To liaise with the RMG over individual cases, proposed policy and guidance.
- Chair the Safeguarding Working Group
- Lead in maintaining and reviewing the Safeguarding Children Implementation Plan.
- To co-ordinate the dissemination of policy, procedures and resources
- To ensure that the CPSU 'Standards for Safeguarding and Protecting Children in Sport' are achieved and post standards framework maintained.
- To represent British Cycling at external meetings related to child protection.
- To complete an annual report to British Cycling's Board on the progress of its activities in implementing and monitoring these procedures, and on the incidence and outcome of cases that have arisen in the year.
- They may call upon external expert advice in auditing its procedures and improving its policies.
- To monitor and review progress on all cases and to identify any trends emerging which require a review or revision of existing policies and procedures.
- To manage and investigate cases of poor practice/abuse reported to British Cycling.
- To report any investigation carried out to the RMG.
- To convene and chair the Referral Management Group meetings as required.
- To manage referrals to Statutory Agencies.
- To liaise with the SLO on matters of child protection policy and procedure.
- To provide advice and support to Club Welfare Officers and British Cycling members.
- To advise on British Cycling's child protection training needs and development of its training strategy.
- To maintain confidentiality with regards to cases.
- To keep up to date with own knowledge and skills.

The Safeguarding Team should undergo the vetting procedure outlined in Section 6.

5.3 Referral Management Group

This group must work within the policies and procedures of British Cycling to ensure that all decisions relating to safeguarding children are reached following a fair, open and transparent process whilst being conscious of the possible impact on young people. The group is made up of individuals with appropriate training and experience of safeguarding. The Referral Management Group will also link in with Local Safeguarding Children Boards or other professionals for further guidance where necessary.

5.3.1 Responsibilities

- To recommend, where appropriate, that a person is referred to ISA in accordance with the *Safeguarding Vulnerable Groups Act 2006*.
- To recommend to the officers of British Cycling, where appropriate, that a person is temporarily suspended or banned from some or all activities related to cycling.
- To monitor and review progress on all cases and to identify any trends emerging which require a review or revision of existing policies and procedures.

5.3.2 Role

- To make decisions on the initial approach to all reported cases related to the welfare and protection of children. That is, to the 'route' a case will take either internally or via external referral to statutory agencies, but may also include making decisions in relation to concerns arising from information gathered in the recruitment process.
- To make initial decisions as to the 'internal' level each case shall be dealt with. For example minor poor practice cases may be referred back to the club complaints or disciplinary process.
- To advise others within British Cycling about actions they may need to take, such as initiating disciplinary procedures.
- To confirm all final decisions relating to safeguarding referrals or DBS Disclosures. Each Disclosure document must be signed by at least two of the RMG members, showing clearly the identified actions and considerations taken.

The members of the RMG should undergo the vetting procedure outlined in Section 6.

5.4 Everyone involved in cycling

As outlined elsewhere in this document everyone involved in cycling has a duty to act if they have a concern about a child. There are a variety of actions that can be taken. As a minimum the person concerned should contact the relevant club welfare officer or the British Cycling SLO for help and guidance on how to progress their concerns.

6. Recruiting and selecting people to work with children in cycling

Anyone may have the potential to abuse children in some way and it is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies to anyone whether voluntary or paid who is going to have significant access to children or their contact information. The steps that should be taken are the same for volunteers or employees.

British Cycling's recruitment and selection procedures are based on the *Safeguarding Vulnerable Groups Act 2006* and the *Protection of Freedoms Act 2012* and may be revised from time to time.

6.1 Controlling access to children

All individuals involved in cycling who will have significant access to children must first be vetted to establish whether they have any criminal convictions or other past behaviour that suggests they are unsuitable to work with children or may present a risk to them. This applies equally to paid staff and volunteers.

All new volunteers and employees working in a role that involves 'Significant Access' to children, or where they have a position of trust, or existing volunteers or employees who change their role to work with these vulnerable groups, are required to complete the following vetting process:

- complete an assessment document to ascertain whether the individual works in regulated activity and requires a DBS Disclosure.
- complete a self-declaration form and DBS Disclosure application and return to British Cycling.
- provide the CWO with two appropriate referees (see SG 2.3 & SG 2.4).
- provide the CWO with details of previous volunteering experience or relevant employment working with children (see SG 2.2).

6.1.1 Regulated activity

In addition those working in a Regulated Activity must also comply with legal requirements of the acts cited above, as these are implemented. See SG 2.1.

Club Welfare Officers (CWOs) as recruiting officers should satisfy themselves that the position that the individual will be working in is a **regulated position**. For the purposes of cycling, a regulated position, as defined by the DBS Code of Practice, would include:

- Those whose normal duties (paid or unpaid) include caring for, training, supervising or being in sole charge of those under 18 years of age
- Those whose normal duties (paid or unpaid) include supervising or managing an individual in his work in a regulated position.

6.1.2 Self-Declaration form

The self-declaration form requires prospective volunteers and employees to declare any criminal records they may have, even if these are considered 'spent', or any disciplinary investigations by any organisation including employers, the police or social services that relate to inappropriate behaviour towards a child or vulnerable adult.

The CWO or recruiting officer should make it clear that a failure to disclose relevant information to British Cycling may result in disciplinary action and possible dismissal or exclusion. It should also be made clear that having a criminal record is not necessarily a barrier to working in cycling. Individuals being asked to complete a self declaration and DBS application should be made aware of British Cycling's policy on the recruitment of ex-offenders (SG 2.1).

The self declaration form should be completed and returned to the British Cycling SLO along with a completed DBS application. This must be sent, marked private and confidential, to the Safeguarding Lead Officer at British Cycling. This declaration should be renewed if the individual significantly changes their role within the club or joins a new club occupying a similar role.

6.1.3 References

All new volunteers and employees must supply the CWO with at least two referees who will vouch for the suitability of that person to work with children. The CWO or recruiting officer must contact these referees to verify their references. This should be done in writing where possible, however where a check has taken place verbally, a written note must be kept of the conversation by the CWO or recruiting officer. This note may be brief. A standard form is available for this purpose see

SG 2.3 & SG 2.4. The CWO must maintain records of any references including written records of verbal references.

6.1.4 Previous experience and qualifications

The prospective volunteer or employee should be asked to provide details of previous employment/ relevant volunteering and any gaps in the employment history must be accounted for. This information can be provided using the volunteer application form (SG 2.2). Any relevant qualifications the individual declares should be verified to ensure they are genuine and valid.

Note: Completing the above process does not guarantee that an individual is safe to work with children. British Cycling will use information from the DBS as part of an overall recruitment and selection process to assess any potential risk. The club will also need to assess for itself the individual's suitability by taking up references, interviewing, on going supervision and assessing training needs.

6.1.5 DBS Disclosure

Those with significant access to children, or who hold a position of trust, must also complete a Disclosure and Barring Service Disclosure application this should be completed at the same time as a Self Declaration Form.

A DBS Enhanced Disclosure will provide information about:

- criminal convictions and police cautions
- police/social services information considered to be relevant by the chief of police officers
- it may also contain information regarding whether an individual is barred from working with vulnerable groups (see SG 2.1)

Criminal record information revealed by the DBS Disclosure will be assessed by the British Cycling Referral Management Group in line with British Cycling's policy on the recruitment of ex-offenders (SG 2.1) and the DBS Code of Practice. Completing a DBS form is a confidential and sensitive matter for some people and care should be taken to explain how the information contained on the certificate will be treated.

As a registered body of the DBS, British Cycling is fully compliant with the DBS Code of Practice including the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information (See SG 2.1). Any disclosures will be dealt with confidentially, following the Child Protection in Sport Unit's Information Sharing Protocol (SG 5.2).

DBS Disclosures must be renewed at least every three years if a person remains in post or more regularly if, for example, there is a concern raised, if the person changes their role or moves to a new club, or if the person has been absent from the club for a significant period.

DBS Disclosures for British Cycling volunteers are free of charge. The definition of a volunteer for this purpose is a person who is engaged in any activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.

6.2 Who should be DBS checked?

Every British Cycling Affiliated club that has children using its facilities must ensure the following roles are DBS checked:

- Club Welfare Officer (CWO)
- Coaches who regularly coach children
- Drivers
- Volunteers who regularly spend time away with children at events or training camps
- Website Administrators/ Forum moderators

The following roles should be DBS checked if they involve Significant Access to vulnerable groups:

- Club officials/ committee members
- Volunteers/helpers
- Competition organisers
- Race Officials/ Commissaires

Before requesting a DBS disclosure British Cycling must satisfy themselves that the position the individual will be working in involves 'Significant Access' to vulnerable groups or is a Regulated

Activity. For the purposes of cycling Regulated Activity as defined by the Safeguarding Vulnerable Groups Act, would include examples such as:

- Training, teaching and instruction provided wholly or mainly for vulnerable groups such as a coaching session for a group of 8 year old riders or a group with learning disabilities.
- Any form of assistance, advice or guidance provided wholly or mainly for vulnerable groups such as riders who have been referred to the club by their GP for problems with weight management.
- Any form of treatment or therapy for riders such as a club physiotherapist providing treatment within the club.
- Driving a vehicle for the purpose of conveying children for example transporting a group of riders to an event.

This also includes those whose normal duties include supervising or managing an individual who is engaged in regulated activity.

The fact that an individual may come into contact with children is insufficient to subject them to a DBS check. Eligibility for a DBS check depends on the specific role a person will perform whilst conducting their duties within an organisation. The British Cycling Compliance Team will provide prospective DBS applicants with a form to complete to establish the role and duties they are expected to fulfil whilst carrying out their role and DBS applications made accordingly. The SLO at British Cycling will advise CWO's and managers who are unsure of the appropriate level of vetting for any role. (See SG 6.2)

6.3 Clubs working with vulnerable groups

As part of British Cycling's commitment to good safeguarding practice it is important that the organisation is aware of each affiliated club which engages with children.

At the point of affiliation, British Cycling will request each club to declare whether it:

- has members who are children
- or
- provides services to children

For clubs which declare that they do engage with children British Cycling will support them to fulfil their obligations as laid out in this policy, legislation and government guidance.

6.3.1 Protecting Vulnerable Groups Scheme- Scotland only

The Protecting Vulnerable Groups (PVG) Scheme is now in force. The scheme is managed by Disclosure Scotland. The scheme is responsible for making decisions about who should be barred from working with vulnerable groups.

All individuals who work with vulnerable groups in cycling on a regular basis may be required to register with the scheme. Cycling clubs will need to liaise with Scottish Cycling in order to declare which individuals at their club work with children or Vulnerable Adults on a regular basis.

Scottish Cycling will register an interest in relevant individuals with the PVG. The PVG will continually update Scottish Cycling to confirm whether the individual is barred from working with vulnerable groups. Scottish Cycling will either employ or remove the individual as appropriate.

For further information contact Scottish Cycling or visit www.disclosurescotland.co.uk/about/vulnerable-groups/

7. Awareness and training

7.1 Training for staff and volunteers

Training should be provided for staff and volunteers on the policy, procedures and professional practices that are in place and commensurate with their responsibilities in the children protection process. Training should take place at all levels of British Cycling to ensure that procedures are carried out consistently, it should also be considered as a continuing responsibility to ensure safeguarding knowledge is up to date.

This should include:

- awareness training in the abuses that can take place and the duty to report
- specialist training for investigators and managers
- issues relating to staff safety within a Health and Safety framework

To create an enjoyable and safe environment for all vulnerable people, everyone involved in cycling must be aware of what is good practice and how to deal with poor practice and abuse.

Formal training will help people to work safely and effectively with vulnerable people by:

- comparing their own practice against what is regarded as good practice and identifying ways to improve
- ensuring that they are not placing themselves at risk from allegations
- recognising their responsibilities and reporting any concerns about suspected poor practice or abuse
- understanding the recruitment and selection procedures described (Section 6)

The CWO should maintain a written record of training and relevant qualifications of those working with children within the club. The Club Safeguarding Audit form can be used to assess training requirements and club awareness on an annual basis.

7.2 Recommended levels of awareness and training

Within the club environment everyone has a responsibility to be aware of the Safeguarding & Protecting Children policy, understand what is good and poor practice and know what to do if they have a concern. All members should have access to the policy document at the club or be made aware that it can be accessed through the British Cycling website.

7.3 Training

British Cycling Safeguarding and Protecting Children workshops are accredited with the NSPCC and form part of the British Cycling's Level 2 Coaching Awards. Details of these courses can be found on the British Cycling website. These courses may also be provided by sportscoach UK and local authorities.

British Cycling has a specific training course for Club Welfare Officers and those with designated responsibilities for safeguarding and protecting children: Time to Listen.

British Cycling will promote all safeguarding and protecting children training via regional newsletters and at www.britishcycling.org.uk

Role	Read <i>British Cycling Safeguarding and Protecting Children Policy</i>	Complete Basic Awareness module	Local Council Safeguarding Children course or equivalent	sportscoach UK Equity in your coaching workshop or equivalent
Membership secretary	X			
Club Welfare Officer (CWO)	X	X	X	X
Coaches	X	X	X	X
Co-ordinator or manager of groups of children or coaches	X	X	X	
Drivers who may travel with children	X			
Club officers / committee members	X			
Volunteer / parent helper	X	X		
Event organiser	X	X		
Commissaire / Referee	X			
Club employee / steward	X			
Volunteers who accompany a group of riders on over night stays	X	X		

8. Complaints and Disciplinary Procedures

British Cycling has its own complaints & disciplinary procedure (SG 1.11) for dealing with breaches of the *Safeguarding & Protecting Children Policy* and procedures.

- If a case is being investigated by a statutory agency, British Cycling may suspend the individual concerned whilst this investigation is taking place. This is a neutral act and is not intended to prejudice the outcome of the investigation, but simply to remove the individual from contact with children until the investigation is concluded. Once the statutory agency's investigation is completed, and irrespective of its findings, British Cycling will assess the case following its disciplinary procedures.
- If the abuse is alleged to have been committed in the course of a person's employment, he or she will be subject to whatever disciplinary procedures and sanctions are stated in their employment contract. British Cycling may decide to await the outcome of such procedures before starting its own investigation.
- In accordance with British Cycling's Rules, British Cycling may impose disciplinary sanctions against Go-Ride clubs who fail to adopt and implement the *Safeguarding & Protecting Children Policy* and procedures, particularly if such failures are serious or persistent. If concerns remain once a matter has been handled by the club these should be referred to the SLO who will ask the senior officers of British Cycling to decide how to deal with this and whether or not to initiate disciplinary proceedings.
- Every effort will be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate to children, parents, members of staff and volunteers. Support information sheets are available (SG 1.6 to 1.9) for those reporting or receiving a concern, and for those against whom an allegation has been made.
- It is not always possible to determine exact timescales for when cases will be resolved, however British Cycling will always try to ensure that all parties know what procedure will be followed and what the expected time scales are. If there is a delay they will endeavour to inform all parties why there is a delay and when any development is expected. There should not be any period without communication of more than 28 days with involved persons. Ideally case management processes should not extend over more than three months, only in exceptional circumstances should they extend up to six months.

9. Implementation and Monitoring Procedures

9.1 Safeguarding Working Group

British Cycling has created the Safeguarding Working Group, chaired by the Safeguarding Lead Officer, to progress and implement safeguarding within British Cycling to ensure it is fit for purpose in areas including training, strategy, policy and procedures. The group is made up of individuals with appropriate training and experience of safeguarding from departments across the organisation and from external child-focussed organisations.

It is the groups' responsibility to ensure:

- safeguarding principles underpin all areas of British Cycling activity and is embedded in organisational strategy
- the safeguarding Action Plan is designed and implemented
- the establishment and implementation of safeguarding arrangements is accepted and delivered at a local level
- good safeguarding practice is driven through senior management, partners and affiliated organisations
- safeguarding implementation is measured and reported
- that the needs of all vulnerable riders are met
- relevant resources and communications are child focussed
- systems are in place to monitor and record breaches of policy
- appropriate safeguarding communications are in place for a variety of audiences
- that children are consulted and provided with suitable opportunities to lead and influence cycling development
- training and education is delivered to all roles in line with British Cycling strategy
- the safeguarding policy is updated regularly to reflect legislation, government guidance and good practice

As part of British Cycling's commitment to the CPSU "Call to Action" post standards framework the organisation will complete an annual safeguarding self assessment and attend an annual safeguarding progress meeting with CPSU. This meeting will be attended by the SLO, CEO and a board member. The purpose of this is to ensure that British Cycling is compliant with good practice and embedding safeguarding thereby meeting its obligations from legislation, government and funding partners.

9.2 Senior Management

The British Cycling Board of Directors, CEO and Senior Management Team are responsible for driving safeguarding at a strategic level. In relation to safeguarding it is their responsibility to:

- endorse and promote safeguarding policy, safeguarding action plans and training strategy
- nominate a safeguarding champion
- ensure Service Level Agreements and funding agreements contain safeguarding conditions
- ensure safeguarding forms part of all British Cycling planning activity
- endorse the work of the Safeguarding Team and the Safeguarding Working Group
- influence partners to adopt safeguarding strategies

9.3 Cycling Club Self Monitoring

A Club Safeguarding Self Audit form for clubs and other organisations has been designed to monitor their own compliance with the requirements set out in this policy (SG 3.4).

- this form should be completed by the CWO and sent to the British Cycling Development Team
- the Development Team will assess any action points from the information provided. Actions point's specific to an individual club will be completed as required. Significant action points will be addressed through the Safeguarding Working Group
- actions may include the provision of training, guidance or support to individuals or clubs generally.

Clubs who have members who are children or children regularly visiting must ensure that the name and contact details for their CWO, or in the case of an educational establishment, the person with responsibility for welfare, are completed in their British Cycling Club Audit. This information must be updated, as necessary, during the year by the club secretary or other senior club officer. British Cycling should be updated of any personnel changes that occur, particularly when the club re-affiliates each year.

10. Safeguarding Guidance documents

The Safeguarding Guidance documents (SG) are available to download from the British Cycling website

Section 1. Codes of Conduct, disciplinary procedures and raising concerns

- 1.1 British Cycling Code of Conduct
- 1.2 British Cycling Equality Policy
- 1.3 The adoption and application of codes of conduct for cycling clubs
- 1.4 Reporting a safeguarding concern
- 1.5 Anti-bullying guidance for cycling clubs
- 1.6 Advice and support for junior cyclists
- 1.7 Advice and support for individuals receiving a concern or allegation
- 1.8 Information for those against whom a complaint of poor practice or allegation of abuse has been made
- 1.9 How to report a concern of abuse of a vulnerable adult
- 1.10 Whistle blowing policy
- 1.11 British Cycling Case Management procedure

Section 2. Safe Recruitment and Vetting Guidance

- 2.1 Recruitment of individuals with previous convictions
- 2.2 Specimen volunteer application form
- 2.3 Specimen club personal reference request
- 2.4 Specimen club reference form
- 2.5 Umbrella DBS checks

Section 3. Club, training and competition guidance

- 3.1 Duty of care when supervising children and Vulnerable Adults
- 3.2 Guidelines for cycling events
- 3.3 Cycling Event Contacts
- 3.4 Club Safeguarding Self Audit
- 3.5 Physical contact and vulnerable people in cycling
- 3.6 Managing challenging behaviour of children and Vulnerable Adults in cycling
- 3.7 Protecting riders with disabilities
- 3.8 Risk Assessments
- 3.9 Quick Guide to Safeguarding
- 3.10 Event Welfare Plan-to be completed
- 3.11 Club runs
- 3.12 Riders coming and going

Section 4. Training camps and residential visits

- 4.1 Planning residential trips
- 4.2 Parent & carer consent for residential trips
- 4.3 Personal information for residential trips
- 4.3 Away Event Checklist
- 4.4 Away Events Feedback form

Section 5. Use of social media and information sharing

- 5.1 British Cycling and Information Sharing
- 5.2 Using social networking services and social media
- 5.3 Instant messaging- safeguarding guidelines
- 5.4 Safeguarding and photography