

**ELY & DISTRICT CYCLING CLUB–B&T MOTOR REPAIRS**  
**Children & Young Person Safeguarding Policy**



**ELY & DISTRICT CYCLING CLUB – B&T MOTOR REPAIRS**  
**Children and Young Person Safeguarding Policy**

**Contents**

1. Policy
2. Good Practice, Poor Practice & Abuse
3. Responding to Suspicions and Allegations of Abuse
4. Safeguarding Children in the Cycling Club Environment
5. Glossary

**ELY & DISTRICT CYCLING CLUB–B&T MOTOR REPAIRS**  
**Children & Young Person Safeguarding Policy**

## 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.
- Ely & District Cycling Club (E & DCC) agrees to follow the Safeguarding and Protecting Children policies and procedures defined by British Cycling, which is the national governing body for cycling in Great Britain. British Cycling is committed to helping everyone in cycling accept their responsibility to safeguard children from harm and abuse and to support them to do so. All British Cycling clubs, events and associated individuals must follow the [Safeguarding and Protecting Children Policies](#) defined by [British Cycling](#).
- Ely & District Cycling Club will adhere to the procedures and expectations of [Cambridgeshire Local Safeguarding Children Board \(LSCB\)](#) that ensure that children and young people feel safe and cared for in Cambridgeshire, by ensuring that organisations work together to safeguard children and promote their welfare. These organisations include Social Care Services, Education, Health, Police, Probation, Sports and Leisure Services, the Voluntary Sector, Youth Offending Team and Localities, Early Years Services. Their website: is accessible to children and young people, families and communities as well as professionals working with children.
- This document sets out the procedures to follow to protect children and what to do if you have any concerns.

### 1.2 Scope

This policy 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 are policies are needed?

**ELY & DISTRICT CYCLING CLUB–B&T MOTOR REPAIRS**  
**Children & Young Person Safeguarding Policy**

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**

Ely & District Cycling Club and British Cycling are 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 volunteers and British Cycling members and employees who work with children are appropriate for that role and responsibilities and provided with relevant training.
- requiring all club members and event organisers 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 & 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 Ely &

District club members and 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 expects of coaches of junior cyclists:

- are a British Cycling member.
- are bound by the British Cycling Code of Conduct 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.

Coaches 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 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.
- 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, or other situations 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.
- avoid one on one situations in changing rooms. If children need to be supervised/ helped parents or carers should be involved.
- 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. -

**ELY & DISTRICT CYCLING CLUB–B&T MOTOR REPAIRS**  
**Children & Young Person Safeguarding Policy**

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 guarding.
- 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. To enable this, a health declaration should be requested and completed by parents prior to any young person participating in club activities.
  - 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.

**We advise parents to:**

- 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.

Should there be concerns about any inappropriate behaviour contact

Ely & District Cycling club Welfare Officer on 01353 741635 and/or

British Cycling's Child Protection lead Officer: Simon Thornton (Compliance Manager) Tel: 0161 274 2082

Email: [compliance@britishcycling.org.uk](mailto:compliance@britishcycling.org.uk)

Out of hours tel: 0161 274 2002

(<https://www.britishcycling.org.uk/safeguarding>).

C

Concerns can be raised by parents of young people and can be reported directly to [Cambridgeshire Local Authority Safeguarding Children](#) contact centre on

0345 045 5203 (8am - 6pm Monday to Friday) or the

Emergency Duty Team (Out of Hours) on 01733 234724,  
*or contact the Police on 999.*

### **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 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 noncontact 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 gesture.
- 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.

### **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:

**ELY & DISTRICT CYCLING CLUB–B&T MOTOR REPAIRS**  
**Children & Young Person Safeguarding Policy**

- 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.

#### **2.5.4 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 wilful 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 rereading 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 the responsibility of all club members, volunteers and people associated with club activities to report your concerns to the Club Welfare Officer, and the British Cycling Child Protection Lead Officer (CPLO)- 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 Ely & District Cycling Club policy and with British Cycling's procedures.

#### **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:

**ELY & DISTRICT CYCLING CLUB–B&T MOTOR REPAIRS**  
**Children & Young Person Safeguarding Policy**

- 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/CPLO so that they can advise you.
- the Police and or the Local Authority 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 an Information Sharing Protocol. This document illustrates clearly how decisions to share information are made within British Cycling and between British Cycling and other bodies.

### **3.4 Reporting a Concern**

The discovery that someone you know may be abusing a child will raise feelings and concerns within the club. It can be difficult to report such matters but 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.

British Cycling’s Whistle Blowing Policy 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/ Child Protection Lead Officer for advice.

If concerns arise in a setting where there is no CWO always ensure 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 /CPLO 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 CWO 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 Safeguarding Teams to act appropriately to support and deal with the concern and to analyse trends and improve existing British Cycling policy and guidance.

Any letters to the SLO/CPLO 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:

**ELY & DISTRICT CYCLING CLUB–B&T MOTOR REPAIRS**  
**Children & Young Person Safeguarding Policy**

Your Local Authority Child Protection Team 0345 045 5203, or in an emergency dial 999 for the Police. 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, the Child Protection Team has a legal responsibility to investigate. This may involve talking to the child and family and gathering information from other people who know the child.

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.

NSPCC (freephone 24 hour helpline 0808 800 5000).

All telephone referrals to the above bodies may have to be confirmed in writing by you within 24 hours or according 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 SCWO, the SLO/CPLO, the police and 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 (part of Disclosure & Barring Services) as recommended by Social Care Services following a safeguarding investigation

The individual may be barred due to reasons outside of cycling.

Ely & District Cycling Club is aware of the legal requirement to refer individuals to the above organisations whose behaviour suggests there is a safeguarding concern. Ely & District Cycling Club must contact British Cycling's Safeguarding Lead Officer/CPLO 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 British Cycling Disciplinary Rules.

#### **4. Safeguarding Children in the Cycling Club Environment**

##### **4.1 Club Welfare Officer (CWO)**

This person should adopt a child-focussed approach and good communication skills and provide support and advice. The CWO should be well organised, have good administrative and recording skills and promote and implement the British Cycling Safeguarding & Protecting Children Policy, procedures and resources. The CWO should be well known in the club and approachable by children but not involved directly in the coaching or day-to-day running of children's programmes. Ely & District Cycling Club (E&DCC) expect that their CWO is a member of British Cycling. It is essential that the CWO should act in a confidential manner and be alert to the boundaries of their competence, role and responsibilities and where to seek advice and support.

The CWO must be child-focused and 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. The CWO must have an understanding of British Cycling's Safeguarding & Protecting Children Policy and keep up to date with the appropriate level of training. The CWO must co-ordinate club responses and actions as prescribed by the British Cycling in line with British Cycling policy and procedure. They should also be a member of the club's committee. The CWO should provide information and advice on child protection within the club. They must 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.

The CWO should:

- 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.
- 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.
- 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/CPLO as soon as possible in line with British Cycling procedures.
- 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.
- The CWO must undergo the vetting procedures expected by British Cycling including a DBS check.

## **4.2 Changing Rooms**

When changing rooms are used 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 (forexample 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.

## **4.3 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 there should always be 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.

#### **4.4 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.

#### **4.5 Communication with Parents**

For any short day trip that 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 must be ascertained prior to the organised event outing club run or trip. Strict instructions should be given to parents regarding the drop off and return locations and times.

##### **4.5.1 Club Runs**

Ely and District Cycling club do not host club runs specifically for junior members. Young people wishing to participate in a club run organised by Ely & District Cycling Club should be accompanied by their parent(s)/ guardian. We consider this to be the best approach to ensure the safety of young people who might participate in club runs.

Young people participating in club runs unaccompanied by a parent/guardian must have written parental authorisation. Time of meeting and drop off points, or alternatives, must be agreed in advance with parents. Suitable clothing, liquid/hydration and money to purchase refreshments, if necessary, will be required for club runs. Parents telephone contacts and agreements about collecting their children must be established prior to any club run joined by any junior/young person.

There should be at least two volunteer adults within the group who will keep a look out for the safety and welfare of young people. In the event of a young person being dropped and not able to keep up with pace, two designated adults should stay with the young person and decide whether they can continue, or whether they will need to be met by their parent/guardian. Contact telephone numbers for this arrangement must be established prior to a club run. Failure to nominate two volunteers will determine whether a young person can join the club run.

Parents must inform the club of known medical needs of their children. Medical needs that might adversely affect a young person participating in a club run should be able to be managed by the child and not become the responsibility of riders attending the club run. However, the club acknowledges that emergencies may arise and may require a club rider to act in 'loco parentis' in the absence of the young person's parent. Good Practice states the club should gain written parental consent, to act in loco parentis for the administration of emergency first aid, or other medical treatment if the need arises.

The club, through their club members participating in a club run, reserve the right to refuse a young person to participate/join a club run.

Medical

#### **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**

All club members or volunteers organising any trips 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 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 lifesaving action in an extreme situation. All adults working with the group should be briefed on the reporting procedure, should an emergency occur.

Good practice states that the club should gain written parental consent, to act in loco parentis for the administration of emergency first aid, or other medical treatment, if the need arises.

#### **4.5.5 Insurance**

E&DCC are 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.

**Policy date: April 2016. Reviewed March 2017 DT. Reviewed November 2017- DT amendment to section 4.5.1 & 4.5.4 (club run with juniors and emergency procedures/ loco parentis added). Reviewed September 2020 by DT.**

## 5. Glossary of terms generally used in safeguarding children

**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 individual's 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.

**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. For Ely & District Cycling Club this is

**Cambridgeshire LCSB** - [Cambs LCSB - Cambridgeshire.gov.uk](https://www.cambridgeshire.gov.uk)

[www.cambridgeshire.gov.uk/lscb/](https://www.cambridgeshire.gov.uk/lscb/)

**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

**ELY & DISTRICT CYCLING CLUB–B&T MOTOR REPAIRS**  
**Children & Young Person Safeguarding Policy**

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.

**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.

**Safeguarding Vulnerable Groups Act 2006** - Established ISA (Independent Safeguarding Authority) and VBS (Vetting & Barring Service) to protect children and vulnerable adults..

**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':

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 Children Act 1989. It means that the needs of children override those of the adults working with them.