



# **Cycling UK's Safeguarding and Child Protection Policy**

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# 1. Introduction

Cycling UK<sup>1</sup> is a national membership charity that has been championing cycling since 1878. It aims to promote all forms of cycling, protect the interests of existing and potential cyclists as well as inspire people of all ages, backgrounds and abilities to discover the joys of cycling. Cycling UK's vision is of a healthier, happier and cleaner world because more people cycle for enjoyment, health benefits and environmental reasons. By encouraging more people to join and discover the delights of cycling, Cycling UK aims to make positive lasting changes to people's lives, communities and the wider environment.

Children<sup>2</sup> are an important part of this strategy and therefore it is important to establish clear safeguarding procedures that everyone involved in Cycling UK understands and follows. Children have the right to be protected from harm and this policy sets out the commitment that Cycling UK has made to this right.

## 2. Aim and scope of policy

This policy aims to enable Cycling UK's staff, volunteers, members and participants to carry out their activities of promoting, protecting and inspiring children to cycle and keep cycling in a safe, fun, supportive and inclusive environment in which children feel valued, listened to and are respected. It aims to provide everyone involved with Cycling UK's activities, the overarching principles that guide the organisation's approach to safeguarding and child protection.

This policy aims to ensure all those involved in Cycling UK's activities understands and follows the procedures relating to the reporting of concerns about a child and everyone knows where to go for help if they have a concern about a child. This also applies to the children of adults who use the organisation's services.

This policy applies to all trustees, board members, staff, volunteers, members, parents (including guardians and carers) and participants involved with Cycling UK activities and events organised by any of its staff or volunteers.

Where Cycling UK is working together with a third party to provide support or programmes in accordance with Cycling UK's charitable objectives, it is important to ensure that there has been communication regarding safeguarding. This policy will apply to any Cycling UK activities being carried out in conjunction with a third-party provider and, unless agreed for a valid reason, the procedures will be followed accordingly.

### 3. Policy Statement

Cycling UK acknowledges its responsibility to keeping children safe, enabling them to participate in its activities and have fun in doing so. Everyone who comes into contact with a child has a role to play in identifying concerns, sharing information and taking prompt action; the organisation aims to ensure that everyone understands their safeguarding responsibilities by providing appropriate learning opportunities for all staff, volunteers and trustees. Children should never experience any type of abuse and Cycling UK will take appropriate action when any concerns are raised by following robust safeguarding procedures.

#### **Cycling UK will:**

- ensure robust safeguarding arrangements and procedures are in place and followed by everyone in the organisation;
- follow safe recruitment best practice to prevent the employment/ deployment of inappropriate or unsafe individuals to work with children;
- ensure that confidential detailed and accurate records of all safeguarding concerns and incidents are kept and stored securely;
- ensure safeguarding concerns are reported and action taken swiftly and efficiently; and
- support is provided to those who raise or disclose safeguarding concerns.

Cycling UK is committed to promoting the welfare of all children, keeping them safe and ensuring all those working with children follow best practice reflecting statutory responsibilities and government guidance in their cycling activities.

### 4. Principles

This policy is based on the following principles:

- the welfare of the child is paramount in all the work, events, activities and programmes carried out, as well as the decisions made by Cycling UK;
- it is important to value, listen to and respect children's views and opinions;
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or
- sexual orientation have an equal right to protection from all types of harm and abuse;
- some children are additionally vulnerable because of the impact of previous experiences, their
- level of dependency, communication needs or other issues; and
- working in partnership with children, their parents, carers and other agencies is essential in promoting children's welfare.

Cycling UK aims to ensure that all children have a positive and enjoyable experience in a safe and child-centric environment. Also, that they are protected from abuse or neglect whilst participating in activities run by the organization, as well as outside those activities.

## 5. What are safeguarding and child protection?

Safeguarding and child protection are terms which are often used interchangeably; however, they are different. Safeguarding is the proactive promotion of child welfare and positive development; child protection is the reactive protection of specific children from abuse.

Child protection is protecting specific children who are suffering or are likely to suffer from significant harm. In recent times, there has been a shift towards more holistic, proactive, preventative services for children leading to the term 'safeguarding' being used more generally. Safeguarding is:

- Protecting children from abuse and maltreatment;
- Preventing harm to children's health or development;
- Ensuring children grow up with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

Safeguards are the measures put in place to help to reduce the risk of harm to children. Child protection is part of safeguarding - it is the action taken to protect specific children from abuse or neglect.

## 6. Legislation

### England

This policy is based on the current child protection legislation, policy and guidance issued by the government. The legislative framework for child protection in England is set out in the Children Act 1989 together with the Children Act 2004. These were recently amended by the Children and Social Work Act 2017.

The key guidance for anyone working with children in England is Working Together to Safeguard Children (July 2018); also What to do if you're worried a child is being abused: advice for practitioners (2015) both written by the Department of Education. In addition the Home Office issued in 2016 Mandatory Reporting of Female Genital Mutilation – procedural information.

### Wales

In Wales, the Social Services and Well-being (Wales) Act 2014 provides the framework for safeguarding children and adults. The Rights of Children and Young Persons (Wales) Measure 2011 made Wales the first, and so far only, country in the UK to make the United Nations Convention on the Rights of the

Child (Office of the United Nations High Commissioner for Human Rights, 1989) part of its domestic law. The measure ensures that children's rights are included in all policy making in Wales. The Welsh Government issued the Wales Safeguarding Procedures (2019). For further information, see the Wales Safeguarding website.

## Scotland

All policy, legislation and guidance relating to child protection in Scotland is issued by the Scottish government. The current approach is set out in Getting it Right for Every Child (2017) referred to as

“GIRFEC”. This explains the framework for those working with children and families to provide the right support at the right time.

In Scotland, a child legally becomes an adult at the age of 16, but statutory guidance supporting

the Children and Young People (Scotland) Act 2014 includes all people up to the age of 18. If concerns relate to a 16- or 17-year-old, agencies may need to refer to the Adult Support and Protection (Scotland) Act 2007, depending on the situation of the person at risk. The National Guidance for Child Protection in Scotland (2014) (section 21) explains how professionals should act to protect people under the age of 18 from harm in different circumstances.

## Northern Ireland

The legislative framework for Northern Ireland’s child protection system is set out in The Children

(Northern Ireland) Order 1995. This sets out parental responsibilities and rights and the duties and powers public authorities have to support children.

Regional Safeguarding Boards for Northern Ireland (SBNI) were created by the Safeguarding Board Act

(Northern Ireland) 2011 which also established five Safeguarding Panels to support the SBNIs work at a Health and Social Care Trust level (HSCT).

The Children’s Services Co-operation Act (Northern Ireland) 2015 requires public authorities to co-operate in contributing to the wellbeing of children, in the areas of:

- physical and mental health
- enjoyment of play and leisure
- learning and achievement
- living conditions, rights, and economic wellbeing.

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Under Section 5 of the Criminal Law Act (Northern Ireland) 1967, it is an offence not to report a ‘relevant offence’ to the police that includes offences against children.

## 7. Member and affiliate groups

Cycling UK consists of member groups spread across the United Kingdom; these are owned by the charity and are the backbone of Cycling UK's activities, affording our members the opportunity to take part in cycling events that are safe, enjoyable and accessible.

The Groups Handbook is the constitution for our member groups, but they can also add their own rules locally, as long as they don't conflict with any in the handbook. In addition, member groups are also able to hold funds. There are also informal member groups, who cannot hold funds, that are usually smaller and must be overseen by formal member groups.

Cycling UK also has affiliate groups; these are not owned by Cycling UK and have a variety of different organisational structures. These groups become members of Cycling UK and their volunteers have benefits through their group membership. Affiliate groups are advised to follow this policy otherwise they may use a template policy provided for them.

## 8. Roles and responsibilities

Safeguarding requires everyone to play their part in keeping children safe and to take on the right roles and responsibilities that ensure they have the power to keep themselves and others safe from harm. To create a safe environment, it is important to ensure that everyone is respected, knows their rights, feels able to ask questions and tells someone if they are concerned about something.

### Designated Safeguarding Lead

Cycling UK's Designated Safeguarding Lead (DSL) is the Director of Behaviour Change. The DSL role includes implementing, embedding and championing safeguarding as outlined in the following responsibilities

- co-ordinate the development and establishment of Cycling UK's approach to safeguarding which will include the creation of a case management plan;
- work with other members of staff, trustees and volunteers to create a positive environment for the organisation's activities to be carried out;
- to be a central point of contact for all referrals or concerns;
- ensure the safeguarding policy is disseminated to all those involved within the organisation;
  - » establish the appropriate training programme for trustees, staff and volunteers;
  - » manage safeguarding concerns, allegations and incidents;
  - » manage referrals to statutory agencies (social services or police) of any incidents or allegations of abuse and harm; and
  - » provide advice and support to staff and volunteers on safeguarding matters.

There are also three deputy DSLs:

- the Head of Volunteering;
- the Head of Development in Scotland; and
- the Head of Behaviour, Change & Development in England.

If the DSL is unavailable then concerns should be reported to this individual. If the concern relates to the DSL then the matter should be reported to one of the trustees.

## **Trustees**

There is also a lead Trustee with responsibility for overseeing safeguarding strategy who sits on the People and Culture committee, helping to ensure the policy is embedded within the organisation.

## **Staff, volunteers and members**

There is a variety of roles within Cycling UK: we have staff employed within the charity, and volunteers, for example committee members such as the chairman, treasurer and secretary, ride leaders, group managers, administrators and registration officers, as well as trustees of the Cyclists' Touring Club itself. With thousands of individual members, supporters and registered volunteers taking part in rides, events, campaigns and sharing their knowledge and experiences with others, it is important that everyone understands their role from a safeguarding perspective.

Each member group (formal) must have a designated safeguarding officer who will deal with any general welfare issues, as well as any other issues relating to discrimination and complaints from group members. The safeguarding officer will be offered safeguarding training as part of their volunteer role.

## **Member group safeguarding officer**

A safeguarding officer is the person appointed by a group to resolve, informally in the first instance, any issues that may arise, such as a complaint about a member's behaviour or concerns over an individual's ability to ride safely with the group.

The Cycling UK Complaints Policy should be referred to for further information regarding the procedure to be followed for complaints. The safeguarding officer may offer advice and support for members of the group as well as ensuring that all members are treated fairly. The safeguarding officer may attempt to resolve an issue that may arise remaining neutral and impartial or may refer the matter to the committee for advice or consideration. It is recommended that the person acting as the secretary of the group does not fulfil the role.

The Groups Handbook sets out clearly the duties of the member group safeguarding officer as follows

- to be accessible to members to help them in addressing issues such as a complaint against individuals, the protection of children and issues of discrimination; and
- to monitor compliance with policies related to this area, such as this policy and the Cycling UK Safeguarding adults at risk Policy.
- the safeguarding officer will be offered safeguarding training as part of their volunteer role.
- they will also be expected to report any safeguarding steps in the Reporting Flowchart in Appendix 1.



If a group runs regular **regulated programmes of rides specifically aimed at children**, Cycling UK recommends such a person should undertake an appropriate recruitment vetting check (for example the Disclosure and Barring Service (DBS) check or Disclosure Scotland depending on the country the activity is being carried out in) if the activity involves coaching or training of children; they should also have training in child protection issues. For further information on recruitment vetting checks see the section on recruitment below.

## 9. Types of Abuse

### Recognising abuse

Children may not find it easy to talk about the abuse they are or have been experiencing but there are signs that everyone should be aware of and look out for that something is wrong. Everyone who works with children should be able to recognise such signs and indicators so that they are able to respond appropriately to them.

Even if a child is not able to speak to someone about what has happened to them, there may be other indicators that something is wrong. People who work with children need to be able to recognise the potential signs and know how to respond appropriately. It is also important for those working with children to understand that it is not up to them to decide whether or not abuse has taken place; all they are required to do is to report their concerns, others will decide if abuse has taken place.

### Physical abuse

Physical abuse is when someone harms or hurts a child intentionally. Examples of physical abuse are hitting, kicking, burning, poisoning and biting a child. It can also include making up the symptoms of an illness or causing a child to become unwell.

Signs and indicators of physical abuse and what this might look like at Cycling UK could include if a child is taken on a ride which is too lengthy for them leading to exhaustion or they are not adequately supported on a ride they have not done before. It could also be if an adult intentionally pushed a child off their bike during a ride, leading to physical injuries. It may be that a child arrives for a ride without a parent and has signs of bruising or harm as a result of abuse that may be occurring in the home. These signs should always be recorded and reported.

### Emotional abuse

Emotional abuse is any type of abuse that involves the persistent emotional mistreatment of a child and may be called psychological abuse. Emotional abuse can involve deliberately trying to upset, frighten, humiliate, isolate or ignore a child, as well as making them feel worthless and unloved or when their existence is only valued in meeting the needs of other people.

Emotional abuse is often found alongside other types of abuse and may mean that it may be difficult to notice the signs, though it can also happen on its own. In a cycling environment emotional abuse may

be an adult making unkind and unnecessary remarks to a child, humiliating them whilst on a ride or making insulting comments or remarks about the child's cycling ability. Having too high expectations of

a child or when their worth is dependent on their sporting success are further examples of emotional abuse in a sporting context.

## Sexual abuse

A child cannot consent to any type of sexual activity; they may be forced or tricked into the behaviour and not understand that it is abuse and wrong. There are two types of sexual abuse – contact and non- contact. The latter is when the abuse takes place without any contact between the adult and the child and may be online or in person. Abusers may be male or female.

Contact abuse is where an abuser is in physical contact with a child, for example:

- sexual touching of any part of a child's body, clothed or unclothed;
- using a body part or object to rape or penetrate a child;
- forcing a child to take part in sexual activities;
- making a child undress or touch someone else.

Contact abuse can also include touching, kissing and oral sex – sexual abuse isn't just penetrative.

Where there is no physical contact between a child and the abuser, it is known as non-contact abuse and may be either in person or online. It may include:

- the abuser exposing or "flashing";
- showing pornography to the child;
- making a child watch sexual acts;
- making them masturbate;
- forcing a child to make, view or share child abuse images or videos;
- making, viewing or distributing child abuse images or videos; or
- forcing a child to take part in sexual activities or conversations either online or on their phone.

Within a cycling context this might be if a ride leader began a relationship with a child who is part of the group. It could be contact sexual abuse or non-contact sexual abuse – for example sending inappropriate photographs to a child or asking them to send them to the adult. Using coaching techniques to enable physical contact have been used by abusers to allow sexual abuse to go disguised and undetected in sports as well as the power of a coach to lead to situations where a child may be abused.

## Neglect

Neglect is the consistent failure to meet a child's basic physical and psychological needs and it can have a serious and long-lasting impact on a child's life as well as causing serious harm and even death.

The four main types of neglect are:

physical neglect: failure to meet a child's basic needs, such as food, clothing or shelter, proper supervision or provide for their safety;

- educational neglect: failure to provide a child with an education;
- emotional neglect: failure to provide a child with the necessary nurturing and stimulation,
- for example by ignoring, humiliating, intimidating or isolating them;
- medical neglect: not providing a child with the appropriate health care refusing care or ignoring medical recommendations.

Within a cycling context, it could be if a child is not advised to stay adequately hydrated on a hot summer's ride or to wear the appropriate kit for the time of year. A child arriving for a ride without the necessary kit, looking dishevelled or dirty may be being neglected at home and should be spoken to carefully about this.

## Bullying and Cyberbullying

Bullying is intentional behaviour that harms another person. This can be done face-to-face or online when it is known as cyberbullying. Examples of bullying are name-calling, spreading rumours, threatening or undermining an individual.

Bullying within the cycling environment might include threatening a child to attend (or not) an event, telling others that a child is not welcome on a ride because they are not capable of it (when in fact they are) or calling a child names in front of others with the intention of humiliating them.

Cyberbullying has become more prevalent in recent years, with more and more children having smartphones and internet access. Any of the above behaviours could take place online, as well as in person. Social media platforms such as Facebook, Twitter and Instagram all provide bullies with the opportunity to continue to bully children wherever they are and as a result, this can lead to mental health issues and further harm.

It can often be other children who bully their peers. This type of behaviour can often be disregarded as

“they are just being boys”, “banter” or that the behaviour will stop if it's ignored.

Bullying of any type should never be allowed or ignored and it is important to report it and have an anti-bullying policy to ensure it is dealt with accordingly.

## Peer-on-peer abuse

It is important to understand that children may be abused by other children and that this abuse can be sexual, emotional, physical or bullying. It can often be online as well as in person. If this type of abuse is found to be happening, it is essential to realise that both the perpetrator and the victim are children and need to be treated accordingly. Concerns of this nature should be reported in exactly the same way as those involving adults; Cycling UK' DSL can provide further guidance and support when dealing with these types of issues.

## Other types of abuse

There are within the categories outlined above other more specific types of abuse such as child sexual exploitation, female genital mutilation (FGM), domestic abuse, grooming and child trafficking. Non-recent cases of abuse are also an issue which require addressing if these are reported. All of these types of abuse are explained in more detail on the NSPCC website.

FGM is child abuse and illegal in the UK. In England and Wales, regulated health and social care professionals and teachers have a mandatory duty to make a report to the police if:

- they are informed by a child under the age of 18 that they have undergone FGM
- they observe physical signs that an act of FGM may have been carried out on a child under the age of 18 (Serious Crime Act 2015 section 74).

The mandatory reporting of female genital mutilation - procedural information (Home Office, 2016) sets out this duty in further detail.

In Wales, professionals who identify cases of FGM must report to the local authority as well as the police (Female Genital Mutilation Act 2003 and Social Services and Well-being (Wales) Act 2014).

In Scotland there is currently a bill going through the Scottish Parliament strengthening the legal protections for women and girls at risk of FGM. At present FGM is dealt with under emergency powers of the child protection system. The Prohibition of Female Genital Mutilation (Scotland) Act 2005 makes it an offence to aid or abet a person in carrying out FGM as well as to take send anyone abroad to subject her to FGM.

## 10. Recruitment

The recruitment of the right people within an organisation is essential to its long-term development and sustainability. Encouraging more people to take part in an activity such as cycling will help to grow the provision and bring new people who want to volunteer and work within our Cycling UK groups. However, it is important to ensure that cycling groups have the right people in the most suitable roles for them to ensure that groups are well-organised, safe and supportive to all involved.

### Staff

When new staff are recruited in Scotland, Cycling UK has a recruitment authorisation form with a section that confirms whether or not they need a PVG check. If so, the checks are requested by HR and processed by Disclosures Scotland. If required HR also have a process to be able to provide DBS checks for our staff within England.

### Volunteers

All applicants for volunteer roles within Cycling UK should be assessed to ensure they have the correct qualifications, training and support.

The following are also necessary for any applicants whose roles involve dealing with children:

- completed application form;
- a self-disclosure form;
- two independent referees who may be contacted to provide references (a person over 18yrs who knows you well (at least 6 months) and would be happy to answer a few questions about you. Please don't name anyone related to you, or your GP, but we don't need them to be someone you've worked with)
- an appropriate vetting check such as Disclosure and Barring Service (DBS) (where the role is eligible) or if in Northern Ireland, Access NI or PVG in Scotland carried out by Disclosure Scotland.

It is also advisable to have a short interview before making a decision about whether or not an individual is suitable for the role. Any references provided should be verified.

### Groups

Volunteer roles within Cycling UK's groups should ideally be allocated following endorsement by two individuals within the group such as a proposer and a seconder, who should be able to vouch for the applicants' suitability for the roles.

If the group is working with children on a regular basis then above volunteer steps would also apply.

Affiliate groups with roles requiring a DBS/PVG check may have those checks carried out through a partner organisation.

## 11. Safeguarding Training

Everyone at Cycling UK, including our member groups, needs to understand this Safeguarding and Child Protection Policy and help to implement and embed it within the organisation.

Once recruited, all staff and volunteers should be well-informed, trained, supervised and supported to ensure that they effectively safeguard children and know how to respond to any concerns.

Cycling UK will ensure that training and resources are available to encourage the development of staff and volunteers that will include:

- an induction to the work and the organisation;
- a trial period in which to develop skills whilst supervised; and
- ongoing support and monitoring.

There are currently no formal qualifications specifically for safeguarding and protecting children sport; however, training developed by sports governing bodies and other similar organisations is available to strengthen the skills and knowledge of the sporting workforce to safeguard children within the cycling community.

Cycling UK will regularly hold safeguarding training days for all staff and volunteers to ensure they all feel supported and have the awareness required to take appropriate action when necessary.

Training plays an important role in equipping staff and volunteers to do their jobs safely and effectively.

Different safeguarding training is available depending on the person's role. Anyone who thinks they should update their safeguarding training should discuss the matter with the DSL.

It is expected that all those working with children will regularly (once ever three years as a minimum) update their safeguarding training; those whose role does not directly involve children will follow any instructions and advice given by the DSL in regards to safeguarding training.

## **12. Photography and social media policy**

### **Photos of children**

You must not take photos of children unless their parent or legal guardian has given explicit permission. If you wish to publish the photo in any way (for example, your website, newsletter, social media or printed materials), you also need to have the consent of their parent or legal guardian. The easiest way to do this is by completing a written photo consent form.

It is not possible to legally prevent photography or filming in a public place. However, it is important to be aware that there are some individuals who might visit events in order to take inappropriate films or photographs of children.

Often, event organisers will want to take images and film footage of the event; it is good practice to make people aware of this and to ask them to inform organisers if they do not wish themselves or their children to be photographed in this way and therefore do not give their consent to photographs or film to be used by event organisers.

Where organisers intend to take photographs or film for a specific use, such as marketing, then it is advisable to get consent, particularly if the image is of a child

as the main subject and they can easily be identified. If this is likely and consent is not given, or it is not possible for the child, or an adult acting on their behalf, to give consent, then the images cannot be used.

If photographs or film of children are taken, then it is best practice to ask the adult giving consent for approval of the final images before using them. Consent may only be given for the purpose for which the images were taken. It should be possible for the child or adult acting on their behalf to withdraw their consent at any stage. The photos or film images should always be appropriate. Cycling UK's social media policy has more guidance on photography and filming.

Cycling UK's social media policy has more guidance on photography and filming and should be used alongside this guidance. Employees or volunteers who do not adhere to the Cycling UK social media policy may be subject to disciplinary action. Where appropriate, any breaches may involve the police or other law enforcement agencies.

## 13. Safer Activities and Events

### Cycling UK's Child Participation Policy

The minimum age for unaccompanied children on any ride or event is 13 years old. Children aged 13 to 17 years old may participate unaccompanied if they have parental permission and a signed parental consent form. There is no lower age limit if accompanied by a responsible adult acting in loco parentis, but a signed parental consent form is still needed.

Cycling UK extends a welcome to cyclists of all ages and abilities. However, it is important that groups and clubs make sure that parents or guardians understand the following points:

- the demands of the cycling activity and that they alone can make the decision about the ability of their child to complete it;
- that the child may cycle with other adults and/or with other children, but that there is also a possibility of the child cycling on its own (for example with treasure hunt events);
- arrangements to get to and from the event are the sole responsibility of the parent or guardian;
- that DBS/PVG checks may not have been carried out on event organisers or ride leaders (in accordance with current legislation);
- that Cycling UK, its members, agents and other participants may take photographs during the course of an event, mostly for private use but some may be for local or national publicity purposes. It may be difficult to ensure that photographs in which your child appears will not be used in any way. If you have concerns about this, please speak to the ride leader or event organiser.

### Positions of Trust in Sport

The Child Protection in Sport Unit ("CPSU" is part of the National Society for the Protection of Children (NSPCC) and has produced a briefing paper on the issue of "Preventing Abuse of Positions of Trust in Sport".

A position of trust is when an individual is in a position of authority or power over another individual. There is a need to protect children aged 16 and 17 who, despite reaching the age of consent for sexual activity, are considered to be vulnerable to

sexual abuse and exploitation, in certain circumstances. This includes sexual activity and relationships with adults who hold a position of trust, responsibility or authority in relation to them and, as a result, have a considerable amount of power and influence over them.

The current legislation in this area for England - the Sexual Offences Act 2003 and the Safeguarding Vulnerable Groups Act 2006 – does not include sports roles or sports organisations and settings within these definitions.

Therefore, an abuse of a position of trust within most sport contexts will not be illegal. It should be noted that when a sports coach is employed and working in a school, the law will apply to them.

In Scotland, it is an offence under the Sexual Offences (Scotland) Act 2009 for a person in a position of trust over a child to engage in sexual activity with that child. There has been recent consultation as to whether or not to extend the definition of position of trust in Scotland but, as yet this has not been done. It therefore is limited to defined situations and circumstances that do not extend to sports coaches.

The NSPCC has been lobbying government to extend the law to include sports and their employees and volunteers but at present there has been no change. The NSPCC therefore recommends that sports bodies work to the principles behind the legislation. Codes of ethics and conduct which define acceptable and unacceptable behaviour, and which clearly include any abuse of positions of trust as described above, should be incorporated in sporting organisations and apply to all those working or volunteering for them. Breaches of these codes should be robustly addressed through complaints and disciplinary procedures.

**Cycling UK's Safeguarding Code of Conduct states that volunteers must not engage in sexual behaviour with anyone under the age of 18.** This makes it clear that Cycling UK does not consider it appropriate for anyone who is in a volunteering role to have a relationship with anyone under the age of 18. Whilst any breach of this code of conduct might not be illegal and therefore dealt with by the police, the matter would be significant to Cycling UK and might be subject to disciplinary action.

## 14. Confidentiality and Information Sharing

When a child makes a disclosure, or an adult passes on a concern, it is important to understand that whilst a level of confidentiality is always necessary, this does not mean that no one else should be told about it. Confidentiality means that it will only be discussed with others who are able to help and deal with the concern.

No one should promise a child to keep any type of concern a secret; it is always necessary to share concerns with others who will be able to help. Cycling UK staff or volunteers may need to share information for a number of reasons that include:

- making a referral to an agency to arrange support
- another agency has asked for information about a child
- a statutory duty or court order requires information to be shared



- there is concern that a child or a member of their family may be at risk of significant harm
- a serious crime may have been committed or is about to be committed which involves someone in the family

There must always be a clear and legitimate purpose for sharing a child's personal information. Keep a record of the reasons why you are sharing or requesting information about a child or their family. A child's safety and wellbeing must never be put at risk by sharing information about them. Some professionals have a legal duty to share information relating to safeguarding concerns, for example concerns around female genital mutilation (FGM) or the duty to report in Wales.

## 15. Charity regulation requirements

Cycling UK is a registered charity in all of the UK and as such must comply with requirements of the Charity Commission and the Office of the Scottish Charity Regulator (OSCR). The Trustees are required to take steps to protect everyone who comes into contact with the charity from harm and follow guidance issued by the Charity Commission and OSCR that will hold them to account for anything which may go wrong.

For example, the Charity Commission require trustees to make sure their charity:

- has safeguarding policies, procedures and measures that comply with current legislation and guidance;
- has a properly implemented safeguarding policy ensuring that everyone is aware of their safeguarding responsibilities and understands how to respond to concerns;
- has a lead trustee for safeguarding and child protection;
- challenges any decision which adversely affect anyone's well-being;
- manages allegations of abuse against someone involved in the organisation; and
- reports serious incidents as necessary.

Trustees are required to respect and uphold the values of Cycling UK in accordance with the Trustees'

Code of Conduct. They are also required to comply with Cycling UK's policies and procedures. Trustees will be provided with safeguarding training regularly and should report any concerns they may have in the same way that any other volunteer or staff member would.

There are similar requirements for the OSCR.

## 16. Storing records

Cycling UK will store all safeguarding records in accordance with NSPCC guidance, available on their website. Records will be stored securely and confidentially. Where such records are electronic, they will be stored with password protection and on computers with protection against hackers and viruses.

The length of time a record is kept will generally be 25 years, but this time period should always be considered for each concern individually.

## 17. Whistleblowing and Complaints policies

Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing within their organisation.

It is important to Cycling UK that any fraud, bribery, misconduct or wrongdoing by staff or others working on behalf of Cycling UK is reported and properly dealt with. Cycling UK therefore requires all individuals to raise any concerns that they may have about the conduct of others in the organisation or the way in which the organisation is run. The Whistleblowing Policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt.

A complaint is when someone tells Cycling UK that they are dissatisfied with something Cycling UK has done (or not done) or the way its staff, members, member groups or volunteers have behaved. Where a complaint raises a potential safeguarding issue, it should immediately be referred to the Designated Safeguarding Lead, who will decide whether it should be dealt with under this policy, rather than the Cycling UK Complaints Policy and Procedure.

# Appendix 1 - Responding to and reporting concerns about a child's welfare

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If there are concerns about the behaviour of a member of staff, volunteer or member towards a child/children, contact the Designated Safeguarding Lead (DSL). If there isn't one available, a senior person will be allocated to investigate.

**If the child is in immediate danger or injured, then the emergency services should be contacted as a priority.**

**If you believe a crime has been committed, also call the police as soon as possible.**

Note that it may be appropriate to fill in the safeguarding report form at the time of the disclosure but, if not, do so as soon as possible afterwards.

## Completing the safeguarding report form

It can be very hard for children to talk about abuse they have suffered, as they may fear the negative consequences of doing so. It may take some children a long time to talk about abuse they have experienced, some never do. Creating an environment in which children feel comfortable talking about any abuse they may have suffered, taking them seriously and acting swiftly upon any information they disclose are all essential when working with children to ensure there is a child-centric culture of openness and vigilance.

**To encourage someone to speak up about abuse, Cycling UK supports the following five statements produced by the National Council for Voluntary Organisations:**

- 1** We must all stand up for people who can't speak up for themselves.
- 2** Speaking up if you're worried someone is harming or abusing someone else is always the right thing to do. It's not the same as 'snitching' or 'being a grass'.
- 3** People are often worried that if they report someone for doing wrong, they'll hurt that person. But doing nothing could hurt others even more.
- 4** There are many reasons why people might feel uncomfortable or be scared to report suspicions of abuse. That's ok. It's worth fighting those fears so you can help someone.
- 5** If you speak up, your organisation should protect you and make sure you're not harmed or criticised for it.

It is important for staff and volunteers to follow some simple guidelines when responding to concerns, or if a child makes a disclosure about behaviour that may be abusive that they have experienced.

These guidelines are to ensure the person feels they are being listened to and supported and to show them you care and help them to open up.

## Do

- let them go at their own pace – allow them to pause and take their time – it may take more than one conversation to hear the full disclosure;
- reflect back and use their language to show that you have fully understood;
- reassure them that they have done the right thing in telling someone about what has happened to them;
- ask the child for permission to share the information they have told you; if they refuse, it must still be shared (it may be necessary to obtain advice about this). Do not wait for this consent – speak to the DSL about how to deal with this;
- make sure they are aware the matter is being taken seriously but it is essential to maintain an unbiased approach – following procedure and treat each case in a fair and transparent manner ensuring each child gets the help and support necessary; and
- make notes of the information – name, age and dates – as well as using the child’s language and vocabulary to record the concern. If it is inappropriate to make notes at the time of the disclosure, then they should be made as soon as possible after speaking to the child.

## Don’t

- promise to keep anything secret as it will always be necessary to tell someone else about the disclosure; however, they can be reassured that the information will only be told to certain individuals confidentially within the organisation or other child protection agencies;
- talk to the alleged perpetrator about the matter, as this could possibly make the situation worse for the child involved.
- ignore signs of abuse, even if the child does not disclose it; waiting for a child to disclose abuse may lead to further harm being caused to them or to another child. When a child does disclose abuse, it is essential to provide them with support to ensure they are not more vulnerable as a result of the abuse.

If an adult notices something which causes them concern for a child, they should ask the child if they are OK or speak to Cycling UK’s DSL about the matter. It is also possible to discuss such concerns with the NSPCC’s confidential helpline (0808 800 5000). Ignoring signs that may indicate abuse may also harm a child’s mental health leading them to feel despair and hopelessness if no one notices and takes action.

It is not the responsibility of anyone volunteering in a Cycling UK group to decide whether child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate officer of the group or Cycling UK’s DSL or the appropriate authorities if it is not possible to contact the DSL. Each group should also have someone with a designated safeguarding role, such as a group safeguarding officer to the contact details of one.

All concerns about a child should be reported to the safeguarding officer or Cycling UK’s DSL. Once concerns have been received by the DSL, together with the relevant line manager, they will investigate to understand the current risk to the child. This will be done whilst ensuring the utmost confidentiality is maintained and may include a referral to the local authority. Please see the flowchart at the bottom of Appendix 1 showing the reporting process for dealing with concerns as well as the safeguarding steps to take within Cycling UK.

## Recording

It is important that all concerns are recorded, including information about:

- the concern
- how it was responded to
- who it was reported to
- and what the outcome of this report was

Concerns should be reported on the [Safeguarding Report Form](#) be sent by email to the Cycling UK DSL. be sent by email to the Cycling UK DSL. be sent by email to the Cycling UK DSL.

All reporting forms and documentation relating to the management of the concern must be retained and stored confidentially for at least 25 years. Individual files may be kept for longer if this is considered appropriate. This must meet the requirements of any data protection legislation currently in force.

# Appendix 2 – Safeguarding - Code of Conduct

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This code applies to all staff and volunteers in the organisation, and failure to follow the outlined behaviour may lead to disciplinary action being taken.

As a Cycling UK staff/volunteer, **you must:**

- respect everyone as an individual
- provide a good example of acceptable behaviour
- respect everyone's right to privacy
- report any concerns to Cycling UK's DSL
- show understanding when dealing with sensitive issues
- listen to any concerns anyone, particularly children, may have
- maintain acceptable boundaries and relationships with children. Engaging in sexual behaviour with anyone under the age of 16 is illegal
- adhere to Cycling UK's policies including implementing the Safeguarding & Child Protection Policy

As a Cycling UK staff/volunteer you **must not:**

- permit abusive behaviour
- have inappropriate physical or verbal contact with others
- engage in a sexual behaviour with anyone under the age of 18
- make suggestive or inappropriate remarks or actions
- deliberately place yourself or others in a compromising situation

## Other adults present

Staff and volunteers should avoid situations where they are alone with a child or and adult at risk. This precaution protects all parties by removing the feeling of threat from an insecure participant, and by providing a witness if an accusation of improper behaviour is made. However, there may be occasions where this is not possible and a judgment will have to be made as to what is in the best interests of the child or adult at risk.

## Physical contact

Physical contact between an individual and the staff or volunteers should be avoided. There are instances when it is necessary, eg to demonstrate a skill, but such contact should remain impersonal so there is no risk of it being misinterpreted. If contact is necessary, the volunteer should always ask permission and advise the individual of the action to be taken.

## Appropriate language

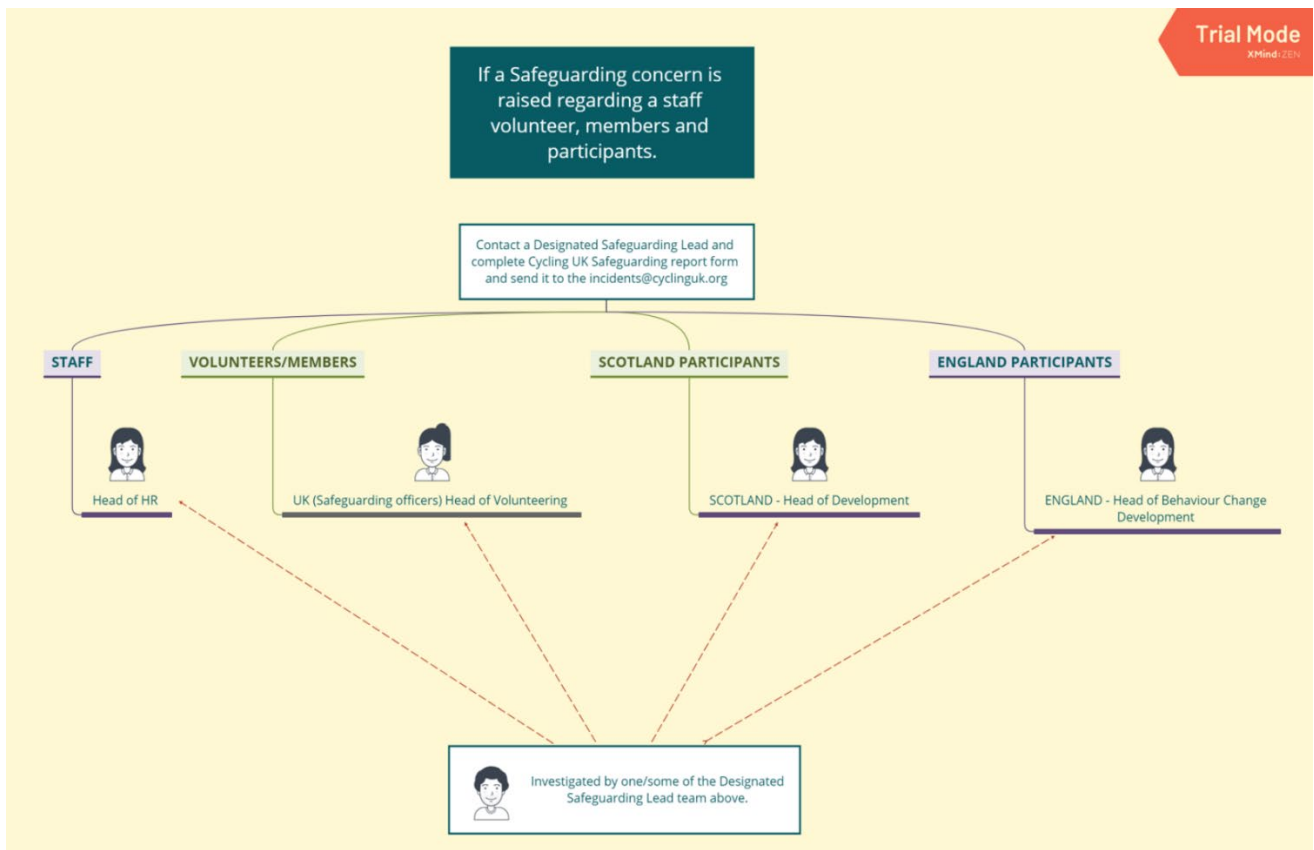
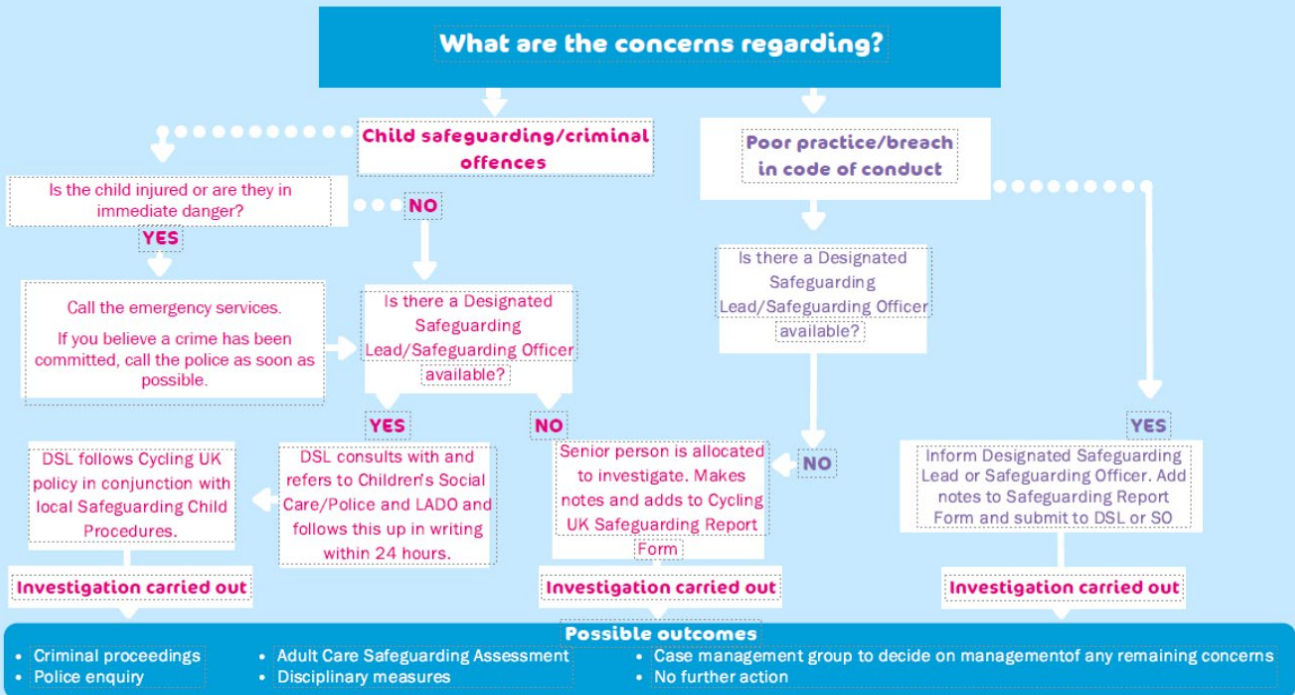
Care should be taken about what is said, and the way it is said. Staff and volunteers should always avoid saying anything that could be interpreted as being aggressive, suggestive, or contain any form of innuendo.

## **Creating false impressions**

It is important that staff and volunteers do not create a false impression. Words and actions can be misunderstood, and care should be taken to avoid awkward situations. Should such a situation arise, it is essential to handle it with care and consideration to minimize embarrassment to ride leaders, instructors, other volunteers and participants.

# Appendix 3 – Reporting flowcharts

## Cycling UK's Step-by-Step Guide to Reporting Safeguarding Issues Concerning Children





# References

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1. Cyclists' Touring Club is a registered charity number 1147607.
2. Throughout this document child and children are referred to as meaning any person under the age of 18 years. It should be noted that in Scotland a child becomes an adult at the age of 16, not 18. For further information on this and how it impacts this Policy see section 6 relating to the relevant legislation in each country.