

## **Welfare and Safeguarding Policy.**

### **Shepshed Cycling Club's Welfare and Safeguarding Policy.**

Shepshed Cycling Club (SCC) believes everyone who participates in cycling in all its disciplines is entitled to participate in an enjoyable and safe environment and to be given the chance to experience the fun, challenge and sense of achievement that are inherent to cycling. To ensure this, SCC is committed to implementing policies and procedures to ensure all those involved comply with the British Cycling (BC) code of good practice.



In addition, all young people are entitled to a duty of care and to be protected from abuse. SCC is committed to implementing policies and procedures to ensure everyone in the club accepts their responsibilities to safeguard children from harm and abuse. This means taking action to safeguard children and to report any concerns about their welfare.

SCC is bound by BC's procedures for good practice and child protection that clearly states what is required of the club. BC's Child Protection policy can be found at: [https://www.britishcycling.org.uk/zuvvi/media/bc\\_files/safeguarding/C13 -  
Safeguarding Protecting Children.pdf](https://www.britishcycling.org.uk/zuvvi/media/bc_files/safeguarding/C13_-_Safeguarding_Protecting_Children.pdf)

BCs Safeguarding & Protecting Vulnerable Adults policy can be found at: [https://www.britishcycling.org.uk/zuvvi/media/bc\\_files/safeguarding/C14 -  
Safeguarding Protecting Vulnerable Adults.pdf](https://www.britishcycling.org.uk/zuvvi/media/bc_files/safeguarding/C14_-_Safeguarding_Protecting_Vulnerable_Adults.pdf)

All members of SCC will be made aware of the clubs Welfare and Safe Guarding Policy via electronic media, namely email, the club web site, and the club Facebook Internet site. Members will also be referred to these sources via word of mouth by club committee members. All cycling club members should know and accept their responsibility in ensuring good practice and child protection procedures. Paper copies of BC's and SCC's welfare and safeguarding policy and any requested forms will be made available to club members upon request.

The following terms are used in the club's policy:

- Anyone under 18 years of age is considered to be a young person.
- The term parent is used as a generic term to represent parents, carers and legal guardians.
- The term vulnerable adult refers to any person over 18 years of age with learning difficulties, or Down's syndrome, who is unable to lead an independent life, without the assistance of carers and or parents/family members.

### **BC Requirements.**

Appoint a Club Welfare Officer (CWO). Working in collaboration with club committee members and other interested club members, implement an accepted ethical framework of child welfare and child safeguarding procedures. Working and collaborating together implement, action, monitor, review and improve welfare and child safeguarding procedures





for the duration of the cycling clubs existence.

All appointed CWO should have been verified via a Disclosure and Barring Service (DBS) check. All club CWO, coaches and leaders should undertake relevant child protection awareness training or undertake a form of home study, to ensure their understanding and practices meets BC criteria.

It is the responsibility of all SCC members to act if they have concerns about the welfare of a child during club activities. Reporting procedures for such a situation should be put into place by the CWO. They will be designed to extract a full written record of a person's concerns. Reporting child abuse and inappropriate behaviour in any manner should be carried out in such a way that it also protects everyone from false allegations of abuse or poor practice. Appropriate forms are available at: <https://www.britishcycling.org.uk/membership/article/Safeguarding-Children-Reporting-Your-Concerns>

All club ride leaders with participating young persons or vulnerable adults are required to sign up to the BC code of conduct.

### **Responsibilities of the Welfare Officer, main points.**

- It is the responsibility of the CWO to promote the club policy and procedures for the protection of children and vulnerable adults.

Receive record and pass onto British Cycling Child Protection Officer, any concerns relating to the welfare of young people and vulnerable adults. Forms available from: <https://www.britishcycling.org.uk/membership/article/Safeguarding-Children-Reporting-Your-Concerns>

- Attend committee meetings.
- Make yourself known and approachable throughout the cycling club. SCC CWO shall be contactable via email at: [welfare@shepshedcyclingclub.co.uk](mailto:welfare@shepshedcyclingclub.co.uk)
- Advice on the development of cycling activities for young people within the club organisation.
- Promote cycling for young people in the clubs catchment area, through leaflets and visits to schools and social clubs/groups.
- Keep records of DBS and First Aid certification for members and volunteers in the cycling club.
- Archive records of accidents or other reported welfare issues.
- The CWO should maintain a written record of training and relevant qualifications of those working with children within the club.
- The Club Safeguarding Audit form can be used to assess training requirements and club awareness on an annual basis. Send the completed club safeguarding audit form annually to BC's development team. Available at:

[https://www.britishcycling.org.uk/zuvvi/media/bc\\_files/safeguarding/SG\\_3.4\\_Club\\_safeguarding\\_self\\_audit.pdf](https://www.britishcycling.org.uk/zuvvi/media/bc_files/safeguarding/SG_3.4_Club_safeguarding_self_audit.pdf)

- Be aware of the tell-tale signs of abuse and bullying.
- Provide a satisfactory method for documenting any issues concerning people's welfare and child protection in the club. It is not appropriate to share sensitive and confidential information with other people. Any information relating to child protection should be held under secure conditions and made available on a need-to-know basis.
- Ensure all individuals in the club who have been vetted, have their DBS checks repeated every 3 years.
- Ensure all volunteers for club activities involving young persons are suitable. Volunteer recruits in such cases need to complete an application form, provide references and be interviewed. Forms SG 2.2., SG2.3. and SG 2.4. available at: <https://www.britishcycling.org.uk/safeguarding> Should be used.



### **Information for Parents.**

Young people are welcome to take part in SCC's Sunday and midweek rides. We will run specific events for children and young people, dependant on numbers. However SCC requires parents or guardians of young people taking part to complete our parental consent form. This is required by members and for non-members and is downloadable from the clubs website. Completed parental consent forms should be returned to any club official or brought to the start of a club ride. They will subsequently be passed onto the CWO.

We strongly advice that children under 16 years of age are accompanied by a parent or elder sibling, older than 18 years.

Club rides can be challenging and anyone taking part, must have the minimum level of skill and a suitable bicycle. We strongly recommend a workable pump, puncture repair kit, 2 or 3 tire levers and at least one replacement inner tube be carried by all club riders.

### **Young People Taking Part in Club Rides.**

SCC offers a range of cycle runs each Sunday morning and at least one, weather permitting, midweek. Times and details including route maps are often posted on the clubs web site, posted on the clubs Facebook site, and or made known via email distributions.

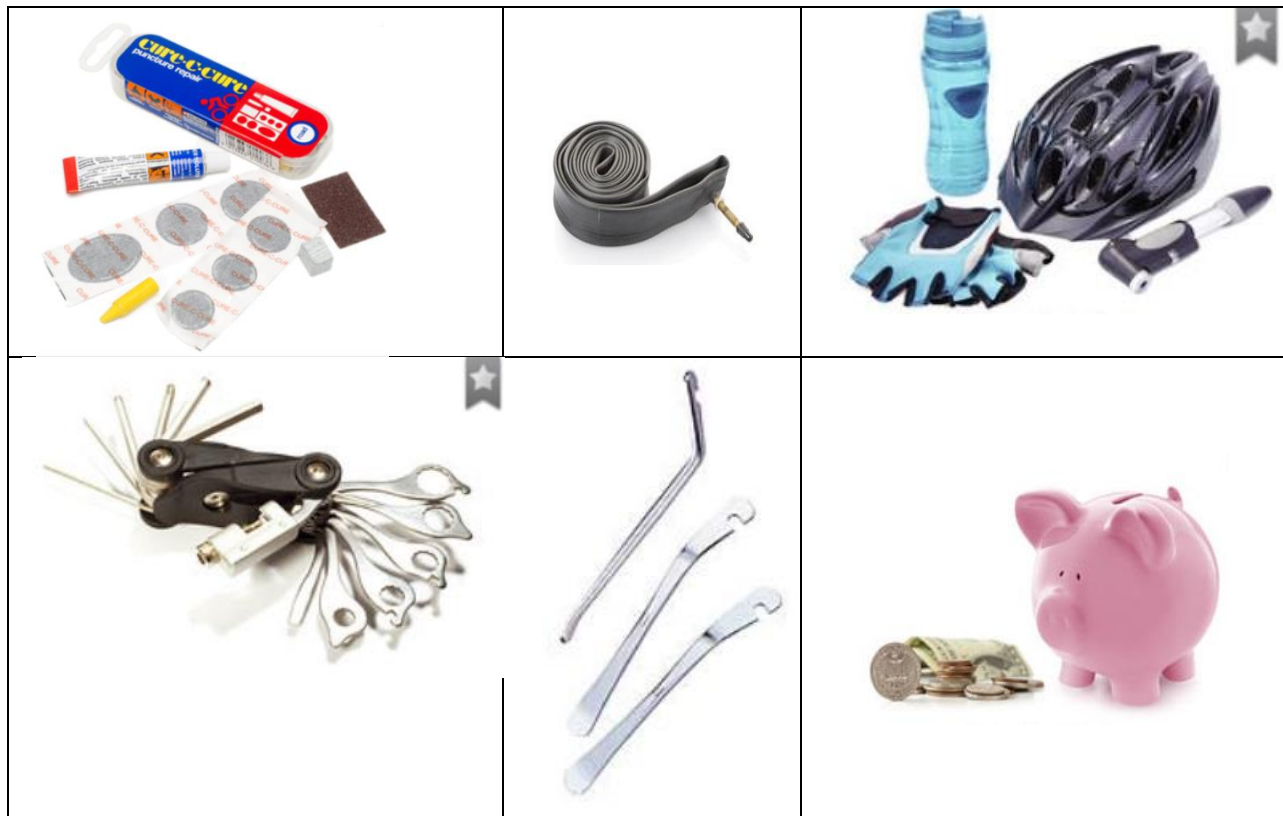
Young members are welcome to join one of SCC's club rides once his or her parents/guardian judge that he or she is mature enough to cope with traffic and strong enough to complete the ride. Young members under the age 16 must be accompanied by an adult they trust and feel comfortable with (parent/guardian or sibling over 18) at all times. Young people may find the experience of joining the club ride less daunting if a parent or another trusted adult comes along, at least to begin with. If however a young person (over the age of 16 and under 18) takes part unaccompanied, an adult member on the ride needs to know that he or she is there with parental consent.

Club rides are not coached sessions and there is not a designated organiser with legal responsibility for other riders. A club ride is simply a group of riders on a joint excursion on the open road which may include sections of busy road.

It is the responsibility of parents/guardians and young adults to ensure that their bikes are road worthy safe, and suitable for the club ride.

Young cyclists should ensure they carry identification details and an emergency contact number(s) in case of an accident. They should also at least ensure another trusted adult on the ride knows their name and that they are carrying contact details.

Riders are expected to be self-sufficient and should bring their own drinks, snacks, money, and basic bicycle repair tools, including: a spare inner tube, tire levers, a suitable pump.



All participants under the age of 16 must wear a cycling helmet at all times once they mount their bicycle.

It is necessary to obtain parental consent if you are under the age of 18 in order to participate on SCC rides, whether accompanied by a parent/guardian or not. Consent forms are available for download from the club's web site.



### **Coaching Sessions.**

SCC does not offer formal cycle coaching/training, but advice on correct cycling etiquette, bicycle maintenance, component selection, bicycle selection and other bicycle matters can and will be discussed.

### **Main points concerning Good Practice for Safeguarding and Protecting Children.**

- Conduct all meetings in an open environment. Avoid one-to-one situations in unobserved situations.
- Avoid unnecessary physical contact with young people. Touching can be okay and appropriate as long as it is neither intrusive nor disturbing and the cyclist's permission has been given.
- Be aware of any medical conditions (including allergies), existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given.
- Treat all young people and vulnerable adults equally.
- Provide open access to all those who wish to participate in cycling and ensure they are treated fairly.
- Ensure all cyclists are able to participate in an environment that is free from harassment intimidation, victimisation, bullying and abuse.
- Build relationships based on mutual trust and respect in which young people are encouraged to take responsibility for their own development and decision-making.
- Club members must always take action if they have concerns about an adult's behaviour towards a child.

### **Main points concerning Poor Practice for Safeguarding and Protecting Children.**

- Avoid spending excessive amounts of time alone with one child from the others.
- Never allow children to use inappropriate language unchallenged.
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Never invite or allow children to stay with you at your home unsupervised.

### **Photography**

The taking and publication of photographs on the Internet, of images of under sixteens is an increasingly sensitive issue. SCC will make every effort to limit photos taken, or published on its website of riders in the under sixteen categories. Off the bike photos of under sixteens will be limited to groups of riders unless provided by and with the consent from a parent or guardian of the young person.



SCC will always remove images from its website or on the clubs Facebook Internet site upon the request to the club secretary or CWO, where reasonable.