



SAFEGUARDING & CHILD PROTECTION POLICY

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This policy covers children (i.e., persons under 18 years of ages) and vulnerable adults.

The following information follows the best practice advice issued by British Cycling in their publication 'Policy and Procedures for the Protection of children and vulnerable adults' (2003).

Anyone working as a cycle instructor must undergo a criminal record check undertaken by the Disclosure and Barring Service (DBS) before delivering cycle training. This will be presented to the school/organisation during the commissioning of the cycle training course.

Fox Cycling recognises the responsibilities as listed below when working to deliver cycle training to children:

- Understand their roles and responsibilities to safeguard and protect children from harm and abuse
- Take action when necessary to safeguard children
- Report any concerns about the welfare of children in their care to the Fox Safeguarding Officer

A key aspect of the safeguarding and child protection policy relating to cycle training is that it is the duty of instructors and other staff involved in the provision of cycle training to raise/report any concerns they have about any child under their supervision.

An instructor may suspect that abuse has been inflicted on a child by an unknown third party; a colleague, a parent or teacher; or another child or group of children. If abuse is suspected a record must be kept of what has been said and it must be reported to the Fox Cycling Safeguarding Officer who will liaise with the relevant authority when required. Acting on concerns is **not** the responsibility of the cycle trainer. Determining whether or not abuse has taken place is the domain of child protection professionals (social services and the police). However, the guidelines below will help to identify good practice in safeguarding and child protection when delivering cycle training.

Everyone who participates in cycling activities is entitled to an enjoyable and safe environment, care, and protection from abuse; the guidelines below are aimed at ensuring this is the case.





INSTRUCTOR CONDUCT:

Instructor/assistant(s)/volunteers will ensure that their personal behaviour is beyond reproach and unambiguous. The policies and procedures of Fox Cycling will be understood and followed so that the risk to all participants is as low as possible.

As such, the instructor/assistant(s)/volunteers should.

- Act as an excellent role model (no smoking or drinking alcohol while working with young people).
- Respect all individuals irrespective of age, ability, sex and sexual orientation, development stage, religion, race, or colour.
- Ensure that young people can participate without fear of harassment, intimidation, bullying and abuse.
- Treat everyone fairly, giving similar attention to those with more and less ability.
- Put the child's welfare before personal achievement.
- Maintain a safe and appropriate relationship with their trainees.
- Any relationship must be built on trust.
- Demonstrate proper and professional personal behaviour and conduct at all times.
- Refrain from touching the trainee unnecessarily, always explain and ask if there is any need to touch.
- Ensure that all training is carried out in as safe an environment as possible.
- Avoid being alone with a child.
- Ensure parents or those responsible for the child understand if training is to be carried out on a one-to-one basis and encourage them to be there if they wish. Such training should not take place in a secluded area.
- Do not leave a child in a situation that you cannot control or where another can abuse them.
- Hand over care of the child to an appropriate person at the end of a training session, do not leave them alone.
- Always encourage and do not shout. Encouragement will produce better results whilst shouting can be classed as emotional abuse.
- Never reduce a child to tears.
- Never use inappropriate language or sexual references.
- Take care that the training session is not too long or strenuous.
- Try to ensure children are dressed appropriately for the activity.
- Do not keep them out if they are obviously suffering by being too wet, cold, hot, tired, thirsty, or hungry.
- Be watchful of any symptoms of illness or distress.
- Under no circumstances hit or strike a child.
- Return any child who cannot be controlled to the care of the teacher or parent.
- Report any witnessed, or suspected, incident of abuse to the head teacher or person responsible for the course and report to the Fox Cycling Safeguarding Officer as soon as possible.

- Explain, if any child confides that they have been abused, that confidentiality cannot be maintained, explain that it will have to be reported further so that help, and support can be sought.
- Report to the head teacher or any person responsible for the course any incident of abuse or suspected abuse, confided to them by a child.
- Report any injury suffered by a child to the school, parent, or course organiser.
- Never take photographs or videos of children without the express consent of their parent or guardian and use Fox Cycling equipment and not personal equipment.
- Remember that abuse takes many forms.
 - Emotional: e.g., Showing anger
 - Verbal: e.g., using sarcasm, putting down, bullying, applying too much pressure to achieve
 - Physical: e.g., inflicting pain or injury
 - Neglect: e.g., actions meaning children are in the rain too long, inappropriate kit, leaving child unsupervised
 - Sexual: e.g., touching or sexually explicit language

See attached NSPCC definitions of abuse for further details: [Definitions and signs of child abuse \(nspcc.org.uk\)](https://www.nspcc.org.uk/what-we-do/our-services/child-abuse-prevention/child-abuse-prevention-definitions/)

FOLLOWING THE GOOD PRACTICE GUIDELINES LISTED ABOVE WILL ENSURE:

- All instructor/assistant(s)/volunteers operate within an agreed ethical framework.
- Cycling makes a positive contribution to the development of children and young people.
- Instructors are protected from false allegations of abuse or poor practice.

RESPONDING TO DISCLOSURE

If a child discloses an allegation of abuse or suspected abuse, it is important that instructors/assistants/volunteers know how to respond. The following points provide good practice guidance to follow:

- Do not interrupt the child, listen carefully to what they have to say.
- You should *not* promise that what they tell you will remain confidential. Find an early opportunity to explain that the information may have to be shared with others in order to get them help and support.



- Ask questions for clarification only and remember that it is not your duty to investigate the issue, only to establish the facts. Ensure that any questions you ask are not leading questions that suggest a particular answer. Try using TED – Tell Me, Explain, Describe.
- Give the child reassurance that they have done the right thing in telling you and that they are very brave.
- Be sure to tell the child what you will do next and with whom you will share the information and why.
- You must make written notes as soon as possible after a disclosure and within 24 hours. Ensure the notes contain the names of anyone present, date, time, location, and details of the disclosure. Please make all written records clear, accurate and use the child's own words as far as possible. Written records must remain confidential and only shared with necessary adults such as the Fox Safeguarding Officer.

ADULTS IN A POSITION OF TRUST – REPORTING OBLIGATIONS

All staff and volunteers and recruited with responsibility for and significant contact with children must agree to inform the Fox Cycling Safeguarding Officer if they are subsequently investigated by any agency or organisation in relation to concerns about their behaviour towards children or young people.

Fox Cycling will report this to the Local Authority Designated Officer (LADO), who will advise on the appropriate course of action. Where such an individual has significant contact with or responsibility for children in a specified role at an event organised or sanctioned by Fox Cycling then that individual must directly inform the Fox Cycling Safeguarding Officer.

ALLEGATIONS AGAINST PEOPLE WHO WORK OR VOLUNTEER WITH CHILDREN

All organisations have arrangements to safeguard (keep safe) and promote the welfare of children. This includes having policies for dealing with allegations against people who work with children.

An allegation may relate to a person who works with children who has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved in a way that indicates they may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

All local authorities have a Local Authority Designated Officer (LADO) who is involved in the management and oversight of individual cases.

They will:

- provide advice and guidance on whether the LADO threshold is met. This is to manage individual allegations of harm and abuse made against staff or volunteers who work with children.



- oversee and coordinate multi agency involvement. This is to ensure relevant information sharing. Providing a timely, fair, and reasonable outcome for the child and person against whom an allegation is made.
- identify practical steps that can be taken to improve organisational safeguarding. This is to minimise the risk of further incidences of abuse.
- provide reports to the Keeping Bristol Safe Partnership (KBSP) on the effectiveness of local safeguarding arrangements.

The LADO should be informed within one working day of all allegations that come to an employer's attention, including those made directly to the police.

Click on the link below for the Bristol LADO referral form.

<https://bristolsafeguarding.org/media/1thj0ba3/1-lado-referral-form-kbsp-sept21.docm>

TRAINING

All staff and volunteers in regulate activity, will be offered access to appropriate safeguarding training. Fox Cycling recommends attendance at the Fox Cycling face to face safeguarding training and all volunteers and staff who have significant contact with children should attend. A refresher course should be completed every three years. Appropriate safeguarding training should be mandatory for all individuals in 'Regulated Activity.'

Legislation sets out what 'Regulated Activity' with children is. It is determined by the role someone has, the frequency of that role being carried out and whether or not the role is supervised. In Scotland, the Child Wellbeing and Protection in Sport (CWPS) course is the recognised training for coaches and sports volunteers.

Click on the link for detailed information on Regulated Activity: [Department for Education \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

ANTI-BULLYING

Fox Cycling believes that every effort must be made to eradicate bullying in all its forms. Bullying can be difficult to define and can take many forms which can be categorised as:

- Physical
- Verbal



- Emotional Bullying can take place anywhere but is more likely to take place where there is inadequate supervision.

Bullying is defined as the repetitive, intentional hurting of one person or group by another person or group where the relationship involves an imbalance of power. Bullies no longer rely on being physically near to the victim. It can happen face to face or online.

Cyberbullying is when a person uses technology to deliberately upset someone. A bully can be anyone involved in the sport, a parent, coach, child, member of staff, volunteer or official. Fox Cycling will not tolerate bullying in any of its forms at any time.

Fox Cycling expects all adults in a position of trust to take a positive approach and they will.

- Ensure that bullying, in any form, is never tolerated.
- Ensure all staff and volunteers working with children adhere to the standards set out in the Code of Conduct relevant to their role.
- Develop an open environment that encourages children and young people to share their concerns.
- Report any concern of bullying to the Fox Cycling Safeguarding Officer.
- Take the problem seriously.

IMPORTANT CONTACTS

FOX CYCLING CONTACTS			
Name	Role	email	Phone number
Steven Fox	Fox Cycling Founder and Instructor Fox Cycling Safeguarding Officer	steven@foxcycling.co.uk	07976 276 242
Gareth Lippiatt	Fox Cycling Finance Director	gareth@foxcycling.co.uk	07811357349
Alex Thomas	Fox Cycling Marketing Manager and Bristol Area Manager	alex@foxcycling.co.uk	07861 657 909



BRISTOL CONTACTS

If you are concerned about the well-being of a child, contact the **First Response Team** on 0117 903 6444

When our offices are closed call the Emergency Duty Team on 01454 615 165.

If the child is at immediate risk call the Police on 999.

For allegations and concerns regarding adults working in a position of trust contact the Local Authority Designated Officer:

Nicola Laird (LADO)

LADO Contact information

Email: childprotection@bristol.gov.uk

Telephone: 0117 903 7795

NATIONAL CONTACTS

- NSPCC 24-hour Helpline: 0808 800 5000 (free from a landline)
- NSPCC Text helpline: 88858 (service is free and anonymous)
- Police: 101 (non-emergency calls)