



SAFEGUARDING & CHILD PROTECTION POLICY

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Child Protection Safeguarding Policy

1. Policy Statement

Fox Cycling Franchising Ltd is committed to creating a safe and supportive environment for children participating in our cycling programs. We believe that every child has the right to be protected from harm, abuse, neglect, or any form of exploitation. This policy outlines our commitment to safeguarding children and provides guidelines for preventing, recognizing, and responding to child protection concerns.

2. Responsibilities

- **Designated Safeguarding Officer:** Fox Cycling Franchising Ltd have appointed Steven Fox as their Designated Safeguarding Lead responsible for overseeing all aspects of child protection. This individual will receive specialised training and act as the primary point of contact for child protection matters.
- **Staff and Volunteers:** All staff and volunteers working with children will undergo background checks and receive training on child protection policies and procedures. They are responsible for reporting any concerns or suspicions of abuse or neglect to the designated safeguarding officer.



3. Creating a Safe Environment

- Physical Environment: We will ensure that our cycling facilities and training are safe and suitable for children, free from hazards, and equipped with appropriate safety gear, including helmets and protective equipment.
- Supervision and Ratios: Adequate supervision will be provided during cycling sessions, maintaining a suitable staff-to-child ratio to ensure safety and individual attention.

4. Awareness and Training

- Training and Education: Staff and volunteers will receive regular training on recognizing signs of abuse, appropriate behaviour with children, and procedures for reporting concerns. Training will be updated periodically to reflect current best practices.
- Awareness for Children and Parents/Guardians: Information will be provided about our commitment to child protection, safety guidelines, and avenues for reporting concerns.

5. Reporting Procedures

- Reporting Suspected Abuse: Any suspicion, allegation, or disclosure of abuse or neglect concerning a child participating in our programs will be reported immediately to Steven Fox (steven@foxcycling.co.uk) the designated safeguarding officer.
- Confidentiality: Information will be handled confidentially and shared only with individuals who have a legitimate need to know in accordance with legal requirements.

6. Responding to Concerns

- Investigation and Support: The designated safeguarding officer will promptly investigate any reported concerns. Support will be provided to the child and family as appropriate while the investigation is ongoing.
- External Reporting: Where necessary, concerns will be reported to relevant external authorities or agencies following statutory guidelines.

7. Continuous Review and Improvement

- Policy Review: This policy will be reviewed annually and updated as needed to ensure it reflects current legislation, best practices, and emerging risks in child protection.



- Feedback and Evaluation: Feedback from staff, volunteers, children, and parents/guardians will be sought to assess the effectiveness of the safeguarding measures and make improvements.

8. Communication and Implementation

- Policy Dissemination: This policy will be communicated to all staff, volunteers, parents/guardians, and children involved in our cycling programs.
- Implementation: The policy will be consistently enforced, and all individuals involved will be expected to adhere to its guidelines without exception.

This policy serves as a framework for [Business Name] to ensure the safety, protection, and well-being of children participating in cycling activities, outlining the responsibilities and procedures for safeguarding.

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. via 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)



1. Purpose

Fox Cycling Franchising Ltd is dedicated to capturing the progress and achievements of children learning to cycle while prioritizing their safety, privacy, and well-being. This policy outlines the guidelines for filming, photographing, and handling images, ensuring the protection of children.

2. Filming and Photography Guidelines

- **Permission:** Prior written consent from parents/guardians will be obtained before filming or photographing children participating in cycling sessions.
- **Designated Photographer/Videographer:** A designated individual will be responsible for capturing images/videos. This person will undergo training in child protection and will be the only authorized person to handle filming equipment.
- **Respect for Privacy:** Filming and photography will be conducted with respect for the children's privacy and dignity. Close-up shots will avoid revealing identifiable details unless consented to by the parents/guardians.

3. Deletion of Images

- **Compilation into Videos:** Photos and videos captured during cycling sessions will be compiled into videos for showcasing the children's progress.
- **Immediate Deletion:** Once images are compiled into videos, all individual photos will be promptly deleted from cameras, devices, and storage systems to prevent any misuse or unauthorized access.

4. Data Handling and Storage

- **Secure Storage:** Videos will be securely stored on password-protected devices or cloud storage accessible only by authorized personnel.
- **Limited Access:** Access to the stored videos will be restricted to essential staff involved in the creation and presentation of the final video.



5. Communication with Parents/Guardians

- Updates: Parents/guardians will be informed about the intention to capture photos/videos and the purpose of their use in creating a compilation video.
- Distribution and Viewing: Details about the distribution or viewing of the compiled video will be communicated to parents/guardians for their awareness and consent.

6. Compliance and Review

- Policy Adherence: All staff and volunteers involved in filming or handling images will adhere strictly to this policy without exception.
- Regular Review: This policy will be reviewed annually to ensure it remains compliant with legal requirements and best practices in safeguarding children.

7. Reporting and Concerns

- Reporting Misuse: Any suspected misuse or unauthorized access to images/videos will be reported immediately to the designated safeguarding officer.
- Addressing Concerns: Concerns raised by parents/guardians regarding the handling or use of images will be addressed promptly and transparently.

This policy serves as a guideline to ensure that while capturing children's achievements during cycling sessions, their privacy is respected, and their images are handled and deleted responsibly after compilation into videos.

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 have responsibility for and significant contact with children and they must inform Steven Fox Designated Safeguarding Lead if they have any safeguarding or child protection concerns pertaining to children or young people.

Fox Cycling Franchising Ltd 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 required to show up to date safeguarding training. Fox Cycling will provide online safeguarding training . A refresher course should be completed regularly. . Appropriate safeguarding training is 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 Click on the link for detailed information on Regulated Activity: [Department for Education \(publishing.service.gov.uk\)](https://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



FOX CYCLING CONTACTS

Name	Role	email	Phone number
Steven Fox	Fox Cycling Designated Safeguarding Lead	steven@foxcycling.co.uk	07976 276242
Matthew Fowles	CEO	matthew.fowles@foxcycling.co.uk	07967 361216
Alex Thomas	Marketing	alex@foxcycling.co.uk	07861657909

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

LADO Contact information

Bristol

Email: childprotection@bristol.gov.uk

Telephone: 0117 903 7795

Bishops Stortford

Email: AdminHSCPHSAB@hertfordshire.gov.uk

Telephone: 01992 588757

Oxfordshire

Email: lado.safeguardingchildren@oxfordshire.gov.uk

Telephone: 01865 810603

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)



