

Safeguarding – A Short Guide for Parents and Guardians

Herne Hill Velodrome Trust is committed to ensure that children and young people involved in our activities can thrive and flourish in a safe environment and that all children, young people have a fun, safe and positive experience.

Herne Hill Velodrome Trust is an affiliated member of British Cycling and follows the British Cycling Safeguarding Policy and procedures.

You may be wondering **“What does safeguarding actually mean?”**

Safeguarding is a term used to describe measures that are in place to protect the health and wellbeing of individuals, especially children and other vulnerable groups, to live free from abuse, harm and neglect.

Government guidance makes it clear that **‘Safeguarding is everyone’s responsibility’**.

Anyone who has a negative experience of sport at a young age is less likely to become a regular long-term participant. It’s important that children and young people have an enjoyable experience.

By getting safeguarding right for both adults and children, we will ensure safe access to participation in sport and physical activity for everyone.

Everyone has a part to play in making that happen.

Everyone should be aware of our safeguarding procedures and know what to do if they have any concerns.

HHV asks you to:

- **Familiarise yourself with the HHV Safeguarding Policy.**

The full copies of the HHV Safeguarding Policies are available on our website www.hernehillvelodrome.com

- **In particular familiarise yourself with:**

- 1. HHV Codes of Conduct:**

[HHV code of conduct for children and young people](#)
[HHV code of conduct for parents and guardians](#)

- 2. The HHV Holiday Club packing list**

Whilst 'cycling kit' is not a pre-requisite essential for anyone taking part in our activities, appropriate clothing must be worn. Please see our website FAQ for more details on the type of clothing appropriate for cycling.

Essentials Packing list:

- Water bottle**
- Enough food and snacks for a whole day**
- Any medication /inhaler etc**
- Cycling kit or appropriate clothing**
- Mitts or gloves**
- Helmet**
- Suncream**
- Warm layers, waterproofs - check the weather!**
- Trainers, if the child usually wears cycling shoes**

HHV staff will flag any children without appropriate essentials as a safeguarding concern.

3. Anti-Bullying

HHV believe that every effort must be made to eradicate bullying in all its forms. HHV will not tolerate bullying in any of its forms whilst participating in any activity, event or session. We will take reasonable steps to speak to any children involved in bullying incidents, however if an understanding is not reached within the session, guardians will be called to pick up the child and they may not be allowed back to holiday clubs. Please see our code of conduct for more information.

4. Transport

*HHV believes it is primarily the responsibility of parents/carers to transport their child/children to and from events, activities and sessions, and will ask for a list of people authorised to pick children up. Authorised people **MUST** notify a member of staff when picking up a child from the holiday club - see your confirmation email for details of where this will be.*

In the case of older children, parental consent must be given if you wish them to travel home on their own.

5. Changing Rooms

Changing rooms may be used by a number of individuals at events or activities.

When children are attending events and activities parents should be aware that adults may use changing rooms throughout the day for changing & showering.

Where a parent/carer does not consent to their child accessing the changing rooms, it is their responsibility to either supervise the child while in the changing rooms or ensure that they do not use them.

Members of staff, volunteers, coaches and officials should not shower or change at the same time as the children and young people that they have been working with.



No photographic equipment should be used in changing rooms, by anybody. This includes cameras, video camera, mobile phones and any other device capable of taking and recording images.

6. Social Media & Photography Policy

We ask that parents and children do not share any pictures or videos of events and activities on social media in which other people's children can be identified, without explicit permission from the guardian of that child. Sharing images in this way could place some children and families at risk.

What should I do if I have a concern?

If you have a concern, it is not your responsibility to investigate further, but it is your responsibility to act on your concerns and share them.

Pass the information to Herne Hill Velodrome's Welfare Officer who will follow our Safeguarding procedures.

Name: Thea Smith
Email Address: tsmith@hhvt.org

If you believe someone may be at immediate risk of harm, call the Police or your local Social Care Department.

Other useful contacts:
NSPCC 24-hour helpline Tel: 0808 800 5000
Ann Craft Trust – Safeguarding Adults in Sport and Activity Tel: 0115 951 5400
British Cycling Lead Safeguarding Officer 0161 2742000