

Safeguarding Children Policy and Procedures

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INTRODUCTION

Newbury Velo is committed to ensuring that everyone participating in club cycling activities does so in a safe and enjoyable environment.

Child safeguarding is working with children to protect them from abuse or neglect. A child is anyone under 18 years of age.

Although there are many similarities between safeguarding children and adults, there are also some distinct differences. For this reason, British Cycling and known best practices support operating a separate Safeguarding Children Policy.

Abuse of children links to circumstances rather than the characteristics of the people experiencing the harm.

Safeguarding duties apply to any child who undertakes any activities organised or

Everyone involved in cycling has regular contact with many people and so has a crucial role in the support, identification and reporting of children who may be at risk of harm, irrespective of their role, whether they are Newbury Velo members, participating in an organised event or activity, or as a spectator or volunteer.

KEY PRINCIPLES

Everyone who participates in cycling is entitled to do so in a safe and enjoyable environment.

- All club members must follow the policies defined in this document.
- British Cycling is committed to helping everyone in cycling accept their responsibility to safeguard children from harm and abuse and support them to do so.
- This document outlines the procedures you must follow to protect children and what you need to do if you have any concerns.

This policy applies to all riders, coaches, volunteers, and anyone involved in an event organised or delivered by Newbury Velo. All these people have a duty of care to safeguard children's welfare and prevent abuse.

Abuse can occur in many situations, including the home, school and the cycling club. It is known that some individuals will actively seek access to children through sports to harm them.

Newbury Velo recognises the following principles which underpin the guidance given in British Cycling policy and procedures:

- Making the welfare of children paramount, this means the need to ensure children are protected is a primary consideration and may override the rights and needs of those adults working with them.
- Enabling everyone, whatever their age, culture, disability, gender, language, racial origin, religious belief and sexual identity, to participate in cycling in a fun and safe environment.
- Taking all reasonable steps to protect children from harm, discrimination, and degrading treatment and to respect their rights, wishes and feelings.
- Taking seriously all suspicions and allegations of poor practice or abuse and responding swiftly and appropriately to them per current British Cycling procedures.
- Ensuring that all Newbury Velo coaches who work with children are appropriate for that role and responsibilities and provided with relevant training via British Cycling.
- Recognising that children and families from minority groups may face barriers to accessing help and reporting concerns regarding safeguarding issues.

GUIDANCE AND LEGISLATION

The practices and procedures within this policy are based on the principles contained within the UK and legislation and Government Guidance. They have been developed to complement the West Berkshire Safeguarding Children Board's policy and procedures and take the following into consideration:

- The Education Act 2002
- The Children Act 2004
- The Safeguarding Vulnerable Groups Act 2006
- Children and Young Persons Act 2008
- The Children and Families Act 2014
- The Children and Social Work Act 2017
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2022
- NSPCC Safe Sport Away
- British Cycling Safeguarding and Protecting Children Policy

RESPONSIBILITIES AND IMPLEMENTATION

Newbury Velo will work to promote the principles of safeguarding children by:

- Utilising and complying with British Cycling policy. Newbury Velo will review policy and procedures every three years or whenever there is a major change in legislation or significant organisational change.
- Follow British Cycling guidance on appropriate recruitment procedures to assess the suitability of members and volunteers working with children.
- Following British Cycling procedures to report welfare concerns and allegations about the behaviour of adults and ensure that, as far as is reasonably practicable, all members, volunteers, parents and participants, including children, are aware of these procedures.
- Ensuring that volunteers, coaches and officials are subject to appropriate safeguarding training and learning opportunities provided by British Cycling.
- Ensuring that DBS checks are completed and kept up to date for all roles within the club that require one, following British Cycling safeguarding policy.
- Ensuring proper parental consent is obtained before any child participates in a club activity.

Newbury Velo is a Go-Ride club with young members (under 18 years old) using its facilities. Following British Cycling requirements, a Club Welfare Officer (CWO) will be appointed. The CWO should not be directly involved in children's programmes' coaching or day-to-day running. The CWO should be a member of British Cycling. The role and responsibilities of a CWO are outlined in Section 5.1. The British Cycling Codes are available from the website at [www. britishcycling.org.uk](http://www.britishcycling.org.uk)

Training should be offered and provided for members and volunteers on the policy, procedures and professional practices that are in place and commensurate with their responsibilities in the children's protection process. Much of this training is accessible and provided by British Cycling.

It should also be considered a continuing responsibility to ensure safeguarding knowledge is current. The following table details the roles within the club that should be trained/undertake awareness training.

Role	Read British Cycling Safeguarding and Protecting Children Policy	Complete the Basic Awareness module	Local Council Safeguarding Children Course or equivalent	Sportscoach UK Equity in your coaching workshop or equivalent
Club President	X			
Club Secretary	X			
Club Welfare Officer	X	X	X	X
Coaches	X	X	X	X
Event Organiser	X	X		
Ride Leaders	X			

1. COMPLAINTS, CONCERNS AND ALLEGATIONS

- If any individual is concerned about a Child's welfare, or you become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be

occurring or be told about something that may be abuse or poor practice. These concerns should be brought to the attention of the Club Welfare Officer without delay. The Club Welfare Officer will then assess and handle the notification per British Cycling policy and procedure, including reporting to the British Cycling Lead Safeguarding Officer, Police, or the Local Authority. The person reporting the concern is not required to decide whether abuse has occurred but simply must share their concerns and any relevant information with the Club Welfare Officer.

- All concerns will be treated in confidence. Details should only be shared on a 'need to know' basis with those who can help immediately manage the concern.
- If the Welfare Officer needs to report concerns to British Cycling, the concerns should be recorded on an Incident Report Form and sent to the British Cycling Lead Safeguarding Officer within 24 hours.
- Newbury Velo will work with British Cycling to take appropriate action where concerns relating to potential abuse or serious poor practice. British Cycling disciplinary procedures will be applied and followed where appropriate.
- The Club Welfare Officer must report any information about an individual's suitability to work, volunteer with, or participate alongside children with care and support needs to the British Cycling Safeguarding Lead Officer. British Cycling will complete a safeguarding risk assessment, and British Cycling disciplinary procedures will be applied and followed where appropriate.
- Safeguarding children requires everyone to be committed to the highest possible standards of openness, integrity, and accountability. Newbury Velo supports an environment where members, volunteers, parents/carers and the public are encouraged to raise safeguarding concerns. Anyone who reports a legitimate concern to the Welfare Officer (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously.
- Following a referral to British Cycling by the Welfare Officer, British Cycling may take action to restrict a member's involvement in cycling during an ongoing investigation. This restriction is a neutral act. At a later stage, the individual may be subject to action under the British Cycling Safeguarding and Disciplinary Regulations.
- All concerns referred to British Cycling by the Club Welfare Officer will be referred to the British Cycling Case Management Group, which will advise the Lead Safeguarding Officer on the appropriate course of action to take and ensure that

all allegations, incidents and referrals relating to the safeguarding of children are dealt with fairly and equitably.

- Details relating to the child will be retained on file and secured by British Cycling.
- Details will not be shared by British Cycling with a third party without consent unless the information is required in the interests of safeguarding, and the person may be at greater risk if relevant parties are not made aware.
- All concerns/allegations will be dealt with confidentially by British Cycling, and information will only be shared on a need-to-know basis, either internally or externally, depending on the nature/seriousness of the concern/allegation.
- Following the referral of a concern relating to poor practice or suspected abuse, anyone unhappy with the action taken by the Club Welfare Officer or the British Cycling Lead Safeguarding Officer may submit a complaint, following the British Cycling complaints procedure.

2. RESPONDING TO DISCLOSURE OF ABUSE

If a child indicates that they are being abused, the person receiving the information should:

- Stay Calm.
- Listen carefully to what is said, allowing the child to continue at their own pace.
- Explain that it is likely the information will have to be shared with the Club Welfare Officer
- Not promise to keep secrets.
- Keep questions to a minimum. Only ask questions if you need to identify or clarify what the person is telling you. Take care to distinguish between fact, observation, allegation, and opinion. The information you have must be accurate.
- Reassure the child that they have done the right thing in revealing the information.
- Ask them what they would like to happen next, referring to parents if appropriate.
- Explain what you would like to do next and ask if they are happy for you to share the information for you to help them. If it does not increase the risk to the child, you should explain to them that it is your duty to share your concern with the Club Welfare Officer.
- Record in writing what was said using the child's own words as soon as possible

DO NOT:

- Dismiss the concern.
- Panic or allow shock or distaste to show.
- Probe for more information than is offered.
- Make promises that cannot be kept.
- Investigate the case.
- Make negative comments about the alleged perpetrator.

If the matter is urgent and relates to the immediate safety of a child, then contact the police immediately. Contact the Club Welfare Officer, who will complete an Incident Form and copy it to the British Cycling Lead Safeguarding Officer within 24 hours.

3. SIGNS AND INDICATORS OF ABUSE AND NEGLECT

Abuse can occur in any context, and anyone may inflict abuse.

Club members, volunteers, coaches or event spectators may suspect a child is being abused or neglected in or outside the sport.

There are many signs and indicators that may suggest someone is being abused or neglected; these include but are not limited to the following:

- Unexplained bruises or injuries – or lack of medical attention when an injury occurs.
- The child has belongings or money going missing.
- Harassment of a child because they are or are perceived to have protected characteristics.
- Not meeting the needs of the participant. e.g., training without a necessary break.
- The Child is not attending / no longer enjoying their sessions.
- The child is losing or gaining weight / an unkempt appearance.
- A change in the behaviour or confidence of a person.
- Self-harm.
- Fear of a particular group or individual.
- They may tell you / another person they are being abused – i.e., a disclosure.

4. GOOD PRACTICE GUIDANCE

Newbury Velo will follow safer recruitment procedures when appointing club officials, coaches, and volunteers. The following should form the basis of safe recruitment and best practice:

- Consideration must be given as to whether any roles require a Disclosure and Barring Service (DBS) check. *Guidance on DBS checks can be found on the British Cycling Website or on request from the British Cycling Lead Safeguarding Officer)*
- Promoting self-disclosure of anything that may have a material bearing on a member's suitability to perform a role.
- Full briefings and training covering safeguarding, equality, diverse knowledge and skills, utilising British Cycling policy and procedure, and training.
- A thorough induction process
- Verification of qualifications and experience.
- Risk assessments

Once the person is in the role, there should be consideration for a probationary period and review. Newbury Velo requires that all staff and volunteers working in any cycling activity follow and adhere to the standards in the Code of Conduct and British Cycling guidance relevant to their role.

All coaches and volunteers who work with children should complete a basic course on safeguarding children. *Recommended safeguarding training can be requested from the British Cycling Lead Safeguarding Officer by emailing compliance@britishcycling.org.uk*

All children should be treated equally, and their dignity should be preserved. This treatment includes giving more and less talented group members equal attention, time and respect.

It can be difficult to distinguish poor practice from intentional or accidental abuse. It is not any individual's responsibility to judge whether or not abuse occurs. However, everyone is responsible for recognising and identifying poor practices and potential abuse and acting on this if they have concerns.

5. CONSENT

Unless it is likely to increase the risk to the individual, it should be explained to them that the Welfare Officers must share the concern with the British Cycling Safeguarding Lead. **Consent is not required to seek guidance or share information with British Cycling.**

Parents and guardians may not consent to British Cycling sharing safeguarding information outside the organisation for several reasons; they may be unduly influenced, coerced, or intimidated by another person. They may be frightened of reprisals, fear losing control, or may not trust social services. Such concerns will be the responsibility of British Cycling to consider.

6. useful Contacts

Name	Address	Number
Newbury Velo Clun Welfare Officer		Tel: 07880 707073 Email: welfare@newburyvelo.cc
Lead Safeguarding Officer	National Cycling Centre Stuart Street, Manchester M14 4DQ	Tel: 0161 2742000 Email: compliance@britishcycling.org.uk (Address your email FAO the Lead Safeguarding Officer)

7. GUIDANCE ON TYPES OF HARM

Abuse in the Home: This includes psychological, physical, sexual, financial and emotional abuse perpetrated by anyone within a person's family. It also includes so-called 'honour-based violence'.

Discriminatory: Discrimination is abuse that centres on a difference or perceived difference, particularly concerning race, gender or disability or any of the protected characteristics of the Equality Act.

Organisational: This includes neglect and poor care practice within an institution or specific setting. This may range from one-off incidents to ongoing ill-treatment. It can

be through neglect or poor professional practice due to an organisation's structure, policies, processes and practices.

Physical: This includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Sexual: This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Financial or material: This includes theft, fraud, internet scamming, coercion concerning an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. This type of abuse may be more likely in older children.

Neglect/Acts of omission: This includes ignoring medical or physical care needs, failing to provide access to appropriate health social care or educational services, and withholding the necessities of life, such as medication, adequate nutrition and heating.

Emotional or psychological: This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support.

Modern Slavery: This encompasses slavery, human trafficking, forced labour and domestic servitude.

Cyberbullying: Cyberbullying occurs when someone repeatedly makes fun of another person online, picks on another person through emails or text messages, or uses online forums to harm, damage, humiliate, or isolate another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities); instead of the perpetrator carrying out the bullying face-to-face, they use technology to do it.

Mate Crime: A 'mate crime' is when vulnerable people are befriended by community members who exploit and take advantage of them. It may not be unlawful, but it still harms the individual. Mate Crime is carried out by someone the adult knows and often happens privately. In recent years there have been several Serious Case Reviews

relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friends.

Radicalisation: Radicalisation aims to attract people to their reasoning, inspire recruits, embed their extreme views, and persuade vulnerable individuals of the legitimacy of their cause. This interaction may be direct through a relationship or social media.

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