

Safeguarding Adults Policy and Procedures

Contents

	Page
Safeguarding Policy Statement and Key Principles	1
Procedures:	
1. Complaints, concerns and allegations	4
2. Responding to a Disclosure of Abuse	6
3. Signs and Indicators of Abuse and Neglect	7
4. Good Practice Guidance	7
5. Consent	8
6. Useful Contacts	9
Supporting Information:	
7. Guidance on Types of Harm	9

INTRODUCTION

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

Adult safeguarding is working with adults with care and support needs, to keep them safe from abuse or neglect. An adult is anyone aged 18 years and over.

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

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

Safeguarding duties apply to any individual identified as an Adult at Risk, an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;

- Is experiencing, or is at risk of, abuse or neglect; and;
- As a result of those care and support needs, they cannot protect themselves from either the risk of or the experience of abuse or neglect.

Everyone involved in cycling has regular contact with many people and so has a crucial role in the support, identification and reporting of adults 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

Newbury Velo recognises the following principles, which underpin the guidance given by British Cycling's policy and procedures:

- All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status, have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- We will seek to ensure that our sport is inclusive and make reasonable adjustments for any ability, disability or impairment; we will also commit to continuous development, monitoring and review, Through the Newbury Velo Committee, Annual General Meeting and Members' Survey.
- Everyone involved in cycling activities has the right to be listened to with respect and to be heard.
- We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, particularly those with care and support needs.
- We will support all members to understand their roles and responsibilities concerning safeguarding and protecting adults at risk, including the responsibility to report all concerns to the Club Welfare Officer, in line with British Cycling safeguarding adults policy and procedures.
- All allegations will be taken seriously and responded to quickly per British Cycling Safeguarding Adults Policy and Procedures.

- Confidentiality will always be maintained appropriately, and the adult's safety and welfare will be the overriding consideration when deciding whether to share information about them.
- We recognise the role and responsibilities of the statutory agencies in safeguarding adults, and we are committed to complying with the procedures of the West Berkshire Local Safeguarding Adults Board.

THE SIX PRINCIPLES CONCERNING ADULTS AT RISK

- **Empowerment:** People must be supported and encouraged to make their own decisions and informed consent.
- **Prevention:** It is better to take action and implement policy and procedures before harm occurs.
- **Proportionality:** The least intrusive response appropriate to the risk that is presented.
- **Protection:** Support and representation for those in greatest need.
- **Partnership:** Local Solutions through services working with communities. All communities (including clubs and societies) have a part to play in preventing, detecting, and reporting neglect and abuse.
- **Accountability:** Accountability and transparency in delivering safeguarding.

The Mental Capacity Act 2005 principles state that every individual has the right to make their own decisions and provides the framework for this. **Making Safeguarding Personal** is the concept that adult safeguarding should be person-led and outcome-focused. It engages the person in a conversation about how to best respond to their safeguarding situation to enhance involvement, choice and control. This approach improves the quality of life, well-being and safety.

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 Adults Boards policy and procedures and take the following into consideration:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 1994 and 1998

RESPONSIBILITIES AND IMPLEMENTATION

Newbury Velo will work to promote the principles of safeguarding adults 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 adults with care and support needs.
- 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.

1. COMPLAINTS, CONCERNS AND ALLEGATIONS

- If any individual is concerned about an adult'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.
- Any information about an individual's suitability to work, volunteer with, or participate alongside adults with care and support needs must be reported by the Club Welfare Officer 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 at-risk adults 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.

- When considering your concern, it is important that you also understand the concept of **Making Safeguarding Personal** and consider the needs and wishes of the person at risk.
- 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 adults at risk are dealt with fairly and equitably.
- Details relating to the at-risk adult 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 an adult indicates that they are being abused, the person receiving the information should:

- Stay Calm.
- Listen carefully to what is said, allowing the adult to continue at their own pace.

- Explain that the information will likely 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 person that they have done the right thing in revealing the information.
- Ask them what they would like to happen next.
- 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 individual, 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 adult'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 an at-risk adult, 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 an adult 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.
- A person has belongings or money going missing.
- Harassment of a participant because they are or are perceived to have protected characteristics.
- Not meeting the needs of the participant. e.g., training without a necessary break.
- Person is not attending / no longer enjoying their sessions.
- Someone 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 working with adults 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.
- Robust 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 should complete a basic course on safeguarding adults. *Recommended safeguarding training can be requested from the British Cycling Lead Safeguarding Officer by emailing compliance@britishcycling.org.uk*

All adults 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

The Care Act 2014 statutory guidance advises that the priority in safeguarding should always be to ensure the safety and well-being of the adult. Adults have a general right to independence, choice and self-determination, including control over information about themselves. Newbury Velo does not expect members, volunteers, or coaches to assist an adult who is felt to be at risk as a result of their decision-making capabilities or process. However, such concerns should be notified to the Club Welfare Officer, who should promptly refer the case to the British Cycling Lead Safeguarding Officer. British Cycling will then consider the various options available to support the individual, and Newbury Velo, in keeping the individual safe.

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.**

Adults 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

The Care Act 2014 recognises ten categories of abuse that adults may experience.

Self-neglect: This covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

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

Domestic Abuse: 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 care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. 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.

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 supportive

Not included in the Care Act 2014 but also relevant to safeguarding adults in sports and physical activity:

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.

Forced marriage is a term used to describe a marriage in which one or both parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

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.

Policy Review

June 2025

date: