

NEWBURY VELO

Members Guide to Safeguarding Adults and Children



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1. Introduction

Many of you will have little if any, involvement in Safeguarding. What does Safeguarding mean?

Safeguarding is a term used to describe measures and practices that protect the health and well-being of individuals, especially children and other vulnerable people, to live free from abuse, harm and neglect.

So, what has safeguarding got to do with you? Government guidance clarifies that Safeguarding is everyone's responsibility, and our governing body, British Cycling, makes that requirement very explicit.

Anyone who has a negative experience of sports at a young age is less likely to become a regular long-term participant. It is important for the future of the club and the sport 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.

All club members have a part to play in making that happen.

All our members should contribute to the club meeting its overall duty of care, be aware of our club's safeguarding Policy and Procedures, and know what to do if they have any concerns. As a member of Newbury Velo, you need to familiarise yourself with the Newbury Velo Safeguarding Adults and Children's Policies and The Coaches Code of Conduct, which are available on the Club website in the downloads section under the 'About' tab at newburyvelo.cc.

2. How We Cater for Children

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

The Governing Body within this document refers to the national organisation whose rules and regulations apply to the type of event being held, whether social cycling or competitive cycling, such as road races, cyclocross or time trials.

Children may be harmed in any environment, and those having regular contact with young people have a key role in putting their welfare first by adopting the policies and procedures that protect and support them. Newbury

Velo is affiliated with Cycling UK (CUK), British Cycling (BC) and Cycling Time Trials (CTT). The fundamentals of child protection are consistent regardless of whose affiliation the Club is operating under. Parental consent forms must be completed. These are made available online by the coaching team for each individual event.

Most of our cycling is non-competitive and includes our Sunday Club Rides and Midweek Rides. These rides are undertaken under the rules and regulations of CUK. All competitive events are undertaken under the rules and regulations of the Governing Body, most notably BC and CTT.

A Child's age affects how we accommodate them and what events they can participate in.

While it is preferred that children ride with a parent or guardian, children under 18 can join non-competitive rides for non-competitive Club events and do not need a parent or guardian to accompany them, provided they are over 16. The ride leader also does not need DBS clearance but must be happy to accommodate the junior member onto their ride. A group ride is incidental to the cycling organisation and, therefore, not a regulated activity requiring DBS-cleared people, i.e., it is a ride for adults, but children can attend.

General advice is that a parent or guardian must accompany any child under 13. However, Newbury Velo adopts this procedure for anyone under 16 for group ride activities. In that respect, any child aged 12 must have a parent or guardian cycle with them. For those occasions where a child 13 and over joins a ride, we have implemented an attendance hierarchy;

1. A parent or guardian attends
2. The parent or guardian nominates someone on the ride who is familiar to them as a chaperone and accepts responsibility in writing.

If neither the above is acceptable, they are refused the ride.

We promote a minimum two-adult rule with any child present, no club activity should place a child in the company of a single adult, other than a parent or guardian. The Club or the ride leader is not responsible for getting the child to the start or from the finish of a club ride.

Spond is the App that the Club uses to manage ride attendance for its non-competitive events. Where a child is admitted onto Spond, a parent or guardian must endorse their ride to prevent them from joining without knowledge. This endorsement is completed via a family membership, and each party should have their own account.

Juniors aged 16 and 17 can become members, and not be part of a family membership but are still classified as children in English law. We can be more flexible with 16- and 17-year-olds and ride leads are more likely to accommodate them on their rides. The same hierarchy applies as described above.

Whether competitive or not, events specifically for children's cycling require a more structured approach and must involve DBS-cleared people. Rules of the

Governing Body will be followed to ensure compliance with the organisation of such events.

The event must have DBS-cleared people in attendance if it is considered a 'Regulated Activity'. The activities this covers are mainly children's coaching sessions and children's or family away days.

The Club is also affiliated with Cycling Time Trials (CTT), which has its own rules and regulations.

CTT also operate a minimum age of 12 for events held on the public highway. Parents/ Guardians must complete a consent form for each child before signing onto the event. Two consent forms are available for each type of event: (Type A) Open Events and (Type B) Club Events. The links for these can be found in the documents section of the website.

Sportives and Audax are other cycling events that the Club may wish to arrange ad hoc. The details of how children may enter these will be published at the time of enrolment. These details are not included here.

3. Vulnerable Adults

he primary difference in addressing adult and child abuse relates to the adult's right to self-determination. Adults may choose not to act at all to protect themselves and only in extreme circumstances will the law intervene. This is not the case for children because they are minors under the Children Act 1980 and this legislation can be used quickly and effectively to

ensure protection from abuse once it has been recognised.

4. Codes of Conduct

Newbury Velo requires all volunteers, coaches and officials working with children to adhere to the standards in the Code of Conduct relevant to their role. Similarly, children, parents and all participants are expected to follow their respective Code of Conduct to ensure the enjoyment of all participants and assist Newbury Velo in safeguarding their welfare.

Adults who work with children are placed in a position of trust in children, and therefore, they must behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from allegations of poor practice.

A competitive cycling event organised by the Club includes time trials, road races, CX events, or similar and will include all competitive cycling events held under the technical regulations of British Cycling.

5. Recruitment

Where designated roles within the Club require, a formal process of recruitment will be employed. In most instances, such a process is required for volunteers, officials, and coaches who have regular contact with children. The process will entail a Disclosure and Barring Service (DBS) check on the applicant's suitability. Not all activities require a DBS check; the British Cycling flow

chart will be used to determine whether one is required. Where this is the case, the Club Procedures on Safeguarding will still be followed.

A DBS certificate is specific to the organisation and role the person undertakes and is not transferable. The Club

arranges DBS checks through British Cycling, and any associated fees are paid by the Club.

6. Bullying

Bullying of any member by another member is not tolerated in the Club. 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 follows:

- Physical
- Verbal
- Emotional

Newbury Velo will not tolerate bullying in any form during activities, events, competitions, coaching, or any other time.

Instances of bullying that are reported to the committee will be dealt with under the Club's constitution. Referrals may be made to the British Cycling Safeguarding Case Management Group.

7. Transport of Children

Parents are primarily responsible for transporting their children to and from events and activities. Newbury Velo staff, volunteers, officials, or coaches are not responsible

for transporting children and young people to and from events, activities, or coaching sessions.

Children will be supervised whilst waiting for a parent or carer to collect them.

8. Changing Rooms

There may be rare occasions when changing rooms form part of the cycling activity. When a parent or carer does not consent to their child accessing the changing rooms, they are responsible for supervising the child while in the changing room or ensuring the child does not use them.

9. Social Media

Social media provides unique opportunities to engage and develop relationships with people in a creative and dynamic forum where users are active participants. Additional care may be needed with some children in terms of internet safety depending on their age, understanding and development. Care may be something to consider with the child and their parents.

10. What to do if you have a Concern?

A concern may involve an individual's behaviour towards a child or adult at the Club. A concern may relate to poor

practice or something more serious. If you are worried about something happening to a child or adult outside the Club, at home or in any other social setting, don't hesitate to contact the Club welfare officer.

Children, young people, and vulnerable adults may confide in adults they trust in a place where

they feel comfortable. An allegation may range from verbal bullying to inappropriate contact online, neglect or emotional abuse, or physical or sexual abuse.

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 the Club Welfare Officer, who will follow the Club's and British Cycling's Safeguarding procedures.

Principle Welfare Officer: Simon Bowden

Email Address: welfare@newburyvelo.cc

Telephone Number: 07880 707073

Supporting Welfare Officers: Gary Cook and Beckie Hamilton.

Please take time to read our full safeguarding Adults and Safeguarding Children's Policies, which are available on the downloads section of the Club website.

If you believe someone may be at immediate risk of harm, call the Police on 999 or West Berkshire Children Services on

01635 503090 (office hours) or 01344 786512 (out of hours).

Other useful contacts:

Cycling UK Designated Safeguarding Lead: 01483238338

British Cycling Lead Safeguarding Officer: 0161

2742000Cycling Time Trials, email

safeguarding@ccyclingtimetrials.org.uk

NSPCC 24-hour helpline: 0808 800 5000

Ann Craft Trust – Safeguarding Adults in Sport and

Activity Tel: 0115 951 5400