



Child Protection Policy

Cycle Club Kidsgrove Wheelers

Jan 2007

Policy and Procedure for the Protection of Children (under 18's) and Vulnerable Adults Policy

The Club accepts that it has an obligation to provide a duty of care to protect members who are children or vulnerable adults, to safeguard their welfare, irrespective of age, gender, racial origin, religious belief, sexual identity or disability, while involved in club activities.

The Club will take all reasonable practical steps to protect such members from harm and discrimination and will respond appropriately to all reported suspicions and allegations.

The Club recognises that the key to good practice is having an awareness of the principles required to promote a safe environment. The Club will adopt the Guidance Notes on Good Practice, Poor Practice and Abuse as set down in Section 2 of the Document Child Protection in Cycling issued by British Cycling and endorsed by Cycling Time Trials, and other leading national cycling organisations.

Link to this document

http://www.britishcycling.org.uk/membership/article/bcst_Safeguarding-ChildrenSection2 of which is also reproduced below.

A section of this document refers to photography. The committee considers that for the type of events that we usually run, the recommended policy of accrediting photographers is unduly onerous. All Club members, parents of Club members and press photographers are therefore exempted from the need to be accredited. Photographers outside these categories will need to be accredited.

The Committee's responsibility is to ensure suitable procedures exist to meet this policy statement.

Procedures

The Club has a few straightforward requirements;

1. All participants in Club events who are under 18 need to complete a Parental Consent form.

This will be sent out with event details.

2. Participants aged 14 and under also need to be accompanied by a parent/guardian or other nominated adult.

3. It is the parent/guardian's responsibility to ensure that the activity is within for the child's capabilities, and that bikes are in good working order.

4. Parent/guardians are to ensure that riders wear suitable clothing, including a helmet, are properly equipped, and have any necessary medication (including inhalers etc) with them.

In addition to these basic requirements the Club has adopted the following procedures;

In the absence of an appointed Club Welfare Officer, the Club General Secretary and Chairman of the Club Committee shall fulfil this role. Further, the Club Committee will determine as required which Club members need Criminal Records Bureau checks or to complete a Self Declaration Form (any costs incurred to be met by Club).

Any concerns about the welfare of any child or vulnerable adult should be reported in writing to the Club Welfare Officer who will then initiate an investigation into the allegations and report the findings to the Club Committee.

The Club Welfare Officer shall be responsible for making a detailed report to the Club Committee at the time of any disclosure of concern. This information should be written in factual format and avoid any opinion or hearsay. It is not the responsibility of the General Secretary, Chairman of the Committee or the Committee to determine whether or not abuse has taken place.

It is the responsibility of the Club Committee to report any concerns about the welfare of a child to the designated National Child Protection Officer (NCPO) of British Cycling (BC) as defined in the Guidance Notes (4: Responding to Disclosure, Suspicions and Allegations, paragraph 4.2 – Reporting Procedures). The NCPO will be responsible for referring the allegation to the Social Services Department in accordance with the procedures laid down in the Document Child Protection in Cycling. The Club Welfare Officer shall also notify the National Secretary of Cycling Time Trials (CTT) of any allegation reported to the NCPO of British Cycling.

British Cycling and all national cycling organisations who are parties to the Document Child Protection in Cycling have given a commitment that all suspicions will be taken seriously and responded to swiftly and appropriately through laid down suspension, disciplinary and appeals procedures.

Where time is of the essence and the NCPO or the nominated deputy is unavailable, the Club Committee shall instruct the Club Welfare Officer to contact the NSPCC Help Line, the Duty Officer at Stoke on Trent County Council Social Services or Child Protection Personnel within Staffordshire Police.

The Club Committee has the power to suspend any member of Cycle Club Kidsgrove Wheelers accused of alleged abuse while the appropriate authority is investigating the matter.

British Cycling

Policy and Procedures for the Protection of Children and Vulnerable Adults

Handbook and Club Guidelines, January 2007

2: Good Practice, Poor Practice and Abuse

2.0 Introduction

To provide young people with the best possible experience and opportunities in cycling, it is imperative that everyone operates within an accepted ethical framework and demonstrates exemplary behaviour. This not only ensures that cycling makes a positive contribution to the development of young people and safeguards their welfare, but also protects everyone from false allegations of abuse or poor practice.

It is not always easy to differentiate poor practice from abuse. It is not the responsibility of employees or volunteers in cycling to determine whether or not abuse is taking place. It is, however, their responsibility to act if they have concerns about the welfare of a child. This section will help you identify what is meant by good and poor practice and some of the indications of possible abuse. Guidance on what to do if you are concerned about poor practice or possible abuse is provided in Section 4.

2.1 Good Practice

The following principles should be adhered to by those involved in cycling:

- Ensure experience of cycling is fun and enjoyable; promote fairness, confront and deal with bullying and never condone byelaws / technical regulation violations or the use of prohibited substances
- Provide open access to all those who wish to participate in cycling and ensure they are treated fairly.
- Ensure all cyclists are able to participate in an environment that is free from harassment, intimidation, victimisation, bullying and abuse.
- Be an excellent role model, do not drink alcohol or smoke when working with young people.
- Treat all young people and vulnerable adults equally; this means giving both the more and less talented in a group similar attention, time, respect and dignity.
- Respect the developmental stage of each young person and place their welfare before winning, club or personal achievements. This means ensuring that the training intensity is appropriate to the physical, social and emotional developmental stage of the cyclist. Ensure training and competition schedules are based on the needs and interests of the child, not those of the parents, race organisers, coaches, trainee coaches and leaders or clubs.

- Conduct all coaching and meetings in an open environment; avoid one-to-one coaching in unobserved situations.
- Maintain a safe and appropriate relationship with cyclists; it is inappropriate to have an intimate relationship with a young person. British Cycling supports the Home Office guidelines that recommend that people in positions of authority should not have sexual relationships with 16-17 year olds in their care. One adult should never share a room with one young person. It is accepted that situations may occur where a number of young people and adults share a common sleeping area. Always ensure that parents' permission is gained in writing beforehand and cyclists are given an opportunity in advance to discuss this, air any concerns and agree the logistics of the sleeping arrangements.
- Build relationships based on mutual trust and respect in which young people are encouraged to take responsibility for their own development and decision-making. Avoid situations in which the coach or team manager uses their position and power to dictate what the cyclist should and should not do.
- Avoid unnecessary physical contact with young people. Touching can be okay and appropriate as long as it is neither intrusive nor disturbing and the cyclist's permission has been given.
- Ensure separate changing facilities are available for both male and female cyclists and if possible for junior and senior cyclists. Where supervision is required, involve parents wherever possible and ensure that adults work in pairs.
- Communicate regularly with parents, ensure they have a copy of the *British Cycling Guidance for Parents* leaflet, involve them in decision-making and gain written consent for travel arrangements. Secure their consent in writing to act *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- Be aware of any medical conditions (including allergies), existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given. Ensure you are qualified and up-to-date in first aid or that there is someone with a first aid qualification in attendance.
- Keep up to date with the technical skills, qualifications and insurance in cycling. Maintain your British Cycling membership and up-to-date disclosure form where appropriate, (this ensures adequate and continuous insurance cover).
- When cyclists travel away from home, ensure the guidance contained in the *British Cycling Safe Away* leaflet is followed. In particular, if mixed teams are taken away, ensure they are accompanied by a male and female member of staff or volunteer and safeguard them from the potential of same gender abuse. Adults should not enter children's rooms on their own or invite children into their rooms.
- British Cycling has developed a Code of Conduct which applies to all members, volunteers and employees of British Cycling.

2.2 Poor Practice

The following is deemed to constitute poor practice and should be avoided:

- Avoid spending excessive amounts of time alone with one child away from the others.
- Avoid taking children to your home where they will be alone with you.
- Never engage in rough, physical or sexually provocative games, including horseplay.
- Never share a room with a child.
- Never allow or engage in any form of inappropriate touching.
- Never allow children to use inappropriate language unchallenged.
- Never make sexually suggestive comments to a child, even in fun.
- Never reduce a child to tears as a form of *control*.
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Never do things of a personal nature for children or vulnerable adults that they can do for themselves.
- Never invite or allow children to stay with you at your home unsupervised.
- Never condone bullying, rule violations or the use of prohibited substances.

If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of the person in charge, British Cycling or the child's parents. If any of the following incidents should occur, you should report them immediately to another colleague, make a written note of the event and inform parents of the incident:

- If you accidentally hurt a cyclist.
- If a child seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.

2.3 Code of Conduct

The British Cycling Code of Conduct is based on the principles of good practice set out above and in accordance with Government guidance^[1], which requires all organisations involved with caring for young people or vulnerable adults to protect them against sexual activity within relationships of trust. The Code of Conduct has, therefore, been drawn up for coaches, trainee coaches and leaders, medics, event organisers, parents, cyclists, race officials, commissaires, referees, team managers, volunteers and professional staff. All are required to sign up to this code as part of their British Cycling registration. Copies of this code can be found in Appendix B.

2.4 Photography

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. British Cycling, therefore, requires that all personnel and event organisers adhere to the guidelines detailed in Appendix C.

2.5 Indicators of Abuse and Bullying

Definitions of what constitutes abuse and bullying are described in Appendix D. Indications that a child may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expresses concern about the welfare of another child.
- Unexplained changes in behaviour (eg becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Is prevented from socialising with other children.
- Displays variations in eating patterns including overeating or loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place.

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons (eg being overweight, physically small, having a disability or belonging to a different race, faith or culture). Although bullying often takes place in schools, it can and does occur anywhere where there is inadequate supervision (eg on the way to and from training, in the changing rooms). The competitive nature of cycling provides a potentially ideal environment for a bully to gain power over others. The bully might be:

- a parent who pushes too hard
- a coach who adopts a win-at-all costs philosophy
- a cyclist who intimidates inappropriately
- an official who places unfair pressure on a person.

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions
- an unexplained drop-off in performance
- physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol

Appendix C: Guidelines on Use of Photographic and Filming Equipment at Competitions[\[2\]](#)

Professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least five working days before the event.

Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser by producing their student club or registration card and a letter from their club/educational establishment outlining their motive for attending the event.

All other spectators wishing to use photographic/film/video equipment with a telescopic or zoom lens should register their intent with the promoter of the event.

Accreditation procedure: a system should be adopted whereby a record should be made of the individual's name and address and club. Professionals should register prior to the event and their identification details should be checked with the issuing authority prior to the event. On registering, promoters of events should consider issuing an identification label on the day, which can serve to highlight those who have accreditation but must ensure that where regular events occur, the identifying label is changed to prevent unofficial replication.

Public information: the specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of the event.

The recommended wording is:

In line with the recommendation in British Cycling's Child Protection Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator entry desk before carrying out any such photography. The promoter reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.

If you have concerns: if you are concerned about any photography taking place at an event, contact the promoter or event organiser and discuss it with them. If appropriate the person about whom there are concerns should be asked to leave and the facility managers should be informed.

Videoing as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, cyclists and their parents should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

