



SAFEGUARDING POLICY

Duty of Care

The policies and guidelines referenced within this document and its appendices are those of Simply Cycling. The principles of both the policy and the appendices are based on our moral and ethical duty to ensure children and vulnerable adults can enjoy cycling in a safe environment and as such they reflect current best practice.

1 Introduction

Simply Cycling wishes to ensure that all those taking part in cycling and other related activities, are able to do so protected and kept safe from harm while they are with staff, instructors and volunteers. This is particularly true in respect of children and vulnerable adults. With this in mind Simply Cycling recognises that we have a duty towards all those taking part in cycling activities to ensure the highest possible standards of care.

All staff, instructors and volunteers should have a clear understanding of operating within an appropriate code of ethics, aware of what their 'duty of care' is and how this relates to their position in providing activities and being responsible for others.

As the organisers of a cycling activity, there is a possibility of someone being harmed. Simply Cycling treats this with the utmost seriousness. We are working together to improve policies, procedures and practices to ensure a safe and enjoyable experience by children and vulnerable adults and those who support them in cycling.

This document provides guidelines for all staff about what they should do if a concern about safeguarding or child protection arises. Simply Cycling will update this policy in line with the government's review of the Vetting and Barring Scheme and the DBS disclosure procedures.

2 Definitions

These protection procedures stem from the following principles:

- The child's and vulnerable adult's welfare is paramount
- Anyone under the age of 18 is classed as a child (or under 25 for those with a learning disability).
- All, regardless of age, any disability they have, gender, racial origin, religious belief and sexual identity and/or social/economic status have a right to be protected from abuse.
- Respect for the rights, wishes and feelings of young people in line with the UN Convention on the Rights of the Child.

Duty of care: “The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organisation is responsible”

Vulnerable Adult “A person who is, or may be, in need of community care services by reason of learning or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation”

Physical Abuse Physical abuse is just what the term implies - hurting or injuring a child/vulnerable adults e.g. by hitting, shaking, squeezing, burning or biting them. In cycling this might result if the nature or intensity of training is inappropriate for the capacity of the trainee. Bullying is also likely to come into this category.

Sexual Abuse Where young people/vulnerable adults are used by adults to meet their own sexual needs. It could range from sexually suggestive comments to full sexual activity and includes the use of pornographic material.

Emotional Abuse Emotional abuse occurs when a child/vulnerable adults is not given love, help and encouragement and is constantly derided or ridiculed, including racial or sexual remarks. It can also occur if a child/vulnerable adults is over protected. Abuse can occur where a parent or instructor has unrealistic expectations over what a child/vulnerable adult can achieve.

Neglect Failing to meet children's/vulnerable adults' basic needs such as food, nourishment, warmth, adequate clothing, and medical attention or constantly leaving them alone. It could also mean failing to ensure they are safe or exposing them to harm or injury.

3 Simply Cycling's Commitment

Simply Cycling believes that the welfare of children and vulnerable adults is everyone's responsibility, particularly when it comes to protecting children and vulnerable adults from abuse. Everyone in Simply Cycling can help – staff, instructors, volunteers, schools, parents, friends and children themselves. Abuse can occur wherever there are children and vulnerable adults.

In an activity such as cycling, keeping people safe is all about risk assessment and minimising the risks involved at all levels of participation. While all taking part in activity have a duty to their neighbours, in organised activity we all have a heightened duty of care and as such we should be aware that the principal risks extend to the quality of control exercised by those in charge. Staff, instructors and volunteers should all take 'reasonable' steps to safeguard those directly taking part in activities and at any time they may be deemed responsible for those in their charge.

Sadly, there are some people who will seek to be where children and vulnerable adults are simply in order to abuse them. We believe that everyone in Simply Cycling has a moral responsibility and therefore a part to play in looking after the children and vulnerable adults with whom we are working.

The Children Act 1989 indicates that anyone who has responsibility for the care of children should “do what is reasonable in all circumstances for the purpose of safeguarding or promoting the child's welfare.” While the welfare of young people is Simply Cycling's first consideration in establishing a child protection policy the

interests of instructors themselves also need to be taken account of, particularly if falsely accused. We also have a duty to protect the reputation of Simply Cycling itself – action taken against the charity may result in financial losses but can also harm the reputation of the company.

Simply Cycling recognises that some children and young people have additional vulnerabilities or are disadvantaged by their experiences such as disabled children or those from deprived backgrounds. Bearing in mind that children and young people can be and are disadvantaged by these and other experiences, it is important for all those that work with our 'clientele' to be extra vigilant in creating a safe culture.

4 Simply Cycling's Undertaking

Simply Cycling undertakes to embed awareness of safeguarding and child and vulnerable adult protection in all its procedures. This applies to:

Staff recruitment

All recruitment processes for instructors, sessional workers and volunteers will ask relevant questions of individual applicants and references will be followed up by telephone confirmation. Once appointed, enhanced DBS clearance is required for each individual instructor before they start delivering our cycling sessions.

Child/vulnerable adult protection and Safeguarding training

All adults involved in leading and servicing sessions receive training in appropriate procedures and potential scenarios during their initial induction or instructor training course. This training should be updated as appropriate.

Safeguarding named individual

The manager is the nominated lead person who is responsible for all aspects of safeguarding at Simply Cycling.

Reporting concerns

A feature of Simply Cycling's policy on child and vulnerable adult protection is to ensure that we provide staff and instructors with access to a confidential advice, guidance and support pathway, provided separately to that provided for those with concerns that abuse may be taking place. Allegations of poor practice, possible abuse, equality issues or other matters that come under this policy will be investigated.

APPENDIX 1

GUIDANCE TO INSTRUCTORS

SAFEGUARDING AND CHILD PROTECTION

By following these guidelines you will help to protect both the children / vulnerable adults in cycling and our staff and instructors.

General guidelines

- Avoid situations where you are alone with one child or vulnerable adult. One to one contact must never be allowed to occur in track or school-based training.
 - If it's necessary to do things of a personal nature for children or vulnerable adults, make sure you have another adult accompanying you. Get the consent of the parent/carer and if possible the child or vulnerable adults. Let them know what you are doing and why.
 - If a teaching or supporting technique would benefit from physical contact or support then first asks the cyclists permission e.g. during learn to ride or fitting helmets. It is useful to take time to explain why and how this is used to the cyclist and their parent or carer.
 - If any form of physical support is required ask participants permission, explain what you are doing and why to both the child or vulnerable adults and their parents/carers.
 - Ensure that the nature and intensity of training does not exceed the capacity of a child's or vulnerable adult's immature growing body and ability.
 - Don't allow physically rough or sexually provocative games, or inappropriate talking or touching.
 - Ensure that any claims of abuse by a child or vulnerable adults are taken seriously and that it is reported to the Safeguarding Lead.
- If you accidentally hurt a child, you should report the incident immediately, following Simply Cycling reporting procedure Incident book and in person to Safeguarding lead). This procedure also requires you to inform the school or group leader or child's parents/carers, preferably in person.

Indications of Abuse

There are physical and behavioural signs that might raise your concern about the welfare or safety of a child/vulnerable adult. They are only indicators - not confirmation.

For example, where the child/vulnerable adult:

- Says that she or he is being abused, or another person says they believe (or actually know) that abuse is occurring
- Has an injury for which the explanation seems inconsistent
- Behaviour changes, either over time or quite suddenly, becoming aggressive, withdrawn or unhappy
- Appears not to trust adults, e.g. a parent or carer with whom she / he would be expected to have, or once had, a close relationship.
- Shows inappropriate sexual awareness for his/her age and some times behaves in a sexually explicit way.
- Becomes increasingly neglected-looking in appearance, or loses or puts on weight for no apparent reason.

Bear in mind that physically disabled children, children with learning difficulties or ASD and vulnerable adults are particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them.

If you have concerns about the welfare of a child or vulnerable adult, please remember the Golden Rule: **it is not your responsibility to decide whether a child or vulnerable adult is being abused** but it is your responsibility to pass the information on to the appropriate person i.e. the Safeguarding lead.

- Make a detailed note of what you've seen or heard but don't delay passing on the information.
- Tell our appointed Safeguarding lead - the manager or deputy
- If you are working in another setting the Simply Cycling lead will inform the head teacher or director of that service
- If you need urgent advice contact any member of the management team. They may contact the NSPCC Child Protection 24 hour Help Line 0808 800 5000 Contact your local Social Services Department or, in an emergency, the Police.
- Talk to the child's parents/carers about the concerns if you think there may be an obvious explanation such as a bereavement or pressure from other situations.

If a child/vulnerable adults tells you that he or she is being abused

- Stay calm.
 - Don't promise to keep it to yourself.
 - Listen to what the child/vulnerable adults says and take it seriously.
 - Only ask questions if you need to identify what the child/vulnerable adult is telling you - don't ask the child/vulnerable adults about explicit details.
Don't ask leading questions
 - Make a detailed note of what the child/vulnerable adults has told you but, please don't delay passing on the information.
- Pass the written report to the Safeguarding lead or to the City Council designated Safeguarding Board.

What should you do as an instructor or volunteer if you have allegations made against you?

If as an instructor or volunteer you have had allegations made against you and you wish to discuss the matter with an impartial adviser you can contact the responsible trustee: (chair of trustees). This person will have had no involvement with the reported concerns or incident and will be able to support and advise you as to how to represent yourself.

Simply Cycling's Actions in the case of a Disclosure from the Disbarring Service

Simply Cycling will make every effort to secure the safety and wellbeing of our cyclists, our staff and our volunteers.

Simply Cycling is committed to making sound decisions based on what a DBS certificate presents and will not discriminate against a disclosure that is no way relevant to the role which they are employed to play. Where necessary the Safeguarding lead will consult with our local authority lead re the level of the disbarring issue.

Disclosure that shows they are on the Children's or Adults barred list will result in immediate suspension and a review of that person's position within

imply Cycling. Termination of any employment will be in line with the Rehabilitation of Offenders Act and the DBS Policy on the Recruitment of Ex-offenders if the conviction is relevant to the role for which the applicant is employed or volunteering to do.

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