

Safeguarding & Protecting Vulnerable Adults

Contents

1	Safeguarding and Protecting Vulnerable Adults Policy	244
2	Good Practice, Poor Practice and Abuse	246
3	Responding to Suspicions and Allegations of Abuse	252
4	Safeguarding Vulnerable Adults in the Club	254
5	Designated Persons with Responsibility for Safeguarding Vulnerable Adults in Cycling	257
6	Recruiting and Selecting People To Work With Vulnerable Adults In Cycling	260
7	Awareness and Training	263
8	Complaints and Disciplinary Procedures	264
9	Implementation and Monitoring Procedures	265
10	Safeguarding Guidance Documents	266

Term	Definition / Explanation
Abuse	See section 2.4.
Adult	A person of or over the age of 18 years
Advocate	An individual who speaks on behalf of, or represents the interests of, the Vulnerable Adult where appropriate
Barring Status Check	A check against the list of individuals who may be barred from working with children and therefore should not be engaging in regulated activity.
Child	Anyone under the age of 18.
Child Protection in Sport Unit (CPSU)	The CPSU team is sited within the National Society for the Prevention of Cruelty to Children (NSPCC) and was established with joint funding from Sport England.
Children and Vulnerable Adults Social Care	The Local Authority statutory agency with responsibility for safeguarding and protecting children and families, formerly known as Social Services.
Club Welfare Officer (CWO)	The designated individual within a British Cycling affiliated club whose responsibilities are explained in Section 5.1.
Disclosure and Barring Service (DBS)	The DBS was formed through a merger of the Criminal Records Bureau and Independent Safeguarding Authority. A DBS check will access an individual's criminal record information for registered bodies who deploy people working with children so that they can make an informed decision about the individuals suitability to work in that position. Additionally the DBS will complete a Barring Status Check on an individual whose role fulfils the relevant criteria of Regulated Activity.
Disclosure Scotland	Agency who operate similar to DBS in Scotland
Duty of Care	The duty that rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in an activity for which that individual or organisation is responsible (SG 3.1).
Local Protection of Vulnerable Adults Committee (LPVAC)	These committees have responsibility for the co-ordination of work undertaken by agencies involved both in providing services and safeguarding Vulnerable Adults. LPVACs provide local inter-agency guidelines detailing procedures for cases of actual or suspected abuse. Some areas have established sports sub-groups to inform their work. There are similar structures for children called Local Safeguarding Children's Boards (LSCBs).
Member	A 'member' of British Cycling who holds either Gold, Silver, Bronze, Family or Ride membership and is bound by the rules and regulations of British Cycling.
Parent / Carer	A generic term which includes parents, carers and guardians
Personnel	Employees of British Cycling and its affiliated clubs or facilities used in cycling as well as volunteers and all participants in the sport of cycling.
Position of trust	Where an individual, such as a coach, teacher, or club officer who makes decisions for or about a Vulnerable Adult, can influence the adult's actions and may misuse that position to groom or abuse the adult. This position can be a positive one, in building confidence and self-esteem in Vulnerable Adults.
Protection of Freedoms Act 2012	This legislation contains all of the new safeguarding and vetting requirements additional to the Safeguarding Vulnerable Groups Act 2006
Registered Body	An organisation such as British Cycling that is able to act as a recipient of DBS information on behalf of its members
Regulated Activity	Regulated Activity (RA) involves contact with vulnerable groups and is : Of a specific nature e.g. training, teaching, supervising, advice, treatments or transport provided for the purposes of the activity <u>Or</u> In a specified place e.g. schools, children's homes and hospitals, juvenile detention facilities, adult care homes. <u>And</u>

Occurs once a week or more

And/or

Occurs on four or more occasions in a 30 day period

And/or

Occurs overnight between 2am and 6am.

Following the introduction of the Protection of Freedoms Act 2012 an additional definition of Regulated Activity is included which states the job roles that may be required to have a check (additional to criminal records checks) to ascertain whether they are barred from working with vulnerable adults. Many of these roles will not apply to sport and recreation as the majority of roles are centred around the provision of personal care. The only exception is in the transportation of vulnerable adults which may apply to cycling in a number of areas.

Regulated Activity Provider	The person or organisation responsible for employing or deploying workers to facilitate an activity, whether these workers are paid or unpaid. See SG 2.1
Risk assessment	A procedure to help identify possible sources of danger and take appropriate action to minimise these risks taking into account the age, number, competence of participants, weather, activity etc.
Rider	Generic term to include every type of cyclist including children
Safeguarding Lead Officer (SLO)	British Cycling Officer whose responsibilities are explained in Section 5.2
Safeguarding Vulnerable Groups Act 2006	Established ISA and VBS to protect children and vulnerable adults. See SG 2.1.
SG	Safeguarding Guidance documents, detailed in Section 10
Protection of Freedoms Act 2012	This legislation contains all of the new safeguarding and vetting requirements additional to the Safeguarding Vulnerable Groups Act 2006
Significant Access	<p>Being in a position to have regular and direct contact with children/Vulnerable Adults whether as a volunteer or employee (see 'Position of Trust'). This is a 'regulated position':</p> <ol style="list-style-type: none"> 1. Those whose normal duties (paid or unpaid) include caring for, training, supervising or being in sole charge of those under 18 years of age. 2. Those whose normal duties include supervising or managing an individual in his work in a regulated position.
Vulnerable Adult	<p>A person, 18 years or over, who is or may be in need of community care services by reason of mental 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.</p> <p>No Secrets - definition based on that set out in the 1997 Consultation paper: "Who Decides?" issued by the Lord Chancellor's Department.</p> <p>In respect of sporting activity a person is regarded as a Vulnerable Adult under the Vetting and Barring Scheme when they are:</p> <ul style="list-style-type: none"> • Receiving any form of medical care or therapy, such as being treated by a physiotherapist • Receiving a service or participating in an activity that is specifically targeted at people with age-related needs or disabilities.
Vulnerable Groups	A collective term referring to both children and Vulnerable Adults

1. Safeguarding and Protecting Vulnerable Adults Policy

1.1 General Principles

- Everyone who participates in cycling is entitled to do so in a safe and enjoyable environment.
- All British Cycling clubs, events, and associated individuals must follow the policies defined in this document.
- British Cycling is committed to helping everyone in cycling accept their responsibility to safeguard Vulnerable Adults from harm and abuse and support them to do so.
- This document sets out the procedures you need to follow to protect Vulnerable Adults and what you need to do if you have any concerns.

1.2 Scope

These policies apply to all riders, coaches, volunteers, employees and anyone involved in cycling, whether or not they are British Cycling members. All these people have a duty of care to safeguard the welfare of Vulnerable Adults and prevent their abuse.

1.3 Why These Policies Are Needed

British Cycling has realised the need for an individual policy for Vulnerable Adults, in line with the considerations of the Equality Act 2010, to promote equal opportunities and provide a clearer framework for those who suffer from physical, mental health and learning disabilities.

Vulnerable people are at heightened risk of abuse and discrimination because of their susceptibility and many experience this in all walks of life. Practice has shown that vulnerable people who are victims of abuse in the sports setting can be reluctant to report their experiences for fear of losing a positive and important part of their lives. Therefore it is essential that British Cycling, as a national governing body, and its associated clubs and personnel, are aware of the indicators of abuse and can recognise and act appropriately to protect potential victims.

Abuse can occur in many situations, including the home, workplace, day centre, at the shops, on the bus, in educational institutions and of course at a cycling activity.

For the majority of Vulnerable Adults, cycling will be a positive and rewarding experience; however, there is a growing recognition that sport generally provides easy access to vulnerable people for those who wish to perpetrate abusive behaviour for their own gratification. Therefore, British Cycling is aware of the need to protect Vulnerable Adults from those individuals who may seek to harm them in the cycling environment. Although this document mirrors British Cycling's 'Safeguarding and Protecting Children Policy' for practical reasons, there are fundamental differences between the policies.

The 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.

In cases of suspected adult abuse it is important to recognise that assertive persuasion to encourage the individual to report or take action against an abuser or abusive situation may have negative outcomes for the Vulnerable Adult and could be detrimental to their wellbeing by causing them further harm. Therefore, the protection of Vulnerable Adults from abuse is a more complex process than child protection and requires policy and procedures that reflect this.

Policy users need to develop an understanding that protecting Vulnerable Adults necessitates a more supportive and advisory approach in response to reporting abuse, than in child protection situations where the legal framework is clear and definitive and requires stipulated responses. In serious situations the child can be removed from the abusive environment, for Vulnerable Adults it is not always possible or appropriate to achieve this level of safety.

Each Vulnerable Adult is a unique individual with varying degrees of need and ability. Some

people will have a combination of physical and learning disability, others may have one or the other; some may have mental health needs and a combination of other complex disabilities such as Epilepsy, Diabetes, Down Syndrome, visual or hearing impairment.

The appropriateness of involving carers in any cycling and welfare related decision making will depend on the individual needs and circumstances of the Vulnerable Adult and, most of all, upon their wishes. Often Vulnerable Adults feel strongly that they want to maintain independence and make decisions for themselves; such views should be encouraged and supported wherever possible. Ideally, good practice suggests a partnership model of working involving the British Cycling coach or club welfare officer (supported by the British Cycling SLO), the Vulnerable Adult and their carer. In these circumstances it is important that the Vulnerable Adult is at the centre of the decision making process.

The provisions in the Mental Capacity Act 2005 should be considered in relation to Vulnerable Adults and decision-making. Those without the capacity to make decisions under this legislation will be more dependent on their carer or responsible adult in the decision making process.

The act provides that :

- (1) "For the purposes of section 2, a person is unable to make a decision for himself if he is unable to :
 - (a) understand the information relevant to the decision,
 - (b) retain that information,
 - (c) use or weigh that information as part of the process of making the decision, or
 - (d) communicate his decision (whether by talking, using sign language or any other means).

- (2) A person is not to be regarded as unable to understand the information relevant to a decision if he is able to understand an explanation of it given to him in a way that is appropriate to his circumstances (using simple language, visual aids or any other means).
- (3) The fact that a person is able to retain the information relevant to a decision for a short period only does not prevent him from being regarded as able to make the decision.
- (4) The information relevant to a decision includes information about the reasonably foreseeable consequences of :
 - (a) deciding one way or another, or
 - (b) failing to make the decision."

British Cycling encourages the individual's development of independence, confidence and self-esteem on a personal level and in their cycling activities. Hence it is important that everyone in cycling is aware of the need to balance the involvement of carers and the needs and wishes of individual cyclists in cases where Vulnerable Adults are concerned. The following policy document draws from and includes relevant legislation and government guidance such as the Safeguarding Vulnerable Groups Act 2006 and the No Secrets Guidance (2000) regarding vulnerable people.

1.4 Policy Statement

British Cycling is committed to :

- making the welfare of Vulnerable Adults paramount, even where the rights and needs of the other adults that work with them are overridden in order to provide the necessary protection to these individuals
- enabling everyone whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity to participate in cycling in a fun and safe environment
- taking all reasonable steps to protect Vulnerable Adults 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 in accordance with current procedures
- ensuring that all British Cycling employees who work with Vulnerable Adults are appropriate for that role and responsibilities and are provided with relevant training
- requiring all its member clubs, events and regional councils to accept responsibility for the welfare of the Vulnerable Adults in their care in accordance with all British Cycling's policies and procedures, and to incorporate these in their constitutions and rules
- being mindful and ensuring all member clubs, events and commissions are mindful of the differences between policies and procedures regarding Vulnerable Adults and those of children, and particularly that each Vulnerable Adult has the right to self-determination in all but the most extreme matters
- where appropriate, working in partnership with parents and carers to support the Vulnerable Adult and, where practicable, co-operating with their wishes to achieve the best outcomes for the Vulnerable Adult.

2. Good Practice, Poor Practice and Abuse

2.1 Introduction

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental. It is not the responsibility of any individual involved in cycling to make judgements regarding whether or not abuse is taking place, however, all British Cycling personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns as explained in section 3.

2.2 Good Practice

The role of a coach enables that individual to potentially develop a close relationship with Vulnerable Adults. All coaches have a responsibility to maintain high standards of professional practice.

British Cycling strongly advises that coaches of Vulnerable Adult cyclists :

- be a British Cycling member
- fully accept the Sports Coach UK Code of Practice and British Cycling's Codes of Conduct
- hold a British Cycling coaching qualification
- have completed a course in basic awareness in working with Vulnerable Adults
- suitably educated in First Aid as a minimum standard.

Everyone should:

- conduct a risk assessment before undertaking any cycling related activities
- aim to make the experience of cycling fun and enjoyable
- promote fairness and playing by the rules
- not tolerate the use of prohibited or illegal substances
- treat Vulnerable Adults proportionally according to their individual needs and preserve their dignity; this includes giving more and less talented members of a group attention, time and respect commensurate with their needs

Coaches and those working directly with Vulnerable Adults should:

- respect the developmental stage of each rider and not risk sacrificing their welfare in a desire for club or personal achievement
- ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the rider (further information is available from the Coaching resources)

- work with Vulnerable Adults and their carers (where appropriate) to develop realistic training and competition schedules which are suited to the needs and lifestyle of the rider, not the ambitions of others such as coaches, team members, parents, helpers or the club
- build relationships based on mutual trust and respect, encouraging Vulnerable Adults to take responsibility for their own development and decision-making

always be publicly open when working with Vulnerable Adults:

- avoid coaching sessions or meetings where a coach and an individual rider are completely unobserved
- keep carers informed about the content and nature of any communications you have directly with riders including emails and text messages
- try to avoid one on one situations in changing rooms. If people need to be supervised/ helped try to involve carers
- maintain an appropriate and open environment, with no secrets
- avoid unnecessary physical contact with Vulnerable Adults. Physical contact (touching) can be appropriate so long as :
 - it is neither intrusive nor disturbing
 - the reason that it is necessary has been fully explained
 - the rider's permission has been openly given
 - it is delivered in an open environment
- maintain a safe and appropriate relationship with riders and avoid forming intimate relationships with riders you are working with as this may threaten the position of trust and respect present between athlete and coach

- be an excellent role model by maintaining appropriate standards of behaviour
- gain the Vulnerable Adult's consent and, where appropriate, the consent of relevant carers, in writing, to administer emergency first aid or other medical treatment if the need arises
- be aware of medical conditions, disabilities, existing injuries and medicines being taken and keep written records of any injury or accident that occurs, together with details of treatments provided
- arrange that someone with current knowledge of emergency first aid is available at all times
- gain written consent from the appropriate people and fill out relevant checklists and information forms for travel arrangements and trips.

2.3

Poor Practice

The following are regarded as poor practice and should be avoided:

- unnecessarily spending excessive amounts of time alone with an individual Vulnerable Adult away from others
- engaging in rough, physical or sexually provocative games, including horseplay
- allowing or engaging in inappropriate touching of any form
- using language that might be regarded as inappropriate by the Vulnerable Adult, especially comments regarding disability which may be hurtful or disrespectful
- making sexually suggestive comments, even in jest
- reducing a Vulnerable Adult to tears as a form of control
- letting allegations made by a Vulnerable Adult go uninvestigated, unrecorded, or not acted upon
- doing things of a personal nature that Vulnerable Adults can do for themselves

- taking a Vulnerable Adult alone in a car on journeys, however short
- inviting or taking Vulnerable Adults to your home or office where they will be alone with you
- sharing a room with a Vulnerable Adult.

Note: *At times it may be impractical to avoid some of these particular examples of poor practice. In this case, to protect both Vulnerable Adults and yourself, seek written consent from the Vulnerable Adult and, where appropriate, their carers and ensure that the CWO of your club/organisation is aware of the situation and gives their approval.*

If, during your care, you accidentally injure a Vulnerable Adult, they seem distressed in any manner, appear to be sexually aroused by your actions, or misunderstand/misinterpret something you have done, report these incidents as soon as possible to another adult in the organisation and make a brief written note of it. It may also be in the best interests of the Vulnerable Adult to discuss the matter with them openly and in a professional and sensitive manner that will avoid embarrassment; this is dependent on the individual rider and the circumstances.

2.4 Abuse

Abuse has many forms and can affect a Vulnerable Adult of any age or disability. The effects of such treatment can be degrading and damaging in the longer term and may follow an individual throughout their lives.

An individual who has been abused may exhibit a wide range of uncharacteristic behaviours some of which may manifest in the following ways:

- find it difficult, or impossible to maintain a stable, trusting relationship
- become involved with drugs or prostitution
- increased or excessive alcohol consumption
- show angry or volatile behaviour without reason
- attempt suicide or self-harm

- go on to abuse another adult. Some of the reasons why Vulnerable Adults may be at increased risk of abuse are as follows:
- stereotyping
- prejudice
- discrimination, including ethnic or racial
- isolation
- low self-image and low self-esteem resulting in vulnerable self-presentation
- lack of knowledge about appropriate behaviours by others
- desire for acceptance, affection and attention
- powerlessness to protect themselves
- dependency upon others to care for them
- inability to communicate that abuse has occurred.

2.4.1 Indicators Of Abuse

Even for those experienced in working with the abuse of Vulnerable Adults, it is not always possible to recognise potential abusive situations or situations where abuse is on-going. Personnel involved in the work of British Cycling do not have responsibility for assessing and deciding situations where abuse may be occurring. It is however the responsibility of everyone in cycling to be alert to the indicators of abuse and to act upon any concerns in line with British Cycling policy and procedures relating to the protection of Vulnerable Adults.

Indicators of abuse may include one or more of 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 an explanation seems inconsistent and improbable

- a disclosure made by a Vulnerable Adult describing what appears to be an abusive act involving him/her
- an expression of concern from a third party about the welfare of an individual, unexplained changes in an individual's behaviour, such as loss of confidence, low self-esteem
- becoming quiet and withdrawn, sudden outbursts of temper or uncharacteristic changes in behaviour, tearful, depressed, angry, watchful and frightened
- engaging in sexually explicit behaviour
- distrust of others, particularly those with whom a close relationship would normally be expected
- difficulty in making friends and socialising contrary to previous social behaviour
- being prevented from socialising with other individuals by a carer or person in a position of authority
- displaying variations in eating patterns including overeating, loss of appetite or stealing and concealing food
- unexplained weight loss, deterioration in personal hygiene and physical appearance
- refusal/ reluctance to undress or change for sporting activities.

2.4.2 Degree of Abuse

In response to the No Secrets Government guidance, the Law Commission states that the severity and extent of abuse should be evaluated based on the level of harm brought about by ill treatment (not only physical ill treatment) "that leads to an impairment of, or avoidable deterioration in physical or mental health and the impairment of physical, intellectual, emotional, social or behavioural development".

In assessing the degree of abuse, consideration should be paid to the:

- vulnerability of the victim
- nature and extent of the abuse

- length of time the abuse has been occurring
- impact on the individual.

2.4.3 Types of Abuse

The government guidance No Secrets provides the following as classifications of abuse:

In a cycling situation this could include :

- a coach disregarding the individual requirements or needs of each Vulnerable Adult when setting a training programme.

2.4.3.1 Neglect

"Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of necessities of life, such as medication, adequate nutrition and heating."

In a cycling situation indicators could include :

- a coach not keeping a vulnerable individual safe by exposing them to undue cold, heat or the unnecessary risk of injury e.g. allowing riders under their supervision to train or race inappropriately clothed for the prevailing conditions
- a parent, guardian or carer consistently leaving a vulnerable individual without adequate provisions e.g. food, water, clothing, sun block where they are unable to provide themselves with these provisions

2.4.3.2 Physical Abuse

"May involve hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions."

In a cycling situation indicators could include:

- a coach disregarding the individual requirements of each vulnerable person's needs when setting a training programme e.g. allowing those who are limited by a physical impairment to undertake long, continuous training

2.4.3.3 Sexual Abuse

“Including rape and sexual assault or sexual acts to which the Vulnerable Adult has not consented, or could not consent, or was pressured into consenting.”

In a cycling situation indicators could include a coach:

- engaging in unnecessary and inappropriate physical contact e.g. massaging the legs of the rider in a suggestive manner
- making suggestive comments to their riders, an individual spending an unnecessary amount of time in the changing area where vulnerable individuals are present

2.4.3.4 Psychological Abuse

“Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.”

In a cycling situation indicators could include a carer or coach :

- subjecting a rider to constant criticism, shouting, name-calling, sarcasm, bullying or discriminatory behaviours or prejudicial attitudes
- putting a rider under unrealistic pressure in order to perform to high expectations

2.4.3.5 Financial or Material Abuse

“Including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.”

In a cycling situation indicators could include :

blackmailing a rider by requiring financial or material payment in return for certain benefits such as cycling awards or complements

charging vulnerable individuals more than the standard fee for participation in cycling activities

2.5 Bullying

“Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves”

Bullying can be :

- Emotional : being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding kit or equipment, threatening gestures).
- Physical : pushing, kicking, hitting, punching or any use of violence.
- Racist : racial taunts, graffiti, gestures.
- Sexual : unwanted physical contact or sexually abusive comments.
- Homophobic : because of, or focussing on the issue of sexuality.
- Verbal : name-calling, shouting, sarcasm, spreading rumours, teasing.

2.5.1 Anti-Bullying Policy

British Cycling is committed to fostering a caring, friendly and safe environment for everyone involved in cycling so that they can participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in cycling. If bullying does occur, all riders, coaches, volunteers or carers should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullies come from all walks of life; they bully for a variety of reasons and may even have been bullied or abused themselves. Typically bullies can have low self-esteem, be excitable, aggressive or jealous. Bullies can be boys or girls, men or women. Although bullying often takes place in schools and care homes, research shows it can and does occur anywhere where there is inadequate supervision—on the way to and from college, university or the sports club, at a sporting event or in the changing rooms. Competitive sports such as cycling are an ideal environment for the bully.

The bully in cycling can be a:

- parent who pushes too hard
- coach who adopts a 'win at all costs' philosophy
- other cyclist or coach who intimidates or ridicules a peer
- club official who places unfair pressure on a person
- spectator who constantly shouts abuse.

See Anti-Bullying guidance at SG 1.5.

2.5.2 Why Is It Important To Respond To Bullying?

Bullying results in pain and distress to the victim. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Cyclists who are bullying need to learn different ways of behaving. Everyone involved in cycling has a responsibility to respond promptly and effectively to issues of bullying. For specific guidance on actions to prevent and deal with bullying, refer to SG 1.5.

2.5.3 Signs and Symptoms

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to all individuals, particularly vulnerable groups. An individual may indicate, by signs or behaviour, that he or she is being bullied. Coaches and those in responsible positions should be aware of these possible signs that they should investigate, especially where an individual:

- says they are being bullied
- is unwilling to go to club sessions
- becomes withdrawn, anxious, or lacking in confidence
- regularly feels ill before training sessions
- has clothes torn or possessions damaged
- has possessions go "missing"
- asks for money

- steals money or parts with their own money (to pay bully)
- has unexplained cuts, bruises or injuries
- is frightened to say what's wrong
- gives improbable excuses for any of the above.

In more extreme cases:

- starts stammering or cries themselves to sleep at night
- has nightmares or demonstrates any other form of unusual behaviour during the evenings
- becomes aggressive, disruptive or unreasonable
- is bullying other individuals
- stops eating
- self harms
- attempts or threatens suicide or runs away.

2.5.4 Cyber Bullying

Cyber Bullying refers to bullying and harassment through the use of electronic devices such as personal computers and mobile phones- using email, texting and social networking websites.

Cyber Bullying is deliberate and involves recurring or repeated harm inflicted through the medium of electronic devices and is meant to cause emotional distress.

Cyber Bullying might include:

- A peer who intimidates through the use of a social networking website.
- A cycling coach who sends negative feedback about a participant via personal text message.
- A cycling club member who posts negative comments about a fellow member on a club forum.

Cyber Bullying may also include threats, sexual remarks and hate speech. E-Bullies may publish personal contact information of their victims on websites. They may attempt to act as the victim for the purpose of publishing material in their name that would defame or ridicule them.

Cyber Bullying is particularly serious due to the nature in which the abuse occurs. It is very personal and takes place in a closed private format where the victim may feel isolated and the content will not be viewed by parents, friends or siblings. It may lead to the victim re-reading any material in private perhaps leading to feelings of paranoia, depression or loneliness.

British Cycling will take all cases of Cyber Bullying seriously and deal with them in line with the standard bullying procedures.

3. Responding to suspicions and allegations of abuse

3.1 Introduction

Although most cases of abuse take place within the family setting, abuse can and does occur in cycling.

- It is essential that all allegations are taken seriously and appropriate action is taken.
- It is not your responsibility to decide if abuse of a Vulnerable Adult is taking place.
- It is your responsibility to report your concerns to the appropriate agencies (see below) or British Cycling SLO- no matter how trivial the concern may appear.
- Not acting is not an option.

3.2 Receiving Evidence of Possible Abuse

You may have concerns about abuse/poor practice because :

- you see it happening
- you recognise signs such as those listed in Section 2.4.1
- someone reports it to you

- a Vulnerable Adult approaches you directly.
- Advice on what to do if a Vulnerable Adult says or indicates that they are being abused, or you have concerns about their welfare guidance is available in SG 1.9 www.britishcycling.org.uk

A series of British Cycling support documents (SG 1.6, 1.7, and 1.8) are available to help those in receipt of concerns, those against whom allegations have been made and those reporting allegations and concerns.

3.3 Recording Information: Confidentiality and Information Sharing

All concerns that you may receive should be recorded, ideally using the British Cycling form, Reporting a Safeguarding Concern (SG 1.4).

You are recording this information for :

- yourself, so you have a record of what happened
- the CWO or other designated welfare person within your club, who will co-ordinate any action that needs to be taken
- the British Cycling Safeguarding Lead Officer so that they can advise you
- the Police/Children's Social Care Services if appropriate.

It is not appropriate to share sensitive and confidential information with other people, e.g.:

- your club committee
- members of your club
- other acquaintances outside cycling.

When recording information on the form you should:

- stick to the facts – what you have seen, heard or had reported to you
- distinguish between what is your personal knowledge and what you have been told by others
- do not give your own opinions: be clear

when you are giving your own or others' interpretation of events and reason for this (for example if a comment was in response to a question or an unsolicited remark).

British Cycling has adopted an Information Sharing Protocol developed by the CPSU. This comprehensive document illustrates clearly, in words and diagrams, how decisions to share information are made within British Cycling and between British Cycling and other bodies. The document is available as SG 5.1 on the website www.britishcycling.org.uk. The key principles of this protocol will be used to make information sharing decisions in cases involving Vulnerable Adults.

3.4 Reporting the Concern

The discovery that someone you know may be abusing a Vulnerable Adult will raise feelings and concerns at your club. Although it can be difficult to report such matters, you must remember that :

- the welfare of the Vulnerable Adult is paramount
- being vigilant helps to protect the individual
- do not undertake to keep any disclosure of abuse confidential. It is important to explain to the vulnerable person before a disclosure that you may have to discuss the information they give with a person in a more responsible position than yourself
- always ensure you have the permission of the individual and/or their carer (where appropriate) before taking official action regarding the concern. It is important that the individual is able to exercise their right to self-determination unless in exceptional circumstances, the level of abuse is very serious and clearly necessitates criminal investigation.
- do not pressurise the vulnerable person as this can contribute to their stress. Try to negotiate an amicable agreement with the individual about sharing your concerns and be honest about who must be told and what may then happen. Ensure the vulnerable individual feels in control of their information and seek to encourage the individual to report the abuse themselves.

- a good reporting structure ensures that concerns are dealt with fairly.

British Cycling's Whistle Blowing Policy (SG 1.10) assures all members, staff, and volunteers that it will fully support and protect anyone who, in good faith, reports a concern that a colleague is or may be abusing a vulnerable individual.

3.4.1 Involving Parents and/or Carers

British Cycling is committed to working in partnership with parents and/or carers where appropriate. In most situations, it is important that the CWO or SLO involve carers to clarify any initial concerns e.g. if a Vulnerable Adult seems withdrawn, it may be that they have experienced a recent bereavement. Consulting carers or parents must be considered in light of the Vulnerable Adult's right to confidentiality (Mental Capacity Act 2005) and ideally should be undertaken with the full consent of the vulnerable individual. Where there is doubt as to the vulnerable individual's mental capacity to make decisions then advice must be sought from the SLO.

Where it is considered that a carer may be the perpetrator of (responsible for) the abuse or is colluding with it, or may not be able to respond to the situation appropriately they should not be involved, as it may place the vulnerable individual at greater risk.

3.4.2 Involving British Cycling

The SLO must be informed of all allegations of abuse and persistent poor practice as soon as possible in order to decide the following:

- what further action should be taken by the club or British Cycling
- whether the Vulnerable Adult should consider taking further action or advice
- whether further action, advice or investigation is needed by/from the Police or Social Care Services.

Passing on this information is important because the matter may be just one of a series of other instances which together cause concern. It enables the Safeguarding Team to act appropriately to support deal with the

concern and to analyse trends and improve existing British Cycling policy and guidance.

Vulnerable Adult referral letters should be clearly marked private and confidential and sent to the SLO at: British Cycling, National Cycling Centre, Stuart Street, Manchester, M11 4DQ. Alternatively, the SLO can be contacted through British Cycling on: 0161 274 2000.

3.4.3 Involving Statutory Agencies

It should be noted that physical and sexual abuse is illegal. Consequently there is an obligation that allegations and concerns are reported to the police who will decide whether to take criminal action or not. In some instances, other types of abuse such as discrimination and financial exploitation may also be considered to be criminal and these should also be reported.

In any case of physical or sexual abuse or where a Vulnerable Adult's safety is at risk, the Vulnerable Adult must be encouraged to contact one of the following statutory agencies:

- their local police station or in an emergency, dial 999. The police should be involved if the abuse is thought to be of a criminal nature. A record should be made of the details of the referral and the crime reference number
- Adult Social Care Services (formerly Social Services). This body has a statutory duty to ensure the welfare of adults in vulnerable positions and are legally bound to investigate allegations of abuse. Such investigations will involve discussing the matter with the Vulnerable Adult, and where appropriate their carers. They will also gather information from others who know and are involved with the vulnerable person.

In an emergency, Social Care services contact details can be found on your area's County Council website or from the Samaritans (08457 909090) who will hold the Duty Officer's contact number.

All telephone referrals made to the statutory agencies must be confirmed in writing within 24 hours detailing the following information:

- the name and title of the member of staff to whom the concerns were passed and the date this happened

- any action that has been taken
- a summary of the information shared and the response received
- the time and date of the referral call to the statutory agency.

Other services that can offer help and advice:

Careline www.carelineuk.org 0845 434 5440

Mencap www.mencap.org.uk 0808 808 1111

Mental Health Foundation www.mentalhealth.org.uk

Mind www.mind.org.uk 0300 123 3393

Ann Craft Trust www.anncrafttrust.org 0115 951 5400

The Samaritans www.samaritans.org 08457 90 90 90

Care Quality Commission www.cqc.org.uk
03000 616161

Public Concern at Work www.pcaw.co.uk
020 7404 6609

Freedom to Care www.freedomtocare.org
01978 750583

Respond www.respond.org.uk 0207 383 0700

Action on Elder Abuse www.elderabuse.org.uk
0208 835 9280

3.5 Allegations of previous abuse

Allegations of abuse are occasionally made some time after the event, for example by an adult abused as a young person by a member of staff who is still working with Vulnerable Adults. Where such an allegation is made, you should follow the procedures relating to the involvement of statutory agencies (section 2 & 3). This is because other Vulnerable Adults, either within cycling or in other environments, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse should automatically be excluded from working with vulnerable groups.

3.6 Barring Individuals from Working with Vulnerable Groups

Individuals working in cycling may be or become barred from working with vulnerable groups. This means they can no longer engage with these groups. This will occur in a number of ways:

- British Cycling may refer an individual to the Disclosure and Barring Service as recommended by Social Care Services following a safeguarding investigation (Scottish Cycling may refer individuals to the Protecting Vulnerable Groups Scheme in Scotland)
- The individual may be barred due to reasons outside of cycling

British Cycling clubs must be aware of the legal requirement to refer individuals to the above organisations whose behaviour suggests there is a safeguarding concern. British Cycling clubs must contact the Safeguarding Lead Officer who will provide advice, guidance and complete the referral process. Individuals who are already barred must not be knowingly deployed in regulated activity (see SG 2.1).

3.7 Actions and sanctions

British Cycling may take action to restrict a member's involvement in cycling during an ongoing investigation. This is a neutral act and does not pre-empt any decision. At a later point the individual may be subject to action under the British Cycling Disciplinary Rules.

4. Safeguarding Vulnerable Adults in the Club

4.1 Club Welfare Officer (CWO)

Every cycling club that has children and/or Vulnerable Adults regularly using its facilities must appoint a Club Welfare Officer (CWO). This person must have a good awareness of vulnerable people and the difficulties they face, good communication skills and an ability to provide support and advice. They should also be well organised, have good administrative and recording skills and an ability and willingness to promote and implement the British Cycling Safeguarding & Protecting Vulnerable Adults Policy, procedures and resources.

The CWO should be a figure well-known in the club and approachable by vulnerable people but not someone involved directly in the coaching or day-to-day running of Vulnerable Adult cycling programmes. It is advisable that the CWO is a member of British Cycling. It is essential that the CWO is able to act in a confidential manner and to recognise the boundaries of his or her competence, role and responsibilities and where to seek advice and support. The role and responsibilities of a CWO are outlined in section 5.1.

4.2 Codes of Conduct

Codes of conduct indicate the expected behaviours of everyone involved in cycling. There are a number of different codes of conduct and many clubs will already have adopted and adapted their own. It may also be useful to consider specific codes of conduct for parents, young riders and other members. SG 1.3 lists the expected standards of conduct set out by British Cycling but you may wish to consider consulting your young riders and parents on other areas they might wish to include. The British Cycling Codes are available from the website at www.britishcycling.org.uk.

4.3 Changing Rooms

- Where it is felt that appropriate supervision is necessary for Vulnerable Adults, this should be undertaken by two or more personnel
- Coaches or volunteers should not shower or change at the same time as the riders they have been working with
- No staff or volunteers, medical or otherwise should be present when riders of the opposite sex are showering or changing (for example a male coach working with a female group of riders)
- In mixed gender clubs separate changing facilities should be available. If a vulnerable individual is uncomfortable showering or changing in public, no pressure should be put on them to do so; they should be encouraged to change and shower at home
- Vulnerable Adults and, where appropriate, their carers should be involved in deciding how best they can be assisted. Always

ensure the Vulnerable Adult consents to the assistance that is offered

- No photographic equipment should be used in the changing room environment. This includes cameras, video cameras, camera phones etc. Guidance on photography can be found at SG 5.4.

4.4 Coaching Ratios

Although there is government guidance for people working with Vulnerable Adults such as that found in the No Secrets guidance, it is essential in cycling that a separate risk assessment is undertaken for each group of Vulnerable Adults and that this is reviewed for each training session. Participants who require care or support from other adults for whatever reason, including those qualified as coaches, should be supervised at all times.

In line with the national guidance the level of supervision should take account of the :

- disability and level of physical and mental ability of each individual
- extent of dependency of the vulnerable individual on carers/parents
- type of training session being undertaken
- individual's scope for developing independence
- environment that the session is taking place in
- risk assessment.

If there is an accident or incident you should ensure there is always someone available to supervise the other Vulnerable Adults and coaches should ensure they never work in isolation.

4.5 Organising Trips Away

Even the simplest day trip away from the club requires planning. When planning residential trips for riders clubs should use the advice and checklists given in NSPCC Safe Sport Away, Training Camp Checklist and consent forms (SG 4.1 to SG 4.5) www.nspcc.org/inform

The main factors to consider are :

4.5.1 Communication With Parents and Carers

For a short day trip this may amount merely to details of transport, pick up and return points and times, competition or venue details, team leader or coach contact details, emergency contact details for parents/carers, costs, dietary requirements (if relevant) and any other special requirements or medical details. Strict instructions should be given to parents/carers regarding the drop off and return locations and times.

4.5.2 Transport

Points to consider include vehicle type (public transport, minibus, coach or private car), any special requirements for cyclists with disabilities, length of journey, competence of driver, journey time, distance, stopping points, supervision during journey and legislation regarding seat belts.

4.5.3 Supervision

The staff or volunteers organising the trip will have the duty of care to act in loco parentis for the duration of the trip. Clubs should ensure that the persons they appoint to care for the group are appropriately trained in safety and safeguarding and that they have relevant information regarding any special needs or requirements of any rider. Anyone working in a supervisory role should be appropriately vetted to ensure their suitability to work with Vulnerable Adults in line with British Cycling's Safeguarding & Protecting Vulnerable Adults Policy.

4.5.4 Emergency Procedures

The team leader or coach should know how to contact emergency services and have access to at least a basic First Aid box. Those in charge of riders have a duty to ensure that they are kept safe and healthy and should not hesitate to act in an emergency and to take life-saving action in an extreme situation. All adults working with the group should be briefed on the reporting procedure should an emergency occur.

4.5.5 Insurance

All registered members of British Cycling are covered for public liability and personal accident cover during cycling activities under British Cycling's policy. Passengers travelling by motor vehicle should be covered by law by the insurances required under the Road Traffic Act (1988). When using private vehicles it may be necessary to check with the insurance company for any restrictions. Consideration should be given to accident, breakdown and recovery cover.

4.6 Local Protection of Vulnerable Adults Committees

The British Cycling Safeguarding & Protecting Vulnerable Adults Policy and the guidance contained in this document and its appendices are consistent with the government's Safeguarding Vulnerable Groups Act 2010. However, clubs and regions should endeavour to make themselves aware of the local authority protection of Vulnerable Adults arrangements, policies and procedures as they relate to sports. The CWO should obtain the Local Authority lead officer's name and contact details.

5. Designated Persons with Responsibility for Safeguarding Vulnerable Adults in Cycling

5.1 Club Welfare Officer (CWO)

5.1.1 Responsibilities

The CWO needs to have awareness and understanding of the British Cycling Safeguarding & Protecting Vulnerable Adults Policy and procedures, and keep up to date with the appropriate training. The CWO is responsible for acting as a source of advice on safeguarding and protecting Vulnerable Adults and co-ordinating action within and on behalf of the club. The CWO must also co-ordinate club responses and actions as prescribed by the British Cycling SLO in line with British Cycling policy and procedure. Ideally the post holder should be a member of their club's committee.

5.1.2 Role

- To provide information and advice on protection for Vulnerable Adults within the club.
- To ensure that the club adopts and follows British Cycling's Safeguarding & Protecting Vulnerable Adults Policy and procedures, understands its responsibilities under the SVG Act, and promotes awareness of these within the club.
- To keep records of all those who have been vetted within the club and to ensure that DBS checks are updated on at least a three yearly basis.
- Ensure that all club volunteers are suitably recruited- completing application forms, interviews and reference requests (see supporting documents)
- To receive information from club staff, volunteers, Vulnerable Adults, parents, carers or advocates who have protection concerns regarding Vulnerable Adults and record it.
- To assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- To report concerns where appropriate to the British Cycling SLO in consultation with the individual or their carer- in line with British Cycling procedures.
- To ensure that adequate information is available at the time of referral to the SLO and that the referral is confirmed in writing, under confidential cover, where possible using SG 1.4.
- To advise club officers regarding the appropriate levels of protection required during the training of Vulnerable Adults from all individuals working with vulnerable groups in the club.
- To promote an equal opportunities approach within the club, by maintaining anti- discriminatory practice standards, acknowledging that discrimination exists, actively addressing instances in line with British Cycling policy and procedure and

encouraging club members to receive training to raise awareness and improve understanding of discrimination.

- To advise the club of relevant training opportunities.
- Maintain a written record of training and relevant qualifications of those working in the club.

5.1.3 Skills

- Approachable and friendly
- Good listener and effective communicator
- Confident and a good leader
- Organised
- Enthusiastic and a good motivator
- Knowledge of British Cycling child protection policies and procedures
- Knowledge of the Data Protection Act
- Ability to deal with matters in a confidential manner
- Tactful when dealing with sensitive issues

The CWO should undergo the vetting procedure outlined in Section 6.

5.2 British Cycling Safeguarding Team

This team has good knowledge and understanding of the issues that Vulnerable Adults face in the sporting environment and a focussed approach to addressing concerns, raising awareness and improving practice. The team must be able to communicate effectively to provide advice and support at all levels. They should have influencing skills and an ability to work with conflict and with emotionally distressing matters. Knowledge of relevant legislation, government guidance, the British Cycling Safeguarding and Protecting Vulnerable Adults Policy and procedures is essential. The ability to confront poor or discriminatory practice and to promote and demonstrate high standards of anti-discriminatory practice in relation to safeguarding and abuse is required.

5.2.1 Responsibilities

The British Cycling Safeguarding Team has overall responsibility for the development and establishment of British Cycling's approach to safeguarding Vulnerable Adults. Additionally they are responsible for acting as a source of advice, for co-ordinating action within British Cycling and for liaising with statutory agencies and other relevant organisations about suspected or actual cases of abuse.

5.2.2 Role

- To liaise with the RMG over individual cases, proposed policy and guidance.
- To liaise with the specialists and investigators who may be brought in to help with Vulnerable Adult cases regarding individual cases, proposed policy and guidance.
- Chair and contribute to the Safeguarding Working Group
- Lead in maintaining and reviewing the Safeguarding Vulnerable Adults Implementation Plan.
- To co-ordinate the dissemination of policy, procedures and resources
- To represent British Cycling at external meetings related to the protection of Vulnerable Adults.
- To complete an annual report to British Cycling's Board on the progress of its activities in implementing and monitoring these procedures, and on the incidence and outcome of cases that have arisen in the year.
- They may call upon external expert advice in auditing its procedures and improving its policies.
- To monitor and review progress on all cases and to identify any trends emerging which require a review or revision of existing policies and procedures.
- To manage and investigate cases of poor practice/abuse reported to British Cycling.

- To report any investigation carried out to the RMG.
- To convene and chair the Referral Management Group meetings as required.
- To manage referrals to Statutory Agencies.
- To liaise with the SLO on matters of safeguarding Vulnerable Adults policy and procedure.⁵
- To provide advice and support to Club Welfare Officers and British Cycling members.
- To advise on British Cycling's child protection training needs and development of its training strategy.
- To maintain confidentiality with regards to cases.
- To keep up to date with own knowledge and skills.
- To receive reports of referrals and investigations from the SLO or investigators on behalf of the Referral Management Group

The Safeguarding Team should undergo the vetting procedure outlined in Section 6.

The British Cycling SLO has overall responsibility for the development and establishment of the British Cycling's approach to safeguarding Vulnerable Adults.

5.3 Referral Management Group

This group must work within the policies and procedures of British Cycling to ensure that all decisions relating to safeguarding Vulnerable Adults are reached following a fair, open and transparent process whilst being conscious of the possible impact on adults at risk. The group is made up of individuals with appropriate training and experience of safeguarding. The Referral Management Group will also link in with Local Social Care Services or other professionals for further guidance where necessary.

5.3.1 Responsibilities

- To recommend, where appropriate, that a person is referred to ISA in accordance with Safeguarding Vulnerable Groups Act 2006.
- To recommend to the officers of British Cycling, where appropriate, that a person is temporarily suspended or banned from some or all activities related to cycling.
- To monitor and review progress on all cases and to identify any trends emerging which require a review or revision of existing policies and procedures.

5.3.2 Role

- To make decisions on the initial approach to all reported cases related to the welfare and protection of Vulnerable Adults. That is, to the 'route' a case will take either internally or via external referral to statutory agencies, but may also include making decisions in relation to concerns arising from information gathered in the recruitment process.
- To make initial decisions as to the 'internal' level each case shall be dealt with. For example minor poor practice cases may be referred back to the club complaints or disciplinary process.
- To advise others within British Cycling about actions they may need to take, such as initiating disciplinary procedures.
- To confirm all final decisions relating to safeguarding referrals or DBS Disclosures. Each Disclosure document must be signed by at least two of the RMG members, showing clearly the identified actions and considerations taken.

The members of the RMG should undergo the vetting procedure outlined in Section 6.

5.4 Everyone Involved In Cycling

As outlined elsewhere in this document everyone involved in cycling has a duty to act if they have a concern about a Vulnerable Adult. There are a variety of actions that can be taken. As a minimum the person concerned should contact the relevant club welfare officer or the British Cycling SLO for help and guidance on how to progress their concerns.

6. Recruiting and Selecting People To Work With Vulnerable Adults In Cycling

Anyone may have the potential to abuse Vulnerable Adults in some way and it is important that all reasonable steps are taken to prevent unsuitable people from working with them. This applies to anyone whether voluntary or paid who is going to have significant access to Vulnerable Adults. The steps that should be taken are the same for volunteers or employees.

British Cycling's recruitment and selection procedures are based on the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012 and may be revised from time to time.

6.1 Controlling Access to Vulnerable Adults

All individuals who will have significant access to Vulnerable Adults must first be vetted to establish whether they have any criminal convictions or other past behaviour that suggests they are unsuitable to work with Vulnerable Adults or may present a risk to them. This applies equally to paid staff and volunteers.

All new volunteers and paid staff working in a role that involves 'Significant Access' to Vulnerable Adults, or where they have a Position of Trust, or existing volunteers or staff who change their role to work with these vulnerable groups, are required to complete the following vetting process:

- complete an assessment document to ascertain whether the individual works in regulated activity and requires a DBS Disclosure.

- complete a self-declaration form and DBS Disclosure application and return to British Cycling.
- provide the CWO with two appropriate referees (see SG 2.3 & SG 2.4).
- provide the CWO with details of previous volunteering experience or relevant employment (see SG 2.2).

6.1.1 Regulated Activity

In addition those working in a Regulated Activity must also comply with legal requirements of the acts cited above, as these are implemented. See SG 2.1.

Club Welfare Officers (CWOs) as recruiting officers should satisfy themselves that the position that the individual will be working in is a regulated position. For the purposes of cycling, a regulated position, as defined by the DBS Code of Practice, would include:

- Those whose normal duties (paid or unpaid) include caring for, training, supervising or being in sole charge of Vulnerable Adults
- Those whose normal duties (paid or unpaid) include supervising or managing an individual in his work in a regulated position.

6.1.2 Self-Declaration Form

The self-declaration form requires prospective volunteers and employees to declare any criminal records they may have, even if these are considered 'spent', or any disciplinary investigations by any organisation including employers, the police or social services that relate to inappropriate behaviour towards a child or Vulnerable Adult.

The CWO or recruiting officer should make it clear that a failure to disclose relevant information may result in disciplinary action and possible dismissal or exclusion. It should also be made clear that having a criminal record is not necessarily a barrier to working in cycling. Individuals being asked to complete a self-declaration and DBS application should be made aware of British Cycling's policy on the recruitment of ex-offenders (SG 2.1).

The self-declaration form should be completed and returned to the British Cycling SLO along with a completed DBS application. This must be sent, marked private and confidential, to the Safeguarding Lead Officer at British Cycling. This declaration should be renewed if the individual significantly changes their role within the club or joins a new club occupying a similar role.

6.1.3 References

All new volunteers and employees must supply the CWO with the details of at least two referees who will vouch for the suitability of that person to work with Vulnerable Adults. The CWO or recruiting officer must contact these to request references or verify any prewritten references. This should be done in writing where possible, however where a check has taken place verbally, a written note must be kept of the conversation by the CWO or recruiting officer. This note may be brief. A standard form is available for this purpose (SG 2.3 & 2.4). The CWO must maintain records of any references including written records of verbal references.

6.1.4 Previous Experience and Qualifications

The prospective volunteer or employee should be asked to provide details of previous employment/relevant volunteering and any gaps in the employment history must be accounted for. This information can be provided using the volunteer application form (SG 2.2). Any relevant qualifications the individual declares should be verified to ensure they are genuine and valid.

Note: Completing the above process does not guarantee that an individual is safe to work with Vulnerable Adults. British Cycling will use information from the DBS as part of an overall recruitment and selection process to assess any potential risk. The club will also need to assess for itself the individual's suitability by interviewing, assessing training needs and on-going supervision.

6.1.5 DBS Disclosure

Those with significant access to children or Vulnerable Adults, or who hold a position of trust, must also complete a Disclosure and Barring Service (DBS) Disclosure application this should be completed at the same time as a

Self Declaration Form.

A DBS Enhanced Disclosure will provide information about :

- criminal convictions and police cautions
- police/social services information considered to be relevant by the chief of police officers
- it may also contain information regarding whether an individual is barred from working with vulnerable groups (see SG 2.1)

Criminal record information revealed by the DBS Disclosure will be assessed by the British Cycling Referral Management Group in line with British Cycling's policy on the recruitment of ex-offenders (SG 2.1) and the DBS Code of Practice. Completing a DBS form is a confidential and sensitive matter for some people and care should be taken to explain how the information contained on the certificate will be treated.

As a registered body of the DBS, British Cycling is fully compliant with the DBS Code of Practice including the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information (See SG 2.1). Any disclosures will be dealt with confidentially, following the Child Protection in Sport Unit's Protocol for Information Sharing (SG 5.2).

DBS Disclosures must be renewed at least every three years if a person remains in post or more regularly if, for example, there is a concern raised, if the person changes their role or moves to a new club, or if the person has been absent from the club for a significant period.

DBS Disclosures for British Cycling volunteers are free of charge. The definition of a volunteer for this purpose is a person who is engaged in any activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.

6.2 Who Should Be DBS Checked?

Every British Cycling Affiliated club that has Vulnerable Adults regularly using its facilities must ensure that the following roles are DBS checked :

- Club Welfare Officer (CWO)
- Coaches who regularly coach Vulnerable Adults
- Drivers
- Volunteers who regularly spend time away with Vulnerable Adults at events or training camps.
- Website Administrators/ Forum moderators

The following roles should only be DBS checked if they involve Significant Access to Vulnerable Adults :

- Club officers/ committee members
- Volunteers/helpers
- Competition organisers
- Race Officials/ Commissaires

Before requesting a DBS Disclosure the CWO, as the recruiting officer, must satisfy themselves that the position that the individual will be working in involves 'Significant Access' to Vulnerable Adults or is a Regulated Activity. For the purposes of cycling, a Regulated Activity, as defined by the Safeguarding Vulnerable Groups Act would include :

- Training, teaching or instruction provided wholly or mainly for Vulnerable Adults such as coaching a group of cyclists with a specific disability, for example a group with learning disabilities
- Any form of assistance, advice or guidance provided wholly or mainly for Vulnerable Adults, such as cyclists who have been or are referred to the club by their GP for problems with weight management

- Any form of treatment or therapy for a Vulnerable Adult, such as a club physiotherapist providing treatment in the club
- Driving a vehicle which is being used only for the purpose of conveying children or Vulnerable Adults and any person caring for the Vulnerable Adult, for example taking a group of cyclists to an event.

It also includes those whose normal duties include supervising or managing an individual in his work in a regulated activity.

The fact that an individual may come into contact with Vulnerable Adults is insufficient to subject them to a DBS check. Eligibility for a DBS check depends on the specific role a person will perform whilst conducting their duties within an organisation. The British Cycling Compliance Team will provide prospective DBS applicants with a form to complete to establish the role and duties they are expected to fulfil whilst carrying out their role and DBS applications made accordingly. The SLO at British Cycling will advise CWO's and managers who are unsure of the appropriate level of vetting for any role.

6.3 Clubs Working With Vulnerable Groups

As part of British Cycling's commitment to good safeguarding practice it is important that the organisation is aware of each affiliated club which engages with vulnerable groups.

At the point of affiliation, British Cycling will request each club to declare whether it :

- has members who are children or Vulnerable Adults or
- provides services to children or Vulnerable Adults

For clubs which declare that they do engage with these groups British Cycling will support them to fulfil their obligations as laid out in this policy, legislation and government guidance.

6.3.1 Protecting Vulnerable Groups Scheme-Scotland only

The Protecting Vulnerable Groups (PVG) Scheme is now in force. The scheme is

managed by Disclosure Scotland. The scheme is responsible for making decisions about who should be barred from working with vulnerable groups.

All individuals who work with vulnerable groups in cycling on a regular basis may be required to register with the scheme. Cycling clubs will need to liaise with Scottish Cycling in order to declare which individuals at their club work with children or Vulnerable Adults on a regular basis.

Scottish Cycling will register an interest in relevant individuals with the PVG. The PVG will continually update Scottish Cycling to confirm whether the individual is barred from working with vulnerable groups. Scottish Cycling will take action to engage the individual in working with vulnerable groups or remove them as appropriate.

For further information contact Scottish Cycling or visit:
www.disclosurescotland.co.uk/about/vulnerable-groups/

7. Awareness and training

7.1 Training for Staff and Volunteers

Training should be provided for staff and volunteers on the policy, procedures and professional practices that are in place and commensurate with their responsibilities in the Vulnerable Adult protection process. Training should take place at all levels of British Cycling to ensure that procedures are carried out consistently, it should also be considered as a continuing responsibility to ensure safeguarding knowledge is up to date.

This should include:

- awareness training in the abuses that can take place and the duty to report
- specialist training for investigators and managers
- issues relating to staff safety within a Health and Safety framework

Role	Read British Cycling Safeguarding and Protecting Children Policy	Complete Basic Awareness module	Local Council Safeguarding Children course or equivalent	Sportscoach UK Equity in your coaching workshop or equivalent
Membership Secretary	✓			
Club Welfare Officer (CWO)	✓	✓	✓	✓
Coaches	✓	✓	✓	✓
Co-ordinator or Manager of groups of children or coaches	✓	✓	✓	
Drivers who may travel with children	✓			
Club Officers / Committee members	✓			
Volunteer / parent helper	✓	✓		
Event organiser	✓	✓		
Commissaire / Referee	✓			
Club employee / steward	✓			
Volunteers who accompany a group of riders on over night stays	✓	✓		

- To create an enjoyable and safe environment for all vulnerable people, everyone involved in cycling must be aware of what is good practice and how to deal with poor practice and abuse.

Formal training will help people to work safely and effectively with vulnerable people by:

- comparing their own practice against what is regarded as good practice and identifying ways to improve
- ensuring that they are not placing themselves at risk from allegations
- recognising their responsibilities and reporting any concerns about suspected poor practice or abuse
- understanding the recruitment and selection procedures described (Section 6)

The CWO should maintain a written record of training and relevant qualifications of those working with Vulnerable Adults within the club. The Club Safeguarding Audit form can be used to assess training requirements and club awareness on an annual basis.

7.2 Recommended Levels of Awareness and Training

Within the club environment everyone has a responsibility to be aware of the Safeguarding & Protecting Vulnerable Adults policy, understand what is good and poor practice and know what to do if they have a concern. All members should have access to the policy document at the club or be made aware that it can be accessed through the British Cycling website.

7.3 Training

Coaches and volunteers may undertake the generic sports coach UK courses such as Equity in your coaching and creating a safe coaching environment. Information is available on the Sportscoach UK website www.sportscoachuk.org

Local authorities may run basic awareness safeguarding courses. British Cycling has a specific training course for Club Welfare Officers and those with designated responsibilities for safeguarding and protecting children: Time to Listen. British Cycling

will promote all Safeguarding & Protecting Vulnerable Adults training opportunities through volunteer newsletters and the British Cycling website www.britishcycling.org.uk

8. Complaints and Disciplinary Procedures

British Cycling has its own complaints & disciplinary procedure (SG 1.11) for dealing with breaches of the Safeguarding & Protecting Adults Policy and procedures.

- If a case is being investigated by a statutory agency, British Cycling may suspend the individual concerned whilst this investigation is taking place. This is a neutral act and is not intended to prejudice the outcome of the investigation, but simply to remove the individual from contact with Vulnerable Adults until the investigation is concluded. Once the statutory agency's investigation is completed, and irrespective of its findings, British Cycling will assess the case following its disciplinary procedures.
- If the abuse is alleged to have been committed in the course of a person's employment, he or she will be subject to whatever disciplinary procedures and sanctions are stated in their employment contract. British Cycling may decide to await the outcome of such procedures before starting its own investigation.
- In accordance with British Cycling's Rules, British Cycling may impose disciplinary sanctions against Go-Ride clubs who fail to adopt and implement the Safeguarding & Protecting Vulnerable Adults Policy and procedures, particularly if such failures are serious or persistent. If concerns remain once a matter has been handled by the club these should be referred to the SLO who will ask the senior officers of British Cycling to decide how to deal with this and whether or not to initiate disciplinary proceedings.
- Every effort will be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate to each individual involved. Support Information Sheets are available (SG 1.6 to 1.9) for those reporting or receiving a concern, and for those against whom an allegation has been made.

- It is not always possible to determine exact timescales for when cases will be resolved, however British Cycling will always try to ensure that all parties know what procedure will be followed and what the expected time scales are. If there is a delay they will endeavour to inform all parties why there is a delay and when any development is expected. There should not be any period without communication of more than 28 days with involved persons. Ideally case management processes should not extend over more than three months, only in exceptional circumstances should they extend up to six months.

9. Implementation and Monitoring Procedures

9.1 Safeguarding Working Group

British Cycling has created the Safeguarding Working Group, chaired by the Safeguarding Lead Officer, to progress and implement safeguarding within British Cycling to ensure it is fit for purpose in areas including training, strategy, policy and procedures. The group is made up of individuals with appropriate training and experience of safeguarding from departments across the organisation and from external welfare focussed organisations.

It is the groups' responsibility to ensure:

- safeguarding principles underpin all areas of British Cycling activity and is embedded in organisational strategy
- the Safeguarding Action Plan is designed and implemented
- the establishment and implementation of safeguarding arrangements is accepted and delivered at a local level
- good safeguarding practice is driven through senior management, partners and affiliated organisations
- safeguarding implementation is measured and reported
- that the needs of all vulnerable riders are met

- relevant resources and communications are child focussed
- systems are in place to monitor and record breaches of policy
- appropriate safeguarding communications are in place for a variety of audiences
- that children are consulted and provided with suitable opportunities to lead and influence cycling development
- training and education is delivered to all roles in line with British Cycling strategy
- the safeguarding policy is updated regularly to reflect legislation, government guidance and good practice

As part of British Cycling's commitment to the CPSU "Call to Action" post standards framework the organisation will complete an annual safeguarding self assessment and attend an annual safeguarding progress meeting with CPSU. This meeting will be attended by the SLO, CEO and a board member. The purpose of this is to ensure that British Cycling is compliant with good practice and embedding safeguarding thereby meeting its obligations from legislation, government and funding partners.

9.2 Senior Management

The British Cycling Board of Directors, CEO and Senior Management Team are responsible for driving safeguarding at a strategic level. In relation to safeguarding it is their responsibility to:

- endorse and promote safeguarding policy, safeguarding action plans and training strategy
- nominate a safeguarding champion
- ensure Service Level Agreements and funding agreements contain safeguarding conditions
- ensure safeguarding forms part of all British Cycling planning activity
- endorse the work of the Safeguarding Team and the Safeguarding Working Group

- influence partners to adopt safeguarding strategies

9.3 Cycling Club Self-Monitoring

A Club Safeguarding Self Audit form for clubs and other organisations has been designed to monitor their own compliance with the requirements set out in this policy (SG 3.4).

- this form should be completed and sent to the British Cycling Development Team
- the Development Team will assess any action points from the information provided. Actions point's specific to an individual club will be completed as required. Significant action points will be addressed through the Safeguarding Working Group
- actions may include the provision of training, guidance or support to individuals or clubs generally.

Clubs who have members who are vulnerable people regularly accessing their services must ensure that the name and contact details for their CWO, or in the case of an educational establishment, the person with responsibility for welfare, are completed in their British Cycling Club Audit. This information must be updated, as necessary, during the year by the club secretary or other senior club officer. British Cycling should be updated of any personnel changes that occur, particularly when the club re-affiliates each year.

10. Safeguarding Guidance Documents

The Safeguarding Guidance documents (SG) are available to download from the British Cycling website

Section 1: Codes Of Conduct, Disciplinary Procedures and Raising Concerns

- 1.1 British Cycling Code of Conduct
- 1.2 British Cycling Equality Policy
- 1.3 The Adoption And Application of Codes of Conduct for Cycling Clubs
- 1.4 Reporting A Safeguarding Concern
- 1.5 Anti-Bullying Guidance for Cycling Clubs
- 1.6 Advice And Support for Junior Cyclists
- 1.7 Advice And Support for Individuals Receiving A Concern Or Allegation
- 1.8 Information for those Against Whom a Complaint of Poor Practice or Allegation of Abuse Has Been Made
- 1.9 How To Report A Concern of Abuse of a Vulnerable Adult
- 1.10 Whistle Blowing Policy
- 1.11 British Cycling Case Management Procedure

Section 2 : Safe Recruitment and Vetting Guidance

- 2.1 Recruitment of Individuals with Previous Convictions
- 2.2 Specimen Volunteer Application Form
- 2.3 Specimen Club Personal Reference Request
- 2.4 Specimen Club Reference Form
- 2.5 Umbrella DBS Checks

Section 3 : Club, Training and Competition Guidance

- 3.1 Duty of Care When Supervising Children and Vulnerable Adults
- 3.2 Guidelines for Cycling Events
- 3.3 Cycling Event Contacts
- 3.4 Club Safeguarding Self Audit
- 3.5 Physical Contact And Vulnerable People In Cycling
- 3.6 Managing Challenging Behaviour Of Children And Vulnerable Adults In Cycling

3.7 Protecting Riders With Disabilities

3.8 Risk Assessments

3.9 Quick Guide To Safeguarding

3.10 Event Welfare Plan - to be completed

3.11 Club Runs

3.12 Riders Coming and Going

Section 4 : Training Camps and Residential Visits

4.1 Planning Residential Trips

4.2 Parent & Carer Consent for Residential Trips

4.3 Personal Information for Residential Trips

4.4 Away Event Checklist

4.5 Away Events Feedback Form

Section 5 : Use of Social Media and Information Sharing

5.1 British Cycling and Information Sharing

5.2 Using Social Networking Services and Social Media

5.3 Instant Messaging : Safeguarding Guidelines

5.4 Safeguarding and Photography

