

## Safeguarding Children and Vulnerable Adults Policy (version 2).

**Written on:** 01/04/21

**To be reviewed** 01/04/22

### **Introduction by the Director**

The Nationwide Cycling Academy has a duty of care to safeguard all Children and Vulnerable Adults involved in any activities conducted during cycle training courses. All Children and Vulnerable Adults have a right to protection, and the needs of disabled Children and Vulnerable Adults and others who may be particularly vulnerable must be taken into account.

The Nationwide Cycling Academy will follow good practice procedures in offering the safety and protection of all Children and Vulnerable Adults involved in any cycle training or learning activity through adherence to the Child Protection guidelines adopted by The Nationwide Cycling Academy. A child is defined as a person under the age of 18 (The Children Act 1989).

The aim of the Nationwide Cycling Academy Children and Vulnerable Adults Protection Policy is to promote good practice: providing Children and Vulnerable Adults and young people with appropriate safety and protection whilst in the care of any NCA staff Allow all staff/volunteers to make informed and confident responses to specific child protection issues.

Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with children and/or vulnerable adults in order to harm them. A coach, tutor, instructor, teacher, official or volunteer will have regular contact with children and/or vulnerable adults and are an important link in identifying cases where they need protection.

All suspicious cases of poor practice should be reported following the guidelines in this document.

The designated Safeguarding Officer is - **PETE STALEY**

This policy is accessible to learners via the company website ([www.ncagb.co.uk](http://www.ncagb.co.uk))

Every safeguarding accusation will be logged. The Safeguarding Officer is responsible for keeping the log up to date.

Signed:

**JULIE WOODRUFF**  
DIRECTOR

## Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations.

The following are common sense examples of how to create a positive culture and climate.

### Good practice means:

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating everybody equally with respect and dignity.
- Always putting the welfare of learners first.
- Maintaining a safe and appropriate distance from learners.
- Build balanced relationships based on mutual trust and empower Children and Vulnerable Adults to share in decision making.
- Make learning fun, enjoyable and promote participation
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines.
- Keeping up to date with technical skills, qualifications and insurance.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their Children and Vulnerable Adults in certain situations..
- Being an excellent role model this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of Children and Vulnerable Adults.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

### Practices to be avoided:

The following should be avoided except in emergencies. If a case arises where these situations are unavoidable (e.g. the Child or Vulnerable Adult sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a Child or Vulnerable Adult up at the end of a session), it should be with the full knowledge and consent of someone in charge in the club or the Child or Vulnerable Adults parents. Otherwise, avoid:

- Spending excessive amounts of time alone with Children and Vulnerable Adults away from others.
- Taking or dropping off a Child or Vulnerable Adult to an event.

Practices never to be sanctioned. The following should never be sanctioned. You should never:

- Engage in rough physical or sexually provocative games, including horseplay.
- Allow or engage in any form of inappropriate touching.
- Allow Children and Vulnerable Adults to use inappropriate language unchallenged.
- Make sexually suggestive comments to a Child or Vulnerable Adult even in fun.
- Reduce a Child or Vulnerable Adult to tears as a form of control.
- Allow allegations made by a Child or Vulnerable Adult to go unchallenged, unrecorded or not acted upon.

- Do things of a personal nature for Children and Vulnerable Adults or disabled adults that they can do for themselves.
- Invite or allow Children and Vulnerable Adults to stay with you at your home unsupervised.

#### **Incidents that must be reported/recorded:**

If any of the following occur you should report this immediately to The Safeguarding Officer who will record the incident. You should also ensure the parents/carers of the Child or Vulnerable Adult are informed:

- if you accidentally hurt a participant
- If he/she seems distressed in any manner
- if a rider appears to be sexually aroused by your actions
- if a rider misunderstands or misinterprets something you have done.
- Use of photographic/filming equipment without permission on courses

A timeline of all reported incidents is kept on the Safeguarding Children and Vulnerable Adults log.

Video as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate Learning aid. However, performers and their parents/carers should be made aware that this is part of the learning programme and such films should be stored safely.

### **Recruitment and training of staff and volunteers**

The Nationwide Cycling Academy recognises that anyone may have the potential to abuse Children and Vulnerable Adults in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with Children and Vulnerable Adults.

Pre selection checks must include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- DBS Checks are carried out on all relevant staff
- Two confidential references, including one regarding previous work with Children and Vulnerable Adults. These references must be taken up and confirmed through telephone contact.
- Evidence of identity should be provided (e.g. passport or driving licence with photo).

### **Interview and induction**

All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- They should sign up to The Nationwide Cycling Academy Code of Conduct.
- Child protection procedures are explained, relevant personnel highlighted and training needs are identified.

### **Training**

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a Child or Vulnerable Adult.
- Work safely and effectively with Children and Vulnerable Adults.

**The Nationwide Cycling Academy requires:**

- Delivery staff to attend a good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Non-delivery staff and volunteers to complete awareness training on child protection.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a Child or Vulnerable Adult person.
- Relevant personnel to undergo first aid training (where necessary).
- Attendance of update training when necessary

**Responding to allegations or suspicions:**

It is not the responsibility of anyone working in a paid or unpaid capacity, to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

The Nationwide Cycling Academy will assure all staff/volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a colleague is, or may be, abusing a Child or Vulnerable Adult.

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation
- a Child/Vulnerable Adult protection investigation
- a disciplinary or misconduct investigation.

**Action:**

**1. Concerns about poor practice:**

If, following consideration, the allegation is clearly about poor practice, the Safeguarding Officer will deal with it as a misconduct issue. If the allegation is about poor practice by the Safeguarding Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the Managing Director who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

**2. Concerns about suspected abuse:**

Any suspicion that a Child or Vulnerable Adult has been abused by either a member of staff or a volunteer should be reported to the Safeguarding Officer, who will take such steps as considered necessary to ensure the safety of the Child or Vulnerable Adult in question and any other Child or Vulnerable Adult who may be at risk.

The Safeguarding Officer will refer the allegation to the social services department which may involve the police, or go directly to the police if out-of-hours. The parents or carers of the Child or Vulnerable Adult will be contacted as soon as possible following advice from the social services department. If the Safeguarding Officer is the subject of the suspicion/allegation, the report must be made to the Managing Director, who will refer the allegation to social services.

**Confidentiality:**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

**This includes the following people:**

- the Safeguarding Officer
- the parents of the person who is alleged to have been abused
- the person making the allegation
- social services/police
- The alleged abuser (and parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws.

**Internal enquiries and suspension:**

The Nationwide Cycling Academy Safeguarding Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries. A Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated (once any enquiries have been finished) and how this can be sensitively handled.

**Support to deal with the aftermath of abuse:**

Consideration should be given to the kind of support that Children and Vulnerable Adults, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

The British Association for Counselling Directory is available from:

The British Association for Counselling,  
1 Regent Place,  
Rugby CV21 2PJ,  
Tel: 01788 550899,  
Fax: 01788 562189  
[www.bacp.co.uk](http://www.bacp.co.uk) [www.bacp.co.uk](http://www.bacp.co.uk)

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

**Allegations of previous abuse:**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with Children and Vulnerable Adults).

Where such an allegation is made, the NCA should follow the procedures as detailed above and report the matter to the social services or the police. This is because other Children and Vulnerable Adults may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with Children and Vulnerable Adults. This is reinforced by the details of the Protection of Children and Vulnerable Adults Act 1999.