



[www.tabs-uk.org.uk](http://www.tabs-uk.org.uk)  
[info@tabs-uk.org.uk](mailto:info@tabs-uk.org.uk)

## **Bikeability providers' guidance to Child Protection Awareness**

28<sup>th</sup> August 2017

### **1.0 Introduction**

This guidance is being developed by child protection experts and TABS would like to get it approved across all Bikeability schemes in England, as the minimum standard.

These guidelines have been adapted from British Cycling's "Policy and Procedures for the protection of Children and Vulnerable Adults" (Jan 2007). An organisation who wishes to adopt these guidelines will also need the following supporting documents:

- Safeguarding Policy
- Safeguarding Procedures

Following these guidelines will not prevent safeguarding concerns but will go a long way to alleviating the distress they might cause to people in your care or indeed instructors themselves.

### **1.1 Entitlement**

Everyone who participates in cycling activities is entitled to:

- An enjoyable and safe environment
- Care and protection from abuse

### **1.2 Obligations**

Cycle training organisations are obliged to devise and implement policies and procedures ensuring everyone involved in working with children is aware of their responsibility to:

- Safeguard children from harm and abuse
- Take action when necessary to safeguard children
- Report any concerns about the welfare of children in their care

### 1.3 Terms and Definitions

A **child** is anyone under the age of 18.<sup>1</sup> Working Together to Safeguard Children- DCSF 2010  
<https://www.education.gov.uk/publications/standard/publicationdetail/page1/DCSF-00305-2010>

The new definition of regulated activity relating to adults no longer labels adults as 'vulnerable'. Instead the definition identifies the activities which. If any adult requires them, lead to that adult being considered vulnerable at that time.<sup>2</sup>

This implies that anyone on a regulated activity who is outside their comfort zone can be considered vulnerable.

### 1.4 Regulated activity

The Safeguarding Vulnerable Groups act 2006 sets out the activities and work which are 'regulated activity', which a person who has been barred by the ISA must not do.<sup>3</sup>

The new definition of Regulated Activity for children which regards us is: '*Unsupervised activities; teach, train, instruct, care or supervise children*'.

For adults it is: '*Anyone who trains, instructs or offers advice or guidance.*'

### 1.5 Acting on concerns

It is NOT the responsibility of cycle training organisations to determine whether or not abuse has taken place; this is the domain of child protection professionals (Social Services and the police), however the guidelines below will help identify what is meant by safe and unsafe practice.

Guidance on what to do if you are concerned about poor practice or possible abuse is given in **Section 4**.

## 2.0 Good Practice

The Government issued guidance in 2009 for 'Safer Working Practice for adults who work with children and young people' – DCSF  
<http://webarchive.nationalarchives.gov.uk/20100202100434/dcsf.gov.uk/everychildmatters/resources-and-practice/ig00311/>

Following the good practice guidelines listed below ensures that:

- all instructors operate within an agreed ethical framework

---

<sup>1</sup> Cycling UK (formerly CTC)'s Safeguarding Guidance states: 'CTC considers anyone 17 and under as a young person.'

<sup>2</sup> Changes to disclosure and barring: What you need to know. HM Government, crown copyright 2012.

<sup>3</sup> For more information on the law and regulated activities see: What you need to know. HM Government, crown copyright 2012.

- cycling makes a positive contribution to the development of young people
- instructors are protected from false allegations of abuse or poor practice

## 2.1 Principles for safer working

All cycling instructors should **adhere** to the following principles:

- Ensure experience of cycling is fun and enjoyable; promote fairness, confront and deal with bullying and never condone violations of byelaws
- Provide open access to all those who wish to participate in cycling and ensure they are treated fairly
- Ensure all cyclists are able to participate in an environment that is free from harassment, intimidation, victimisation, bullying and abuse
- Be an excellent role model, do not drink alcohol or smoke when working with young people
- Treat all young people and vulnerable adults equally; this means giving both the more and the less talented in a group similar attention, time, respect and dignity
- Fit the cycle training into the needs analysis of the trainee whether they be adult or child. Try to avoid placing the trainee out of their comfort zone without discussing beforehand
- Conduct all training and meetings in an open environment; avoid one-to-one instruction in unobserved situations
- Maintain a safe and appropriate relationship with cyclists; it is inappropriate to have an intimate relationship with a young person
- Build relationships based on mutual trust and respect in which young people are encouraged to take responsibility for their own development and decision-making
- Avoid unnecessary physical contact with young people. Touching can be okay and appropriate as long as it is neither intrusive nor disturbing. Always ensure the cyclist's permission has been given
- Where supervision is required, involve parent volunteers, teaching assistants, wherever possible
- Communicate regularly with schools or parents, involve them in decision-making and gain written consent for all training. Secure their consent in writing to act *in loco parentis* to give permission for the administration of emergency first aid and/or other medical treatment if the need arises

- Be aware of any medical conditions (including allergies), existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given. Ensure you are qualified and up-to-date in first aid or that there is someone with a first aid qualification in attendance
- Keep up to date with the technical skills, qualifications and insurance in cycling
- All instructors, members, volunteers and employees will be expected to abide by a 'Code of Conduct' as outlined by their Bikeability scheme

### **3.0 Poor or Unsafe Practice**

Being aware of what is considered poor practice may help protect instructors from false allegations and give indications of possible abuse.

#### **3.1 Examples of unsafe activity**

Instructors should avoid the following examples of poor practice:

- Spending a lot of time with one child away from the others or ignoring a child in your care
- Picking on a child or making them cry
- Taking children into instructor's home or entering into the child's home alone or allowing them to go into their home or someone else's home whilst in your care. For example, if the child needs the toilet.
- Engaging in rough, physical or sexually provocative play
- Engaging in any form of inappropriate touching
- Allowing children to use inappropriate language (without challenging them)
- Making sexually suggestive comments to a child, even in fun
- Allowing allegations made by a child to go unchallenged unrecorded or not acted upon
- Doing things of a personal nature for children or vulnerable adults that they can do for themselves; for example, adjusting helmets or clothing
- Tolerating bullying or rule violations
- Showing favouritism towards one cyclist or the giving or receiving of gifts
- Wearing clothing that is distracting, revealing or sexually provocative; for example, wearing tight lycra

- Encourage or allow social contact outside of the training session either by phone, Email or social networks. E.g. Facebook
- Take images of cyclists without their written permission

### **3.2 Keeping people informed**

An instructor should find out the details of the schools designated safeguarding lead <https://www.safeguardingschools.co.uk/what-does-a-designated-safeguarding-person-do/> on entering the school (many schools now display this information at the front desk, or reception staff will be able to let them know). Then any concerns about individual young people should be reported to this designated person before leaving the school.

If cases arise where situations mentioned above are unavoidable they should only occur with the full knowledge of the leader of the session, the cycle training organisation and the child's parents.

The above people should also be informed if any of the following incidents should occur:

- If an instructor accidentally hurts a child cyclist
- If a child is hurt in any way whilst under your care
- If you are forced to manhandle a child
- If a child seems distressed in any manner
- If a child appears to be sexually aroused by an instructor's actions
- If a child misunderstands or misinterprets something an instructor has done

### **4.0 Responding to disclosure, suspicion or allegations**

While it is not the responsibility of instructors to identify abuse, it is their responsibility to report any concerns about the welfare of a child or vulnerable adult. Such concerns may arise because:

- A young person or vulnerable adult discloses s/he is being abused
- Of the behaviour of an adult towards a child
- Of observation of examples of poor practice (see above)
- Of observation of indicators of abuse and bullying (See appendices)

#### **4.1 Reporting procedures**

All organisations endorsing these guidelines should have an employee to act as the designated safeguarding lead. (S.L.).

Organisations should also be aware of their Local Safeguarding Children's and Adults Boards L.S.C.B.<sup>4</sup> and L.S.A.B's<sup>5</sup> Policy and Procedures.

Any person with information of a disclosure, allegation or suspicion about the welfare of a child or vulnerable adult must immediately report this in one of the following ways.

- Inform your Safeguarding Lead (S.L.) and also your line manager if they are different people
- If you are working in a school inform the head teacher who will follow the normal LSCB and Local Authority Designated Officer procedures (LADO).
- In cases where the S.L. is unavailable you should take responsibility and seek advice from the duty officer at a local social services department Safeguarding Unit/Team or your local police. You must then also inform your S.L. as soon as possible.

Any action taken must be recorded.

#### **4.2 Dealing with complaints against an employee**

Where there is a complaint against a Cycling Instructor there may be three types of investigation:

1. **Criminal:** in which case the police are immediately involved.
2. **Safeguarding Complaint:** Complaint directed to the Safeguarding Lead (S.L.) for referral to social services and possibly the police will be involved.
3. **Disciplinary or misconduct:** in which case the Training organisation will be involved.

While the S.L. and child welfare officers will have received training they are not experts, it is not their responsibility to determine whether abuse has taken place. If there is any doubt about whether or not the alleged behaviour constitutes abuse, the concern must be shared with professional agencies.

#### **4.3 Dealing with Safeguarding allegations**

Any suspicion that a child has been abused by either an employee or a volunteer should be reported immediately to the S.L. who will take appropriate steps to ensure the safety of the child or vulnerable in question and any other child who may be at risk. This will include the following:

- Refer the allegation to the social care services safeguarding unit/team who may involve the police or
- In an emergency go directly to the police
- Contact the parents of the child/adult as soon as possible following advice from the social care services department

The Chief Executive or director of your Bikeability scheme should be notified who will decide on media enquiries and disciplinary action. Considerations will be given towards imposing an interim

---

<sup>4</sup> Local Safeguarding Children Boards

<sup>5</sup> Local Safeguarding Adult Boards

suspension based on the risk to the child, the serious nature of the allegation and the need to ensure a full investigation can be instituted.

#### **4.4 Historic Allegations**

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). Where such an allegation is made, your Bikeability scheme will follow the same procedures and report the matter to the social care services or the police. This is because other children, either within or outside cycling, 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.

#### **4.5 Recording Concerns**

You should make a detailed record at the time of the disclosure/concern (your organisation should have a form to use). Information should be written in factual format, avoiding any opinion or hearsay and should include the following:

- The facts about the allegation or observation.
- A description of any visible bruising, other injuries or signs.
- The child or adult's account, if this has been disclosed, of what has happened and how any bruising or other injuries occurred.
- Any witnesses to the incident(s).
- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.
- A copy of this information should be sent to the S.L.

Reporting the matter to the police or social care services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social care services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the social care services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

#### **4.6 Storage of Confidential Safeguarding information**

Safeguarding information should be stored in a secure location in line with data protection laws with access available only to authorised personnel.

**Greg Woodford, on behalf of the TABS Board**