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Appendix 1 – C4AS Safeguarding Incident Report Form

Appendix 2 – C4AS/Cycling UK Photographic Guidance for representatives and groups

Appendix 3 – C4AS/Cycling UK’s Social Media Policy (Extract)

**1) Introduction**

Cycling 4 All, Shropshire (C4AS) is a voluntary group affiliated to the cycling charity - Cycling UK. It aims to promote inclusive cycling, providing opportunities for people of all abilities and particularly those with disabilities and health conditions to discover the joys of cycling. As our activities mirror those of Cycling UK, and we are an affiliated group, this Policy is largely based on Cycling UK’s Safeguarding policies. These can be viewed at https://www.cyclinguk.org/article/legal-guide/safeguarding

Children are an important part of this strategy and therefore it is important to establish clear safeguarding procedures that everyone involved in C4AS understands and follows. Children have the right to be protected from harm and this Policy sets out the commitment that C4AS has made to ensure that the organisation achieves this.

Vulnerable adults are also included in this policy – see page 12.

**2) Aim and scope of policy**

This Policy aims to enable C4AS representatives and participants to carry out their activities of promoting, protecting and inspiring adults and children to cycle and keep cycling in a safe, fun, supportive and inclusive environment in which people feel valued, listened to, and are respected.

This Policy aims to ensure all those involved in C4AS activities understand and follow the procedures relating to the reporting of concerns about a child (or vulnerable adult) and everyone knows where to go for help if they have a concern. This applies to the children of adult representatives.

This Policy applies to all C4AS committee members and representatives, and participants involved with C4AS activities and events organised by any of its representatives.

**3) Policy Statement**

C4AS acknowledges its responsibility to keeping children and vulnerable adults safe, enabling them to participate in its activities and have fun in doing so. Everyone involved has a role to play in identifying concerns, sharing information, and taking prompt action. (See the 4 R’s of safeguarding – recognise, recording, reporting and refer).

**Terms**

*Child /Children:* Any children and young people under the age of 18.

Representatives *:* All persons volunteering and supporting C4AS and involved in events and supported rides.

Children should never experience any type of abuse and C4AS will take appropriate action when any concerns are raised by following robust safeguarding procedures.

C4AS will:

• ensure robust safeguarding arrangements and procedures are in place and followed by everyone in the organisation;

• follow safe recruitment (of representatives) best practice to prevent the involvement of inappropriate or unsafe individuals to work with children;

• ensure that confidential detailed and accurate records of all safeguarding concerns and incidents are kept and stored securely;

• ensure safeguarding concerns are reported and action taken swiftly and efficiently; and

• support is provided to those who raise or disclose safeguarding concerns.

C4AS is committed to promoting the welfare of all children, keeping them safe and ensuring all those working with children follow best practice reflecting statutory responsibilities and government guidance in their cycling activities.

**4) Principles (best practice)**

This Policy is based on the following principles:

• the welfare of the child is paramount in all the events and activities carried out as well as the decisions made by C4AS;

• it is important to value, listen to and respect children’s views and opinions;

• all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm and abuse;

• some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues; and working in partnership with children, their parents, carers, and other agencies is essential in promoting children’s welfare.

• C4AS aims to ensure that all children have a positive and enjoyable experience in a safe and child- centric environment. Also that they are protected from abuse or neglect whilst participating in activities run by the organisation as well as outside those activities.

• All representatives must demonstrate exemplary behaviour to protect themselves from false accusations. Never touch a child or adult inappropriately and do not use language that may be construed as suggestive or abusive.

• All representatives must avoid spending time alone with a child unless previous consent has been given. Ensure that another adult is nearby and work in an open area.

• If you find yourself in a situation where a child is in a state of inappropriate dress, remove yourself from the situation and ask for the child to be dressed appropriately.

• It is not possible to avoid all contact with children when carrying out ‘try outs’ or leading rides but your actions must be communicated to the child in the first instance and consent sought from the child and the carer / professional before contact is made. This must be done with respect for the individual.

• Representatives must be aware that someone else might misinterpret their actions.

* Representatives must never exchange personal details, such as their home address, with a young person.

**5) What are safeguarding and child protection?**

Safeguarding and child protection terms which are often used interchangeably; however, they are different. Safeguarding is the proactive promotion of child welfare and positive development; child protection is the reactive protection of specific children from abuse.

Child protection is protecting specific children who are suffering or are likely to suffer from significant harm. In recent times there has been a shift towards more holistic, proactive, preventative services for children leading to the term ‘safeguarding’ being used more generally.

Safeguarding is:

• Protecting children from abuse and maltreatment.

• Preventing harm to children’s health or development;

• Ensuring children grow up with the provision of safe and effective care;

• Taking action to enable all children to have the best outcomes.

Safeguards are the measures put in place to help to reduce the risk of harm to children. Child protection is part of safeguarding - it is the action taken to protect specific children from abuse or neglect.

**6) Legislation (England)**

This Policy is based on the current child protection legislation, policy and guidance issued by the government. The legislative framework for child protection in England is set out in the Children Act 1989 together with the Children Act 2004. These were recently amended by the Children and Social Work Act 2017.

The key guidance for anyone working with children in England is ‘Working Together to Safeguard Children’ (July 2018); also ‘What to do if you’re worried a child is being abused: advice for practitioners’ (2015) both written by the Department of Education.

**7) C4AS as an Affiliated Group to Cycling UK**

As an Affiliated Group, we become members of Cycling UK and their members have benefits through their group membership. Affiliated Groups are advised to follow Cycling UK’s Safeguarding Policy which this document is closely based on.

**8) Roles and responsibilities**

**Designated Safeguarding Lead**

The role of C4AS’s Designated Safeguarding Lead (DSL) includes implementing, embedding, and championing safeguarding as outlined in the following responsibilities:

• co-ordinate the development and establishment of C4AS’s approach to safeguarding.

• work with other representatives of C4AS to create a positive, child-centric environment for the organisation’s activities to be carried out;

• to be a central point of contact for all referrals or concerns;

• ensure representatives read the Safeguarding Policy and have opportunities to access further training;

• manage safeguarding concerns, allegations and incidents;

• manage referrals to statutory agencies (social services or police) of any incidents or allegations of abuse and harm; and

• provide advice and support to other representatives on safeguarding matters.

**9) Responding to and reporting concerns about a child’s welfare**

Is the child in immediate danger or are they injured? Then the emergency services should be contacted as a priority.

**Responding to concerns**

Creating an environment in which children feel comfortable talking about any abuse they may have suffered, taking them seriously and acting swiftly upon any information they disclose are all essential when working with children to ensure there is a child centric culture of openness and vigilance.

It is important for representatives to follow some simple guidelines when responding to concerns or if a child makes a disclosure about behaviour that may be abusive that they have experienced. These guidelines are to:

• ensure the person feels they are being listened to and supported – show them you care and help them to open up;

• let them go at their own pace – allow them to pause and take their time – it may take more than one conversation to hear the full disclosure;

• reflect back and use their language to show that you have fully understood;

• reassure them that they have done the right thing in telling someone about what has happened to them;

• do not promise to keep anything secret as it will always be necessary to tell someone else about the disclosure – however they can be reassured that the information will only be told to certain individuals confidentially within the organisation or other child protection agencies;

• consent – it is important to ask a child for permission to share the information they have told you – if they refuse it must still be shared (it may be necessary to obtain advice about this). Do not wait for this consent – speak to the DSL about how to deal with this;

• make sure they are aware the matter is being taken seriously but it is essential to maintain an unbiased approach – following procedure and treat each case in a fair and transparent manner ensuring each child gets the help and support necessary; and

• make notes of the information – name, age, and dates – as well as using the child’s language and vocabulary to record the concern. If it is inappropriate to make notes at the time of the disclosure then they should be made as soon as possible after speaking to the child. It may be appropriate to fill in the C4AS Safeguarding Incident Report Form at the time of the disclosure. If not, do so as soon as possible afterwards.

It is important not to talk to the alleged perpetrator about the matter as this could possibly make the situation worse for the child involved. It may be that a child does not disclose the abuse but that adults notice signs that may indicate abuse.

These should never be ignored; waiting for a child to disclose abuse may lead to further harm being caused to them or to another child. When a child does disclose abuse it is essential to provide them with support to ensure they are not more vulnerable as a result of the abuse.

If an adult notices something which causes them concern for a child they should ask the child if they are OK or speak to C4AS’s DSL about the matter. It is also possible to discuss such concerns with the NSPCC’s confidential helpline (0808 800 5000).

Ignoring signs that may indicate abuse may also harm a child’s mental health leading them to feel despair and hopelessness if no one notices and acts.

**Reporting concerns**

It is not the responsibility of anyone volunteering in C4AS to decide whether child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to C4As’s DSL or the appropriate authorities if it is not possible to contact the DSL.

The DSL will investigate to understand the current risk to the child. This will be done whilst ensuring the utmost confidentiality is maintained and may include a referral to the local authority.

It is important that all concerns are recorded – including information about:

• the concern

• how it was responded to

• who it was reported to

• and what the outcome of this report was.

Use the C4AS Safeguarding Incident Report Form. Keep the DSL in the loop. All reporting forms and documentation relating to the management of the concern must be retained and stored confidentially for at least 25 years. Individual files may be kept for longer if this is considered appropriate. This must meet the requirements of any data protection legislation currently in force.

https://www.gov.uk/report-child-abuse

https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/report/

https://www.safeguardingshropshireschildren.org.uk/

**10) Recognising abuse**

Children may not find it easy to talk about the abuse they are or have been experiencing but there are signs that everyone should be aware of and look out for that something is wrong. Everyone who works with children should be able to recognise such signs and indicators so that they are able to respond appropriately to them.

Even if a child is not able to speak to someone about what has happened to them, there may be other indicators that something is wrong. People who work with children need to be able to recognise the potential signs and know how to respond appropriately.

It is also important for those working with children to understand that it is not up to them to decide whether or not abuse has taken place; all they are required to do is to report their concerns, others will decide if abuse has taken place.

**Physical abuse**

Physical abuse is when someone harms or hurts a child intentionally. Examples of physical abuse are hitting, kicking, burning, poisoning, and biting a child. It can also include making up the symptoms of an illness or causing a child to become unwell.

Signs and indicators of physical abuse and what this might look like at C4AS are if a child is taken on a ride which is too lengthy for them leading to exhaustion or they are not adequately supported on a ride they have not done before. It could also be if an adult intentionally pushed a child off their bike during a ride leading to physical injuries. It may be that a child arrives for a ride or at an event without a parent and has signs of bruising or harm as a result of abuse that may be occurring in the home. These signs should always be recorded and reported.

• Physical: e.g. inflicting pain or injury

• Neglect: e.g. actions meaning children are in the rain too long, inappropriate kit, leaving child unsupervised

• Sexual: e.g. touching or sexually explicit language

**Emotional abuse**

Emotional abuse is any type of abuse that involves the persistent emotional mistreatment of a child and may be called psychological abuse. Emotional abuse can involve deliberately trying to upset, frighten, humiliate, isolate, or ignore a child as well as making them feel worthless and unloved or when their existence is only valued in meeting the needs of other people.

Emotional abuse is often found alongside other types of abuse and may mean that it may be difficult to notice the signs, though it can also happen on its own. In a cycling environment emotional abuse may be an adult making unkind and unnecessary remarks to a child, showing anger, humiliating them whilst on a ride or making insulting comments or remarks about the child’s cycling ability. Having too high expectations of a child or when their worth is dependent on their sporting success are further examples of emotional abuse in a sporting/physical activity context.

**Sexual abuse**

A child cannot consent to any type of sexual activity; they may be forced or tricked into the behaviour and not understand that it is abuse and wrong. There are two types of sexual abuse –

contact and non-contact. The latter is when the abuse takes place without any contact between the adult and the child and may be online or in person. Abusers may be male or female.

Contact abuse is where an abuser is in physical contact with a child for example:

• sexual touching of any part of a child's body, clothed or unclothed.

Where there is no physical contact between a child and the abuser it is known as non-contact abuse and may be either in person or online. It may include:

• the abuser exposing or “flashing”

• forcing a child to make, view or share child abuse images or videos.

Within a cycling context this might be if a ride leader began a relationship with a child who is part of the group. It could be contact sexual abuse or non-contact sexual abuse – for example sending inappropriate photographs to a child or asking them to send them to the adult. Using coaching techniques to enable physical contact have been used by abusers to allow sexual abuse to go disguised and undetected in sports as well as the power of a coach to lead to situations where a child may be abused.

**Verbal abuse**

Such as using sarcasm, putting down, bullying, applying too much pressure to achieve.

**Neglect**

Neglect is the consistent failure to meet a child’s basic physical and psychological needs and it can have a serious and long-lasting impact on a child’s life as well as causing serious harm and even death.

The four main types of neglect are:

• physical neglect: failure to meet a child’s basic needs, such as food, clothing, or shelter, proper

supervision or provide for their safety.

• educational neglect: failure to provide a child with an education

• emotional neglect: failure to provide a child with the necessary nurture and stimulation, for

example by ignoring, humiliating, intimidating, or isolating them

• medical neglect: not providing a child with the appropriate health care refusing care or ignoring medical recommendations.

Within a cycling context it could be if a child is not advised to stay adequately hydrated on a hot summers ride or to wear the appropriate kit for the time of year. A child arriving for a ride without the necessary kit, looking dishevelled or dirty may be being neglected at home and should be spoken to carefully about this.

**Bullying and Cyberbullying**

Bullying is intentional behaviour that harms another person. This can be done face-to-face or online when it is known as cyberbullying. Examples of bullying are name-calling, spreading rumours, threatening, or undermining an individual.

Bullying within the cycling environment might include threatening a child to attend (or not) an event, telling others that a child is not welcome on a ride because they are not capable of it (when in fact they are) or calling a child names in front of others with the intention of humiliating them.

Cyberbullying has become more prevalent in recent years with more and more children having smartphones and internet access. Any of the above behaviour could take place online as well as in person. Social media platforms such as Facebook, twitter and Instagram all provide bullies with the opportunity to continue to bully children wherever they are and as a result this can lead to mental health issues and further harm.

It can often be other children who bully their peers. This type of behaviour can often be disregarded as “banter” or that the behaviour will stop if its ignored. Bullying of any type should never be allowed or ignored and it is important to report it.

**Peer-on-peer abuse**

It is important to understand that children may be abused by other children and that this abuse can be sexual, emotional, physical, or bullying. It can often be online as well as in person. If this type of abuse is found to be happening it is essential to realise that both the perpetrator and the victim are children and need to be treated accordingly.

Concerns of this nature should be reported in exactly the same way as those involving adults; C4AS’s DSL can provide further guidance and support when dealing with these types of issues.

**Other types of abuse**

See the NSPCC website for details.

**11) Safeguarding Training**

Everyone at C4AS needs to read and understand this Safeguarding Policy and help to implement and embed it within the organisation. Once recruited, all representatives should be given the Safeguarding Policy and supported to ensure that they effectively safeguard children and know how to respond to any concerns.

C4AS will ensure that training and resources are available to encourage the development of representatives that will include:

• an induction to the voluntary work and the organisation

• ongoing support and monitoring

Accessible and affordable training opportunities will be made known to representatives via Shropshire Council, Energize etc.

It is expected that all those working with children will regularly (once every three years as a minimum) update their safeguarding training.

**Resources at:**

<https://knowhow.ncvo.org.uk/safeguarding>

**12) Photography policy**

C4AS will always gain written consent for the taking of and use of photographs and/or videos.

From time to time you might want to take photograph or make visual recordings that include a child. You must get written consent from the carer, parent, guardian or professional. If an approval form is not available then a written signed statement will be acceptable, but must include name of child, date, reason for photography/recording, name/ signature of person giving approval.

The images must be used only for the intended purpose and then destroyed.

All relevant C4AS documents will include written consent for photos e.g.:

* • C4AS/Cycling UK Inclusive Cycle Ride Signing On Sheet.
* • Pedal in the Park Declaration Form.
* • C4AS Photo Permission Form (see below)

**C4AS Photo Permission Form**

I hereby **grant permission** to the use of photographic, audio or video recordings captured at (Event/Ride) which may be used by Cycling4All Shropshire on the C4AS website, in C4AS promotional material and on all C4AS social media platforms (Facebook, Twitter etc).

Name (please print)………………………………………………… Age if child……………………..

Signature………………………………………………………………………………………………………………………….

Name of Parent/Guardian……………………………………………………………………………………………..

Signature of Parent/Guardian……………………………………………………………………………………………..

Contact email ………….…………………………………………………………………..

Email address…………..…………………………………………………………………..

Image/recording details (to be completed by C4AS representative)

………………………………………………………………………………………………………………………………………………………

It is important that the persons signing are aware of the intended use of the photographs and that they will be used for no other reason without seeking further consent.

**13) C4AS Safeguarding Code of Conduct**

All representatives have an obligation to avoid creating distressing situations. Therefore they are expected to follow the Code of Conduct below:

As a C4AS representative, you must:

respect everyone as an individual

• provide a good example of acceptable behaviour

• respect everyone's right to privacy

• report any concerns to C4AS’s DSL

• show understanding when dealing with sensitive issues

• listen to any concerns from anyone, particularly children, may have

• maintain acceptable boundaries and relationships with children. Engaging in sexual behaviour with anyone under the age of 16 is illegal

• adhere to C4AS’s policies including implementing the Safeguarding & Child Protection Policy

As a C4AS representative you must not:

• permit abusive behaviour

• have inappropriate physical or verbal contact with others

• engage in a sexual behaviour with anyone under the age of 18

• make suggestive or inappropriate remarks or actions

• deliberately place yourself or others in a compromising situation

**Other adults present**

Staff and representatives should avoid situations where they are alone with a child or and adult at risk. This precaution protects all parties by removing the feeling of threat from an insecure participant, and by providing a witness if an accusation of improper behaviour is made. However, there may be occasions where this is not possible, and a judgment will have to be made as to what is in the best interests of the child or adult at risk.

**Physical contact**

Physical contact between an individuals and representatives should be avoided. There are instances when it is necessary, e.g. to demonstrate a skill, help a rider mount a tandem or put on a helmet, but such contact should remain impersonal so there is no risk of it being misinterpreted. If contact is necessary the representative should always ask permission and advise the individual of the action to be taken.

**Appropriate language**

Care should be taken about what is said, and the way it is said. Representatives should always avoid saying anything that could be interpreted as being aggressive, suggestive, or contain any form of innuendo.

**Creating false impressions**

It is important that representatives do not create a false impression. Words and actions can be misunderstood, and care should be taken to avoid awkward situations. Should such a situation arise, it is essential to handle it with care and consideration to minimise embarrassment to representatives and participants.

**14) Social Media and Online Activity**

C4AS’s/Cycling UK’s Social Media Policy (Appendix ) requires all staff and representatives to use social media responsibly. Whilst social media has many positive benefits it is important to ensure that all groups and clubs get the best out of these platforms. The Social Media Policy establishes some best practice for groups to follow to protect both them and individuals and is set out below:

• under no circumstances is behaviour that abuses or threatens others tolerated. This includes conduct which is offence or hateful.

• material containing inappropriate, vulgar, abusive language, photos or videos is not permitted.

• ensure that individuals have given permission to be represented online. When capturing images or videos from an event, make sure everyone featured in the photograph is comfortable and has given their permission to be promoted online. If you do put a photo online without permission, it must be removed immediately, upon the request of the individual.

Where appropriate any breaches to this guidance may involve the police or other law enforcement agencies.

**15) Confidentiality and Information Sharing**

When a child makes a disclosure, or an adult passes on a concern it is important to understand that whilst a level of confidentiality is always necessary this does not mean that no one else should be told about it.

Confidentiality means that it will only be discussed with others who are able to help and deal with the concern.

No one should promise a child to keep any type of concern a secret; it is always necessary to share concerns with others who will be able to help.

**16) Storing records**

C4AS will store all safeguarding records in accordance with NSPCC guidance which is available on their website. Records will be stored securely and confidentially. Where such records are electronic they will be stored with password protection and on computers with protection against hackers and viruses.

The length of time a record is kept will generally be 25 years, but this time period should always be considered for each concern individually.

• making a referral to an agency to arrange support

• another agency has asked for information about a child

• a statutory duty or court order requires information to be shared

• there is concern that a child or a member of their family may be at risk of significant harm

• a serious crime may have been committed or is about to be committed which involves someone in the family

• There must always be a clear and legitimate purpose for sharing a child’s personal information. Keep a record of the reasons why you are sharing or requesting information about a child or their family.

A child’s safety and wellbeing must never be put at risk by sharing information about them.

**17) Safeguarding Adults**

**Well-being and Capacity**

If any C4AS representatives have concerns about an adult’s safety or wellbeing, you must act on these: do not ignore them. It is important to understand that it is not the person who acts on the concerns responsibility to decide whether or not an adult has been abused.

Safeguarding means protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and the experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. Adults sometimes have complex interpersonal relationships and may be ambivalent, unclear, or unrealistic about their personal circumstances.

The concept of ‘wellbeing’ is used throughout both English and Welsh legislation and relates to personal dignity, support, and the inclusion of everyone. The ‘Wellbeing Principles’ for England and Wales can be found at Appendix 2.

Adult safeguarding should always be person led and outcome focused. The intention is to engage a person to discuss how to best respond to their situation from a safeguarding perspective to enhance their involvement, choice, and control in order to improve their quality of life, wellbeing, and safety.

It is important, where possible, to obtain their view of what they would like to happen, involve them in the process and give consent to share information outside of the organization where necessary. The adult’s views, wishes, feelings and beliefs must be considered when decisions about their future are made. This is known as “Making Safeguarding Personal”.

Capacity means the ability to make a decision about your own life on your own and is sometimes referred to as ‘mental capacity’. This can be affected either temporarily or permanently; some people have the capacity to make some simple decisions but not major, say financial ones, for themselves.

**Legislation**

The legislative framework for safeguarding adults in England is set out in the Care Act 2014. Guidance accompanying the Care Act 2014 is available on line and should be referred to for more detailed information.

In England and Wales the Mental Capacity Act 2005 establishes the general principle that everyone has capacity unless it is proved otherwise and that they should be supported to make their own decisions. Anything done for or on behalf of people without that capacity must be done in their best interests and with the least restrictive intervention.

There are a number of other pieces of legislation which in some cases apply as follows:

Sexual Offences Act 2003, Human Rights Act 1998, Equality Act 2010, Data Protection Act 2018 Safeguarding Vulnerable Groups Act 2006 and The General Data Protection Regulations 2016.

**Signs and Indicators of Adult Abuse and Neglect**

Abuse can take place in any context and by any perpetrator. Abuse may be inflicted by anyone. It can take place within an organization or alternatively, other participants, workers or representatives may suspect that an adult is being abused or neglected outside of an organisation’s setting. There are many signs and indicators that may suggest someone is being abused or neglected. These include but are not limited to:

• unexplained bruises or injuries - or lack of medical attention when an injury is present.

• person has belongings or money going missing;

• person is not attending/no longer enjoying their sessions. A participant may have been missing from sessions and is not responding to reminders from others in the group;

• someone losing or gaining weight/an unkempt appearance. This could be someone whose appearance becomes unkempt, or does not wear suitable kit, and there is a deterioration in hygiene;

• a change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when a particular individual comes to collect them from sessions in contrast to their personal assistant whom they greet with a smile;

• they may self-harm;

• they may have a fear of a particular group of people or individual;

• they may tell someone they are being abused - i.e. a disclosure;

• harassment of a participant because they are or are perceived to have protected characteristics;

• not meeting the needs of the participant. For example having a session without a necessary break;

• a participant who sends unwanted sexually explicit text messages to an adult with learning disabilities they attend sessions with; and/or

• a participant threatening another participant with physical harm.

Abuse can take place within a sporting and recreational context and the person causing harm might be any other person. For example: a representative or a participant. Further examples of abuse within cycling could include:

• Harassment of a participant because of their (perceived) disability or other protected characteristics.

• Not meeting the needs of the participant e.g. training without a necessary break.

• A representative intentionally striking a participant/rider.

• A participant threatens another participant with physical harm and persistently blames them of not being able to do something, ride a cycle etc.

Abuse or neglect outside sport could be carried out by:

• A spouse, partner or family member

• Neighbours or residents

• Friends, acquaintances or strangers

• People who deliberately exploit adults they perceive as vulnerable

• Paid staff, professionals or representatives s providing care and support

Often the perpetrator is known to the adult and may be in a position of trust and/or power.

**Reporting concerns**

All concerns about an adult should be reported to the DSL of C4AS. Once concerns have been received by the DSL the current risk to the adult will be assessed. This will be done whilst ensuring the utmost confidentiality is maintained and any appropriate safeguards put in place.

The DSL will consider the concern and report it to the appropriate agency once all the information has been collected. This will be done in conjunction with the adult involved to ensure they are kept fully aware of the process and can ensure their desired outcome is properly communicated.

If you are in doubt as to whether to share information seek advice e.g. contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm. Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

https://www.cyclinguk.org/article/legal-guide/safeguarding

https://www.cyclinguk.org/sites/default/files/document/2020/06/safeguarding\_adults\_at\_risk\_reporting\_flowchart\_and\_report\_form\_0.pdf

https://shropshire.gov.uk/adult-social-care/where-can-i-get-help/concerned-about-someone/

https://shropshire.gov.uk/shropshire-choices/i-need-help/keeping-adults-safe/a-guide-to-adult-safeguarding-in-shropshire/

**Recording**

It is important that all concerns are recorded – including information about:

• the concern;

• how it was responded to;

• who it was reported to; and

• what the outcome of this report was.

Concerns should be reported on the C4AS Safeguarding Report Form.

(For Photo and Social Media Policy, Safeguarding training, confidentiality and storing records – see pages 9 to 12)

**This Safeguarding Policy has been issued and read by the following C4AS representatives :**

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature**  | **Date**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Appendix 1 C4AS Safeguarding Report Form (copy in here when agreed)

**Appendix 2 – Cycling UK Photographic Guidance**

Taking photographs to promote activities and events has never been easier than it is today with nearly everyone having a camera on their mobile phone. Using photographs to encourage more people to participate in Cycling UK’s events and activities should be straightforward, but there are some guidelines which need to be considered when taking and using photographs either online or in printed materials.

Social media has also changed the way we communicate with each other and sharing photographs to encourage others to join in is an excellent use of such platforms. It is an extremely useful means of communicating with a wider audience and engaging with a group of individuals quickly and easily ensuring the same message reaches the desired audience effectively. However, it also has its problems, and it is important to ensure that photographs are used carefully and responsibly when on social media platforms such. Once a photograph is online it is very difficult to control who else uses it and they can often do so for purposes outside the original intention.

The Cycling UK’s Social Media Policy should be read alongside this Guidance to ensure that it is complied with. It is important to understand each social media platforms own terms and conditions as well when using them and ensure that the privacy settings are correct to limit photographs or information being used incorrectly. For example Facebook has a license to use photos that are posted on its platform “subject to privacy and application settings” so it is important to ensure that they are set appropriately.

It is possible to limit who sees photos and posts if the appropriate settings are enabled. Also if a Facebook “Group” is created it is possible to restrict the membership of the group to a group of individuals who can be invited and to hide the group from others. It is also possible to create a “Page” – this is a space where people can publicly connect an organization and the organisation can promote its activities but there is no need to accept people to allow them to see the information on the Page – it is public. So by using the two different formats it means that there can be a private Group profile for the membership and a public Page profile allowing everyone to see the information that the membership wants to promote to a wider audience.

Asking an individual for their consent to take a photograph is made simple by using the Cycling UK “Photography and Filming Consent Form” or the specific form for parents to sign in the case of children being photographed. Parents may decide they are not comfortable with photographs of their children being used or shared and so may withhold consent for a variety of reasons. If this is the case then it is important to ensure that this is known by the group. Parents should also know who to talk to if there are issues of photographs being shared inappropriately.

If an individual – child or adult – does not want to be used in photographs consider giving out stickers that can be seen in a photograph for those to wear either on themselves or on their bikes.

At large events consider putting up signs stating clearly that photos are being taken for publicity purposes. This can also be done in event information sent out prior to the even to make people aware of the photography policy of the event. An opportunity to opt out of being photograph should be given at the signing in stage.

The issue of consent is considered in the extract from the General Data Protection Regulations Guidance for Cycling UK below.

**General Data Protection Regulations (GDPR)**

Photographs of people are a type of personal data. However, there is not yet detailed guidance about how the GDPR applies to photos. Nevertheless, you should always seek consent before taking or publishing photos. We recommend that in the case of:

• Staged photos of a group where you gather a group of people together to take a photo (for example, after

completing an activity, or at the top of a hill during a group ride)

You must inform the group if the photo will be published and where (for example, your website, social media, a newsletter) and confirm people are willing to be photographed for that purpose. If you wish to use this photo for commercial or marketing purposes (for example, on a printed leaflet), or identify individuals by name, you will need to be able to demonstrate their consent. The easiest way to do this is by completing a written photo consent form. However, if you are simply showcasing your group/area’s activity on your group/area’s website, social media, newsletter (online or print), and you don’t identify people by name or share other personal data, you do not need their written consent.

• Candid photos of a group taken when people weren’t aware and aren’t easily identifiable (for example, a group riding along the coast in the distance)

If you wish to use this photo for commercial or marketing purposes (for example, on a printed leaflet), or identify individuals by name, you will need to be able to demonstrate their consent. The easiest way to do this is by completing a written photo consent form. However, if you are simply showcasing your group/area’s activity on your group/area’s website, social media, newsletter (online or print), and you don’t identify people by name or share other personal data, you do not need their written consent.

• Photos of one or two people where the individuals are the main focus of the photo and identifiable. You must inform the person/people if the photo will be published and where (for example, your website, social media, a newsletter) and confirm they are willing to be photographed for that purpose. If you wish to publish the photo in any way (for example, your website, newsletter, social media, or printed materials), you will need to be able to demonstrate their consent. The easiest way to do this is by completing a written photo consent form.

**• Photos of children**

You must not take photos of children unless their parent or legal guardian has given explicit permission. If you wish to publish the photo in any way (for example, your website, newsletter, social media, or printed materials), you also need to have the consent of their parent or legal guardian. The easiest way to do this is by completing a written photo consent form.

Things to think about:

• If you are not sure what story you are trying to tell with the photos or if you are taking photos for someone else it is a good idea to take a range of photographs.

• Photos to be used on the Cycling UK website should be done in landscape.

• Avoid shooting photographs from a distance.

• More natural photographs tend to work best – naturally smiley individuals, unposed being active will be better than putting people into position.

• Action or reportage shots generally work much better than staged shots.

• Where it is necessary to pose individuals bunch them together for a better photograph.

• Look for unusual angles to make pictures more interesting.

**Appendix 3: Cycling UK’s Social Media Policy (Extract)**

**Introduction**

This social media policy describes the rules governing its use at Cycling UK. Cycling UK wants staff, volunteers, and contractors to be able to enjoy the benefits of social media whilst understanding the practices we expect.

The policy sets out the rules of how staff, volunteers or contractors must behave when using social networking sites. It also sets out how employees can use these platforms safely and effectively.

You might like to read this advice alongside our Complaints Procedure, Social Media Data Protection Guidelines and Staff Handbook.

**General advice**

Staff, volunteers, and anyone representing the charity on social networking sites should apply the same standards of conduct online as they are expected to apply in their work offline.

Before staff and volunteers start to use social media on behalf of the charity they should be familiar with privacy settings of the social networking sites to ensure that they are secure and appropriate for privacy, the content and intended audience.

Overall, any content (including videos and images) that is put out on social media should relate to directly to the charity’s aims and objectives. For example:

• share advice, guidance, campaigns, and stories developed by the charity

• share content or studies created by other organisations that support the Cycling UK’s objectives (but make sure that the content is read thoroughly and not just the headline, so you can ensure that article is appropriate)

• support new initiatives, drives and membership recruitment

All staff, volunteers and Cycling UK representatives are responsible for the content they post this includes, but is not exclusive to words, videos and images that are shared in an online environment. Therefore, they are advised to consider whether any comment, image or video is appropriate and whether they would want the charity, fellow staff members, volunteers, and anyone externally to see.

Full Policy at https://www.cyclinguk.org/sites/default/files/document/2020/10/cycling\_uk\_-\_safeguarding\_and\_child\_protection\_policy\_final.pdf