



SAFEGUARDING POLICIES & CLUB HANDBOOK

SEPTEMBER 2026



SAFEGUARDING AND CHILD PROTECTION POLICY 2023–2026 & HANDBOOK

Safeguarding is **EVERYONE's** responsibility. Share your concerns.

Welfare Officer :	Adele Knight	Welfare Officer :	Charlie Yorke
Status of Policy:	Statutory	Head Coach:	Steve Preston
Review Cycle:	Every 3 years	Next Review:	Sep 2026



Adele Knight
Welfare Officer



Charlie Yorke
Welfare Officer



Stephen Preston
Head Coach

ABOUT CYCLE STARS



Inspiring the Next Generation of Cyclists.

Cycle Stars is a youth-focused cycling club based at Evesham VeloPark, dedicated to helping young riders grow from complete beginners to confident competitive cyclists.

Our coaching pathway supports children from their first ride through to regional and national racing, with a clear progression through groups including Learn to Ride, Ready Riders, Rookie Racers, Race Club, Development Riders and the Cycle Stars Academy. We welcome riders of all abilities, tailoring our sessions to suit individual needs and aspirations.

Every Saturday throughout the year, our coaching sessions take place at Evesham VeloPark. From teaching young children how to balance, brake and ride safely, to running advanced group training and mini races for experienced riders, we aim to make every session positive, engaging and full of energy. We also offer midweek training, indoor roller evenings, tactical workshops and off-road cyclocross coaching in the winter.

We support a wide range of disciplines to give riders the chance to explore different aspects of cycling. These include road and circuit racing, cyclocross, grass track and time trials. As riders develop, some choose to take on the unique challenge of velodrome riding, experiencing the speed and thrill of track cycling on banked circuits.

At Cycle Stars, we believe in developing both skill and character. Our coaches and volunteers work hard to create a safe, inclusive environment where young people can have fun, make friends and push themselves to achieve their goals. Whether a rider wants to win races or simply enjoy riding with confidence, we are here to guide and encourage them at every step.

We are proud to be affiliated with British Cycling and follow its best practice in safeguarding, coaching and development. Our club community is built on shared enthusiasm, teamwork and a passion for helping young people thrive through sport.

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Welcome

Welcome to Cycle Stars. This handbook contains the full set of policies, procedures, forms, and templates required for the safe and effective running of Cycle Stars, a youth-focused cycling club affiliated to British Cycling. All content has been tailored from the source materials to reflect the Club's youth focus, alignment with British Cycling guidance, and practical needs for coaches, volunteers, parents and young riders.

Our Club's Vision and Offer

At Cycle Stars, we are passionate about cycling and realise its full potential in developing children's fitness, and well-being, as well as shaping young athletes into strong, competitive racers, across a range of disciplines – Road, Cyclecross and Time Trialling.

We are an inclusive club and cater for all ages, and abilities, and build a club ethos based on fun, friendship and belonging.

Introduction:

Cycle Stars is committed to ensuring that everyone participating in cycling does so in a safe and enjoyable environment. To this extent we recognise that safeguarding, and promoting the welfare of children, is the responsibility of **EVERYONE** at Cycle Stars, irrespective of their role, be that a coach, paid or voluntary, a parent, spectator or participant. In order to fulfil this responsibility effectively, we make sure our approach is child-centred. This means that we should consider, at all times, what is in the best interests of the child. Children have the right to be protected from harm and this policy sets out the commitment that Cycle Stars has made to this right.

Section 1: Safeguarding and Child Protection Policy (2023 – 2026)

Aim and Scope of Policy

The overall aim of the policy is to ensure that everyone participating in the sport does so in a safe environment that supports children and young people to meet their potential. We will therefore ensure;

- The welfare of riders is a planned for, primary concern, during all coaching and cycling activities
- Awareness of the Club's Codes of Conduct for staff, volunteers, coaches, riders and parents.
- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- All members of the Cycle Stars Club are aware of their statutory responsibilities with respect to safeguarding and child protection
- Club staff, paid or voluntary, are properly trained in recognising and reporting safeguarding issues

This policy aims to ensure all those involved in Cycle Stars Club understand, and follow, the procedures relating to the reporting of concerns about a child.

Principles and Expectations

The welfare of children is paramount (A child is defined by law in England and Wales as a person under the age of 18 years). It is important to value, listen to and respect children's views and opinions. All children, regardless of age, gender, disability or background, have equal right to protection. Some children may have additional vulnerabilities because of disabilities, their level of dependency, communication needs or other issues; making it ever more important that we work in partnership with children, their parents, carers and other agencies to promote children's welfare.

With this in mind, Cycle Stars Club will;

- Maintain and continue to create an environment in which all children and young people feel safe, secure, valued and respected and where they can learn and fully develop
- Establish, and maintain, an environment where children are encouraged to talk and are listened to when they have a worry or concern. Ensure children know they can approach a trusted adult at Cycle Stars if they are worried or upset.
- Ensure the children, in our club, are equipped with the skills they need to keep themselves safe.
- Ensure all adults in our club maintain a culture of vigilance and have an attitude of 'it could happen here' where safeguarding is concerned and that when issues arise about the welfare of a child, club members always act in the interests of the child and inform the Club's Welfare Officer immediately. There are two Welfare Officers (male and female) to ensure presence and availability at all times.
- Establish and maintain an environment where club staff, and volunteers, are encouraged to share, and are listened to, when they have concerns about the safety and well-being of a child.
- Ensure that everyone – children and adults, know the procedures for reporting a concern or making a child protection referral and that the Club's Coaches and Designated Welfare Officers are well equipped to spot signs of abuse or a child in need of help for a variety of reasons.
- Include opportunities, in the club's training offer, for children to develop the skills they need to reflect on their well-being, recognise harm and stay safe.
- Ensure that children and their parents are informed and consulted, where appropriate, and fully involved in decisions that affect them.
- Ensure that everyone involved in a role with children, paid or voluntary, have been through appropriate pre-recruitment checks (The Primary Welfare Officer has undergone Safer Recruitment Training and holds the certification).
- Ensure any unsuitable behaviour is reported and managed quickly using the Allegations Management procedures.

Responsibilities and Implementation

Cycle Stars will work to promote the principles of safeguarding children by:

- Aligning its policy with that of British Cycling's Safeguarding Policy and Procedures
- Reviewing its policy and procedures every three years or whenever there is a major change in legislation or a significant organisational change.
- Giving guidance on appropriate recruitment procedures to assess the suitability of volunteers and staff working with children and vulnerable groups.
- Following procedures to report welfare concerns and allegations about the behaviour of adults and ensure that all staff, volunteers, parents and participants including children are aware of these procedures.
- Ensuring Welfare Officers, coaches and volunteers have appropriate safeguarding training, where this is appropriate to their role.
- Acknowledging the additional vulnerability of some groups of children (e.g. disabled, looked after children, those with communication difficulties). Ensuring that the environment is appropriate for the child and tailored to their needs.
- Helping members understand their responsibilities through the provision of clear guidance and support.
- Continually developing safeguarding practices, with Club Welfare Officers taking the lead on responsibility for safeguarding and protecting children.

Section 2: Definitions

What is Safeguarding and what is Child Protection? Safeguarding and child protection are terms which are often used interchangeably; however, they are different.

What is safeguarding?

Safeguarding is the proactive promotion of child welfare and positive development. It is an embedded culture where well-being and safety is planned for, and practised, at all times, in everything the club does.

Club Welfare Officer (CWO) – Roles & Responsibilities

The Club Welfare Officer (CWO) is the lead safeguarding contact for Cycle Stars. The CWO's responsibilities include:

- Implement and review the Club's Child and Adult Safeguarding Policies and Procedures.
- Be the first point of contact for safeguarding concerns and ensure confidential record keeping.
- Liaise with British Cycling safeguarding team and local statutory agencies where required.
- Maintain records of DBS checks, safeguarding training and coach/official licences.
- Advise committee on safeguarding matters and promote safeguarding within the Club.
- Ensure safe recruitment practice for volunteers and staff working with children or adults at risk.
- Personal specification: must be approachable, good listener, able to handle confidential information, trained in safeguarding leadership and DBS-checked.

What is Child Protection?

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.

Section 3: Statutory Framework

Criminal Records Checks

All coaches, paid or voluntary, will go through Disclosure and Barring Service (DBS) Checks through British Cycling. These will be renewed every three years.

Training

All club coaches will undertake safeguarding and child protection training at induction, including whistleblowing procedures, to ensure they understand the club's safeguarding systems and their responsibilities. They will be trained to identify signs of possible harm, abuse or neglect. This training will be regularly updated and will be in line with national Governing Body Guidance.

The Head Coach and Welfare Officers will undertake accredited British Cycling Safeguarding and Child Protection Training (Safe Wheel). Adele Knight also holds Level 1, Level 2 and Level 3 Inter-agency Child Protection Certification, which is renewed every 3 years.

Complaints, Concerns and Allegations

Both Welfare Officers, Adele Knight and Charlie Yorke, will always be available for club stakeholders (in person, telephone or through email) to discuss any safeguarding concerns. To strengthen this, the Head Coach, Steve Preston, has also holds Safeguarding responsibility to provide safeguarding cover at all times.

If any individual has a concern about the welfare of a child, or the conduct of another person (whether they are an adult or child, parent, coach, member or otherwise), these concerns should be brought to the attention of the Welfare Officer without delay. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to share their concerns, and any relevant information, with the club's Welfare Officer. The Welfare Officers are trained to determine whether this needs to be reported on to the British Cycling Lead Safeguarding Officer. When in doubt we will always pass information onto British Cycling Compliance Team.

Whistleblowing in line with the Public Interest Disclosure Act 1998 (PIDA)

What should I do if I have concerns about a member of the Cycle Stars staff working with children?

Cycle Stars is fully supportive of 'whistle blowing' for the sake of the child, and will provide support and protection to those who 'whistle blow'.

While it is difficult to express concerns about coaches, volunteers or colleagues, it is important that these concerns are communicated to the designated Welfare Officers. All staff, paid or voluntary, are encouraged to talk to the designated Welfare Officer if they become aware of anything that makes them feel uncomfortable or are concerned about.

If however your concern is about one of the designated Welfare Officers, you should report this to the Head Coach. It will then be his responsibility to contact the Local Authority Designated Officer (LADO) for a discussion and/ or The British Cycling Integrity and Compliance Team.

If you are uncomfortable to share your concerns with any member of the team then the LADO or British Cycling can be contacted directly, by yourselves on the following;

- Local Authority Designated Officer (LADO) 01452 426994
- British Cycling Integrity and Compliance Team 0161 274 2000
- compliance@britishcycling.org.uk

Section 4: Information sharing, data and records

Record Keeping

All concerns should be reported immediately to a Club Welfare Officer. They will then record the discussion, decisions made and reasons for those decisions, in writing, on an individualised chronology, which will be stored securely on a password protected laptop.

Records should include;

- a clear and comprehensive summary of the concern
- details of how the concern was followed up and resolved
- a note of any action taken, decisions reached and the outcome.

If there are any repeat concerns then these will be added to the chronology to build a picture. If the concern involves a child then parents will be informed.

Information Sharing and Confidentiality

At Cycle Stars, all coaches, volunteers and parents recognise that information sharing is vital in identifying and tackling all forms of abuse and neglect. Club Welfare Officers will be proactive in working with any outside agencies involved with the child, such as Social Care Agencies, making sure that relevant information is shared within the best interests of the child. This will support the club to assess, mitigate and respond to risks or concerns more effectively.

As part of this duty, the club is fully aware that the Data Protection Act 2018 and the GDPR place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and securely. However, the club, and its members, also recognise that The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children. Relevant members of the Club's Committee have received training to ensure that they have due regard to the data protection principles, which allow them to share personal information, as provided for in the Data Protection Act 2018, and the GDPR.

The government's Information sharing: advice for safeguarding practitioners includes 7 'golden rules' for sharing information, and will support any person needing to make a decision about information sharing.

<https://safeguarding.network/content/wp-content/uploads/2018/11/The-seven-golden-rules-to-sharing-information.pdf>

British Cycling and Information Sharing

The purpose of this document is to brief British Cycling members and volunteers on information sharing policies and to encourage them to use these when they have a safeguarding concern to report.

This should provide individuals with the confidence to report a concern in the knowledge that the issue will be dealt with sensitive and professional manner. British Cycling supports the Child Protection in Sport Unit "Information Sharing Protocol" May 2010.

Information sharing is an important part of ensuring Children and Vulnerable Adults are appropriately safeguarded. Some high profile Safeguarding cases have occurred where a number of parties have held information on an individual and not reported this on appropriately. Had they done so then the child or vulnerable adult may have been protected from further harm at an earlier time and the "abuser" may have been appropriately sanctioned.

British Cycling urges anyone who;

1. has a concern about a child or vulnerable adult or
2. who is concerned with an anyone's behaviour towards a child or vulnerable adult.

For example, a child exhibiting sexually explicit behaviour or an over tactile coach to report their concerns to the British Cycling SLO. A failure to do so could be to the detriment of all concerned.

By passing the information on the British Cycling SLO will advise the individual reporting the concern on how this will progress. Additionally by passing this information on British Cycling will be able to ensure it completes its obligations by involving external agencies as appropriate.

Safeguarding Procedures & Flowcharts

Reporting a concern:

1. If a child is in immediate danger, call 999.
2. If not immediate, the person with concern should record details (who, what, when, where) and report to the Club Welfare Officer (CWO) without delay.
3. CWO will assess the concern and, if necessary, refer to local authority children's services or police and will liaise with British Cycling safeguarding team.
4. Keep a confidential written record of the concern and actions taken (date, times, names, details).
5. Inform the parent/carer unless doing so would increase risk; seek advice if unsure.

6. If allegation relates to a club volunteer/coach, separate the alleged abuser from activities pending investigation; follow disciplinary procedures and inform statutory agencies as required.
7. Support the child and family, and consider interim measures (suspending access to sessions, supervised contact etc.).

Section 5: Concussion Policy

"If In Doubt, Sit Them Out"

Cycle Stars adopts British Cycling's grassroots concussion guidance for the general cycling public. Concussion is an injury to the brain and must be managed seriously. Children and adolescents are more vulnerable to brain injury, take longer to recover, and require more conservative management.

Key principles:

- Any rider suspected of concussion must be immediately removed from training, club rides, or competition and must not return on the same day.
- No rider with suspected concussion should drive, operate machinery or consume alcohol until medically cleared.
- Parents/carers must be informed immediately where the rider is under 18.
- Initial management includes ensuring airway/breathing/circulation and assessing for any other injuries (e.g., cervical spine).
- If red flag signs are present (see below), call 999 for urgent hospital assessment.

Recognising concussion:

- **Visible signs (any one may indicate concussion):** dazed or vacant look; lying motionless or slow to get up; unsteady on feet or poor coordination; loss of consciousness or responsiveness; grabbing/clutching of head; tonic posturing; seizure; emotional changes; visible damage to helmet; cuts/bleeding to head or face.
- **Symptoms (may be reported by the rider):** headache, dizziness, nausea/vomiting, blurred vision, confusion or feeling slowed down, sensitivity to light/noise, sleep disturbance, mood change, difficulty concentrating or remembering.
- **Pocket assessment** (if medically qualified or trained for event assessment) may include modified Maddock's questions (Where are we? What time of day is it? How did you get here today? Where were you on this day last week? What were you doing this time last week?) incorrect answers should lead to immediate removal from activity.

Video footage, where available, can aid assessment but must not contradict a decision to withdraw a rider suspected of concussion.

Immediate action for suspected concussion:

- Remove the rider from activity and keep them supervised. Do not leave them alone for the first 24 hours.
- Contact parent/carer for riders under 18 to arrange safe transport home and supervision.
- Record the incident on the club's incident form (appendix).
- Arrange medical assessment within 24 hours (NHS 111 or GP) and advise school/work of the suspected concussion.

Red flag signs — seek urgent medical attention (call 999):

- Severe neck pain
- Deteriorating level of consciousness or increasing drowsiness
- Increasing confusion or irritability
- Severe or worsening headache
- Repeated vomiting (more than once)
- Seizure/fit
- Double vision
- Weakness or tingling/burning in arms or legs
- Any unusual behaviour or significant change in behaviour

Graduated return-to-activity (grassroots guidance tailored for Cycle Stars):

- **Stage 1 Relative rest (24–48 hours):** Minimise physical and prolonged cognitive exertion (limit screen time). Light daily activities (walking, ADLs) allowed if symptoms no more than mildly increased.
- **Stage 2 Light cognitive & physical activity:** Increase mental activities (short blocks of homework/reading), and introduce light aerobic exercise such as walking or stationary cycling for 10–15 minutes. Stop if symptoms more than mildly increase.
- **Stage 3 Increase tolerance for thinking activities & light aerobic exercise:** Longer periods of study/homework in 20–30 minute blocks; increase duration of cycling/walking; begin low resistance strength work excluding heavy lifts.
- **Stage 4 Non-contact training:** Begin individual sport-specific non-contact training activities when symptom-free at rest. Avoid risk of head impact.
- **Stage 5 Unrestricted training:** May commence training with potential for head impact only after 14 days symptom-free at rest and having completed prior stages without symptom exacerbation.
- **Stage 6 Return to competition:** Earliest at day 21 post-injury and only if symptom-free, having completed progressive stages. For many individuals, full return to sport occurs by 28 days; children/adolescents may require longer.

If symptoms persist beyond 14 days, seek medical advice; symptoms beyond 28 days should prompt assessment by a healthcare professional experienced in concussion (GP / consultant in sport & exercise medicine).

Notes on helmet damage and concussion: visible helmet damage may indicate a head impact — withdraw the rider and monitor closely. Helmets reduce risk of severe head injury but do not reliably prevent concussion.

Section 6: Bullying

Anti-bullying guidance for cycling clubs

What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Why is it important to respond to bullying?

This can lead to people not enjoying their cycling experience and subsequently leaving the sport. Bullying should not be tolerated in the club environment.

How should bullying be dealt with?

It is advisable for any bullying behaviour to be dealt with in a similar manner to the below:

- Discuss the potential courses of action with the young person or vulnerable adult
- Report bullying incidents to the Club Welfare Officer or a member of the committee
- In cases of serious bullying, the incidents will be referred to the British Cycling SLO for advice. The individual should be made aware of this course of action
- Where appropriate parents/carers should be informed and asked to attend a meeting to discuss the problem with the rider present
- Where appropriate and the bullied rider consents, police may be consulted
- The bullying behaviour must be investigated and the bullying stopped quickly
- An attempt will be made to help the bully (bullies) change their behaviour
- If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution, or where appropriate under British Cycling's Disciplinary Procedures.

Remember: Vulnerable Adults have a right to self determination and must consent to any actions you take.

How should bullying be governed?

Cases of bullying should be resolved with the utmost speed to avoid further distress to the victim. Clubs should adopt an anti-bullying policy to cover the following areas:

- All committee members, coaches, riders and parents should have an understanding of what bullying is and what they should do if bullying arises.
- All committee members and coaches should know what the club policy is on bullying, and follow it when bullying is reported.
- Clubs should take bullying seriously. Riders and parents should be assured that they would be supported when bullying is reported.
- Bullying will not be tolerated.

Section 7: Volunteer Application Form & Volunteer Responsibilities

Cycle Stars Volunteer Application Form (complete all sections):

PERSONAL DETAILS

First name: _____ Surname: _____ Preferred pronouns: _____
Date of birth: ____/____/____ Phone: _____ Email: _____

If under 18, parent/carer details:

Parent/Carer name: _____ Phone: _____ Email: _____
Signature of parent/carer: _____ Date: ____/____/____

WHY DO YOU WANT TO VOLUNTEER?

(please tick) Parent/carer supporting club / Current member giving back / Make a difference / Gain skills / Stay active / Meet new people
/ Other: _____

VOLUNTEERING INTERESTS

Roles interested in (tick all that apply): Coaching / Officiating / Team manager / Events & competitions / Finance / Welfare & Safeguarding / Committee / Marketing & Communications / Digital / Unsure / Other: _____

QUALIFICATIONS (list coaching or relevant qualifications, including URN if applicable):

SKILLS, EXPERIENCE & HOBBIES

Please provide details of relevant skills and experience (including DBS status if already held):

ADDITIONAL SUPPORT & MEDICAL INFORMATION

Please tell us any reasonable adjustments or health information we should know about to support you in role:

REFERENCES (2 non-family referees who have known you at least 5 years):

Ref 1 - Name: _____ Position: _____ Organisation: _____ Email: _____ Phone: _____

Ref 2 - Name: _____ Position: _____ Organisation: _____ Email: _____ Phone: _____

DECLARATION

I confirm that the information provided is true and complete. I understand that Cycle Stars will undertake checks where required (references, self-declaration, DBS where applicable, verification of qualifications). I consent to Cycle Stars processing my data for the purposes of my volunteer application.

Signature: _____ Date: ____/____/____

Diversity monitoring (over 16s) and additional questions (ethnic group, gender, sexual orientation, long-term health conditions) are included to support inclusion and anonymous reporting.

Volunteer responsibilities (summary):

- Abide by Club codes of conduct and safeguarding policies.
- Ensure activities are age-appropriate and safe.
- Do not be alone with a young person unless clearly in sight of other adults.
- Do not 'friend' or privately message young riders from personal social accounts.
- Report any safeguarding concerns to the Club Welfare Officer immediately.
- Complete required safeguarding and role-specific training.
- Maintain professional boundaries and avoid inappropriate behaviour.

Cycle Stars will verify references, undertake any required background checks (DBS/Access NI/Disclosure Scotland) and confirm suitability before volunteers begin regulated roles.

Section 8: Online Safety & Social Media Policy

Statement

Cycle Stars recognises online safety as part of safeguarding young riders. The Club will ensure safe communication, responsible use of social media, and protection of young people's privacy.

Aims

Protect children online; provide guidance to staff/volunteers; ensure compliance with Data Protection Act 2018 and Online Safety guidance; obtain parental consent for photos/videos; maintain private club pages where appropriate.

Managing our online presence – key measures:

- All Club accounts password-protected; at least two designated administrators for each account.
- Designated administrators will liaise with the Club Welfare Officer for safeguarding concerns.
- Accounts for under-13s will not be accepted on public platforms; no WhatsApp groups for under-16s.
- Parental consent required before sharing photos or videos of under-18s.
- Club pages/events set to private where appropriate to restrict access to members.
- Do not publish identifying details of young riders (home address, school, telephone).
- Video sessions password protected and supported by at least one other staff/volunteer present.

Online behaviours – do's and don'ts:

- Be respectful, think before posting, and consider potential audiences.
- Maintain professional tone in communications; avoid slang or overly familiar language.
- Report online safeguarding concerns to the Club Welfare Officer immediately.
- Volunteers must not delete messages from Club accounts and should archive communications per club procedures.

Avoid:

- Do not 'friend' or privately message under-18 members from personal accounts.
- Do not post discriminatory, abusive, or sexually explicit content.
- Do not share personal contact details of children or their whereabouts publicly.
- Do not engage in online disputes or encourage others to do so.

Breaches of the online policy will be dealt with through the Club disciplinary process; safeguarding-related breaches will follow the Child Safeguarding Policy and may be reported to statutory agencies where appropriate.

Using Social Networking Services and Social Media

The purpose of this document is to empower British Cycling clubs, coaches and members to utilise social media in a safe, sensible and professional manner to promote cycling activity and avoid safeguarding issues.

Social media is becoming increasingly popular. About one third of the UK population has a Facebook account. Concerns have been raised about the use of social media in the club environment. There have been cases where individuals have used it as a means of starting an inappropriate relationship or to bully. This can be avoided through effective management and implementing measures to safeguard users.

Clubs looking to use social media or to develop a club forum may wish to consider the following points and may impose any reasonable measures they feel appropriate:

- **Make the most of it**- it is a great way to communicate and share club/coaching info
- **Club specific profile pages**- encourage all club members to join this page and openly share appropriate information only as part of the group. No private discussions should take place particularly between an adult at the club and a young rider.
- **Be responsible**- lead by example; act as an ambassador for the club and cycling
- **Not all information is for sharing**- this should only be cycling/club information. Nothing personal, private or inappropriate. Photos and videos may be fine, but only where parents and carers have specifically consented to this
- **Consider other users**- will the posting cause offence? Is it appropriate for everyone who is on the site. A moderator should be appointed- they should be CRB checked
- **Not everyone should be your friend**- Coaches and others in a position of trust/ responsibility should not accept friend requests from or communicate with the riders they coach on their personal profiles. Consider your security/privacy settings
- **Take action**- Misuse, bullying or abuse should be reported to the CWO or other club official. Misuse may contravene codes of conduct and be subject to disciplinary action
- **Sensible use**- Create a guide on appropriate use- consider type of content/info/topics. Communications should only contain basic and relevant information, copying in a third party to promote transparency, thinking before posting and removal of inappropriate content
- **Parents/carers** should be aware that their children will be using this media

Instant messaging–Safeguarding Guidelines

The purpose of this document is to guide British Cycling clubs, members, coaches and riders on the use of modern communication technology to promote cycling activity. This should be embraced however caution should be exercised to safeguard users in line with the following guidance.

Text messaging and emails can help improve the success of cycling clubs, affiliated organisations and riders. This may be by helping to inform people about the sport and activity sessions that they have signed up to, and by promoting additional activities.

The significant benefit of text messaging and emails are that they are not only cheap, but they are one of the most direct forms of communication as most people have mobile phones with them at all times and are competent at using computers.

However, for children and vulnerable adults there are safeguarding risks associated with texting and emails including:

- inappropriate access to, use or sharing of personal details (e.g. names, mobile phone numbers, email addresses)
- unwanted contact with children/young people by adults with poor intent; text
- bullying by peers
- being sent offensive or otherwise inappropriate materials
- grooming for sexual abuse
- direct contact and actual abuse.

For adults involved risks include:

- misinterpretation of their communication with riders
- potential investigation (internal or by statutory agencies)
- potential disciplinary action.

Section 9: Codes of Conduct

Rider Code of Conduct (Under 18)

- I have the right to be safe, listened to and respected.
- I will treat others with respect and not bully or pressure others, online or in person.
- I will follow my coach's instructions and behave safely on club rides and at sessions.
- I will tell a coach, welfare officer or my parent/carer if I feel unwell, unsafe or am concerned.
- I will not use my phone during training, competition or in changing areas.
- I will not bring alcohol or illegal substances to club activities.
- I will look after club equipment and behave in a way that represents Cycle Stars positively.

Sanctions for breaches may include verbal/written warnings, suspension from sessions, or expulsion from the Club. Parents will be informed for any breach by a young person.

Parent / Carer Code of Conduct

- Support your child to enjoy cycling: focus on participation and development rather than only results.
- Respect coaches, officials, volunteers and other members.
- Ensure your child arrives on time and is collected promptly or properly supervised.
- Provide accurate medical and emergency contact information and inform the club of any changes.
- Use appropriate language and conduct at all times; do not undermine coaches or other children.
- Raise concerns promptly with the Club Welfare Officer, not via public social media.

Breach may lead to warnings or restricted attendance at sessions per the Club disciplinary policy.

Coaches Code of Conduct

- Hold appropriate qualifications and licences; maintain safeguarding checks and training.
- Plan and deliver age-appropriate sessions prioritising safety and fun.
- Avoid spending excessive time alone with an individual young rider; maintain appropriate boundaries.
- Keep clear records of attendance, incidents and any welfare concerns and report to the Welfare Officer.
- Do not use inappropriate language or share personal contact details with under-18s.
- Use agreed channels for communication; avoid personal social media contact with under-18s.

Professional misconduct may trigger misconduct procedures, including referral to British Cycling safeguarding teams where required.

Volunteers Code of Conduct

- Abide by all Club policies (safeguarding, online safety, health & safety).
- Do not take sole responsibility for an under-18 without other adults present or clearly in view.
- Report concerns and challenge poor practice promptly.
- Avoid personal relationships with young members that could be construed as inappropriate.
- Do not consume alcohol or illegal substances while volunteering with Cycle Stars.
- Maintain confidentiality and only share safeguarding information on a need-to-know basis.

Section 10: Managing risks

The purpose of this document is to provide clubs, coaches and volunteers with some information to ensure consideration is given to the management of factors that may cause unnecessary risk to participants in cycling.

Risk Assessments

Risk Assessments are an important part of planning any cycling activities or other activities if cycling is unavailable for whatever reason. Completing a risk assessment will focus your thoughts on possible issues with an event or activity that might cause a risk to you, the participants or third parties. Elements to be considered include:

- Weather
- Environment
- Activity
- Participants

Risk Assessment forms are available on the British Cycling website to help you complete this. Risk Assessing is important as it covers health, safety and getting basics right to avoid issues arising. Additionally this will go some way to preventing potential safeguarding issues that may occur because the basics have not been considered.

Staffing

It is important to ensure that paid/ volunteer staff involved in an event, activity or residential trip are appropriate for the role they hold. Safe recruitment practices form a part of this and guidance can be found in safeguarding policies and supporting documentation. However there are other areas to consider in relation to staff and these may include:

- appropriate staff ratios (suggested 1:8 with at least 2 adults as a minimum) understanding their roles and responsibilities
- appropriateness for the role- in terms of their behaviour at coaching sessions,
- conduct during previous trips, any other relevant information you may be aware of British Cycling coaching documentation and the CPSU Briefing “Guidelines on Staffing/Supervision Ratios for Children/Young People’s Activities” provide guidance in this area.

Section 11: Photography & Video

Safeguarding and Photography

The purpose of this document is to brief British Cycling clubs, coaches and members on the appropriate use of visual images in cycling. The key message is that everyone involved in cycling has a responsibility to monitor inappropriate use of cameras and video equipment.

Photography and media provides an excellent opportunity to celebrate the achievement of young people and the spectacle of cycling events. The management of photography of vulnerable riders in cycling can be difficult as competition and training is almost exclusively carried out in large open public spaces where it is not possible to control admission.

Where it is possible to control admission, for example at an event where spectators pay for entry, you should consider that anyone wishing to use a camera of any description is registered with the competition organisers by providing ID documents and made identifiable (bib or lanyard). However in reality this may be challenging and may be a barrier to people taking part or spectating for whatever reason.

If you are planning to use specially commissioned photography for a specific publicity purpose, particularly if it is posed for or taken in training, or you are documenting an event (including if you intend to sell on the photos) you are advised to ask for explicit consent from the riders parents or carers explaining the purpose of the photos, storage and so on.

Parents should be able to request a copy of any material for them to view. If a parent or carer objects they should notify the appropriate club official or photographer immediately and follow up this discussion in writing.

Whilst capturing visual images can present issues it is important for everyone involved in cycling to be vigilant for inappropriate behaviour and to take appropriate action.

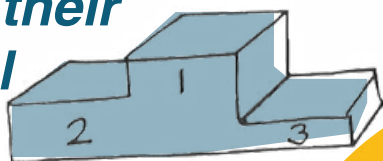
- **Be aware-** someone may use the taking of photos as a means engage vulnerable people and obtain inappropriate images of them? Are they taking photos inside a changing room or other situation that is outside the norm? Do you think they have any connection to the event taking place? Are they using the equipment in an open manner or are they being secretive?
- **Challenge-** if you see someone displaying the above behaviour or acting in some other unorthodox manner-ask them what they are doing? Why they are doing it? Who for? If they do not provide a satisfactory answer make a note of their appearance, car registration, name etc
- **Report-** pass any information you have on to the CWO or British Cycling SLO who will advise you on how the issue will be dealt with. Please familiarise yourself with the below information before taking photographs at any event in order to safeguard vulnerable groups:
- **Audience-** Consider the intended audience and purpose of the image when taking photos and using them at a later date. Take on the bike, action shots only of juniors.
- **Identification-** The visual content and captions should not identify the riders in anyway. Captions must be restricted to name and team name.
- **Dress-** Any person featured will be wearing suitable dress and the photographs will focus on the activity rather than a full body shot. Inappropriate clothing that could cause safety issues should not be worn.
- **Safety equipment-** all photos must contain riders wearing appropriate safety equipment.
- **Storage-** images must be stored securely to ensure access is restricted to appropriate people. This will help to prevent inappropriate use of the images. The following will not be permitted at any cycling event with vulnerable groups participating:
 - Unsupervised access to competitors or one to one photo sessions.
 - Unsupervised photo sessions outside of the sports competitions.
 - Photography in the changing rooms

Everyone involved in cycling has a responsibility to monitor inappropriate camera use and report their concerns.

PARENTS IN SPORT

Parents play an essential part in a child's enjoyment of sports. To help your child have a positive experience remember to:

***Help your child
achieve their
potential***



***Be respectful
of other children
and coaches***

***Be the best
role model
you can be***



***Communicate
with the coach
and club***

