

# **WORTHING EXCELSIOR CYCLING CLUB**

## **STATEMENT OF POLICY AND PROCEDURES FOR THE SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS**

### **1. INTRODUCTION**

1.1 All children have a right to protection, and their needs, and the needs of others who may be particularly vulnerable, must be taken into account. The welfare of the child is paramount.

1.2 It is the role of those associated with the Worthing Excelsior Cycling Club (the Club) to accept their responsibility to safeguard children and vulnerable people from harm and abuse.

1.3 A child is defined by The Children Act 1989 as being a person under the age of 18 years. A vulnerable person is someone who is over the age of 18 years and is, for example, any person who may be suffering from a mental illness; has a physical disability; is in an abusive relationship; or who may have learning difficulties.

1.4 The Club recognises that the key to good practice is an awareness of the principles required in promoting a safe environment. The Club has adopted the principles of the Code of Conduct on good practice, poor practice and abuse as set down British Cycling's "Policy and Procedures for Protection of Children and Vulnerable Adults"

### **2. POLICY**

2.1 The Club has an obligation to provide a duty of care to protect all children (and vulnerable adults) and to safeguard their welfare, irrespective of age; gender; racial origin; religious belief; sexual identity; socio-economic status, and any disability.

2.2 The Club will take all reasonable steps to protect children and

vulnerable adults from abuse and discrimination, and will respond swiftly and appropriately to all reported suspicions and allegations of abuse.

### **3. REPORTING PROCEDURES**

3.1 It is the responsibility of every member of the Club to report any concern with regard to the welfare of any child who is a member of the Club, whether the cause for that concern emanated from within the Club or not.

3.2 Any concern that a member may have with regard to the welfare of a child should be reported to, in the first instance, the Club Welfare Officer (CWO) who will take whatever action is necessary to ensure the immediate safety of the child and any other child who may be at risk.

3.3 It is not the responsibility of the Club Committee to investigate any reported abuse, or to determine whether any such abuse has occurred. This is the domain of the child protection professionals; the social care services and the Police.

3.4 On receipt of an allegation of abuse, the Club Welfare Officer will refer the matter directly to the West Sussex County Council Child Protection Team or, if considered urgent or is out-of-hours, the matter should be referred directly to the Police.

3.5 Consideration should be given at this time of informing the parent or guardian of the child or vulnerable person, unless, of course, the parent or guardian is considered the source of the abuse.

3.6 The Club Welfare Officer will undertake to formally notify the Child Protection Lead Officer at British Cycling tele: 0161 274 2041

### **4. INTERNAL ENQUIRIES AND SUSPENSION**

4.1 Where a complaint is made against a member of the Club, there may be three different types of investigation:

- A criminal investigation
- A Child Protection Investigation
- A disciplinary or misconduct investigation

The result of the Police and Child Protection investigation may well influence the disciplinary investigation, but not necessarily.

4.2 The Committee will make an immediate decision whether any person accused of child abuse should be temporarily suspended pending further enquiry by the Police or Social Services

4.3 Irrespective of the conclusion of any investigation by West Sussex Child protection Team or the Police, in accordance with the Club Discipline Policy and Procedures, an assessment will be made to determine whether the suspended Club member may be reinstated, or whether further action is appropriate.

## **5. CONFIDENTIALITY**

5.1 Every effort will be made to ensure that confidentiality is maintained for all concerned. Information should be handled by, and disseminated to, only those who have a need to know.

5.2 Where appropriate, access to information shall be granted to:

- The Club Welfare Officer (CWO)
- Child Protection Lead Officer, British Cycling
- The parents of the person who is alleged to have suffered abuse
- The person making the allegation
- Social Services/Police
- The alleged abuser (and parents if the alleged abuser is a child)

5.3 Any retained information will be stored in a securely by the CWO.

## **6. GUIDELINES ON USE OF PHOTOGRAPHY AND FILMING**

6.1 Those wishing to photographically record or film any event in which child members of the Club are participating should seek accreditation with the event organisers.

6.2 To gain accreditation, the Club should be notified at least 5 days before the event giving the Club an opportunity to determine whether consent might be given.

6.3 If appropriate, an individual without accreditation should be asked to leave.

6.4 There is no intention to limit the use of video as a coaching aid but, in the case of children, it shall be with the written consent of the child's parent or guardian. Care should be taken in the safe storage of such films and retained whilst relevant.

## **7. REVIEW**

7.1 The Committee will undertake to review this Policy and associated procedures annually, or in accordance with any change in legislation or guidance received.

## **8. DECLARATION**

8.1 On behalf of the Worthing Excelsior Cycling Club, we will oversee the implementation of this Child Protection Policy and will take all necessary steps to ensure that it is adhered to.

Signed  
Name  
Position within the Club  
Date  
Signed  
Name  
Position within the Club  
Date

Signed  
Name  
Position within the Club  
Date