



## **Policy and Procedures for the protection of children**

In this document, anyone under the age of 18 years is a child.

‘Significant access’ means being in a position to have regular and direct contact with children.

### **1. Policy**

- 1.1 Buxton CC is committed to making the welfare of children paramount. This means that the need to ensure that children are protected is a primary consideration and may override the rights and needs of those adults working with them
- 1.2 Buxton CC will take all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- 1.3 Buxton CC will ensure that all members who work with children are appropriate for that role and responsibilities.
- 1.4 Buxton CC will take seriously all suspicions and allegations of poor practice or abuse and will respond swiftly and appropriately.
- 1.5 Buxton CC will adhere to British Cycling, Cycling Time Trials, and Cycling UK (formerly CTC) policies and procedures on the safeguarding of children.

### **2. Procedures**

- 2.1 Buxton CC will appoint one or more Club Welfare Officers whose responsibility is to be a source of advice on child protection matters, a point of contact for anyone with any welfare concerns, and for co-ordinating action within and on behalf of the club on receipt of any concerns or referrals. Club Welfare Officers should not be related to or have a close personal relationship with any club officials or coaches and should not already be an official or club coach themselves.
- 2.2 All activities organised by Buxton CC specifically for children must be approved in advance by the Buxton CC Committee comprising of club officials, in consultation with the Club Welfare Officer(s).
- 2.3 Any Club member in a role that involves significant access to children or where they have a position of trust in respect of children will be DBS-checked and will be vetted by the CWO(s), in accordance with British Cycling policy, by providing the names of two referees who will vouch for

that person, and by providing details of any previous experience of volunteering/working with children.

#### 2.4 ***Club runs and training rides***

##### 2.4.1 *Rides specifically for children*

This type of ride will have at least one adult in charge and at least one other adult will accompany the group. At no time will children be in the charge of a single adult. The person responsible for the ride and any other adults in a supervisory role (rather than a helper) must be DBS checked. Parental consent will be required in writing for the child to participate.

##### 2.4.2 *Rides that may include children*

Rides will generally be open to anyone, although young people under the age of 14 must be accompanied by a parent or guardian, or a responsible adult acting *in loco parentis*.

Regardless of whether or not there is a person in charge of the ride all riders have a duty of care to each other. If the same adults are taking responsibility for the children on every ride then these adults must be DBS checked. At no time will children be in the charge of a single adult. Parental consent will be required in writing for the child to participate.

2.5 The CWO(s) will ensure that all club volunteers are suitably recruited and will maintain a written record of training and relevant qualifications of those working with children in the club.

2.6 The CWO(s) will carry out and record a safeguarding audit, annually.

#### 2.7 ***Responding to suspicions and allegations of abuse***

2.7.1 Abuse could be physical, sexual, emotional, neglect, or bullying behaviour in person or on-line.

2.7.2 Allegations of abuse will be taken seriously. Buxton CC will always act if allegations are raised.

2.7.3 It is the responsibility of the person who has suspicions or who receives allegations of abuse to report their concerns. It is not for Club members to decide if child abuse is taking place.

2.7.4 Concerns will, in the first instance, be reported to a Club Welfare Officer (CWO), who will consult with British Cycling's Safeguarding Lead Officer (SLO). If the CWO is not available, or is implicated, concerns will be reported directly to British Cycling's SLO, who can be contacted by post, e-mail: [compliance@britishcycling.org.uk](mailto:compliance@britishcycling.org.uk), or on 0161 274 2082 or 0161 274 2002 outside office hours.

2.7.5 If the allegations concern physical or sexual abuse, or if a child's safety is at risk, concerns will be raised immediately with the Local Authority Children's Social Care Services or the police.

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