



i-Team.cc Development & Coaching

Portsmouth School of Cycle Racing

Racing Development Squad



## i-Team.cc & Portsmouth School of Cycle Racing Child and Vulnerable Adult Protection Policy

Last Updated 17/06/2015



### Introduction

The welfare of children and vulnerable adults is everyone's responsibility when it comes to protecting them from abuse. i-Team.cc & the Portsmouth School of Cycle Racing Children recognise that children and vulnerable adults have the potential to gain a lot from sport and to this end, our aim is to create a professional, safe and friendly environment for our on-line and on-the-bike cycling club activities. Natural senses of fun and spontaneity can blossom in a positive environment created by sports clubs such as i-Team.cc & the Portsmouth School of Cycle Racing & we want to provide an excellent opportunity for them to learn new skills, become more confident and maximise their own unique potential.



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### Definitions

- For the purposes of this policy, a child is defined as a person under the age of 18
- For the purposes of this policy a vulnerable adult is someone aged 18 or over
  - Who is, or may be, in need of community services due to age, illness or a mental or physical disability
  - Who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation

### Our Key Principles

- The welfare of children and vulnerable adults involved with i-Team.cc & Portsmouth School of Cycle Racing is paramount – all members of i-Team.cc and Portsmouth School of Cycle Racing volunteers & officials must agree to abide by the principles and guidelines outlined in this document, including the guidance from British Cycling included in the Appendix at the end of this document.
- All children and vulnerable adults involved with i-Team.cc & Portsmouth School of Cycle Racing, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately by children and vulnerable adults involved with i-Team.cc & Portsmouth School of Cycle Racing
- All children and vulnerable adults involved with i-Team.cc & Portsmouth School of Cycle Racing volunteers have a responsibility to report concerns to the appropriate person or organisation.

### Policy Statement & Aims

i-Team.cc & the Portsmouth School of Cycle Racing has a duty of care to safeguard all children involved in our club's activities from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

i-Team.cc & the Portsmouth School of Cycle Racing will endeavour to ensure the safety and protection of all children involved in *our club's activities* by adhering to this Child Protection Policy and in accordance with the guidelines with our governing body, British Cycling. **Please refer to the guidance from British Cycling included in the Appendix at the end of this document.**

### Good Practice

All i-Team.cc & the Portsmouth School of Cycle Racing volunteers are encouraged to demonstrate exemplary behaviour in order to promote children's welfare. Good practice means:

- Making sport fun, enjoyable and promoting fair play.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.



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- Maintaining a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and their parents should always be consulted and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurance in sport.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in changing rooms, toilets etc. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at any races or training camps, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if club officials are required to transport young people in their cars.

### **Practices to be Avoided**

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- avoid spending time alone with children away from others
- avoid taking or dropping off a child to an event or activity.

### **Practices Never to be Sanctioned**

The following should **never** be sanctioned. All i-Team.cc & the Portsmouth School of Cycle Racing volunteers should never, in the course of the club's activities, or at any time inappropriately:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- fail to act upon and record any allegations made by a child
- do things of a personal nature for children or disabled adults, that they can do for themselves



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- invite or allow children to stay with you at your home unsupervised.
- **Bullying in any form is not to be tolerated. N.B. Everyone has the right to experience sport in a safe environment free from abuse and bullying. Sports organisations play an important role in creating a positive club ethos that challenges bullying by empowering young people to understand the impact of bullying, how best to deal with it and agree standards of behaviour.**

### **Notes on the Above**

Where the child or vulnerable adult is a close family member, e.g. sibling, a son or daughter,; a common sense approach to implementing this policy should be taken. However, avoiding the **Practises Never to be Sanctioned**, and applying the **Good Practices** above will ensure that any perception of inappropriate behaviour is avoided. **If in doubt, avoid taking on the responsibility for tasks for which you feel that you are not appropriately trained.**

### **Reporting**

If any of the following occur you should report this immediately to the i-Team.cc & Portsmouth School of Cycle Racing Welfare Officer and record the incident. You should also ensure the parents of the child are informed:

- if you accidentally hurt a if a young or vulnerable member or participant
- if a young or vulnerable member or participant seems distressed
- if a young or vulnerable member or participant appears to be inappropriately aroused by your actions
- if a young or vulnerable member or participant misunderstands or misinterprets something you have done.

### **Use of Photographic/Filming Equipment at Our Coaching Sessions**

i-Team.cc & Portsmouth School of Cycle Racing recognises that all sporting clubs should be vigilant and any concerns should to be reported to the Club Child Welfare Officer.

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. However, there is no requirement to prevent club coaches using video and photographic equipment as a legitimate coaching aid, providing consent is obtained, and photos / videos are stored safely.

### **Recruitment and Training of Volunteers**

i-Team.cc & Portsmouth School of Cycle Racing recognises that as in any sporting club, anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Preselection checks must include the following:

- All i-Team.cc will be asked to complete an application form, declare any criminal convictions and state that they agree to abide by this policy.
- All i-Team.cc & Portsmouth School of Cycle Racing volunteers shall be members of i-Team.cc and British Cycling and are to be CRB checked.



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- British Cycling is a registered body with the Criminal Records Bureau. This means that they are able to request CRB checks on i-Team.cc & the Portsmouth School of Cycle Racing volunteers as in effect, they are working for British Cycling

### **Induction**

All volunteers should receive an induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- Any responsibilities should be clarified.
- Child protection and vulnerable adult procedures are explained and training needs are identified.

### **Responding to Allegations or Suspicions**

It is not the responsibility of any i-Team.cc & Portsmouth School of Cycle Racing member or volunteer to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

i-Team.cc & Portsmouth School of Cycle Racing will endeavour to support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child or vulnerable adult.

Where there is a complaint against a member of i-Team.cc & Portsmouth School of Cycle Racing there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

### **Reporting concerns about Abuse or Poor Practice**

If, following consideration, the allegation is clearly about poor practice the i-Team.cc & Portsmouth School of Cycle Racing Welfare Officer will deal with it as a misconduct issue.

If the allegation is about poor practice by i-Team.cc & Portsmouth School of Cycle Racing Welfare Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to British Cycling's Child Protection Lead Officer, who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings and / or report the matter to other agencies as they deem appropriate.

### **Reporting Concerns Outside the Immediate Sporting Environment (e.g. a parent or carer)**



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Report any concerns to the i-Team.cc & Portsmouth School of Cycle Racing Welfare Officer, who should contact social services or the police as soon as possible.

If the Club i-Team.cc & Portsmouth School of Cycle Racing Welfare Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately.

Social Services and the Club Child Protection Officer will decide how to involve the parents/carers.

i-Team.cc & Portsmouth School of Cycle Racing Welfare Officer should also report the incident to the British Cycling's Child Protection Lead Officer.

### **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a **need to know** basis only. This may include the following people:

- i-Team.cc & Portsmouth School of Cycle Racing Welfare Officer
- the parents of the person who is alleged to have been abused
- the person making the allegation
- social services/police

Any information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

### **Enquiries and Further Action**

i-Team.cc & Portsmouth School of Cycle Racing Welfare Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending inquiries.

This may be a difficult decision; particularly where there is insufficient evidence. In such cases, the i-Team.cc & Portsmouth School of Cycle Racing Committee must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the allegation is true or false.

The welfare of the child should remain of paramount importance throughout.

### **Contacts**

- i-Team.cc & Portsmouth School of Cycle Racing Welfare Officer: [members@i-team.cc](mailto:members@i-team.cc)
- British Cycling's Child Protection Lead Officer: 07932-009601(mobile) 0161-274-2041(office)
- NSPCC - Telephone- 0808 800 5000
- Childline - Telephone- 0800 1111

### **Appendix A: British Cycling Equity Policy**



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### **Equality Policy**

#### **1. Statement of Intent**

- 1.1 British Cycling is fully committed to the principles and active promotion of equality of opportunity and is responsible for ensuring that no job applicant, employee, member or volunteer receives less favourable treatment on the grounds of age, gender, parental or marital status, racial group (race, colour, nationality, ethnic or national origins). Disability, religious beliefs or principles, social status, trade union membership or non-membership or sexual preference.
- 1.2 British Cycling will ensure that there will be open access to all those who wish to participate in the sport and that they are treated fairly.
- 1.3 The "active promotion of equality of opportunity" implies that British Cycling is seeking to move from simply complying with legislation and good practice towards embracing diversity.

#### **2. Purpose of the Equity policy**

- 2.1 British Cycling will ensure that no sections of the community are denied the opportunity to participate equally and fully in the sport at all levels.
- 2.2 British Cycling will take steps to prevent discrimination or other unfair treatment for its employees, members or volunteers.

#### **3. Legal Requirements**

- 3.1 British Cycling is required by law not to discriminate against its employees or members and recognises its legal obligations under current, relevant acts and related obligations arising from connected codes of practice.

#### **4. Types of Discrimination**

Discrimination can take the following forms:

- 4.1 **Direct Discrimination:** This occurs when one person is treated less favourably than another in the similar circumstances.
- 4.2 **Indirect Discrimination:** This occurs when a provision, criterion or practice is applied equally to all, but which has a disproportionate and detrimental effect on a particular section of the population, because fewer members of that section can comply with the provision, criterion or practice, and the provision, criterion or practice cannot be objectively justified.
  - 4.2.1 When decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation are necessary to the proper performance of the work involved.
- 4.3 **Harassment:** Harassment can be described as actions, behaviour, comments or physical contact that are unwelcome, inappropriate, unreciprocated and objectionable or causes offence to the recipient. It may be related to age, gender, racial group, disability, religion or belief, social status, sexuality or some other personal characteristic.
- 4.4 **Bullying:** Bullying is one form of personal harassment. It is the misuse of power or position to persistently criticise or to humiliate and undermine an individual's confidence.
  - 4.4.1 British Cycling is committed to ensuring that its employees, members and competitors are able to conduct their activities in an environment that is free from harassment or intimidation or bullying.
  - 4.4.2 British Cycling regards discrimination and harassment or bullying as described above as gross misconduct and any employee of British Cycling, participant or volunteer who discriminates against any other person will be liable to appropriate disciplinary action.
- 4.5 **Victimisation:** Victimisation occurs when someone is treated less favourably than others because he or she has taken action against British Cycling under one of the relevant acts or provided information about such discrimination.



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### **5. Implementation**

- 5.1 A copy of this document will be available to all staff, members and volunteers of British Cycling
- 5.2 All employees, members and volunteers have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of this policy
- 5.3 British Cycling will take measures to ensure that its employment practices are non-discriminatory
- 5.4 No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unfair discrimination
- 5.5 A planned approach will be adopted to eliminate barriers which discriminate against particular groups
- 5.6 British Cycling will ensure that consultants and advisers used by British Cycling can demonstrate their commitment to the principles and practice of equality

### **6. Positive Action**

- 6.1 British Cycling may take positive action or introduce special measures or initiatives for any group which is currently under-represented in membership, representative bodies or the workforce.

### **7. Monitoring and Evaluation**

- 7.1 British Cycling will regularly monitor and evaluate the policy, practices, procedures and operations on an ongoing basis and will inform employees and members of their impact.
- 7.2 The Chief Executive has overall responsibility for the implementation of the equal opportunities policy.
- 7.3 The BCF Board is responsible for ensuring that this equity policy is followed and to provide appropriate procedures to deal with the investigation and disciplinary hearing in connection with any alleged breach of the Equality Policy and/or any related Codes of Practice which may be issued by the Board from time to time.

### **8. Disciplinary and Grievance Procedures**

- 8.1 To safeguard individual rights under the policy an employee, member or volunteer who believes that he/she has suffered inequitable treatment within the scope of the policy may raise the matter through the appropriate grievance procedure
- 8.2 Appropriate disciplinary action will be taken against any employee, member or volunteer who violates British Cycling's Equality Policy
- 8.3 British Cycling is concerned to ensure that individuals feel able to raise any grievance and no employee, member or volunteer will be penalised for doing so unless it is untrue and not made in good faith

## **Appendix B: Code of Conduct**

### **BRITISH CYCLING CODE OF CONDUCT**



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For Member Clubs, Individual Members, Staff, Coaches, Officials and Volunteers.

British Cycling is the trading name of the British Cycling Federation which is the governing body of cycle sport in the UK as recognised by the Union Cycliste Internationale and the Sports Councils. This document is the Organisation's code of conduct, which offers guidance on good practice for everyone involved in the sport of cycling, whether they be British Cycling staff, individual members, coaches, race officials, member club officials or volunteers.

The code of conduct is divided into four sections:

- **Rights:** which outlines the basic rights of individuals to take part in the sport of cycling
- **Relationships:** which offers guidance on personal relationships in cycling, in particular those between coaches, or others in positions of influence and riders
- **Personal Standards:** which outlines the standards of personal conduct and behaviour expected within the sport at all levels
- **Professional Standards:** which details the commitment to best practice and ongoing professional development expected of officials, coaches, volunteers and all others in positions of authority within British Cycling

### **RIGHTS**

#### Statement

It is essential that all people involved in cycling recognise and ensure that everyone has an equal right to participate in the sport.

#### Issues

British Cycling's member clubs, members, staff, coaches, officials and volunteers should:

- Make every effort to make cycling a sport where everyone is treated as an individual and which is open and available equally to all members of society.
- Make every effort to ensure that cycling in all its forms offers the individual the opportunity to participate without fear or harassment. Where a participant experiences fear, harassment or bullying, the individual has a right to make a complaint and for that complaint to be heard and acted upon in accordance with the relevant policy
- Respect the right of riders to consult with other coaches and experts.
- Encourage everyone to have a balanced lifestyle, therefore protecting their welfare both outside and within the sport.

#### Actions

British Cycling's member clubs, members, staff, coaches, officials and volunteers should:

- Ensure that all individuals in cycling are, at all times, treated with respect.
- Not discriminate against an individual for any reason, whether it be race, colour, gender, marital status, sexuality, age, disability, occupation, religion or political persuasion.
- Challenge discrimination in whatever form it takes.
- Always behave with discretion when discussing individuals, athletes or coaches and avoid engaging in descriptions or publicly criticising them in a way which they may find demeaning.
- Communicate with each other in a way which reflects respect and care. This is especially important in rider/coach relationships, when a coach is providing feedback to a rider and when dealing with children or vulnerable adults.

### **RELATIONSHIPS**

#### **Statement**

*British Cycling's member clubs, members, coaches, staff, officials and volunteers should build relationships within the sport which are open and honest, and founded on mutual trust and respect.*

#### **Issues**



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- Members, coaches, staff, officials and volunteers must not behave in any way which involves or could be construed as abuse of any kind, whether it be sexual, physical, emotional, neglectful or bullying. The welfare and best interests of everyone involved with the sport should be respected and promoted at all times. Individuals should be empowered to be responsible for their own decisions.
- Anyone involved in a position of authority or engaged in a coaching, or any other form of relationship directly related to the sport, must avoid sexual intimacy during that relationship. This should also extend for a period of time immediately following the end of that relationship.
- Members, coaches, staff, officials and volunteers must always take action if they have concerns about an adult's behaviour towards a child.
- When coaching is offered, it is important to clearly define the level of expertise, services and any fees involved.
- Coaches should work with and communicate with a range of individuals and organisations that will benefit the rider and provide them with a broader range of services and knowledge. Equally, coaches should discuss and agree with a rider other sources of information and guidance if they believe it will be of benefit to the rider.

### **Actions**

Members, coaches, staff, officials and volunteers should take into account the physical needs of riders, both in and out of competition. Issues such as the volumes and intensity of their training and competitive cycling should be addressed with particular care. This is especially important with young riders who are still growing.

*Physical contact during both competitive and non-competitive cycling activities should be limited to that which is appropriate and necessary. It should always be with the consent and approval of the rider/athlete.*

*Any form of sexually related contact with an under age athlete is strictly forbidden. So too are sexual innuendo, flirting or any inappropriate gestures and terms. It is every adult's responsibility to inform a child's parents immediately if there are any concerns for the welfare of that child.*

*When a young rider is intending to undertake any form of coach led cycling activity, it is the responsibility of the coach or responsible adult to discuss fully the potential impact of the programme with parents and/or other interested parties.*

*If an intimate relationship is developing between a coach and a rider they are coaching, then the rider should immediately be transferred to another coach. It is the duty of coaches and other cycling officials to know and understand British Cycling's policies and procedures in this regard. It is equally important to follow the reporting procedures laid down by British Cycling if an individual has a concern – failing to act is not acceptable.*

*Governing Bodies, Clubs, Regions and other forms of association within the sport, should involve and consult members at all levels in decision-making processes. Members, coaches, staff and officials must respect all cyclists' opinions concerning their participation in cycling. Equally, cyclists at all levels should be encouraged to take responsibility for their own development and actions within the sport and be aware of and respect the Technical Regulations under which cycling competitions are conducted. Where decisions are made concerning a cyclist's involvement in the sport, whether it be with a coach or other person in a position of responsibility, care must be taken to include the cyclist in the decision-making process except during competitions when this process is governed by the Technical Regulations.*

Coaches or other persons in positions of responsibility should keep cyclists and/or their parents informed of the requirements of the sport, both physical and, where appropriate, financial. An understanding of the potential for conflicts of interest and a willingness to resolve them is also important. In particular, coaches should be careful not to work with any other coach's riders without first discussing or agreeing it with both the coach and the rider involved. In all relationships within the sport – including club/rider or coach/rider - mutual agreement should also be reached on what information concerning the cyclist should remain confidential.

### PERSONAL STANDARDS

#### **Statement**

British Cycling's member clubs, members, coaches, staff and officials should demonstrate proper personal behaviour and conduct at all times.

#### **Issues**

British Cycling's clubs, members, coaches, staff, officials and volunteers must be fair, honest and considerate to riders and other individuals involved in the sport



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British Cycling's clubs, members, coaches, staff, officials and volunteers must attempt to provide positive role models for others in the sport at all times

### **Actions**

- It is essential to act within the Technical Regulations and the spirit of cycling at all times and behave with respect, displaying control, dignity and professionalism at all times.
- British Cycling's member clubs, members, coaches, staff, officials and volunteers must be prepared to familiarise themselves with issues relating to the use of performance enhancing drugs and banned methods in sport and co-operate fully with UK Sport and British Cycling policies in this area. Coaches and officials have a responsibility to provide education and guidance on these issues.
- Coaches and clubs should maintain previous levels of interest and support for an athlete when they are injured or sick.
- High standards of behaviour are expected of everyone within the sport, whether it be of language, manner, appearance or punctuality. Quality preparation and presentation are also important aspects of coaching and educational work.

People in positions of authority or influence, or who may be considered role models, should not smoke, drink alcohol or use recreational or performance enhancing drugs whilst involved with the sport or its participants in any way.

### **PROFESSIONAL STANDARDS**

#### **Statement**

*To maximise the enjoyment and benefits of cycling, minimise the risks to participants and competitors and ensure safe and correct practice, all officials, coaches and others in positions of authority within the sport, must attain a high level of competence through qualifications and a commitment to ongoing training and must support and implement the codes of conduct and policies of British Cycling..*

#### **Issues**

British Cycling's member clubs, members, coaches, staff, officials and volunteers should strive to provide a safe environment that maximises the enjoyment and benefits of cycling and minimises risks to participants and competitors, thus helping them to achieve their goals. Safe and correct practice must be carried out and promoted at all times.

Officials, coaches and others in positions of authority within the sport should at all times strive to be professional and accept responsibility for their actions. They should make an ongoing commitment to provide participants and competitors with a quality service. Beyond that, they should actively promote the positive benefits to society of participation in cycling. They should contribute to the development of their own field of expertise or responsibility by exchanging knowledge and ideas with others and by gaining appropriate British Cycling (or other approved body) qualifications.

### **Actions**

- Member clubs, members, coaches, staff, officials and volunteers should follow British Cycling's guidelines.
- Participation in British Cycling's competitive events should only go ahead with full observance of the technical regulations governing the sport in general and the individual disciplines within the sport.
- Coaches and club officials should plan all structured or group cycling to meet the needs and safety of the riders involved. Coaching sessions, in particular, should be progressive and appropriate.
- Clubs and coaches should maintain appropriate records of members and of coached riders. Whenever a coach is advising a rider, they should recognise and accept when it is appropriate to refer them to another coach or specialist.
- Coaches and officials should seek to attain the highest level of qualification available and maintain an up-to-date knowledge and understanding of technical developments within cycling, and of other issues which may have an influence their rider(s) or their own professional ability.
- British Cycling's member clubs, members, coaches, staff, officials and volunteers should be aware of the social issues and how cycling can contribute to local, regional or national initiatives. Every opportunity to recruit people into the sport or to use cycling as an educational tool should be taken.



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- Coaches should identify and contribute to initiatives which will improve the standards and quality of coaching, both in cycling and other sports. By operating in an open and transparent fashion with each other, coaches can benefit from shared knowledge and experience.
- When involved in coaching, or any other area of specialist knowledge or expertise, individuals should look to take an analytical approach, including identifying their professional needs. They should be committed to participating in continuous professional development, through both training and experience.
- Anyone engaged in positions of responsibility within cycling should be aware of the need to manage their lifestyle and commitments to the sport, to avoid burn-out, stress or a lowering of standards which may impact on themselves or others.
- It is vital that no one in cycling, at any level, assumes responsibility for any role which they are not qualified or prepared for. Above all, they should not mislead others as to their level of qualification or competence.

16 September 2002.

Reviewed January 2007



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### **Appendix C: Guidelines on Use of Photographic and Filming Equipment at Competitions<sup>1</sup>**

**Professional photographers/filming/video operators** wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least five working days before the event.

**Students or amateur photographers/film/video operators** wishing to record the event should seek accreditation with the event organiser by producing their student club or registration card and a letter from their club/educational establishment outlining their motive for attending the event.

**All other spectators** wishing to use photographic/film/video equipment with a telescopic or zoom lens should register their intent with the promoter of the event.

**Accreditation procedure:** a system should be adopted whereby a record should be made of the individual's name and address and club. Professionals should register prior to the event and their identification details should be checked with the issuing authority prior to the event. On registering, promoters of events should consider issuing an identification label on the day, which can serve to highlight those who have accreditation but must ensure that where regular events occur, the identifying label is changed to prevent unofficial replication.

**Public information:** the specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of the event.

#### **The recommended wording is:**

*In line with the recommendation in British Cycling's Child Protection Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator entry desk before carrying out any such photography. The promoter reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.*

**If you have concerns:** if you are concerned about any photography taking place at an event, contact the promoter or event organiser and discuss it with them. If appropriate the person about whom there are concerns should be asked to leave and the facility managers should be informed.

**Videoing as a coaching aid:** there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, cyclists and their parents should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

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Name of Event:

Venue:

Date:

### Photography Accreditation

In line with the recommendation in the British Cycling Child Protection Policy, the promoters of this event request that any person wishing to engage in any video or still photography of children should register their details in advance, or with staff at the accreditation desk. The promoter reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.

**Professional photographers/filming/video operators** wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded.

**Students or amateur photographers/film/video operators** wishing to record the event should seek accreditation the event organiser by producing their student club or registration card and a letter from their club/educational establishment outlining their motive for attending the event

**All other spectators** wishing to use photographic/film/video equipment with a telescopic or zoom lens should register their intent with the promoter of the event.

I wish to register as:

Professional  
photographer/filming/  
video operator

Student or amateur  
photographer/film/  
video operator

Parent   
Carer   
Spectator

Surname:

First Name:

Address:

Town:

County:

Postcode:

Phone no:

Club:

Signature:

Date:

Identification  
check:

#### Accreditation procedure:

This accreditation system is being piloted as part of the British Cycling's child protection and good practice policies and procedures. It records the name, address and club of all individuals wishing to use telescopic or zoom lens photography. This information must be confirmed through the production of identification details (eg driving licence, passport). (NB Professionals should register prior to the event and their identification details should be checked with the issuing authority prior to the event).

Promoters of events should issue an accreditation label on the day to ensure that anyone using a camera without having completed the accreditation process can be identified.

Please return to: British Cycling, National Cycling Centre, Stuart Street, Manchester M11 4DQ



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### **Appendix D: Definitions of Abuse and Bullying**

Abuse can occur wherever there are young people or vulnerable adults of any age<sup>2</sup>. The effects of abuse can be so damaging and if untreated, they may cause serious problems in adulthood including the possibility of difficulty in maintaining stable, trusting relationships, involvement with drugs or prostitution, attempted suicide or even abuse of a child. Someone may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. Children can be abused by adults or other children; there is growing evidence to suggest that peer abuse is an increasing concern for young people. In addition to bullying, four main categories of abuse are recognised:

- **Neglect:**

This is where adults fail to meet a child's basic physical and/or psychological needs and is likely to result in the serious impairment of the child's health or development (eg failure to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.) It may also include refusal to give children love, affection and attention. Neglect in sport could include a coach failing to ensure children are safe, exposing them to undue cold, heat or to unnecessary risk of injury, failure to wear appropriate clothing for weather conditions.

- **Physical abuse:**

This is where someone physically hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting, or scalding, suffocating, drowning or otherwise causing physical harm to a child. Physical harm may also be caused when a parent feigns the symptoms of, or deliberately causes ill health to a child for whom they are caring. Examples of physical abuse in sport may occur when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body; where drugs are used to enhance performance or delay puberty.

- **Sexual abuse:**

This is where girls and boys are abused by adults or other children (both male and female) who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse. In sport, coaching techniques that involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

- **Emotional abuse<sup>3</sup>:**

This is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of a child. Emotional abuse in sport may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.

- **Bullying:**

This may be bullying of a child by an adult or another child. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It may be physical (eg hitting, kicking, theft), verbal (eg racist or homophobic remarks, threats, name calling, graffiti, gestures), emotional (eg tormenting, ridiculing, humiliating, ignoring, isolating from the group) cyber (all areas of the internet, such as e-mail, chat room misuse and mobile threats by text messaging & calls) or sexual (eg unwanted physical contact or abusive comments).

---

<sup>2</sup> There is evidence to suggest that children (or adults) with disabilities are at increased risk of abuse.

<sup>3</sup> There is growing evidence that children who live in extreme poverty, are socially excluded, live with domestic violence or where alcoholism or mental health problems exist, may be at greater risk of long term emotional abuse. In addition, children from black and minority ethnic groups are likely to have experienced harassment, racial discrimination and institutional racism. This may constitute emotional abuse, under local child protection procedures.



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### Appendix E: Bullying

British Cycling has a rigorously enforced anti-bullying strategy and will instigate the same reporting procedures for bullying as it does for allegations of poor practice and abuse.

#### **Action to Help the Victim and Prevent Bullying in Sport:**

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns.<sup>4</sup> Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell anyone else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the person in charge at the club or school (wherever the bullying is occurring).

#### **Action Towards the Bully(ies):**

The coach or person in charge should:

- talk with the bully(ies), explain the situation, try to get the bully(ies) to understand the consequences of their behaviour; seek an apology to the victim(s)
- inform the bully's parents
- insist on the return of *borrowed* items and that the bully(ies) compensate the victim
- provide support for the coach of the victim (all those involved ...?)
- impose sanctions as necessary
- encourage and support the bully(ies) to change behaviour
- hold meetings with the families to report on progress
- inform everyone of action taken
- keep a written record of action taken.

---

<sup>4</sup> It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately.  
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**Appendix F: Application, & Self-Declaration Forms**

**British Cycling Volunteer Application Form**

Data Protection

In the event that you are successful in your application, the information contained in this form will make up the basis of your personnel file on both secure computer and paper-based filing systems.

Position Applied for:

**PERSONAL DETAILS**

Surname: ..... Title: (Mr/Mrs/Ms/Miss) .....

First Name(s): ..... Home Telephone No: .....

Home Address: ..... Office Telephone No: .....

..... Mobile Telephone No: .....

..... Club Name: .....

..... Division .....

**EDUCATION AND TRAINING**

Please detail your education, qualifications or training, relevant to the post of

.....



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#### VOLUNTARY OCCUPATION DETAILS

Please give details of any voluntary positions you have held.

*(continue on a separate sheet if necessary)*

Organisation Name and Address	Position Held	Dates position held	
		From	To
		Nature of activities	
Organisation Name and Address	Position Held	Dates position held	
		From	To
		Nature of activities	
Organisation Name and Address	Position Held	Dates position held	
		From	To
		Nature of activities	



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#### OCCUPATION DETAILS – Professional/Employment

Please give details of your employment since leaving full time education, starting with your current or most recent post. (continue on a separate sheet if necessary)

Current or Most Recent Employer's Name and Address	Job Title/Occupation	Dates Employed	
		From	To
Type of Business			
Previous Employer's Name and Address	Job Title/Occupation	Dates Employed	
		From	To
Type of Business			
Previous Employer's Name and Address	Job Title/Occupation	Dates Employed	
		From	To
Type of Business			

#### REFERENCES

Please give details of two people to whom we may apply for a reference who have first-hand experience of you working with young people.

Name: .....	Name: .....
Address: .....	Address: .....
.....	.....
.....	.....
Telephone No: .....	Telephone No:.....



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Relationship: .....	Relationship: .....
How long has the individual known you? .....	How long has the individual known you? .....

#### SUPPORTING EVIDENCE

Please tell us why you think you would be a good candidate for this post, detailing your previous experience of working with young people in a voluntary or professional capacity. *(continue on a separate sheet if necessary)*



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#### OTHER INFORMATION

##### Criminal Records

I understand that my appointment to this position is subject to receipt of satisfactory references and an Enhanced Disclosure obtained from the Criminal Records Bureau.

It is the final decision of British Cycling to determine what it considers satisfies its requirements. I understand that no benefits deriving from the position will be forthcoming until these conditions have been met.

##### Personal Relationships

Are you related to or do you have a close relationship with any staff at BCF? If so please give brief details.

..... yes  no

##### Declaration

I confirm that the information I have given on this form is correct and complete and understand that false or misleading statements may be result in my appointment to this post being terminated.

Signed..... Date.....



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**EQUAL OPPORTUNITIES**

Please complete this section in order that we can monitor the effectiveness of our equal opportunities policy.

**Age and Status**

Date of Birth: ..... Marital Status .....

**Gender**

Male  Female

**Ethnic & Cultural Background**

*White*  
**British**  **Irish**  **Other white (please state)** .....

*Mixed*  
 White & black  White & black  White and Asian  Other mixed (please state) .....

Caribbean African .....

*Asian or Asian British*  
 Indian  Pakistani  Bangladeshi  Other Asian (please state) .....

*Black or black British*  
 Caribbean  African  Other black (please state) .....

*Chinese or other ethnic group*  
 Chinese  Any Other (please state) .....

**Nationality**

**a) at birth** ..... **b) now** .....

**Disability**

The Disability Discrimination Act 1995 defines a disabled person as anyone with a "physical or mental impairment which has a substantial and long term adverse effect upon his/her ability to carry out normal day to day activities".

*Do you consider yourself to have a disability?*

Yes  No

**Signed**

**Date**

.....



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## Self Declaration Form

Coaches ● Club Secretaries ● Club Welfare Officers ● Other Officials & members who are in direct contact with children or vulnerable adults

PART A			
Name	Date of Birth	Membership Number	
Q1	Have you had a CRB check taken up by British Cycling within the last 3 years?	YES	NO
Q2	Have you previously completed a Self Declaration Form?	YES	NO
If 'NO' to Q2, complete all of the below, otherwise go to Q3			
Q3	Have any of the details contained in either the CRB Disclosure or the Self Declaration Form changed?	YES	NO
If 'YES' to Q3 complete all of the below, otherwise sign the declaration at Part C			
PART B <sup>1</sup>			
Q4	Have you been convicted of any offence or had a conviction or bind-over order, or is a prosecution pending related to children, any offence under the Sexual Offences Act, any offence involving violence of any nature or drug related offences ?	YES	NO
Q5	Are you a person known to ANY social services department as being an actual or potential risk to children / vulnerable adults / other people ?	YES	NO
Q6	Have you ever had a sanction imposed against you or been disciplined in any way for any matter relating to child abuse, sexual offences, violence or use of drugs?	YES	NO
If you answer 'Yes' to any question in part B, please return this form under separate cover to the H.R. Manager at British Cycling. then contact you to explore the details of your individual case.			The HR Manager will
Q7	Please list the last 3 clubs you have had an association with		
	Club Name	From	To
PART C			
I hereby consent to British Cycling undertaking criminal record and/or social services and other relevant third party checks in connection with the Self Declaration and in line with the British Cycling' Policy and Procedures for the Protection of Children and Vulnerable Adults'. I understand that the information contained on this form, the results of police and social service checks and information supplied by third parties will be considered in determining my membership or other status with British Cycling. Any information regarding convictions will be held in accordance with Data Protection guidelines. I understand that I must inform			



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*British Cycling immediately of any matter relating to the questions above, during the term of my membership. I understand that action may be taken in relation to my membership and under British Cycling rules in relation to the provision of incomplete, false information or where the information provided leads the BCF to believe that action should be taken for reasons relating to child protection or the protection of vulnerable adults. I understand that I have a right of access to information held on me and other rights under the Data Protection Act 1984.*

Date .....

<sup>1</sup> Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation Of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 a person should declare ALL convictions including 'spent' convictions where working with children

### Appendix G: Responsibilities of Club Welfare Officers

#### Summary

In conjunction with the British Cycling's CPLO, to promote and support the implementation of British Cycling's policy on good practice and child protection.

#### Responsibilities

- To liaise with the British Cycling's CPLO on matters of Child Protection
- To promote British Cycling's Child Protection and Good Practice Policy and Procedures in the club, including the distribution and display of leaflets and codes of conduct to members, parents and young cyclists
- To advise the development of junior and youth activity within the club
- To support the registration of all personnel involved with junior cycling
- To receive, record and pass on to the CPLO any concerns about the behaviour of members to other members and particularly those relating to the welfare of young cyclists.

#### Requirements

- To attend safeguarding children training and to stay up to date with policies and procedures through regular liaison with the CPLO

<b>Person Specification</b>	
<b>Essential Previous Knowledge / Experience</b>	Involvement with young people
<b>Desirable Previous Knowledge / Experience</b>	Child protection awareness (training provided)
	Junior club experience
<b>Personal Qualities</b>	High personal standards
	Belief that sport can help young people's total development

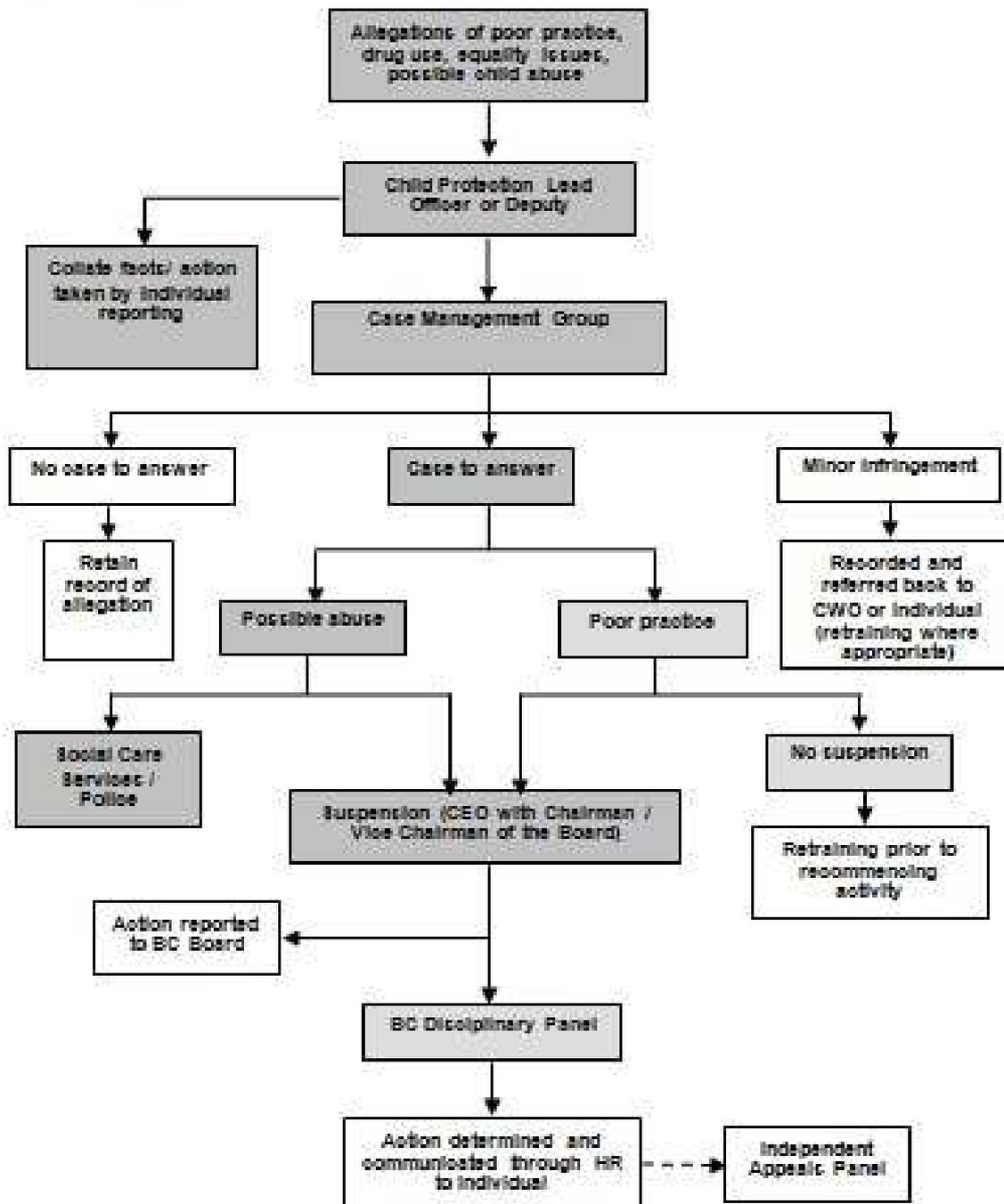


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### Appendix H: Reporting Procedures: Poor Practice/Abuse

#### Appendix H: Reporting Procedures: Poor Practice/Abuse



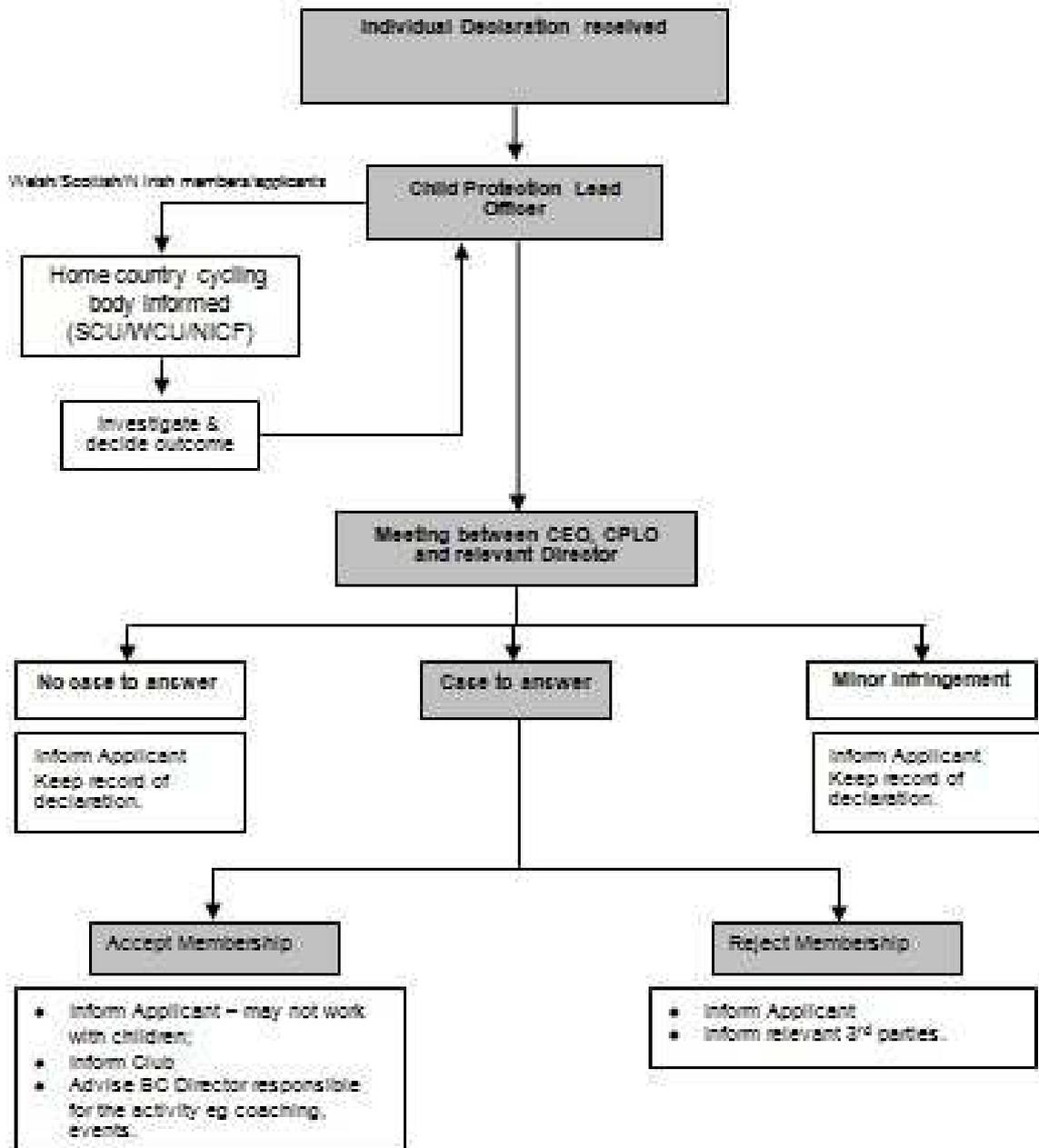


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### Reporting Procedure: Self Declaration forms

#### Reporting Procedure: Self Declaration forms





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### **Appendix I: Responding to Disclosure**

Coaches, trainee coaches and leaders often share a very close and trusting relationship with their cyclists and this might result in the coach being just the sort of person to whom a child might disclose that s/he is being abused. Although false allegations of abuse do occur, they are rare, and if a young person says or indicates that he/she is being abused, or information is obtained which gives concern that a young person is being abused, action must be taken immediately (see Section 4.2 for reporting procedures).

<b>Actions to Take</b>	<b>Actions to Avoid</b>
<p>The person receiving the disclosure should:</p> <ul style="list-style-type: none"> <li>• react calmly so as not to frighten the child</li> <li>• tell the child he/she is not to blame and was right to tell</li> <li>• take what the child says seriously</li> <li>• keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said</li> <li>• reassure the child but do not make promises of confidentiality that cannot be kept</li> <li>• make a full record of what had been said, heard and/or seen (fact and not opinion) as soon as possible.</li> </ul>	<p>The person receiving the disclosure <b>should not</b>:</p> <ul style="list-style-type: none"> <li>• panic</li> <li>• allow expressions of shock or distaste to show</li> <li>• probe for more information than is offered</li> <li>• speculate or make assumptions</li> <li>• make negative comments about the alleged abuser</li> <li>• approach the alleged abuser</li> <li>• <b>make promises that cannot be kept or agree to keep secrets.</b></li> </ul>



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Appendix J



### FORM FOR REPORTING A CONCERN INVOLVING A CHILD

Name of child	
Age and date of birth	Ethnicity
Religion	First language
Disability	Any special factors
Parent's/carer's name(s)	
Home address (and phone number)	
Are you reporting your own concerns or passing on those of somebody else? Give details	



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<p>Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents</p>	
<p>Any physical signs? Behavioural signs? Indirect signs?</p>	
<p>Have you spoken to the child? If so, what was said?</p>	
<p>Have you spoken to the parent(s)? If so, what was said?</p>	
<p>Has anybody been alleged to be the abuser? If so, give details</p>	
<p>Have you consulted anybody else? Give details</p>	



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Your name and position	
To whom reported and date of reporting	
Signature	Today's date