



British Cycling
Policy and Procedures for the Protection of Children
and Vulnerable Adults

Handbook and Club Guidelines
January 2007



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1 Policy Objectives

1.0 Introduction

Everyone who participates in cycling in all its disciplines is entitled to participate in an enjoyable and safe environment and to be given the chance to experience the fun, challenge and sense of achievement that are inherent to cycling. To ensure this, the British Cycling Federation, trading as British Cycling and hereafter referred to as British Cycling is committed to devising and implementing policies and procedures to ensure all those involved comply with the British Cycling code of good practice.

In addition, all young people are entitled to a duty of care and to be protected from abuse. Abuse can occur anywhere – at home, at school, in the park and in sport. Sadly some people will seek to be in the company of children simply in order to abuse them. British Cycling is committed to devising and implementing policies and procedures to ensure everyone in the sport accepts their responsibilities to safeguard children from harm and abuse. This means taking action to safeguard children and to report any concerns about their welfare. It is not the responsibility of British Cycling to determine whether or not abuse has taken place: this is the domain of child protection professionals; the social care services and the police force.

This document sets out British Cycling's policies and procedures in fulfilment of its belief in and commitment to good practice and child protection.

1.1 Policy Statement

British Cycling fully accepts its legal and moral obligation to provide a duty of care, to protect all children (and vulnerable adults) and safeguard their welfare, irrespective of age, any disability they have, gender, racial origin, religious belief and sexual identity.

In pursuit of this, British Cycling is committed to ensuring:

- The welfare of young people (and vulnerable adults) is paramount and children have the right to protection from abuse
- All young people who take part in cycling should be able to participate in a fun and safe environment
- It takes all reasonable practical steps to protect children from harm, discrimination and respond swiftly and appropriately.
- The principles of the equality of opportunity as laid down in its Equality Policy (See Appendix A)
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately; British Cycling has implemented suitable suspension, disciplinary and appeals procedures to ensure that these commitments can be upheld.
- All affiliated clubs are bound by British Cycling's procedures for good practice and

child protection that clearly states what is required of them

- All employees and volunteers are carefully selected, informed about their responsibilities and provided with guidance and/or training in good practice and child protection procedures
- High standards of behaviour and practice are demanded through compliance with British Cycling's Code of Conduct. (Appendix B)
- Everyone knows and accepts their responsibilities and works together: parents, cyclists, coaches, trainee coaches and leaders, commissaries and referees, race officials, team managers, volunteers and professional staff.

1.2 Terms and Abbreviations

The following terms and abbreviations are used in this document:

- The term cycling and cyclist refers to cycling activity at all levels, including leisure and competitive activities, and to all cycling disciplines: BMX, Cycle Speedway, Cyclo-Cross, Mountain Biking (Cross Country and Downhill), Road Racing, Time Trials and Track Cycling.
- Anyone under the age of 18 is considered to be a child/young person.
- All policies and procedures described refer to vulnerable adults as well as children.
- The term parent is used as a generic term to represent parents, carers and guardians

LSCB: Local Safeguarding Children Board (committee established by Local Authority)

British Cycling: The trading arm of the British Cycling Federation

CPLO: Child Protection Lead Officer for British Cycling or the nominated deputy

CWO: Club Welfare Officer (of the British Cycling affiliated club)

Vulnerable Adult:

A vulnerable adult is someone who is aged 18 years or over who

'is or may be in need of community care services by reason of mental health or other disability, age or illness' and 'is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

(Who Decides- Lord Chancellors Department (1997))

A vulnerable adult may be a person who

- Is elderly or frail
- Has learning disabilities
- Suffers from mental illness (e.g. dementia, personality disorder)
- Has physical disability
- Is a substance misuser
- Is homeless
- Is in an abusive relationship

(It should be noted that disability or age alone does not signify that an adult is vulnerable.)

2: Good Practice, Poor Practice and Abuse

2.0 Introduction

To provide young people with the best possible experience and opportunities in cycling, it is imperative that everyone operates within an accepted ethical framework and demonstrates exemplary behaviour. This not only ensures that cycling makes a positive contribution to the development of young people and safeguards their welfare, but also protects everyone from false allegations of abuse or poor practice.

It is not always easy to differentiate poor practice from abuse. It is not the responsibility of employees or volunteers in cycling to determine whether or not abuse is taking place. It is, however, their responsibility to act if they have concerns about the welfare of a child. This section will help you identify what is meant by good and poor practice and some of the indications of possible abuse. Guidance on what to do if you are concerned about poor practice or possible abuse is provided in Section 4.

2.1 Good Practice

The following principles should be adhered to by those involved in cycling:

- Ensure experience of cycling is fun and enjoyable; promote fairness, confront and deal with bullying and never condone byelaws / technical regulation violations or the use of prohibited substances
- Provide open access to all those who wish to participate in cycling and ensure they are treated fairly.
- Ensure all cyclists are able to participate in an environment that is free from harassment, intimidation, victimisation, bullying and abuse.
- Be an excellent role model, do not drink alcohol or smoke when working with young people.
- Treat all young people and vulnerable adults equally; this means giving both the more and less talented in a group similar attention, time, respect and dignity.
- Respect the developmental stage of each young person and place their welfare before winning, club or personal achievements. This means ensuring that the training intensity is appropriate to the physical, social and emotional developmental stage of the cyclist. Ensure training and competition schedules are based on the needs and interests of the child, not those of the parents, race organisers, coaches, trainee coaches and leaders or clubs.
- Conduct all coaching and meetings in an open environment; avoid one-to-one coaching in unobserved situations.
- Maintain a safe and appropriate relationship with cyclists; it is inappropriate to have an intimate relationship with a young person. British Cycling supports the Home Office guidelines that recommend that people in positions of authority should not have sexual relationships with 16-17 year olds in their

care. One adult should never share a room with one young person. It is accepted that situations may occur where a number of young people and adults share a common sleeping area. Always ensure that parents' permission is gained in writing beforehand and cyclists are given an opportunity in advance to discuss this, air any concerns and agree the logistics of the sleeping arrangements.

- Build relationships based on mutual trust and respect in which young people are encouraged to take responsibility for their own development and decision-making. Avoid situations in which the coach or team manager uses their position and power to dictate what the cyclist should and should not do.
- Avoid unnecessary physical contact with young people. Touching can be okay and appropriate as long as it is neither intrusive nor disturbing and the cyclist's permission has been given.
- Ensure separate changing facilities are available for both male and female cyclists and if possible for junior and senior cyclists. Where supervision is required, involve parents wherever possible and ensure that adults work in pairs.
- Communicate regularly with parents, ensure they have a copy of the *British Cycling Guidance for Parents* leaflet, involve them in decision-making and gain written consent for travel arrangements. Secure their consent in writing to act *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- Be aware of any medical conditions (including allergies), existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given. Ensure you are qualified and up-to-date in first aid or that there is someone with a first aid qualification in attendance.
- Keep up to date with the technical skills, qualifications and insurance in cycling. Maintain your British Cycling membership and up-to-date disclosure form where appropriate, (this ensures adequate and continuous insurance cover).
- When cyclists travel away from home, ensure the guidance contained in the *British Cycling Safe Away* leaflet is followed. In particular, if mixed teams are taken away, ensure they are accompanied by a male and female member of staff or volunteer and safeguard them from the potential of same gender abuse. Adults should not enter children's rooms on their own or invite children into their rooms.
- British Cycling has developed a Code of Conduct which applies to all members, volunteers and employees of British Cycling.

2.2 Poor Practice

The following is deemed to constitute poor practice and should be avoided:

- Avoid spending excessive amounts of time alone with one child away from the others.
- Avoid taking children to your home where they will be alone with you.
- Never engage in rough, physical or sexually provocative games, including horseplay.
- Never share a room with a child.
- Never allow or engage in any form of inappropriate touching.
- Never allow children to use inappropriate language unchallenged.
- Never make sexually suggestive comments to a child, even in fun.
- Never reduce a child to tears as a form of *control*.
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Never do things of a personal nature for children or vulnerable adults that they can do for themselves.
- Never invite or allow children to stay with you at your home unsupervised.
- Never condone bullying, rule violations or the use of prohibited substances.

If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of the person in charge, British Cycling or the child's parents. If any of the following incidents should occur, you should report them immediately to another colleague, make a written note of the event and inform parents of the incident:

- If you accidentally hurt a cyclist.
- If a child seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.

2.3 Code of Conduct

The British Cycling Code of Conduct is based on the principles of good practice set out above and in accordance with Government guidance¹, which requires all organisations involved with caring for young people or vulnerable adults to protect them against sexual activity within relationships of trust. The Code of Conduct has, therefore, been drawn up for coaches, trainee coaches and leaders, medics, event organisers, parents, cyclists, race officials, commissaires, referees, team managers, volunteers and professional staff. All are required to sign up to this code as part of their British Cycling registration. Copies of this code can be found in Appendix B.

2.4 Photography

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. British Cycling, therefore, requires that all personnel and event organisers adhere to the guidelines detailed in Appendix C.

¹ *Caring for the Young and Vulnerable? Guidance for preventing abuse of trust* (1999)

2.5 Indicators of Abuse and Bullying

Definitions of what constitutes abuse and bullying are described in Appendix D. Indications that a child may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expresses concern about the welfare of another child.
- Unexplained changes in behaviour (eg becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Is prevented from socialising with other children.
- Displays variations in eating patterns including overeating or loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place.

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons (eg being overweight, physically small, having a disability or belonging to a different race, faith or culture). Although bullying often takes place in schools, it can and does occur anywhere where there is inadequate supervision (eg on the way to and from training, in the changing rooms). The competitive nature of cycling provides a potentially ideal environment for a bully to gain power over others. The bully might be:

- a parent who pushes too hard
- a coach who adopts a win-at-all costs philosophy
- a cyclist who intimidates inappropriately
- an official who places unfair pressure on a person.

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions
- an unexplained drop-off in performance
- physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol

- a shortage of money or frequent *loss* of possessions.
- dealing with bullying is dealt with in Appendix E

3: Recruitment, Selection and Training

3.0 Introduction

To ensure unsuitable people are prevented from working with young people, the following steps should be taken when recruiting paid staff (full or part-time) or volunteers.

3.1 Recruitment

Draw up a job description identifying roles and responsibilities and a person specification clarifying the required and recommended skills and qualities of an applicant. Where the job involves working with young people, specify the British Cycling's policy with regard to child protection and working with children.

3.2 Application

All applicants must complete an application form (see Appendix F) that includes:

- name, and address
- relevant experience, qualifications and training undertaken
- listing of past career or involvement in sport (to confirm experience and identify any gaps)
- any criminal record
- whether the applicants are known to any social services department as being an actual or potential risk to children or young people, a self-disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence
- the names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people (previous employer)
- any former involvement with the sport
- the applicant's consent to criminal record checks being undertaken if necessary
- the applicant's consent to abide by British Cycling's Codes of Practice, Procedures and Rules
- a statement explaining that failure to disclose information or subsequent failure to conform to the Codes of Practice, Procedures and Rules may result in disciplinary action under the relevant disciplinary procedure.

3.3 Checks and References

As a minimum, two verbal references shall be taken up, and where possible, written references should be taken up. At least one referee should be associated with former work with children/young people. If an applicant has no experience of working with children, training is strongly recommended. If there are any concerns over the information supplied on the application form or from the referees, advice should be sought from British Cycling CPLO and one or more of the following checks should be undertaken:

- Check carried out with the following organisations that maintain information about individuals who are deemed to be unsuitable to work with children: Criminal Records Bureau (CRB in England and Wales), The Scottish Office (Social Work Services Group in Scotland) or The DHSS Pre-employment Consultancy Service (PECS in Northern Ireland).
- Criminal record check from the Criminal Records Bureau (CRB) in line with the Protection of Children Act (1999) or where the post is exempt from the Rehabilitation of Offenders Act 1974.
- A Data Search Access Request. Under the terms of the Data Protection Act, individuals are entitled to request their own personal police check at their local police station. This may cost approximately £10.
- all personnel (parents, cyclists, coaches, trainee coaches and leaders, commissaires, race officials, referees, team managers, volunteers, medics, event organisers, club officials, senior and junior club members and professional staff) to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person
- all coaches, trainee coaches and leaders and team managers working with children to attend a British Cycling one-day top-up course on child protection, or other training course run by the Local Safeguarding Children Board, or by the County Sports Partnership that comprises good practice and child protection awareness training, guidance on child-centred coaching styles and information on child growth and development and its implications in cycling
- all coaches, trainee coaches and leaders should have an up to date first aid qualification.

3.4 Interview and Induction

All employees (and where possible volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive a formal or informal 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
- the job requirements and responsibilities should be clarified
- they should sign up to the appropriate British Cycling code of conduct and good practice and child protection procedures
- their child protection training needs should be confirmed.

3.5 Training

While checks are a part of the process to safeguard children, training is required to help people to:

- analyse their own practice against what is deemed good practice in cycling and to ensure their practice is likely to protect them from false allegations
- recognise their responsibilities and report any concerns about suspected poor practice or possible abuse
- deal with disclosure
- work safely and effectively with children.

British Cycling requires:

- all employees with access to children to undergo CRB checks
- all employees, Club Welfare Officers, coaches, trainee coaches and leaders and team managers to undertake relevant child protection awareness training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection in cycling
- all affiliated clubs to appoint Club Welfare Officers responsible for good practice and child protection; this officer must undergo a CRB check

3.6 Monitoring and Appraisal

- ◆ The CPLO will report on training carried out and provide information on allegations, declarations and actions taken, on a quarterly basis to the British Cycling board and relevant 3rd parties.

3.7 Complaints, Appeals and Disciplinary Procedures

In respect of volunteers and other members, British Cycling's disciplinary and appeals procedures as published annually in the Rulebook will be used to deal with any formal complaints and/or appeals. Employees are subject to internal disciplinary rules and procedures which comply with recognised Codes of Practice.

4: Responding to Disclosure, Suspicions and Allegations

4.0 Introduction

While it is not the responsibility of British Cycling staff, volunteers or members to identify abuse, it is their responsibility to report any concerns about the welfare of a child. These concerns may arise because:

- a young person discloses s/he is being abused
- of the behaviour of an adult towards a child
- of a cluster of indicators observed in a child over a period of time.

All suspicions and disclosures must be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases of possible sexual abuse or where there is a misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take. As cycling forms one discipline of triathlon, there is a need to liaise fully with the British Triathlon Association with regard to reporting policies and procedures (see summary flow diagram in Appendix H).

4.1 Child Protection and Club Welfare Officers

To ensure appropriate action is taken if there are disclosures or suspicions, British Cycling:

- has trained an employee to act as the designated child protection lead officer (CPLO)
- requires all affiliated clubs to recruit, appoint and train a designated club member to become the Club Welfare Officer.

A job and person specification for the role of Club Welfare Officer are provided in Appendix G.

4.2 Reporting Procedures

Most children are abused by adults they know and trust; around 80% of sexual offences take place in the home of either the offender or victim. The child might disclose this to a trusted adult or you may notice signs that cause you concern.

However, abuse also takes place outside the family setting and some individuals who want to harm and abuse children will use sport as a way to gain access to children. In addition to sound recruitment, selection and training procedures, it is crucial that everyone involved in cycling is aware of this possibility, that all allegations are taken seriously, and clear and appropriate reporting procedures are promoted and followed if allegations are made or if they have any suspicions.

Any person with information of a disclosure, allegation or suspicion about the welfare of a child (poor practice or possible abuse) must immediately report this in one of the following ways.

If you are a part of an affiliated club, you should immediately inform the club's designated Club Welfare Officer who will refer the matter to British Cycling's CPLO.

If you work in schools as part of the school curriculum or an extra-curricular basis, you should inform the head teacher who will follow normal Local Safeguarding Children Board (LSCB) procedures.

If you are working in a local authority facility, you should inform the LA Sports Development Officer or the manager of the facility, who will follow LSCB procedures.

In any other situation or if the designated person is not available, if concern is about that person or no action is taken, you should make direct contact with the British Cycling CPLO.

If British Cycling CPLO or nominated deputy is unavailable, you should take responsibility and seek advice from the NSPCC help line (0808 800 5000), the duty officer at local social care services department or the child protection personnel at the nearest police station. Telephone numbers are in the local telephone directory. In these circumstances, you do not have to give your name but it is helpful if you can. The social care services, together with the designated person in charge where appropriate, will decide how and when parents will be informed. As soon as possible, please also inform the British Cycling CPLO and explain the action taken to date.

A summary of reporting procedures is provided in Appendix H. Where there is a complaint of abuse against an employee or volunteer, there may be three types of investigation:

- Criminal: in which case the police are immediately involved.
- Child protection: in which case the social care services (and possibly the police) will be involved.
- Disciplinary or misconduct: in which case British Cycling will be involved.

4.3 Dealing with Allegations

While British Cycling CPLO and CWOs will have received training, they are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. If there is any doubt about whether or not the alleged behaviour constitutes abuse, the concern must be shared with professional agencies that will be responsible for subsequent action:

- The social care services have a statutory duty under The Children Act, to ensure the welfare of children and work with the Local Safeguarding Children Board (LSCB) to comply with its procedures. They have a legal responsibility to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making enquiries often jointly with the police. You can obtain advice by telephoning the

local social care services department and speaking to the duty worker.

- The police also have specially trained child protection personnel to give guidance and advice, deal with concerns sensitively and effectively. If there is any possibility of a criminal offence having taken place, they will automatically become involved.
- The child protection agencies will also provide advice and they can be contacted via the NSPCC 24-hour free phone Help line on 0808 800 5000.

NB: If there is any doubt, the allegation or incident must be reported; it may be just one of a series of other instances which together cause concern.

Any suspicion that a child has been abused by either a British Cycling employee or a volunteer should be reported to the British Cycling CPLO, who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- British Cycling CPLO will refer the allegation to the social care services department who may involve the police or go directly to the police if out-of-hours.
- The parents of the child will be contacted as soon as possible following advice from the social care services department.
- British Cycling CPLO should also notify the Chief Executive who will decide who should deal with any media enquiries and implement any immediate disciplinary proceedings. Under the British Cycling's Bye Law 15, 'Suspension and re-instatement' (copy in the British Cycling rulebook) and in relation to the Children and Young Persons Act (1933), specific powers of suspension are vested in the Chairman/vice Chairman of the Board/Chief Executive. The Chairman/vice Chairman of the Board/Chief Executive can:
 - impose an interim suspension based on the risk to the child, the serious nature of the allegation and the need to ensure a full investigation can be instituted
 - withdraw with immediate effect any British Cycling qualification
 - impose suspension from British Cycling event venues
- British Cycling CPLO will make a full report to the British Cycling Disciplinary Panel. Irrespective of the findings of the social services or police, British Cycling will assess all individual cases and determine if the person can be reinstated and how this can be handled sensitively. This decision must be made on the available information which could suggest that, on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child is paramount.
- If British Cycling CPLO is the subject of the suspicion/allegation, the report must be made directly to the Chief Executive who will then be responsible for taking further action.
- There is a right of appeal to the Appeals Panel against the decision of the Chief

Executive/Chairman/vice Chairman of the Board.

Allegations of abuse may be made some time after the event (eg by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, British Cycling will follow the same procedures and report the matter to the social care services or the police. This is because other children, either within or outside cycling, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act (1999) and set out in Schedule 4 of the Criminal Justice and Court Services Act.

4.4 Poor Practice

If the allegations are against British Cycling employees or volunteers and after consideration, are clearly about poor practice, the allegation will be dealt with under the relevant disciplinary procedure as a misconduct issue.

4.5 Dealing with Bullying

The same procedures should be adopted when dealing with allegations of bullying. For specific guidance on actions to prevent and deal with bullying, refer to Appendix E.

4.6 Disciplinary and Appeal Procedures

These are as published in the British Cycling rulebook.

4.7 Informing Parents

It is the responsibility of child protection specialists to inform and consult with parents and you are therefore instructed to follow the procedures set out in 4.2 above.

4.8 Records and Confidentiality

You should always follow the reporting procedures set out in 4.2 above. Information passed to the social care services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Information should be written in factual format, avoiding any opinion or hearsay and should include the following:

- The facts about the allegation or observation.
- A description of any visible bruising, other injuries or signs.
- The child's account, if this has been disclosed, of what has happened and how any bruising or other injuries occurred.
- Any witnesses to the incident(s).
- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.
- A copy of this information should be sent to the British Cycling CPLO

Reporting the matter to the police or social care services department should not be delayed by attempts to obtain more information. Wherever

possible, referrals telephoned to the social care services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the social care services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

Confidentiality should be maintained at all times. Information should be handled and disseminated on a *need to know basis* only: social care services should be contacted for advice as appropriate. 'Need to know' includes the following people:

- The CWO, British Cycling Management Team.
- The parents of the person who is alleged to have been abused
- The person making the allegation.
- Social care services/police.
- The alleged abuser (and parents if the alleged abuser is a child).

Information will be stored in a secure cabinet at the British Cycling Offices in line with data protection laws with access available only to the following British Cycling officers:

- Chief Executive
- CPLO.

4.9 Support for Victim, Accused and Reporter

British Cycling:

- acknowledges the difficulty in reporting concerns and will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or concerns about the welfare of a child
- will take appropriate steps to ensure that the victim (and parents) is provided with appropriate professional support (eg Help lines, support groups and the Counselling Directory²)
- will ensure through the appropriate allegation, disciplinary and appeals procedures that the accused is offered appropriate support.

5: Implementation and Monitoring Procedures

5.0 Introduction

To be effective British Cycling's good practice and child protection policy and procedures must be integrated into current practice and implemented in a planned and staged way. This will involve the:

- design and dissemination of information
- piloting of procedures
- execution of recruitment strategies for volunteers as well as employees
- identification of club welfare personnel
- further development of good practice codes
- provision of training and review of existing training
- institution of committees and procedures
- selling the concept to key personnel and committees.

During and following implementation, it will be important to evaluate levels of awareness, knowledge, perceptions and attitudes and monitor the impact and effectiveness of the procedures.

British Cycling will endeavour to ensure that this policy reflects best practice and legislation at all times.

5.1 Implementation Strategy

The detailed implementation strategy is held by the Chief Executive of British Cycling.

5.2 Monitoring Strategy

It will be the responsibility of British Cycling Management Team to establish and implement the strategy. This might include:

- number of leaflets distributed
- number of allegations made and breakdown of no case, poor practice and abuse incidence
- number of recommendations made for training programmes
- number of welfare officers in place
- feedback from clubs on the implementation of the policy
- reports from the disciplinary and appeals panel
- number of personnel trained in child protection awareness
- feedback reports from tours and camps
- number of members able to work with young people (disclosure register)
- reports from Good Practice and Child Protection Policy group
- recommendations for changes to policy, procedures and resources
- number of checks made.

² The **Counselling Directory** is available from The British Association for Counselling and Psychotherapy, 35-37 Albert Street, Rugby CV21 2SG, E-mail: bacp@bacp.co.uk, Internet: www.bacp.co.uk

Appendix A: British Cycling Equity Policy

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.

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

Adopted: 18 November 2000.
Amended 1: 24 November 2001.
Amended 2: 6 December 2005
Amended 3: 13 January 2007

Appendix B: Code of Conduct

BRITISH CYCLING CODE OF CONDUCT

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

- 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

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.
- 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

Appendix C: Guidelines on Use of Photographic and Filming Equipment at Competitions³

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.

³ Adapted from ASA (1999), NCF (2001) and CSPU (2001)
Version 1 Rev 2
23rd January 2007



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

Accreditation request (please complete in block capitals)

Surname:		<p>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.</p>
First Name:		
Address:		
Town:		
County:		
Postcode:		
Phone no:		
Club:		
Signature:		
Date:		
Identification check:		

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

Appendix D: Definitions of Abuse and Bullying

Abuse can occur wherever there are young people or vulnerable adults of any age⁴. 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 abuse⁵:**
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).

⁴ There is evidence to suggest that children (or adults) with disabilities are at increased risk of abuse.

⁵ 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.

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.⁶ 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.

⁶ 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.
Version 1 Rev 2
23rd January 2007

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				
VOLUNTARY OCCUPATION DETAILS				
Please give details of any voluntary positions you have held. <i>(continue on a separate sheet if necessary)</i>				
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	

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:.....
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)*

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 <input type="checkbox"/> no <input type="checkbox"/>	
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	

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 <input type="checkbox"/> Female <input type="checkbox"/>	
Ethnic & Cultural Background	
White	
British <input type="checkbox"/> Irish <input type="checkbox"/> Other white (please state)	
Mixed	
White & black Caribbean <input type="checkbox"/> White & black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Other mixed (please state)	
Asian or Asian British	
Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian (please state)	
Black or black British	
Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other black (please state)	
Chinese or other ethnic group	
Chinese <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/>	
Signed Date	

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 ¹		
Q 4 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. The HR Manager will then contact you to explore the details of your individual case.		
Q7 Please list the last 3 clubs you have had an association with		
Club Name	From	To
PART C		
<p><i>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 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.</i></p>		
Signed.....		Date.....

¹ 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

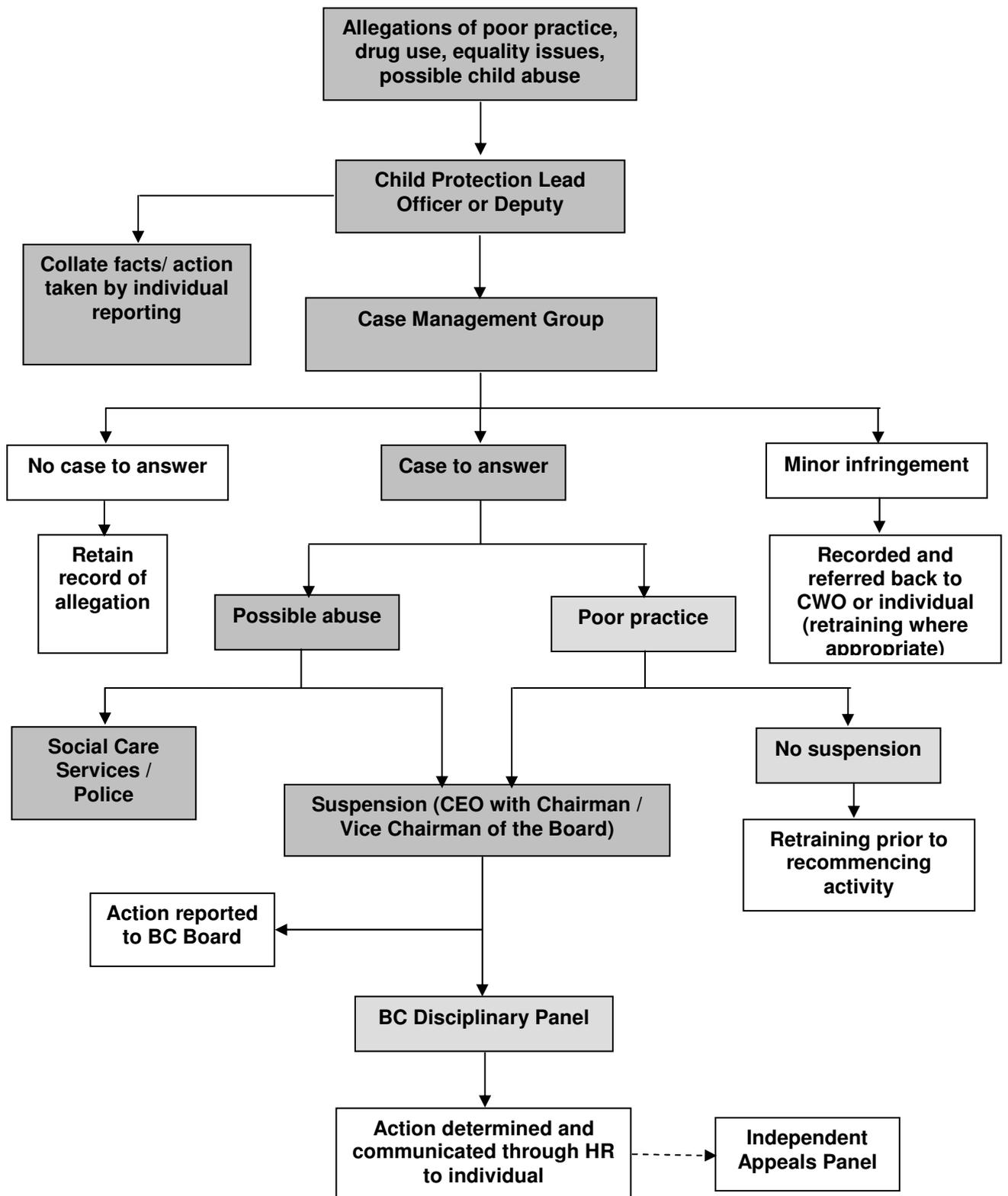
- To liaise with the British Cycling's CPLO on matters of Child Protection
- To promote British Cycling's Child Protection and Good Practice Policy and Procedures in the club, including the distribution and display of leaflets and codes of conduct to members, parents and young cyclists
- To advise the 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

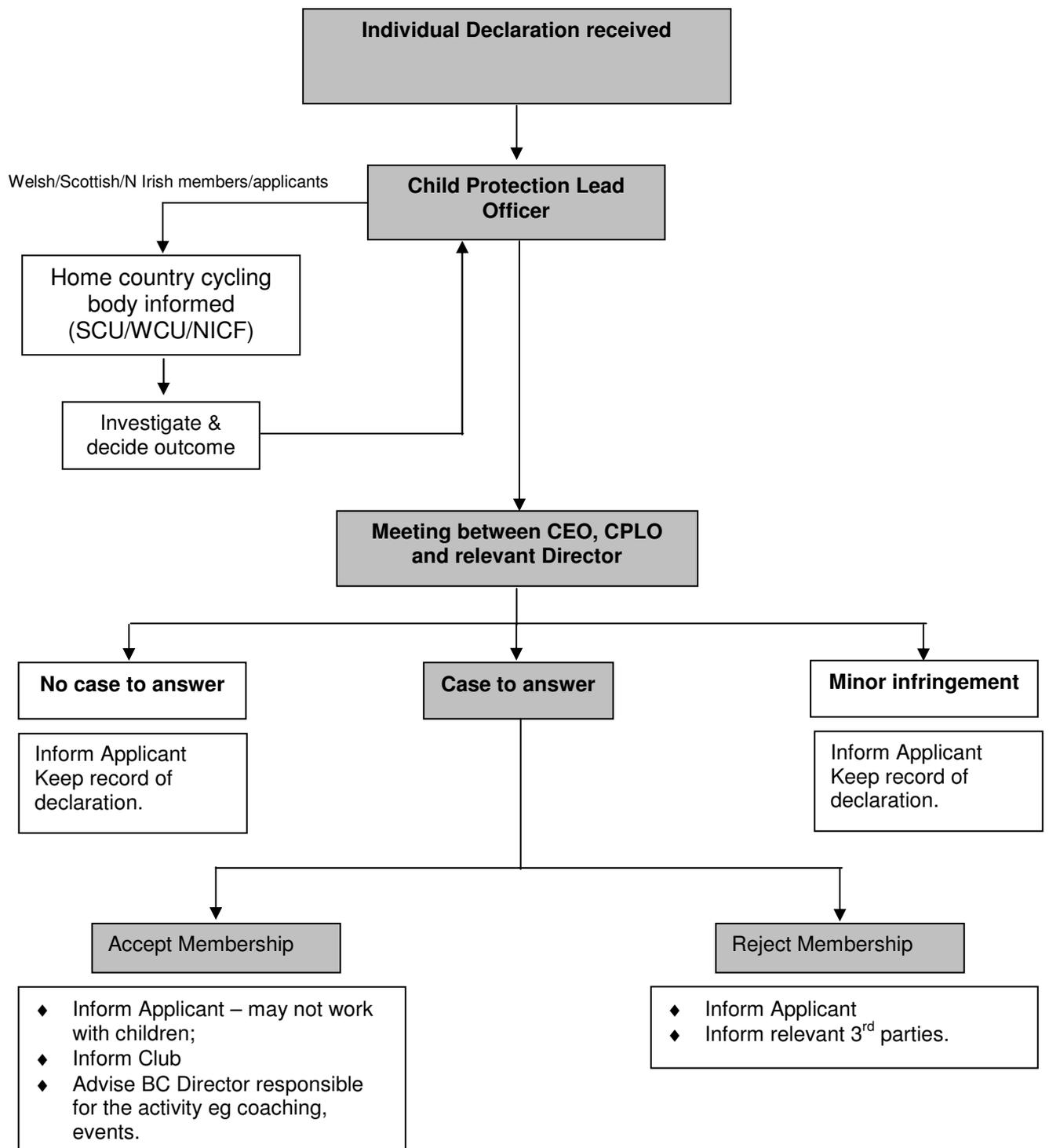
- To attend safeguarding children training and to stay up to date with policies and procedures through regular liaison with the CPLO

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

Appendix H: Reporting Procedures: Poor Practice/Abuse



Reporting Procedure: Self Declaration forms



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).

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

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	
Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents	
Any physical signs? Behavioural signs? Indirect signs?	

Have you spoken to the child? If so, what was said?	
Have you spoken to the parent(s)? If so, what was said?	
Has anybody been alleged to be the abuser? If so, give details	
Have you consulted anybody else? Give details	
Your name and position	
To whom reported and date of reporting	
Signature	Today's date

British Cycling's Child Protection Lead Officer: 07932-009601(mobile) 0161-274-2041(office)

NSPCC Helpline: 0808 800 5000

(from NSPCC 'Sportscheck', 2000)

Complete as fully as possible but do not delay reporting for lack of information.