

Wolsey Road Club

Safeguarding Policy

Who are we?

We are Wolsey Road Club (Wolsey RC). We can be contacted at secretary@wolseyroadclub.co.uk or by writing to the current Secretary at 39 Viking Heights, Martlesham, Woodbridge, IP12 4RT.

Our guiding policy

It is important to protect the health, well-being and human rights of people, particularly children and vulnerable adults, and enable them to live free from harm, abuse and neglect. They have the right to be respected and to express their views on any issues or decisions affecting them. Such protection is the responsibility of all adults.

It is important to note that Wolsey RC does not operate events or club activities in which its officials and volunteers have sole responsibility for children or vulnerable adults. Children and vulnerable adults in any of the club's activities need to be accompanied by a parent or guardian. However, within this context the club is still expected to take appropriate safeguarding responsibility.

In support of this British Cycling (<https://www.britishcycling.org.uk/safeguarding>) has produced a Safeguarding Strategy document¹. Wolsey RC is an affiliated club of British Cycling and at a recent committee meeting the club has agreed to support this strategy along with adopting a small number of guidance documents and codes of conduct that British Cycling has provided to assist with it.

Welfare Officer

Wolsey RC has appointed a Welfare Officer² who is the primary contact point for any Safeguarding questions and issues. Contact details are those of the club Secretary as listed above. If necessary issues can alternatively be raised with any of the other club committee members.

Note: all members and officials share a responsibility for Safeguarding but this role is intended to oversee and facilitate the policies and procedures. The Welfare Officer has had the necessary safeguarding training and passed up to date DBS checks.

Policies and Codes of Conduct

Listed here are the policies and codes of conduct but the one which is directly relevant at all times is the Members Code of Conduct. The others will apply additionally to particular aspects or situations.

1 https://www.britishcycling.org.uk/zuvvi/media/bc_files/safeguarding/Safeguarding_Strategy.pdf

2 https://www.britishcycling.org.uk/zuvvi/media/bc_files/coaching/2019/Club_Welfare_Officer_Role_Description_2022.pdf

Members Code of Conduct

Members and guests (i.e. all members and officers of the club and any guests of those members and officers) should at all times maintain professional and responsible standards of conduct. Key elements of this mean they will:

- operate within the framework of the club rules, regulations and codes of conduct
- take reasonable care for the health and safety of other members and third parties
- comply with reasonable instructions given by club officials and by other officials, for example, race officials
- act at all times with respect for others, in good faith and in the best interests of the club
- treat everyone equally and not discriminate on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religious belief, class or social background, sexual preference or political belief
- not condone, or allow to go unchallenged, any form of discrimination
- ensure that the well-being and safety of children and vulnerable adults is paramount
- ensure activities are appropriate for the age, maturity, experience and ability of the individual
- not provide children with alcohol when they are under the care of the club
- be aware of the club safeguarding policy
- report any concerns in relation to a child or vulnerable adult, following the club's reporting procedures
- not abuse drugs including alcohol or use illegal substances
- not use obscene language or other offensive behaviour, physical violence or bullying
- not bring the club into serious disrepute
- not cause loss, damage or injury through serious negligence
- not use or disclose confidential information.

Club Officers and Volunteers Code of Conduct

In addition to the Members Code of Conduct, all Club Officers and Volunteers of the club will:

- have a good understanding of the safeguarding policy
- know what action to take should any safeguarding concerns be reported to them
- allow children to talk about any concerns they may have
- avoid unacceptable situations within a relationship of trust
- not allow abusive activities or bullying
- not take part in or use inappropriate behaviour, communication or contact (either physical, verbal, sexual or written including social media)
- not engage in physical contact other than emergencies or appropriate teaching methods or take part in physical games with children
- not take children to their home or transport them in their car where they will be alone with them
- not allow or invite club members who are under 18 to be on their personal social networking sites.

Anti-bullying Policy

Bullying is repetitive, intentional hurting of a person or group by another person or group where the relationship involves an imbalance of power. Bullying results in pain and distress to the victim(s). Bullying behaviour can happen face to face or online, in school or the wider community. It can be verbal, physical or emotional and often has a disproportionate impact on children who are perceived as 'different' by others. This includes children from some minority or faith groups, disabled children and those with additional needs, young carers, young people who identify or are perceived to identify as LGBT+, children in care, children with illness and children living in poverty. Children have a legal right to be protected from all forms of bullying, harassment and harm.

Bullying of any kind is unacceptable at our club. All club members, parents, Volunteers and Officers should have an understanding of what bullying is. They should know the club policy and follow it when bullying is spotted or reported.

A child may indicate by signs or behaviour that they are being bullied. Adults should be aware of these possible signs and they should investigate if a child:

- says they are being bullied
- is unwilling to go to or feels ill before attending club activities
- becomes withdrawn, anxious or lacking in confidence
- has unexplained cuts or bruises
- is frightened to say what's wrong
- gives improbable excuses for any of the above.

In more extreme cases the child could also:

- start stammering
- cry themselves to sleep at night or has nightmares
- become aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stop eating
- attempt or threaten suicide or run away.

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures/action

Any bullying behaviour should be dealt with in the manner described below:

- discuss the potential courses of action with the young person or vulnerable adult

- report bullying incidents to the Club Welfare Officer or a member of the committee
- in cases of serious bullying, the incidents will be referred to the British Cycling Lead Safeguarding Officer for advice and the individual should be made aware of this course of action
- where appropriate parents/carers should be informed and asked to attend a meeting to discuss the problem with the rider present
- where appropriate and the bullied rider consents, police may be consulted
- the bullying behaviour must be investigated and the bullying stopped quickly
- an attempt will be made to help the bully (bullies) change their behaviour
- if mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution, or where appropriate under British Cycling's Disciplinary Procedures.

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

More advice regarding bullying is available from Kidscape (<http://www.kidscape.org.uk>).

For information on bullying Kidscape can be contacted on 0207 730 3300.

Kidscape's - anti-bullying help line for parents and children is 08451 205 204.

Photography Policy

The club has adopted the British Cycling policy on photography available here:

[SG 5.4 Safeguarding and Photography \(britishcycling.org.uk\)](https://www.britishcycling.org.uk/zuvvi/media/bc_files/safeguarding/SG_5.4_Safeguarding_and_Photography.pdf)

[https://www.britishcycling.org.uk/zuvvi/media/bc_files/safeguarding/SG 5.4 Safeguarding and Photography.pdf](https://www.britishcycling.org.uk/zuvvi/media/bc_files/safeguarding/SG_5.4_Safeguarding_and_Photography.pdf)

Social Media Policy

The club has adopted the British Cycling policy regarding social media available here:

[SG 5.2 Using Social Networking Services and Social Media \(britishcycling.org.uk\)](https://www.britishcycling.org.uk/zuvvi/media/bc_files/safeguarding/SG_5.2_Using_Social_Networking_Services_and_Social_Media.pdf)

[https://www.britishcycling.org.uk/zuvvi/media/bc_files/safeguarding/SG 5.2 Using Social Networking Services and Social Media.pdf](https://www.britishcycling.org.uk/zuvvi/media/bc_files/safeguarding/SG_5.2_Using_Social_Networking_Services_and_Social_Media.pdf)

Formal Process

In the event of issues arising, complaints received or breaches of the policies or codes of conduct then action will be taken by the club in a fair manner in accordance with an agreed set of steps to establish the facts. Disciplinary action should not be taken against a club member, or parent of a junior member, without being provided with the following:

- written statement of the allegations
- a hearing before any decision is reached
- the right to an appeal hearing.

The formal process will follow the disciplinary rules as set out in the British Cycling Handbook available on the British Cycling website:

(https://www.britishcycling.org.uk/about/article/bcst_rulebook_and_constitution).

Following an investigation, if it is considered that there are grounds for disciplinary action, the individual concerned must be informed in writing of the allegations made against them and the basis of the allegation.

This usually includes:

- a summary of the evidence gathered during the investigation
- documents to be used at the hearing
- any witness statements to be used at the hearing, except where the identity of the witness is to be kept confidential in which case the individual will be provided with as much information as possible whilst maintaining confidentiality.

Disciplinary process and sanctions should be used to:

- resolve current or ongoing problems
- maintain the integrity of the club and sport
- include the person who is in breach of the rules in the future successes of the club.

Change log

Version	Changes	Date
0.1	First draft.	2 nd January 2023
1.0	Issued following comments and approved at committee meeting 6 th March 2023.	7 th March 2023