

Equality in Cycle Training and Safeguarding Children, Young People and Vulnerable Adults

Statement:

The Be Confident Group believes that everyone should have equal access to cycle training and cycling related events, so that everyone can benefit from the learning and enjoyment these activities can offer at all levels.

The Be Confident Group Ltd commits to ensuring all employees and those employed on a freelance basis will ensure that those who take part in cycling training and cycling related events do so in a safe and enjoyable environment.

1. Equality in Cycle Training

As part of The Be Confident Group Commitment, The Be Confident Group is committed to making sure:

- Everyone is treated fairly
- Discrimination is eliminated
- Resources are fairly allocated
- Policies and procedures are employed that are free from bias
- The requirements of different individuals, groups or communities are met
- Conditions are created that will be inclusive to a wide range of people that make up communities in which Be Confident Group provides cycling services

There are a number of key issues and potential barriers to involvement in cycle training about which instructors should be aware, including:

- Language
- Cultural/religious barriers
- Personal issues
- Assumptions
- Stereotypes
- Positive action
- Behaviour
- Bullying

Language

All instructors should consider their use of language and make sure it is relevant, sensitive and appropriate for the group or individual concerned.

Cultural/religious barriers

Be mindful of religious festivals that may affect the planning of sessions. There may also be issues around clothing and headwear that may mean it not possible to wear specified clothing or protective equipment.

Personal issues

Take into account the reasons why individuals choose to take part, or not, in cycle training. Consider gender issues, levels of competence and self-esteem.

Assumptions

We are making assumptions all the time. Challenge your assumptions. Listen carefully to trainees and try to keep an open mind.

Stereotypes

We are influenced by stereotypes. This can become a problem if we treat people unfairly or differently from how we treat others based on those stereotypes.

Behaviour

Inappropriate behaviour and ways of thinking can present barriers to inclusion. Think carefully about your behaviour and be aware of:

- Singling out trainees in a negative or positive way
- Making assumptions about trainees
- Encouraging trainees to treat others differently

Bullying

Recognising the signs of bullying is an important part of your role as an instructor. Children are especially vulnerable to bullying. The following guidelines will help you prevent bullying occurring or becoming a serious issue during your sessions:

- Treat all signs of bullying seriously
- If bullying occurs report it to the school contact
- Encourage children to share their concerns with the school contact or someone in authority
- Investigate all allegations
- Keep records of anything that has happened and who was involved during your sessions

2. Safeguarding Children, Young People and Vulnerable Adults

As part of The Be Confident Group Commitment all employees and those employed on a freelance basis will ensure that those who take part in cycling training do so in a safe and enjoyable environment.

- Be Confident Group is committed to informing people who will be working with children and vulnerable adults of the codes of behaviour they must follow and supporting them to do so.
- All employees and those employed on a freelance basis by Be Confident Group must follow these guidelines when delivering cycling services or events organised by Be Confident Group.
- This guide sets out the procedures you need to follow when safeguarding children, young people and vulnerable adults and what you need to do if you have any concerns.

All those supplying cycle training and bike maintenance activities to the Be Confident Group must:

- Have an Enhanced DBS with Child Barred List check, with completed risk assessment as applicable
- As a minimum, have completed the Safeguarding Children and Vulnerable Adults module of the National Standard Instructor course or the Educare Child Protection in Sport and Active Leisure course
- Have Emergency First Aid at Work, Level 2

The information contained in the Equality in Cycle Training and Safeguarding Children, Young People and Vulnerable Adults policy is for the guidance of cycle instructors, mechanics and ride leaders who, although working with children, will only be in contact with them for relatively short periods over a brief time scale. It follows the best practice advice issued by:

British Cycling - Policy and Procedures for the Protection of Children and Vulnerable Adults –
https://www.britishcycling.org.uk/zuvvi/media/bc_files/safeguarding/C14_-_Safeguarding__Protecting_Vulnerable_Adults.pdf

The Department of Transport – Delivering Inclusive Cycle Training: A Good Practice Guide for Disability Cycle Training - http://bikeability.org.uk/wp-content/uploads/130424_DisabilityTrainingGuide_Updated.pdf

Safeguarding and Protecting Children: a guide for sports people published by Sports Coach UK - Not available online but a copy is kept at the Be Confident Group office.

Keeping Children Safe in Education Policy guidance from the Department of Education.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education__3_September_2018_14.09.18.pdf

Instructor Responsibilities

There are three main areas of responsibility for Be Confident Group instructors to adhere to, to help protect their trainees and themselves. As an instructor you are responsible for:

1. Protecting your trainees from abuse
2. Protecting yourself from being accused of abuse
3. Reporting abuse

1. Protecting Trainees from Abuse

To ensure children and vulnerable adults are safeguarded, instructors should:

- Respect all individuals irrespective of age, ability, sex and sexual orientation, development stage, religion, race or colour.

- Ensure that young people can participate without fear of harassment, intimidation, bullying and abuse.
- Treat everyone fairly, giving similar attention to those with more and less ability.
- Put the child's welfare before personal achievement
- Ensure that all training is carried out in a safe and environment
- Hand over care of the child to an appropriate person at the end of a training session. Never leave them alone.
- Take care that the training session is not too long or strenuous
- Try to ensure children are dressed appropriately for the activity
- Not keep them out if they are obviously suffering by being too wet, cold, hot, tired, thirsty or hungry
- Be watchful of any symptoms of illness or distress.

2. Protecting Instructors from Allegations of Abuse

By following the principles below you will not only protect your trainees from abuse but will also protect yourself from the risk of being accused of abuse.

- Never take photographs or video footage of children, young people or vulnerable adult without the express consent of their parent or guardian
- Report any injury suffered by a child to the school, parent or course organiser
- Complete an incident report form recording any injury suffered by a child, young person or vulnerable adult
- Do not leave a child, young person or vulnerable adult in a situation that you cannot control or where another can abuse them.
- Always encourage and do not shout. Encouragement will produce better results whilst shouting can be classed as abuse.
- Never reduce a child, young person or vulnerable adult to tears.
- Never use inappropriate language or sexual references
- Under no circumstances hit or strike a child, young person or vulnerable adult
- Return any child who cannot be controlled to the care of the teacher or parent
- Ensure those responsible for the young person or vulnerable adult understand if individual training is to be carried out on a one to one basis, they are welcome to be present if they wish. One to one training must not take place in a secluded area.
- Avoid being alone with a child, young person or vulnerable adult
- Act as an excellent role model (no smoking, including e-cigarettes, or drinking alcohol while working with children, young people and vulnerable adults)
- Maintain a safe and appropriate relationship with trainees
- Any relationship must be built on trust

- Demonstrate proper personal behaviour and conduct at all times
- Refrain from touching trainees unnecessarily, always explain and ask if there is any need to touch

3. Reporting Abuse

It is the responsibility of all instructors to report abuse, whether this is a warning sign you've noticed or a disclosure. Remember that abuse takes many forms:

- *Neglect* – inadequate shelter; inappropriate equipment/clothing; leaving child, young person or vulnerable adult unsupervised; failure to provide appropriate medical care
- *Physical* – Striking or hitting; physical bullying
- *Sexual* – Touching; sexually explicit language/images
- *Emotional* - Exerting too much pressure to achieve; humiliation; fear; sarcasm
- *Bullying and Harassment* – physical assaults; name calling; threats and gestures; stealing or hiding personal items; being ignored or excluded

If you need to report abuse you should follow the guidelines below:

- Report concerns to the Designated Child Protection Officer at the school or site where cycling activities are taking place and/or
- The Be Confident Group safeguarding lead for the Be Confident Group is Michael Corden. At Cycle Confident the DSL, Louise Lee-Jones, London Training Manager. At BikeRight! the DSL is Michael Corden, temporary BikeRight Training Manager
- If you are unable to contact either your Designated Safeguarding Lead or the Be Confident Group lead, report to the Local Authority Designated Officer or Single Point of Access.
- If you believe the person is at risk of immediate harm, you should phone the police on the emergency numbers, 999 or 112.
- For further information contact the NSPCC

When reporting abuse you must always:

- Explain, if any child confides that they have been abused, that you will have to report it further
- Report to the head teacher or any person responsible for the course any incident of abuse confided to them by a child
- Report any witnessed incident of abuse to the head teacher or person responsible for the course

Policy signed



David Showell
Managing Director Cycle Confident

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