

Appendix 4: CTC Safeguarding Policy – a guide

CTC's policies and related statements provide a structure in which cycling group and member group activities can take place safely, consistently and in accordance with current legislation. Our policies **must** be followed by CTC members, staff and volunteers involved in delivering or supporting CTC activities.

It is the policy of CTC to make every effort to safeguard its members from physical, sexual and emotional harm while participating in CTC activities. CTC takes all reasonable steps to ensure that, through relevant procedures and training, children, young people and adults taking part in CTC activities do so in a safe environment.

This information sheet is supported by further information and resources to ensure that our members put the policies into practice.

Safeguarding Code of Conduct

All Ride Leaders, instructors and other volunteers have an obligation to avoid creating distressing situations. Therefore they are expected to follow the Code of Conduct below:

As a CTC volunteer, you are expected to:

- respect everyone as an individual
- provide a good example of acceptable behaviour
- respect everyone's right to privacy
- show understanding when dealing with sensitive issues
- adhere to the organisation's policies

As a CTC volunteer you may not:

- permit abusive behaviour
- have inappropriate physical or verbal contact with others
- jump to conclusions or make assumptions about others without checking facts
- make suggestive or inappropriate remarks or actions
- deliberately place yourself or others in a compromising situation

Other adults present

Ride Leaders, instructors and other volunteers should avoid situations where they are alone with a young person or vulnerable adult. This precaution protects all parties by removing the feeling of threat from an insecure participant, and by providing a witness if an accusation of improper behaviour is made. However, there may be occasions where this is not possible and a judgment will have to be made as to what is in the best interests of the young person or vulnerable adult.

Physical contact

Physical contact between an individual and the Ride Leader or instructor or other volunteer should be avoided. There are instances when it is necessary, eg to demonstrate a skill, but such contact should remain impersonal so there is no risk of it being misinterpreted.

Appropriate language

Care should be taken about what is said, and the way it is said. Leaders, instructors and other volunteers should avoid saying anything which could be interpreted as being aggressive, suggestive, or containing an innuendo.

Creating false impressions

It is important that Ride Leaders, instructors and other volunteers do not create a false impression. Words and actions can be misunderstood, and care should be taken to avoid awkward situations. Should such a situation arise, it is essential to handle it with care and consideration to minimise embarrassment to Ride

Leaders, instructors, other volunteers and participants.

Supporting documents

This guide should be read in conjunction with the following supporting documents, summarised below:

- CTC Safeguarding Policy for Working with Young People and Vulnerable Adults
- CTC Participation Policy for Children and Young People
- CTC Guide to Engaging with Young People and Vulnerable Adults
- CTC Disclosure and Barring Briefing Note
- CTC Diversity Policy
- CTC Guest Registration/Event Entry form with CTC Parental Consent Form
- CTC Welfare Officer Guidelines and Report Form

CTC Safeguarding Policy for Working with Young People and Vulnerable Adults

This document outlines practices and guidance to follow in order to provide a safe and comfortable environment for children and vulnerable adults.

CTC Participation Policy for Children and Young People

This document discusses which age groups can ride unaccompanied and which should have somebody to act 'in loco parentis' on a ride, as decided by CTC Council. It also discusses parental consent and how and when it should be obtained.

CTC Guide to Engaging with Young People and Vulnerable Adults

This document discusses ways to engage with young people and vulnerable adults and the duty of care towards them. It also gives a checklist of everything you need to take into consideration.

CTC Disclosure and Barring Briefing Note

This document outlines and when CTC groups should consider undertaking a DBS check - which replaced the former CRB (Criminal Records Bureau) in early 2013.

CTC Diversity Policy

This document outlines our policy on diversity, which exists to prevent potential/current unlawful discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against its councillors, employees, members and volunteers.

CTC Guest Registration/Event Entry form with CTC Parental Consent Form

These forms contain a section on parental consent which outlines the basis on which parents/guardians are agreeing to allow the child/ren to participate in the specified activity.

CTC Welfare Officer Guidelines and Report Form

This document outlines the steps that should be taken should an issue arise leading to an accusation being made against a cycling group official. Groups are advised to have a Welfare Officer to investigate such issues and provide accountability when dealing with them.