

WNCTC SAFEGUARDING OFFICER - AIDE MEMOIRE

As safeguarding officer, I'll offer advice and guidance for members of our group, as well as helping report and resolve any safeguarding and welfare concerns. I'll help the group to create a welcoming and safe environment and a culture and an atmosphere of inclusion and respect. A safeguarding officer is also the person appointed by a group to resolve, informally in the first instance, any issues that may arise, such as a complaint about a member's behaviour or concerns over an individual's ability to ride safely with the group.

What I will be doing:

- Offering advice and support for members of the group
- Raising awareness of Cycling UK's safeguarding policies and procedures
- Ensuring everyone in the group is treated fairly and with respect
- Working with others in the group to ensure the welfare of all members and participants
- Working with the committee to resolve issues and problems within the group
- Act as the first point of contact where concerns about welfare, discrimination, poor practice or abuse are raised
- Reporting such concerns immediately and in confidence in line with Cycling UK's safeguarding policies and reporting guidelines
- Promote awareness of the Cycling UK Safeguarding Code of Conduct
- Attending regular obligatory safeguarding training as directed by Cycling UK
- Being accessible to members to help them in addressing issues such as a complaint against individuals, the protection of 'adults at risk' and children, and issues of discrimination; and
- Monitoring compliance with policies related to this area, such as the Cycling UK Safeguarding Adults and Safeguarding and Child Protection Policies.
- Encourage all committee members and ride leaders to read the following:
- Cycling UK's safeguarding policies and reporting guidelines

If the WNCTC Safeguarding Officer is not on the ride, the ride leader should nominate a rider as Duty Safeguarding Officer (DSO). The DSO should carry pen and paper **or** have an electronic device such as a smart phone to record the following, in the event of an accident or incident:

- Name, address and contact details for injured person and their NOK.
- Time and location of accident or incident.
- Any other pertinent details such as witnesses.
- Photos of scene if applicable.

The DSO and ride leader should contact the WNCTC Safeguarding Officer ASAP after the ride so it can be reported to Cycling UK.

CHILDREN

In the very unlikely occurrence that we are approached by a child aged 13 – 17 to ride with us:

The ride leader should also ensure that the child is not left behind or the group splits.

Under no circumstances should one adult be left with one child. (UK Scouting Rules)

The ride leader should note the following:

All participants in Cycling UK rides and events under the age of 18 must complete and sign a Cycling UK Parental Consent Form. The only exemption is where a young person having reached the age of **16 can prove that they are no longer living with their parents** or guardians and are living as an independent adult. This needs to be proven by the supply of evidence such as a rent book or utility bill with the person's current address in their name or a National Students Union membership card.

Cycling UK Policy on Young People's Participation in Cycling Activities

The minimum age for unaccompanied children on any ride/event is 13. Children **aged 13 to 17** may participate unaccompanied if they have parental permission and a signed Parental Consent form. There is no lower age limit if accompanied by a responsible adult acting in loco parentis, but a signed Parental Consent form is still needed. Parents or guardians must also understand:

- the demands of the cycling activity and that they alone can make the decision about the ability of their child to complete it;
- that the child may cycle with other adults and/or with other children, but that there is also a possibility of the child cycling on its own (for example with treasure hunt events);
- that while Cycling UK extends a welcome to cyclists of all ages and abilities, no special provision for children is made;
- arrangements to get to and from the event are the sole responsibility of the parent or guardian;
- that DBS checks may not have been done on event organisers or ride leaders.

Cycling UK, its members, agents and other participants may take photographs during the course of an event, mostly for private use but some may be for local or national publicity purposes. It may be difficult to ensure that photographs in which your child appears will not be used in any way. If you have concerns about this please speak to the ride leader or event organiser.