



# Scottish Cycling

## Wellbeing and Protection Policy

Approved Feb 2019



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# Guidance Documents

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## British Cycling Guidance

1. Policy statement
2. Definition of a “Child”
3. Key Principles
4. Roles and responsibilities in safeguarding
5. Monitoring & review

## Scottish Cycling Guidance

1. Policy statement
2. Definition of a “Child”
3. Key Principles
4. Roles and responsibilities in safeguarding
5. Monitoring & review



# 1. Policy Statement

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Scottish Cycling is fully committed to safeguarding the wellbeing of all members, especially children and young people in its care. It recognises the responsibility to promote safe practice and to protect all members from harm, poor practice and abuse. Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines Scottish Cycling's commitment to protecting children and young people and encompasses a Wellbeing and Protection Policy for all members of the Scottish Cycling.

## 2. Definition – “Child”:

- In Part 1 of the Children (Scotland) Act 1995 A child is generally defined as anyone under the age of 18. But is also referred to as anyone under 16.
- The Children and Young People (Scotland) Act 2014 - a child is defined as anyone who has not reached the age of 18.
- For the purposes of this policy, “children”, “child” and “young person” refer to persons under the age of 18. This policy will apply to all children and young people up to the age of 18.

## 3. Scottish Cycling shares the core policy commitments of British Cycling:

- Making the welfare of children paramount. This means that the need to ensure that children are protected is a primary consideration and may override the rights and needs of those adults working with them
- Enabling everyone whatever their age, disability, gender identity, marital status, race, religion or belief, sex, sexual orientation or pregnancy/ maternity to participate in cycling in a fun and safe environment.
- Taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- Taking seriously all suspicions and allegations of poor practice or abuse and responding swiftly and appropriately to them in accordance with current procedures.
- Ensuring that all Scottish Cycling employees and volunteers who work with children are appropriate for that role and responsibilities and provided with relevant training
- Requiring all its member clubs, events and commissions to accept responsibility for the welfare of the children in their care in accordance with all Scottish Cycling and British Cycling's policies and procedures, and to incorporate these in their constitutions and rules
- Recognising that children and families from minority group backgrounds may face barriers to accessing help and reporting concerns in respect of safeguarding issues.

And in addition, in line with Scottish national policy GIRFEC, Scottish Cycling commits to:

- It being everyone's responsibility to promote and safeguard the wellbeing of children
- Children having the right to express views on all matters which affect them, should they wish to do so
- Working in partnership with children and their parents/carers as it is essential for the promotion of an inclusive sport and a safe and protected environment

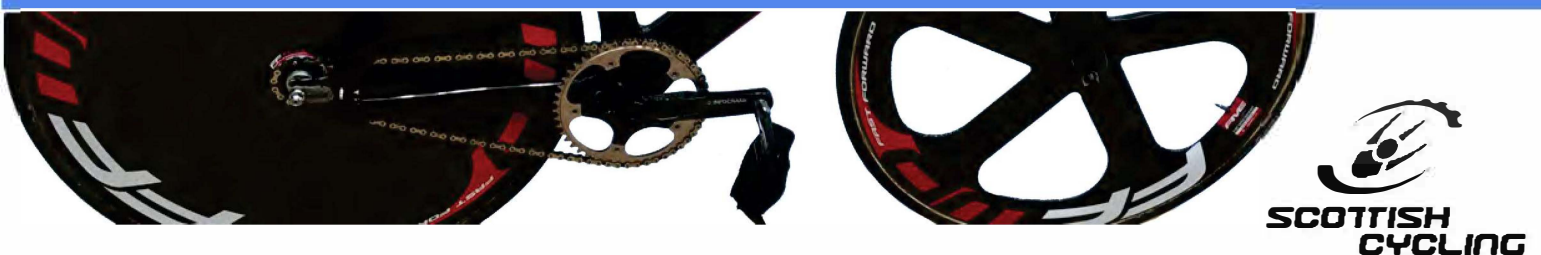
# 4. Responsibilities

## 4.1 Scottish Cycling will:

- Provide and implement robust procedures, support and guidance to safeguard the wellbeing of all participants
- Promote the health and wellbeing of children by providing opportunities for them to take part in cycling safely
- Respect and promote the rights, wishes and feelings of children
- Appoint a Wellbeing and Protection Officer to lead on wellbeing and child protection
- Recruit, train, support and supervise its staff, and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves
- Require staff, affiliated clubs and volunteers to adopt and abide by this Wellbeing and Protection Policy and these procedures
- Respond to any allegations of misconduct or abuse of children in line with this policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures
- Maintain confidential records of all complaints, concerns and sanctions against clubs and individuals
- Require all clubs and working groups to adhere to the Scottish Cycling's Safe Recruitment Policy
- Require all those who are deployed by Scottish Cycling to work with children including those who act in a pastoral role whilst on trips, to undertake child protection training
- Regularly monitor and evaluate the implementation of this policy and these procedures

## 4.2 The affiliated club will:

- Adhere to the guidelines and procedures contained within this policy
- Adopt the club Wellbeing & Protection Policy (appendix 1)
- Appoint a Wellbeing & Protection Officer (appendix 2)
- Safely recruit club volunteers / staff in accordance with the recruitment policy (appendix 3)
- Champion best practice and set up and implement club guidelines on key areas – minimum adult to child ratios, transport, accident reporting, behaviour management, consent forms, social media, overnight trips/accommodation, safe use of public facilities (appendix 4 – 10)
- Have all volunteers, coaches, riders and parents agree to and sign the club's code of conduct (appendix 11 – 14)
- Accept that all office bearers and committee members have a responsibility for safeguarding and child protection and are prepared to respond to any indication of abuse or poor practice
- Maintain confidentiality of both the child and the person against whom the allegation is made  
Be prepared to challenge and alter poor practice
- Implement any recommendations of Scottish Cycling relating to this area
- Promote an environment where all legitimate concerns can be raised without fear of victimisation or reprisal
- Require all those working with children to attend a SCUK Safeguarding & Protecting Children workshop every three years and have a satisfactory PVG check
- Ensure that the Scottish Cycling's equality policy is adhered to, and that discrimination is prohibited at all levels



#### 4.3 The member club's Wellbeing and Protection Officer will:

- Ensure all persons working, either paid or unpaid, with children and young people at the club are fully aware of what is required of them and operate within the guidelines of the club, the child protection policy and codes of conduct
- Conduct the administrative work associated with processing of information on volunteers / staff (PVG scheme applications, self-declarations, see appendix 3)
- Liaise closely with club volunteers / staff ensuring that agreed procedures for the prevention of risk are followed
- Counsel / advise the club committee on matters of policy relating to wellbeing and child protection
- Advise / circulate details of opportunities for volunteers / staff to undertake training
- Act as the contact person for coaches, helpers, club volunteers, parents and participants on any issues concerning the wellbeing of children within the club, as well as matters relating to child protection (poor practice or alleged abuse) at the club
- Ensure all incidents are correctly recorded and reported in accordance with Scottish Cycling policy and procedures

## 5. Monitoring & Review

This policy and associated procedures will be regularly monitored and reviewed, with a full review being carried out every two years. The policy and procedures will also be reviewed in the following circumstances:

In accordance with changes in legislation or changes in Scottish Cycling or relevant British Cycling governance/other policies

Following any issues or concerns raised about the protection of children within Scottish Cycling.

On advice from Safeguarding in Sport / sportscotland / Children 1st / British Cycling

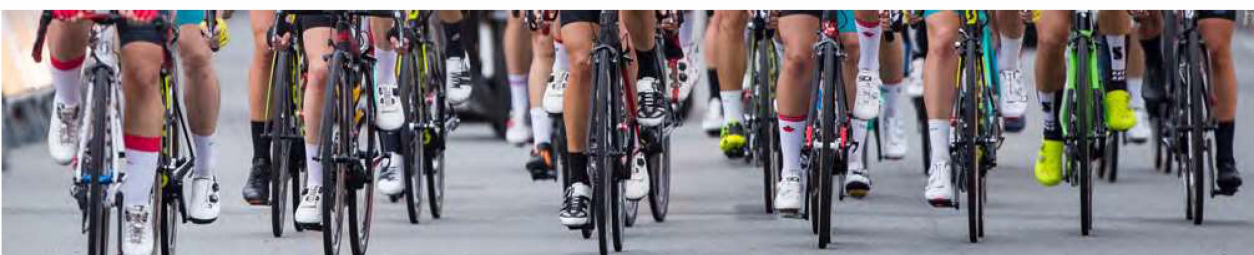
Scottish Cycling will monitor this policy by:

- Keeping records of cases brought and their outcomes.
- Accepting comments from clubs on the ease of implementation and effect of the policy Internal reviews with the facilitation of Children 1st.

## 6. Equality

Scottish Cycling fundamentally believes that unlawful discrimination is unacceptable. Scottish Cycling will endeavour through our policies, procedures, actions and decision making, to ensure that no employee, member or volunteer receives less favourable treatment or is discriminated against on the grounds of race, disability, gender, religious or political belief, sexual orientation, age, social background, marital status or pregnancy.

We believe the principles of equity should be integral to every aspect of our sport - development, delivery, decision-making - and everyone working in cycling whether in a paid or voluntary capacity should give due regard to equity as a matter of course



# 7. What we are protecting

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## children from

Poor practice, wellbeing concerns and abuse can occur in many situations including the home, school and the cycling club. We know that some individuals will actively seek access to children through sport in order to harm them.

### 7.1 Poor Practice

#### Definition:

Poor practice includes any behavior that contravenes the Wellbeing and Child Protection Policy or any procedures and guidelines that accompany it or any behavior that does not respect children's rights or their parents'/carers' rights. This is behavior that falls short of abuse but is still considered unacceptable.

The following definitions set out common areas within sport where poor practice can occur, further details for each heading and specific examples are contained in appendix 15

#### Areas where poor practice can occur:

- Breaches of Scottish Cycling / the club's Wellbeing and Child Protection Policy
- Breaches of recognised best practice in coaching
- Practices that are known to be significant risk factors in cases of abuse
- Practices that may be on the fringe of abuse and/or if repeated again and again, would amount to abuse
- Practices that may be carried out with the best intentions but fall into a category of behaviours that are used by people who sexually abuse or 'groom' children/young people

### 7.2 Wellbeing Concerns

#### Definition:

A wellbeing concern is if a child's wellbeing (measured using the 8 SHANARRI indicators: safe, healthy, achieving, nurtured, active, respected, responsible and included), is, or is at risk of, being adversely affected in any matter. (Appendix 26 for more details on SHANARRI)

A wellbeing concern may be identified by the child, or by anyone who knows or supports the child, and can be identified for many reasons, such as (but not limited to) the following:

- A child may be worried, anxious or upset about an event/set of circumstances, including socio-economic circumstances
- A coach/parent/carer or family member may have noticed a change in the child's behaviour, demeanour or developmental progress
- A coach/parent/carer may have concerns about the impact on the child of an event or set of circumstances

Or can be identified using the SHANARRI indicators for example:

- **Healthy** – the child has started to self harm, is depressed or shows other signs of poor physical or mental health
- **Achieving** – the child has struggles to master and develop skills at training that are normal for that age and stage of child
- **Included** – a child who is being excluded or bullied (see Scottish Cycling's Anti Bullying policy)



### Other areas which can lead to Wellbeing concerns:

#### Bullying

Bullying can occur both in person and online and is deliberately hurtful behavior, usually repeated over a period of time, in situations where it's difficult for those being bullied to defend themselves. It can take many forms, including:

- Physical - hitting, kicking, theft, punching, shoving, any use of violence
- Verbal - threats, name-calling, spreading rumours, teasing
- Emotional - isolating an individual from the activities and social acceptance of the peer group, being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures)
- Cyber - vindictive posts on all areas of the internet such as social media sites e.g. facebook or Instagram, nasty messages, emails, mobile threats by text messaging & calls, misuse of connected technology, i.e. camera & videos
- Racist - racial taunts, graffiti, gestures, harassment e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focusing on the issue of sexuality
- Sectarian - focusing on or because of religious denomination

#### The Effects of Bullying

The lives of many people are made miserable by bullying. Victims of bullying can feel lonely, isolated and deeply unhappy. It can have a devastating effect on a child self-esteem and destroy their self-confidence and concentration.

#### Potential signs of Bullying

The person may:

- become withdrawn
- become insecure
- become more cautious and less willing to take any sort of risk
- feel it is somehow their fault
- believe that there is something wrong with them
- act out and bully others
- suffer from depression
- develop feelings of worthlessness
- exhibit self-harm behaviours such as cutting, an eating disorder, taking of drugs/ alcohol in extreme cases, lead to suicide

For further advice and information on this topic, including how to respond to this behaviour see the Scottish Cycling Anti-Bullying Policy see appendix 16.

#### Negative Discrimination (including racism)

Children may experience harassment or negative discrimination because of their race or ethnic origin, socio-economic status, culture, age, disability, gender, sexuality or religious beliefs. Although not in itself a category of abuse, it may be necessary for the purposes of the Child Protection Policy and Procedures, for negative discriminatory behavior to be categorised as emotional abuse or may meet the threshold to be considered a hate crime.

#### Abuse of Position of Trust

A relationship of trust can be described as one in which one party is in a position of power or influence over another by virtue of their position – such as a coach, staff member, club official or other appointed volunteer. A genuine social relationship can start between two people within a relationship of trust, however it is important to recognise that relationships where an unequal power dynamic exists can become exploitative and lead to abuse. The Coaches and Teachers Codes of Conduct very clearly states that volunteers should not seek out or start personal/sexual relationships with athletes U18. The Scottish Cycling Wellbeing and Protection policy has further guidance for those over the age of 18 in adult activity.

#### Abuse of Trust:

Abusive practice where a person is indoctrinated with attitudes to training, drugs and cheating, or social, political and religious views (radicalization) which are unacceptable to the community or rules of the sport or uses the position of trust to develop an improper personal relationship with the athlete eg to groom them for sexual activity



### 7.3 Child Abuse

#### Definition:

"Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger."

This definition includes placing children at risk through something a person has done to them or something a person is failing to do for them. For those working in the field of childcare and protection the definition gets broken down further into categories of abuse:

- Emotional abuse
- Physical injury
- Neglect
- Sexual abuse

These categories are not mutually exclusive, for example, a child experiencing physical abuse is undoubtedly experiencing emotional abuse as well. The following definitions show the different ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child. (All definitions taken from National Guidance for Child Protection in Scotland 2014)

## 8. Identifying Abuse

#### Child Abuse:

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. It is not the responsibility of those working in cycling to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

There are many indicators that a child may be suffering abuse, some general signs are included in the following list. Please note that this list is not exclusive.

- 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
- Someone else (a child or adult) expresses concern about the welfare of another child
- Unexplained changes in the behavior (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness or behaving in a sexually implicit way
- Distrust of adults, particularly those with whom a close relationship would normally be expected and seems to have difficulty in making friends
- Displays variations in eating patterns including overeating or loss of appetite.
- Refusal to remove clothing for normal activities or keeping covered up in warm weather
- Becomes increasingly dirty or unkempt or loses / gains weight for no apparent reason

**NB. The presence of one or more of the indicators is not proof that abuse is actually taking place**

For guidance on recognising abuse, see Appendix 13 Poor Practice and Appendix 14 Abuse for comprehensive details of each type of abuse, the signs to be aware of, and sport specific examples.



## 9. Children and Young People with a Learning or Physical Disability

Research, including “It doesn’t happen to disabled children” Child Protection and Disabled Children, NSPCC (2003), tells us that children and young people who have a learning or physical disability are more vulnerable to abuse. This is because:

- They are often dependent on a number of people for care and handling, some of which can be of an intimate nature
- They may be unable to understand the inappropriateness of the actions or unable to communicate to others that something is wrong
- Signs of abuse can be misinterpreted as a symptom of the disability
- Like other children, they are fearful of the consequences of disclosing abuse
- Attitudes and assumptions that children with disabilities are not abused
- They may be unable to resist abuse due to physical impairment
- Of negative attitudes towards children with disabilities

## 10. Responding to Concerns and Allegations of Abuse

Although most cases of child abuse take place within the family setting, abuse can and does occur in cycling.

- It is essential that all allegations are taken seriously and appropriate action is taken
- It is not your responsibility to decide if child abuse is taking place.
- It is your responsibility to report your concerns to the Scottish Cycling Wellbeing and Protection Officer- no matter how trivial the concern may appear
- Not acting is not an option

### 10.1 Receiving Evidence of Possible Abuse

You may have concerns about abuse/poor practice because:

- You see it happening
- You recognise signs such as those listed in Section XXX
- Someone reports it to you
- A child approaches you directly

#### Always

- react calmly so as not to frighten them
- reassure them, tell them they are not to blame and that it was right to speak up
- take what they say seriously
- be careful about physical contact, it may not be what the child wants
- be honest, explain that you will have to tell someone else to help stop the alleged abuse
- recognise that there may be inherent difficulties in interpreting what is said by someone who has a speech disability and/or differences in language
- the safety of the child is paramount - if the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue.
- keep questions to the absolute minimum necessary so that there is a clear and accurate understanding of what has been said
- record all information report in accordance with Scottish Cycling and British Cycling’s procedures

#### Never

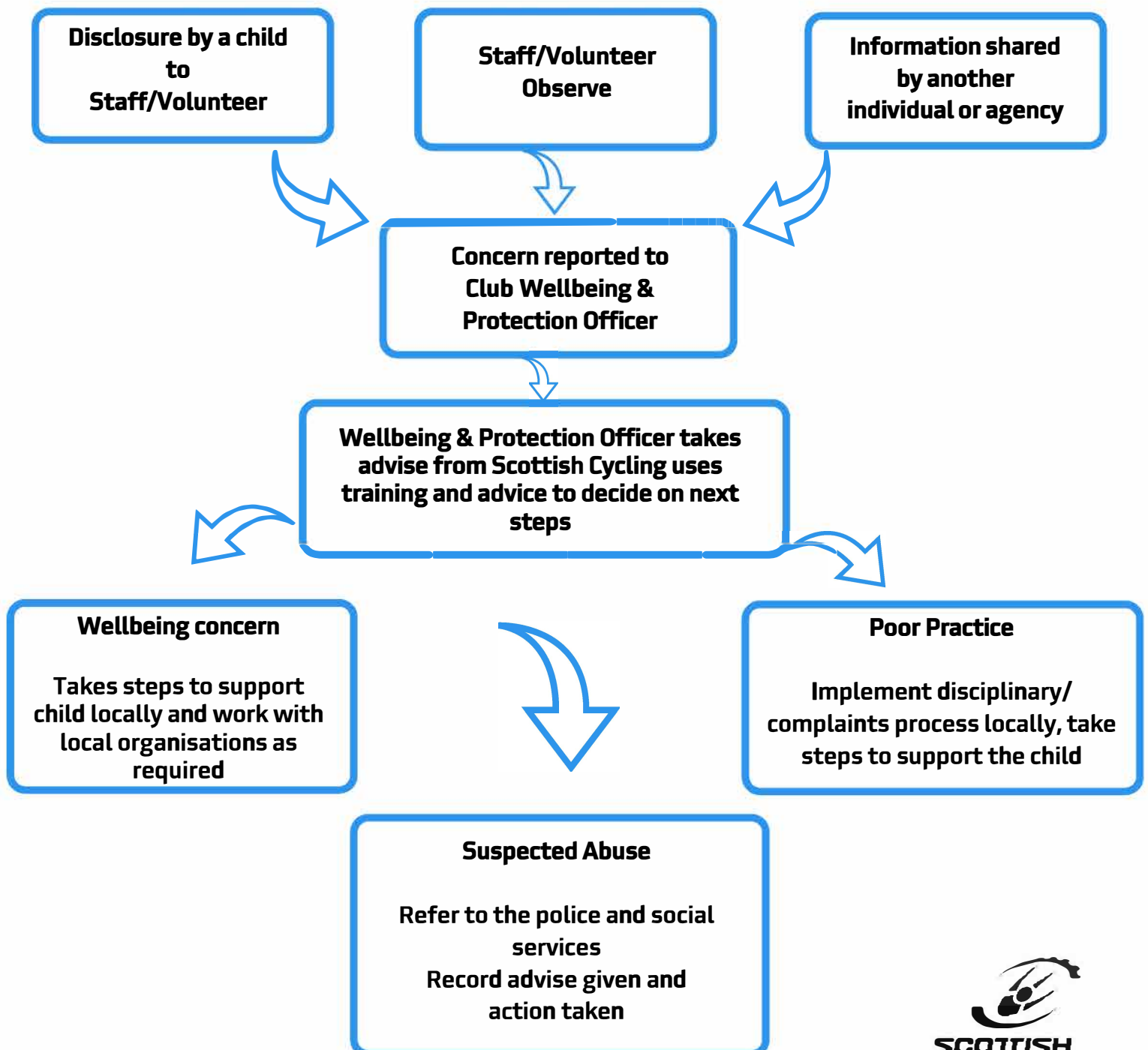
- rush into actions that may be inappropriate
- make promises you cannot keep e.g. you won’t tell anyone – explain that to resolve the problem it will be necessary to inform other people as appropriate.
- ask more questions than are necessary for you to be sure that you need to act
- take sole responsibility – consult someone else (ideally the Scottish Cycling’s Wellbeing and Protection Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself

A series of both Scottish Cycling (Appendix XXXX) and British Cycling support documents (SG 1.6, 1.7, and 1.8) are available to help those in receipt of concerns, those against whom allegations have been made and those reporting allegations and concerns.

### 10.3 Allegations of Previous Abuse

Allegations of abuse are occasionally made some time after the event, for example by an adult abused as a child by someone who is still working with children. Where such an allegation is made, you should follow the normal reporting procedures given below and have the matter reported to the Wellbeing and Protection Officer, the Police and/or Local Authority Children's Social Services. This is because other children, either within the sport or outside it, may be at risk from this person. Normally, anyone who has a previous criminal conviction for offenses related to child abuse is automatically excluded from working with children.

## 11. Responding to Concerns Flow Chart





## 12. Recording Information: Confidentiality and Information Sharing

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All concerns that you may receive should be recorded. Scottish Cycling recommend ideally using the British Cycling form, Reporting a Safeguarding Concern (SG 1.4).

You are recording this information for:

- yourself, so you have a record of what happened
- the Wellbeing and Protection Officer or other designated safeguarding person within your club, who will co-ordinate any action that needs to be taken
- the Scottish Cycling Wellbeing and Protection Officer so that they can advise you
- the Police/Children's Social Services/child's name person (normally at their school) if appropriate

It is not appropriate to share sensitive and confidential information with other people, e.g

- your club committee.
- members of your club.
- other acquaintances outside cycling.
- any information relating to child protection should be held under secure conditions and made available on a need-to-know basis only

When recording information on the incident report form you should:

- Confine yourself to the facts – what you have observed/ seen, heard or had reported to you.
- Distinguish between what is your own personal knowledge and what you have been told by other people. not include your own opinions on the matter.
- Be clear where you are giving either your own or others' interpretation of events and the reasons for this (e.g. context, individual's response to challenge)

## 13. Data Protection Act, Secure Storage and Fair Sharing Notice

Scottish Cycling will (within the terms of the Data Protection Act 1998 and GDPR) process personal information held. Information relating to employees or volunteers will form part of personnel records. The information may also be shared in certain limited circumstances in accordance with the Fair Processing Notice below and the Scottish Cycling policy can be read in full in Appendix 3.d

### 13.1 Fair Sharing Notice

Is asked for by Volunteer Scotland/ Disclosure Scotland and the safeguarding standards – recommended by Children 1st/Volunteer Scotland/ Disclosure Scotland

The following information applies to Scottish Cycling staff and volunteer coaches conducting 'regulated work' in Scotland, and whom are members of (or applying for membership of) the Protecting Vulnerable Groups (PVG) Scheme.

The Data Protection Act 1998 requires that individuals are informed about how their personal information will be used. For the purposes of child wellbeing & child protection matters in Scotland, if an individual's club receives information of concern, the club may share information about that individual with the sport's Governing Bodies in Scotland (Scottish Cycling and British Cycling).

This may be related to, but not exclusively restricted to, where it has been alerted to circumstances that might affect an individual's status as a member of the PVG scheme for regulated work with children or protected adults or their suitability to carry out the regulated work role for which they have applied/been appointed or already doing.

In the event such sharing is deemed necessary, it will normally only be carried out between the registered Wellbeing & Protection Officers in the club, Governing Body, and those appointed representatives within the Scottish Safeguarding in Sport network such as Children 1st.

## 14. Reporting the Concern

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The discovery that someone you know may be abusing a child will raise feelings and concerns at your club. Although it can be difficult to report such matters, you must remember that:

- the welfare of the child is paramount.
- being vigilant helps to protect children.
- everyone has a duty of care to report any concerns they have immediately.
- a good reporting structure ensures that concerns are dealt with fairly

### 14.1 Whistle Blowing

Scottish Cycling adopts the British Cycling's Whistle Blowing Policy (SG 1.10) which assures all members, staff, and volunteers that it will fully support and protect anyone who, in good faith, reports a concern that a colleague is or may be abusing a child.

## 15. Circumstances Where Reporting to the Wellbeing & Protection Officer Is Not Possible

- If the Wellbeing and Protection Officer is unavailable or is implicated, talk directly to a senior club officer or go directly to Scottish Cycling's Wellbeing and Protection Officer for advice
- If concerns arise in a setting where there is no Wellbeing and Protection Officer e.g. at a school - inform the Head Teacher or the member of staff with responsibility for child protection or welfare. Always ensure, in these circumstances, that Scottish Cycling's Wellbeing and Protection Officer is informed of the referral
- When with athletes away from home, inform the person who has responsibility for welfare. This may be the head coach or team leader

## 16. Involving Parents or Carers

Scottish Cycling is committed to working in partnership with parents or carers. In most situations, it is important that the Wellbeing and Protection Officer involves parents to clarify any initial concerns e.g. if a child seems withdrawn, they may have experienced a recent bereavement.

Where a parent or carer may be responsible for the abuse or may not be able to respond to the situation appropriately they should not be involved, as it may place the child at greater risk.

## 17. Involving the National Governing Body Scottish Cycling /British Cycling

While all individual members are members of British Cycling, there is a delegated responsibility to Scottish Cycling to take the lead on incidents that occur in Scotland. The Scottish Cycling Wellbeing and Protection Officer must be informed of all allegations of abuse and persistent poor practice as soon as possible in order to decide the following:

- what further action should be taken by the club or Scottish Cycling (or if applicable British Cycling)
- whether further action, advice or investigation is needed by/from the Police, Children's Social Services or Children 1st

Passing on this information is important because the matter may be just one of a series of other instances which together cause concern. It enables the Wellbeing and Protection Team to act appropriately to support/ deal with the concern and to analyse trends and improve existing Scottish Cycling and British Cycling policy and guidance. The Wellbeing and Protection Officer can be contacted on 0141 554 6021 and 07989 655 592 for outside office hours. The Wellbeing and Protection Officer or another designated person from Scottish Cycling will keep you notified when appropriate, of procedures and timescales whilst any investigation is ongoing.



# 18. Involving Statutory Agencies

In any case of physical or sexual abuse or where the child's safety is at risk, you should contact one of the following statutory agencies immediately:

- Your local Police Child Protection Team or in an emergency dial 999.
- The police should be involved if the apparent abuse is of a criminal nature or if the incident involves a person outside the child's family. A record should be made of the crime reference number.
- Local Authority Children's Social Services
- This body has a statutory duty for the welfare of children, especially where the alleged person is a member of the child's family. When a referral is made, their employees have a legal responsibility to investigate. This may involve talking to the child and family and gathering information from other people who know the child. In an emergency the Samaritans (08457 909 090) will hold the duty officer's contact number.
- Children 1st (freephone 08000 28 22 33, Mon-Fri 9am-9pm)
- NSPCC (freephone 24 hour helpline 0808 800 5000).

All telephone referrals to the above bodies should be confirmed in writing by you within 24 hours to that agency. You should record the following:

- Name and job title of the member of staff to whom the concerns were passed
- The time and date of the call
- A summary of the information shared and the response received

# 19. Requests for information from Statutory Authorities

## Scottish Cycling

The Scottish Cycling Wellbeing and Protection Officer will deal with any and all enquires if the organisation is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee.

## Member clubs

If a member club receives a request of this nature they are advised to contact the Scottish Cycling Wellbeing and Protection Officer for guidance and support. Clubs should co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct.

# 20. Confidentiality

The following is taken from: Sharing Information About Children at Risk: A Guide to Good Practice (Scottish Executive, 2003)

Information provided to organisations should remain confidential unless permission has been given to share the information by the individual concerned or the safety of that person or another person may be at risk.

If there is a reasonable concern that a child may be at risk of significant harm, this will always override a professional or organisational requirement to keep information confidential. It is good practice to inform parents and children about the kind of situations which may lead to them having to share information with other agencies.

## 21. Procedures for Managing Cases of Abuse, Poor Practice and Wellbeing Concerns

After receiving an incident report, the Scottish Cycling Wellbeing and Protection Officer will consider the initial report and decide whether this is a case which can be dealt with by the club, i.e. a case of poor practice/ wellbeing concern, or whether it should be dealt with centrally by Scottish Cycling i.e. for cases of suspected abuse, and some serious incidents.

### Procedures

- For all cases dealt with by Scottish Cycling, a disciplinary procedure is set out in Appendix 17 of this Wellbeing and Protection Policy for Scottish Cycling staff and volunteers and it must be read and applied in conjunction with the Scottish Cycling staff handbook and standard disciplinary policy
- A procedure for clubs to deal internally with instances of poor practice is set out in Appendix 15. Clubs will receive support and guidance from the Scottish Cycling Wellbeing and Protection Officer to implement this process

## 22. Barring Individuals from Working with Vulnerable Groups

Individuals working in cycling may be or become barred from working with vulnerable groups. This means they can no longer engage with these groups. This will occur in a number of ways:

- Scottish Cycling may refer an individual following a safeguarding investigation to the Protecting Vulnerable Groups Scheme (British Cycling may refer individuals to the Independent Safeguarding Authority as recommended by Social Care Services in England)
- The individual may be barred due to reasons outside of cycling

### 22.1 Reference to the Disclosure and Barring Service or Volunteer Scotland Disclosure Service

Voluntary Scotland Disclosure Service (VSDS) maintains the lists of people barred from working with children or with vulnerable adults in Scotland. The Disclosure and Barring Service (DBS) fulfills this function in England and Wales and in Northern Ireland.

If Scottish Cycling or a member club takes the following action because an individual within the club/sport has harmed a child (or vulnerable adult) or placed them at risk of harm:

- permanently dismisses or removed an individual from regulated activity/work
- would have dismissed an individual if they had not resigned/retired
- moved an individual to another role with in the club/organisation which is not regulated activity/work

Scottish Cycling and clubs have a legal responsibility to make a referral in the above circumstances and it is a criminal offence not to make such a referral. For guidance on the grounds and process for making a referral Scottish Cycling clubs must contact the Scottish Cycling Wellbeing and Protection Officer who will provide advice complete the referral process.

## 23. Actions and Sanctions

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Scottish Cycling adopts British Cycling stance and may take action to restrict a member's involvement in cycling during an ongoing investigation. This is a neutral act and does not pre-empt any decision. At a later point the individual may be subject to action under the either the Scottish Cycling or British Cycling Disciplinary Rules depending on the nature and circumstances of the particular incident/case.

## 24. Handling the media

If there has been an allegation, incident or recent court case the media may contact Scottish Cycling or a member club for comment. All such enquiries will be handled by the Scottish Cycling communications department, advised by the Scottish Cycling Wellbeing and Protection Officer.

Member clubs should also direct any such enquiries to Scottish Cycling to handle on their behalf and provide Scottish Cycling with the relevant information to provide a statement to the media.







## **Key Contacts**

**Stephen Hilbourne**

**Wellbeing and Protection Officer**

**Struan Hope**

**Wellbeing and Protection Administrator**



**07989 655 592**

**0141 554 6021**



**wpo@scottishcycling.org.uk**