

Newbury Road Club

# SAFEGUARDING – A SHORT GUIDE FOR NRC MEMBERS



July 2023

[www.newburyroadclub.co.uk](http://www.newburyroadclub.co.uk)



# Newbury Road Club

## Safeguarding – A Short Guide for Members

---

1	SAFEGUARDING – A SHORT GUIDE FOR MEMBERS .....	3
1.1	Introduction .....	3
1.2	How we Accommodate Children .....	4
1.3	Newbury Road Club Codes of Conduct.....	5
1.4	Recruitment .....	6
1.5	Anti-Bullying.....	6
1.6	Transport .....	6
1.7	Changing Rooms .....	6
1.8	Social Media.....	7
1.9	What should I do if I have a Concern?.....	7



# Newbury Road Club

## Safeguarding – A Short Guide for Members

---

### 1 SAFEGUARDING – A SHORT GUIDE FOR MEMBERS

Created / Last Updated	July 2023
Owner / Author	Peter Booroff

#### 1.1 Introduction

You may be wondering “What does safeguarding actually mean?”

Safeguarding is a term used to describe measures that are in place to protect the health and wellbeing of individuals, especially children and other vulnerable groups, to live free from abuse, harm and neglect.

Your next question might be “What has safeguarding got to do with me?”

Government guidance makes it clear that ‘Safeguarding is everyone’s responsibility’.

Anyone who has a negative experience of sport at a young age is less likely to become a regular long-term participant. It is important for the future of the club and the sport as a whole that children and young people have an enjoyable experience.

By getting safeguarding right for both adults and children, we will ensure safe access to participation in sport and physical activity for everyone.

All club members have a part to play in making that happen.

All our members should contribute to the club meeting its overall duty of care, be aware of our club’s safeguarding Policy and Procedures, and know what to do if they have any concerns.

Newbury Road Club asks our members to:

- Familiarise yourself with the Newbury Road Club Safeguarding Policy. The full copy of the Newbury Road Club Safeguarding Policy is available on the Club website in the Policy and Rule Book and is found in the download section of the ‘About’ tab at [www.newburyroadclub.co.uk](http://www.newburyroadclub.co.uk).
- Additionally, familiarise yourself with Safeguarding Procedures and Codes of Conduct also found in the Clubs website at the same location. A summary and statement of the key points is provided below.



# Newbury Road Club

## Safeguarding – A Short Guide for Members

---

### 1.2 How we Accommodate Children

Newbury Road Club is committed to ensuring that everyone participating in cycling does so in a safe and enjoyable environment.

Where reference is made to the Governing Body within this document it refers to the national organisation whose rules and regulations apply to the type of event being held, whether this is social cycling or competitive cycling such as road races, cyclocross or time trials.

Children may be harmed in any environment and those having regular contact with young people have a key role putting their welfare first by adopting the policy and procedures that protect and support them.

NRC are affiliated to Cycling UK (CUK), British Cycling (BC) and Cycling Time Trials (CTT). The fundamentals of child protection are consistent regardless of whose affiliation the Club is operating under. It is important that parental consent forms are completed. These are available through hyperlinks in the Policy and Rule Book on the Newbury Road Club website and cover all three major affiliations of CUK, BC and CTT. Some are worded such that one is required for each event, but these can be reworded to cover the annual membership period of the club.

The majority of our cycling is non-competitive and includes our Sunday Club Runs and Midweek Rides. These rides are undertaken under the rules and regulations of CUK. All competitive events are undertaken under the rules and regulations of the Governing Body, most notably BC and CTT.

A Child's age affects how we accommodate them as the Club constitution in a footnote state that we only accept children 12 and over. That is historical to accommodate the BC guidance on children cycling on the public highway. CUK does not have a minimum age, but the Club Constitution is mandatory unless changed at the AGM or an EGM and remains at age 12.

For non-competitive Club events, children under 18 years of age can join these rides and do not need a parent or guardian to accompany them provided they are over 13. The ride lead also does not need a DBS check, but must be happy to accommodate children onto their ride. The CUK argument, and confirmed by DBS, is that it is incidental to the ride organisation and therefore not a regulated activity requiring DBS checked people, i.e. it is a ride for adults but children can attend.

CUK also state that any child under the age of 13 **must** be accompanied by a parent or guardian. In that respect any child aged 12 **must** have a parent or guardian cycle with them. For those occasions where a child 13 and over joins a ride we have implemented an attendance hierarchy as follows in order of preference;

1. A parent or guardian attends
2. The parent or guardian nominates someone on the ride who is familiar to them and accepts responsibility (in writing via text or email)
3. The ride lead takes responsibility if they are willing to do this
4. If none of the above is acceptable they are refused on to the ride.



## Safeguarding – A Short Guide for Members

---

We would also promote a two-adult rule with any child being present. The Club or the ride lead is not responsible for getting the child to the start and from the finish of a club ride.

Spond is the App that the Club uses to manage ride attendance for its non-competitive events. Where a child is admitted onto Spond it requires a parent or guardian to endorse their ride to prevent them joining without knowledge. This is done through the family membership and each would have their own account.

Juniors aged 16 and 17 can become a member in their own right and not part of a family membership, but are still classified as children under English law. We can be a bit more flexible with 16- and 17-year-olds and ride leads are more likely to accommodate them on their rides. The same hierarchy applies as described above.

A competitive cycling event organised by the Club includes time trials, road races, triathlons or similar and will include all competitive cycling events held under the technical regulations of British Cycling.

Where events are targeted specifically at children's cycling, whether competitive or not, will require a more structured approach and include DBS checked people. Rules of the Governing Body will be followed to ensure compliance with the organisation of such events.

The event must have DBS checked people in attendance if it is considered to be 'Regulated Activity'. At present, very little, if anything of what we do as a club is covered by BC requirements but are there just in case.

The Club is also affiliated to Cycling Time Trials (CTT) who have their own Rules and Regulations. CTT also operate a minimum age of 12 for events held on the public highway. Parents/ Guardians must complete a consent form for each child prior to signing onto the event. Two consent forms are available one for each type of event (Type A) Open Events and (Type B) Club Events. The links for these can be found in Policy and Rule Book on the NRC Website.

Sportives and Audax's are other cycling events that the Club may wish to arrange on an adhoc basis. The details of how children may enter these will be published at the time of enrolment. These details will not be included here.

### 1.3 Newbury Road Club Codes of Conduct

Newbury Road Club requires that all volunteers, coaches and officials working with children adhere to the standards set out in the Code of Conduct relevant to their role. Similarly, children, parents and all participants are expected to follow their respective Codes of Conduct to ensure the enjoyment of all participants and assist Newbury Road Club in ensuring their welfare is safeguarded.

Adults who work with children are placed in a position of trust in relation to children, and therefore it is important they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from allegations of poor practice.

---



# Newbury Road Club

## Safeguarding – A Short Guide for Members

---

### 1.4 Recruitment

Where designated roles within the Club require it, a formal process of recruitment will be employed. This is true, in most instances, for volunteers, officials and coaches where they have contact with children on a regular basis. This will entail a Disclosure and Barring Service (DBS) check on the suitability of the applicant. Not all activities require a DBS check, and the British Cycling flow chart will be used to determine this. Where this is the case the Club Procedures on Safeguarding will still be followed.

A DBS certificate is specific to the organisation and role the person undertakes and is not transferable. DBS checks are arranged by the Club through the Governing Body.

### 1.5 Anti-Bullying

Newbury Road Club believe that every effort must be made to eradicate bullying in all its forms.

Bullying can be difficult to define and can take many forms which can be categorised as:

- Physical
- Verbal
- Emotional

Newbury Road Club will not tolerate bullying in any of its forms during activities, events, competitions, coaching or at any other time.

### 1.6 Transport

Newbury Road Club believes it is primarily the responsibility of parents to transport their children to and from events and activities. It is not the responsibility of Newbury Road Club staff, volunteers, officials, or coaches to transport children and young people to and from events, activities, or coaching sessions.

Only in exceptional circumstances will transport be provided. This will follow the guidance provided in the Safeguarding Procedures on the Club website.

Children will not be left unattended whilst waiting for a parent or carer to collect them.

### 1.7 Changing Rooms

There may be occasions when changing rooms form part of the cycling activity. This may be a rare event, but Newbury Road Club have details in its Safeguarding Procedures to deal with this eventuality.

Where a parent/ carer does not consent to their child accessing the changing rooms, it is their responsibility to either supervise the child while in the changing rooms or ensure that they do not use them.

---



# Newbury Road Club

## Safeguarding – A Short Guide for Members

---

### 1.8 Social Media

Social media provides unique opportunities to engage and develop relationships with people in a creative and dynamic forum where users are active participants.

Additional care may be needed with some children in terms of internet safety depending on their age, understanding and development. This may be something to consider with the child and their parents.

### 1.9 What should I do if I have a Concern?

A concern may involve the behaviour of an individual towards a child or adult whilst at the club.

A concern may relate to poor practice or something more serious.

You may be worried that something has happened to a child or adult outside the club, at their home or any other social setting.

Children, young people and adults at risk may confide in adults they trust, in a place where they feel comfortable.

An allegation may range from verbal bullying to inappropriate contact online, neglect or emotional abuse, to physical or sexual abuse.

**If you have a concern, it is not your responsibility to investigate further, but it is your responsibility to act on your concerns and share them.**

Pass the information to the Club Welfare Officer who will follow the club's Safeguarding procedures.

Name: Gary Cook  
Email Address: welfare.newburyroadclub@gmail.com  
Telephone Number: 07470057346

If you believe someone may be at immediate risk of harm, call the Police on 999 or West Berkshire Childrens Services on 01635 503090 (office hours) or 01344 786512 (out of hours).

Other useful contacts:

Cycling UK Designated Safeguarding Lead, Tel: 01483238338

British Cycling Lead Safeguarding Officer 0161 2742000

Cycling Time Trials, email [safeguarding@ccyclingtimetrials.org.uk](mailto:safeguarding@ccyclingtimetrials.org.uk)

NSPCC 24-hour helpline Tel: 0808 800 5000

Ann Craft Trust – Safeguarding Adults in Sport and Activity Tel: 0115 951 5400