

PROCEDURE FOR REPORTING COMPLAINTS, CONCERNS AND ALLEGATIONS REGARDING CHILDREN AND ADULTS AT RISK

1. If any individual has a concern about the welfare of a child, or the conduct of another person (whether they are an adult or child, parent, coach, member or otherwise), these concerns should be brought to the attention of Safeguarding Officer without delay. safeguardingcw@outlook.com
2. If you believe there is immediate risk of harm to the child or adult at risk, then call the **emergency services 999 or the local Social Care team 01403 229900 (033 022 26664 for emergency out of hours service) or NSPCC 0808 8005000**. Then inform the Safeguarding Officer.
3. You may receive information regarding the welfare of a child or young person who is involved in cycling, yet the concern itself does not relate to someone within the sport (eg the concern relates to the child's home or other social setting) In these circumstances you should still follow the same procedures.
4. All concerns will be treated in confidence. Details should only be shared on a 'need to know' basis with those who can help with the management of the concern, including the Club Committee.
5. The Safeguarding Officer will take appropriate steps to liaise with British Cycling Lead Safeguarding Officer or other body.
6. In the event of a child or adult making a disclosure of any type of abuse, the following guidance is given:
 - Reassure them that they have done the right thing to share the information
 - Listen carefully and take what they say seriously
 - Do not make promises that cannot be kept, such as promising not to tell anyone else
 - Do not seek to actively question the person or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action
 - Record what the child or adult has said as soon as possible on an incident report form with as much factual detail as possible
 - If you cannot access an incident report form write the information down as soon as possible. Use the forms on the website if possible.

Reporting Form for Concern Involving A Child or Adult at Risk

Reporting Form for Children to Use