



Policy Name:	Safeguarding Children and Adults at Risk Policy (herein referred to as the “Safeguarding Policy”)
Policy Number:	POL-OPS-002.1
Associated Documents:	Care Act 2014, 2015 The Equality Act 2010 Safeguarding Vulnerable groups Act 2006 The Children Acts 1989 and 2004 Domestic Violence, Crime and Victims (Amendment) Act 2013 Mental Capacity Act 2005 Sexual Offences Act 2003 UK General Data Protection Regulation (UK GDPR) Data Protection Act 2018 Working Together to Safeguard Children 2023 Safeguarding and Child Protection in Sport and Leisure Settings 2023 Safeguarding Children with SEND (2023) Sport England / CPSU standards CycloPark Complaints Policy
Annexures:	Good Safeguarding Practice Guidelines
Document Author:	Toni Mounsear-Wilson
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Policy Scope and Purpose

This Safeguarding Policy is applicable to all individuals directly employed by or volunteering for CycloPark. This document aims to establish clear lines of communication for any safeguarding issues and providing clarity for all CycloPark employees.

Where individuals are employed by or volunteering for third party organisations delivering activities at CycloPark the Safeguarding Policy and Procedures of the delivering organisation will apply. However, as a minimum requirement third party organisations are expected to ensure that their own policy and procedures are robust, comprehensive and regularly reviewed. Furthermore, third party organisations should promote child protection and the safeguarding of adults at risk throughout the work that they do and the services that they deliver.

CycloPark recognises that raising concerns about adults at risk is different from those of young, see [Safeguarding Children vs Adults at Risk](#) below. The Care Act 2014 (updated April 2015) puts adult safeguarding on a legal footing for local authorities. This statutory framework sets out to protect adults from neglect and abuse. CycloPark recognises and understands the need to support, cooperate and act in raising concerns to safeguard adults with care and support needs.

Through this Safeguarding Policy, Cyclopark aims to;

- Accept the moral and legal responsibility to implement procedures to provide a duty of care to children and adults at risk, safeguard their wellbeing and protect them from abuse.
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of children and adults at risk.
- Promote a consistent approach to safeguarding across the organisation for the benefit of employees, volunteers, parents, carers, children, young people and adults at risk.
- Not knowingly allow convicted sex offenders to enter the venue.
- Respect and promote the rights, wishes and feelings of children and adults at risk.
- Recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect children and adults at risk from abuse and themselves against false allegations.
- Require employees to adopt and abide by this Safeguarding Policy.
- Respond to allegations appropriately and take appropriate action which may include the use of the Disciplinary Policy.

Policy Statement

Cyclopark recognises that sport and physical activity can, and does, have a powerful and positive influence on young people. Not only can it provide opportunities for enjoyment and achievement; it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if these activities are in the hands of those who place the welfare of children and adults at risk first and adopt practices that support, protect and empower them. Those involved in physical activity can play a vital role by developing an understanding and awareness of safeguarding issues, and in responding to children and adults at risk protection concerns. Every adult has a legal and moral responsibility to protect the young people and adults at risk in from abuse.

Cyclopark recognises that we have a duty of care towards children and adults at risk and can help to protect them from abuse and poor practice.

Cyclopark recognises that:

- The welfare of children and adults at risk is of primary concern (the Children Act 1989 defines a young person as under the age of 18).
- All people whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is the responsibility of the statutory agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- All incidents of suspicious poor practice and allegations of abuse should be taken seriously and responded to swiftly and appropriately.

Raising Awareness of Potential Vulnerability

This Safeguarding Policy is inclusive and the same actions should be taken regardless of the needs or background of the children and adults at risk.

This will include times where it appears an adult has capacity for making specific decisions that nevertheless place them at risk of being abused or neglected. It is the duty of employees to report their concerns or what they have witnessed to the Safeguarding Lead. If the adult has asked you not to report their concerns, one

has to inform the adult it is within this policy to report to a the Safeguarding Lead who will in turn discuss the matter with them and their reasoning for not reporting. Unless it is felt that it is in the public interest or that significant harm came to the individual or other individual, Cyclopark has a duty of care to safeguard them and others.

Cyclopark recognises however, that some people are disadvantaged by their experiences and highlight the following:

Children and adults at risk with Mental Health Challenges are more likely to:

- Self Harm
- Display risk taking behaviour

Children and adults at risk with disabilities may be additionally vulnerable because they may:

- Lack a wide network of friends
- Have significant communication differences – this may include limited verbal communication or they may use sign language or other forms of non-verbal communication
- Require personal intimate care
- Have a reduced capacity to resist either verbally or physically
- Not be believed
- Depend on their abuser for their involvement in activities
- Lack access to peers to discover what is acceptable behaviour
- Have medical needs that are used to explain abuse

Children and adults at risk from minority ethnic groups may be additionally vulnerable because they may be:

- Experiencing racism and racist attitudes
- Experiencing racism by being ignored by people in authority
- Afraid of further abuse if they challenge others
- Subject to myths
- Wanting to fit in and not make a fuss
- Using or learning English as a second language

Safeguarding Children vs Adults at Risk

Safeguarding responsibilities apply to both children and adults at risk, however the approach differs to reflect their legal rights and levels of autonomy. Safeguarding for children and young people, is governed by the Children Act 1989 and 2004, where the primary focus is on protection and welfare. Children are not considered fully able to make informed decisions about their safety, and therefore Cyclopark has a clear duty to intervene if there is a risk of harm.

In contrast, safeguarding adults is guided by the Care Act 2014 and the principles of the Mental Capacity Act 2005, which emphasise empowerment, consent, and choice. Adults are presumed to have capacity to make their own decisions, even if these appear unwise, and safeguarding actions should wherever possible be carried out with their informed consent. The focus is therefore on supporting adults to maintain control and make decisions about their own lives, while protecting them from abuse, neglect, or exploitation when necessary.

Recognising a Safeguarding Concern

It is the responsibility of everyone to act on any suspicion or evidence of abuse or neglect and to report their concerns. We acknowledge that it may sometimes be difficult to know at what point to raise a concern and, therefore advise that all concerns are reported.

Abuse and neglect can take many forms and one should not be restricted to an individual's view of what constitutes abuse or neglect. Circumstances of an individual case should always be considered.

Abuse may be single or repeated acts, opportunistic or a form of serial abuse where the perpetrator seeks out and "grooms" individuals, an act of neglect or failure to act. Many situations involve more than one type of abuse.

The first indication that a child or adult at risk is being abused is not necessarily the presence of a severe injury. Concerns regarding abuse may be raised by the sign of bruises or physical marks on the body or by remarks made by a child or adult at risk, his/her parents or friends, the observation of a behaviour or reactions, from an awareness that a family is under stress and may need help with caring for the child or adult at risk or from a number of other factors.

Safeguarding concerns should be documented by completing an Incident Form and advising the Cyclopark Safeguarding Lead. If there is suspicion or belief of an individual being in immediate danger, the police should be contacted immediately.

For the purposes of this procedure abuse is categorised as:

Physical abuse	including assault, hitting, slapping, pushing, misuse of medication restraint or inappropriate physical sanctions
Emotional abuse	including constant criticism, name-calling, and sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.
Domestic violence	including psychological, physical, sexual, financial, emotional; so called honour-based violence
Sexual abuse	including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
Psychological abuse	including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
Financial or material abuse	including theft, fraud, internet scamming, coercion in relation to adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern Slavery	encompasses slavery, human trafficking and forced labour and domestic servitude. Traffickers and slave masters who use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
Discriminatory abuse	including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion. This includes racism, sexism, ageism, homophobia, or any hate crime.
Organisational abuse	including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
Neglect and acts of omission	including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
Self-neglect	this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.
Radicalisation	includes where an individual has been radicalised by others, which may lead to acts of crime, terrorism, or harm to other.

Reporting a concern

It is not the responsibility of employees to decide whether or not abuse is taking place but it is their responsibility to act on concerns and to notify the Cyclopark Safeguarding Lead. If a child or adult at risk says or indicates that they are being abused or information is obtained which gives concern that abuse may be taking place, immediate action should be taken.

When abuse is suspected there are a number of ways in which suspicion may arise, such as:

- An allegation made by a child or adult
- A child or adult at risk approaches an activity deliverer and makes a disclosure
- An employee observes a change in behaviour
- An employee notices physical damage or injury
- A child demonstrates inappropriate sexual knowledge for his or her age.

The person receiving information concerning disclosure should:

- React calmly so as not to frighten the child or adult at risk
- Take what the child or adult at risk says seriously, recognising the difficulties inherent in interpreting what is said by a child or adult at risk who has a speech disability and/or difference in language
- Say little but give the child or adult at risk time to talk

- Keep questions to the absolute minimum and ensure that no leading questions are asked
- Not make negative comments about the possible abuser or make assumptions
- Not make promises or agree to keep secrets
- Make a full record of what had been said, heard and/or seen as soon as possible

Cyclopark will store these reports securely as a record and will only be shared with the relevant investigating agencies such as Children's Services and / or the police.

Sharing Concerns with Parents, Guardians and Carers

Cyclopark is committed to working in partnership with parents / carers in all welfare aspects of a child or adult at risk. Therefore, if an individual has concerns about a child or adult at risk it is important to discuss these concerns with their parent or carer in the first instance, but only if appropriate. This may help to explain the reasons for the physical signs / changes in behaviour which have aroused suspicion. For example, changes in behaviour may be due to a death in the family, a break-up of the parents' marriage or the birth of a new brother / sister, rather than a symptom of abuse.

However, one SHOULD NOT share concerns with a parent or carer if it may place the child or adult at risk at greater risk, i.e. the parent or carer may be responsible for the abuse. If this is the case, report your concerns.

Recruitment and Training of Staff

Cyclopark recognises that anyone may have the potential to abuse children and adults at risk in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children and adults at risk.

Pre-selection checks must include the following:

- All staff should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Consent should be obtained from an applicant to seek information from the DBS.
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity should be provided (e.g. passport or driving licence with photo).
- Employees should not start active work until a DBS check is received and cleared. Any offer will be made, subject the receipt of a satisfactory DBS check.
- It is recognised that in extenuating circumstances it is permissible for an employee to start work if the situation is risk assessed in accordance with the company policy and that the individual is not in "active" or unaccompanied contact with young/vulnerable people during the pending period.
- If on receipt of the DBS check information which has not previously been disclosed is detailed, the contract will be terminated on the grounds of, Breach of Trust.

Interview And Induction

All employees will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees should receive formal or informal induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.

- The job requirements and responsibilities should be clarified.
- Safeguarding Policy is explained and training needs are identified.

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or adult at risk
- Work safely and effectively with children and adults at risk.

Inclusion and Safeguarding of Children with SEND / Neurodiversity

Cyclopark acknowledges that individuals with special educational needs and/or disabilities (SEND) or neurodiverse conditions (for example autism, ADHD, dyslexia, dyspraxia) may face additional or different safeguarding risks. Whilst Cyclopark is not a specialist SEND provider, we will, as far as reasonably practicable, account for the needs of SEND individuals participating in activities at Cyclopark by:

- Creating awareness that individuals with SEND/neurodiversity may:
 - have additional communication needs and may find it harder to express concerns, or understand what is happening to them.
 - be more dependent on others for their care or for accessing activities (which may increase risk of abuse or neglect).
 - be more vulnerable to being isolated, excluded, or targeted for exploitation given that their needs may be misunderstood or overlooked.
- Adopting a “individual-first, disability later” approach: recognising the person with individual strengths and needs, not defined solely by disability or diagnosis.
- Providing that where an individuals with SEND/neurodiversity is taking part in our activities, making reasonable adjustments to safeguarding and supervision arrangements to ensure their safety and the safety of others as well as their dignity, inclusion and effective participation.

Cyclopark acknowledges that all activities should be accessible, safe and enjoyable for all users.

Use of Photographic / Filming Equipment

Cyclopark recognises it is crucial to respect privacy, avoid images that could be easily misused, and have a plan for how images will be stored, used, and eventually deleted, while also establishing a clear procedure for reporting concerns.

Parental or carer consent must be obtained before taking photographs or video recordings of children. Images are stored securely and used only for agreed purposes.

Storing Information

Cyclopark is committed to protecting personal information and handling such in line with current data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Reporting to the Charities Commission

Charities must report safeguarding incidents to the Charity Commission if there is actual or potential significant harm to people, assets, or the charity's reputation. Reports are made through the Commission's website as a "serious incident" report, and trustees should also report to other relevant agencies like the police or local authorities if the incident involves actual criminal activity.

Useful contacts

DBS customer services	03000 200 190 customerservices@dbb.gsi.gov.uk http://www.disclosuresdbb.co.uk
ChildLine	0800 1111 www.childline.org.uk
Child Exploitation and Online Protection Centre	+44 (0)870 000 3344 http://ceop.police.uk
The National Children's Bureau	020 7843 6000 http://www.ncb.org.uk
Churches Child Protection Advisory Service	0845 120 4550 http://www.ccpas.co.uk
Disability Rights UK	020 7250 8181 http://www.disabilityrightsuk.org
MENCAP	020 7454 0454 http://www.mencap.org.uk

Review Details

Document Number	By Whom	Findings of Review	Next review due date
POL-OPS-002.1	Toni Mounsear-Wilson	Creation of new document	

Annexure to: POL-OPS-002 Safeguarding Children and Adults at Risk Policy

Good Safeguarding Practice Guidelines

These good practice standards set out the expectations for all staff, coaches, volunteers, contractors, and partner organisations operating within or visiting Cyclopark. They aim to ensure that every child, young person, and adult at risk is treated with dignity, respect, and care, and that Cyclopark maintains a consistent, safe, and inclusive environment for all.

Creating a Safe Environment

Cyclopark is committed to providing spaces and activities that are physically, emotionally, and socially safe. Activities take place in open, visible areas wherever possible, and appropriate adult-to-child supervision ratios are maintained based on age, group size, and activity type. Staff must always set clear behavioural boundaries and model respectful conduct.

Building Trust and Listening to Children

Children and adults at risk should feel confident that they will be listened to and taken seriously. Staff must respond calmly and sensitively to any concern or disclosure, without making promises of confidentiality. Cyclopark promotes participation and feedback, encouraging children and adults at risk to express their views on how safe they feel. Information is made accessible to all participants, including those with SEND or neurodiverse needs, through clear, inclusive communication.

Professional Conduct

All staff, volunteers and coaches follow Cyclopark's Code of Conduct. This includes maintaining professional boundaries, using only authorised communication channels, and never engaging in one-to-one unsupervised situations unless risk-assessed and approved. Physical contact should be appropriate, necessary, and explained to the child in advance. Staff must never use language or behaviour that could be considered humiliating, aggressive, or discriminatory.

Inclusion of SEND and Neurodiverse Participants

Cyclopark welcomes and supports children and adults at risk with special educational needs and disabilities (SEND) and those who are neurodiverse. Prior to visits or sessions, parents, carers, or visiting teachers should liaise with Cyclopark staff to understand individual needs and appropriate adjustments. Reasonable adaptations will be made where possible to ensure equal participation and safety.

Managing Behaviour Positively

Staff use encouragement, praise, and clear expectations to promote positive behaviour. Physical restraint is used only as a last resort and solely to prevent immediate harm. Any incident involving restraint is recorded and reported to management. Degrading or punitive measures are not acceptable under any circumstances.

Safe Use of Media and Technology

Parental or carer consent must be obtained before taking photographs or video recordings of children. Images are stored securely and used only for agreed purposes