



Procedure Name:	Unaccompanied Children and Young People Policy
Procedure Number:	PRO-OPS-008
Associated Documents:	Cyclopark Membership Terms and Conditions Venue use Assumptions of Risk Codes of Conduct POL-OPS-002 Safeguarding Policy
Guiding Documents:	none
Annexures:	none
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Purpose

Cyclopark Charity is committed to creating an environment that is welcoming, comfortable and safe for all users, including children and young people.

Cyclopark also recognises that, as children grow older, it is appropriate for them to develop greater independence. This policy establishes the circumstances in which children and young people may attend and use Cyclopark without a parent, legal guardian or other responsible adult remaining at the venue.

The policy seeks to balance appropriate independence with safeguarding considerations and the nature of Cyclopark as a large, multi-use sports and leisure venue containing indoor and outdoor facilities and activities with differing levels of risk.

Scope

This policy applies to children and young people attending Cyclopark for general recreational use, membership activities and other activities where Cyclopark has not specifically accepted responsibility for supervising the child.

Separate arrangements may apply to organised coaching, clubs, school visits, holiday programmes, events and other structured activities where responsibility for supervision is specifically established as part of the activity.

Where an individual activity, facility, event, membership category, governing body requirement or programme has a higher minimum age, competency requirement or specific supervision requirement, that requirement will take precedence over the general provisions of this policy.

Relationship with Cyclopark's Terms and ConditionsResponsibilities:

This policy should be read alongside Cyclopark's Membership Terms and Conditions, Venue Use Assumption of Risk, Waiver and Release, applicable Codes of Conduct and facility-specific rules.

Where a child is under 16, the applicable Cyclopark terms must be accepted by their parent or legal guardian. In doing so, the parent or guardian consents to the child's participation and accepts the applicable terms on behalf of the child and themselves.

Permission for a young person to attend Cyclopark without an accompanying adult does not remove the requirement to comply with any membership, registration, booking, waiver, health declaration, induction or other conditions applicable to the facility or activity being used.

Minimum Age for Unaccompanied Attendance

For safeguarding purposes, a child is any person under the age of 18. The level of direct supervision reasonably required will, however, change as a child develops.

Children under the age of 11 must be accompanied and appropriately supervised by a responsible person aged 18 years or over while attending Cyclopark, unless they are participating in an organised activity where Cyclopark, a recognised club or another authorised activity provider has expressly accepted responsibility for their supervision.

Young people aged 11 years and over may attend Cyclopark without a parent, guardian or responsible adult remaining on site, subject to the requirements of this policy and any facility or activity-specific restrictions.

Being present elsewhere at the venue does not constitute supervision where adult supervision is required. The responsible adult must remain sufficiently close to provide appropriate oversight and assistance having regard to the child's age and the activity being undertaken.

Young People Aged 11 to 15

A young person aged 11 to 15 may attend Cyclopark without an accompanying adult where their parent or legal guardian has accepted the applicable Cyclopark terms and considers them sufficiently mature and responsible to do so.

Parents and guardians remain responsible for deciding whether their child has the maturity, confidence and ability to attend the venue independently.

An unaccompanied young person must be capable of following Cyclopark's Codes of Conduct, facility rules, signage and staff instructions; behaving safely and appropriately towards other users and staff; recognising when assistance is required; and responding appropriately to emergency instructions.

The young person should also have an appropriate means of contacting their parent, guardian or another nominated responsible adult if required.

A parent, guardian or nominated emergency contact must be contactable while a child aged 11 to 15 is attending Cyclopark independently and must be capable of making suitable arrangements for the child's collection where reasonably required.

Young People Aged 16 and 17

Young people aged 16 and 17 may generally attend Cyclopark independently and do not require parental supervision for general venue access.

They remain children for safeguarding purposes until the age of 18 and Cyclopark's safeguarding arrangements continue to apply to them.

Individual activities and facilities may nevertheless have specific age, competency, registration or participation requirements which must be observed.

Facility and Activity Restrictions

Permission to attend Cyclopark independently does not constitute permission to participate in every activity or use every facility.

All users must comply with the specific requirements applicable to the facility or activity being used. These may include minimum or maximum ages, competency requirements, inductions, membership requirements, booking conditions, opening times, protective equipment requirements and activity-specific supervision arrangements.

Where a facility or activity requires adult supervision for a person of a particular age, the requirements of that facility or activity take precedence over the general minimum age for unaccompanied attendance contained within this policy.

Junior Gym Members

Cyclopark's Junior Gym membership is available to young people aged 11 to 15, subject to the applicable membership conditions, induction requirements and rules governing junior use of the gym.

A Junior Gym member aged 11 to 15 may attend Cyclopark without an accompanying adult where the requirements of this policy have been met.

Independent attendance does not override restrictions relating to gym access, permitted equipment, operating times, inductions or any other requirements applying to Junior Gym members.

Parental and Guardian Responsibility

Where a parent or guardian permits a young person aged 11 to 15 to attend independently, they are responsible for determining whether their child is sufficiently mature and capable of doing so safely.

Before permitting independent attendance, parents and guardians should ensure that their child understands the facilities they may use, the relevant venue rules and how to obtain assistance from Cyclopark staff.

Parents and guardians are also responsible for determining whether their child can safely travel to and from Cyclopark independently and for making appropriate travel and collection arrangements.

Cyclopark's Responsibility

Cyclopark is not a childcare provider.

Allowing a young person to attend Cyclopark independently does not mean that Cyclopark has accepted responsibility for the continuous supervision, monitoring or care of that young person.

Staff are present to operate the venue, manage facilities, enforce venue rules, provide appropriate assistance and respond to incidents and safeguarding concerns. They do not continuously supervise children attending for general venue use.

This is distinct from an organised or formally supervised activity where Cyclopark or another authorised provider has expressly accepted responsibility for supervising participants for a defined period.

Nothing within this policy affects Cyclopark's responsibility to take reasonable steps to provide a safe environment, fulfil its safeguarding responsibilities, respond appropriately to concerns or provide appropriate assistance in an emergency.

Organised and Supervised Activities

Where a child participates in a lesson, coaching session, club activity, holiday programme or other structured activity, the supervision arrangements applicable to that activity will take precedence during the defined session.

Parents and guardians must comply with any applicable registration, drop-off, collection, sign-in and sign-out requirements.

Unless expressly stated otherwise, responsibility accepted by Cyclopark or an authorised activity provider applies only for the duration of the organised session and does not extend to periods before or after the activity.

Where an activity is operated by a third-party provider, responsibility for supervision during that activity will be determined by the arrangements established by that provider and its agreement with Cyclopark.

Behaviour and Compliance

All unaccompanied young people are expected to comply with Cyclopark's Codes of Conduct, posted rules, signage and reasonable instructions given by staff.

Cyclopark reserves the right to intervene where staff reasonably believe that an unaccompanied child or young person is unable to use the venue safely or appropriately.

This may include circumstances where the young person repeatedly disregards venue rules or staff instructions, behaves in a manner that places themselves or others at risk, appears distressed or vulnerable, becomes injured or unwell, engages in serious or persistent anti-social behaviour or gives rise to a safeguarding concern.

Cyclopark may refuse or withdraw independent access where it reasonably considers this necessary for the safety or welfare of the young person or others.

Contacting Parents or Guardians

Where staff have reasonable concerns regarding an unaccompanied child's safety, welfare or behaviour, the parent, guardian or nominated emergency contact may be contacted.

Cyclopark may require the young person to be collected from the venue where this is reasonably necessary.

Where concerns arise repeatedly, Cyclopark may require the young person to be accompanied by a responsible adult on future visits or may impose other reasonable conditions on their continued use of the venue.

Any significant safeguarding concern must be managed in accordance with Cyclopark's Safeguarding Policy and associated procedures.

Failure to Collect a Child

Where arrangements have been made for a child to be collected and the responsible adult fails to attend, staff should make reasonable attempts to contact the parent, guardian or nominated emergency contact.

Where staff have concerns regarding the child's welfare, the matter must be referred to the Duty Manager and managed in accordance with Cyclopark's safeguarding procedures.

A child must not simply be permitted to leave the venue where doing so would give staff reasonable grounds to believe that their safety or welfare could be compromised.

Where a responsible adult cannot be contacted and there are concerns regarding the child's immediate welfare, advice or assistance should be sought from the appropriate statutory service.

Review Details

Document Number	By Whom	Findings of Review	Next review due date
PRO-OPS-008.1	Toni Mounsear-Wilson	Creation of new document	07.09.2025