



Guidance Note No. 20

Date: July 2015

Guidance Note 20 - Safeguarding Policy

Incorporating the

Child Protection

&

Vulnerable Adults Protocols

This extended Booklet outlines Cycling Time Trials responsibilities in ensuring a safe sporting environment is created for children and vulnerable adults, and to protect them from harm, whilst participating in their events.

Safeguarding Policy

It is the policy of Cycling Time Trials to safeguard its members, volunteers and staff from physical, sexual and emotional harm while participating in any event organised by us or our representatives. The Company will take all reasonable steps to ensure that, through relevant procedures and training, everyone involved in any event work together in a safe environment. The main objective of Cycling Time Trials is to provide national uniformity in the conduct of events and to take any steps which may be necessary to continue the long standing aims, standards and well being of the sport.

Cycling Time Trials is involved in many different activities, but most of its events are held on the public highway. It is important that events are promoted and held in a way that is safe and promotes the well being of both participant and organisers including volunteers.

1. Code of conduct for adults

All adults volunteering or working for Cycling Time Trials need to be aware of the impact that their behaviour has upon the participants and their families, particularly younger members. The trust required between participants and organisers, especially younger participants, is fundamental to organising safe events and should never be jeopardised.

2. As an adult working or volunteering for Cycling Time Trials it is expected that you will always:

- ✚ Respect everyone as an individual
- ✚ Provide a good example of acceptable behaviour
- ✚ Respect everyone's right to personal privacy
- ✚ Be available to listen and, if necessary, refer to more appropriate help
- ✚ Be sensitive to other people's likes and dislikes
- ✚ Try to ensure that your actions cannot be misunderstood or cause offence and are acceptable within a relationship of trust
- ✚ Show understanding when dealing with sensitive issues
- ✚ Plan not to put yourself in a situation where you are alone and or isolated with a young person
- ✚ Adhere to the Cycling Time Trials policies, which can be found on our website
- ✚ Be aware that you are accountable for your actions to the participants in events and to Cycling Time Trials

3. You must not:

- ✚ Permit abusive behaviour such as bullying, ridiculing or taunting
- ✚ Have inappropriate physical or verbal contact with others
- ✚ Jump to conclusions or make assumptions about others without checking facts
- ✚ Encourage inappropriate attention-seeking behaviour such as 'crushes'
- ✚ Show favouritism to anyone
- ✚ Make suggestive remarks or actions, even in jest
- ✚ Deliberately place yourself or others in a compromising situation
- ✚ Believe 'it could never happen to me'.

4. Risk prevention

Cycling Time Trials is committed to ensuring its members:

- ✚ Enjoy cycling and cycle racing
- ✚ perform their own personal best in events

Organisers will help ensure cycling events take place in safe environments by identifying potential hazards and concerns on any course and in any venue used.

Risk can be reduced in venues by ensuring:

- ✚ Clear access
- ✚ Adequate space for activities
- ✚ Security
- ✚ Fire/emergency procedures
- ✚ Identification (and recording) of existing damage to facilities
- ✚ Adequate/appropriate equipment or facilities
- ✚ Identification of existing hazards, (objects, uneven surfaces, etc.)
- ✚ Other uses of a venue
- ✚ You should also check
 - Traffic/parking in the area
 - Animals in adjoining fields (e.g. farm animals)
 - Bodies of water (e.g. ponds, rivers, streams, etc)

5. A Safe Space - online

Organisers use technology increasingly to communicate with members and this brings new risks which they need to be aware of and manage in order to safeguard everyone.

- ✚ If via e-mail , save the message and any replies, copy another member into the e-mail
- ✚ Use appropriate language, do not use any words or phrases which could be misinterpreted
- ✚ Ensure any images you use or send are appropriate and the external hyperlinks you include do not lead to inappropriate content

6. Accidents

Even in a well run event accidents will occur. Organisers, members and participants must:

- ✚ Make sure they are aware of the policies and procedures to follow in case of accidental injury either on courses as part of the race or in other venues and circumstances
- ✚ Make sure you know who the first aiders at events are and how to contact them
- ✚ Ensure the person who is injured is kept safe and calm while help is summoned
- ✚ Ensure other members and participants are kept safe and calm and adequately supervised while the accident is being dealt with
- ✚ Ensure emergency contact details of each participant are kept available in case of accidents

7. Concerns and disclosures

Cycling Time Trials has effective policies in place which outline how to deal with concerns and disclosures, whether from staff, volunteers, competitors, parents or from members of the public.

Organisers and members must report any concerns about the health and safety of an individual to the Safeguarding Officer. This can include changes in habits, unkempt appearance, hygiene, general behaviour, overheard conversations, etc.

If told of an incident or concern you must:

- ✚ Remain calm
- ✚ Listen carefully
- ✚ Show concern but not in a way which causes more distress
- ✚ Ask questions for clarification of what happened, e.g., Time, date etc, but do not investigate the incident/issue
- ✚ Explain who you will tell, and why

- ✚ Don't interrupt
- ✚ Don't jump to conclusions
- ✚ Don't offer instant solutions
- ✚ Report the issue/incident in writing to: David Barry, 85 Waveley Road, Sherbourne Gardens, Coventry. CV1 3PQ as soon as is reasonably practicable, using the Initial Issue/Concern Reporting form (CTT GN20 Appendix 1)

8. A Safe Environment

Cycling Time Trials has a Safeguarding Officer to report any issues /disclosures/concerns by sending an e-mail to David Barry (safeguarding@cyclingt看trials.org.uk)

9. Glossary of terms used

CTT	Cycling Time Trials; the Company
The Company	CTT and its successors, transferees and assigns
Members	Affiliated clubs, and members of the Headquarters Club
Organiser(s)	A person nominated by an affiliated club to promote approved cycle events
Participant(s)	Competitor(s) in an approved Open or Club event
Safeguarding Officer	Person defined by Cycling Time Trials who deals with any complaint raised
Volunteer(s)	Organiser(s), marshals, and other person(s) involved in an event
Young members	Participant under the age of 18 years and older than 12 years

10. References

Children's Act 1989

Protection of Freedom Act 2012

CTT GN 20 Appendix 1	Initial Issue/Concern Reporting form
CTT GN 20 Appendix 2	Photographs & Images of Children
CTT GN 20 Appendix 3	Defining child abuse
CTT GN 18	Accident/Incident guidance note
CTT GN 22	Formal Risk Assessments
CTT Entry form	Parental Consent

Initial Issue/Concern Reporting Form

Please provide information on this form, if you have a concern or an issue relating to someone or something at your cycling club, or anything related during an approved open or club event.

Name of child/adult:	Address:
Male/Female	
Age/Date of Birth:	Club:

What is the issue/concern? (Include details of the person whose behaviour has raised issues/concerns):	
If applicable, when and where did this issue/concern occur?	
Do you have any other comments?	
Your Name:	Club:
	Club Role:
Address:	Email address:
	Tel/mobile:

Please send this form to the CTT Safeguarding Officer at: safeguarding@cyclingtimetrials.org.uk

Use of the Initial Issue/Concern Reporting Form

What should be reported?

The welfare of the child and vulnerable adult is paramount. In order to assist CTT and your club in upholding this principle you are asked to complete the form for any issues/concerns or incidents. When completing the form please give full names and addresses and their club roles. Concerns may be about behaviour of any child or adult involved at your club, or during an event, could include:

- ✚ General concerns about a child's welfare
- ✚ Concerns relating to a safeguarding incident, eg bullying or poor practice
- ✚ Suspicions or allegations of misconduct
- ✚ Breaches of CTT Safeguarding Policy, or your club's Code of Conduct
- ✚ Allegations of abuse made by or against any young person or adult.

If you would like further details of what should be reported please refer to the *CTT Safeguarding Policy (CTT GN 20)* which can be found on the CTT website www.ctt.org.uk

To discuss a specific concern or issue please contact the CTT Safeguarding Officer in the first instance.

Photographing and videoing children in sport

Cycling Time Trials has adopted the NSPCC's Child Protection in Sport Unit (CPSU) guidance to provide a benchmark to make informed decisions and to promote good practice and challenge practice that is harmful to children.

Parents/carers often want to be able to celebrate the achievements of their children when taking part in sporting activities through taking photographs or videos. Sports organisations may also want to promote their activities to encourage increased participation. The Child Protection in Sport Unit does not advocate the banning of photography and the use of images and videos of children, but recommends that appropriate and proportionate safeguards should be in place to ensure a safe sporting environment for children and young people. This briefing will help to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere. The guidance applies whether images are taken using cameras, mobile phones or any other equipment.

What are the potential concerns?

There have been concerns about the risks posed directly and indirectly to children and young people through the use of images (photographs and videos) on sports websites, social networks and other publications. Images can be used as a means of identifying children when associated with personal information e.g. this is X who lives at y; X is a member of the z sports club and likes a certain music group. This information can make a child vulnerable to an individual who may wish to contact and start to "groom" that child for abuse – online (e.g. through websites or social networking) or through direct contact in the off-line, 'real' world. Information placed on the internet has also been used by estranged parents (e.g. in adoption or domestic violence circumstances) to identify, trace and cause significant difficulties for children.

Secondly the content of photographs can itself be inappropriate, or be used or adapted for inappropriate use. There is evidence of inappropriate or adapted material finding its way onto sites showing child abuse images, and of inappropriate images being shared between groups of offenders.

Cycling Time Trials recommends that affiliated clubs develop a policy in relation to the use of images of young athletes on their websites and in other publications. The clubs will need to make decisions about the type of images they consider suitable and that appropriately represent the club, without putting children at increased risk. They will want to ensure that parents, young people and others understand and support their policy. When assessing the potential risks in the use of images of athletes, the most important factor is the potential for inappropriate use of images of children.

Cycling Time Trials is aware of the potential risks and have taken appropriate steps of the potential for misuse of images and how they can be reduced.

Cycling Time Trials has interpreted the CPSU guidance to adopt the following principles:

- ✚ the interests and welfare of children taking part in sporting activities is paramount
- ✚ children and their parents/carers have a right to decide whether their images are taken, and how these may be used
- ✚ children and their parents/carers must provide written consent for their images to be taken and used
- ✚ consent is only meaningful when the club or organisation ensures that children and their parents/carers understand the nature of potential risks associated with the intended type, use and distribution of the images

Easy rules to remember are:

Where possible do not include the name of a child whose image is being used.

If naming a child or group of children in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the sport.

Avoid the inclusion of other detailed information about individual children.

Ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A Child's Permission Form is one way of achieving this.

Ask for parental permission to use an image of a young person. This ensures that parents are aware of where and how the image of their child will be used to represent the club, event or sport (e.g. in a sports magazine, on a website, or on Facebook). Developing or adopting a Parental Permission Form is one way of achieving this. Ensure parents understand the nature of the potential risks associated with the intended use of the image/s.

Be clear about how and for how long images will be securely stored (including how access to the images, associated consents and other information will be controlled)

Only use images of children in suitable dress/kit to reduce the risk of inappropriate use.

Images should positively reflect young people's involvement in the activity (e.g. showing smiling participants rather than anxious or unhappy ones) and promote the best aspects of the sport.

With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However there may be some sports activities (e.g. gymnastics or swimming) where the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity rather than on a particular child and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or, if poolside, waist or shoulder up.

Create and publicise a procedure for reporting the abuse of images or the use of inappropriate images, to reduce the risks to children. Follow Cycling Time Trials safeguarding procedures, ensuring both CTT's Safeguarding Officer and Children's Social Care and/or Police are informed.

Guidelines for Use of Photographic Filming Equipment for Official Use at Cycling Events and Presentations

Cycling Time Trials will only show or display what is considered appropriate in terms of content and behaviour.

Cycling Time Trials has issued Kimroy Photography with official accreditation which is worn at all times.

Organisers will inform children and parents on the Event Start List that a photographer will be in attendance and ensure they consent to both the taking and publication of films or photographs which feature and clearly identify their child (e.g. close ups, small group and team photos).

At many events, organisers and others will reasonably wish to take wide angle, more general photos of the event sites, opening and closing ceremonies, and so on. Separate to the issue of consents for 'identifying' photographs/footage of individual participants (as above) parents and children should at least understand that these types of images will be taken during, or at specific points in, the event e.g. information could be included on the parental consent form. It is not reasonable, practical or proportionate to require parental consents for taking these general types of images, or to preclude it on the basis of the concerns of a small number of parents.

Cycling Time Trials will not allow unsupervised access to children or one to one photo sessions at events.

Cycling Time Trials will not approve/allow photo sessions outside the event or at a child's home.

Children, parents and others should be informed that if they have concerns they can report these to the organiser.

Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.

Cycling Time Trials has given Kimroy Photography full ownership, retention and access to the images.

Other professional photographers/filming/video operators wishing to record the event should seek accreditation with either Cycling Time Trials National Secretary (Competition & Development) (keith.lawton@cyclingt看times.org.uk), David Barry Safeguarding Officer (safeguarding@cyclingt看times.org.uk) or the event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least seven clear days before the event.

Students or amateur photographers/film/video operators wishing to record the event should seek accreditation, as stated above, by producing their student or club registration card and a letter from the club/educational establishment outlining their motive for attending the event and planned use of the material.

Accreditation procedure: a system should be established. As above, professionals should register prior to the event and their identification details be recorded. Ideally they should be:

- ✚ name and address of the person using the camera
- ✚ names of subjects (if specific)
- ✚ the reason or use the images are being or intended to be put to
- ✚ signed declaration that the information provided is valid and that the images will only be used for the reasons given.

NB: Cycling Time Trials has given official accreditation to Kimroy Photography to take photographs and images of all competitors at National Championships and Time Trial Series events.

Ideally, identification details should be checked with the issuing authority prior to the event. On registering, promoters of events could consider issuing a coloured identification label on the day which can serve to highlight those who have accreditation but they must ensure that where events occur regularly, the colour and or type of identifying label is changed to prevent unofficial replication.

A clear brief about what is considered appropriate in terms of content and behaviour should be issued. It may include a list of any areas where photographic and recording equipment, including mobile phones, is forbidden under all circumstances (e.g. changing rooms, toilet areas). Unsupervised access to athletes or one to one photo sessions at event or photo sessions outside the events or at an athlete's home should not be approved/allowed.

Guidelines for Use of Photographic Filming Equipment by Parents / Guardians / Spectators at Sporting Events

If parents/guardians or other spectators are intending to photograph or video at an event they should also be made aware of Cycling Time Trials expectations.

Where practicable, spectators should be asked to register their interest to the organiser of an event if they wish to use photographic equipment.

It is helpful for the event organisers to provide some indication e.g. a sticker for each registered camera, or badge to be displayed by the spectator to help others recognise those who have registered, and respond to those who do not appear to have registered.

Public information: the specific details concerning photographic/video and filming equipment registration should, wherever possible, be published prominently in event programmes and where practicable, must be announced over the public address system, prior to the start of the event.

The recommended wording is:

In line with the recommendation of Cycling Time Trials Safeguarding Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the organiser before carrying out any such photography. If parents have any particular concern about their young person being photographed or filmed they should notify the organiser.

The promoter reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions. If you are concerned about any photography taking place at this event, please contact the promoter or event organiser who will be pleased to discuss this matter with you.

At club sessions

There is no intention to prevent club coaches using videoing as a legitimate coaching aid. However, children/young people and their parents should be aware that this is part of the coaching programme and consent to it. Care should be taken in the secure storage of such materials and films. If clubs are concerned that someone they do not know is using their sessions for photography or filming purposes, they should ask them to leave and contact Cycling Time Trials Safeguarding Officer or (depending on the nature of the concerns) the police for further advice.

Clubs should include wording on their consent forms similar to the following;

Name of club will follow Cycling Time Trials guidance for the use of photographs and videoing for training/coaching purposes, a copy of which is available from David Barry (safeguarding@cyclingtimestrials.org.uk).

Name of club will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform **name of club welfare officer** (telephone number) and Cycling Time Trials immediately. I consent to **name of club** photographing or videoing my child.

Images of elite young athletes

As young athletes progress higher up the competitive ladder within their sport, elite level events are increasingly likely to take place in a public arena. Event organisers and sports governing bodies will quite reasonably seek publicity to positively promote their sport, and elite young athletes receiving endorsements or sponsorship may well welcome positive media coverage on a local, regional or national level. Organisers retain their duty of care to these athletes and a responsibility to safeguard them. In respect of some elite young athletes aspects of the more general guidance around the use of images detailed above (for example avoiding the inclusion of names and some other personal details alongside photographs) are neither practical nor desirable.

It is important that other aspects of this guidance (for example about the nature, content and use of images; and about ensuring that photography sessions are supervised) are considered and applied. It is important for the athletes, their parents and media representatives to be clear about appropriate arrangements and ground rules for interviews, filming and photo sessions. Young elite athletes and their parents should be supported by the sports organisation and prepared to manage these and a range of other issues (including safeguarding concerns) that may arise as a result of their sporting success and increased public profile.

Many sports governing bodies already provide information, guidance and support to help athletes manage the media, for example in planning for media interviews.

Defining child abuse

Cycling Time Trials have adopted the NSPCC's Child Protection in Sport Unit (CPSU) guidance.

Definition: Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm.

It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child regardless of their age, gender, race or ability. Abusers can be adults (male or female) and other young people, and are usually known to and trusted by the child and family.

There are four main types of child abuse: **physical abuse, sexual abuse, emotional abuse** and **neglect**. The abuser may be a family member, or they may be someone the child encounters in a residential setting or in the community, including during sports and leisure activities. An individual may abuse or neglect a child directly, or may be responsible for abuse because they fail to prevent another person harming that child.

Physical abuse

- ✚ Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- ✚ Examples of physical abuse in sport may be when a child is forced into training and competition that exceeds the capacity of his or her immature and growing body; or where the child is given drugs to enhance performance or delay puberty.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

In sport, coaching techniques which involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Examples of emotional abuse in sport include subjecting children to constant criticism, name-calling, and sarcasm or bullying. Putting a child under consistent pressure to perform to unrealistically high standards is also a form of emotional abuse.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- + provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- + protect a child from physical and emotional harm or danger
- + ensure adequate supervision (including the use of inadequate care-givers)
- + ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Examples of neglect in sport could include: not ensuring children are safe; exposing them to undue cold or heat, or exposing them to unnecessary risk of injury.

Abuse of children and young people with a disability

Other forms of abuse may include:

Racism

Children from black and minority ethnic groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. All organisations working with children, including those operating where black and minority ethnic communities are numerically small, should address institutional racism, defined in the MacPherson Inquiry Report on Stephen Lawrence as '*the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion*'.

It is important that sports leaders are sensitive to differing family patterns and lifestyles and to child-rearing patterns that vary across different racial, ethnic and cultural groups. **At the same time they must be clear that child abuse cannot be condoned for religious or cultural reasons.**

Sports Leaders should also be aware of the broader social factors that serve to discriminate against black and minority ethnic people. Working in a multi-racial and multicultural society requires professionals and organisations to be committed to equality in meeting the needs of all children and families, and to understand the effects of racial harassment, racial discrimination and institutional racism, as well as cultural misunderstanding or misinterpretation.

Sports Leaders should guard against myths and stereotypes - both positive and negative - of black and minority ethnic families. Anxiety about being accused of racist practice should not prevent the necessary action being taken to safeguard and promote a child's welfare.

All children, whatever their religious or cultural background, must receive the same care and safeguards with regard to abuse and neglect.

Bullying

Every child has the right to experience sport in a safe environment free from abuse and bullying. Cycling Time Trials is playing an important role in creating a positive ethos that challenges bullying by empowering young people to understand the impact of bullying, how best to deal with it and agree standards of behaviour.

For further help and advice, please contact Cycling Time Trials Safeguarding Officer (David Barry (safeguarding@cyclingtimestrials.org.uk))



Consent form for the use of photographs or video (Parents and children).

Cycling Time Trials (CTT) recognises the need to ensure the welfare and safety of all young people in sport.

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and children.

The (*Club or organisation*) will follow the guidance for the use of photographs a copy of which is available from CTT Safeguarding Officer, David Barry (safeguarding@cyclingt看time.com).

The (*Club or organisation*) will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform David Barry (details above) immediately.

I (*parent/carer*) consent to (*club/organisation*) photographing or videoing (*insert name*)

Date:

I (*insert name of child*) consent to (*Club or organisation*) photographing or videoing my involvement in (*sport*)

Date: