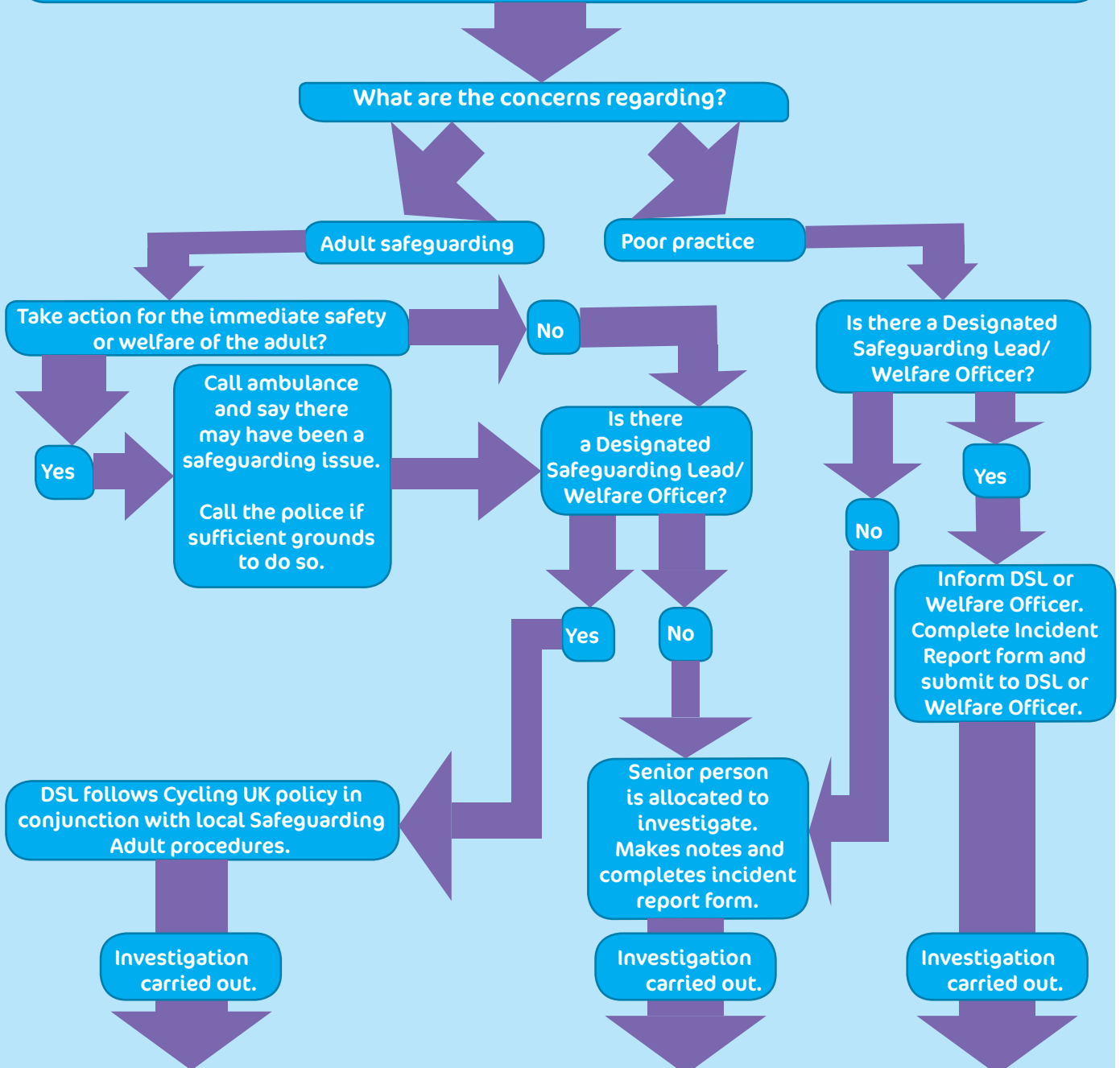


# Cycling UK's Step-by-Step Guide to Reporting Safeguarding Issues Concerning Adults



There are concerns or suspicion about a person's behaviour OR there has been disclosure or an allegation about a person's behaviour.



- Possible outcomes:**
- Criminal proceedings
  - Police enquiry
  - Adult Care Safeguarding assessment
  - Disciplinary measures
  - Case management group to decide on the management of any remaining concerns
  - No further action

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## Cycling UK

### Safeguarding Report Form



**It is the policy of Cycling UK to make every effort to safeguard individuals from physical, sexual and emotional harm while participating in Cycling UK activities. Please use this form to report any safeguarding concerns you may have. In an emergency, please dial 999.**

Name of person completing report form:

Role:

Contact phone number:

Cycling UK Membership No (if applicable):

Name of group (if applicable):

Contact email address:

Name of manager/group leader:

Cycling UK Membership No (if applicable):

Are you reporting your own concerns or those raised by someone else? Please tick as below:

Reporting my own concerns:

Reporting concerns of someone else:

(Please insert their contact details below):

Names of person/s subject of concerns:

Cycling UK Membership No (if applicable):

Date of birth if under 18:

Name of parent/guardian/next of kin contacted:

Relationship to subject of concerns:

Date and Time Notified:

Contact phone number:

Contact email address:

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## Cycling UK

### Safeguarding Report Form



Did the concerns arise during a group/ride event? (Please tick as appropriate):

Yes

No

Cycling UK group or event name (if applicable):

Date of concerns:

Time of concerns:

General give a brief, **factual** description of incident/any concerns raised:

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## Cycling UK's Safeguarding Report Form



Name of any witness/es:

Cycling UK Membership No (if applicable):

Contact phone number:

Contact email address:

Address:

If applicable, please add any other relevant information, including the names of anybody else the concerns have been reported to:

**Please contact the Designated Safeguarding Lead on 01483 238338 and then save and send this form to: [incidents@cyclinguk.org](mailto:incidents@cyclinguk.org)**