

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



Concerns arise about the behaviour of a member of staff or volunteer towards a child/children. These may be suspicions or allegations of poor practice or possible abuse.



Individual aware of concerns completes Cycling UK Safeguarding Incident Report Form and sends to Cycling UK Designated Safeguarding Lead (DSL). If concerns occur at event or facility, this should be done



DSL, if appropriate in consultation Children's Social Care, Police or Local Authority Designated Officer (LADO), determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse?) and records actions taken and agreed.



Poor practice/breach of Code of Conduct.

Possible child abuse/criminal offence.



Concern dealt with as misconduct issue using complaints / disciplinary procedures as appropriate (in consultation with LADO).

In consultation with statutory agencies and LADO: DSL consults with/ refers to HR/Disciplinary Lead initiating disciplinary procedures, immediate temporary suspension (without prejudice), and notification of other organisations.

DSL consults with/ refers to Children's Social Care/Police and LADO and follows this up in writing within 24 hours.



Outcome of disciplinary process (no case to answer, advice or warning given, training / support required, other sanctions, or exclusion). Consideration of referral to DBS, if appropriate.

Disciplinary process/problem solving meeting – investigation may be delayed pending outcome of statutory agencies' processes. Support from LADO.

Children's Social Care and/or Police hold Strategy Meeting (may include sports organisation rep) and agree investigation



Disciplinary appeals process.

Full disciplinary investigation undertaken and hearing held. Outcomes and possible appeal.

Outcome of Children's Social Care or Police investigation (e.g. NFA, criminal prosecution, assessment of risk etc.)

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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)**