

## Safeguarding Policy & Procedures

### 1. Purpose:

The Bikeability Trust is committed to safeguarding and protecting all employees and recognises its responsibility to safeguard the wellbeing of children, young people and vulnerable adults who may participate in the Trust's work, and to deal appropriately with issues concerned with suspected or reported abuse.

This policy applies to anyone working on behalf of the Trust including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

### 2, Our Commitment:

The Trust is clear on our purpose and mission to advance the education of the public in general (and particularly amongst children) on the subject of cycling. In doing so, we recognise that Trust staff and volunteers are unlikely to have direct unsupervised contact with children or vulnerable adults, but we remain committed to ensuring we have detailed safeguarding policies and procedures.

The Trust believes that:

- Children, young people, and adults should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children, young people, and adults to keep them safe and to practise in a way that protects them.

We further recognise that Trust staff, Trustees, volunteers, supporters, and partners may be at risk of harm themselves or within their personal lives. Our organisational policies and procedures detail the steps we take to focus on their safety and wellbeing.

The Trust further sets clear expectations for delivery partners through our registration and renewal process, delivery guidance, internal and external quality assurance programme. Safeguarding children and vulnerable adults who participate in Bikeability assured programs is central to our approach. **See Section 8: Expectations for Bikeability Providers and Grant Recipients**

### .3: Legal framework & Definitions

There are significant differences in the laws and policies that shape how safeguarding should be defined and approached for children and young people, and adults at risk of abuse. The legal framework to protect children and young people is contained in *Working together to safeguard children (2023)*. For adults, the *Care Act (2014)* gave safeguarding adults a legal framework for the first time. However, the overarching objective for both is to enable children and adults to live a life free from abuse or neglect. The policy is also informed by the *Statement of Government Policy on Adult Safeguarding (2013)*.

The term **child** has the specific legal meaning of anyone below the age of 18 years and the term adult refers to anyone aged 18 years or over.

A **vulnerable adult** is someone who has needs for care and support, is experiencing, or is at risk of, abuse or neglect and is unable to protect him or herself (sometimes referred to as 'an adult at risk of harm').

See the procedures in section 9 for knowledge on types of harm and procedures to reassure, respond, record, and refer (The 4 R's).

#### **4: Accountability**

The Designated Safeguarding Officer (DSO) for the Trust will be the Chief Executive, and the deputy will be the Director of Operations.

The Chief Executive will act as the lead in relation to internal Bikeability Trust safeguarding issues and will be responsible for:

- Supporting staff who make internal safeguarding referrals and disclosures
- Referring incidents to the Disclosure and Barring Service and Local Authority Designated Officer (LADO) where staff have been dismissed or left employment due to risk / harm of a child
- Referring any staff related cases to the police where a crime may have been committed
- Supporting staff who make safeguarding referrals and disclosures in relation to providers contacting the Trust for assistance
- Providing advice and guidance to Trust staff to assist them in providing appropriate support and correspondence
- Taking responsibility for the Trust decisions on the escalation of reports to the Police or other agencies where appropriate
- Providing advice and guidance to comms and development staff monitoring Trust social media feeds from contact made on social channels about safeguarding issues and risks
- Ensuring parental/carer consent is obtained for anyone under the age of 18 years old participating in our services.
- Preventing anyone under the age of 18 years old being left one-on-one with anyone who hasn't gone through safer recruitment and vetting checks outlined in Keeping Children Safe in Education.
- Ensuring any organisation delivering services on our behalf, abides by this policy.
- Ensuring that any safeguarding incidents that meet the Charity Commission serious incident reporting are logged and shared with the Designated Lead Trustee for Safeguarding. These include (harm to people who come into contact with Bikeability Trust through its work; loss of money or assets; or harm to Bikeability Trust work or reputation) [Charity Commission: Serious Incident Reporting](#)

The lead Trustee for Safeguarding shall be kept informed of any safeguarding incidents as they arise and ensure that any serious incident is logged with the Charity Commission.

#### **5: Associated Policies and Procedures**

This policy statement and procedures should be read alongside our organisational policies, procedures, guidance, and other related documents, including:

- Staff and volunteer code of conduct
- Induction policy

- Fundraising Policy and procedures
- Complaints
- Whistleblowing
- Managing allegations against staff and volunteers
- Data protection

Procedures and expectations for Bikeability providers and partners are detailed in the Bikeability guidance.

## 6. Training

The Trust will ensure relevant and appropriate safeguarding training is available for Designated Safeguarding leads for Bikeability Trust and that this training equips them with the relevant knowledge and skills to undertake their work in accordance with the guidance set out in this policy (for example the Designated, named and lead officer training course delivered by the NSPCC).

The process of ensuring that other staff and volunteers understand their role and responsibility in respect of safeguarding will be managed through induction process and their line managers.

## 7. Disclosure and Barring Service Checks

The Trust recognises the importance of the safer recruitment process, vetting and checking of staff and trustees to meet our commitment to safeguarding children and vulnerable adults. However, we recognise that a DBS is only one tool to embed a culture of safeguarding.

We follow the Government guidance on regulated activity. Whilst no roles at the Trust meet the definition, we carry out checks on those Trust staff members, associates, volunteers, and Trustees whose roles involve:

- Regular visits to schools including EQA
- Communications activities which could include filming or interviewing children
- Staff who may have access to children or vulnerable adults personal data

For those staff, Trustees, Associates and Volunteers the Chief Executive will confirm need for an enhanced DBS check and the Director of Operations will manage the checking process. The Bikeability Trust will apply via [Cambridge Student Community Action](#).

For all other staff and Trustees, a basic DBS check can be obtained and will be agreed with the Chief Executive on appointment. These can be processed personally via [DBS Basic Check Service](#). The cost will be reimbursed via expenses.

All DBS checks will be renewed every three years.

Note: See links to definitions for England; [Regulated Activity with Adults](#) ; [Regulated Activity with Children in England](#)

## 8. Expectations for Bikeability Providers and Grant Recipients

As part of our approach to safeguarding, the Trust promotes a safeguarding culture at the heart of delivery. Therefore, we have built into our operational guidance for providers and grant recipients the following expectations:

- Establish good safeguarding policies and procedures that all staff and volunteers follow, which fit with the policies and procedures of your local authority safeguarding partner or safeguarding children or adults board. We recommend resources on children from [NSPCC](#) and adults from [Ann Craft Trust](#).
- Ensure policies are reviewed annually and kept up to date with safeguarding best practice. We recommend policies and procedures including but not limited to: Safeguarding children and adults at risk, managing allegations, whistleblowing, staff codes of conduct, safer recruitment, and data protection.
- Ensure policies and procedures detail when working in schools / education provision any allegations or disclosures will be managed via the school / education provision procedures. Instructors will need to know the school / education safeguarding lead on site during delivery and report any concerns to them, then follow up within 7 days to ensure action has been taken. Instructors also record the incident under their own policy and procedures and that they have followed up. If an allegation is received by an Instructor about a school / education staff member on site, then follow their provider procedures.
- Make sure all staff and volunteers receive regular training on child protection or working with adults at risk as part of induction with an annual knowledge refresher. The Trust recommends Local Area Safeguarding Partnership training and remote learning via NSPCC.
- Appoint a safeguarding lead to work to manage concerns, complaints, whistleblowing, and allegations relating to child protection or adults at risk effectively.
- Have clear policies on safer recruitment including when DBS checks are required, how you assess the level of check needed, how you handle the information and the process of checking and renewing.
- Training providers must comply with the DBS requirements set out by the Trust as outlined on our website here: [DBS Checks - For Training Providers | Bikeability](#)
- Ensure any allegation of Instructor conduct that may result in significant harm to a child or vulnerable adult is reported to agencies and regulator in full. This may include the Local Authority, DBS and Charity Commission. This should be detailed in your 'Managing Allegations about staff and volunteers' policy. Report to the Trust if there is likely media coverage or reputational risk arising from allegations that will detail involvement in the Bikeability program.

The Trust promotes these expectations through registration & renewals, delivery guidance, internal and external quality assurance (EQA) processes. The EQA team have specific guidance to use during meetings to check adherence to expectations and design recommendations on improvement action plans.

## 9. Bikeability Trust Safeguarding Procedures

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take

- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare.

We will seek to keep children and adults safe by:

- Valuing, listening to and respecting them
- Following appropriate staff recruitment practices
- Appointing a nominated safeguarding lead, a deputy, and a lead trustee/board member for safeguarding
- Adopting safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers
- Setting clear expectations for Bikeability providers and supporters on their role and responsibility in safeguarding children and vulnerable adults.
- Ensuring that safeguarding is a feature of our external quality assurance process
- Providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures, and behaviour codes confidently and competently
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made including DBS where required
- Recording, storing, and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the [Information Commissioner's Office](#)]
- Offering signposting to advice and guidance when it is appropriate to do so
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families, and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place

Our procedures are underpinned by these five principles drawn from safeguarding good practice:

1. All those working with children and vulnerable adults must promote their welfare, health, wellbeing, and development and take every reasonable precaution to protect them
2. We recognise that children, young people, and adults can be victims of emotional abuse, neglect, physical abuse, sexual abuse, and bullying.
3. When we receive information about potential harm to any child, young person or adult who comes into contact with the Trust we act on those concerns.

4. All employees and volunteers have a role to play in identifying concerns, sharing information, and taking prompt action.
5. Trust staff do not have a role in investigating concerns of harm, we act on concerns and pass to the relevant agencies (Police, Local Authority Social Care).

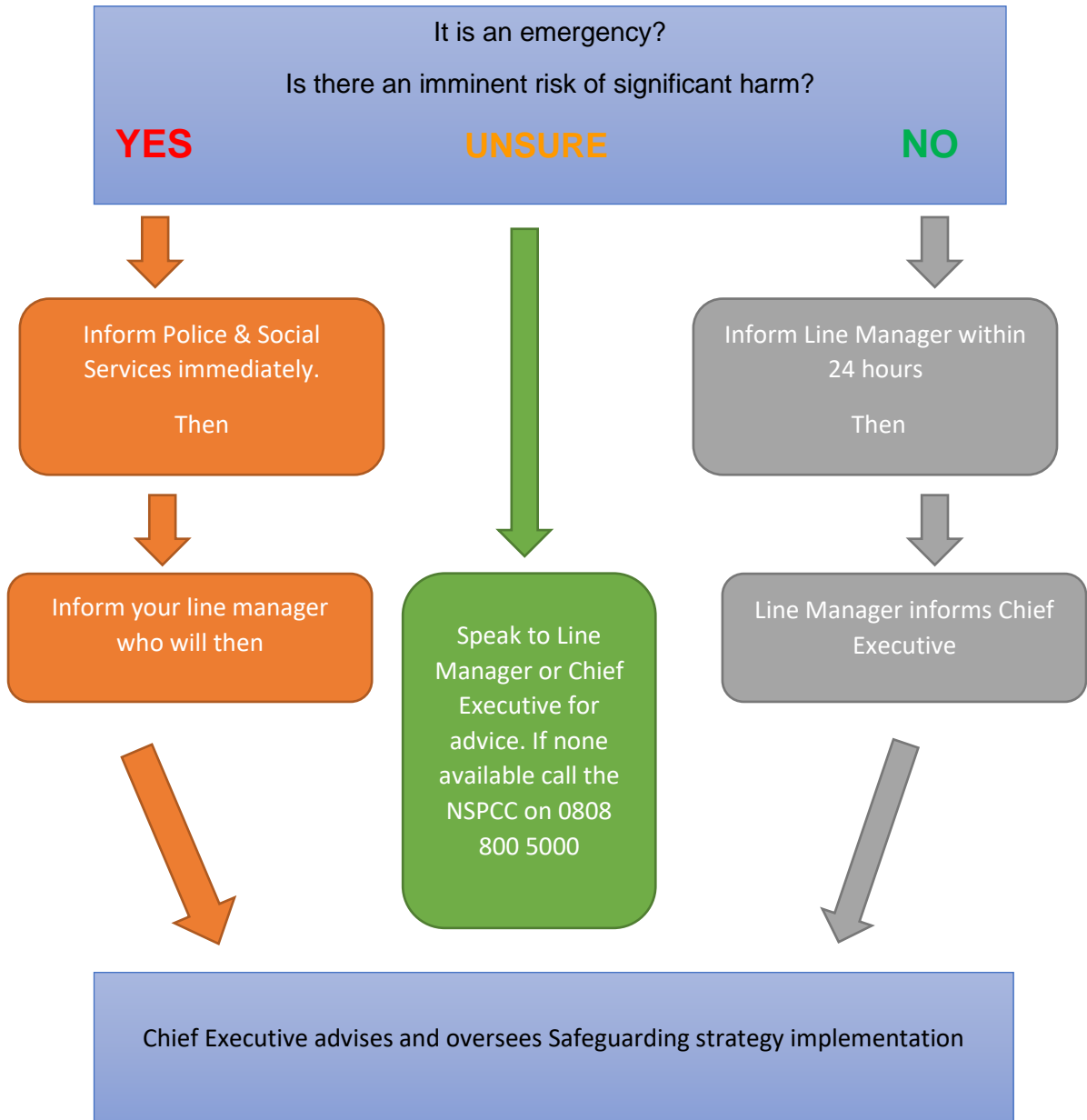
These procedures detail what to do if you are concerned about a child or a vulnerable adult. You may have received a direct or indirect disclosure of risk of harm, and it is vital we act on these concerns using the 4 R's method:

1. **Reassurance:** reassure the child / young person / adult that it was right that they disclosed the abuse.
2. **Respond:** tell them clearly what you are planning to do. For children: you do not need to seek consent to report and cannot assure confidentiality where a child is at risk. If the risk of harm is involving parents / carers, you should not discuss with them. With Vulnerable adults: seek consent from the person concerned. If you feel that they do not have capacity to consent, you can act without consent, but you must log your decision. Tell the person involved what you are going to do about the concern and note any views that they may have regarding how they wish the matter to be dealt with.
3. **Refer:** inform the Chief Executive of the situation (see flowchart)
4. **Record:** make detail notes of the abuse and the actions taken. Use the form detailed in the procedures.

NOTE: If someone is injured or at immediate risk, take immediate action. Seek help by dialling 999 for police or ambulance.

The Chief Executive will store securely any records of safeguarding disclosures and referrals, in line with our guidance on data protection and GDPR. The Chief Executive will ensure that referrals are received and take responsibility for any follow up actions agreed with referring agencies.

The flowchart details how the process for Trust staff who have a concern about an adult or child escalate their concern:



## Appendix One: Types of Harm: Children

The following definitions of child abuse recommended for registration are as stated in the joint government departments' document, 'Working Together to Safeguard Children' published in 2023.

**Abuse:** A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

**Child sexual exploitation:** Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) 230 Serious Violence Strategy 155 in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**Physical Abuse:** Physical abuse - A form of abuse which 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.

**Sexual Abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts, such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** 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 caregivers) • ensure access to appropriate medical care or treatment • provide suitable education It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

**Emotional Abuse:** The persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of



another person. It may include not giving the child opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 (including cyber 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

**Domestic abuse:** The Domestic Abuse Act 2021<sup>236</sup> introduced the first ever statutory definition of domestic abuse (section 1 of the Act). The statutory definition is clear that domestic abuse may be a single incident or a course of conduct which can encompass a wide range of abusive behaviours, including a) physical or sexual abuse; b) violent or threatening behaviour; c) controlling or coercive behaviour; d) economic abuse; and e) psychological, emotional, or other abuse. Under the statutory definition, both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected" (as defined in section 2 of the Domestic Abuse Act 2021). The definition ensures that different types of relationships are captured, including ex-partners and family members. All children can experience and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members, including where those being abusive do not live with the child. Experiencing domestic abuse can have a significant impact on children. Section 3 of the Domestic Abuse Act 2021 recognises the impact of domestic abuse on children (0 to 18), as victims in their own right, if they see, hear or experience the effects of abuse. Young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child abuse is sometimes referred to as teenage relationship abuse. Depending on the age of the young people, this may not be recognised in law under the statutory definition of domestic abuse (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support. <sup>234</sup> Serious Violence Strategy <sup>235</sup> Criminal exploitation of children and vulnerable adults: county lines guidance (Home Office) <sup>236</sup> Domestic Abuse Act 2021 <sup>157</sup> The 'Domestic Abuse Act 2021: statutory guidance' <sup>237</sup> provides further advice for frontline professionals who have responsibility for safeguarding and supporting victims of domestic abuse, including children. This guidance provides further information about the different forms of domestic abuse (including teenage relationship abuse and child to parent abuse) and the impact of domestic abuse on children.

### Types of Harm: Vulnerable Adults

The Care and support statutory guidance identifies ten types of abuse, these are:

1. **Physical abuse:** This includes hitting, slapping, pushing, kicking, restraint, and misuse of medication. It can also include inappropriate sanctions.
2. **Domestic violence or abuse:** This includes psychological, physical, sexual, financial, and emotional abuse perpetrated by anyone within a person's family. It also includes so-called "honour" based violence.

3. **Sexual abuse:** This includes 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
4. **Psychological abuse:** This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.
5. **Financial or material abuse:** This includes theft, fraud, internet scamming, and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance, or financial transactions. It can also include the misuse or misappropriation of property, possessions, or benefits.
6. **Modern slavery:** This encompasses slavery, human trafficking, forced labour, and domestic servitude.
7. **Discriminatory abuse:** Discrimination is abuse that centres on a difference or perceived difference, particularly with respect to race, gender, disability, or any of the protected characteristics of the Equality Act.
8. **Organisational abuse:** This includes neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home. Organisational abuse can range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes, and practices within an organisation.
9. **Neglect or acts of omission:** This includes ignoring medical or physical care needs and failing to provide access to appropriate health social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.
10. **Self-neglect:** This covers a wide range of behaviour, but it can be broadly defined as neglecting to care for one's personal hygiene, health, or surroundings. An example of self-neglect is behaviour such as hoarding.

There are four additional types of harm that are not included in The Care Act, but they are also relevant to safeguarding adults.

**Cyber Bullying:** Cyber bullying occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages. It can also involve using online forums with the intention of harming, damaging, humiliating, or isolating another person. It includes various types of bullying, including racist bullying, homophobic bullying, or bullying related to special education needs and disabilities. The main difference is that, instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

**Forced Marriage:** This is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties' consent to the assistance of a third party in identifying a spouse. The Anti-Social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

**Mate Crime:** A "mate crime" is when "vulnerable people are befriending by members of the community who go on to exploit and take advantage of them" (Safety Network Project, ARC). It may not be an illegal act, but it still has a negative effect on the individual. A mate



crime is carried out by someone the adult knows, and it often happens in private. In recent years there have been a number of Serious Care Reviews relating to people with a learning disability who were seriously harmed, or even murdered, by people who purported to be their friend.

**Radicalisation:** The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

**Safeguarding Recording Form: Bikeability Trust: CONFIDENTIAL**

Name (s) of Child/Young Person/Vulnerable Adult:

Address:

Date of Birth:

Name of Person Reporting Incident:

Date of incident:

Sequence of Events/Actual Words Used/Observations:

Action Taken (including person(s) contacted)

**Chief Executive Response:**

Advice given to reporting staff member:

Action taken (Referral / No action / Escalation):

Notes from agency strategy discussion:

Learnings and recommendations for Bikeability Trust:

Charity Commission Serious Incident (Yes / No)

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<b>Provenance</b>	<p><a href="#">Working together to safeguarding children 2023 Working together to safeguard children 2023: statutory guidance (publishing.service.gov.uk)</a></p> <p>Safeguarding and protecting people for charities and trustees <a href="#">Safeguarding and protecting people for charities and trustees - GOV.UK (www.gov.uk)</a></p> <p><a href="#">Care and support statutory guidance - GOV.UK (www.gov.uk)</a></p>