

## **Bikeability Scotland Guidelines for Child and Adult Protection**

This policy covers children (i.e. persons under 18 years of age<sup>1</sup>) and protected adults<sup>2</sup>.

Cycling Scotland co-ordinates Bikeability Scotland on behalf of the Bikeability Scotland Delivery Group (BSDG). Although Cycling Scotland is responsible for cascading the instructor training, the Bikeability Scotland training sessions themselves are delivered by schools and other organisations, mostly co-ordinated by local authorities. Therefore each organisation or local authority's child and adult protection policies and procedures will apply when delivering Bikeability Scotland training sessions; however this document sets out the BSDG's recommendations for guidelines and procedures which we would encourage these organisations to include and adopt.

### *Glossary of terms and acronyms used*

- *BSDG*  
Bikeability Scotland Delivery Group, consisting of representatives from Transport Scotland, Road Safety Scotland, Cycling Scotland, Sustrans Scotland, Scottish Cycling, CTC Scotland, Education Scotland and local authorities and road safety units.
- *DO*  
Delivery organisation, i.e. the school, youth group, local authority or other organisation delivering Bikeability Scotland training sessions.
- *Instructors*  
Anyone delivering cycle instruction during Bikeability Scotland training sessions, which will usually be people with either a Cycle Training Assistant or Cycle Trainer qualification.
- *Helpers*  
Anyone involved with helping to deliver Bikeability Scotland training sessions who isn't delivering cycle instruction, e.g. a volunteer helping with marshalling.
- *Trainees*  
The children or protected adults receiving Bikeability Scotland training.

### **Principles**

The guidelines in this document are based on the following principles, from the Children (Scotland) Act 1995:

- The welfare of trainees is the primary concern.

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<sup>1</sup> The definition of a child varies with different legislation, but Children 1<sup>st</sup> recommends that a child should be regarded as being a person under 18 years of age. A full explanation can be found here: <http://www.children1st.org.uk/what-we-do/our-services/search-our-services/safeguarding-in-sport/about-safeguarding-in-sport/frequently-asked-questions/general-faqs>

<sup>2</sup> The definition of a protected adult is detailed in Section 94 of the Protection of Vulnerable Groups (Scotland) Act 2007: <http://www.legislation.gov.uk/asp/2007/14/section/94>

- All trainees, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and sexual identity, have the right to protection from abuse.
- It is everyone's responsibility to report any concerns about abuse in line with their organisational policy, and the responsibility of statutory services to undertake any investigation.
- All incidents of alleged poor practice, misconduct and abuse should be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

### ***Responsibilities***

The BSDG will:

- Develop and promote recommended procedures for safeguarding the wellbeing of trainees, and review on a regular basis.
- Encourage DOs to adopt and abide by the guidelines and procedures detailed in this document.
- Monitor and review any incidents which occur, to identify whether any changes to the recommended guidelines and procedures are necessary.
- Ensure that training materials for instructors include signposting to places where further information and training in child and adult protection can be accessed.

The DO will:

- Safeguard trainees from harm and abuse.
- Ensure that all instructors and helpers adhere to the local child and adult protection policy and guidelines.
- Complete the appropriate risk assessments and child/adult protection policies for any Bikeability Scotland activities that they organise.
- Respond to any allegations of misconduct or abuse of trainees as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Recruit, train, support and supervise its instructors and helpers to adopt best practice to safeguard and protect trainees from abuse, and to minimise risk to themselves.

## **1. Recommended procedures for DO's to follow when recruiting instructors and helpers**

All reasonable steps should be taken to ensure unsuitable people are prevented from working with children and protected adults. Many instructors and helpers delivering Bikeability Scotland training sessions do so as part of their paid employment; for example, teachers, teaching assistants and other school/local authority staff who deliver cycle training to pupils in the course of their job. Instructors and helpers who fall into this category will already have undergone checks and training to ensure their suitability for working with children and/or protected adults. This section is therefore intended to provide recommendations for external instructors and helpers who are not being paid by the

organisation; for example, a parent/guardian who volunteers to deliver training in their child's school.

For all instructors and helpers; the BSDG recommends that the DO completes the following recruitment procedures:

- Advertising which includes information about the responsibilities of the role, any experience required, a statement about the DO's open and positive stance on child and adult protection and, where applicable, stating that membership of the PVG scheme is required for the post.
- An application process in which prospective applicants are sent the information listed above, as well as a candidate specification, an application form, and a self-declaration form for the purposes of collecting information about any history of offending.
- The BSDG recommends that the DO seeks references for instructors and helpers.

### ***Background checks***

The BSDG recommends that everyone in the following roles, or undertaking the following duties, should join the Protecting Vulnerable Groups (PVG) Scheme:

- All instructors delivering training to children and/or protected adults, including those expecting to deliver training intermittently and/or on rotation.
- All instructor mentors working with instructors (as they will still be working in venues where they will come into contact with children and/or protected adults).
- Any other helpers; i.e. anyone else asked in advance to assist with delivering the training sessions to children and/or protected adults, whose duties could be considered as giving care or instruction. This will include, but not be limited to:
  - marshalling
  - assisting trainees to get their bikes and helmets ready
  - group management
  - directing and/or transporting participants to a location
  - assisting with any classroom-based/indoor activities.

The BSDG anticipates that the only exception to this recommendation to join the PVG scheme is when someone is called on to assist with a training session with little or no prior notice and on a one-off basis only; for example if a helper is unable to attend a session and a volunteer is called on to help at the last minute to avoid having to cancel the session. However, if it was subsequently decided that this helper would also help out with future training sessions, they would be required to join the PVG scheme.

It is recommended that organisations await the return of the PVG Scheme Record before appointing someone to the role of instructor or helper.

Having a criminal record will not necessarily prevent individuals from becoming instructors or helpers. The DO should determine their suitability for the role by considering any vetting information disclosed on an individual's PVG Scheme Record, and consulting its Recruitment of Ex-Offenders Policy. If an individual's application is rejected on the basis of information disclosed on their PVG Scheme Record, the individual should be given the right of appeal, as

set out in the DO's local policies and guidelines, and informed of the procedure for doing this.

### ***Appointment process***

- It is recommended that new instructors and helpers are asked to sign a volunteer agreement which sets out details of the role and any special requirements and obligations, e.g. agreement to the policies and procedures of the organisation, and responsibilities of the role.
- New instructors and helpers should go through an induction process, which should include:
  - clarification of, and signing up to, the DO's child/adult protection policy and procedures, and the organisation's code of conduct
  - informing the instructor/helper of the named Child/Adult Protection Officer at the DO, who can be contacted with any queries or concerns relating to a trainee's welfare
  - clarification of the expectations, roles and responsibilities of the position.

### ***Training and monitoring***

Cycling Scotland training materials for Bikeability Scotland instructors will signpost instructors to sources of further information and training about child and adult protection. All instructors are encouraged to access this information and training. DOs are also encouraged to signpost helpers to this information and training.

- It is recommended that all instructors and helpers have regular review meetings so that any issues can be identified and addressed.
- DOs should ensure that they have disciplinary, complaints and appeals procedures, and that instructors and helpers are told how to use these procedures.
- DOs should have policies on bullying and health and safety, and make copies available for instructors and helpers.

## **2. Good practice guidelines for instructors and helpers**

These guidelines detail the types of practice that the BSDG encourages all instructors and helpers to follow when in contact with children and protected adults. Instructors and helpers should remember that abuse takes many forms:

- emotional abuse
- neglect
- physical abuse
- sexual abuse
- bullying (including physical bullying, verbal bullying, teasing, harassment and negative discrimination)

Instructors and helpers should observe any policies and procedures laid down by the DO, and ensure that their personal behaviour is beyond reproach and unambiguous. The BSDG recommends that the following good practice guidelines are observed when in contact with children and protected adults.

### ***Guidelines for instructors and helpers:***

- Make cycling fun and enjoyable.
- Act as a positive role model (e.g. no smoking or drinking alcohol while working with trainees).
- Put the trainee's welfare before personal achievement.
- Maintain a safe and appropriate relationship with trainees.
- Ensure that all training is carried out in a safe and open environment.
- Treat all trainees equally.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Return any trainee, who cannot be controlled, to the care of the teacher/parent/other appropriate person.
- Hand over care of the trainees to an appropriate person at the end of a training session; do not leave them alone.
- Take care that the training session is not too long or strenuous, and be watchful for any symptoms of illness or distress.
- Advise trainees that they should immediately report any incidents which occur during training.
- Ensure trainees are dressed appropriately for the activity.
- Follow your DO's guidelines on pre-session preparation, e.g. getting consent forms and emergency contact details. Cycling Scotland has template forms available for this.

### ***Practice to be avoided***

- Avoid private or unobserved situations and encourage an open environment for activities.
- Avoid carrying out any one-to-one training.
- Avoid having 'favourites'.
- Refrain from touching the trainee unnecessarily; always explain and ask if there is any need to touch.
- Avoid, where possible, doing things of a personal nature for trainees that they can do for themselves.

### ***Practice never to be sanctioned***

- Never use inappropriate language or form inappropriate relationships with trainees.
- Do not keep trainees out if they are obviously suffering by being too wet, cold, hot, tired, thirsty or hungry.
- Under no circumstances hit or strike a trainee, or reduce them to tears.
- Never take photographs of trainees without the express consent of both the trainee and their parent/guardian.

## **3. Procedures for instructors and helpers to follow**

### ***Information about trainees in publications and on the internet, and storage of data***

Instructors and helpers wishing to put any photos, videos or information about trainees on the internet (including social media) or in publications should observe their DO's policy on this. It is recommended that the following guidelines are included in the policy:

- Before publishing any information about a trainee, written consent must be obtained from a parent/guardian. If the material is changed from the time of consent, the parent/guardian must be informed and consent provided for the changes.
- Publications or information on the internet must never include personal information that could identify a trainee, e.g. address, e-mail address, or phone number. If crediting individual trainees in photos/articles, only their first name should be given.
- Any data about trainees must be stored securely in line with the requirements of the Data Protection Act 1998.

### ***First aid and treatment of injuries***

If a trainee requires first aid or any form of medical attention whilst in the care of an instructor or helper, the following good practice should be followed:

- Before the training session commences, follow the DO's preparation procedures, which may include taking contact information, information about pre-existing medical conditions, a charged mobile phone, etc.
- Ideally those with a current, recognised first aid qualification should respond to any injuries; however instructors and helpers should exercise their discretion and treat injuries where there is an urgent need, and where they feel they are capable of doing so. Seek assistance from a medical professional when needed.
- The trainee's parent/guardian must be informed of any injury and any action taken as soon as reasonably possible. Where possible, any course of action should be discussed and agreed with both the trainee and their parent/guardian before any action is taken.
- The DO's reporting process should be followed, which may include the completion of an accident form.

### ***Reporting incidents***

If instructors or helpers have concerns about an incident that involves a trainee, they should report their concerns to the appropriate person at the DO as soon as possible, and follow the DO's procedures.

Instructors and helpers should report and record if the following occur:

- any issues requiring medical/first aid attention
- if they accidentally hurt a trainee
- if a trainee seems distressed in any manner
- if a trainee misunderstands or misinterprets something they have said or done
- any 'near-miss' incidents.

### ***Responding to disclosure by a trainee***

If a trainee discloses an allegation of abuse, instructors/helpers should following their DO's procedures on how to respond to disclosures. The following points provide good practice guidance to follow:

- Do not interrupt the trainee; listen carefully to what they have to say.
- Information disclosed must be kept confidential, but you should *not* promise that it will remain secret. Find an early opportunity to explain that the information may have to be shared with other appropriate parties, but that it will be dealt with in a confidential manner.

- Ask questions for clarification only and remember that it is not your duty to investigate the issue, only to establish the facts. Ensure that any questions you ask are not leading questions that suggest a particular answer.
- Be sure to tell the trainee what you will do next and with whom you will share the information.
- It might be useful to make written notes immediately after a disclosure.
- Report the disclosure as soon as reasonably possible to the named Child/Adult Protection Officer, or to another appropriate member of staff within the DO, such as the head teacher of the school.

### ***Managing allegations of abuse against instructors and helpers***

The DO will follow their procedures in the event of an allegation of abuse against an instructor or helper, which may include a referral to statutory services where appropriate.

The instructor or helper should be told that an allegation of abuse has been made against them. It is essential to ensure that the trainee is protected and that any evidence is preserved for an investigation, while at the same time safeguarding the rights of the instructor or helper. It may be decided that the instructor or helper should be suspended while an investigation is carried out. The instructor or helper involved may wish to seek legal advice.

If an allegation is upheld, in addition to any proceedings which may be brought by external agencies such as the police, the DO will also take the appropriate action which may include disciplinary proceedings and dismissal from the role.

DOs are requested to inform Cycling Scotland or the BSDG of any allegations of abuse that are upheld, and any allegations that are not upheld where wider learning or training may be needed. The BSDG will then consider whether there are any measures that may help prevent future recurrences of the incident, and will update guidance provided to DOs accordingly.

Where, after investigation, the allegation is found to be false or malicious, the instructor or helper should be given an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter.

### *Sources*

Department for Transport's Bikeability 'Child Protection Policy'

[http://bikeability.dft.gov.uk/wp-content/uploads/Child\\_Protection\\_Policy\\_Organisations\\_Guidance.pdf](http://bikeability.dft.gov.uk/wp-content/uploads/Child_Protection_Policy_Organisations_Guidance.pdf)

Scottish Cycling's 'Child and Vulnerable Adult Child Protection Policy'

[http://www.britishcycling.org.uk/zuvvi/media/articles/scottish\\_cycling/20100414-scottish-cycling-Child-Protection-Policy.DOC](http://www.britishcycling.org.uk/zuvvi/media/articles/scottish_cycling/20100414-scottish-cycling-Child-Protection-Policy.DOC)

Children 1<sup>st</sup>'s '10 Steps to Safeguard Children In Sport'

[http://www.children1st.org.uk/media/117798/10\\_steps\\_to\\_safeguard\\_children\\_in\\_sport\\_2013.pdf](http://www.children1st.org.uk/media/117798/10_steps_to_safeguard_children_in_sport_2013.pdf)