



Safeguarding Policy

Cycle With Tom has a duty of care to safeguard all children and vulnerable adults involved in any activities. All people have a right to safeguarding protection and the needs of disabled and vulnerable people must be taken into account.

Cycle With Tom will follow good practice procedures and ensure training in adult and child safeguarding is up to date. Other relevant training will also be up to date - cycle instructor, first aid - as well as appropriate insurance. Details of these and DBS certification are available via the website and on request.

All safeguarding disclosures will be logged and shared with the appropriate bodies.

Cycle With Tom will report allegations of significant harm by an instructor towards a child or vulnerable adult to the Bikeability Trust and the Grant recipient within 72 hrs of learning about the allegation.

Good Practice

- Work in open environments avoiding private or unobserved situations
- Treat all with respect and dignity
- Always put welfare of learners first
- Maintain appropriate distance from learners
- Build balanced relationships based on mutual trust and empower learners in decision making
- Make learning fun, enjoyable and promote participation
- Ensure any manual / physical support is provided openly and according to guidelines
- Insurance and training should be kept up to date
- Responsible adults and carers should be involved and in attendance unless agreed and consent sought to given first aid / emergency treatment if required
- Giving enthusiastic and constructive feedback, avoiding negative criticism
- Recognising coaching needs in line with development, capacity and capability
- Incidents written up, logged and reported
- Record any allegations using the exact words to describe events

Practices to be avoided

- Spending time alone, with learners away from others
- Allow or engage in rough or sexually provocative games including horseplay
- Allow or engage in any form of inappropriate touching
- Allow or engage in inappropriate language
- Allow or engage in sexually suggestive comments
- Allow or engage in behaviour that reduces learner to tears
- Do things of a personal nature that individual is able to do themselves
- Invite or engage in inappropriate meetings outside of the planned sessions
- Allow allegations made by learner to go unreported or unrecorded
- Use of video / photography with expressed permission of individual and or responsible adult

Incidents to be recorded and reported

- Accidental injuries
- Learner is distressed
- Learner appears to be sexually aroused by actions
- Learner appears to misunderstand or misinterprets comments or actions
- Learner discloses potential abuse



Disclosure of potential abuse

All disclosures will be treated with seriousness, the individual will be listened to fully and the details will be recorded as soon as possible using their own words. These will then be reported to a responsible adult (if person is vulnerable or a child) and to the local safeguarding authority.

These will be reported via 999 immediately if immediate danger suspected or via Manchester City Council Safeguarding on 0161 234 5001 as soon as possible after the disclosure.

Person Affected	
Age	
Contact Details	
Emergency Contact	

Incident Details	
Date	Time
What happened	
Names of others involved	
Injuries and to whom	
Damage to property	
What would individual want to happen	
Actions taken	
Advice given	
Emergency contact informed	

Third Parties Involved	1	2	3
Name			
How			
Contact details			