

Safeguarding Children, Young People and Vulnerable Adults

As part of The Be Confident Commitment all employees and those employed on a freelance basis will ensure that those who take part in cycling training do so in a safe and enjoyable environment:

- Be Confident is committed to informing people who will be working with children and vulnerable adults of the codes of behaviour they must follow and supporting them to do so.

All employees and those employed on a freelance basis by Be Confident must follow these guidelines when delivering cycling services or events organised by Be Confident:

- This guide sets out the procedures you need to follow when safeguarding children, young people, and vulnerable adults and what you need to do if you have any concerns.

All those employed on a freelance basis by Be Confident as a cycling instructor, mechanic or ride leader must:

- Have an Enhanced DBS check within the last three years
- As a minimum, have completed the Safeguarding Children and Vulnerable Adults module of the National Standard Instructor course or the Educare Child Protection in Sport and Active Leisure course
- Have Emergency First Aid at Work, Level 2 (Course leaders)

The information contained in the Equality in Cycle Training and Safeguarding Children, Young People and Vulnerable Adults policy is for the guidance of cycle instructors, mechanics and ride leaders who, although working with children, will only be in contact with them for relatively short periods over a brief time scale. It follows the best practice advice issued by:

- British Cycling - Policy and Procedures for the Protection of Children and Vulnerable Adults – <https://www.britishcycling.org.uk/safeguarding> -
- The Department of Transport – Delivering Inclusive Cycle Training: A Good Practice Guide for Disability Cycle Training - <https://www.bikeability.org.uk/wp-content/uploads/2022/02/Delivering-Inclusive-Cycle-Training-A-Good-Practice-Guide-for-Disability-Cycle-Training.pdf>
- Safeguarding and Protecting Children: a guide for sportspeople published by Sports Coach UK - Not available online but a copy is kept at the Cycle Confident office

- Department for Education – Keeping children safe in education – https://assets.publishing.service.gov.uk/media/6a4cf903b7203c4c023fd2f3/Keeping_children_safe_in_education_2026_.pdf

Instructor Responsibilities

There are three main areas of responsibility for Be Confident instructors to adhere to, to help protect their trainees and themselves. As an instructor you are responsible for:

1. Protecting your trainees from abuse
2. Protecting yourself from being accused of abuse.
3. Reporting abuse and risk of harm

1. Protecting Trainees from Abuse

To ensure children and vulnerable adults are safeguarded, instructors should:

- Respect all individuals irrespective of age, ability, sex and sexual orientation, development stage, religion, race or colour.
- Ensure that young people can participate without fear of harassment, intimidation, bullying and abuse.
- Treat everyone fairly, giving similar attention to those with more and less ability.
- Put the child's welfare before personal achievement.
- Ensure that all training is carried out in a safe environment.
- Hand over care of the child to an appropriate person at the end of a training session. Never leave them alone.
- Take care that the training session is not too long or strenuous.
- Try to ensure children are dressed appropriately for the activity.
- Not keep them out if they are obviously suffering by being too wet, cold, hot, tired, thirsty, or hungry
- Be watchful of any symptoms of illness or distress.

2. Protecting Instructors from Allegations of Abuse

By following the principles below, you will not only protect your trainees from abuse but will also protect yourself from the risk of being accused of abuse.

- Never take photographs or video footage of children, young people, or vulnerable adult without the express consent of their parent or guardian
- Report any injury suffered by a child to the school, parent or course organiser.
- Complete an incident report form recording any injury suffered by a child, young person, or vulnerable adult.
- Do not leave a child, young person, or vulnerable adult in a situation that you cannot control or where another can abuse them.
- Always encourage and do not shout. Encouragement will produce better results whilst shouting can be classed as abuse.

- Never reduce a child, young person, or vulnerable adult to tears.
- Never use inappropriate language or sexual references
- Under no circumstances hit or strike a child, young person, or vulnerable adult.
- Return any child who cannot be controlled to the care of the teacher or parent.
- Ensure those responsible for the young person or vulnerable adult understand if individual training is to be carried out on a one to one basis, they are welcome to be present if they wish. One to one training must not take place in a secluded area.
- Avoid being alone with a child, young person, or vulnerable adult.
- Act as an excellent role model (no smoking, including e-cigarettes, or drinking alcohol while working with children, young people, and vulnerable adults)
- Maintain a safe and appropriate relationship with trainees.
- Any relationship must be built on trust.
- Demonstrate proper personal behaviour and conduct at all times.
- Refrain from touching trainees unnecessarily, always explain and ask if there is any need to touch.

3. Reporting Abuse and Risk of Harm

It is the responsibility of all instructors to report abuse, whether this is a warning sign you've noticed or a disclosure. Remember that abuse takes many forms:

- *Neglect* – inadequate shelter; inappropriate equipment/clothing; leaving child, young person or vulnerable adult unsupervised; failure to provide appropriate medical care.
- *Physical* – Striking or hitting; physical bullying.
- *Sexual* – Touching; sexually explicit language/images
- *Emotional* - Exerting too much pressure to achieve; humiliation; fear; sarcasm.
- *Bullying and Harassment* – physical assaults; name calling; threats and gestures; stealing or hiding personal items; being ignored or excluded.
- *Potential Radicalisation* – *personal or identity crisis, being influenced by a group, obsessive desire to change or 'something to be done', sharing extreme views.*

If you need to report abuse or risk of harm, you should follow the guidelines below:

- If you feel a child or vulnerable adult is in imminent danger, contact the police immediately.
- In other cases, contact:
 - Be Confident's nominated safeguarding person; or
 - The nominated safeguarding person at the school or site where cycling activities are taking place.
- If you feel that nothing is being done or the situation is unchanged, contact the NSPCC (www.nspcc.org.uk; 0800 800 5000)
- For reports about potential radicalization, Be Confident will coordinate the referral to the Prevent program. This could be a joint submission with the school to the local authority or a direct submission to the police.

When reporting abuse, you must always:

- Explain, if any child confides that they have been abused, that you will have to report it further.
- Report to the head teacher or any person responsible for the course any incident of abuse confided to them by a child.
- Report any witnessed incident of abuse to the head teacher or person responsible for the course.

Lone Instructor Working

As per the Bikeability Trust's Additional Guidance:

- There are no specific rules or legislation that prevent a lone instructor from taking a group of children off school grounds with no other adult supervision.
- It is not an ideal scenario, and not generally recommended, where an alternative scenario can be undertaken (see Supervising Children's Sporting Activities (thecpsu.org.uk)).

- It is best practice to have at least two adults present when working with children and young people, although sometimes it may be appropriate or necessary for an adult to have one to one contact with a child or supervise a small group of children on their own.
- In regard to safeguarding, it is best practice to follow the 'Rule of Two', which is stated to be the preferred standard for abuse prevention, in general, the two adult rule simply states that no fewer than two adults and two children must be present at all times in professional settings.
- When a lone adult does take a group of children for a Bikeability session, the risks need to be stated in the risk benefit assessment and risks mitigated against.
- Within Bike Right and Cycle Confident, this could potentially occur for an off road, playground session, in the grounds of the school, and in those circumstances, every effort should still be made to request a member of school staff to also attend (i.e., a Teaching Assistant).

Toilet Breaks

(Referencing the Bikeability Trust Model Safeguarding Policy, Cycle Training Delivery Guide, UK Coaching Code of Practice, and British Cycling Code of Practice)

The Be Confident Group Bikeability instructors have a duty to ensure that all children are kept safe, treated with dignity, and supported appropriately during training. The following is guidance for when a child requires an unscheduled break.

Toilets within the school or training venue

Instructors should:

- Let the child go alone where suitable.
- Make sure they know the route and it's safe.
- Notice and record any unusual or repeated requests.

If a child needs escorting or only one instructor is present:

- Stay outside in a visible area.
- Do not enter cubicles or enclosed spaces.

These expectations align with the Bikeability Delivery Guide's emphasis on safe group management and risk control.

Toilets off-site or in public areas

We would advise instructors to return to school when possible, for children to use school facilities, if this is not possible instructors must carry out a risk assessment check and follow the above guidelines. If alone, pause the session and ensure the group remains in sight of the toilet until the child returns.

Children Requiring Additional Support

This is the responsibility of the child's 1:1 support or school staff; if unsure, consult the class teacher. This reflects Bikeability's inclusive delivery principles and safeguarding responsibilities, and aligns with:

- **UK Coaching Code of Practice** — respecting rights, dignity, and welfare
- **British Cycling Code of Practice** — appropriate physical contact and care

Professional Conduct

Instructors must:

- Maintain appropriate boundaries. *(UK Coaching Code of Practice)*
- Avoid one-to-one isolation. *(Bikeability Safeguarding Policy)*
- Not use mobile phones during supervision.
- Follow safer-recruitment standards (DBS, training, conduct).
- Uphold the standards set out in the UK Coaching and British Cycling Codes of Practice.

Recording & Reporting

Instructors must record and report:

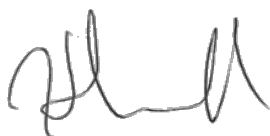
- Repeated toilet requests
- Distress or unusual behaviour
- Disclosures or safeguarding concerns

Concerns must be passed to the DSL as soon as possible, following organisational procedures. *(Bikeability Safeguarding Policy — reporting and escalation)*

References include:

Bikeability Trust Model Safeguarding Policy; Bikeability Delivery Guide; UK Coaching Code of Practice for Sports Coaches; British Cycling Code of Practice for Coaches

Policy signed:



David Showell
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1st September 2026