

**CYCLING IRELAND**

**Code of Practice and  
Safeguarding Procedures for  
Young and Vulnerable Cyclists**

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This Code should be read in conjunction with the Irish Sports Council/Sports Council Northern Ireland Code of Ethics and Good Practice for Children's Sport (2005 version).

## Contacts

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Leinster	TBC	Safeguarding/Child Protection Officer	
Munster	TBC	Safeguarding/Child Protection Officer	
Ulster	Patrick McAleavey	McAleavey - Lead Safeguarding Officer	028 38832565 patrick@paddy55.fsnet.co.uk

# Policy Statement

Cycling Ireland is committed to safeguarding the well being of its members. Every member of Cycling Ireland should, at all times, show respect and understanding for members' rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and guidelines contained in this Code and the Code of Ethics and Good Practice for Children's Sport as issued jointly by the Irish Sports Council and the Sports Council Northern Ireland.

Cycling Ireland's first priority is the welfare of young people and vulnerable adults and we are committed to providing an environment which allows participants to perform to the best of their ability free from bullying and intimidation.

We shall take all practicable steps to protect them from discernable forms of abuse, from harm, discrimination or degrading treatment and shall respect their rights, wishes and feelings.

The environment will be one that is safe and has the welfare of participants at the forefront.

Cycling Ireland recognises that it has a duty of care, to protect all young people (and vulnerable adults) and safeguard their welfare, irrespective of age, disability, gender, racial origin, religious belief and sexual identity.

This Code provides principles and guidelines to be adopted when dealing with young people and vulnerable adults.

# Glossary of Terms and Abbreviations Use in this Document

All policies and procedures described refer to vulnerable adults as well as children insofar as this is possible. The following terms and abbreviations are used in this document:

## **Cycling And Cyclist :**

Refers to cycling activity at all levels, including leisure and competitive activities, and to all cycling disciplines: BMX, Cyclo-Cross, Mountain Biking (Cross Country and Downhill), Road Racing, Time Trials, Track Cycling etc.

## **Child:**

Anyone under the age of 18 is considered to be a child/young person.

All policies and procedures described refer to vulnerable adults as well as children insofar as this is possible.

## **Lead Children's/Safeguarding Officer:**

Lead Safeguarding Officer for Cycling Ireland or the nominated deputy/deputies.

## **Children's/Safeguarding Officer:**

Children's/Safeguarding Officers are appointed within clubs/organisations to act as a resource for children and to represent them at committee level.

## **Designated Person:**

A person responsible for reporting allegations/suspensions of child abuse to the Statutory Authorities. This person will also be responsible for dealing with any concerns about the protection of young people. Where there is no named Designated Person the Children's/Safeguarding Officer fulfils this role.

## **Parent:**

The term parent is used as a generic term to represent parents, carers and guardians.

## **Safeguarding:**

This term emphasises the proactive approach of Cycling Ireland in relation to child protection in that by putting policies and procedures in place and outlining good practice we will protect our young participants, vulnerable adults and our members.

## **Statutory Authorities:**

Statutory Authorities who promote the welfare and protection of children and young people and who have a legal responsibility for the investigation and/or validation of suspected child abuse, i.e. in the Republic of Ireland it is An Garda Síochána and the Health Service Executive and in Northern Ireland it is the Police Service of Northern Ireland (PSNI) and the Social Services.

## **PSNI:**

Police Service Northern Ireland.

## **Garda (Garda Síochána):**

The police service in the Republic of Ireland.

## **ANI:**

AccessNI the vetting service in Northern Ireland.

## **Affiliated Club:**

All cycling clubs in Ireland which are affiliated through membership of Cycling Ireland. All Affiliated clubs are bound by Cycling Ireland's Code of Practice and Safeguarding for Young and Vulnerable Cyclists ("The Code").

## **Youth:**

Those aged 16 and under.

## **Junior:**

Those aged 17 - 18.

## **Vulnerable Adult:**

A vulnerable adult is someone who is aged 18 years or over who:

'is or may be in need of community care services by reason of mental health or other disability, age or illness' and 'is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

A vulnerable adult may be a person who:

- Is elderly or frail;
- Has learning disabilities;
- Suffers from mental illness (e.g. dementia, personality disorder);
- Has a physical disability;
- Is a substance misuser;
- Is homeless;
- Is in an abusive relationship.

(It should be noted that disability or age alone does not signify that an adult is vulnerable.)



# Core Values in Cycling for Young People and Vulnerable Adults

The work of Cycling Ireland is based on the following principles that will guide the development of cycling for young people. Young people's experience of cycling should be guided by what is best for the young person and their personal, physical and social development.

The stages of development and the ability of the young person should guide the types of activity provided. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal.

## 1. Integrity in relationships

Adults interacting with young people in cycling activities should do so with integrity and respect for the child. There is a danger that all sporting contexts can be used to exploit or undermine children.

All adult actions in cycling should be guided by what is best for the child and in the context of quality open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within cycling.



## 2. Quality atmosphere and ethos

Cycling for young people should be conducted in a safe, positive and encouraging atmosphere.

Cycling Ireland believes that a child-centred ethos should be adopted by all those involved in the promotion and development of youth activities.

## 3. Equality

All children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Children with disability should be involved in cycling activities in an integrated way, thus allowing them participation opportunities to develop their potential alongside other children.

## 4. Fair Play

Fair play is the guiding principle of the Code of Practice and Safeguarding for Young and Vulnerable Cyclists ("The Code").

All children's cycling should be conducted in an atmosphere of fair play. Fair play incorporates the concepts of friendship, respect for others and always taking part with the right spirit. Fair play is a way of thinking, not just a way of behaving.

## 5. Competition

A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. However, competitive demands placed on children can result in excessive levels of pressure on them. This can contribute to a high level of drop out from the sport. Leaders should aim to put the welfare of the child first and competitive standards second. A child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place.

This Code of Practice will, insofar as is possible, have equal application to vulnerable adults.



## A Multi-Disciplinary Approach

Cycling Ireland firmly believes that our young cyclists should be encouraged not only to participate in the different cycling disciplines such as road, track and off road but also in other sports.

By doing so they will:

- learn transferable skills;
- have a healthier lifestyle;
- learn about proper diet, training, and general fitness;
- be more motivated;
- learn self discipline;
- learn to work as part of a team;
- be encouraged to remain within the sport.

No-one under the age of 18 should be forced to commit solely to any discipline unless it is on the understanding that:

- It is for an agreed period of time in order to qualify for a major event which the young cyclist himself wishes to target;
- It is with the full agreement of the rider following consultation with the rider and his parents/guardians and the reasons for the commitment fully out-lined.

Cycling Ireland will endeavour to fulfil its commitments to Young People and Vulnerable Adults by:

- Recognising that all young people have the right to be protected from harm;
- Ensuring that our coaches and volunteers are carefully recruited and selected and that they accept responsibility for ensuring the wellbeing of those in their care;
- Responding swiftly and appropriately to protect the welfare of those who participate in our sport and activities;
- Providing parents/guardians and children with the opportunity to voice any concerns they may have;
- Appointing Children's Officers in each of our Clubs where young people are involved;
- Appointing Children's Officers at Provincial and National level to oversee the implementation of good child protection and welfare practices within Cycling Ireland;
- Ensuring that all allegations of abuse of young people are confidentially dealt with in accordance Cycling Ireland's Guidelines for Dealing with Allegations of Abuse and with statutory guidelines and relevant legislation;
- Reviewing the effectiveness of our Child Protection procedures and policies on an ongoing basis;
- Ensuring that members, coaches, team mentors, administrators, parents/guardians sign up to and adhere to our Code of Conduct.



# Code of Behaviour for Young/Vulnerable Cyclists

Cycling Ireland wishes to provide the best possible environment for young people involved in the sport of cycling. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and cycling leaders with fairness and respect.

## Young Cyclists are entitled to:

- Be safe and to feel safe;
- Be listened to;
- Be believed;
- Be treated with dignity, sensitivity and respect;
- Have a voice in the club / organisation;
- Participate on an equal basis;
- Have fun and enjoy sport;
- Experience competition at a level at which they feel comfortable;
- Make complaints and have them dealt with;
- Get help against bullies;
- Say No;
- To protect their own bodies;
- Confidentiality.

## Young Cyclists should always:

- Treat cycling leaders with respect e.g. commissaires, marshals, coaches, managers, selectors, club officials mentors, Youth Leaders etc.);
- Cycle fairly at all times;
- Respect team members even when things go wrong;
- Respect opponents and be gracious in defeat;
- Abide by the rules set down by Team Managers, Club Officials when travelling to events;
- Behave in a manner that avoids bringing cycling into disrepute;
- Talk to a Children's Officer if they have any problems;
- Obey the rules of the road.

## Young Cyclists should never:

- Cheat;
- Use violence or physical contact;
- Shout or argue with officials, team mates, opponents, commissaires, marshals etc.;
- Harm team members, opponents or their property;
- Bully or use bullying tactics to isolate another cyclist;
- Use unfair or bullying tactics to gain advantage;
- Keep secrets, especially if they have been caused harm;
- Tell lies about adults / young people;
- Spread rumours;
- Play or train if they feel unwell or are injured.



# Cycling Ireland Leaders

All Coaches, Mentors and Leaders etc. (referred to hereafter as Leaders) should ensure that young people benefit significantly from participation in cycling by providing a positive and encouraging ethos for all. In developing the skills levels of participants leaders should always encourage fun and enjoyment. Leaders should remember that they are role models for the young people in their care.

## Code of Behaviour for Cycling Ireland Officials involved with Young People and Vulnerable Adults

This Code of Behaviour complements the Code of Ethics and Good Practice for Children's Sport and addresses the appropriate levels of behaviour, practice and conduct required from officials, coaches, leaders and mentors.

Cycling Ireland recognises the key role Leaders (coaches, selectors, team managers, etc.) play in the lives of children in sport. All Leaders, managers and coaches should have as their first priority the children's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in this Code.

Leaders should be appropriately qualified and up to date with coaching methods. All leaders must agree to undergo a vetting check through the relevant authorities.

## Creating a Positive Atmosphere

### Leaders must:

- Never use physical punishment;
- Abide by this Code of Practice;
- Avoid conflicts of interest, e.g., where a Leader is both a coach and selector, any such conflicts must be made known to Cycling Ireland;
- Have children's safety and enjoyment as their number one priority;
- Remember that skills and personal development rank above winning;
- Strive to create a positive environment for children in their care and ensure that positive and healthy experiences are provided;
- Respect the rights, dignity and worth of every child and must treat everyone equally, regardless of sex, ethnic origin, religion or ability;
- Understand the developmental needs of young people and make them aware that their participation is valued. Learning appropriate skills is important and should take precedence over too much training and competition;
- Be generous with praise and never ridicule or shout at young riders for making mistakes or not winning an event. We all learn by making mistakes so improvement in skills should be praised and a rider's efforts treated with respect;
- Give equal time and attention to all participants and avoid singling out any one participant for special attention or praise;

- Act quickly and appropriately if any form of bullying is identified whether from other riders, leaders, competitors or parents/guardians;
- Act within the rules of the sport and ensure that participants understand the rules.

## Setting Good Example

### Leaders should:

- Act as role models. They must promote the positive aspects of cycling and maintain the highest standards of personal conduct;
- Avoid smoking when working with young people and do not take alcohol or non-prescribed drugs before or during sessions. Avoid consuming alcohol in view of young people;
- Treat other officials with respect and encourage young riders to do likewise and accept decisions made by officials in a sporting manner;
- Ensure that their language and gestures are appropriate avoiding foul, racist, sectarian remarks or signs;
- Promote a sense of fair play and appreciation/respect for the skills of other riders;
- Involve parents/guardians in the activities and keep them informed of what is going on;
- Act in a professional manner;
- If participants are of mixed gender ensure that there are leaders of both sexes present at sessions where possible.





## Best Practice Guidelines for Leaders

- Ensure that participants are suitably and safely attired for sessions and insist on the use of safety helmets for all activities;
- Keep a record of attendance at sessions;
- Clearly state the start and end times of each session;
- Adhere to a ratio of 1 leader to 6 children (always have a minimum of two adults to each group and where there are mixed groups there should be leaders from both genders). Avoid being alone with a child;
- For away/overnight trips inform parents/guardians of the trip details, obtain consent forms, have contact details, apply sensible rooming arrangements (adults not to share with children), appoint a Camp Director, all socialisation to take place in communal areas, refrain from smoking, drug/alcohol consumption - see Code of Behaviour contained within this Code of Practice;
- In changing rooms ask parents to supervise, if not possible supervise in pairs of appropriate gender only where children require assistance (this should be a rare occurrence);
- Ensure that adequate insurance cover is in place;
- Plan sessions in advance taking into account the age and ability of the participants. Have alternative activities to hand in the event of poor/dangerous weather conditions etc.;
- Record all accidents and actions taken. Ensure that another leader witnesses the actions;
- Be generous with praise both for the efforts of the riders in your care;
- Ensure that there is a First Aid kit at all sessions;
- Do not allow children to compete or take part in activities when they are ill or injured;
- Ensure that all equipment is checked prior to a session. Riders should be taught to check their own bikes and carry out these checks before sessions or events;
- Ensure that young riders use the gearing appropriate to their age group;
- Have a list of contact numbers and a record of any medical condition for each participant. Do not disclose any medical condition or confidential information unless it is in the best interest of the participant to do so;
- Set realistic and achievable goals for young riders.

## Safeguarding Yourself (practices to be avoided)

- Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion;
- Avoid one to one coaching sessions or situations where you are alone with a young person and ensure there is adequate supervision for all;
- Avoid taking young people to your own home or involving them in your personal life;
- Avoid individual texting or emailing of young people;
- Avoid over familiar behaviour which can be misinterpreted by others;
- Avoid exposing a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family;
- Avoid transporting young participants. When this is unavoidable ensure that someone else accompanies you and the young person is in the back of the vehicle, securely strapped in. Be aware of legislation regarding the use of booster seats. Ensure that insurance cover is in place;
- Avoid giving advice of a personal or medical nature if you are not qualified to do so;
- Do not compare the performance or commitment of one rider over another in their presence;
- Do not criticise other Leaders in public.



## Physical Contact

Cycling requires a 'hands on approach', from time to time. For example it may be necessary to support a child learning a new move in cycling but the following should be taken into consideration:

- Avoid unnecessary physical contact;
- Any necessary contact should be in response to the needs of the child and not the adult;
- It should be in an open environment with the permission and understanding of the participant;
- It should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves;
- If physical contact is required ensure that the child and parent/carer is aware of this;
- Never engage in inappropriate touching.

Ensure the parents are aware of the need for physical contact from time to time and they are comfortable with what is required (examples of this include supporting a rider on a track bike or a time trial, demonstrating skills in off road events. If it is possible the parent can be asked to carry out this task if preferred.)

## Unacceptable Practices

In the context of your role within Cycling Ireland, the following practices will never be endorsed:

- Engaging in sexually provocative games, including horseplay;
- Physical/verbal/emotional abuse or exclusion to punish mistakes;
- Forming intimate emotional, physical or sexual relationships with children;
- Allowing or engaging in touching a child in a sexually suggestive manner;
- Allowing children to swear or use sexualised language unchallenged;
- Making sexually suggestive comments to a child, even in fun;
- Reducing a child to tears as a form of control;
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon;
- Exert undue influence over a participant in order to obtain personal benefit or reward;
- Take measurements or engage in certain types of fitness testing that involves touching, photographing or videotaping children without the presence of another adult;
- Undertake any form of therapy (hypnosis etc.) in the training of children;
- Inviting or allowing children to stay with you at your home;
- Share a room alone with a child for sleeping accommodation on residential trips.



# Code of Practice for Parents

Cycling Ireland believes that parents/guardians have an important role in their child's enjoyment of cycling activities and their continued development and involvement in cycling.

## Parents should:

- Be a role model for their children and maintain the highest standards of conduct when interacting with children, other parents, officials and event organisers;
- Always behave responsibly and not seek to unfairly affect the outcome of an event;
- Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks;
- Always recognise the value and importance of the volunteers who provide sporting/recreational opportunities for children. Do not publicly question the judgment or honesty of commissaires, coaches or organisers;
- Encourage their children to compete by the rules of cycling and understand that honest endeavour is as important as winning;
- Encourage good sportsmanship;
- Set a good example by applauding good performances even by rival competitors. Encourage mutual respect for teammates and opponents;
- Support all efforts to remove abusive behaviour and bullying. Please read the Cycling Ireland Guidelines on Bullying.

## Policy for the Selection and Approval of Volunteers

Cycling Ireland has a responsibility to young people and to their parents and guardians to ensure that those that work with children and young people, on behalf of Cycling Ireland, are selected in a careful, sensible and effective manner.

Cycling Ireland will take reasonable steps to ensure that people working with children are suitable and appropriately qualified. Cycling Ireland expect that clubs will apply this Code of Practice at local level. Cycling Ireland will apply the Code of Practice to national-level volunteers.

### People working with children are required to:

1. Agree, in writing, to abide by this Code of Practice;
2. Attend a Child Protection/Safeguarding workshop;
3. Subject themselves to clearance from the relevant authority - Garda, AccessNI, Independent Safeguarding Authority. For clubs in the South of Ireland this will be carried out by the Garda Vetting Officer while in the North the Lead Safeguarding Officer for Ulster will carry out this function.
4. Complete the Disclosure/Application Form contained within this Code of Practice - see appendix C.

A National Vetting Committee comprising of the National Children's Officer, the National Vetting Officer and a Board member will rule on any adverse finding reported by the Garda. In Ulster this will be carried out by Cycling Ulster in relation to AccessNI.

The National Safeguarding/Children's Officer will maintain a database of suitably qualified leaders.

**The following procedures will be carried out by Cycling Ireland when appointing a person to a National Position. When a club is recruiting new volunteers they should follow the same guidelines. This process will assist clubs when choosing to place coaches and other personnel in to a position to which they are best suited.**

### Role Clarification

The role envisaged e.g. manager, coach, etc. Should be clearly stated and the responsibilities relating to the role and the level of experience or qualifications required should be clarified at the outset.

### Role assistance

Support structures which are available through the club or Cycling Ireland such as Foundation Level Coaching that would help the volunteer should be made known and if deemed appropriate should be offered to the person when they are recruited.

### References

As part of the recruitment process references should be sought from applicants. These may refer to the person's character and if applicable to the applicants previous background in cycling. All references should be verified by the club. At National Level this will be at the discretion of the National Children's Officer. A sample reference request is attached as appendix D.

### Meeting with the Volunteer

A senior representative of the club should meet with each applicant to ensure that they are aware of the role(s) allocated to them and they may use the occasion to clarify any issues that may arise and identify any coaching or up-skilling needs as appropriate.

### Review and Assessment

A probationary period is advisable. This period is currently six months.

## Club Recruitment Process - Check List

The process outlined in the table below applies to clubs recruiting volunteers for a position in a regulated role, working with Young people and vulnerable adults.

When a person is appointed to a National/Provincial Position the process below will be carried out by an appointed National/Provincial Committee/Commission.

ACTION	RESPONSIBILITY
Confirm identity of leader by checking formal identification	Club Management Committee or appointed representatives
Ensure all persons in Regulated Positions complete permission for Garda/AccessNI check and forward to National Garda Vetting Officer or Lead Officers in Ulster for AccessNI.	Club Management Committee or appointed representatives
Verify qualifications, experience and gaps in employment history	Club Management Committee or appointed representatives
Take up two identified referees	Club Management Committee or appointed representatives
Send applications to Garda Vetting Unit/AccessNI as appropriate	National Garda Vetting Officer/Lead Officers in Cycling Ulster
Carry out any investigation that may be required following a positive check being returned	National Vetting Committee (Garda checks)/Cycling Ulster (AccessNI checks)
Statement of decision to club	National Vetting Committee (Garda checks)/Cycling Ulster (AccessNI checks)
Determine suitability of candidates for position	Club Management Committee
Appoint suitable candidate to club regulated position	Club Management Committee
Maintain a database of vetted leaders	Cycling Ireland/Cycling Ulster as appropriate



## Information for Members Regarding Requests for Disclosures

Cycling Ireland administers the Garda Vetting Checks while Cycling Ulster administers the AccessNI in the North. Checks are carried out on all persons who on behalf of the organisation work in any capacity with children, young people and vulnerable adults. This service is but one part of the overall recommended Cycling Ireland recruitment and selection procedures for those who on our behalf work in areas of responsibility with children and young people, or who may do so at a later stage.

### Garda Vetting

Garda vetting, which is the pre-checking of an applicant's background for criminal convictions or prosecutions is recommended by the Irish Sports Council, by Sports NI in Northern Ireland and as part of Children First - the National Guidelines for the Protection and Welfare of Children.

It is no longer possible or permissible for an individual to have a vetting application processed for themselves. Vetting applications will only be accepted from organisations that have been so recognised by the Garda Central Vetting Unit (GCVU). Cycling Ireland is an organisation recognised by the GCVU to process vetting on behalf of our members and an Authorised Signatory has been selected by Cycling Ireland to fulfil this role.

Cycling Ireland has agreed to the implementation of vetting of all persons who on behalf of the organisation work in any capacity with children, young people and vulnerable adults in the delivery of our events or activities. In effect this means that any person working on behalf of Cycling Ireland or on behalf of any of our clubs with people under the age of 18 will be required to be vetted.

### AccessNI Checks

AccessNI is the statutory body established to carry out vetting checks on people who as part of their employment or volunteer involvement have access to a child.

Cycling Ulster is a registered Umbrella Body with AccessNI to carry out vetting checks as part of the AccessNI service for all affiliated clubs in Ulster. An Umbrella Body is an organisation which has registered with AccessNI to make applications for vetting checks on behalf of specified groups.

As part of Cycling Ireland's/Ulster's Code of Practice in relation to Safeguarding and to comply with current Safeguarding legislation, all personnel working with children, young people or vulnerable adults within the North must be vetted.

In order to comply with legislation under The Protection of Children and Vulnerable Adults (NI) Order 2003, Cycling Ulster has since 2004 ensured that relevant checks were carried out through the POCVA system. These checks are now carried out by AccessNI or the Garda Vetting Unit as appropriate so as to ensure that individuals who work in any capacity on behalf of the organisation and who might pose a threat or risk to children and/or vulnerable adults are not being used as coaches, mentors or other roles on behalf of Cycling Ireland.

These checks will inform us:

- If the applicant has a criminal record; If their name is included on the Department of Health Social Services and Public Safety (DHSSPS) Disqualification from Working with Children List;
- If they are included on the Department of Education (DE) List and/or the DHSSPS Disqualified from Working with Vulnerable Adults List.

Any information received will be treated confidentially and is subject to applicable Data Protection Acts.



## Cycling Ulster Policy Statement On Disclosures

### General Principles

As an organisation using Access Northern Ireland to help assess the suitability of applicants for positions of trust, Cycling Ulster complies fully with AccessNI's Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information. We also comply fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, storage, retention and disposal of Disclosure information.

### Storage and Access

Disclosure information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### Retention

Once a recruitment (or other relevant e.g. regulatory or for licensing purposes) decision has been taken, we do not keep disclosure information for any longer than is necessary. Information will not be retained but destroyed once a decision, recruitment or otherwise has been made.

### Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any unsecured receptacle (e.g. waste-bin or confidential sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure or any other relevant non-conviction information supplied by police but not included on the Disclosure.

However, despite the above, Cycling Ulster will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the Access NI unique reference number of the Disclosure Certificate and the details of the recruitment decision taken.

For those who want to learn more about AccessNI the contact details are listed below.

Website	www.accessni.gov.uk
Email	accessni@ani.x.gsi.gov.uk
Phone	02890 259100
Address	AccessNI Brooklyn 65 Knock Road Belfast BT5 6LE.

### PLEASE NOTE:

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences. Please see the policy on recruitment of ex-offenders.



## Policy on the Recruitment of Ex-offenders

Cycling Ireland undertakes to treat all applicants for positions fairly whether these are paid or voluntary positions. It undertakes not to discriminate unfairly against anyone subject to a disclosure on the basis of conviction or other information revealed.

Cycling Ireland is committed to the fair treatment of its staff, potential staff, volunteers or users of its service, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. **It is foreseen that all those who wish to act as coaches will be required to complete a disclosure/application form.** For those positions where a disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a disclosure will be requested in the event of the individual being offered the position.

Where a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Cycling Ireland and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Cycling Ireland to ask questions about your entire criminal record, we only ask about 'unspent' convictions.

At interview or when receiving a disclosure which shows a conviction, we will take into consideration:

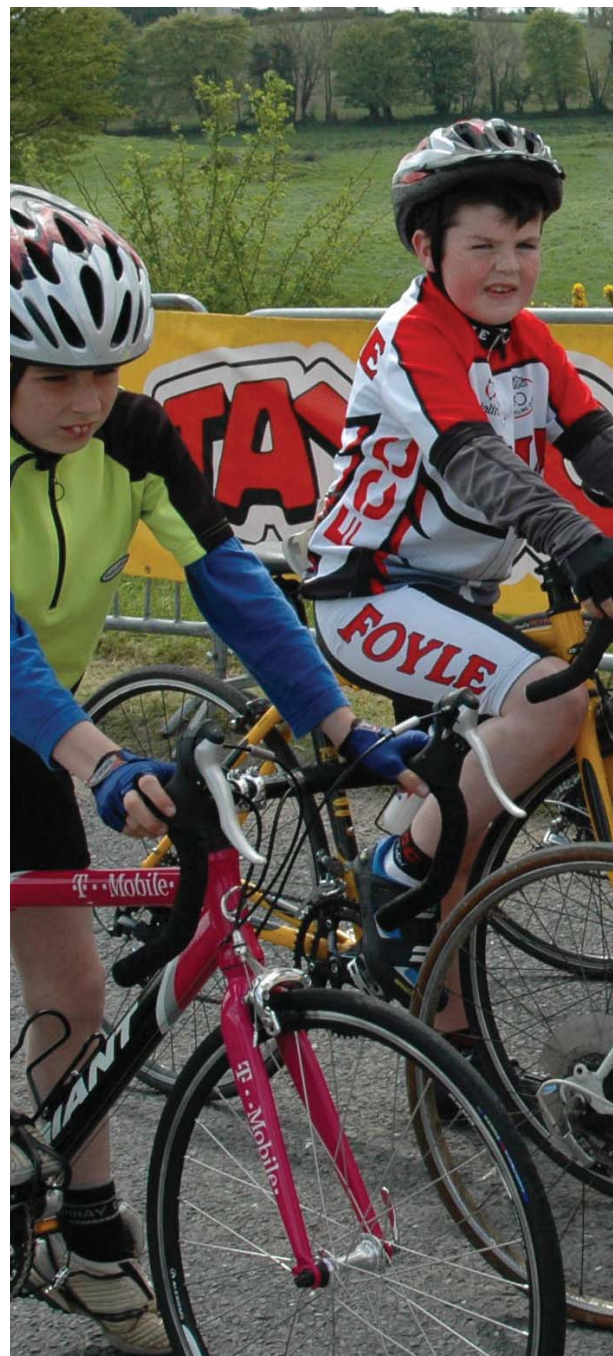
- Whether the conviction is relevant to the position being offered;
- The seriousness of the offence revealed;
- The length of time since the offence took place;
- Whether there is evidence of a pattern of offending behaviour;
- Whether the applicant's circumstances have altered since the offence took place.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every applicant for a post in Cycling Ireland aware of this policy and provide a copy for any post which requires a disclosure.

**Having a criminal record will not necessarily bar you from working with us.**

This will depend on the nature of the position and the circumstances and background of your offences.



# Guidelines for Squad Sessions or Training Camps for those under 18 years of age

This document is to be read in conjunction with the Irish Sport Council's Code of Ethics and Good Practice in Sport and Cycling Ireland's Code of Practice and Safeguarding for Young and Vulnerable Cyclists ("The Code").

## Camp Director

1. The Director and the officials at a camp must be members of Cycling Ireland. Parents or guardians of participants who are not Cycling Ireland members may be used to supervise their own children or children in their care. Visiting guest speakers or experts need not be members of Cycling Ireland;
2. The Director of the event/session must be appointed well in advance to plan and prepare for a camp. The Director's name, telephone no. and e-mail address should be made known to all the participants. He/she will have overall responsibility for the event and will prepare a report and an evaluation at its conclusion, or in the case of a prolonged camp he/she will report at regular intervals - certainly no longer than once a fortnight. This person is the supervisor of the session/camp and must ensure that whatever tasks they undertake does not interfere with their ability to have an overall picture of what is happening. Their role is to ensure that everyone else is carrying out the tasks assigned to them;
3. The Director of the course should draw up a safety plan for the camp so that all the officials know what to do in the event of an emergency. All the officials need to be briefed on their role and on the safety plan before the camp starts.
4. The Director should ensure that a trained Child Welfare Officer is appointed as one of the senior officials at the camp. All the camp officials should be made aware of the Cycling Ireland Code of Practice and Safeguarding for Young and Vulnerable Cyclists ("The Code");
5. The Director will ensure that every participant submits in advance a booking form which will have a list of personal details, contact details of parents/guardians and signed parental consent;
6. The Director will produce a list of the telephone numbers of the main camp personnel and the telephone numbers of a doctor on call, an ambulance, Gardai and other services;
7. The Director will devise and use an incident report form if necessary;
8. The Director will maintain a daily attendance record and will send this and the sign on sheets to Cycling Ireland at the end of the camp along with the other reports outlined above.

## Accommodation Coordinator

1. A person is given the task of accommodation co-ordination. Accommodation details, keys etc and directions to the accommodation should, ideally, be given to participants prior to arrival. Riders returning from a spin must have immediate access to a shower or else have immediate access to the room where he/she will be staying;
2. A person is given the task of ensuring that everyone is adequately and properly fed. This means a diet appropriate to athletes and attention to any special dietary needs e.g. vegetarians, diabetics, coeliacs etc. It also means ensuring that riders in outlying B+B's get transport to where the meal is taking place.
3. When availing of overnight accommodation adults should not share a room with a child. If exceptional or emergency circumstances so dictate and the presence of an adult is deemed necessary there should be more than one child in the room with the adult.
4. Every house or B&B where youth riders are staying must have at least one (and preferably two) adult supervising (gender mix should in line with the young/vulnerable people attending). Their tasks need to be defined by the Accommodation Coordinator for each separate event but they will at least include the following, that every youth is in bed at an agreed time, that the behaviour of the youths is adequate, that personal hygiene is attended to, that riders get to and from the various meetings on time and that allowing for a degree of personal freedom he/she ensures that the riders stay out of trouble. Where the use of a car or a bus is necessary they must ensure that the vehicles are not loaded above the design/insurance limit.

## Training Spins

1. For every spin it is preferable to have a lead car, a service car and possibly a broom wagon. A First Aid person must be part of the structure;
2. Before going out on a spin every rider, vehicle driver and group leader should be given a map/route guide indicating where they are going as well as the telephone no. of the Director. No group should be led by a person unfamiliar with the course to be used. The purpose of the spin should be made clear to everyone. If attack tactics, sprints or other manoeuvres are to be practiced during the spin then appropriate stop points for a regroup must be detailed. Lead cars are the best tools to avoid a group of stronger riders racing away from the rest and destroying a planned day's work;



3. Before setting out on a spin it is essential that a communications plan is in operation. This can involve mobile phones or two way radios. It is imperative that each group should be able to keep in contact with the Director and with the other groups;
4. For squads on endurance spins the aim should be to keep the group intact. This is essential for youth groups. When riders puncture or crash the rest of the group must stop and wait until the effected riders are ready to ride again or get in the service car/broom wagon. If a rider is delaying a group by a lack of strength or fitness the group leader should put the rider in the service car/broom wagon. If the rider feels up to it they should be given a chance to return to the bunch when an opportunity presents itself. If the rider still delays the group then he/she has to get back in the car;
5. Under no circumstances should a programme be devised to ensure that a group splits up;
6. For all youth events a helmet and bike check should be built into the schedule for each day. Adequate spares should be available to ensure that everyone who wants to can complete all the tasks in the schedule.
7. A clothing check should be carried out to ensure that young riders are appropriately attired for the prevailing weather conditions. The use of mitts/gloves/leggings etc are necessary for cold weather conditions.
8. For all youth events an emphasis on defensive use of the road needs to be practiced even when having training races;
9. On balance the practice of separating club mates and mixing them with riders from other clubs seems the best idea;
10. The purpose of development squads is to raise standards. This necessarily means that some riders will have difficulty reaching the new standard. Particularly in the case of youth riders physiological maturity can be a more dominant factor than latent talent or fitness. It is vital that no youth should come away from a squad session feeling worth less than his companions. The most basic principle of coaching and teaching is that positive reinforcement is good and negative or harsh criticism is bad.

### Officials

The adult leaders at squad sessions/training camps must set the highest standards of behaviour and courtesy. Adults with a youth group should correct any one of the youth riders who use such expletives or who are in any way intimidating to others at the session.

### Supervision

A level of supervision of one adult to six youth riders is appropriate. Clubs sending youth riders to squad sessions or to training camps must send accompanying adults at this ratio. If a club is sending less than this then they either send an accompanying adult or they combine with other clubs to nominate one adult until the ratio is met. These accompanying adults may be required to assist at the general running of the camp. This person will be required to stay overnight if the camp lasts longer than one day.

Where the camp contains both male and female participants there must be one designated woman supervisor as a minimum requirement.

### Transport

It is advisable not to use members' cars when travelling on away trips. Coaches and mini-buses should be used as much as possible.

The following should be considered:

- All vehicles should be well-maintained and roadworthy and should be properly taxed and insured.
- Transport should be fully accessible for people with disabilities whether they are members of the group or for others who may accompany them.
- Appropriate legislation should be followed with regard to seatbelts and booster cushions.
- Alternative access to transport should be available in case of emergency.
- Vehicles should be equipped with a First Aid kit.

### Non Cycling Activities

An element of fun or participation in other activities should be considered at all camps. Such activities can form part of the evening's entertainment so that participants in the camp are not left to their own devices in the evening.

### Review of trip

A full review of the trip should involve all who participated and the result of the review should be retained and reviewed if and when the group intend organising another or similar trip.

# Anti-Bullying Policy

## What is Bullying?

Bullying can be defined, as repeated aggression is it verbal, psychological or physical conducted by an individual or group against others.

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations working with children and young people. It includes behaviours such as teasing, taunting, threatening, hitting and extortion behaviour by one or more children against a victim.

## How would you know if a child is being bullied?

All bullies operate using furtiveness, threats and fear. Bullying can therefore only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so.

The following indicators are warning signs that a young person might be getting bullied:

- Reluctance to come to a venue or take part in activities;
- Physical signs (unexplained bruises, scratches, or damage to belongings);
- Stress-caused illness - headaches, and stomach aches which seem unexplained;
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven);
- Frequent loss of, or shortage of, money with vague explanations;
- Having few friends;
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed);
- Not eating;
- Attempting suicide or hinting at suicide;
- Anxiety (shown by nail-biting, fearfulness, tics).

## Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the health board or An Garda Síochana, dealing with bullying behaviour is normally the responsibility of all Leaders within a club / Cycling Ireland.

## How can it be prevented?

- Ensure that all members follow the Code of Practice and Safeguarding for Young and Vulnerable Cyclists ("The Code") of conduct, which promotes the rights and dignity of each member;
- Deal with any incidents as they arise;
- Use a whole group policy or 'no-blame approach', i.e., not 'bullying the bully' but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group, (see below);
- Reinforce that there is 'a permission to tell' culture rather than a 'might is right';
- Encourage young people to negotiate, co-operate and help others, particularly new or different children;
- Offer the victim immediate support and put the 'no blame approach' into operation;
- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much;
- Never encourage a young person to take the law into their own hands and beat the bully at their own game;
- Tell the victim there is nothing wrong with them and it is not their fault.



## What is the 'No Blame' Approach?

### Step 1 - Discuss with the victim

If you find that there has been an incident of bullying, first talk to the victim. At this stage find out who was involved and what the victim is now feeling. Try asking the following questions:

- Was it verbal or physical intimidation?;
- How hurt is the victim;
- Was it within his/her own peer group?;
- Ensure the victim that his/her name will not come out in the investigation;
- Actively listen.

### Step 2 - Meet with all involved

Arrange to meet with all those involved; this should include some bystanders, those who may have colluded, those who joined in and those who initiated the bullying.

- Have a maximum of six to eight in the group - keep the number controllable;
- Make a point of calling a 'special' meeting;
- Ensure the severity of the topic is understood by all;
- Speak only of the hurt caused in general terms with no reference to the victim;
- Play on the conscience of all - ask questions like: How would you feel? Would you like it done to you?

### Step 3 - Explain the problem

The distress being suffered as a result of the bullying incident is explained. At this stage the details of the incident or the allocation of the blame is not discussed. Explain the feelings of loneliness, feeling left out, rejected, laughed at. Try asking questions:

- Would they like it if it happened to them;
- "Someone here in this group was bullied by someone within the group, what could we do to see it does not happen again?";
- Listen, watch out for reactions, and pick up on any without isolating anyone.

### Step 4 - Share the responsibility

Explain what steps / controls may have to be introduced to prevent further incidents and how everyone will lose out as a result

### Step 5 - Ask the group for their ideas

At this stage the group is encouraged to suggest ways that would make the victim feel happier. All positive responses are noted. Use phrases "if it were you" to encourage a response. Listen to all suggestions and note them.

### Step 6 - Leave it to them

Now the problem has been identified, solutions suggested, the problem is now handed over to the group to solve. Arrange to meet again in a week's time. Pass responsibility over to the group and give a time frame within which something must be done.

### Step 7 - Meet them again

Each member of the group, including the bully, discuss how things are going, who is doing what and have there been other incidents. This allows for continual monitoring and also keeps all involved in the process.

Again enforce the idea of the 'team' looking after each other at regular intervals to ensure it is known that bullying or intimidating behaviour will not be tolerated.



# Guidelines on use of Photographic and Filming Equipment

Cycling Ireland has adopted a policy in relation to the use of images of athletes on their websites and in other publications, as there have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. Where practical we will try to use models or illustrations when promoting an activity and avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

Photography and the recording of images in a public place do not generally require explicit or prior consent. The majority of cycling activities take place in public places such as parks and forests or on the open road. Cycling Ireland has no power to stop members of the public, parents or spectators taking photographs in these situations. If there is a cause for concern the organiser may ask a person to desist from taking pictures.

In a controlled environment such as a leisure centre or track which has been hired for the specific use by a club or Cycling Ireland the leader has the authority to decide who may photograph an event.

However the taking photographs of riders, using web sites to publicise cycling activities and the videoing of events, races, training and coaching sessions are normal activities within most cycling clubs. Cycling Ireland does not seek in any way to eliminate or curtail these activities but proposes certain safeguards in order to minimise the risk or threats that inappropriate use of photographs or the recording of images may pose, particularly for young people.

## These safeguards should:

- allow and facilitate the recording of relevant and suitable materials,
- record the enjoyment of young people participating in cycling activities;
- enable coaches to use the latest technology in the delivery of training skills;
- enable clubs to promote their activities in a safe and non threatening manner.

A common sense approach is required when deciding on what may or may not be appropriate as we do not want to prohibit the recording of events, coaching or celebrations through the use of camera or recording technology.

Outlining the Club's photography and recording policy at the outset will clarify matters for all concerned. It may also be useful to request youth riders and their parents to give the club signed permission for the recording of photographic and recorded images etc. as part of the registration process.

## Guidelines on the use of photography:

- If the athlete is named, avoid using their photograph - unless parent's permission is obtained;
- If a photograph is used, avoid naming the athlete;
- Only use images of athletes in suitable dress to reduce the risk of inappropriate use. The content of the photograph should focus on the activity not on a particular child;
- Create recognised procedures for reporting the use of inappropriate images to reduce the risks to athletes. Follow the child protection procedures, ensuring either the designated officer or the social service and/or police are informed.
- From time to time young cyclists are presented with an award or achieve recognition and these events are photographed. Prior permission should be sought to name these individuals in media or website reports.
- Clubs, coaches and volunteers should be permitted to use video equipment as a legitimate coaching aid and as a means of recording special occasions; however, care should be taken in the dissemination, storage and use of such material

## Professional Photography

When commissioning professional photographers or inviting the press to an activity or event we will aim to ensure they are clear about our expectations of them in relation to child protection. Professional photographers/film/video operators wishing to record an event or practice session should seek accreditation with the Children's/Safeguarding Officer or event organiser by producing their professional identification for the details to be recorded. We will then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour;
- Issue the photographer with identification which must be worn at all times;
- Keep a record of accreditations;
- Inform athletes and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs;
- not allow unsupervised access to athletes or one to one photo sessions at events;
- not approve/allow photo sessions outside the events or at an athlete's home.

### Videoing as a Coaching Aid

The use of video or digital recording is now a recognised training aid in developing the skills, knowledge, bike position etc. of young riders and increasingly coaches are using these tools to improve means may be used as a legitimate coaching aid. However permission should first be obtained from the cyclist and their parent.

### Reporting Concerns

Anyone concerned about any photography taking place at events or training sessions can contact the Children's/Safeguarding Officer/ designated person and ask them to deal with the matter.

It should be noted that we have little or no influence on what photographs may be taken and published in local or national newspapers as such photography is covered by a different set of guidelines.

Should Cycling Ireland ever be unhappy with the publication of such photographs or images we can address this matter with the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman.

### Web Site Usage

Cycling Ireland, its Provincial Bodies and many of its clubs have well established web sites that enable the publishing of activities, improving communication with members and the general public and as a general publicity forum for local, national and international use.

The Internet is an exciting and user friendly communication outlet for young people and it is therefore important that we attempt to engage with our young cyclists in an equally user friendly manner and publicise cycling activities as being important and interesting.

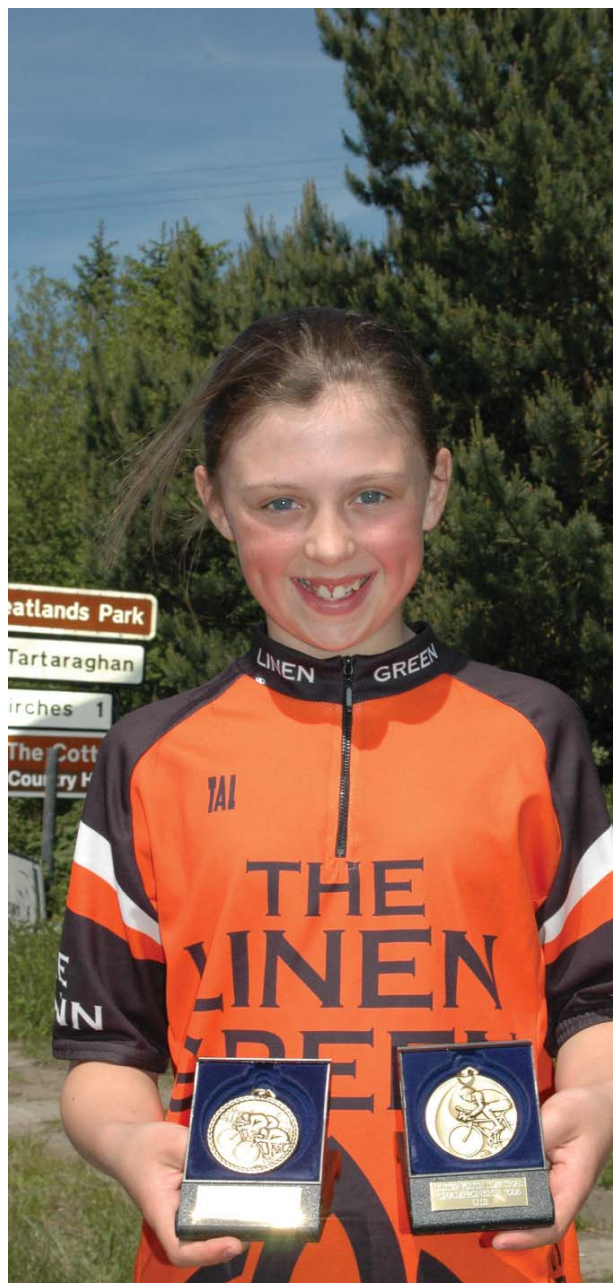
Websites are regularly used by young people so it is important that guidelines are put in place. This can be done through an Acceptable Use Policy.

### Acceptable Use Policy for Websites

It is important that while not wishing in any way to restrict the use of and accessibility to our cycling websites that we recognise our responsibility in maintaining websites that are not only interesting and newsworthy but that are also safe.

The Guidelines for use of photography and filming, as previously outlined elsewhere in this document also apply to those that maintain a web site.

These guidelines are particularly applicable when photographs and images of youth cyclists are being used.



## Website Guidance for Clubs

- Agree a club web site policy also known as an Acceptable Use Policy ("AUP") following discussions at your Club Management or Executive Committee and with members, including any junior club members. This UAP will promote your strategy on the safe use of the Internet and also outlines the parameters of behaviour and specifies the consequences of breaching those parameters.
- Decide at the outset what purpose your web site serves.
- Appoint a web master to manage your web site on behalf of the club.
- Ensure that the web master is answerable to a member of the Club's Management Committee such as Chairperson, Secretary, PRO.
- The Club Management Committee should agree at the outset the style, design and content policy of the web site with the appointed web master, prior to going on-line.
- Agree if you will have a specific youth section and if so also agree the extent and the limitations on its content etc.
- Decisions on the appropriate use of photographic images and other similar content should be in accordance with the Guidelines for Photographic/Recorded Images as outlined elsewhere in this document.
- Consider the age of children and young people when deciding on the web site policy.
- Consult with the Club's Children's Officer when designing the web site and agreeing the usage policy and content material.
- Agree to review the overall maintenance and upkeep of the web site at regular intervals.
- Agree a procedure in the club for dealing with any complaints or concerns that may be raised about the content of your web site.

### Message Boards and Public Forums

Increasingly club websites now include a message board or other form of public forum. Such boards can add interest to a website and promote social networking, club camaraderie and interesting debates. However they are not without their dangers and club's should be aware of this and make decisions on accessibility to such forums.

Posters on such boards often use inappropriate language which is read by younger members. Derisive statements or criticism of younger participants can be very hurtful and may be seen as a form of bullying.

### Guidelines for Message Boards

- Decide if the forum is open to all or is only for registered members.
- Ensure that moderators are appointed with the ability to delete inappropriate material.
- Set out clear parameters for what is acceptable or not acceptable.
- Appoint a person to deal with any complaints which may be brought by parents or young people in regard to published material.
- Have systems in place to ban abusers of the board.

### Use of Mobile Phones

Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. Young people value their phones highly as it offers a sense of independence. In addition mobile phones allow quick and easy access which can make for safe and efficient way to carry out club business. However such technology has also allowed an increase in direct personal contact with young people, in some cases used to cross personal boundaries and cause harm to young people. Within clubs there is a need to encourage responsible and secure use of mobile phones by adults and young people.

#### As a young person remember:

- if you receive an offensive photo, email or message, do not reply, save it, make a note of times and dates and tell a parent or Children's Officer/Safeguarding Officer within the club;
- Be careful about who you give your number to and don't respond to unfamiliar numbers;
- Change your phone number in cases of bullying or harassment;
- Do not use your phone in certain situations - inappropriate use of your camera phone may cause upset or offence to another person, e.g., in changing rooms;
- Treat your phone as you would any other valuable item and protect from theft.

#### As a Leader remember:

- Use group texts for communication among athletes and inform parents of this at the outset of the season;
- It is not appropriate to have constant one-to-one communication with individual athletes;
- Do not use your phone in certain situations - inappropriate use of your camera phone may cause upset or offence to another person, e.g., in changing rooms.

### Use of Social Networking Sites

Social networking sites such as Bebo and Facebook are becoming increasingly popular.

They provide a quick and easy method of communication and allow people to chat to each other.

However they are not without problems and all cycle leaders should be aware of:

- They should not engage in any inappropriate chat with young members nor should they use such sites to criticise a rider's performance or skill development;
- Inappropriate, derogatory or defamatory remarks or unseemly language should never be used;
- Inappropriate, derogatory or defamatory messages should not be posted on 'Walls' or replies sent which are seen by others;
- Cycle Leaders and mentors should also warn young people about the language and remarks which they say on these sites;
- Many funding bodies and external partners or sponsors access sites like this on a regular basis;
- Young people may do themselves a disavour if they are not careful about what they post.



# Child Welfare and Protection Procedures

Cycling Ireland accepts that organisations, which include young people among its members, are vulnerable to the occurrence of child abuse. Below are the procedures for dealing with any welfare or protection issue that may arise. Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the organisation.

If there are grounds for concern about the safety or welfare of a young person you should react to the concern. Persons unsure about whether or not certain behaviours are abusive and therefore reportable should contact the duty social worker in the local health board or social services department where they will receive advice. Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviours consistent with abuse.

A report may be made by any member in the club but should be passed on to the Club Children’s Officer who in turn has to pass the concern to the local Statutory Authorities. At national level such concerns should be passed to the National Children’s Officer. It is not the responsibility of anyone working within Cycling Ireland, in a paid or voluntary capacity, or those working in affiliated organisations, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Everyone should follow the procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern.

## Response to a Child Disclosing Abuse

When a young person discloses information of suspected abuse you should:

- (a) Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened;
- (b) Stay calm and not show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously;
- (c) Understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation;
- (d) Be honest with the child and tell them that it is not possible to keep information a secret;
- (e) Make no judgmental statements against the person whom the allegation is made;
- (f) Not question the child unless the nature of what they are saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that";

- (g) Check out the concerns with the parents/guardians before making a report unless doing so would endanger the child;
- (h) Give the child some indication of what would happen next, such as informing parents/guardians, health board or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage;
- (i) Carefully record the details;
- (j) Pass on this information to Club/Provincial/National Child Protection/Safeguarding Officer for Cycling Ireland;
- (k) Reassure the child that they have done the right thing in telling you.

## Responding to Disclosure Check List

Coaches, trainee coaches and leaders often share a very close and trusting relationship with their cyclists and this might result in the coach being just the sort of person to whom a child might disclose that s/he is being abused. Although false allegations of abuse do occur, they are rare, and if a young person says or indicates that he/she is being abused, or information is obtained which gives concern that a young person is being abused, action must be taken immediately.

Actions to Take	Actions to Avoid
<p>The person receiving the disclosure should:</p> <ul style="list-style-type: none"> <li>- react calmly so as not to frighten the child</li> <li>- tell the child he/she is not to blame and was right to tell</li> <li>- take what the child says seriously</li> <li>- keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said</li> <li>- reassure the child but do not make promises of confidentiality that cannot be kept</li> <li>- make a full record of what had been said, heard and/or seen (fact and not opinion) as soon as possible.</li> </ul>	<p>The person receiving the disclosure should not:</p> <ul style="list-style-type: none"> <li>- panic</li> <li>- allow expressions of shock or distaste to show</li> <li>- probe for more information than is offered</li> <li>- speculate or make assumptions</li> <li>- make negative comments about the alleged abuser</li> <li>- approach the alleged abuser</li> <li>- make promises that cannot be kept or agree to keep secrets.</li> </ul>



## Reporting Suspected or Disclosed Child Abuse

The following steps should be taken in reporting child abuse to the statutory authorities:

- (a) Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information;
- (b) Report the matter as soon as possible to the Club/Provincial/National Child Protection/Safeguarding Officer. If the Child Protection/Safeguarding Officer has reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to the health board/social services who have statutory responsibility to investigate and assess suspected or actual child abuse;
- (c) In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Person is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities;
- (d) If the Designated Person is unsure whether reasonable grounds for concern exist s/he can informally consult with the local health board/social services. S/he will be advised whether or not the matter requires a formal report.

A Designated Person reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation.

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Board or the Gardai/Police. The act also covers the offence of 'false reporting'.

The main provisions of the Act are:

1. The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of Health Boards or any member of An Garda Síochána/PSNI Department;
2. The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including, dismissal;
3. The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities "knowing that statement to be false". This is a new criminal offence designed to protect innocent persons from malicious reports.

This law does not exist in Northern Ireland, but an individual who reports concerns in 'good faith' is not deliberately attempting to slander another person's name.

In Northern Ireland there is legislation, the Criminal Law Act (NI) 1967 which places the responsibility on everyone to report offences or to forward information to the police by emphasising the '*duty of every other person, who knows or believes, (a) that the offence or some other arrestable offences has been committed: and (b) that he has information which is likely to secure, or to be material assistance in securing, the apprehension, prosecution or conviction of any person for that offence*'

### Guidelines on Allegations Against Cycling Leaders

Allegations concerning failure to observe this Code against leaders are subject to Cycling Ireland's Disciplinary Procedures as contained in General Administrative Rules. Leaders subject to allegations will be suspended from activities involving young persons/vulnerable adults pending the conclusion of the Disciplinary Procedures.

### Confidentiality

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare or bad practice. It is important that the rights of both the child and the person about whom the complaint has been made are protected.

The following points should be kept in mind:

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations;
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know;
- Information should be conveyed to the parents / guardians of the child in a sensitive way;
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality;
- All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family, Cycling Leaders, Coaches) should be afforded; appropriate respect, fairness, support and confidentiality at all stages of the procedure;
- Information should be stored in a secure place, with limited access only to designated people;
- The requirements of the Data Protection laws should be adhered to;
- Breach of confidentiality is a serious matter.

### Anonymous Complaints

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the child/children is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the Club/Provincial/National Safeguarding Officer. The information should be checked out and handled in a confidential manner.

### Rumours

Rumours should not be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the Club/Provincial/National Safeguarding Officer, and checked out without delay.



## Appendix A - Parent's/Guardian's Acknowledgement

I agree to abide by Cycling Ireland's Code of Practice and Safeguarding for Young and Vulnerable Cyclists ("The Code"):

Parent's/Guardian's Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Child(ren)'s Names

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## Appendix B - Consent from youth cyclists travelling to an event requiring an overnight stay

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Venue: \_\_\_\_\_

Accommodation address: \_\_\_\_\_  
\_\_\_\_\_

Tel no.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Tel No (home): \_\_\_\_\_ Tel No (event): \_\_\_\_\_

Name of participant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of birth: \_\_\_\_\_ Cycling Ireland Lic. No: \_\_\_\_\_

Medical Conditions/Medicines/Dietary Requirements  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Parent / Guardian: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile Tel No: \_\_\_\_\_

### Parent / Guardian of Participant

I have read and accept the conditions and rules set down by Cycling Ireland for children travelling to competitions and events and also the Parents' Code of Behaviour.

Signature of Parent / Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

### Youth Participant

I have read and accept the conditions and rules set down by Cycling Ireland for young people travelling to competitions and events and also the Code of Behaviour for Young/Vulnerable Cyclists. I agree to abide by the rules.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Retain the original and give a photocopy to the parent/guardian of the participant*



## Appendix C - Disclosure/Application Form for Cycling Leaders working with Vulnerable Persons

Position applied for: \_\_\_\_\_

Full name: \_\_\_\_\_

Any previous surname: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Telephone number: \_\_\_\_\_

PPS/NI number: \_\_\_\_\_

List previous/experience involvement in this or any other club. Include experience of working with young children in a voluntary or professional capacity.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you a Cycling Ireland Commissaire? \_\_\_\_\_

Have you a Cycling Ireland coaching qualification? \_\_\_\_\_

If yes to above state at what level (foundation, 1, 2, 3, 4) \_\_\_\_\_

Are you a qualified First Aider? \_\_\_\_\_

Have you attended child protection training? \_\_\_\_\_

Do you agree to abide by the Irish Sports Council/Sports Council Northern Ireland Code of Ethics and Good Practice for Children's Sport? \_\_\_\_\_

Do you agree to abide by Cycling Ireland's Code of Practice and Safeguarding for Young and Vulnerable Cyclists ("The Code")? \_\_\_\_\_

Have you ever been asked to leave a sporting organisation? \_\_\_\_\_

Have you ever been convicted of a criminal offence, subject to a caution, a Bound-over Order or at present subject to a criminal investigation? \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_





## Appendix D- Confidential Reference Form

(this form can be used as a telephone reference or used as a written reference)

The following person \_\_\_\_\_ (list name) has expressed an interest in working with \_\_\_\_\_ (name club / Cycling Ireland) as \_\_\_\_\_ (list position)

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position. We appreciate you being extremely candid, open and honest in your evaluation.

How long have you known this person? \_\_\_\_\_

In what capacity? \_\_\_\_\_

What attributes does this person have that would make them suited to this work?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please rate this person on the following (tick one box for each statement)

	POOR	AVERAGE	GOOD	VERY GOOD	EXCELLENT
<b>RESPONSIBILITY</b>					
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can motivate others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This post involves substantial access to young people. As an organisation committed to the welfare and protection of young people, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people:

Yes  No  If your answer yes, we will contact you in confidence.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position in organisation: \_\_\_\_\_

Name of club / organisation: \_\_\_\_\_

Cycling Ireland is  
committed to  
safeguarding the  
well being of its  
members.



## Cycling Ireland

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