



The Perth & Kinross Cycle Campaign Child Protection Policy

Our Policy

ByCycle, the Perth & Kinross Cycle Campaign is a voluntary association of organisations and individuals which aims to encourage cycling and publicise its benefits for the community, for individuals and the environment.

ByCycle is neither a sports club nor a specialist organisation for children. It does not organise competitive activities or provide training. Not every cycle ride will be suitable for children. However, where they can take part in ByCycle rides, they are welcomed.

ByCycle is committed to safeguarding the well being of all children who participate in ByCycle activities by protecting them from physical, sexual and emotional harm.

Every child under 16 must be accompanied by an adult at all times during a cycle ride and have the consent of their parent or carer to participate. Some older children over 16 may be able to take part in ByCycle activities unaccompanied providing they have the consent of their parent or carer. (Written evidence of such consent must be produced prior to the ride. A sample Consent Form is attached to this policy.)

Photographs/Video should only be taken for promotional purposes and illustrate ByCycle's work as a group activity. Those participating in cycle rides should be informed by the ride leader when photographs/video may be used for promotional purposes, and be allowed to decline involvement.

Every adult aged eighteen or over who participates in a ByCycle activity is expected to put this policy in practice at all times.

All adults who take part in ByCycle activities should adhere to our Code of Behaviour.

If, as a result of taking part in a ByCycle activity, you have any concerns about the well being of a child, you are asked to report it to the Child Protection Officer.

Code of Behaviour

All adults who take part in ByCycle activities are expected to adhere to this code of behaviour

Do

- treat children with dignity and respect
- set an example you would wish others to follow
- encourage others to challenge any attitudes and behaviours they do not like
- ensure relationships with children are not exclusive
- remember someone else might misinterpret your actions, no matter how well intentioned
- allow children to talk about any concerns they may have
- take any allegations or concerns of abuse seriously and refer immediately

Do not

- trivialise abuse
- form a relationship with a child that is an abuse of trust
- engage in inappropriate behaviour or contact – physical, verbal, sexual
- use inappropriate language – writing, phoning, email or internet
- let allegations, suspicions or concerns about abuse go unreported

All ByCycle members (office holders, ride leaders, and back-markers) are expected to adhere to the following rules:

Do

- welcome children and let them take part where possible
- consider whether the activity is suitable for the children who wish to take part.
- make sure children have their parent or legal carer with them at all times (or that they have appropriate parental consent to take part)
- ensure that parents and carers are aware that they remain responsible for their children
- plan to have more than one volunteer present when carrying out activities where you expect children.

Do not

- get into a situation where you are left alone with a child (including lifts in cars)
- force or intimidate a child to do something they are not comfortable with

- let a child take part if you feel the activity is unsuitable and can not be modified (eg. Length of proposed ride deemed too difficult.)

Reporting Concerns

If you have a concern about the well being of a child, refer it. Do not investigate. ByCycle expects you to report your concern to the

Child Protection Officer: **Katherine Melville**

Address: **kmelville@ogoroad.com**

In an emergency (ie, if you suspect a child to be at imminent risk of significant harm), contact the police or social services directly. Then inform ByCycle of the action you have taken.

To help you report appropriately according to the situation, the following may be helpful

a) If a child tells you about abuse, including bullying, by someone else

1. Allow them to speak without interruption, accepting what is said.
2. Offer immediate understanding and reassurance, while passing no judgement.
3. Advise that you will try to offer support, but that you must pass the information on.
4. Immediately contact the ByCycle Child Protection Officer (CPO)
5. Write careful notes of what was said (using actual words where possible) and refer to these when completing a Concern Report Form (available from the CPO).
6. Sign, date and pass the notes and report to the CPO.
7. Try to ensure that no ByCycle activity arises that could cause further concern.

b) If you have a concern about a child's safety and well-being

1. Immediately contact the ByCycle Child Protection Officer (CPO)
2. Write careful notes of what you witnessed, heard or saw and complete a Concern Report Form (available from the CPO)
3. Sign, date and pass the notes to the CPO
4. Try to ensure that no ByCycle activity arises that could cause further concern

c) If you receive a complaint or allegation about any adult or about yourself

1. Immediately tell the ByCycle Child Protection Officer (CPO)

2. Write careful notes of what you witnessed, heard or saw and complete a Concern Report Form (available from the CPO)
3. Sign, date and pass the notes to the CPO
4. Try to ensure that no ByCycle activity arises that could cause further concern

Investigating Complaints

The Chair and Secretary will investigate all sides of any and all complaints forwarded by the CPO. Any complaint upheld by the Chair and Secretary will be communicated to the member, who will not be welcomed to attend future ByCycle events. The member will have the right of appeal.

Other useful numbers

- The NSPCC have a confidential Child Protection helpline: 0808 800 5000
- Childline is a dedicated free helpline for children: 0800 1111
- ByCycle Office Bearers are

Chair	Brian Gall	brian@wetwo.co.uk
Vice Chair	Mike Simm	mike.simm@blueyonder.co.uk
Treasurer	Bill Grigg	billgrigg@aol.com
Secretary	Katherine Melville	kmelville@ogoroad.com

Five Point Summary

1. Welcome children on bike rides and other activities as long as you consider the activity to be suitable for them and they are accompanied by a parent/carer (OR, in the case of some children over 16, they have parental consent to participate).
2. Be open and approachable to children, but avoid situations arising where you or any another adult are left alone with a child.
3. Ensure that parents/carers are aware that they are responsible for their children at all times.
4. Adhere to ByCycle's Code of Behaviour and ensure other adults do too.
5. Report any concerns to the Child Protection Officer.

ByCycle

The Perth & Kinross Cycle Campaign

Consent for children to be accompanied by another adult
(not parent or carer)

I, (insert
your name here)

As the mother / father/ legal carer* (delete as appropriate) of

..... (the
name of your child(ren))

aged (age(s))

confirm they do not have any medical condition that would preclude their
participation and

give my full consent for them to take part in the
led rides / meetings / other activities *(delete as appropriate)
of ByCycle

and for them to be accompanied throughout these activities by
..... (name
of adult here).

This adult is the (relationship or connection to
child) of my child(ren).

I also agree/do not agree* (delete as appropriate) to my child(ren) being
included in photos/video taken for ByCycle's promotional purposes.

I understand that most ByCycle activities are aimed at adults and that the
volunteers responsible for organising activities hold no specific knowledge or
qualifications for working with children and young people.

Signed

Date