

# Cycling UK's Step-by-Step Guide to Reporting Safeguarding Issues Concerning Adults

There are concerns about the behaviour of a member of staff, volunteer or member towards an adult. These may be suspicions or allegations of poor practice or possible abuse.

Complete Cycling UK Safeguarding Report Form and send to Cycling UK Designated Safeguarding Lead (DSL). If concerns occur at event or facility, this should be done in conjunction with the safeguarding officer

What are the concerns regarding?

**Adult safeguarding/criminal offence**

**Poor practice/  
breach in code of  
conduct**

Need to take action for the immediate safety or welfare of the adult?

**YES**

Call ambulance and state there may have been a safeguarding issue.

Call the police if sufficient grounds to do so.

DSL follows Cycling UK policy in conjunction with local Safeguarding Adult procedures.

**Investigation carried out**

**NO**

Is there a Designated Safeguarding Lead/Safeguarding Officer available?

**YES**

**NO**

Senior person is allocated to investigate. Makes notes and adds to Cycling UK Safeguarding Report Form

**Investigation carried out**

Is there a Designated Safeguarding Lead/Safeguarding Officer available?

**NO**

Inform Designated Safeguarding Lead or Safeguarding Officer. Add notes to safeguarding report form and submit to DSL or SO

**Investigation carried out**

**YES**

## Possible outcomes

- Criminal proceedings
- Police enquiry
- Adult Care Safeguarding Assessment
- Disciplinary measures
- Case management group to decide on management of any remaining concerns
- No further action