



Safeguarding Policy

Policy version: v5.0

*(amalgamation of previous Safeguarding Adults at Risk Policy v2 and
Safeguarding Child Protection Policy v4)*

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Behaviour Change and Development

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1. Foreword

At Cycling UK, our mission is to create a happier, healthier communities through cycling. That mission can only be achieved when everyone who engages with us, whether as a member, volunteer, staff member, ride leader, young participant, or member of the public—feels safe, valued, and protected.

Safeguarding is not simply a legal requirement; it is a fundamental responsibility that underpins our culture and our commitment to the people and communities we serve. We recognise that cycling brings people together from all backgrounds, ages, and abilities, and with that opportunity comes the obligation to ensure that our environments, activities, and behaviours never place anyone at risk of harm.

This policy sets out our approach to safeguarding children, young people, and adults at risk. It reflects our belief that safeguarding is everyone's responsibility. Each of us regardless of role has a part to play in creating a culture of vigilance, compassion, and accountability. By following this policy, speaking up when something doesn't feel right, and supporting others to do the same, we help ensure that Cycling UK remains a place where people feel confident, respected, and protected.

I want to thank our staff, volunteers, partners, and members for their dedication to upholding these standards. Safeguarding is not a one-time effort; it requires continued attention, learning, and improvement. Together, we will ensure that cycling remains a force for good, and that every person who engages with our organisation does so in a safe and supportive environment.

Sarah Mitchell
Chief Executive
Cycling UK

2. Introduction

Cycling UK¹, a national membership charity², has been championing cycling since 1878 aiming to create a society where everyone sees the wellbeing, health and environmental benefits of cycling, even if they themselves don't cycle.

Cycling UK's vision is for happier, healthier and greener lives through cycling inspiring people from all backgrounds and abilities to experience cycling's joys and benefits. Acting for all who cycle, Cycling UK wants to make sure cycling is a safe and easy option for everyone to experience whether for travel, exploring or simply having fun.

The benefits of cycling will improve lives, places and the planet but it cannot be done without the passion of staff, supporters and volunteers who are powered by Cycling UK's heritage and expertise.

Encouraging children to enjoy cycling from an early age is an important aspect of this strategy and it is therefore essential to have a clear safeguarding policy. It is also essential to establish transparent, well-communicated safeguarding procedures that everyone involved in Cycling UK understands and follows. In the UK, there are statutory duties to safeguard and protect children and 'adults at risk' requiring organisations to respond, react and report cases to the appropriate authorities.

To increase participation, it is vital that everyone feels safe when they are involved in Cycling UK's events, activities and services. This Safeguarding Policy ("this Policy") makes clear Cycling UK's commitment to safeguarding everyone involved in the activities, events, programmes or services it delivers. This Policy explains how Cycling UK will fulfil its commitment to safeguarding everyone by describing their responsibilities, duties and roles. Everyone needs to play their part to create safe, happy and welcoming environments where both children and adults can enjoy cycling safely.

¹Company number 25185. The company began in 1878 as Bicycle Touring Club changing its name to the Cyclists Touring Club (CTC) in 1883 and in 2016 the CTC was rebranded as Cycling UK.

²The CTC is a registered charity; its registered charity number in England and Wales is 1147607 and in Scotland is SC042541. The CTC operates across the UK under these registration numbers.

3. Policy statement

Cycling UK acknowledges that safeguarding is everybody's responsibility and is committed to preventing abuse and neglect by taking appropriate, proportionate and reasonable measures to protect everyone involved in its events, programmes, activities and services.

Cycling UK is committed to creating and fostering safe and positive environments with open, listening cultures where both children and adults feel able to share concerns knowing they will be taken seriously and that prompt, proportionate and appropriate actions will be taken.

Cycling UK is committed to ensuring its safeguarding practice reflects its statutory responsibilities, government guidance and complies with best practice, Working Together to Safeguard Children Act 2023 and Care Act 2014 requirements. It recognises that there is a legal framework to work within to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves. Cycling UK will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Cycling UK recognises that the welfare and interests of children are paramount in all circumstances.

4. Scope

This policy applies to all trustees, staff, volunteers, members, parents (including guardians and carers) and any participants involved with Cycling UK activities, programmes, events and services organised by any of its staff or volunteers.

Where Cycling UK is working together with a third party to provide support or programmes, in accordance with Cycling UK's charitable objectives, it is important to ensure that there has been communication regarding safeguarding so that each organisations' responsibilities are clear and acknowledged. This policy will apply to any Cycling UK activities being carried out in conjunction with a third-party provider and, unless agreed for a valid reason, the procedures will be followed accordingly.

5. Member and affiliate groups

Cycling UK has member groups spread across the United Kingdom; these are owned by Cycling UK but each has its own constitution. Member groups provide their members the opportunity to take part in cycling activities that are safe, enjoyable and accessible. They carry out activities in the name of Cycling UK; formal member groups must comply with certain rules and regulations and are able to hold funds.

There are also informal member groups that are smaller and must be overseen by formal member groups. One of the main benefits of membership of Cycling UK is insurance; in order to be covered by this, all volunteers of any informal group must be registered with any formal member group associated with it. Member groups are bound by this policy and its requirements.

There are also affiliated groups; these are not owned by Cycling UK and have a variety of different organisational structures. These groups become members of Cycling UK and their members have benefits through their group membership. Affiliated groups are advised to follow this policy.

6. Policy implementation

Cycling UK will:

- Promote and prioritise the safety and wellbeing of children and/or adults at risk;
- Appoint a designated safeguarding lead, deputy and Board safeguarding champion to promote, implement and develop this Policy all of whom have clear accountability for their safeguarding responsibilities;
- Adopt safeguarding best practice through policies, procedures, regulations and codes of conduct for trustees, staff (including freelancers and consultants) and volunteers;
- Ensure robust safeguarding arrangements and procedures are in place and followed by everyone in the organisation;
- Follow safe recruitment best practice and all necessary checks to prevent the employment/deployment of inappropriate or unsafe individuals working with children and adults at risk;
- Ensure and value those who raise or report safeguarding concerns are provided with empathetic and appropriate support;

- Ensure everyone, including parents, carers, guardians and children, understand their safeguarding roles and responsibilities;
- Ensure the Board receives regular management reports detailing how safeguarding risks are being mitigated with information regarding trends and any other relevant data to help strategic decision making;
- Ensure all events, services and programmes have appropriate safeguarding leads, risk assessments and plans in place in advance;
- Ensure everyone receives appropriate training to be able to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns, both online and in person, and know how to report any concern they may have appropriately including parents, carers, guardians and children;
- Provide effective management for staff (including freelancers and consultants where appropriate) and volunteers through induction, supervision, support, training and quality assurance measures so that all staff and volunteers know about policies, procedures and codes of conduct and follow them confidently and competently;
- Establish a multi-disciplinary case management group to consider, advise and support on cases as required and in accordance with its terms of reference;
- Ensure that all concerns, cases, allegations and suspicions are dealt with swiftly, appropriately, efficiently, proportionately and transparently providing clear, supportive communication to all involved;
- Ensure that confidential detailed and accurate records of all safeguarding concerns and incidents are maintained and securely stored in line with data protection legislation; and
- Support and advise affiliated groups and Member Groups to develop and implement their own safeguarding policies as appropriate.

7. Policy principles

This Policy is based on the following principles:

- The welfare of the child is paramount in all the activities, events, services and programmes carried out, as well as the decisions made, by Cycling UK;
- It is important to value, listen to and respect everyone's views and opinions. Empowering everyone, particularly adults, to make their own decisions and give informed consent, where appropriate;
- Everyone, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or socio-economic background has an equal right to protection from all types of harm and abuse;

- It is recognised that some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues including deaf and disabled children, those from Black, Asian and minoritised ethnic communities and reasonable and appropriate steps to ensure their welfare;
- Adults who are in greatest need must be given support and representation. It is important for all to understand how to respond to concerns and provide help to those at risk;
- Action must be balanced and proportionate and in relation to adults, taking into account their wishes, respecting their autonomy as far as possible;
- Taking proactive measures is always preferable to reduce the risk of abuse and neglect;
- Working in partnership and collaborating with local agencies is essential to promote everyone's welfare; and
- Accountability for safeguarding by being transparent about practices, roles and responsibilities.

8. What is safeguarding?

Safeguarding is the process of protecting everyone from harm, harassment and abuse to ensure a safe and inclusive environment. This applies to everyone: children, adults, coaches, employees and volunteers. It is important to understand that safeguarding is about taking proactive measures as explained below:

- Preventing harm: implementing policies, procedures and training to proactively prevent abuse, neglect and other forms of harm from occurring by ensuring everyone understands their role, responsibilities and what abuse and neglect look like. Promoting a culture of safety, respect and dignity for all those involved is a fundamental aspect to good safeguarding practice.
- Creating a safe environment: creating and maintaining environments that are physically and psychologically safe for everyone by having and enforcing clear codes of conduct for acceptable behaviour and ensuring that facilities and equipment are well-maintained.
- Protecting vulnerable individuals: special care must be taken to protect children and vulnerable adults who may be at a greater risk of harm or abuse ensuring that those who work with these groups are recruited using safe recruitment processes.
- Responding to concerns: all staff and volunteers must be trained to recognise the signs of abuse and the correct procedures for reporting all

concerns ensuring that any issues are addressed appropriately, proportionately and effectively.

Adult safeguarding should always be person-led and outcome focused. The intention is to engage a person to discuss how to best respond to their situation from a safeguarding perspective to enhance their involvement, choice and control in order to improve their quality of life, wellbeing and safety. The adult’s views, wishes, feelings and beliefs must be taken into account when decisions about their future are made.

Capacity means the ability to make a decision about your own life on your own and is sometimes referred to as ‘mental capacity’. This can be affected either temporarily or permanently; some people have the capacity to make some simple decisions but not major, say financial ones, for themselves.

9. Monitoring

This policy will be reviewed annually.

10. Contact details

Role	Name
Incident email	incidents@cyclingsuk.org
Designated Safeguarding Lead	James Scott, Director of Behaviour Change and Development
Deputy Designated Safeguarding Leads	<ul style="list-style-type: none"> • Suzanne Forup, Head of Behaviour Change and Development Scotland • Andrew Cremin, Head of Behaviour Change and Development England • Hannah Foster, Head of Membership • Ste Beattie, Head of People and Culture

Appendix - legislation

The key pieces of legislation both child safeguarding and adult safeguarding for each of the countries of the UK are explained below.

England

Children:

The legislative framework in England is set out in the Children Act 1989, the Children Act 2004 both as amended by the Children and Social Work Act 2017. In addition the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 established the Disclosure and Barring Service an essential aspect of safer recruitment.

The key guidance for anyone working with children in England is Working Together to Safeguard Children (2023) and Female Genital Mutilation – Guidance for Professionals (May 2016).

Adults:

The legislative framework for safeguarding adults in England is set out in the Care Act 2014. Guidance accompanying the Care Act 2014 is available online and should be referred to for more detailed information.

The Mental Capacity Act 2005 establishes the general principle that everyone has capacity unless it is proved otherwise and that they should be supported to make their own decisions. Anything done for or on behalf of people without that capacity must be done in their best interests and with the least restrictive intervention.

Wales

Children and adults:

The Social Services and Well-being (Wales) Act 2014 provides the framework for safeguarding children (and adults) in Wales.

The Rights of Children and Young Persons (Wales) Measure 2011 made Wales the first country in the UK to make the United Nations Convention on the Rights of the Child (Office of the United Nations High Commissioner for Human Rights, 1989) part of its domestic law. The measure ensures that children's rights are included in all policy making in Wales.

Working Together to Safeguard People: Code of Safeguarding Practice was issued by the Welsh Government in January 2022.

The Safeguarding Vulnerable Groups Act 2006 (as amended) applies to Wales in the same way as it applies to England and therefore the DBS service is applicable to anyone in Regulated Activity in Wales in the same way as in England.

The Mental Capacity Act 2005 establishes the general principle that everyone has capacity unless it is proved otherwise and that they should be supported to make their own decisions. Anything done for or on behalf of people without that capacity must be done in their best interests and with the least restrictive intervention.

Scotland

Children:

All policy, legislation and guidance relating to child protection in Scotland is issued by the Scottish government. The current approach is set out in Getting it Right for Every Child (2017) referred to as “GIRFEC”. This explains the framework for those working with children and families to provide the right support at the right time.

In Scotland, the main legislation is the Children (Scotland) Act 1995 and the Protection of Vulnerable Groups (Scotland) Act 2007; the latter established Disclosure Scotland. In Scotland, a child legally becomes an adult at the age of 16, but statutory guidance supporting the Children and Young People (Scotland) Act 2014 includes all people up to the age of 18. If concerns relate to a 16- or 17-year-old, agencies may need to refer to the Adult Support and Protection (Scotland) Act 2007, depending on the situation of the person at risk. National Guidance for Child Protection in Scotland 2021 (updated 2023) This guidance provides a national framework for agencies and practitioners. Additional information can be found on the Care Inspectorate Hub.

In 2024 Scotland incorporated the United Nations Convention on the Rights of the Child into Scottish Law giving stronger protection and ensuring their rights are taken into account in all public decisions.

Adults:

The Adult Support and Protection (Scotland) Act 2007 gives greater protection to individuals and defines adults at risk. It puts adult safeguarding on a statutory footing.

There is also the Adults with Incapacity Act 2000 which provides ways to help safeguard the welfare and finances of people who lack capacity.

Northern Ireland

Children:

The legislative framework for Northern Ireland's child protection system is set out in The Children (Northern Ireland) Order 1995. This sets out parental responsibilities and rights and the duties and powers public authorities have to support children.

Regional Safeguarding Boards for Northern Ireland (SBNI) were created by the Safeguarding Board Act (Northern Ireland) 2011 which also established five Safeguarding Panels to support the SBNI's work at a Health and Social Care Trust level (HSCT).

The Children's Services Co-operation Act (Northern Ireland) 2015 requires public authorities to co-operate in contributing to the wellbeing of children, in the areas of:

- Physical and mental health
- Enjoyment of play and leisure
- Learning and achievement
- Living conditions, rights, and economic wellbeing

Under Section 5 of the Criminal Law Act (Northern Ireland) 1967, it is an offence not to report a 'relevant offence' to the police that includes offences against children.

The Children and Young People's Strategy 2020-2030 sets out the strategic framework to improve the wellbeing of all children in Northern Ireland as required by the Children's Services Co-operation Act (Northern Ireland) 2015.

Adults:

The legislative framework for Northern Ireland's adult safeguarding can be found in Adult Safeguarding Prevention and Protection in Partnership 2015, which was implemented to improve safeguarding arrangements for adults at risk of harm from abuse, exploitation or neglect. The framework provides support and effective protective interventions, placing significant emphasis on early intervention.

The Mental Capacity Act 2005 combines mental health and capacity within one piece of legislation, including decisions about their welfare, health or finances and the safeguards to be put in place if they lack the capacity to do so.

Other relevant legislation

Other relevant legislation, which in some cases apply to all home nations but may only one apply to one of them, are as follows:

Sexual Offences Act 2003

Human Rights Act 1998

Equality Act 2010

Data Protection Act 2018

Safeguarding Vulnerable Groups Act 2006

Deprivation of Liberty Safeguards (Mental Capacity Act 2005)

Protection of Freedoms Act 2012

Domestic Violence, Crime and Victims (Amendment) Act 2012

The General Data Protection Regulations 2016