



Safeguarding Policy

Manchester Cycling Academy believes everyone who participates in cycling, in all its disciplines, is entitled to participate in an enjoyable and safe environment and to be given the chance to experience the fun, challenge and sense of achievement that cycling brings.

To ensure this, Manchester Cycling Academy is committed to implementing policies and procedures to ensure all those involved comply with the British Cycling code of good practice.

Everyone involved accepts their responsibilities to safeguard children and vulnerable adults from harm and abuse. In addition, all young people and vulnerable adults are entitled to a duty of care and to be protected from abuse.

This means taking action to safeguard children and vulnerable adults and to report any concerns about their welfare. Manchester Cycling Academy is bound by British Cycling's procedures for good practice and child protection that clearly states what is required:

- Everyone knows and accepts their responsibilities and works together: parents, volunteers, riders, coaches, leaders, and club officials.

The following terms are used in this policy:

- Anyone under the age of 18 is considered to be a child/young person.
- Manchester Cycling Academy uses the terms young person or young people for all children and young people.
- The term parent is used as a generic term to represent parents, carers and guardians.
- A link to British Cycling's Safeguarding and Protecting Children Policy can be found here: <https://www.britishcycling.org.uk/safeguarding>
- This is also endorsed by Cycling Time Trials (CTT) and other leading national cycling organisations.

The main points of that policy are summarised below. British Cycling requires:

- All affiliated clubs to appoint a Club Welfare Officer responsible for guidance on good practice and child protection.
- All Club Welfare Officers, coaches and ride leaders to undertake relevant child protection awareness training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection in cycling.

- All personnel (parents, cyclists, coaches, leaders, club officials, senior and junior club members) to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person. This can be found in this document and also at: <https://www.britishcycling.org.uk/safeguarding?c=EN>
- All coaches and those working with young people to attend a British Cycling one-day top-up course on child protection, or other training course run by the Local Safeguarding Children Board, or by the County Sports Partnership that comprises good practice and child protection awareness training, guidance on child-centred coaching styles and information on child growth and development and its implications in cycling.
- All coaches and ride leaders should have up to date knowledge of First Aid.

Welfare Officer

Manchester Cycling Academy has a Welfare Officer, Stefan Hopewell, who along with the Academy Coaches ensures that our Child Protection Policy is implemented and communicated to Members. The Welfare Officer will also advise Manchester Cycling Academy event organisers how best to safeguard the welfare of young people who are participating in those events.

If you have any concerns about the welfare of young people involved with Manchester Cycling Academy you can contact our Welfare Officers on 07977 486236 or 07801 833678

Information for Parents

Manchester Cycling Academy requires that parents of young people taking part in all our activities complete our parental consent form. This is required for all participants and can be completed via the Manchester Cycling Academy website at: <https://manchestercyclingacademy.co.uk/policies/>

Guidance notes for Coaches and Event Organisers

All of our coaches and event organisers will adhere to the best practice guidance provided by British Cycling, which can be found below:

https://www.britishcycling.org.uk/zuvvi/media/bc_files/safeguarding/SG_3.2_Guidelines_for_cycling_events.pdf

The following information covers the main points that coaches and event organisers need to adhere to.

Good Practice

The following principles should be adhered to by those involved in cycling:

- Conduct all coaching and meetings in an open environment; avoid one-to-one coaching in unobserved situations.
- Maintain a safe and appropriate relationship with young people.
- Avoid unnecessary physical contact with young people
- Touching can be okay and appropriate as long as it is neither intrusive nor disturbing and permission has been given.
- Carry a mobile phone.
- Carry emergency contact details of all riders taking part.

You can read more at:

<https://www.britishcycling.org.uk/coaching/article/coa20140203-Advice-forcoaches-on-using-Social-Media-0>

Photography

- British Cycling has introduced the following policy to help protect members in this age group, which Manchester Cycling Academy has adopted:
- Manchester Cycling Academy will make every effort to limit shots taken, or published on its website, of riders in the under sixteen categories, to images which involve racing or formal training or formal club on-the-bike activities.
- Off-the-bike shots of this age group will be limited to groups of riders unless provided by and with consent from a parent of the youth.
- As an exception to the British Cycling Policy above, Manchester Cycling Academy may also take and publish photos of under-sixteens receiving their awards at formal prize presentations.
- Manchester Cycling Academy will always remove images from its website upon request to the Welfare Officer, where reasonable.
- Manchester Cycling Academy will endeavour to use first names only when creating social media posts.

Managing challenging behaviour of children and vulnerable adults in cycling

Those who deliver cycling and other sports activities to children and vulnerable adults may, on occasions, be required to deal with a rider's challenging behaviour. This may cause individuals to experience different emotions and they may find it difficult to manage this behaviour.

The CPSU Briefing 'Managing challenging behaviour' guidance aims to promote good practice and to encourage a proactive response to supporting riders to manage their own behaviour.

They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions which must never be used.

These guidelines are based on the following principles.

- The welfare of the rider is the paramount consideration. All those involved in activities (including riders, coaches/volunteers and parents/carers) should be provided with clear guidelines about required standards of conduct, and the organisation process for responding to behaviour that is deemed unacceptable.
- Riders must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- Some riders' exhibit challenging behaviour as a result of specific circumstances, e.g. a medical or psychological condition, and coaches may therefore require specific or additional guidance.
- These and any other specific needs the rider may have should be discussed with parents/carers and the rider in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support provided e.g. from external agencies, educational establishments, Children's Social Care services etc.

- Sport can make a significant contribution to improving the life experience and outcomes for all children and vulnerable adults. Every rider should be supported to participate and, only in exceptional circumstances where the safety of a rider or of other riders cannot be maintained, should a rider be excluded from club activities.

The CPSU Briefing document is available at:

<https://thecpsu.org.uk/resourcelibrary/best-practice/managing-challenging-behaviour/>

Physical contact and young people in sport Introduction and background

There is growing concern about what is and what is not permissible in the area of physical contact with children, young people and vulnerable adults in sport. Guidance There are a number of principles that should be followed when the activity involves physical contact. Physical contact during sport should always be intended to meet the child's needs, NOT the adult's. The adult should only use physical contact if their aim is to:

- Develop sports skills or techniques
- To treat an injury
- To prevent an injury or accident from occurring
- To meet the requirements of the sport
- The adult should seek to explain the nature and reason for the physical contact to the child reinforcing the teaching or coaching skill.
- Unless the situation is an emergency, the adult should ask the child for permission.

It is good practice for sport clubs, as part of an induction process or pack for new members, to explain to parents/carers and their child or give written guidance about any physical contact that will be required as part of that activity.

Children should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened. Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment.

Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.

The CPSU is not aware of any sports bodies that have stated that any physical contact is not permissible under any circumstances within the context of coaching or teaching. In the case of a young person with a disability specific support or assistance may be required. When children with disabilities are lifted or manually supported, the individual child should be treated with dignity and respect.

Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting. It is recommended that those assisting receive appropriate training.

Review

This policy will be reviewed on August 1st 2026

Useful resources/contacts for advice:

- NSPCC Child Protection in Sport Unit (<https://thecpsu.org.uk/>) or call the NSPCC on: 0808 800 5000
- Manchester Cycling Academy Welfare Officer: Stefan Hopewell 07977 486236
- team@manchestercyclingacademy.co.uk
- Manchester Cycling Academy Equality Policy
- Manchester Cycling Academy Health & Safety Policy
- Manchester Cycling Academy Privacy Policy
- Manchester Cycling Academy Volunteer Agreement

Are available here: <https://manchestercyclingacademy.co.uk/policies/>