
Cycling in Lowestoft

Safeguarding policy and procedure

June 2024

1. Introduction and purpose

This policy sets out how *Cycling in Lowestoft* (CiL) operates to keep adults at risk of abuse or neglect and children safe from abuse.

The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

We have a Duty of Care to our volunteers and service users. We are committed to the protection and safety of adults at risk and children whether they are volunteers and/or participants in our activities. We will protect and support the volunteers who work with us as well as users of our services.

All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. Children's legislation includes the Children's Act 1989 and 2004. We also follow Working Together to safeguarding children 2023.

Safeguarding is everyone's responsibility. For our safeguarding policy to be effective every volunteer, and staff member who supports us whatever their role, will play their part in keeping people safe.

2. Definitions

Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 42.1 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

"Safeguarding and promoting the welfare of children" is defined in Working Together 2023 as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

3. Persons affected by this policy

This policy applies to everyone working/ volunteering on behalf of *Cycling in Lowestoft*, including committee members, those paid for events, volunteers, and others.

4. Our Policy

- *Cycling in Lowestoft* has a zero-tolerance approach to abuse.
- There are no excuses for not taking all reasonable action to protect adults at risk and children from abuse, exploitation, radicalisation and mistreatment.
- *Cycling in Lowestoft* recognises that under the Care Act 2014 it has a duty for the care and protection of adults who are at risk of abuse. It is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.
- The welfare of the child and/ or adult at risk is paramount and all adults have the right to protection from abuse. We follow Working Together to safeguard children 2023
- We are committed to working with appropriate agencies including Suffolk Social Care, Suffolk Safeguarding Teams and the police et c. to ensure the reporting of abuse is appropriate and in line with local, national and Charity Commission requirements and Information Sharing guidance.
- We will create an environment where all members and those working with us feel able to raise safeguarding concerns and feel supported with their safeguarding responsibilities
- All members and those working with us will be made aware of their safeguarding responsibilities and procedures to be followed if they have a safeguarding concern
- All members and those working with us are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding including the reporting of people at risk of radicalisation and extremism.
- All members and those working with us must be clear on appropriate behaviour and responses and follow our agreed Code of Conduct/ Behaviour. Where appropriate, failure to maintain standards will be dealt with using *Cycling in Lowestoft's* Procedures.
- All members and those working with us who come into contact with adults at risk of abuse, and children and their families as part of their *Cycling in Lowestoft* duties will be alert to possible signs of abuse and consider whether there may be safeguarding concerns. They will discuss their concerns with the Designated Safeguarding Lead, to get appropriate support.
- There is Designated Lead for safeguarding in *Cycling in Lowestoft*.
- The Designated Safeguarding Lead for *Cycling in Lowestoft* will fulfil their safeguarding responsibilities in a way that ensures that adults and children are safeguarded from harm. The Safeguarding Lead is responsible for following up and reporting any suspected reports of abuse.
- A committee member will have leadership responsibility for *Cycling in Lowestoft's* safeguarding arrangements
- This policy will be reviewed annually by the Committee.

FLOWCHART FOR REFERRAL FOR ACTUAL OR SUSPECTED ABUSE (2022)

See it. Recognise it. Report it.

If the matter is urgent because a child or adult at risk of harm is in immediate danger
phone 999 for the Police.

See it.

Are they safe? If you are concerned about a child or Adult at Risk of Harm you could help stop abuse if you follow the safeguarding policy and procedure (use this flowchart)

It is not your responsibility to decide if abuse has happened. It IS your responsibility to report it to the Safeguarding Lead and/ or appropriate authority

Recognise it.

- Share your concerns/ information with the Safeguarding Lead/ Deputy Safeguarding Lead.
- *For concerns about an Adult at Risk of Harm:* Use the *Safeguarding Adults Framework* to guide your discussions on thresholds for safeguarding referrals
- *For concerns about a child (under 18 years of age):* Use the *Suffolk Thresholds of Needs Matrix* to guide your discussions on thresholds for safeguarding referrals
- If you need to discuss whether or not a referral is required, call the MASH Professional Consultation Line on 0345 6061499 to speak with a MASH social worker - or use their webchat
- If there is immediate danger to the child or Adult at Risk call 999 for the Police.

Report it

If you have a concern about a child or an Adult at Risk you will need to make a safeguarding referral to Suffolk County Council

Contact information

Suffolk County Council Customer First [0808 800 4005](tel:08088004005)

MASH Professionals Consultation line [03456 061 499](tel:03456061499)

Police: 999 if it is an emergency

Safeguarding Lead for *Cycling in Lowestoft group*: named representative: Susan Steward
Contact: email: Lowestoftcyclingforum@gmail.com

Remember ALL notes will be disclosable should a formal or criminal investigation occur. *Ensure that your notes are signed, dated, professional, separate opinion from fact, are recorded verbatim using the same words as were used during the disclosure.*