

Protection Policy for Children and Vulnerable Adults

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1. Richmond Cycling Campaign work to get more people on bikes. We are an open and inclusive group.
2. We have adopted this protection policy to ensure that vulnerable people – both children and some adults – are never put at risk through what we do.
3. So, as far as is reasonably possible then, it is Richmond Cycling Campaign's policy to ensure that everyone working for or on our behalf who comes into contact with children or vulnerable adults has a duty to safeguard and promote the welfare of those people.

Definitions

4. A child is defined by the Children Act 1989 as anyone under the age of 18 years old.
5. A vulnerable adult is anyone over the age of 18 who “.....may be unable to take care of him or herself, or unable to protect themselves against significant harm or exploitation”. (Lord Chancellors Department 1977 – Who Decides).
6. The following list is not exhaustive, but a vulnerable adult may be a person who:
 - is elderly or frail
 - has learning disabilities
 - suffers from mental illness
 - has physical disability
 - is a substance misuser
 - is homeless
 - is in an abusive relationship

(note that disability or age alone does not signify that an adult is vulnerable).

7. Anyone paid to work on a Richmond Cycling Campaign project, likely to be in contact with children or vulnerable adults in their day to day work, will be required to undertake a Enhanced Disclosure check through the Criminal Records Bureau.
8. Any Richmond Cycling Campaign volunteers leading on projects involving children or vulnerable adults must also undertake the above CRB check – to be arranged through and paid for by Richmond Cycling Campaign.

PROCEDURE - Good Practice

Richmond Cycling Campaign volunteers, representatives, contractors and employees **must**:

1. Take all reasonable steps to ensure the health, safety and welfare of any child or vulnerable adult who they come into contact with.
2. Treat all equally. Whatever their age, culture, ability, gender, race, religion or sexuality, all members of any group must be given similar attention, time, respect and dignity.

3. Communicate with children and vulnerable adults in a way that is appropriate to their age, understanding and preference.
4. Involve parents, guardians and others in any appropriate decision making about rides, events etc for children and vulnerable adults.
5. Ensure that their own behaviour, language, gestures, clothing etc is appropriate and above reproach whilst in the company of children and vulnerable adults.
6. Ensure all contact with children and vulnerable adults is in an open environment - one to one unobserved situations must not arise.
7. Ensure relationships are built on mutual trust and respect.
8. Make themselves aware of any medical conditions (such as allergies) existing injuries and medicine affecting any of the children or vulnerable adults they have contact with.
9. Prevent any other member of staff or volunteer from putting any child or vulnerable adult in a situation which may result in a significant risk to their health and safety.
10. Keep a written record of any incident, accident or injury.
11. Report any evidence or reasonable suspicion or concern over a person's welfare to the Coordinator, Secretary or Treasurer of Richmond Cycling Campaign ensuring initial confidentiality. The person reported to must then decide whether this information should be reported to any authority.
12. Advise as appropriate anyone taking any photographs where children or vulnerable adults are likely to be present that any photographs published must not show last names or addresses.

Richmond Cycling Campaign volunteers, representatives, contractors and employees **must not**:

13. Put themselves in a compromising situation by (for example) spending a lot of time with one child or vulnerable adult away from others. That could result in unnecessary allegations.
14. Offer to do things of a personal nature for any child or vulnerable adult who is capable of doing these for themselves.
15. Exchange any personal contact information with any child or vulnerable adult.
16. Make sexually suggestive comments to a child or vulnerable adult.
17. Take a child or vulnerable adult into their own home or go unaccompanied to any other premises.
18. Engage in rough, physical or sexually provocative behaviour or any form of inappropriate touching or language.
19. Use any form of control which is likely to upset a child or vulnerable adult.
20. Tolerate bullying, rule violations or use of prohibited substances.

PROCEDURE - keeping people informed

Richmond Cycling Campaign volunteers, representatives, contractors and employees must inform the appropriate person, be it parent, guardian or teacher if:

- A child or vulnerable adult becomes distressed or is injured in any way.
- A child or vulnerable adult misinterprets some well-intentioned action which has taken place.
- Another adult is seen to be behaving in an inappropriate manner.

PROCEDURE - dealing with a complaint

If a complaint is made against a Richmond Cycling Campaign volunteer, representative, contractor or employee, the matter will be fully investigated and may result in disciplinary action. If any behaviour is wholly inappropriate, the Police will be informed.

Review

This policy has been formally adopted by Richmond Cycling Campaign and will be reviewed at least annually at the Annual Meeting.

Last Review: 13/01/2014