



Safeguarding and Protecting Children and Vulnerable Adults Policy

Safeguarding Policy Statement

1. Introduction

1.1 . Manchester Bike Kitchen has a moral and legal responsibility to implement procedures that provide a duty of care of all young people and adults who may be deemed to be vulnerable and to safeguard their wellbeing and protect them from abuse/poor practice on any grounds.

1.2 . Although rarely operating as a provider of direct services to children and young people, Manchester Bike Kitchen is in a position to positively influence other organisations to adopt policies and practices that safeguard and protect children. From time-to-time holders of certain roles within Manchester Bike Kitchen will come into contact with children, Manchester Bike Kitchen has identified safeguarding procedures and practices that are applied to activities undertaken by Manchester Bike Kitchen colleagues which are set out in this policy. Manchester Bike Kitchen and its colleagues may also be used by individuals within and outside the Sport Sector to report concerns about the behaviour of clubs, organisations, and individuals. These reports may include concerns over the welfare and safety of children and young people.

1.3 This policy covers Manchester Bike Kitchens' responsibilities in relation to colleagues and volunteers with roles that bring them into contact with children and young people and the responsibilities of all colleagues and volunteers in circumstances where concerns for the welfare and safety of children and young people are raised.

1.4 Where this policy speaks of children and young people it should be read to include vulnerable adults in addition.

1.5 All elements of safeguarding are overseen by the Designated Safeguarding Officer and Manchester Bike Kitchen's board of Trustees. This policy is reviewed every 2 years by the board of Trustees.

1.6 The role of Designated Safeguarding Officer (DSO) is to be held by the Operations Director. At the time of the policy review this is Mark Nesbitt mark@communitybikekitchen.co.uk phone (0752813034)

2. Scope

This Safeguarding children policy applies to all colleagues employed by Manchester Bike Kitchen as well as those representing Manchester Bike Kitchen, on a full or part-time basis. It will be applied consistently regardless of gender, gender reassignment, marital or family status, age, disability, ethnic origin, creed, religion or philosophical belief, sexual orientation, Trade Union membership or any other condition or requirement which cannot be shown to be justifiable.

Manchester Bike Kitchen' Protecting and Safeguarding Children & Vulnerable Adults policy represents best practice for partner and/or funded organisations that have not already developed these. The policy identifies minimum safeguarding operating standards for agencies or individuals funded or commissioned by Manchester Bike Kitchen to provide services that bring employees or others into contact with children and young people.



3. Responsibilities

All organisations providing services to children and young people are required to make effective arrangements to safeguard children and young people (Working Together to Safeguard Children 2023 – HM Government). Manchester Bike Kitchen has adopted the following five outcomes for children and young people that appeared in the Governments ‘Every Child Matters’ Strategy in 2003. As an organisations we still believe they provide clear outcomes for the work we are doing and the impact we want to have on children and young people. These 5 outcomes are:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

Sport has an important contribution to make to each of the five outcomes. Enabling children to stay safe from abuse and the harm caused by poor practice is central to the achievement of these outcomes.

Manchester Bike Kitchen recognises its responsibility to safeguard and promote the interests of children and young people by:

- Ensuring that effective safeguarding procedures and practices are reflected and applied to activities undertaken by Manchester Bike Kitchen colleagues;
- Advocating that effective safeguarding procedures and practise are reflected and applied to activities undertaken by Manchester Bike Kitchen Partners.
- Promoting safeguarding issues to the wider sport and activities sector. Due to its role and status, Manchester Bike Kitchen and its colleagues may also be used by individuals within and outside the Sport Sector to report concerns about the behaviour of clubs, organisations and individuals. These reports may include concerns over the welfare and safety of children and young people.

4. Principles

Manchester Bike Kitchen’s Safeguarding and Protecting children policy is guided by the following principles:

- The welfare of children and young people (under 18 years of age) is the primary concern.
- All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place, but it is everyone’s responsibility to report any concerns.
- All reports of poor practice and suspicions or allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- Confidentiality should be upheld in line with the Data Protection Act 1984 and the Human Rights Act 2000.



5. Supporting Documentation

This policy has been written to work alongside a number of other Manchester Bike Kitchen policies and is supported by a number of key appendices that provide more details about the work of the organisation in relation to safeguarding children, young people and vulnerable adults.

Manchester Bike Kitchen Documents and Policies connected to this policy

- Complaints Policy and Procedure
- Staff/Volunteer Handbook
- All Manchester Bike Kitchen Risk Assessments
- Photography and media filming statement
- Staff and Volunteer Code of Conduct

Safeguarding and Protecting Children and Vulnerable Adults Policy Appendices:

1. DBS Policy
2. Social Media and Safeguarding
3. Self-Disclosure Form
4. Indicators and types of abuse/harm
5. Reporting form
6. The Designated Safeguarding Officer
7. Responding to, reporting and recording safeguarding concerns
8. Expectations of partner organisations

6. Recruitment of Staff and Volunteers to Manchester Bike Kitchen

Manchester Bike Kitchen will take all reasonable steps are taken to prevent unsuitable people from gaining access to and working with children and young people through its comprehensive recruitment and selection procedures.

In accordance with our DBS policy (Appendix 1) we have outlined a number of roles that would be deemed to be in 'Regulated Activity' and hence would require an enhanced DBS check.

Safer Recruitment Processes

For All roles deemed in 'regulated activity' the following safer recruitment processes will always be carried out:

6.1.1. Advertising

Any advertising used to recruit colleagues to Manchester Bike Kitchen reflects the aims of the organisation, the responsibilities of the role, the level of experience or qualifications required – noting where relevant that experience of working with young people is an advantage.

6.1.2 Pre-Application Information

Potential applicants are sent a job pack containing pre-application information, which includes a job description, a person specification, an application form.

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6.1.3 Applications

All applicants whether for paid, full or part-time positions are asked to complete an application form. This includes the following:

- Their consent to an enhanced level Criminal Records Bureau Disclosure
- An acknowledgement of their agreement to abide by the organisation's policies including Safeguarding and Protecting Children and Code of Conduct if successful

Applicants are be advised that failure to disclose information or subsequent failure to conform to the any of the organisation's policies will result in disciplinary action and possible exclusion from working for the organisation.

Checks and References

An enhanced level Criminal Records Bureau (CRB) check will be undertaken for all designated roles. Where positive disclosure information is received from the CRB, an assessment will be made by appropriately trained and informed colleagues to establish the suitability of the applicant to work with young people. The FOD will lead this procedure in consultation with the relevant Designated Safeguarding Officer (see appendix D). All Criminal Records Bureau (CRB) checks (DBS CHECKS) will be renewed every three years.

A minimum of two written references covering at least three years of employment history will also be taken up and referees are asked to comment on applicant's previous experience and suitability for working with Children and young people, as appropriate. Training is provided to successful applicants who do not have experience of working with children.

Induction

All new colleagues to paid posts at Manchester Bike Kitchen will follow a comprehensive induction programme, which includes:

- Providing information about Manchester Bike Kitchen
- Setting standards and patterns of behaviour expected
- Providing an understanding how individual roles contributes to our success
- Agreeing performance objectives

All new colleagues are required to sign-off their agreement to Manchester Bike Kitchen policies (including this policy on Safeguarding and protecting Children) on Policy Matter on their first day at Manchester Bike Kitchen.

For new colleagues occupying designated roles, safeguarding and child protection procedures will be explained by line managers as part of the induction process and any training needs established.

All new colleagues attend an Induction Day within three months of joining Manchester Bike Kitchen. Responsibilities of all colleagues (whether occupying a designated role or not) with regard to Child Protection are included in the programme for the day.



Staff/Volunteers not in ‘Regulated Activity’

As per Appendix 1 where we define ‘regulated activity’ there may be staff or volunteers who are not in ‘regulated activity’ and hence not be subject to a enhanced DBS check or the additional recruitment procedures outlined above. However Manchester Bike Kitchen require these individuals to complete a self-disclosure form (see Appendix 3), on the basis that they should not have sole or supervisory responsibility for children, and should always be accompanied by someone with supervisory responsibility for whom these (or other equivalent) steps have been taken.

Working with Partner organisations

Manchester Bike Kitchen ensures that, when commissioning services from organisations that involve staff or volunteers from those organisations having roles in relation to children as identified above, a contractual condition is included which requires the organisations concerned to apply the same standards to their recruitment and selection processes.

7. Training and Support for Manchester Bike Kitchen Staff and Volunteers

The Safer Recruitment processes we employ are only part of the process to protect children and young people from possible abuse. Appropriate training enables Manchester Bike Kitchen staff and volunteers to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

All colleagues, whatever their role, are required to sign-off Manchester Bike Kitchen’ Safeguarding and Protecting children policy and our Staff/Volunteer Code of Conduct to confirm that they have read and understood these policies.

All colleagues working or in contact with children on behalf of the organisation will receive training in safeguarding and child protection. All training will be regularly reviewed and we will ensure that all staff and volunteer training is regularly updated. This will be a minimum of every 3 years. We will however look for further training to support staff and volunteers in supporting children, young people and vulnerable adults.

Performance Monitoring and Review

At regular intervals (or following a programme or event), Manchester Bike Kitchen colleagues or volunteers working or in contact with children will be given the opportunity to receive feedback, to identify training needs and set new goals. Line Managers undertaking the assessment must be sensitive to concerns about poor practice or abuse and act on them at an early stage. Colleague’s competence in working with or in contact with children will be formally reviewed by their line managers in accordance with Manchester Bike Kitchen’s Performance and Development Review (PDR) Framework.



8. Promoting Good Practice with Young People by staff/volunteers

Abuse can occur within many situations including the home, school and the sporting environment. There are individuals who actively seek employment or voluntary work with young people in order to harm or exploit them. More positively, a coach, instructor, official or volunteer having contact with young people can play an important role in identifying cases where protection is needed. All cases of poor practice should be reported to the appropriate person as named on page 1 of this policy. All reports received will be reviewed by the relevant Designated Person within Manchester Bike Kitchen, who will determine the appropriate course of action.

All Manchester Bike Kitchen colleagues and volunteers are encouraged to demonstrate exemplary behaviour in order to promote the welfare of children and reduce the likelihood of misinterpretation of their actions or allegations being made. All Manchester Bike Kitchen colleagues and volunteers are required to comply with Manchester Bike Kitchen's Code of Conduct whilst working on behalf of the organisation.

9. Recognition of Poor Practice, Abuse and Bullying by staff/volunteers

Even for those experienced in working with child, it is not always easy to recognise a situation where abuse may occur or has already taken place. Those involved in sport, whether in a paid or voluntary capacity, are not experts at such recognition. However, they have a responsibility to act if they have any concerns. Manchester Bike Kitchen colleagues are expected and encouraged to discuss any concerns about the welfare of a person immediately with the relevant Safeguarding Officer.

9.1 Poor Practice

Poor practice is any behaviour that contravenes the Manchester Bike Kitchen' Code of Conduct, which is constituted around:

- Rights - for example of the player, the parent, the coach, the official etc
- Responsibilities - for example responsibility for the welfare of the players, the sport, the profession of coaching, their own development
- Respect - for example of other players, officials and their decisions, coaches, the rules.

In circumstances where it is difficult to determine whether an incident constitutes poor practice or abuse, information should be forwarded on to the relevant Safeguarding Officer who will make a decision.

9.2 Abuse

Abuse can happen wherever there are young people. The effects of abuse can be damaging long term. Young people can be abused by adults (both male and female) or other young people – usually (but not always) by people they know well and trust. Details of grounds for abuse and types of abuse that Manchester Bike Kitchen colleagues and volunteers are encouraged to act upon are provided in Appendix 4. However, this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is **not** the responsibility of those working for Manchester Bike Kitchen to decide that child abuse is occurring but it is their responsibility to act on any concerns.



9.3 Bullying

In some cases of abuse, it may not be an adult abusing a young person. It can occur that the abuser may be a young person, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. This is defined as repeated (systematic) aggressive verbal, psychological or physical conduct by an individual or group against another person or persons (Nancy Duin, Bullying, a survival guide, produced by the BBC Education). Details of grounds for bullying and types of bullying that Manchester Bike Kitchen colleagues and volunteers are encouraged to act upon are provided in Appendix 4. However, this list is not exhaustive and the presence of one or more of the indicators is not proof that bullying is actually taking place. It is **not** the responsibility of those working for Manchester Bike Kitchen to decide that child abuse is occurring but it is their responsibility to act on any concerns.

10. Providing Support

Manchester Bike Kitchen is full aware that in dealing with and responding to a safeguarding concern can be a difficult and emotional time and hence support may needed to be provided. The people who may need support could include:

- Children/young people directly involved.
- Children/young people indirectly involved.
- Manchester bike Kitchen staff and volunteers
- Parents
- Members of the public

11. Allegations against Manchester Bike Kitchen Staff and Volunteers

Feelings generated by the discovery that a colleague is, or may be, abusing a child, may raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters. Manchester Bike Kitchen will fully support and protect colleagues and volunteers who, in good faith (without malicious intent), report their concern about a colleague's practice or the possibility that a child may be being abused.

Types of Investigation

Where there is a complaint made against a staff member or volunteer relating to the safety or welfare of a child, young person or vulnerable adult one of the following investigations may be carried out.

- A criminal investigation (undertaken by the police)
- A child or adult protection investigation (undertaken by social services/police)
- A disciplinary or misconduct investigation (undertaken by Manchester Bike Kitchen)

Civil proceedings may also be initiated by the person/family of the person who alleged the abuse.

Any disciplinary investigations will be conducted in accordance with Manchester Bike Kitchen's disciplinary policy and will take into account all available information including details from the police and social services.



12. Review

A full review of this policy will take place every 2 years. This document may be reviewed earlier in light of significant changes in legislation, changes in the role of the organisation, or learning from a significant case review.

Monitoring of the implementation of the policy will take place on a quarterly basis, based on information provided by the regions and the Support Centre. A short Annual Report will be submitted to the Executive Team in March of each year.
