



Community Bike Kitchen CiC – Trading as Manchester Bike Kitchen

19.12.2025 – reviewed annually, next review due January 2026

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

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.

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.

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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 2006 – HM Government). The government's strategy Every Child Matters: Change for Children (2003, HM Government) has identified five outcomes for children all agencies should work towards achieving. They 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.
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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.



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- Confidentiality should be upheld in line with the Data Protection Act 1984 and the Human Rights Act 2000.
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5. Recruitment of Applicants 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.

Designated Roles

The following additional procedures apply to the recruitment of paid staff and volunteers (full or part time) to posts:

- That will involve significant or regular contact (including by phone, email, text etc) with children and young people
- That will involve supervising children and young people
- That will include line management responsibility for staff or volunteers in regular direct or supervisory contact with children and young people
- That involve handling or managing personal data about children and young people

Details of the roles to which these standards (Designated roles) apply are provided in Appendix A.

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.

For designated roles the following pre-recruitment checks will always be carried out:

5.1.1. 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.

5.1.2 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.

5.1.3 Applications



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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.

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6. Training for Manchester Bike Kitchen Colleagues

Checks are only part of the process to protect children from possible abuse. Appropriate training enables Manchester Bike Kitchen colleagues 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's Safeguarding and Protecting children policy and our Code of Conduct on Policy Matters 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 child protection basic awareness. All child protection basic awareness training will be renewed / updated every three years.

6. 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. Self-Disclosure

Any individual who may have only 'one-off' or very occasional direct contact with children and young people will not be subject to a CRB enhanced level disclosure or the additional recruitment procedures outlined above but will be required to complete a self-disclosure form (see Appendix C), 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.

9. Promoting Good Practice with Young People

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

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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 (see section 11). 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 misinterpretations 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.

10. Recognition of Poor Practice, Abuse and Bullying

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 (see appendix D)

10.1 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 (see appendix D).

10.2 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 E. 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 Sport4 Life to decide that child abuse is occurring but it is their responsibility to act on any concerns.

10.3 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 F. 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.

11. Responding to Disclosure, Suspicions and Allegations of poor practice or abuse

Where indications arise that a young person is, or is at risk of, being abused either at home or in a sport setting, Manchester Bike Kitchen colleagues and volunteers must respond immediately, and take the concern seriously. It is not Manchester Bike Kitchen's responsibility to determine if abuse has in fact occurred. However there is a clear responsibility to protect the young person by informing the appropriate agencies so that they can investigate any suspicions / allegations and take any action required.

For staff working directly with young people concerns may arise through:

- Direct observation of an incident
- Direct observation of indicators which raise concerns
- Disclosure by the young person
- Report received from a third party

Colleagues who do not have significant direct contact with, or responsibility for, young people in the course of their work, still have responsibilities in the event of receiving concerns about a young person and must ensure a consistent and appropriate response in line with the procedure set out below.

11.1 Principles

- The welfare and safety of children and young people is paramount
- Failing to respond to information is not an acceptable option
- It is unsafe to assume that someone else will respond or has responded, unless this has clearly been established
- Even though it may not be the responsibility of the person receiving the report or information to manage or investigate a concern, it is their responsibility, as a minimum, to pass the information on to an appropriate person

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- Delays in responding can increase the risks to a child

11.2 Types of Concerns

Concerns may include allegations or suspicions about:

- Abuse (physical, sexual, emotional, or neglect - by adults or young people) occurring within a sports context or outside
- Bullying, hazing and harassment (physical, verbal or emotional) by adults or young people
- Poor practice (either serious or lower level) within sport
- More general child welfare issues
- Worrying behaviour of an adult (for example someone acting suspiciously at a sports venue)
- Historical abuse (allegations dating back several years)

Reports may:

- Relate to children and young peoples' experiences within sporting activities and programmes (e.g. behaviour of coaches or volunteers), or outside (e.g. experiences at home or school)
- Be very specific and contain clear details
- Be more general and less detailed
- Be from identified sources or anonymous
- Apparently not be significant in isolation - this information may constitute an important part of a much wider picture of abuse or harm

Reports or referrals may be sent to a Manchester Bike Kitchen colleague or office in the belief that Manchester Bike Kitchen is responsible for the activity, organisation or individual concerned, or will take the required action.

All referrals or reports require a response. Manchester Bike Kitchen colleagues receiving such information have a responsibility to ensure that the concern is either acted on directly, or is passed on to an individual or organisation that will then take the necessary action.

11.3 Responding to concerns

- All concerns and allegations, whatever their origin, must be taken seriously and considered with an open mind which does not pre-judge the situation.
- In circumstances where a child volunteers/discloses information about abuse, colleagues must listen to the child without questioning. A child should **never** be stopped who is freely recalling significant events. The child should **not** be asked to repeat their story to a colleague or asked to write it down.
- The information must immediately be passed to the relevant Designated Safeguarding/Child Protection Officer (DSO) or the member of staff with deputising responsibilities at the earliest opportunity.

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- Incidents may occur where the alleged perpetrator may be a young person. This must be referred to the relevant Safeguarding Officer (see appendix D) who will contact the appropriate agency to ensure support for both the victim and alleged perpetrator.
- A 'Safeguarding Report Form' (see appendix G) must be completed and passed to the DSO at the earliest opportunity.
- It is the DSO's responsibility to decide what further action is required, and to ensure this is carried out.
- If neither the DSO nor deputy is available, advice should be sought from CPSU, local Children's Services (e.g. Social Services) or Police, about an appropriate response. In this instance, the DSO should be subsequently fully informed at the earliest opportunity, and the completed Safeguarding Report Form passed on.
- Reporting the matter to the Police or Social/Children's Services department should not be delayed by attempts to obtain more information.
- Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours (usually by the Designated Safeguarding Officer). A record should also be made of the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

11.4 Designated Safeguarding/Child Protection Officer (DSO)

Details of Manchester Bike Kitchen's Designated Safeguarding Officer are provided in Appendix D. These individuals will take a lead in relation to safeguarding/child protection issues. Officers will be expected to attend a basic child protection awareness course (e.g. SCUUK Good Practice & Child Protection, LSCB course, or equivalent) and are subject to an enhanced level CRB check.

Responsibilities of the DSO, include:

- Receiving notification of any information relating to safeguarding/child protection issues.
- Making any immediate enquiries necessary to clarify the nature of the concern, and identifying which other organisations should be contacted.
- Deciding on an appropriate response (when necessary having sought advice and support from CPSU or other statutory child care agency e.g. Social/Children's Services or Police, or another sports organisation).
- Responses could include consulting with or referring the matter to another sports organisation's safeguarding officer (e.g. CSP, NGB or LA Leisure Services), or contacting a statutory agency such as Social/Children's Services or Police.
- If the concerns relate to the behaviour of a member of staff or volunteer (poor practice or suspected abuse), consulting with the relevant manager/HR so appropriate disciplinary processes can be initiated.
- Recording all actions (including those actions agreed by other organisations or individuals) and establishing a record, which is stored securely in accordance with the requirements of the Data Protection Act.
- Providing advice to staff on safeguarding matters.

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- Acting as the organisational link with other agencies or organisations involved in dealing with safeguarding issues, which arise.
- Ensuring all office staff are aware of and understand these procedures.

11.5 Responding to Disclosure Directly from a Child

Colleagues who receive information concerning disclosure directly from a child should:

- React calmly so as not to frighten the child
- Tell the child he/she is not to blame and that it was right to tell
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- Reassure the child but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- Make a full record of what had been said, heard and/or seen as soon as possible.
- Seek immediate medical attention if required

Colleagues receiving the disclosure from a child should avoid:

- Panicking
- Allowing shock or distaste to show
- Probing for more information than is offered
- Speculating or making assumptions
- Making negative comments about the alleged abuser
- Approaching the alleged abuser
- Making promises or agree to keep secrets
- Undressing a child to view injuries

11.6 If in doubt

Colleagues who are unsure what to do in response to a disclosure received, must contact the DSO. In the absence of the DSO, Social/Children's Services can be contacted or advice obtained by telephoning the NSPCC 24-hour free phone Helpline - 0808 800 5000. It is important not to delay taking action. The Police also have specially trained Child Protection Teams who will give guidance and support. Victim liaison officers from the police can advise on adult protection issues. Details of the duty Social Services Officer are available from the Samaritans. Social Services Staff from the area covering the child's home address will usually carry out the investigations.

11.7 Action if Bullying is Suspected

Manchester Bike Kitchen colleagues receiving a disclosure relating to bullying should take the following action:

- Take all signs of bullying very seriously

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- Encourage all children to speak and share their concerns¹.
- Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else
- Keep records of what is said (what happened, by whom, when)
- Report any concerns to the person in charge at the club, coaching session or school (wherever the bullying is occurring)

Action towards the bully: if it is another child:

In the event that the bully is another child, Manchester Bike Kitchen colleagues should take the following action:

- Talk with the bully, explain the situation, try to get the bully to understand the consequences of their behaviour. Seek an apology to the victim.
- Inform the bully's parents.
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim
- Provide support for the coach and significant others of the victim
- Impose sanctions as necessary
- Encourage and support the bully(ies) to change behaviour
- Hold meetings with the families to report on progress
- Inform all organisation members of action taken
- Keep a written record of action taken

In cases where incidents are serious (e.g. physical injury) or persist despite attempts to deal with it, the same protocols should be followed as set out in section 5.

11.8 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a "need to know basis" only. This includes the following people:

- The DSO
- Social/Children's Services/Police
- The person reporting the concerns (or their carers where the reporter is a young person)
- Designated officers within other relevant organisations e.g. NGB, LA
- The alleged abuser (and parents if the abuser is a child)*

¹ It is believed that up to 12 children per year commit suicide as a result of bullying so if anyone talks about or threatens suicide, seek professional help immediately.



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* Where there is any possibility that a criminal act may have been committed care should be taken not to take any action that may jeopardise any subsequent criminal investigation. This includes contacting the alleged perpetrator. Advice should FIRST be sought from the police and / or Social Services.

All documentation relating to disclosures must be passed to the DSO to be stored in a secure place with limited access to designated people, in line with Data Protection Laws (e.g. that information is accurate (and is regularly updated), relevant and secure. The DSO is responsible for developing and maintaining a suitable system for holding these records.

11.9 Support

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.

11.10 Types of Investigation

Where there is a complaint of abuse made, there may be three types of investigation:

- 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.

11.11 Support

Manchester Bike Kitchen will give consideration to the support that may be appropriate for children, parents or carers and colleagues. All Manchester Bike Kitchen colleagues are eligible to use our free, confidential service provided which provides information and advice or counselling, 24 hours a day, 365 days a year. Manchester Bike Kitchen will also give consideration to the support that may be appropriate to the alleged perpetrator of the abuse.

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12. Manchester Bike Kitchen's Expectations of Partner Organisations

Manchester Bike Kitchen expects that partner organisations will:

- Accept their moral and legal responsibility to implement procedures to provide a duty of care for all children and young people, safeguard their well-being and protect them from abuse or poor practice irrespective of age, culture, disability, gender, language, racial origin, religious belief and sexual identity
- Respect and promote the rights, wishes and feelings of young people
- Recruit, train and supervise their staff to adopt best practice to safeguard and protect children and young people from abuse and reduce the likelihood of allegations being made against them
- Have in place a Code of Conduct for staff to adhere to
- Have in place a policy and procedures relating to safeguarding
- Respond to any allegations or concerns appropriately, and when appropriate implement disciplinary and appeals procedures
- Work with Manchester Bike Kitchen and the Child Protection in Sport Unit by sharing information when necessary
- Abide by the children and young people clauses in any contractual obligations or agreements with Manchester Bike Kitchen
- Use their position and influence to champion the safeguarding agenda in its contacts with external agencies, organisations and individuals.

13. Review

A full review of this policy will take place every 3 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.



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Appendices

Appendix A

Designated roles

Appendix B

Self Disclosure

Appendix D

Safeguarding Officers

Appendix E

Grounds and Types of Abuse

Appendix F

Safeguarding Report Form



Appendix A

Designated roles

The Designated Safety Officer.

Appendix B

Self Disclosure Form

Notes on completing the form

You are advised that under the provisions of the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, **you should declare all convictions (including spent convictions)**. By law you must be truthful in this matter.

What is the purpose of this self-disclosure form?

To ensure that those who will work with children, in any sport programmes, do not have a criminal conviction that could put children at risk.

Why must I complete a form?

Those whose normal duties (paid or unpaid) include caring for, training, supervising or being in sole charge of those under 18 years of age. These are 'regulated' positions. Also those whose normal duties include supervising or managing an individual in his/her work in a regulated position should complete a form.

Anyone who refuses to do so would be deemed ineligible by Manchester Bike Kitchen to assist with their programmes and they recommend that other organisations adopt a similar stance. The organisation responsible for the programme does reserve the right to reject an applicant on the basis of the information received.

Checking procedure

You are advised that, as part of the checking procedure, an organisation may take reference to Children's Social Care Services (social services) departments and the police records, and any information supplied by a third party, to certify the information given on this form.

What information will be kept on me?

The self-declaration will be kept securely. For Manchester Bike Kitchen this will be at Manchester Bike Kitchen's Head Office in accordance with relevant legislation and will be destroyed one month after your involvement ceases.

Who will have access to the self-declaration form?

The completed forms will be locked away and kept in confidence.



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The relevant manager will have access to this information.

What if I apply to participate in a programme again?

A new self-disclosure form will be sent to you so that the information about yourself will be updated. All organisations that provide services to or activities for children now have statutory duties to implement effective recruitment and selection procedures, including safeguarding checks, e.g. self-disclosures and Criminal Records Bureau checks (CRB enhanced disclosures).



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Manchester Bike Kitchen SELF-DISCLOSURE FORM

Part A

Title F M

First name	Surname
Home address	Work/School/University address
Telephone	Telephone Email
Postcode	Postcode

Date of Birth

Please specify most recent voluntary/paid work with clubs, NGBs, play schemes, leisure centres, etc.

Club/NGB/School/etc	Your role	Paid/unpaid	Date from	Date to

Part B

SELF-DECLARATION (for completion by the above individuals)

Have you been convicted of any criminal offences? Yes/No

If yes, please supply details of any criminal convictions.

.....

.....

NOTE: You are advised that under the provisions of the Rehabilitation Act 1974 (Exceptions) Order 1975, as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, you should declare all convictions, including “spent convictions”.



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Are you a person known to any Children's Social Care Services department as being an actual potential risk to children? Yes/No

If yes, please supply details.

.....

IMPORTANT – I have read and understood the Manchester Bike Kitchen safeguarding and protecting children self-disclosure notes accompanying this form. I hereby consent to CRB checks being undertaken against me. I understand that the information contained on this form, the results of any CRB checks and any information supplied by a third party will be kept by the organisation responsible for the programme and will be destroyed one month after my involvement with this programme.

Signed by the above named individual..... Date

Should this form be completed by a person under the age of 18 (minor), it must be countersigned by parent/guardian/carer.

Signed by parent/guardian/carer..... Date.....

Copy to be kept by applicant.



Appendix D

Designated Safeguarding Officers

The DSO shall be the Operations Director – Tom Donald

email: tom@communitybikekitchen.co.uk and phone: 07850 741466

Appendix E

Grounds ,Types and Indicators of Abuse

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.

Disabled People

There have been a number of studies², which suggest children or adults with disabilities, are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.³ They may also have had a lack of education about how to keep themselves safe. Individuals from ethnic minorities, who may also be experiencing racial discrimination, may be doubly powerless.

Race and Racism

People from black and minority groups (and their parents or carers) are likely to have experienced harassment, racial discrimination and institutionalised racism. Although racism causes significant harm it may not, in itself be, a category of abuse. All organisations working with children and vulnerable adults, including those operating where black and minority ethnic communities are numerically small, should address institutional racism. This was defined in the Macpherson Inquiry report on Stephen Lawrence as ‘the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion’

Abuse and Neglect:

Somebody may abuse or neglect a person by harm, or by failing to act to prevent harm. Someone may be abused in a family or in an institutional or community setting by those known

² Wescott H, 1993, The abuse of children and adults with disabilities, London, NSPCC

³ Kerr A, 1999, Protecting Disabled Children and Adults in Sport and Recreation, The Guide. Contact Disability Manchester Bike Kitchen (Tel: 0171 490 4919).

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to them or, more rarely, by a stranger. Sport has the opportunity to protect children reduce the risk of abuse taking place.

Broadly abuse can be:

- **Physical abuse** - where someone physically hurts or injures a child by hitting, shaking, squeezing, burning and biting, or by giving them alcohol, inappropriate drugs or poison. Attempted suffocation or drowning also comes within this category. Examples of physical abuse in sport maybe when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body; where drugs are used to enhance performance or delay puberty etc.
- **Sexual abuse** - involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. In sport, coaching techniques which involve physical contact with children or vulnerable adults could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.
- **Neglect** – is the persistent failure to meet a child's basic physical and/or psychological needs. It could include be abandonment; failure to intervene, or consider the implications of non- intervention in behaviour which is dangerous to the individual concerned or to others; Not giving personal care; Withholding food, drink, heat, light, clothing; Not providing access to medical services; Limiting choice; Denial of access to services or advocacy; Withholding affection or communication. Denial of social, cultural and appropriate - language contact. Neglect in sport could include a teacher or coaches not ensuring children or vulnerable adults were safe, exposing them to undue cold or to unnecessary risk of injury etc.
- **Psychological or Emotional abuse** - where a child or vulnerable adult may be constantly shouted at, threatened or taunted which may make them very nervous and withdrawn. It may also involve a persistent lack of love and affection or constant over-protection that prevents someone from developing socially, as well as often being present within cases of neglect, physical or sexual abuse. Emotional abuse in sport may occur if children or vulnerable adults are subjected to constant criticism, name-calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.
- **Discriminatory abuse** – this is included in 'no secrets' and is any form of abuse based on discrimination because of a person's race, gender, age, disability, sexual orientation etc. For example denying someone culturally appropriate services.
- **Institutional abuse** - occurs where there is a culture within an organisation which encourages and accepts bad practice and abusive situations. For example Service users required to 'fit in' excessively to the routine of the service; Not homely environment, stark living areas; One commode used for a number of people; Lack of privacy for personal care; Lack of procedure/guidelines for staff;

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- **Financial abuse** - the deliberate exploitation or manipulation of a person's legal or civil rights including the improper use of money or property. This may include: withholding pension or property book; not spending allowances on the individual; not allowing the person access to their own money; misuse of benefits; mismanagement of bank accounts; denying access to money; theft of monies; theft of property.

Indicators of Abuse

Indications that a child or vulnerable adult may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expresses concern about the welfare of another
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of others, particularly those with whom a close relationship would normally be expected.
- Has difficulty in making friends.
- Is prevented from socialising with others.
- Displays variations in eating patterns including overeating or loss of appetite.
- Loses weight for no apparent reason.
- Denial of access to services
- Untreated injuries or medical problems
- Becomes increasingly dirty or unkempt.

General Indicators of Abuse

General indicators of abuse tend to reveal themselves over time. Look for a cluster of signs or behavioural changes. These may include:

- Unexplained changes in behaviour
- Injuries without verifiable explanations, e.g. bruises, burns, bites, scars, fractures
- Evident lack of care
- Sexually inappropriate behaviour or use of sexually explicit language
- Something a child has said
- Distrust of adults
- Difficulty making friends
- Recurring physical symptoms
- Drug misuse and abuse
- Avoidance, e.g. running away
- Self harm, e.g. self-inflicted injury.

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This list is not exhaustive and it should be recognised that the presence of one or more of the indicators is not proof that abuse is actually taking place.

Indicators of Physical Abuse

Bruising

- to different parts of the body
- of different ages in the same place
- prints of hands, belts, shoes, etc. (outline bruising)

Burns

- burns or scolds with clear outlines
- small or round burns, which may be from cigarettes

Bites

- clear impressions of teeth

Scars

- large numbers of different aged scars
- unusual shaped scars
- scars that indicate that the child did not receive medical treatment

Fractures

- alleged unnoticed fractures – fractures cause pain – it would be difficult for a parent/guardian/carer/teacher etc. to be unaware of a young person's distress at the time of injury

Other conditions

- poisoning, injections, ingestion, applications of damaging substances (including drugs and alcohol)

Indicators of Neglect

- not receiving adequate food consistent with the potential growth of the child
- exposed through lack of supervision to injuries, including ingestion of substances
- exposed to inadequate, dirty and/or cold environments
- left in circumstances without appropriate adult supervision, which are likely to endanger them
- prevented by their carers from receiving appropriate medical advice or treatment

Indicators of Sexual Abuse

- sexually transmitted infections
- recurring urinary infections
- genital and rectal itching and soreness
- unexplained bleeding and discharges
- bruising in the genital region

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- sexual play/masturbation, which is judged to be inappropriate to a child's age, development and circumstances
- sexually explicit behaviour
- young children with sexual knowledge inappropriate for their age
- sexually abusive behaviour towards other children, particularly those younger or more vulnerable than themselves
- unexplained pregnancy
- withdrawal from social/physical contact

Indicators of Emotional Abuse

- abnormally passive, lethargic or attention seeking behaviour
- specific habit disorders, e.g. excessive drinking, eating unusual substances, self harm
- severely delayed social development, poor language and speech development not otherwise explained
- excessively nervous behaviour, such as rocking or hair twisting
- low self esteem

Indicators of Bullying

- loss of appetite
- lack of concentration
- moodiness
- absenteeism
- self-inflicted injury
- responding by showing aggression and/or by abusing own pet(s)
- bullying others

Grounds and Types of Bullying

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 bullying of a child is occurring but it is their responsibility to act on any concerns.

Anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons - being overweight, physically small or having a disability. Belonging to a different race, faith or culture can result in overt racism

The competitive nature of sport makes it an ideal environment for the bully. The bully in sport can be:

- a parent who pushes too hard;

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- a coach who adopts a win-at-all costs philosophy;
- a player who intimidates inappropriately; or
- an official who places unfair pressure on a person

Bullying can include:

- physical: pushing, hitting, kicking and pinching etc
- verbal: name-calling, spreading rumours, constant teasing and sarcasm
- emotional: tormenting, ridiculing, humiliating and ignoring
- racist: taunts, graffiti and gestures
- sexual: unwanted physical contact or abusive comments

There are a number of signs that may indicate that a young person is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports club
 - A drop off in performance at school or standard of play
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising damaged clothes and bingeing for example on food, cigarettes or alcohol
 - A shortage of money or frequent loss of possessions



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Appendix F

Manchester Bike Kitchen SAFEGUARDING REPORT FORM

Please fill in and return to the appropriate person as soon as possible.

Name of person contacting Manchester Bike Kitchen with a concern:			
Contact details of person contacting Manchester Bike Kitchen with a concern:			
Name of child or young person (if known):			
Contact details of child or young person (if known)			
Nature of incident or concern:			
When incident happened (date and time):			
Where incident occurred:			
About the incident/concern (include as much additional information as possible):			
Immediate action taken:			
Name of witness:			
Contact details:			
Action taken by Manchester Bike Kitchen member of staff:		Date:	
Name of Manchester Bike Kitchen Staff Member completing this form:		Date:	
Contact details:			
Signed by Designated Safeguarding Officer on duty:		Date received:	
Contact details:			

Three copies must be retained:

Copy 1 – is held by the DSO

Copy 2 – is held by the HR Manager, if the concern relates to a member of Manchester Bike Kitchen staff.

Copy 3 – is given to the Children's Social Care Services/police, if you receive a disclosure or you have concerns about the welfare of a child.