

# Cycling UK's Step-by-Step Guide to Reporting Safeguarding Issues Concerning Children

There are concerns about the behaviour of a member of staff, volunteer or member towards a child/children. These may be suspicions or allegations of poor practice or possible abuse.

Complete Cycling UK Safeguarding Report Form and send to Cycling UK Designated Safeguarding Lead (DSL). If concerns occur at event or facility, this should be done in conjunction with the safeguarding officer.

What are the concerns regarding?

**Child safeguarding/criminal offences**

**Poor practice/  
breach in code of  
conduct**

Take action for the immediate safety or welfare of the child?

**YES**

Call ambulance and state there may have been a safeguarding issue.

Call the police if sufficient grounds to do so.

DSL follows Cycling UK policy in conjunction with local Safeguarding Child Procedures.

**Investigation carried out**

**NO**

Is there a Designated Safeguarding Lead/Safeguarding Officer available?

**YES**

DSL consults with and refers to Children's Social Care/Police and LADO and follows this up in writing within 24 hours.

**NO**

Senior person is allocated to investigate. Makes notes and adds to Cycling UK Safeguarding Report Form

**Investigation carried out**

Is there a Designated Safeguarding Lead/Safeguarding Officer available?

**NO**

Inform Designated Safeguarding Lead or Safeguarding Officer. Add notes to Safeguarding Report Form and submit to DSL or SO

**Investigation carried out**

**YES**

## Possible outcomes

- Criminal proceedings
- Police enquiry
- Adult Care Safeguarding Assessment
- Disciplinary measures
- Case management group to decide on management of any remaining concerns
- No further action