

Surrey County Council cycle training service safeguarding policy

Date approved: September 2024

Next review date: September 2025

Policy purpose, scope and values

The purpose of this policy statement is to protect from harm the people who receive Surrey County Council cycle training service. Also, it is to provide staff and users with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone working on behalf of Surrey County Council cycle training service, including paid staff, volunteers, sessional workers, agency staff and students.

Children and young people should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

The welfare of children is paramount in all the work we do and in all the decisions we take.

All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available on the [NSPCC](#) website.

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents including within the [risk assessment](#) and [code of conduct](#) covering:

1. Role description for the designated safeguarding officer - see below.
2. Dealing with disclosures and concerns about a child or young - code of conduct.

3. Managing allegations against staff and volunteers - code of conduct.
4. Recording concerns and information sharing - code of conduct.
5. Code of conduct for staff - code of conduct.
6. Behaviour codes for trainees - consent form*.
7. Photography and sharing images guidance - code of conduct and consent form*.
8. Safer recruitment - [County Council Safer Recruitment policy](#)
9. Managing complaints - [County Council Complaints, Comments and Compliments](#)
10. Whistleblowing - [County Council - Whistleblowing](#)
11. Health and safety - risk assessment.
12. Induction, training, supervision and support - risk assessment.
13. Adult to child supervision ratios - risk assessment and [national cycle training guidance](#)

*‘Consent form’ refers to terms and conditions that are part of the booking form for courses.

We will:

- value, listen to and respect children
- appoint a nominated Designated Safeguarding Lead for children and young people
- provide effective management of, and skills for, staff through recruitment, supervision, support, training and quality assurance measures
- record and store and use information securely, in line with data protection legislation and guidance
- use County Council safeguarding, whistleblowing and complaints procedures appropriately

We recognise that some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

Role description for the designated safeguarding lead

The designated safeguarding lead will:

1. Model and promote Surrey County Council’s commitment to safeguarding children in all aspects of their work and conduct.
2. Take responsibility for dealing with concerns about the safety of children raised by staff or volunteers.
3. Liaise with C-SPA or the LADO about concerns when appropriate.

4. Ensure the safeguarding policy is available to schools, parents and other stakeholders through the Surrey Cycle Training website.

DSL contact: Cycle Training Manager - D Sharpington

Phone/email: 03456 009009, ask for 'cycle training'.