



# PORT TALBOT WHEELERS C.C.

FOUNDED 1926



## Safeguarding Policy for Children and Adults

### Policy Statement

Port Talbot Wheelers Cycling Club is committed to ensuring that everyone participating in cycling does so in a safe and enjoyable environment. The welfare of children, young people, and adults at risk is paramount. All suspicions and allegations of abuse or harm will be taken seriously and responded to swiftly and appropriately.

### Scope

This policy applies to all club activities, including rides, coaching sessions, social events, and away trips. It covers all members, volunteers, coaches, parents/carers, and visitors.

### Definitions

Child: Anyone under the age of 18.

Adult at Risk: An adult who may be unable to protect themselves from harm or exploitation due to age, illness, disability, or circumstances.

### Key Principles

- The welfare of the child/adult at risk is paramount.
- All people, regardless of age, disability, gender, race, religion, or sexual identity, have the right to protection from abuse, neglect, or harm.
- Safeguarding is everyone's responsibility.

### Designated Club Welfare Officer

The club has appointed a Club Welfare Officer who is responsible for: acting as the first point of contact for safeguarding concerns, ensuring concerns are reported to the appropriate authorities, keeping records of concerns and actions taken, and ensuring all staff and volunteers have up-to-date safeguarding training.

### Safer Recruitment and DBS Checks

All officers of the club, coaches, and volunteers working carrying out a regulated activity must have an enhanced DBS check. Self-disclosure forms must be completed and securely stored. Recruitment decisions will consider any convictions or concerns disclosed, following guidance from the British cycling.

Regulated activity includes:

- Teaching, training, instructing, supervising, or caring for children unsupervised
- Doing so frequently (once a week or more, or 4+ days in 30 days)
- Any overnight responsibility between 2am–6am
- Similar frequent contact with adults at risk

### Code of Conduct

All club officers, members, parents/carers, and junior members must adhere to the club's Code of Conduct, which includes treating everyone with respect and dignity, maintaining appropriate boundaries, never condoning bullying, abuse, or inappropriate behaviour, and reporting concerns promptly.



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### Safe Club Activities

Parents/guardians are responsible for drop-off and pick-up of children. Consent forms must be signed before participation. Emergency contact details must be provided for all children and adults at risk. Children under 14 must be accompanied by an adult on open road rides. All participants must have suitable equipment and clothing.

### Social Media and Communication

The safety of children and vulnerable adults must be maintained online. Members must not post or share content that is explicit, abusive, or disrespectful. Personal information must be protected and only shared on a need-to-know basis.

### Reporting Concerns

Concerns about abuse, neglect, or harm must be reported to the Club Welfare Officer Louise Morris–Stott via email at [ptwccsafeguarding@gmail.com](mailto:ptwccsafeguarding@gmail.com) or, if unavailable, directly to Social Services (Neath Port Talbot Social Services Single point of Contact on 01639 686802 or the Police. In cases of immediate danger, call 999. All concerns must be recorded using the club’s reporting form and handled confidentially.

As an affiliated cycling club with British Cycling all reports will also be forwarded to British Cycling on: 0161 274 2000 or email [compliance@britishcycling.org.uk](mailto:compliance@britishcycling.org.uk).

### Information Sharing

Information will be shared in line with GDPR and Data Protection Act 2018. Information may be shared without consent if there is a lawful basis, such as safeguarding concerns. Decisions to share information must be recorded, including reasons and outcomes.

The Club Welfare Officer must complete the British Cycling Safe Wheel Course Training must be refreshed every 3 years and records kept.

### Review

This policy will be reviewed annually or following any significant incident. The review date must be recorded and the policy updated as needed.

### Useful Contacts

- West Glamorgan Safeguarding Board: [wgsb@npt.gov.uk](mailto:wgsb@npt.gov.uk) | 01639 763 021

- NSPCC: 0808 800 5000

- Childline: 0800 1111

Signed on behalf of the Committee

L.J. Thomas: Honorary Secretary

Louise Morris-Stott: Club Welfare Officer

Date	Issue no	
23/02/2026	1	Photography and social media removed



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## Safeguarding Concern Reporting Form

Name of person reporting the concern:	
Role in the club:	
Date and time of report:	
Name of child/adult at risk:	
Date of birth:	
Address:	
Parent/guardian contact details (if applicable):	
Details of the concern (include what was said, observed, and by whom):	
Date, time, and location of the incident:	
Names of any witnesses:	
Immediate actions taken:	
Has the concern been reported to any external agencies (e.g., Police, Social Services)? If yes, provide details:	
Signature of person reporting:	
Date:	