



Safeguarding Policy

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Objectives of this policy

This policy covers TAKE PRIDE as an employer and as a service provider of cycle training and pe and school port Activities.

Who are Take Pride Community Interest company

Take Pride CIC is a community interest delivering physical activity to schools and Bikeability to Children Across Kent. We have a growing team of 8 instructors on roll. Our growing team is made up of qualified teachers, sports coaches, and instructors with a range of experience in varying sports and at differing age ranges, as well as accredited sports coaches who continually deliver high quality activity sessions whilst making sport fun for young children.

We are also grant recipients for Cobham Hall in Gravesend and Oasis Academy Isle of Sheppey.

Our Policy

This policy applies to TAKE PRIDE CIC as an employer, activity provider, and Bikeability training service across Kent. It ensures that all children and vulnerable adults participating in our services are safeguarded in line with current legislation.

We are committed to:

- Creating a safe environment for children and vulnerable adults
- Responding appropriately to disclosures and concerns
- Ensuring staff and instructors are trained, vetted, and supported

Legislative Framework

This policy complies with:

- *Children Act 1989 & 2004*
- *Care Act 2014*

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- *Education Act 2002*
- *Working Together to Safeguard Children (2023)*
- *Keeping Children Safe in Education (2025)*
- *Equality Act 2010 and Human Rights Act 1998*
- *Data Protection Act 2018 and UK GDPR*
- *Bikeability Trust Training Provider Guidance (2025)*

This policy covers all customers, children (i.e. persons under 18 years of ages) and adults who are using TAKE PRIDE CIC's Bikeability provision, and instructors and staff who are delivering it. It complies with the 'Working Together to Safeguard Children (2018)' statutory guidance and 'The Care Act 2014' and the requirements on Bikeability Training providers as set out by the Bikeability Trust in the 'Training provider application form.v8' of April 2021.

Through this policy TAKE PRIDE CIC ensures that cycle training takes place in a safeguarded environment, that welfare concerns are recorded and referred, and that disclosures by children and vulnerable adults are listened to and acted upon. This policy covers Take Pride as an employer and as a service provider of cycle training.

Roles and Responsibilities

Designated Safeguarding Lead (DSL)

- Receives and acts on safeguarding concerns
- Maintains safeguarding records and training logs
- Reports allegations to the Bikeability Trust and grant recipients within 72 hours
- Reviews safeguarding practice and updates policy annually or after incidents

Staff and Instructors

- Complete safeguarding training every 3 years
- Hold enhanced DBS certificates (renewed every 3 years)
- Follow safeguarding procedures and report concerns promptly
- Know school safeguarding contacts for each training site

General procedures

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Responsibilities of the Safeguarding Lead and Take Pride CIC

- To make all staff and instructors aware of this policy and procedures. All staff are required to read and confirm they understand all of the policies and procedures. Staff are made aware via email of any updates or changes to the policy and procedures and must confirm they have read and understood any changes. All documents are available on the Take Pride website.
- To monitor that this policy and procedures is used by staff and instructors. Staff and instructors will be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy.
- To review this policy and procedures at least every year, with every change in legislation and after each incident
- After receiving an allegation of significant harm, a welfare concern or a disclosure of abuse to review Take Pride's practice and to feed the findings from this review into the Quality Assessment Plan
- To keep a register of allegation of significant harm done, welfare concerns and disclosures of abuse.

Allegations of Significant Harm done towards a child or vulnerable adult by an instructor or member of staff

(See below for procedures around reporting of welfare concerns and disclosures of abuse by children and vulnerable adults.)

Significant harm is defined here [RSI guidance what to do if something goes wrong](#).

Responsibilities of the Safeguarding Lead

- To fill in a Safeguarding Report Form if they become aware of any allegation made against an instructor or member of staff
- To report allegations of significant harm done by an instructor towards a child to the Bikeability Trust and the Grant recipient within 72 hrs of learning about the allegation
- To review Take Pride's practice, including a review of any risk assessments made
- To feed this review into the quality improvement plan.

Responsibilities of staff and instructors

This section of the policy is designed to cover concerns that staff have about the conduct of individuals in a position of trust within the organisation which could be detrimental to the safety or wellbeing of young people and where staff, for whatever reason, **feel unable** to raise them under the organisation's standard child protection procedures around dealing with such allegations. It would include issues about:

- Unprofessional behaviour
- Bullying, including cyberbullying and prejudice based bullying.

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- Any form of abuse (physical, sexual, emotional, neglect, racist, disability and homophobic or transphobic abuse).
- Name calling.
- Personal contact with children and young people which is contrary to the organisations policies and codes of conduct
- Any form of racially or religiously motivated or aggravated abuse.
- Extremist behaviour or radicalisation of any sort.
- Inappropriate sexualised behaviour.
- Child sexual exploitation.
- Sexting.
- Knowledge about an individual's personal circumstances which may indicate they could be a risk to children or unsuitable to work with children

Please be mindful that these are examples of concerns, and are not exhaustive.

Safeguarding against harassment or victimisation

Take Pride is committed to professional standards and to supporting staff. It is recognised that the decision to report a concern is a difficult one to make. Harassment or victimisation will not be tolerated and Take pride will take appropriate action in order to protect the person raising the concern when they are acting in good faith.

Confidentiality

All concerns will be treated in confidence, however, there may be a need for the whistle blower to give evidence e.g. if they have witnessed a crime or in regard to disciplinary procedures if this is the outcome.

Anonymous allegations

This policy encourages staff to raise concerns to be identified in doing so as part of their professional role/responsibility. However, anonymous allegations will be investigated as thoroughly as possible.

False allegations

If staff raise a concern in good faith which is not confirmed by an investigation, no action will be taken. However, if a concern is raised maliciously, disciplinary action may be taken.

How to raise a concern

Staff should normally raise their concerns with a designated Safeguarding Lead under the organisations standard procedures for dealing with allegations about a person in a position of trust. If the Designated Person is the subject of concern the matter should be referred to a Take Pride Director if this is not possible, the Whistle Blowing Policy can be implemented. Under standard procedures, if there are concerns that an adult working with children may have abused a child, or be unsuitable to work with

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children and young people, concerns will be passed to the Local Authority Designated Officer (LADO) by the Director.

In certain circumstances, staff may feel they are unable to follow the organisation's standard procedures e.g. because they feel their position in the organisation would be in jeopardy, they would be subject to intimidation, or that the person of concern is the designated manager to whom they should report such matters and there is no one senior to refer to. They should then follow the Whistle Blowing Policy by contacting a nominated person (the 'responsible person') within the organisation or an umbrella organisation to which the organisation is affiliated. The Policy may also be used in circumstances when the matter has been raised under appropriate organisation procedures for referring child protection concerns, but the referrer considers that the manager has not taken the concerns seriously or acted appropriately with relation to them. In such circumstances, referrers are encouraged to contact the named responsible person for 'whistle blowing' for the organisation or a LADO directly for discussion and advice. The LADO contact details are listed at the end of the policy.

When following the Whistleblowing Policy, concerns may be shared verbally, but should also be recorded in writing (Safeguarding Whistle Blowing report form – Appendix A).

Staff may wish to invite their trade union representative to be present during any subsequent interviews.

Safer Recruitment

Take Pride recruits all instructors and staff in accordance with safer recruitment policies and procedures.

Responsibilities of Take Pride

- To request DBS (Disclosure and Barring Service) certificates for all staff, managers and instructors
- To get at least 2 satisfactory references for all roles
- To check on qualifications for all roles
- To conduct interviews with applicants for all roles.
- Qualification verification
- Structured interviews
- Online background checks for shortlisted candidates

Management of staff and instructors

Responsibilities of the Safeguarding Lead

- To take safeguarding training every two years
- To ensure that instructors always hold valid and clean enhanced DBS certificates, no older than three years.
- To ensure that all staff always hold valid and clean DBS certificates at an appropriate level, no older than three years.

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- To make all staff and instructors aware of this policy and procedures. All staff are required to read and confirm they understand all of the policies and procedures. Staff are made aware via email of any updates or changes to the policy and procedures and must confirm they have read and understood any changes. All documents are available on the PASS's website. To ensure that all instructors and staff are trained in the use and implementation of this policy.
- To ensure all instructors receive safeguarding training every three years.
- To keep a register of instructors' and staff's safeguarding training, references, qualifications, DBS checks.

Responsibilities of Instructors and Take Pride Staff

- To take safeguarding training every three years
- To always hold a valid and clean DBS certificate, no older than three years
- To use the procedures set out in this policy.

Parental Consent, Data handling and Data protection

The Safeguarding Lead owns the parental consent form and the booking form for vulnerable adult riders that asks for medical conditions and special educational needs.

Responsibilities of the Safeguarding Lead and Instructors

- To hold a Parental Consent Form that asks for relevant medical conditions and additional or special educational needs that instructors need to take into consideration when planning and delivering a session.
- To ensure Parental Consent Forms for each child rider. Provided to the school on booking Bikeability training.
- To ensure Booking Forms that ask for relevant medical conditions and additional or special educational needs that instructors need to take into consideration when planning and delivering a session.
- To share the Parental Consent and Booking Forms, medical conditions, additional and special educational needs of children with the instructors. It is the Schools responsibility to ensure instructors are provided with this information prior to the delivery of the course. Instructors to ensure that all participants have parental consent and under no circumstances are pupils to participate without a completed consent form.
- As Take Pride processes personal information regarding individuals (*data subjects*), we are obligated under the General Data Protection Regulation (GDPR) to protect such information, and to obtain, use, process, store and destroy it, only in compliance with its rules and principles.

Training delivery

Responsibilities of the Safeguarding Lead and Instructors

For school based training:

- To give instructors a safeguarding contact for every school at which they deliver

Responsibilities of Instructors

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- To follow Take Pride's Code of Conduct. Staff will have received a copy of this and it can also be found on the company website.

For school based training:

- To know the names and contact details of the school's safeguarding leads as noticed by Take Pride.

Welfare Concerns and Disclosures of Abuse

It may happen that during a training session an instructor has concerns about the welfare of a child or vulnerable adult. Also, a child or vulnerable adult may speak about abuse they experience at home, at school or in a different place. Instructors and Training providers need to know what to do in such an instance.

Responsibilities of the Safeguarding Lead

- To receive Safeguarding Report Forms from instructors and members of staff
- To keep a record of welfare concerns, disclosures of abuse and reports made to schools and to Kent Safeguarding Children Multi - Agency Partnership

For school based training:

- To pass any Safeguarding Report Forms received on to the school's safeguarding lead

Take Pride Safeguarding Lead – Julia Youens, sgocobhamhall@gmail.com 07791805108

Kent Safeguarding Children Multi – Agency Partnership <https://www.kscmp.org.uk/guidance/worried-about-a-child>

Out of hours service **03000 41 91 91**.

Responsibilities of Instructors

- To be alert to notice welfare concerns and accept any disclosures of abuse from any child or vulnerable adult.
- For school based training, as soon as possible to report the welfare concern or disclosure of abuse to the named school safeguarding lead
- For school based training, to record any welfare concern or disclosure of abuse on a Safeguarding Report Form and pass this on to Take Pride's Safeguarding Lead within 24hrs of noticing the concern or disclosure of abuse made

Online Safety

Staff must be alert to:

- Online abuse, cyberbullying, and grooming
- Disinformation, conspiracy theories, and radicalisation
- Filtering and monitoring protocols in schools
- Ethical use of generative AI tools

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Child-on-Child Abuse

We recognise and respond to:

- Sexual violence and harassment
- Bullying (including prejudice-based and cyberbullying)
- Sexting and harmful sexual behaviour
- Child sexual exploitation

Attendance and Alternative Provision

- Absence from education may indicate safeguarding concerns
- TAKE PRIDE remains responsible for safeguarding pupils in alternative provision

Data Protection and Consent

- Parental consent forms must include medical and SEN details
- No child may participate without signed consent
- All data is handled in accordance with UK GDPR and DfE guidance

Reporting and Whistleblowing

- Concerns must be reported using the Safeguarding Report Form within 24 hours
- Anonymous concerns are investigated where possible
- False allegations made maliciously may result in disciplinary action
- Whistleblowing protections apply to all staff acting in good faith



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This form must be completed in the event of any of the following cases:

- Whenever a child or vulnerable adult makes a disclosure
- To report on significant harm done towards a child or vulnerable adult by an instructor/staff.

The form must be completed within 24 hours of the disclosure or observation made.

Details of child or vulnerable adult
Name
Age/DOB (if known)
Address/contact details (if known)

Details of person reporting
Full Name
Role
Address/contact details

Section A
Date and time of disclosure/observation
Location of disclosure/observation
Other persons present

Section B

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Details of disclosure/observation (What was said, observed, reported)
How did you respond?
Any other relevant information
Whom did you notify, by what means and when?
Report to School Safeguarding Lead (for school-based training)
Name of School
Name of School of Safeguarding Lead
Means, time and date of information passed on to School Safeguarding Lead
Contact details used
Report to Take Pride Safeguarding Lead
Name of Take Pride Safeguarding Lead – Julia Youens
Means, time and date of information passed on to Take Pride Safeguarding Lead
Contact details used

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Report to Local Safeguarding Board (if applicable)	
Name of Local Safeguarding Board – Kent Safeguarding Children Multi – Agency Partnership	
Means, time and date of information passed on to Local Safeguarding Board	
Contact details used	
Signature of Person reporting	
Print name	Date:
Safeguarding Lead actions	
Disclosure of abuse Does this disclosure need to be reported to the school? Does this disclosure need to be reported to the local safeguarding board? Write down the reasons for your decision.	
Allegations of significant harm done towards a child or vulnerable adult by an instructor/staff Is this allegation a significant harm as defined here RSI guidance what to do if something goes wrong? If yes, please detail any further actions taken by you and PASS.	
In case of Disclosure of abuse and Allegations of significant harm Date of review of Safeguarding policy and procedures How do Safeguarding policy and procedures need to be changed?	

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In case of Disclosure of abuse and Allegations of significant harm What learning from incident needs to be fed into Quality Improvement Plan?	
Any other actions taken by Safeguarding Lead	
Signature of Training provider Safeguarding Lead	
Signature Safeguarding Lead	
Full name of Safeguarding Lead	Date:

APPENDIX 2 – Definitions

The NSPCC website holds more information on all aspects of safeguarding.

Types of Harm: Children

The following definitions of child abuse recommended for registration are as stated in the joint government departments' document, 'Working Together to Safeguard Children' published in 2018.

Abuse & Neglect: Somebody may abuse a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. Abuse and neglect can take place online and offline.

Physical Abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

Sexual Abuse: Sexual abuse involves forcing or enticing a child or young person 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, buggery or oral sex) or non-penetrative acts. They may include noncontact activities, such as involving children looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect: Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or

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abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Emotional Abuse: Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.'

Bullying: Bullying is behaviour that is threatening, aggressive or intimidating abusive, insulting or offensive cruel or vindictive humiliating, degrading or demeaning.

Child sexual exploitation: Child sexual exploitation (CSE) is a type of sexual abuse. It happens when a child or young person is coerced, manipulated or deceived into sexual activity in exchange for things that they may need or want like gifts, drugs, money, status and affection. Children and young people are often tricked into believing they're in a loving and consensual relationship so the sexual activity may appear consensual. This is called grooming and is a type of abuse. They may trust their abuser and not understand that they're being abused. CSE does not always involve physical contact, and can also occur through the use of technology.

Children and young people can be trafficked into or within the UK for sexual exploitation. They're moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited.

Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they've no choice. They may lend them large sums of money they know can't be repaid or use financial abuse or blackmail to control them. Anybody can be a perpetrator of CSE, no matter their age, gender or race. The relationship could be framed or viewed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be made to 'find' or coerce others to join groups.

It's important to recognise that although the age of consent is 16 years old, children and young people over 16 can be exploited. Child sexual exploitation is a very complex form of abuse. It can be difficult for parents and carers to understand and hard for the young person to acknowledge that they are being exploited.

Adults safeguarding: The aims of adult safeguarding are to:

prevent harm and reduce the risk of abuse or neglect to adults with care and support needs
stop abuse or neglect wherever possible

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safeguard adults in a way that supports them in making choices and having control about how they want to live promote an approach that concentrates on improving life for the adults concerned raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult address what has caused the abuse or neglect

Missing Persons: Anyone whose whereabouts cannot be established will be considered as missing until located, and their well-being or other otherwise confirmed.

Child Trafficking: Trafficking is where children and young people tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Children are trafficked for:

- sexual exploitation
- benefit fraud
- forced marriage
- domestic slavery like cleaning, cooking and childcare
- forced labour in factories or agriculture
- committing crimes, like begging, theft, working on cannabis farms or moving drugs.

Trafficked children experience many types of abuse and neglect. Traffickers use physical, sexual and emotional abuse as a form of control. Children and young people are also likely to be physically and emotionally neglected and may be sexually exploited.

Radicalisation: Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.

Gang exploitation: Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes. Exploiting a child into committing crimes is abusive. Children who are targeted can also be groomed, physically abused, emotionally abused, sexually exploited or trafficked. However, as children involved in gangs often commit crimes themselves, sometimes they aren't seen as victims by adults and professionals, despite the harm they have experienced.

FGM: FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting'.

For further information please see the NSPCC – www.nspcc.org.uk



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APPENDIX 3 - Safeguarding Legislative and Regulatory Framework

Children Act [1989](#) and [2004](#)

[Care Act 2014](#) – to safeguard vulnerable adults

[Working Together to safeguard children](#) DfE, 2018, statutory guidance

[Keeping children safe in out of School Settings: code of practise](#) DfE, 2020

[Data Protection Act 2018](#)

The [NSPCC](#) website also provides support and advice.



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APPENDIX 4 – Whistle Blowing Report Form

Name: _____ Date: _____

Location/department: _____

Please give a brief outline of your concern? (Please give relevant names, dates, locations etc)

Were there any other witnesses? If so, please give their full contact details.

Did you take any action at the time? – if so, please outline what action you took

If you did not take action at the time, please give details as to why you took no action

Signed: **Date:**

Designation: