

Appendix A

Farnborough and Camberley Cycling Club (“FCCC”) Abbreviated Welfare & Safeguarding Code of Conduct

These notes apply to the Club’s Go-Ride Coaching Scheme(s).
The Under 11 scheme is referred to the as “the FCCC Flyers”

Qualifications for coaches

1. All coaches will have a coaching qualification at a minimum of British Cycling Level 1 or Introduction to Coaching in Multi-Discipline.
2. All coaches will hold a first aid certificate.
3. All coaches will hold a valid and up to date [enhanced DBS certificate](#).

Coaching

1. All riders will have provided a completed “Rider Information” and “Coaching Consent” form.
2. Riders will be coached in groups (with a minimum of 4 riders).
3. Riders will be coached with a minimum of 2 adult coaches.
4. Riders should stay for the duration of the session and not leave early unless by prior arrangement.
5. Riders under 16 must be signed out and collected by a known adult.
6. Parents are responsible for ensuring the rider’s equipment and personal clothing is safe and adequately maintained.
7. All riders under 14 must remain in sight of a coach or volunteer at all times.
8. Riders from 14-18 may be out of sight if deemed safe to be so.
9. There will be a first aid kit at every coaching session.
10. All sites where coaching takes place will be risk assessed.
11. Coaches should be aware of the emergency procedure of the venue, site manager and/or telephone access.
12. Coaches will perform a brief mechanical check to assess the suitability of the bike, helmet and clothing of a child participating, and if necessary will notify a responsible adult if it is not safe for the child to continue. The coach’s decision is final.
13. Coaches will keep a record of any accidents or emergency or injuries sustained during a coaching session using the British Cycling incident report form (when applicable).

Safeguarding

1. Coaches will operate within recommended minimum and maximum group sizes.

2. Photographs of children will be taken only with express permission of the responsible adult and used only for promotion or website or event documentation purposes.
3. Coaches will communicate openly with responsible adults regarding children's coaching and not directly with children via mobile phones.
4. Coaches will not engage in social media interactions with children's personal accounts.
5. Coaches will not be responsible for transporting children to and from events, unless in an emergency, and even then will not transport a child alone or unsupervised whenever possible.
6. If a coach has any concerns regarding safeguarding of any child, they will report their concerns immediately to the Club's Welfare Officer.
7. If any person raises concerns regarding a coach or other volunteer working in the scheme they need to report their concerns immediately to the coaching staff at the session or with the Club Welfare Officer separately.

Investigation and reporting

1. Any instance raised directly with a coach or member of the club that is described in the detailed code of conduct under the umbrella of "Abuse" must be brought to the attention of the Club Welfare Officer by such coach or member.
2. The Club Welfare Officer will investigate each referral and liaise with the British Cycling Safeguarding Lead Officer, the Local Authority Social Care team or the Police (as applicable).

The Club Welfare Officer is David Hicketts (07584 050105)

He can be reached via email at welfare@fcc.org with regards to any safety or safeguarding concerns.

Adults and children are welcome to contact David. He has enhanced DBS Certification.

This abbreviated Code of Conduct is written to support the detailed FCCC Flyers Code of Conduct which has been drawn up to comply with the "British Cycling Guidelines for Safeguarding Minors" and "British Cycling Code of Conduct".