

British Cycling **Reporting a Concern**

One of the most important ways to protect and safeguard children, young people and adults at risk is to report your concerns.

Remember, it's not your responsibility to investigate an allegation or decide whether someone is being abused but **it is your responsibility to report the concern and pass on information to the appropriate person.**

If you become aware of a concern of poor practice and/or possible abuse, don't panic. Share your concern with the individual responsible for safeguarding in your club or at the event that you are attending.

Alternatively, you may wish to report your concern directly (by email, telephone or using our reporting form) to the:

[British Cycling Lead Safeguarding Officer](#),
[Scottish Cycling Wellbeing and Protection Officer](#) or
[National Safeguarding Lead for Welsh Cycling](#).

If you believe someone is injured or in immediate danger, then you should contact the emergency services without delay.

In the event that a child, young person or adult at risk makes a disclosure to you the following guidance is given:

- Reassure them that they have done the right thing to share the information.
- Listen carefully and take what they say seriously.
- Don't make promises that cannot be kept, such as promising not to tell anyone.
- Do not actively question them or lead them in any way.
- Only ask questions to clarify your understanding where needed.
- Record what has been said and report the concern as soon as possible.

Further Guidance on reporting concerns can be found in the [British Cycling Safeguarding Children and Young People Policy](#) and the [British Cycling Safeguarding Adults Policy](#). (You may also wish to make yourself familiar any policies relevant to your Home Country/Region).

Safeguarding is Everyone's Responsibility. Share your concerns.

What Happens Next? **Case Management Procedure**

British Cycling have a clear and robust system in place to receive and respond to all reported concerns about the welfare of children, young people and adults at risk.

All concerns are recorded and action is taken in accordance with the [British Cycling Safeguarding Regulations](#)

Concerns may be managed in any number of ways depending on the type and nature of the concern. Examples of possible outcomes could include (but are not limited to) carrying out a more detailed investigation, disciplinary procedures, issuing a written warning, requiring additional training, or taking no further action.

There will be some cases that will require a referral to other agencies. British Cycling have a thorough understanding of the statutory roles (police, children's social care and social services) and know when and how to report these concerns externally.

The British Cycling Safeguarding Case Management Group

To ensure all allegations, incidents and referrals relating to the safeguarding of children, young people and adults at risk are dealt with fairly, equitably and within appropriate timescales the British Cycling Safeguarding Case Management Group (CMG) meet every two months and review all reported concerns.

The CMG is an independent group of experts with safeguarding experience.

The current CMG members include experts drawn from legal, policing, health, social care and sport development backgrounds.

The role of the CMG is to ensure appropriate and necessary action has been taken when concerns are shared. Working with the Lead Safeguarding Officers from British Cycling, Scottish Cycling and Welsh Cycling (Beicio Cymru) the CMG offers advice, guidance and direction in relation to the management of all safeguarding cases.

Still have some questions?

For further information about our safeguarding procedures please visit: www.britishcycling.org.uk/safeguarding

You can also contact our compliance team (compliance@britishcycling.org.uk) who will be able to help.