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# Tour de Manc Policy For Safeguarding Children And Vulnerable Adults



## DOCUMENT CONTROL

<i>EDITION</i>	<i>VALID FROM</i>	<i>APPROVED BY</i>	<i>APPROVERS ROLE(S)</i>	<i>SCHEDULED REVIEW DATE</i>	<i>ACTUAL REVIEW DATE</i>
<b>Edition 1.0</b>	<b>7/11/2017</b>	<b>Tony Rubins &amp; Danny Franks</b>	<b>co-organisers</b>	<b>7/11/2017 (Or Sooner)</b>	

Lead Officer for Safeguarding :	Tony Rubins appointed 7/11/2017 – Current
Lead Officer for Safeguarding :	
Lead Officer for Safeguarding :	
Lead Officer for Safeguarding :	

## POLICY CRITERIA

- The Tour de Manc safeguarding policy is publicised on the Tour de Manc website ([www.tourdemanc.co.uk](http://www.tourdemanc.co.uk)) and distributed to all Tour de Manc volunteers and relevant audiences.
- The Tour de Manc safeguarding policy is approved and endorsed by the Tour de Manc organising body
- The policy is mandatory for staff and volunteers.
- The policy is reviewed every three years or whenever there is a major change in the organisation or in relevant legislation



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## TERMINOLOGY AND DEFINITIONS

**Carer** : A carer is someone who has the responsibility for providing or arranging care for someone else who, because of long term illness or disability or age, is not able to care for him or herself.

**Children**: A child is anyone who has not yet reached their 18th birthday. The term ‘children’ therefore means ‘children and young people’ throughout.

**Child protection**: The particular activity undertaken to protect specific children who are suffering or are at risk of suffering significant harm as a result of abuse or neglect.

**Disabled**: The Disability Discrimination Act (1995) defines a person as having a disability 'if he has a physical or mental impairment which has substantial and long-term adverse effect on his ability to carry out normal day to day activities'.

**In loco parentis**: In loco parentis (from Latin meaning ‘in place of a parent’) refers to a person who has been given explicit permission to assume parental responsibility for a child by his or her parents or legal guardian.

**Regulated activity**: For the purposes of identifying roles or individuals qualifying for CRB (or prospectively VBS) checks, regulated activity is defined as: involving contact with children or vulnerable adults and is of a specified nature (e.g. teaching, training, care, supervision, advice, medical treatment or in certain circumstances transport) on a frequent, intensive and/or overnight basis; or involving contact with children or vulnerable adults in a specified place (e.g. schools, care homes etc), frequently or intensively.

**Need to know**: In the context of sharing confidential information, disclosing details only to those people who have to be informed in the interests of a child or children. The factors that need to be considered when determining whether to disclose information include: the reason for sharing the information; the level of detail that needs to be disclosed; with whom the information will be shared; and whether disclosing the information is a proportionate response to the need to protect a child from harm.

**Parent**: The parent refers to the person who holds parental responsibility or the person given the responsibility for the day-to-day care of the child on behalf of the parent or an official body.

**Safeguarding**: Safeguarding refers to a range of proactive measures taken to keep children safe and promote their wellbeing, including child protection.

**Social Services**: Throughout the procedures the generic term social services is used to represent the relevant local authority social services functions with regard to children.



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Vulnerable Adult: For the purposes of a Tour de Manc event is a person, having attained the age of 18

- is in residential accommodation or sheltered housing,
- receives domiciliary care,
- receives any service or participates in any activity provided specifically for persons who has particular needs because of his age, has any form of disability or has a prescribed physical or mental problem. (Dyslexia, dyscalculia and dyspraxia are excluded disabilities),
- requires assistance in the conduct of own affairs.



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## Policy Principles

The Policy is based upon the following fundamental principles:

- All children and vulnerable adults have a right to enjoy Tour de Manc events, free from all forms of abuse and exploitation - regardless of gender, sexual orientation, age, parental status, disability, religion or belief, colour, race, ethnic or national origins, or socio/economic background
- All children and vulnerable adults have equal rights to protection from harm.
- All children and vulnerable adults should be encouraged to fulfil their potential and inequalities should be challenged.
- Everybody has a responsibility to support the care and protection of children and vulnerable adults
- Tour de Manc has a duty of care to children and vulnerable adults who take part in Tour de Manc events
- A record will be kept identifying those to whom the policy was distributed to
- The policy revisions and review dates will be approved by the management team and documented in the change control section of the policy document

## Intent

Participation in cycling can provide valuable life experiences and has the potential to offer significant learning opportunities for children and vulnerable adults that can help develop valuable life skills as well as enhancing self-esteem and confidence.

Although the majority of children and vulnerable adults benefit from participation in sport, some have experienced abuse and/or poor practice linked to their participation. In addition, some who are participating in cycling may be experiencing abuse unrelated to the sport, either at home or within the wider community.

Coaches, volunteers and officials are in the privileged position of having an opportunity to build strong relationships with the young people and vulnerable adults in their care and are therefore ideally placed to recognise signs that the individual concerned may be being abused. This can be achieved by being alert to and aware of the risks which individual abusers, or potential abusers, may pose to children and being aware of and responding to any indicators that a child may be experiencing abuse.

Tour de Manc recognises the importance of ensuring there are procedures in place that outline the appropriate steps to take in the event of a concern. In addition, it is essential to ensure there



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are comprehensive policies and practical guidance that promote the welfare of children and vulnerable adults and minimise any identifiable risks within Tour de Manc events.

Tour de Manc aspires for its events to be provided in an environment where individuals feel able to raise concerns and where poor practice and inappropriate behaviour can be openly challenged. This can be facilitated by championing the promotion of children's and vulnerable adult's welfare and providing access to advice to help support staff, members and volunteers to understand their safeguarding responsibilities.

The development of Tour de Manc safeguarding policy and procedures is important to support Tour de Manc to fulfil its duty to safeguard and promote the welfare of children and vulnerable adults in its care and ensure a consistent and best practice approach across its events.

The safeguarding procedures detail referral and other responses to information that may arise concerning protection concerns, and the requirements for staff/volunteer training for those working with children.

Working practices and procedures have been adopted that minimise situations where abuse of children may occur, such as unobserved contact. Tour de Manc safeguarding procedures identify that anyone working or volunteering with children and vulnerable adults should:

- Understand their role and responsibilities to safeguard and promote the welfare of children and vulnerable adults;
- Be familiar with and follow procedures and protocols for safeguarding and promoting the welfare of children and vulnerable adults and know who to contact in their organisation to express concerns about the child's/vulnerable adult's welfare;
- Be alert to indicators of abuse and neglect;
- Have received child protection training to a level commensurate with their role and responsibilities;
- Know when and how to refer any concerns about child abuse and neglect to social services or the police.

The implementation of this safeguarding policy, associated procedures and practice guidelines will help to minimise the risk of abuse, foster an environment where concerns can be shared and inappropriate behaviour challenged and provide parents and carers with reassurance that they are leaving their children in a safe setting.

## Objectives





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Tour de Manc is highly committed to fulfilling its safeguarding responsibilities. The key objectives include:

- To ensure everyone understands their roles and responsibilities in respect of safeguarding and is able to contribute effectively to the safeguarding process;
- To ensure that all those working or volunteering with children and/or vulnerable adults are able to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people and able to contribute effectively to safeguarding;
- To ensure everyone has access to opportunities to learn about safeguarding at a level commensurate with their role and responsibilities;
- To promote safe practice and ensure appropriate and timely action is taken to address poor practice;
- To ensure that all allegations or suspicions of abuse are reported to the police and/or social services and contribute as required to the child/vulnerable adult protection process;
- To manage effectively information sharing with relevant agencies in the interests of safeguarding children;
- To operate robust recruitment and selection process to help deter and prevent unsuitable people from becoming involved in the Tour de Manc events and ensure anyone who is subsequently considered unsuitable is removed.

## Safeguarding Responsibilities

The overall responsibility for safeguarding rests with the Tour de Manc co-organisers who will ensure Tour de Manc procedures for safeguarding and promoting the welfare of children and vulnerable adults comply with the latest safeguarding requirements enacted by Law.

Tour de Manc has appointed a Lead Officer for Safeguarding who will be responsible for managing the response to safeguarding concerns and implementing the safeguarding policy. Tour de Manc will also ensure there is a nominated welfare officer for each Tour de Manc activity or event that involves children or vulnerable adults.

In the event of an allegation against a Tour de Manc employee or volunteer or other person with an involvement in Tour de Manc events, Tour de Manc will take action to ensure young people and vulnerable adults are protected and, where appropriate will support the prosecution of individuals accused of the abuse of a child/children/vulnerable adults.

**Tour de Manc will require all adults who work or volunteer with children or vulnerable adults at a Tour de Manc event to attend a basic safeguarding awareness course.**



Tour de Manc will operate robust safe recruitment and selection processes and will include a requirement for all existing and new staff and members who are working with children (paid or unpaid) to complete an enhanced CRB disclosure and to register with the Vetting and Barring Scheme (subject to the outcome of government's review of the scope of the scheme).

Tour de Manc recognises the importance of providing support to employees and volunteers to comply with the requirements of the policy and procedures and will seek to facilitate the provision of accessible safeguarding training commensurate with the individual's role.

Tour de Manc will engage with young people/vulnerable adults and their parents/carers to encourage them to feel able to raise concerns and support them to understand how they can contribute to safeguarding.

It is not the role of anyone within Tour de Manc to investigate suspected or alleged abuse. It is everyone's responsibility to ensure that all concerns are reported without delay, in line with Tour de Manc's procedures, to Social Services and/or the Police.

Tour de Manc recognises the importance of ensuring that there are procedures in place that ensure all children are protected from abuse and poor practice. Tour de Manc acknowledges that some children, including young people with disabilities or children from an ethnic minority community can be more vulnerable to abuse. Care will be taken to ensure additional safeguards are in place to take account of individual needs, and recognise that there may be additional challenges that need to be addressed to help all young people raise concerns.

## Review and monitoring

The policy will be reviewed on an annual basis, and in light of:

- changes in relevant legislation and/or government guidance;
- learning from serious cases.

## ABUSE AND POOR PRACTICE

### Recognising Abuse

Children and vulnerable adults can be abused either through someone inflicting harm, or failing to act to prevent harm. Abuse can be carried out by someone known to them or (more rarely) by a complete stranger, and by men, women or other young people. It is not always easy to recognise abuse, especially as many of the indicators can have other reasonable explanations.



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Abuse in all of its forms can affect a child or vulnerable adult and its impact can be so damaging that, if not treated, it may follow the individual throughout their life. It is important that everyone understands what constitutes abuse, indicators of abuse, what to do, and where to seek advice if abuse is suspected or alleged.

There are a number of types of abuse:

Abuse: emotional

The persistent emotional ill-treatment of a child/vulnerable adults such as to cause severe and persistent adverse effects on the person's emotional and behavioural development.

Within sport examples of emotional abuse may include:

- continually diminishing a person's efforts;
- placing intolerable pressure on a person to train and/or win;
- imposing developmentally inappropriate expectations on a child/vulnerable adult.

Abuse: neglect

The persistent or severe neglect of a child/vulnerable adult, or the failure to protect a child/vulnerable adult from exposure to any kind of danger, including cold, starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's/vulnerable adult's health or development, including non-organic failure to thrive.

Neglect in a sport may occur if the responsible adult failed to adequately look after the person in their care, leading them to be placed at risk of harm for example by consistently failing to ensure the use of appropriate protective equipment or clothing suitable to adverse weather conditions.

Abuse: physical

This includes hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child/vulnerable adult. Physical harm may also be caused when a parent or carer fabricates or induces illness in a child/vulnerable adult whom they are looking after.

In sport an example of physical abuse could include:

- provision of performance enhancing drugs;
- forcing a child/vulnerable adult into a physically exhausting and painful training regime;
- designing an intensity of training that fails to consider the capacity of the child/vulnerable adult;
- hitting or slapping as a form of punishment.

Abuse: sexual

Forcing or enticing a child/vulnerable adult to take part in sexual activities, whether or not the child/vulnerable adult is aware of what is happening, including:



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- physical contact, including penetrative or non penetrative acts;
  - non-contact activities, such as involving a child/vulnerable adult in the production of pornographic material or watching sexual activities; or
  - encouraging a child/vulnerable adult to behave in sexually inappropriate ways.

In sport, activities which might involve physical contact with a child/vulnerable adult could potentially create situations where sexual abuse may go unnoticed. Also the power of the coach over young/vulnerable athletes, if misused, may lead to sexually abusive situations developing. There have been a significant number of sexual abuse cases in sport, many of which have involved coaches, both male and female, who have manipulated the child/vulnerable adult and abused their position of trust.

### Abuse of a Position of Trust

A relationship of trust exists where an adult, by virtue of their role, is in a position of power or influence over a young person or vulnerable adult. It is a criminal offence for a person in a position of trust to engage in any sexual activity with a person over sixteen but under the age of 18 with whom they have a relationship of trust, irrespective of whether the young person has ostensibly consented to the relationship. Although the law does not currently apply to coaches and others involved in sports clubs, Tour de Manc considers that it is completely unacceptable for anyone to engage in sexual activity within a relationship of trust.

It must be stressed that it is always the responsibility of the adult to ensure that his or her conduct is acceptable. Appropriate boundaries in all relationships of trust must be maintained and adults must not behave in a manner that would encourage any attraction to develop. However, in the event that a young person/vulnerable adult displays signs of attraction to the adult within the relationship of trust, this must be reported to the club Welfare Officer at the earliest possible opportunity. If appropriate, the adult may need to remove themselves from the relationship of trust.

### Indicators of Abuse

Even for those experienced in working with abuse cases, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child/vulnerable person is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- an injury for which an explanation seems inconsistent;
- the child/vulnerable adult describes what appears to be an abusive act involving them;
- another child or adult expresses concern about the welfare of a child/vulnerable adult;



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- unexplained changes in a person's behaviour, e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper;
  - inappropriate sexual awareness;
  - engaging in sexually explicit behaviour;
  - distrust of adults, particularly those whom a close relationship would normally be expected;
  - difficulty in making friends;
  - being prevented from socialising with others;
  - displaying variations in eating patterns including over eating or loss of appetite;
  - losing weight for no apparent reason;
  - becoming increasingly dirty or unkempt.

The above list is not exhaustive and the presence of one or more of the indicators should not be accepted as proof that abuse is taking place. It is NOT the responsibility of those involved in Tour de Manc to decide that abuse is occurring. However it is everyone's responsibility to be vigilant and act on any concerns.

## Bullying

Bullying may be perpetrated by a young person or group of people, or by an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying can be split into the following categories:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing
- Cyber - all areas of internet, such as email & internet chat room misuse, mobile threats by text messaging & calls. Misuse of associated technology, e.g. camera & video facilities

In sport bullying may arise when a parent or coach pushes the child too hard to succeed, or a rival athlete or official uses bullying behaviour.

Signs of bullying include:



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- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions
  - an unexplained drop off in performance
  - physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
  - a shortage of money or frequent loss of possessions.

More on the signs of bullying can be found here: [www.stopbullying.gov/at-risk/warning-signs/](http://www.stopbullying.gov/at-risk/warning-signs/)

## Poor practice

There are some behaviours or practices that would be considered poor practice and although highly unacceptable, would not be fully encapsulated by the definitions of abuse. Nevertheless, they must always be reported, addressed and action taken to prevent reoccurrence.

In some cases, there is a fine line between poor practice and abuse and it may be important to seek guidance from Social Services and/or the Police before a concern is treated as poor practice. If, following consideration by the Welfare Officer and, if appropriate, following consultation with statutory authorities, a concern is deemed to be a matter of poor practice rather than abuse, a suitable course of remedial action should be agreed. Although it is often possible to resolve poor practice thorough guidance, mentoring and additional training, particularly where the individual is willing to accept their conduct was inappropriate, in some instances, poor practice concerns need to be managed as a disciplinary matter by invoking the appropriate policy and procedures.

## Practices never to be sanctioned

The following practices are known to be significant risk factors in cases of abuse and can never to be condoned:

- Taking children/vulnerable adults to your home or other secluded place unaccompanied by others.
- Engaging in rough, physical or sexually provocative games.
- Sharing a room with a child/vulnerable adult.
- Allowing or engaging in any form of inappropriate touching.
- Making sexually suggestive remarks.
- Reducing a child to tears as a form of control.
- Allowing children/vulnerable adult to use inappropriate language unchallenged.
- Allowing allegations made by a child/vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Carrying out personal care for a child/vulnerable adult that they can do unaided



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- Departing from the premises without first supervising the safe dispersal of the child/vulnerable adult.
  - Abusing a privileged position of power or trust.
  - Resorting to bullying tactics, or verbal abuse.
  - Causing a participant to lose self-esteem by embarrassing, humiliating or undermining the individual.
  - Spending excessive amounts of time alone with child/vulnerable adult away from other adults.

It may sometimes be necessary for adults to do things of a personal nature for child/vulnerable adult, particularly if they are young or are disabled. This would include tasks such as removing outer layers of clothing, tying up hair etc. These tasks should only be carried out with the full understanding of the person and (preferably written) consent of parents/In loco parentis. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in a task that involves physical contact. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Some children/vulnerable adults, particularly those with learning disabilities or serious physical disabilities may not be toilet trained or require significant assistance to use these facilities. In some situations, this may lead to increased vulnerability both for the child/vulnerable adult and the person providing the care, particularly as some with learning disabilities can find it difficult to set and maintain physical boundaries. Therefore, where a child/vulnerable adult requires this type of care, a parent/carer or someone trained in the provision of intimate care must be on hand to address these needs.

### **Incidents that must be reported/recorded**

In the event that any of the following incidents occur, they **MUST** be reported immediately to the welfare officer, who must make a record of the incident and ensure the parents/In loco parentis of the child/vulnerable adult are informed:

- if you accidentally hurt a child/vulnerable adult
- if a child/vulnerable adult seems distressed in any manner
- if a child/vulnerable adult appears to be sexually aroused by your actions
- if a child/vulnerable adult misunderstands or misinterprets something you have done.

It is essential that everyone challenges poor practice, even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed.





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## RESPONDING TO REPORTS, DISCLOSURES AND CONCERNS

### Introduction

Abuse concerns can arise in many different situations and contexts. It is not the role of anyone within the sport to investigate possible child/vulnerable adult abuse concerns but it is essential that all staff and volunteers clearly understand the action that must be taken in the event of:

- A direct disclosure of abuse from a child/vulnerable adult;
- A disclosure from an adult of abuse that occurred during their childhood (historical abuse);
- Observed abuse, neglect or poor practice;
- Observed concerning changes in a child's/vulnerable adult's behaviour, appearance or relationships, or other possible indicators of abuse;
- A report from a third party or via an external organisation.

The following procedures outline the steps that should be taken and provides guidance on sharing relevant information with Social Services and/or police and other relevant organisations without delay and within agreed protocols.

Protection concerns fall into two categories:

- Internal – arising from behaviour or experiences within the Tour de Manc organisation or environment (e.g. allegations of abuse by a coach);
- External – arising outside the organisation (e.g. allegations of abuse at home or bullying in school).

Everyone has a responsibility to respond to any concerns about the welfare of a child/vulnerable adult people - irrespective of whether the cause of the concern is internal or external - and to ensure that they take action by reporting this in line with the organisation's procedures. In some cases, sharing a concern will not trigger an investigation, but may help to build up a picture, along with information from other sources, which suggests that a child/ vulnerable adult may be suffering harm.

If any person has knowledge, concerns or suspicions that a child/vulnerable adult is suffering, has suffered or is likely to be at risk of harm, it is their responsibility to ensure that the concerns are referred to social services or the police, who have the statutory duties and powers to make enquiries and intervene when necessary.

### Responding to a disclosure from a child





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If a child/vulnerable adult discloses that they or another child/vulnerable adult is being abused, the person receiving the information should:

- Stay calm and ensure that the person feels safe and is not at any immediate risk.
- Show the child/vulnerable adult that you have heard what they are saying, and that you take their allegations seriously.
- Encourage the child/vulnerable adult to talk, but do not prompt or ask leading questions. Don't interrupt when the child/vulnerable adult is recalling significant events. Don't make the child/vulnerable adult repeat their account.
- Recognise any difficulties the child/vulnerable adult may have in explaining the incidents.
- Reassure the child/vulnerable adult that they have done the right thing in revealing the information.
- Explain what actions you must take, in a way that is appropriate to the age and understanding of the child/vulnerable adult.
- Do not promise to keep what you have been told secret or confidential, as you have a responsibility to disclose information to those who need to know. Reporting concerns is not a betrayal of trust.
- Write down as soon as you can and no later than 24 hours what you have been told, using the exact words if possible.
- Record in writing what was said using the child's/vulnerable adult's own words as soon as possible. The following information should be included:
  - Dates and times
  - Any names mentioned
  - To whom the information was given
  - Information that is fact, hearsay or opinion should be noted as such
  - Ensure the record is signed and dated.

If the child/vulnerable adult indicates that he/she does not wish others to be informed about the allegations, it is important to sensitively explain why you need to share the information.

#### Actions to avoid

- Dismissing the concern
- Panicking
- Allowing shock or distaste to show
- Probing for more information than is offered
- Promising to keep the disclosure secret
- Speculating or making assumptions
- Approaching the accused person (this may put a child at further risk and/or jeopardise a criminal investigation).
- Investigation of the disclosure
- Making negative comments about the accused person.



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## Reporting concerns

Regardless of how concerns may have arisen, the person who received the disclosure or witnessed an incident must ensure the information is reported. They must not allow personal opinions regarding the credibility of any individual, or the information they have received, to prevent them from making the referral. They should not worry that they may be mistaken as the responsibility to make the assessment of the concern rests with the statutory agencies.

The following action should be taken:

- Report your concerns to the appointed welfare officer for the Tour de Manc event. If they are not available, report the matter to the Tour de Manc Lead Welfare Officer or to a senior person within the organisation or contact.
- Complete an Incident reporting form (a copy of which can be supplied by the event welfare officer or the Tour de Manc Lead Officer for Safeguarding) as soon as practically possible and provide this to the Tour de Manc Lead Officer for Safeguarding
- The welfare officer or Lead Officer for Safeguarding **MUST** refer the matter without delay to Social Services and/or the Police. The police need only be called where there is immediate risk to a young person/vulnerable adult. If it is believed that there is no immediate danger, the initial referral should be made to Social Services. Concerns that arise outside office hours should be made to the social services emergency duty service or to the police.
- The parent/carer will be informed at the earliest opportunity, unless this is inconsistent with the need to ensure the child's/vulnerable adult's safety, but advice should be sought from Social Services as to what information should be provided to parents, by whom and when.
- If a child/vulnerable adult is at immediate risk and action needs to be taken urgently, a 999 call must be made to the Police.
- In the event that abuse is suspected, the concern must be reported to Social Services and/or the Police without delay and in all cases, within 24 hours.
- In the event that there is any uncertainty as to whether a referral is appropriate, the Tour de Manc Lead Officer for Safeguarding Officer, NSPCC 24-hour helpline or Social Services will be able to offer advice on what action to take.

In the case of historical abuse, disclosures must still be reported to Social Services and Police, as above, as the perpetrator may continue to present a risk to other children.



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## Recording information

Although urgent referrals should not be delayed, Social Services or Police referrals should be confirmed in writing, together with the incident reporting form, within two working days and a copy of the incident reporting form should be retained by the Tour de Manc Lead Officer for Safeguarding. The completed incident reporting form contains the following information (or as much of the information as is known):

- Personal details of the child concerned including full name, age or date of birth, gender, race, ethnic origin and address.
- Details of parent/carer and an indication of what, if any, information has been shared.
- The nature of the concerns;
- How and why those concerns have arisen;
- Description of any visible injuries including bruising;
- Any observed changes in child's behaviour, relationships, etc
- Detailed description of any account of how any injuries occurred.
- Any times and dates or other relevant information;
- A clear distinction between what is fact, hearsay or opinion;
- Full details of the person about whom the concern/allegation is made including full name, date of birth, address, relationship the child concerned and/or position held in the club, if any;
- Any information you have on the child's developmental needs;
- Information about the person making the referral, including contact details, role and relationship to the child.

The contact details of the social services duty officer or police officer to whom the concerns were passed, together with the time and date of the call, and any agreed action to be taken should be recorded.

## Concerns within Tour de Manc

Concerns that relate to Tour de Manc staff or volunteers will be taken very seriously. Where there is a suspicion that a child/vulnerable adult has been abused by someone within the organisation, in addition to the above procedures, the individual may, in consultation with the statutory agencies, be placed under suspension pending the outcome of Social Services and/or Police enquiries.

In these cases, there may be two types of investigation:

- Criminal - conducted by the police
- Child/Vulnerable Adult protection - carried out by social services and police



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Tour de Manc will:

- Consider whether the subject has access to children/vulnerable adults elsewhere and if so who needs to be informed.
- Work closely with social services and police and attend meetings as required.
- Liaise with social services to ensure the appropriate support is provided to children, parents, staff or volunteers who are affected by an abuse situation including, where appropriate, the alleged perpetrator.
- Follow up any external investigation with an internal action if required

## CONFIDENTIALITY AND INFORMATION SHARING

Sharing information is a critical element of safeguarding and protecting children/vulnerable adults. Consent should normally be sought from the subject/s of the information in order for it to be shared, but, in the interests of child/vulnerable adult protection, it may be necessary for information to be shared with relevant staff or volunteers, Social Services and/or the Police without consent, if there is reason to believe that seeking consent could place a child/ vulnerable adult at risk of significant harm.

Tour de Manc will only share confidential information without consent where there is a reasonable belief that failure to disclose would place the child or others at increased risk of significant harm and/or would undermine the prevention, detection or prosecution of a serious crime.

All staff and volunteers are expected to ensure that information relating to a child/vulnerable adult protection concern is passed to the appropriate person within Tour de Manc to enable appropriate action to be taken. The appropriate person will be the designated welfare officer for a Tour de Manc event and/or the Tour de Manc Lead Officer for Safeguarding. It is essential that only those who need to know are informed.

The decision to share will be taken by the designated welfare officer, in consultation with the Lead Officer for Safeguarding, providing that this will not delay the referral. Confidential information will only be passed to agencies that require access for safeguarding purposes on a 'need to know' basis. A record will be maintained of the reason for the disclosure, to whom it was shared and the details that were provided.



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## Whistle blowing

Safeguarding children/vulnerable adults requires everyone to be committed to the highest possible standards of openness, integrity and accountability. Tour de Manc supports an environment where staff and volunteers, members and their parents/carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who reports a legitimate concern to the organisation will be supported and all concerns will be taken seriously.

It is acknowledged that individuals are often very reluctant to report concerns through fear of negative reprisal. Tour de Manc will take action against anyone who has harassed or victimised a whistleblower. The identity of individuals who wish to remain anonymous will not be disclosed without first taking time to explain the circumstances in which disclosure may be desirable.

In the first instance, poor practice concerns that relate to an event should be referred to the designated event welfare officer or Lead Officer for Safeguarding, except where:

- The whistleblower believes there would be a risk of victimisation, either to the whistleblower or child/children/vulnerable adult, if the matter was raised internally; or
- The whistleblower has already raised the matter internally and the matter was covered up or no action was taken and the situation remains unchanged.

## Media interest

Incidents of child/vulnerable adult abuse can generate significant media interest. Anyone who is approached by the media should refrain from providing any information and should follow the following guidance:

- Take a note of the journalist's name and contact details and whom they represent;
- Establish exactly what information the journalist requires;
- Establish whether the journalist is working to any deadlines and inform them that the matter will be referred to the Tour de Manc organisers to discuss a response;
- Do not give any other information or comments to the journalist
- Inform the appropriate event welfare officer who must refer the matter to the Lead Officer for Safeguarding, who will assist in formulating an appropriate response in consultation with senior officials.
- A copy of the response will be sent to the journalist and other relevant individuals.

## Support services



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Both the victim of abuse and anyone who is investigated for allegations of abuse may benefit from information about support services. It is also useful to provide this information for anyone else who has been affected by an incident of abuse, including family members, those involved in responding to the incident, and sometimes other children, parents, staff or volunteers.

Anyone who has made a disclosure of abuse, has been the subject of an allegation, or has been indirectly affected by an incident will be offered information on support services. Anyone within the organisation who is the subject of an abuse allegation will also be provided with contact details for support services they may require. Social Services will advise on the appropriate support service and their contact information.

## SAFE RECRUITMENT AND SELECTION

These recruitment and selection procedures are not applicable in the following cases:

- Parents/carers whose only role is to care for their own child
- One-off volunteers who only have contact for a short period, and are always supervised by appropriately recruited and vetted individuals. e.g. helpers at fundraising events running for less than one day.

In these circumstances, the volunteer should be interviewed by an appropriately recruited and vetted individual and they must be notified of their duty of care and must have been given a copy of the Tour de Manc Volunteers code of conduct and the Tour de Manc Policy for Safeguarding Children and Vulnerable Adults.

### Introduction

Although the vast majority of people seeking to work or volunteer with children/vulnerable adults do not present a risk to them, it is accepted that some individuals have inappropriate motives in seeking this type of work. Safe recruitment and selection procedures should help to deter or prevent inappropriate individuals from gaining positions as well as clarifying Tour de Manc's commitment to safeguarding high standards of behaviour.

Tour de Manc is committed to applying a robust recruitment and selection process and recruit individuals who share the Tour de Manc's values and approach to safeguarding. All Tour de Manc registered event organisers should make sure that they also adopt these processes. These procedures should apply to both paid and voluntary positions, even where there is only one applicant for a position.



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In positions where a criminal record check has been deemed by the organisation to be required, these must be repeated at regular intervals of no more than three years throughout the period of employment (paid posts) or deployment (volunteers).

Tour de Manc recognises the importance of robust recruitment and selection practices and will ensure all safeguarding issues are considered throughout the process. The following procedures will be applied for all roles working with children:

## Planning

All positions should have a job/role description that describes the range of duties the role will involve, and a person specification that describes the required attributes. The person specification should be divided into 'essential attributes' which describe what each candidate must be able to demonstrate immediately and 'desirable attributes' that describe qualities that would enable a candidate to perform the duties better and, if not currently possessed, may be gained in time. All person specifications for roles working with children/vulnerable adults should include suitability to work with children/vulnerable adults as an 'essential' criterion.

Any advertising and information sent to potential applicants should make specific reference to safeguarding and promoting the welfare of children/vulnerable adults and highlight that the post involves working with children/vulnerable adults and will therefore require the completion of an enhanced CRB disclosure.

## Pre interview

All applicants should be required to complete the Tour de Manc standard job application form which requires the applicant to supply the following information:

- Current and any former names, address and other contact details;
- National Insurance number to confirm the right to work;
- Information on relevant academic or vocational qualifications and details of the awarding body;
- A full history of any paid or voluntary positions working with children, with start and end dates and reasons for leaving;
- A statement of the personal qualities and experience that demonstrate the applicant's suitability for the position and how she/he fulfils the person specification;
- Contact details of at least two referees, one of whom should be a previous employer or club. The application form should indicate that references will be sought for short-listed candidates prior to the interview, unless the applicant has a justifiable reason for not seeking references in advance;



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- As the position is exempt from the Rehabilitation of Offenders Act 1974, the applicant will be required to make a self-declaration of any convictions, cautions and warnings, including those regarded as 'spent', In addition applicants must also indicate whether they have had any involvement in a Police/Children's Social Care Services enquiry involving children under the age of eighteen or they have been subject to any disciplinary sanctions by any other sports governing regulatory body or alternative, or previous employer.

All applicants should be assessed against the criteria contained in the person specification and a short list prepared. Any concerns and unexplained gaps from the application forms should be noted and addressed with the applicant at interview.

A minimum of two written references, including one from their most recent role that specifically address suitability to work with children should be requested for all candidates preferably in advance of interview.

## Interview

All potential staff or volunteers should be interviewed or be asked to attend a meeting with a minimum of two representatives of the organisation prior to any position being confirmed. They should be asked to bring evidence to verify their identity and confirm the right to work in the UK and proof of any relevant qualifications.

The interview process and questions should be agreed in advance, and should take account of the interview's two main functions:

- a) to explore the applicant's qualities in relation to the requirements of the job, and
- b) to assess an applicant's suitability to work with children.

The interview should explore any gaps and inconsistencies in the application form, and assess suitability to work with children by examining the applicant's commitment to safeguarding by asking questions that probe the applicant's underlying attitudes and behaviours relating to working with children.

## Pre recruitment checks

The successful candidate should be asked to complete an enhanced level Criminal records check prior to commencing any aspect of their role that involves contact with children. For posts identified as constituting regulated activity, candidates be required to be registered with the Vetting and Barring Scheme (VBS) through the Independent Safeguarding Authority (ISA). Where the candidate has been resident in a foreign country, it is unlikely that a CRB check will suffice and therefore advise should be sought from an HR specialist.





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All appointments should be confirmed by the Executive Committee (or relevant body such as trustees) on confirmation that the individual has been registered with the Vetting and Barring Scheme (see above) and the CRB disclosure has been approved.

## Induction

All new staff and volunteers should:

- Complete an induction process to familiarise them with the organisation's policies and procedures and the responsibilities of the post, including safeguarding.
- Be required to sign up to the organisation's constitution, rules, guidelines, codes of conduct, regulations and policies as exist at the time of employment
- Attend a safeguarding awareness course as soon as possible and no later than six months after taking up their post.
- Complete a probationary/trial period of months

## Monitoring and appraisal

At regular intervals all new and existing staff and volunteers should be given the opportunity to receive and provide feedback relating to their role. All new staff and volunteers should have access to support from a mentor and receive a formal appraisal at the end of their probation period. After this period, appraisal should be provided at regular intervals and a formal appraisal covering safeguard practice completed annually.

## PRACTICE GUIDANCE

### Supervision ratios

It is essential that appropriate ratios for supervision are adopted and everyone is clear of their supervisory responsibilities. Ratios of adults to children should be determined by considering age, the nature of the activity and where it is taking place. This should be noted in the risk register of that event.

On all occasions, there must always be a minimum of two responsible adults present. This ensures there is supervision in the event of an accident or incident that requires one of the adults to leave the group to accompany a child.



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## Changing facilities

The use of changing facilities can be difficult to regulate where venues are open to the public and may be mixed gender. The following principles are adopted:

- Where a club is fully responsible for changing facilities, adults should not be permitted to get changed in these facilities at the same time as children;
- Parents should only be in the changing room to assist their child if the age group using the facilities are under-8 years old. Additional arrangements may be required if there are young people with disabilities in the group;
- There must be separate changing facilities or changing times for males and female;
- No-one should enter changing rooms whilst these are being used by members of the opposite sex;
- The use of photographic devices, including mobile phone cameras must not be permitted in changing facilities;
- Codes of conduct should cover behaviour whilst using changing facilities;
- Children should be aware that incidents in the changing facilities should be reported without delay.
- Clubs that are unable to provide safe changing room facilities must ensure participants arrive wearing their training clothes

## Codes of conduct

Adhering to the following code of good practice will help create a positive environment and avoid any reportable concerns:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open and transparent communication).
- Always ensure that there is at least one other responsible adult present during events/training sessions.
- Treat all children fairly, and with respect and dignity.
- Always put the welfare of each child first, before winning or achieving goals.
- Maintain appropriate boundaries in relationships with children, and do not engage in sexual relationships with any person where you are in a position of trust in relation to them
- Build balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Make sport fun, enjoyable and promote fair play.
- Ensure that if any form of manual/physical support is required, it is provided openly and according to coach education guidelines. Care is needed, as it can be difficult to maintain appropriate hand positions when a child is moving. Young people and their parents should always be consulted and their agreement gained.
- Keep up to date with technical skills, qualifications and insurance in sport.



- Ensure parents/carers understand what is expected of them e.g. that they accept responsibility for transporting their child to and from the sport activity, and for bringing and collecting their child on time.
- Request written parental consent if club officials wish to organise group transport to an event.
- Always ensure parents, teachers, coaches or officials work in pairs if supervising young people, particularly in changing areas
- Ensure that if teams are taken away, they are always accompanied by at least one adult of the same gender. Mixed teams should have both male and female supervision.
- Ensure that at competitions or residential events, adults should not enter children's rooms or invite children into their rooms.
- Be a positive role model - this includes not smoking or drinking alcohol in the company of young people.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of young people, avoiding excessive training or competition and not pushing them against their will.
- Secure parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with the details of any treatment given.

**If in doubt, seek advice !**

## **Responding to bullying**

All forms of bullying are unacceptable and will not be tolerated. It is important to ensure vulnerable people are adequately supervised at all times, to help identify and take action to address any early signs of bullying. The provision of an open environment where vulnerable people are encouraged to report any bullying concerns is vital in tackling bullying. The following action should be taken should any incident of bullying occur:

- Offer the bullied person reassurance and try to gain their trust;
- Explain that someone in authority needs to be informed about the bullying;
- Report suspicions or concerns to the person in charge or the club welfare officer if they are present;
- Talk to the bully/bullies and try to get them to understand the consequences of their actions;
- Ask the bully/bullies to apologise to the victim.
- Inform the parents of both the bullied and bullying children;
- Insist that any items taken from the bullied person are returned;
- Impose sanctions or disciplinary action if necessary;
- Encourage the bully/bullies to change his/her behaviour;



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- Keep accurate records of what happened together with names of those involved and any action taken.

People who have been bullied will often benefit from ongoing support to deal with the impact of bullying. There are also a number of charities that can provide support to vulnerable people who experience bullying e.g. Kidscape.

### Photography and use of imagery

Tour de Manc believes it is important that parents/carers are able to celebrate the achievements of their charges through photographs/film. In addition Tour de Manc recognises that promoting images of the sport will help encourage increased participation. However, Tour de Manc acknowledges that there are risks to children/vulnerable adults associated with the use of photographs on sports websites and other publications.

Photographs can be used as a means of identifying children/vulnerable adults when they are accompanied with personal information. This information can make a children/vulnerable adults accessible to an individual who may wish to “groom” the children/vulnerable adults for abuse. In addition, the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto sites showing child abuse images.

Tour de Manc does not advocate the banning of photography but recognises the importance of putting in place appropriate and proportionate safeguards to ensure a safe environment for children/vulnerable adults.

### Photography at events

Tour de Manc permits spectators and accredited professional photographers to take photographs at Tour de Manc events, but requires those organising such events to regulate the taking of photographs and apply, as a minimum, the following safeguards:

- Parents/ In loco parentis/carers should be informed that photography will be permitted at an event and if professional photographers will be present. This may be by signs, waiver document or condition on the tickets.
- If the media or professional photographers are present at the event, the event organiser is responsible for making sure parents/In loco parentis/carers are fully informed why photographs are being taken, where and how they will be published and Tour de Manc will obtaining the necessary consents.
- Spectators wishing to take photographs will be required to register with the event organiser the intention to use photographic and video equipment (including mobile phones with cameras) and must acknowledge that the images are for private use and not for publication.
- Professional photographers/filming/video operators wishing to cover an event will need to apply for accreditation by the event organiser at least (set number of days) working days



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before the event. The accreditation process will require proof of identification, which should be verified with the issuing authority prior to the event.

- Anyone who is registered to take photographs will be issued with a photography pass, which they will be required to display at all times during the event.

Signage at the Tour de Manc events must outline the specific details concerning photographic/filming. The recommended wording is: 'In line with the recommendation in the Tour de Manc Policy, the organisers of this event request that any person wishing to engage in any video or photography should register their details with staff at the spectator desk before carrying out any such photography. The promoter reserves the right to decline entry to any person unable to meet or abide by the organiser's conditions. If you are concerned about any photography taking place at this event, please contact the event organiser who will be pleased to discuss this matter with you'.

- Anyone registered/accredited to take photographs will be provided with clear guidance on what is considered acceptable in terms of the appropriate imagery and conduct and any areas where photography is forbidden (e.g. changing rooms, toilet areas).
- Unsupervised access to vulnerable people, one to one photo sessions at events or photo sessions outside the events or at a child's home will not be permitted.
- Any concerns regarding the inappropriate or intrusive use of photographic equipment should be reported to the event organiser or event welfare officer.

### Publication of images

The following guidance should be applied when seeking to publish images:

- Tour de Manc will obtain a photographic image use waiver from all carers/responsible adults prior to the event
- Images of vulnerable people should not be accompanied by identifying personal details. This includes first name and surname, address etc. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport. If it is important to name a vulnerable person, their image should not be used.
- Only images of vulnerable people in appropriate sporting attire should be used to reduce the risk of the image being adapted for inappropriate use.
- Website managers should carefully monitor content and ensure any inappropriate images or improper text is removed.

Tour de Manc should be informed of any inappropriate use of imagery on websites or any other form of media, which is not in keeping with this guidance. Anyone discovering a child's image that may be illegal should report this to the Lead Safeguarding Officer and Children's Social Care and/or Police are informed.



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## Transport

Although it is always best safeguarding practice to avoid transporting a vulnerable person alone, Tour de Manc recognises that there are some circumstances where it is unavoidable if they are to participate in the required training / event. If all alternatives have been exhausted and a Tour de Manc employee or volunteer has to transport a child there are a number of safety measures that should be put in place to minimise the risk:

- Ensure anyone providing transport to children on behalf of Tour de Manc has been asked to complete an enhanced CRB check and provide evidences of appropriate insurance;
- Ensure the event Welfare Officer has been made aware of the transport arrangements and is given the opportunity to talk to the responsible adult/carer in advance to check they are comfortable with the plans. The Welfare Officer should ensure that the children understand their rights and feel able to discuss any concerns or incidents;
- Try to avoid having one vulnerable person alone with the driver, either by having another adult present or by ensuring transport in groups with central pick-up and drop-off points. If the later recommendation is not possible, and the transport arrangements are in place on a routine basis, try to alternate drop off schedules;
- Provide responsible adults/carers with full details of any planned breaks in the journey and departure and arrival times;
- Sit vulnerable people in the back of the car;
- Always use seat belts and booster seats, if required. Requirements should be confirmed prior to the trip. For further guidance, please visit [www.roadsafetyni.gov.uk](http://www.roadsafetyni.gov.uk)
- Ensure the driver has a point of contact and mobile phone should they break down.

It is accepted that circumstances may arise in event of an emergency, e.g. a child sustains an injury and needs to go to hospital, where an unaccompanied adult may need to transport an unaccompanied child. In such situations, the event welfare officer or lead Safeguarding officer and, where possible, the child's parents/responsible adult/carer should be informed.

## Physical Contact

The use of physical contact in cycling is important to support the development of skills and techniques, to treat injury or prevent an injury or accident from occurring. For example, catching a vulnerable person when they have lost balance, so that a fall is prevented. Physical contact during participation in cycling should always be intended to meet the participant's needs, NOT the supervising adult's. It is important to be open and transparent about physical contact as it is possible that legitimate contact between an adult and a vulnerable person may be misconstrued or misunderstood both by the vulnerable person and observers. The following guidance should be applied in respect of any physical contact with children:

- Ensure, in situations where physical contact is necessary to assist with learning, the adult explains to the participant the nature and reason for the physical contact, and unless the contact arises in an emergency and to prevent harm, ask the participant for permission;



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- Avoid over handling when assisting;
  - Ensure any physical contact takes place in an open or public environment and does not take place in secret or out of sight of others;
  - Avoid any gratuitous or unnecessary physical contact with children and vulnerable people;
  - Include guidance on physical contact as part of an induction process or pack for new participants;
  - Ensure people with disabilities who need to be lifted or manually supported are treated with dignity and respect. Relevant health and safety guidelines must be followed to ensure the safety of the participant and those assisting. It is recommended that those assisting receive appropriate training;
  - Ensure that any sport science or medical practices or other roles where physical contact is common place and/or a requirement of the role is only carried out by trained or qualified practitioners;
  - Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a person distress or embarrassment;
  - Any form of physical punishment or is unlawful, as is any form of physical response to misbehaviour unless it is by way of physical intervention to prevent a person from harming themselves or others or damaging property;
  - Encourage vulnerable people to voice concerns in the event that any physical contact makes them feel uncomfortable or threatened.

There may be occasions where a vulnerable person is distressed and in need of physical comfort and reassurance. Adults should use their discretion in such cases, being led by the needs of the participant and ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time.

## Late collection of children

Late collection of children by parents/carers can be challenging to manage. Some circumstances beyond the control of the parent/carer which may make it impossible to collect their child/vulnerable person on time. Whilst it is not the responsibility of coaches and officials to transport children home on behalf of parents/carers who have been delayed, Tour de Manc adopts the following measures to ensure safeguarding:

- Ask parents/carers to provide an emergency contact name and number if they are not staying throughout the event.
- Provide parents/carers with a contact number for the club and an instruction to call if there is any likelihood of late collection.
- Attempt to contact the child's parent/carer or, if necessary, the emergency contact.





- Ensure that two adults remain with the vulnerable person at the facility until the parents/carer arrives.
- The child/vulnerable person should not be sent home with another person without permission from a parent/carer
- As a last resort, where the carer/parent cannot be reached and the staff/volunteers cannot wait indefinitely you must contact the local police station for advice on the appropriate action

## APPENDICES

### Safeguarding/Child Protection Contacts

There are a range of contact details depending upon the Greater Manchester borough concerned. Contact information can be found at this website page :

[http://greatermanchesterscb.proceduresonline.com/chapters/pr\\_contacts.html](http://greatermanchesterscb.proceduresonline.com/chapters/pr_contacts.html)

Police: Greater Manchester Police Safeguarding Vulnerable Persons Unit

Tel: 0161 856 6411 or 0161 856 5017 or 0161 856 7484

Email: [publicprotection.division@gmp.pnn.police.uk](mailto:publicprotection.division@gmp.pnn.police.uk)

Local Safeguarding Board

Telephone (office hours): 0161 234 3330 (answerphone out of hours)

email: [manchestersafeguardingboards@manchester.gov.uk](mailto:manchestersafeguardingboards@manchester.gov.uk)

MSB Business Unit location:

Manchester Town Hall Extension

Albert Square

PO Box 532

Manchester M60 2LA

NSPCC Helpline: 0808 800 5000

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Childline: 0800 1111

### Policy Distribution List

<i>Recipient's Name</i>	<i>Role of Recipient</i>	<i>Date Distributed</i>	<i>Distributed by</i>
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[www.tourdemanc.co.uk](http://www.tourdemanc.co.uk)

[register@tourdemanc.co.uk](mailto:register@tourdemanc.co.uk)

[facebook.com/TourdeManc](https://facebook.com/TourdeManc)

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