

Cwmearn

Paragon Cycling Club

Safeguarding, Welfare, Discipline and Appeals Policy



1. Commitment to Welfare and Safeguarding

The Club is fully committed to providing a safe and positive environment for all members, volunteers, and participants.

We recognise our responsibility to safeguard the welfare of children, young people, and adults at risk, in accordance with:

- The **British Cycling and Beicio Cymru Safeguarding and Protecting Children Policy (2024,**
- The **Children Act 1989 & 2004,**
- The **Safeguarding Vulnerable Groups Act 2006,** and
- Relevant guidance from **Sport England, UK Sport, and the NSPCC Child Protection in Sport Unit.**

All members share a collective responsibility to promote the welfare of others, report concerns, and uphold the Club's values of respect, inclusion, and fair play.

2. Safeguarding Structure and Responsibilities

The **Welfare & Safeguarding Officer** is the designated lead for all welfare and safeguarding matters and is the primary point of contact for concerns or disclosures.

All safeguarding concerns involving children or adults at risk must be reported immediately to the Welfare Officer or directly to British Cycling's Safeguarding Team via their online reporting portal.

The Welfare Officer will maintain current **DBS clearance** and receive ongoing training in safeguarding, equality, and managing disclosures.

The Club will maintain an up-to-date **Safeguarding Policy** and **Codes of Conduct** for members, parents, coaches, and volunteers.

Where concerns arise, the Welfare Officer will act in accordance with British

Cycling's **Safeguarding Reporting Procedures** and liaise promptly with the **British Cycling Safeguarding Team**, the **Local Authority Designated Officer (LADO)**, or the **police**, as appropriate.

3. Conduct and Behaviour

All members, coaches, and volunteers are expected to:

- Act with integrity, fairness, and respect toward others.
- Uphold the Club's **Code of Conduct** and **Social Media Policy**.
- Avoid behaviour that brings the Club or sport into disrepute.
- Report any form of bullying, harassment, abuse, or discrimination.

Failure to follow these standards may result in disciplinary action in accordance with the procedure below.

4. Disciplinary and Complaints Procedure

The Club is committed to handling concerns, breaches, and disputes in a fair, consistent, and transparent manner.

Stage 1 – Informal Resolution

Wherever appropriate, issues should first be addressed informally between the parties involved, with assistance from a Committee member or Welfare Officer.

Stage 2 – Formal Complaint

If unresolved, a written complaint may be submitted to the **Secretary** or **Welfare Officer**, depending on the nature of the concern.

Acknowledgment will be given within 5 working days, and the Committee will convene a **Disciplinary Subcommittee** within 14 calendar days to review the matter.

Stage 3 – Disciplinary Hearing

The Subcommittee shall consist of at least three impartial Committee members, none of whom are directly involved in the matter.

The complainant and respondent will both be offered the opportunity to present evidence, call witnesses, or submit statements.

Decisions will be communicated in writing within 7 calendar days of the hearing, including any sanctions or recommendations.

Possible Sanctions

- Verbal or written warning.
- Suspension from club activities or events.
- Removal from a leadership, coaching, or committee role.
- Termination of membership.
- Referral to **British Cycling** or relevant authorities, where appropriate.

5. Appeals Process

Any member subject to disciplinary action has the right of appeal.

Appeals must be submitted in writing to the **Secretary** within **14 calendar days** of the written outcome.

An **Appeals Panel**, will be convened within 21 days.

The Appeals Panel shall consist of members who were not involved in the original disciplinary decision to ensure impartiality.

The panel's decision shall be final within the Club.

Where appropriate, members may also refer the matter to **British Cycling's Integrity & Compliance Team** for external review.

6. Confidentiality and Record Keeping

All safeguarding, disciplinary, and appeals records will be handled confidentially and in compliance with the Data Protection Act 2018 and UK GDPR.

Records will be securely stored by the Secretary and retained for a minimum of three years or until the individual reaches the age of 25 if the concern involves a child, in line with British Cycling guidance..

Personal data will only be shared with those directly involved in the investigation or where required by law.

7. Whistleblowing and Protection from Retaliation

The Club supports and protects anyone who, in good faith, reports concerns or suspected misconduct (“whistleblowing”).

Retaliation or victimisation of anyone raising a legitimate concern will not be tolerated and may result in disciplinary action.

8. External References and Compliance

This section should be read in conjunction with:

- British Cycling’s *Safeguarding and Welfare Policies*
- British Cycling’s *Disciplinary Regulations and Code of Conduct*
- The Club’s *Constitution, Code of Conduct, Safeguarding Policy Adult and Safeguarding Policy Child*.
- The *Equality Act 2010* and *UK GDPR* legislation

Policy & Procedure Title	Safeguarding, Welfare, Discipline and Appeals
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Policy Updates

Version	Date	Author	Approved
1	17 th November 2025	Club Secretary	Club Committe