



Swindon Wheelers Cycling Club (SWCC) Code of Conduct and Safeguarding Policy

Based on the British Cycling (BC) code of conduct:

<https://www.britishcycling.org.uk/zuvvi/media/media/other/BC-Handbook-Revision-February.pdf> p218. SWCC Cycle's Code of Conduct is designed to create a culture in the club of responsibility for our own actions or omissions when taking part in the sport we all enjoy. The Code outlines the types of behaviours which members are expected to follow. It is not an exhaustive list of do's and don'ts, but summarises the core principles that members should adopt. This includes when not on SWCC rides or activities as your membership of the club and therefore ability to bring both cycling and the club into disrepute is traceable. The code applies to all members and non-members who ride with SWCC. There are separate club policies for ride etiquette and the use of social media.

1. Key Elements of the Code

The code is designed to ensure the safety and well-being of all club members and to protect and enhance the reputation of both cycling in general and the club in the wider community. All persons who are bound by this code shall:

- Act in a manner that is in the interest of the club and does not harm the reputation of SWCC
- At all times: follow the club's policies, procedures and guidance.
- Be courteous and respectful to club members, the public and fellow road users
- All who participate in club rides must read and comply with SWCC etiquette and ride safety guidance: <https://swindonwheelers.wpcomstaging.com/rides/swindon-wheelers-riding-etiquette/>
- Behaviour at club events:
SWCC expects its members to behave in a way that demonstrates respect for other club members and the general public. It also wishes to operate in an environment that is free from harassment or discrimination.
In addition, the club will not tolerate:
 - Damage to or theft of any person's property.
 - The use or encouragement of the use of banned substances (as outlined in the UCI anti-doping policy).
 - Any behaviour that would harm the reputation of both cycling and the club, especially when out on an organised cycle event. For example, difficult encounters with inconsiderate drivers and other road users are a frequent occurrence and must be handled with tact and sensitivity, even if the other road user is in the wrong.

2. Gross misconduct

The following are considered as gross misconduct:

- Any act of abuse, violence, intimidation, bullying or harassment against another club member or member of the general public.
- Any act that is deemed to be illegal whilst participating in a club organised activity.
- Riding in or to/from a club activity whilst under the influence of drugs or excessive alcohol.
- Theft of another member's or of the club's property.
- Ignoring the requests or instructions from club officials including the ride leader

3. Grievance and disciplinary process

- Non-compliance with the Code may be reported to a club committee member through a variety of routes, depending on the incident and sequence of events that have led to the breach.
- The club occasionally receives feedback on its website or directly to the club secretary regarding the conduct of its members. Most of these are of a trivial nature and do not require in depth investigation. If some action is required, it will probably be to ask the member(s) involved to address the issue and if appropriate take action to stop the incident happening again. Any action required to address these trivial incidents would probably be determined by the ride leader or the organiser of the event.
- For more serious issues, especially involving safety and/or abuse violence, intimidation, bullying or harassment, the member or members involved would normally be asked to explain what had happened to an investigation team, appointed by the club committee. This team would be comprised of three committee members and would have the power to investigate what happened and make recommendations. These would be discussed by the full club committee, if necessary, at a specially convened committee meeting.
- Any proposed actions would have to be approved by the committee. Both the club member(s) and investigation team would have the right to gather and submit evidence from witnesses to ensure a fair and thorough review of the case.
Finally, the investigation team would review the evidence and agree its conclusions and recommendations which will then be submitted to the full committee. Once these had been agreed by the committee, they would be communicated back to the members involved.
- Normally if the breach was the first of its kind and of a relatively minor nature, the individuals concerned would be requested to take the appropriate remedial action and would suffer no further consequences. A repeat of the breach, or a more serious incident might trigger the issuing of a written warning to those who were deemed to be responsible for the breach.

Proven gross misconduct would result in expulsion from the Club and if necessary, involvement of the Police.

Children and Vulnerable Adults

- SWCC is committed to ensuring that children and young people involved can thrive and flourish in a safe environment and that all children, young people and adults at risk have a fun, safe and positive experience.
- As a cycling club SWCC has a duty of care and protection to both young people (under 18's) and vulnerable adults. SWCC is committed to implementing policies and procedures ensuring that everyone in the club accepts their responsibilities to safeguard children and vulnerable adults from harm and abuse. This means taking action to safeguard children and vulnerable adults and to report any concerns about their welfare.
- As a British Cycling (BC) affiliated club, SWCC is bound by BC policies relating to safeguarding children and vulnerable adults. These policies can be found here:
https://www.britishcycling.org.uk/zuvvi/media/bc_files/rulebook/2018/22.Safeguarding_Children_and_Young_People_2021.pdf
https://www.britishcycling.org.uk/zuvvi/media/bc_files/rulebook/2018/23.Safeguarding_Adults_2021.pdf

You might be thinking **“What has safeguarding got to do with me?”**

Government guidance makes it clear that **‘Safeguarding is everyone’s responsibility’**.

The following principles taken from the BC Safeguarding policy apply:

- In the eyes of both the Law and BC: Anyone under the age of 18 is considered to be a child
- The term parent is used as a generic term to represent parents, carers and guardians
- SWCC has a Club Welfare Office responsible for good practice and child protection. This person is Bev Cejer who is contactable on bevcejer@hotmail.com
- All those working with under 18's must complete a BC DBS check and safeguarding training. This includes the Club Welfare officer, Event organisers, Committee members, Coaches and Ride leads. DBS checks and safeguarding must be updated every three years
- All personnel (parents, cyclists, coaches, leaders, club officials, senior and junior club members) to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Any adult can become vulnerable (such as a mental illness or an unexpected negative life event) and needs to be dealt with sympathetically and in line with the BC policy above
- Concerns regarding the welfare of either children or a vulnerable adult should in the first instance be raised with the club’s welfare officer. In an emergency situation advice can be sought from either the Police or NSPCC Helpline (0808 800 5000)