

PRACTICE NOTE 16: INTRODUCING U18s TO ADULT CLUB RIDES

This guide is split into two elements:

1. Assessment criteria to understand your club's requirement to meet the Disclosure Act (Scotland) 2020.
2. Practical guidance for ensuring that you meet your Duty of Care to under-18's attending Open/Adult/Family rides.

This guide forms part of the Wellbeing and Protection Policy, and therefore clubs must adhere to it. It is for clubs that do not usually provide activity for children (under-18s) and clubs who have an adult section where children want to begin to ride with adults.

Assessing your club requirement to meet the Disclosure Act (Scotland) 2020

The Disclosure (Scotland) Act requires that any person employed (paid or voluntary) in a role, that is deemed a 'Regulated Role', obtains membership to the PVG Scheme linked to the club. It's both the individual and employers (clubs) responsibility to get this right. It's also an offence to apply for PVG when it is not required.

For clubs that welcome Under-18 participants but have only a small number of them, and whose main focus is adult or family activity ("Open to All"), you must regularly assess whether you are required to comply with the Disclosure Act. To do this, consider the following questions:

1. Does the club explicitly aim to deliver activity for under-18s or to grow children's cycling participation?
2. Does the club run any sessions specifically for under-18s?
3. Do any of your sessions need to be adapted to meet the needs of under-18 riders beyond the Practical Guidance described below?
4. Are there any sessions where under-18s form the majority of participants?

If **all** answers are 'no', then the club's contact with children is considered *incidental*. In this situation, your club does **not** need to affiliate as an under-18 club or meet the requirements of the Disclosure Act.

However, as the club evolves and perhaps under-18 membership grows (even if they are family members), and you begin to adapt your activity to meet the needs of under-18 riders, or begin to deliver specific under-18 activities, then the club would be starting to move towards requiring affiliation as an under-18 club. If you're unsure about this, please contact us to discuss.

It applies to clubs on a continual assessment basis, in that clubs must continually consider when their activities are becoming focussed on under 18's and therefore constitute regulated work.

Throughout this process, if the adult club assessment detects a focus on u18s, they will need to ensure that the wellbeing and protection minimum operating standards and the Disclosure Act requirements, are met. More information on the standards can be [found here](#), under the heading, 'Club Affiliation – Safeguarding Requirements'.

We will closely support any clubs transitioning to provide activity for under-18's; templates and 1:1 support will help get the correct elements in place. This process is not overly onerous and once in place it is straight forward to maintain.

Practical guidance for including under-18 in adult activity

What is 'Duty of Care' and What Does it Mean? The club has a duty of care to children (U18s) engaged in their activities. That duty is to take reasonable care to ensure their reasonable safety, and the duty is higher than it would be for adults.

For clubs to demonstrate that they are taking their duty of care seriously, risk assessments must be undertaken prior to any activity. The risk assessment must consider age and ability of those involved, type of session being undertaken, the environment that the session is taking place in and must also include appropriate level of supervision.

Adults must try to avoid scenarios where they are found in a situation where they are alone with an under-18.

Safeguarding Requirements

- Ensure a minimum of two adults are identified to take responsibility for U18 riders should the need arise. This should be an agreement with the parents and those named as being responsible for their children, this should not be a formal role within the club, but an agreement that is made prior to each ride.
- Ensure you have a signed parental consent form for all riders under the age of 18 years; this should contain any medical conditions and dietary requirements.
- Have the emergency contact details available for all U18s taking part and the contact number of the responsible adults.
- Appoint a Wellbeing and Protection Officer who has attended either Adult Wellbeing and Protection in Sport (AWPS) or Child Wellbeing and Protection in Sport (CWPS) training and can respond to any concerns that may arise. This person does not need to be present at the activity, but their contact details should be made available.
- Over 18 participants should have consideration for U18 riders and everyone should be reminded to adhere to expected standards of behaviour identified in the relevant Code of Conduct.
- All group rides should be subject to a risk assessment prior to the ride taking place. The risk assessment should consider any issues posed by the inclusion of U18s in the group.
- Where possible, communicate any route with parents/carers in advance of ride group rides.
- If you have any questions about these requirements, contact the Safeguarding Team – wpo@scottishcycling.org.uk

Useful Links

Schedule 3 of the PVG Act, Para 3 defines *incidental contact*: [Disclosure \(Scotland\) Act 2020](#)

Scottish Cycling wellbeing and protection resources: [Wellbeing & Protection – Scottish Cycling](#)

Government guidance for the sport sector: [Guidance for the sport sector - mygov.scot](#)

PVG regulated role guidance: [PVG scheme - Regulated roles guidance - mygov.scot](#)