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## **01 PURPOSE**

The policies and guidelines referenced within this document are those of Wheels for All.

The purpose of this policy is to ensure that all Wheels for All groups, centres, hubs, participants, carers, volunteers, staff and trustees are aware of the legislation, policy and procedures for safeguarding children and know what to do or who to speak to if they have a concern relating to the welfare of a child.

Safeguarding children can be a complex process and although there are many similarities with safeguarding adults there are also some distinct differences. For this reason Wheels for All has created a separate Safeguarding Children Policy. Despite these differences, the overarching safeguarding principles and duty of care remain very much the same for both.

## **02 POLICY STATEMENT**

Wheels for All is committed to ensuring that everyone taking part in cycling is able to do so protected and kept safe from abuse or neglect while they are with volunteers and / or staff irrespective of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.

As with adults, all children have the right to live free from abuse or neglect.

Carers and / or parents are primarily responsible for the care and wellbeing of themselves and their participants at Wheels for All activities with all children to be accompanied by a responsible adult.

It is the responsibility of all Wheels for All people (volunteers, staff and trustees), together with participants, parents and carers, to follow and support this policy and the guidelines and procedures set out in this document.

All should have a clear understanding of operating within an appropriate code of conduct, aware of their duty of care and how this relates to their position in providing activities.

Wheels for All is committed to ensuring any concern reported about the welfare of children taking part in cycling is taken seriously, responded to promptly, and followed up according to the Wheels for All Safeguarding policies and procedures.

### **03 DUTY OF CARE**

Wheels for All is committed to ensuring that all those taking part in cycling are able to do so protected and kept safe from harm. This is particularly true in respect of children.

We **all** have a duty with respect to safeguarding and protecting children to ensure they can participate and enjoy our activities with the highest possible standards of care. All should have a clear understanding of operating within an appropriate Code of Conduct, aware of what their ‘duty of care’ is and how this relates to their position in providing activities and being responsible for others.

A good definition of ‘duty of care’ is:

*“The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organisation is responsible”*

In an activity such as cycling, safety and keeping people safe is all about risk assessment and minimising the risks involved at all levels of participation. While all taking part in activity have a duty to their neighbours, in organised activity we all have a heightened duty of care and as such we should be aware that the principal risks extend to the quality of control exercised by those in charge. Wheels for All people should all take ‘reasonable’ steps to safeguard those directly taking part in activities.

The content of this document provides specific information in respect of safeguarding and protecting children in order that everyone can appreciate their ‘duty of care’ with regard to these issues, risk assess their positions and support and advise those at risk.

Please also refer to the following related documents.

- Bullying and Harassment Policy
- Anti-Bullying Policy
- Social Media Policy
- Safeguarding Whistle Blowing Policy
- Safeguarding Procedures

- Dispute Resolution and Disciplinary Procedures
- Code of Conduct for carers and parents
- Code of Conduct for staff
- Code of Conduct for volunteers
- Safeguarding Adults Policy
- Health And Safety Policy
- Data Privacy and Data Protection Policy

#### **04 PRINCIPLES OF SAFEGUARDING CHILDREN**

The welfare of children is everyone's responsibility, particularly when it comes to protecting a child from abuse. Everyone in cycling can help – other participants, carers, parents, volunteers, staff and other children.

Abuse can occur wherever there are children– at home, at school, in the park, and at cycling activities. Sadly, there are some people who will seek to be where children are simply in order to abuse them. We believe that everyone in cycling has a moral responsibility and therefore a part to play in looking after the children with whom we are working.

Whilst the welfare of children is our first consideration in establishing child protection policies and procedures, we have also taken account of the needs of Wheels for All people too, particularly where falsely accused. A feature of our policy on safeguarding children is to ensure that we provide individuals with access to confidential advice, guidance and support, provided separately to that provided for those with concerns that abuse may be taking place.

These safeguarding and child protection procedures stem from the following principles:

- The child's welfare is paramount.
- Anyone under the age of 18 is classed as a child.
- All children, regardless of age, disability, gender, race, religion or belief, marital status, pregnancy, maternity and sexual orientation have a right to be protected from abuse.
- To respect and promote the rights, wishes and feelings of young people in line with the UN Convention on the Rights of the Child.

- Wheels for All people need to be provided with advice to raise awareness of best practice and guidance and support should they become involved in an abuse situation.

Statutory definitions of abuse and indications that abuse may be taking place are detailed in the appendices to this document and should be read in conjunction with it.

Any child can be abused but it is recognised that there are some factors that increase the risk to children and make them more vulnerable to abuse. Children with disabilities, children in care, black and mixed ethnic background children, LGBT+ young people and children who have been abused previously are all at increased risk of harm. Children whose parents are suffering with mental health problems, pressure, drug or alcohol abuse or domestic violence within the family are at increased risk of harm.

However, just because a child is living in these circumstances does not mean they are suffering harm.

A child's disability may not always be obvious or visible (for example a child with a learning disability).

Wheels for All people working with children should understand what their impairment actually means. This will involve consult with the parents and / or carers and the child to make sure that there is an appropriate plan in place to meet any additional needs.

### **Positions of trust in sport [and recreation]**

Position of trust is a legal term defined in the Sexual Offences 2003 Act and refers to an adult who is regularly involved in caring for, training, supervising or being in sole charge of [children and young people].

Although young people aged 16 and 17 have reached the age of consent for sexual activity according to UK law they could be vulnerable to sexual abuse and exploitation in certain situations. This includes sexual activity and manipulation by adults who are in a position of trust to them, who, as a result of the position of authority they hold, have a considerable amount of power and influence in their lives.

It is illegal for those in positions of trust to engage in any form of sexual activity with a young person aged 16 in their care in sports [and recreation] organisations, faith groups and a restricted number of additional circumstances.

### **Statutory Agencies**

**Children's Social Care**

Children's Social Care (CSC) is a service that supports children and their families where children are identified as requiring the support of a social worker. CSC always seek to offer preventative support to children and their families, in partnership with parents to promote the child's welfare and ensure parents and where necessary the wider families, are able to meet their children's needs.

The CSC is part of the Local Authority. The Children Act 1989 lays a duty on the CSC and Local Authority to make enquiries into any allegations concerning children of:

- Physical abuse
- Neglect
- Emotional abuse
- Sexual abuse, including Child Sexual Exploitation.

CSC and Local Authority work together with children, young people and their families to ensure that there is a complete picture of the problem so that CSC can offer the right support. CSC aim to keep families together by providing back-up and support to prevent problems getting too big. CSC realise everyone has strengths and skills and they help children, young people and families build on these.

**Local Authority Designated Officer (LADO)**

The LADO works within Children's Services and will be involved in coordinating information sharing in cases in which it is alleged that a person in a position of trust who works with children (including as a volunteer) has:

- Behaved in a way that has harmed, or may have harmed a child
- Possibly committed a criminal offence against children, or related to a child
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Their contact details should be recorded within the clubs child protection policy and procedures to ensure they are accessible to all club members if needed. Where someone has concerns relating to anyone who holds a position of trust or responsibility with young people, these should be discussed with the LADO.

**Police**

The Police have specialist units who are trained to investigate allegations of child abuse, where there is a concern about the possibility of a crime having been committed. They will work in partnership with Children's Social Care where they are informed about a concern about a child.

## **05 WHAT TO DO IF A CONCERN IS RAISED; RESPONDING, RECORDING AND SHARING INFORMATION**

### **What to do; recording and sharing**

It is not your responsibility to decide whether a child is being abused – but it is your responsibility to pass the information on to the appropriate person. You must do this even if the information disclosed to you relates to a setting other than Wheels for All activities e.g. at home, at school or another setting.

- Inform the Wheels for All Lead Safeguarding Officer of the information you need to disclose. If the Wheels for All Lead Safeguarding Officer is implicated you need to make the disclosure to the Wheels for All Lead Safeguarding Trustee – see Useful Contacts in this document.
- If the above people are not available then you should seek advice from the local Children’s Social Care department, the Police or the NSPCC – see Useful Contacts in this document.
- Make a detailed note of what you have seen or heard. Do not delay passing on the information. Record your notes on a Wheels for All Safeguarding Incident Report Form – see appendices for an example.
- The Safeguarding Incident Report Form should be sent to the Wheels for All Lead Safeguarding Officer within 24 hours, unless the Wheels for All Lead Safeguarding Officer themselves is implicated in the abuse in which case the form should be sent to the Wheels for All Lead Safeguarding Trustee.
- Contact the Wheels for All Safeguarding Lead Officer or if you need urgent advice contact the NSPCC Helpline 24 hours a day – see Useful Contacts in this document.

### **How to respond to a child**

If a child tells you that he or she or another child is being abused:

- Stay calm.
- Reassure them they have done the right thing to share the information.
- Do not promise to keep it to yourself.
- Listen to what the child says and take it seriously.
- Only ask questions if you need to identify what the child is telling you e.g. “can you tell me what you mean by the word xxxxxx” – do not ask about explicit details.

- Do not lead the child or ask questions that may lead to them revealing more information than they are comfortable with.

### **Wheels for All Lead Safeguarding Officer**

This is the nominated person responsible for the welfare of young people and vulnerable adults within the Wheels for All. The role includes liaising with the DBS recruitment process, co-ordinating the dissemination of relevant safeguarding policies, procedures and resources as well as supporting sport development staff in their roles. The LSO is also responsible for administration of any cases that arise and also contribute to the Safeguarding Committee when a case arises. This also includes being the focal point and key contact for enquiries such as from complainants, the LADO and/ or the Police.

The LSO is the Wheels for All national lead for receiving and acting upon concerns of a safeguarding nature. This person will receive concerns about:

- Unacceptable behaviour of a member of staff or volunteer towards a child
- Unacceptable behaviour towards a child by someone at a Wheels for All event or in a youth programme setting
- Concerns of a serious or significant nature.

### **Wheels for All Safeguarding Committee (SC)**

Allegations or information that suggest poor practice or abuse have taken place can come from a variety of sources both within and outside of a Wheels for All environment. These will be managed by the Wheels for All Safeguarding Committee. The SC will make decisions on the approach to cases without the influence of others within the organisation.

The LSO will chair the SC and the panel will also include people who have relevant knowledge and expertise to enable the panel to fulfil its purpose. The panel will meet as and when necessary, dependent on cases. The SC will always take into consideration the following:

- The welfare of the child is paramount
- Decisions will be made on the basis of suspected or actual risk of harm to the child.
- The burden of proof for decision making will be on the balance of probability.



Any concerns should be reported immediately to the LSO who will promptly deal with the incident and the matter will be referred on to the SC.

The Board of Wheels for All shall appoint the members of the SC. The Board shall only appoint an individual if it considers that the appointee is suitably qualified and experienced. The SC will operate independently of the Wheels for All Board. However individual members of the SC may be members of the Wheels for All Board or staff.

The LSO will chair the Safeguarding Case Management Group and will consist of a minimum of three of the following:

- Lead Safeguarding Officer
- Deputy Safeguarding Officer
- Chief Executive Officer
- Wheels for All Board Safeguarding Representative (s)

When reported incidents occur, an external child protection advisor will be invited to the SC throughout the duration of the reported incident's process.

The purpose of the SC is to make decisions on the initial reported cases related to the safeguarding and protection of children and adults and to also manage cases through the process. It may also include making decisions relating to concerns arising from information gathered through the recruitment process. The SC will meet as and when necessary, dependent on cases.

Following investigation, the SC will produce a full report. The SC must work within the policies and procedures of Wheels for All to ensure that all decisions relating to safeguarding children and young people are reached following a fair, open and transparent process and detail their findings. Should the investigation show the allegation is clearly about poor practice, the SC will follow the Wheels for All Disciplinary Procedures and make recommendations. In cases where there is serious or repeated poor practice or abuse this may also result in the person being suspended from all Wheels for All related activities.

The responsibilities of the SC are to determine the immediate course of action a case should take. This could include:

- What additional information is required, whom should obtain this and permission to contact third parties.
- What information can and should be shared with individuals involved in or affected by the case.

- Support for a club to manage training, advising or supervising an individual.
- Temporary suspension from membership/activity of the individual concerned pending Police or Children's Social Care enquiries.
- Monitor and review progress on all cases and recommend to the board any changes required to existing policies and procedures.

Possible outcomes following the initial SC discussion could be:

- No further action
- Gathering further information
- Referral to or consultation with statutory agencies.
- Temporary suspension
- Initiation of internal investigation and/or process
- Disciplinary hearing which may result in: expulsion of membership to Wheels for All and possible referral to the DBS
- Recommendation for training, support or supervision.

The results of any Police and Social Care investigation will inform the SC of the disciplinary investigation. Informed by the findings of Police and Children's Social Care, SC will assess all individual cases under the appropriate disciplinary procedure to decide if a member of staff or volunteer can be reinstated and how this can be handled sensitively. It is worth noting that whilst the statutory agencies are conducting an investigation of a case all investigations from SC will be stopped until there is an outcome from the statutory agencies.

### **Timescales**

The first task of the SC, on the advice of the LSO, will be to set a time frame to deal with the complaint and advise all relevant parties. It is Wheels for All' intention that all cases should be dealt with as quickly as possible, while recognising that this will depend to a large extent on the complexity of the issue.

Complaints will be assessed on both risk and priority and this will help establish a time frame as to how soon a resolution can be found.

SC will endeavour to conclude poor practice complaints within 3 months of receipt. However, it needs to be acknowledged that in some cases information may be needed from external agencies that may have their own processes, which may delay the procedures of the SC.

In all cases the SC will update the complainant on the status of their complaint.

### **Suspension**

If a case is judged to be potentially serious poor practice or abuse, the SC may decide to take the neutral act of temporarily suspending the individual pending further investigations. Following a Children's Social Care or Police investigation, Wheels for All will assess the available information to decide whether the individual can be reinstated to their role at Wheels for All, either as staff, volunteer or member. This may be a difficult decision; particularly where there is insufficient evidence for the Police to act or obtain a conviction. In such cases, the SC must reach a decision based upon the available information, which could suggest that on a balance of probability; it is more likely than not that the person poses a risk. The SC may decide that an individual should undertake certain actions such as further training or completing a new DBS disclosure, with failure to comply resulting in suspension.

### **Appeals**

The appeals procedure is available to anyone under investigation as part of natural justice. Anyone wishing to appeal against decisions by the Wheels for All' SC must do so in writing, to be received by Wheels for All within the specified period (usually 14 days unless stated differently), of the original decision being made.

### **Dealing with the aftermath of abuse**

Dealing with suspicion or disclosure of abuse can be distressing for all concerned. Although the main priority after a concern is dealt with is the young person it is vitally important that any member of staff, volunteer or coach is given the right advice, support or debrief to ensure they that can deal with any future situations appropriately.

It is important the appropriate support is given by the SC and / or LSO to young people and others affected such as parents and members of staff.

### **Monitoring and Evaluation**

During and following the conclusion of a case, members of the SC will evaluate if changes need to be made to policies, procedures or guidance documents. All involved in a case are able to offer feedback so lessons can be learnt and safeguarding processes can be continually improved.

The Lead Safeguarding Officer can:

- Talk to the child's parents/carers about the concerns if you think there may be an obvious explanation such as a bereavement or pressure from their studies/exams. Consider this carefully as they may be responsible for the abuse
- If you need urgent advice contact the NSPCC Child Protection 24 hours Help Line. Contact your local social services department or, in an emergency, the Police.
- For events away from recurring settings contact details are the same.
- If you are working with a school – inform the head teacher.
- If the scheme you are working in is administered by an organisation other than Wheels for All such as local authority or a partner run centre, refer to their safeguarding and child protection procedures.

Please note, that when you have reported your concerns to the NSPCC, police or social services you are also required to contact the Wheels for All Lead Safeguarding Officer to advise them of your concern and to whom you have reported it.

## **06 WHAT IF ALLEGATIONS ARE MADE AGAINST YOU?**

If, as a Wheels for All person, you have had allegations made against you and you wish to discuss the matter with an impartial adviser you could contact the Wheels for All Lead Safeguarding Officer who will advise you of what support may be available. See appendices for contact details.

## **07 PREVENTION**

### **Safe Recruitment**

Wheels for All will aim to ensure that all volunteers and staff working with children are appropriate and suitable. This is key to a well organised centre providing a safe and supportive environment.

Each role which involves an element of responsibility with regard to children, particularly those involving the regular supervision of children, whether voluntary or paid, should be assessed to establish which qualifications, checks and other requirements are necessary. These will include the following:

- An application form
- A self-disclosure form
- A minimum of 2 reference checks (this may be from the applicant's last employer and/or from someone able to comment on the applicant's experience in working with

children or young people. A friend or neighbour would not be considered a suitable referee)

- Details of previous volunteering experiences or relevant employment working with children
- A Disclosure & Barring Service (DBS) check (where eligible)

All volunteers and staff recruited with responsibility for and significant contact with children must agree to inform the Wheels for All Lead Safeguarding Officer if they are subsequently investigated by any agency or organisation in relation to concerns about their behaviour towards children or young people. The Wheels for All Safeguarding Lead Officer will advise on the appropriate course of action.

### **Criminal Records Checks**

#### **Disclosure and Barring Service (DBS) Checks – on recruitment and every three years thereafter**

Legislation sets out what ‘Regulated Activity’ with children is. It is determined by:

- the role,
- the frequency of the role being carried out and
- whether or not the role is supervised.

Anyone needing a DBS check must complete an application through Wheels for All. Use of the update service and / or DBS checks through other organisations will not be accepted.

If a DBS certificate contains any information, then Wheels for All will want to see the complete copy which will be risk assessed by the Safeguarding Committee.

A criminal record will not necessarily prevent an applicant from working or volunteering with children and young people but a suitability assessment will be conducted, and the applicant may be asked to provide additional information and references.

Wheels for All will take in to account the Rehabilitation of Offenders Act and only consider offences which are relevant to the care, supervision and training of children.

If the applicant fails to engage in this process, then the applicant will be required to cease any involvement with Wheels for All activities.



<b>Issue Number</b>	<b>Issue Date</b>	<b>Board Approval Ref</b>	<b>Summary of change</b>	<b>Contact name</b>
1.2	06/12/2021		02 include details of statutory agencies 05 Key roles – Lead Safeguarding Officer, Wheels for All Safeguarding Committee, timescales, appeals, aftermath, monitoring & evaluation 07 Training – consistent with adult policy Appendix D incident form Appendix E Appendix F	
1.3	26/07/2022		Cycling Projects replaced by Wheels for All	
0002.01	11/08/2022		Updated to include change in law re positions of trust  Updated to refer to Safer recruitment  Updated to refer to Social Media Policy	
0002.02	14/12/2023		08. Useful contacts updated	

### **09.3 Next review date**

December 2022

**APPENDIX A: DEFINITIONS OF ABUSE**

It's generally acknowledged that there are six main types of abuse in relation to children – Physical, Sexual, Emotional, Neglect, Bullying and Child Sexual Exploitation.

**Physical Abuse**

*Physical abuse is just what the term implies - hurting or injuring a child e.g. by hitting, shaking, squeezing, burning or biting them. In cycling this might result if the nature or intensity of activity is inappropriate for the capacity of the child. Bullying is likely to come into this category - see below.*

**Sexual Abuse**

*Where young people are used by adults to meet their own sexual needs. It could range from sexually suggestive comments to full intercourse and includes the use of pornographic material.*

**Emotional Abuse**

*Emotional abuse occurs when a child is not given love, help and encouragement and is constantly derided or ridiculed e.g. racial or sexual remarks. It can also occur if a child is over protected. Abuse can occur where a parent, carer or leader has unrealistic expectations over what a child can achieve.*

**Neglect**

*Failing to meet children's basic needs such as food, warmth, adequate clothing, and medical attention or constantly leaving them alone. It could also mean failing to ensure they are safe or exposing them to harm or injury.*

**Bullying**

*The bully in cycling can be an adult - the parent/carer who pushes too hard, the forceful leader who encourages inappropriate risk taking or older cyclists who attempt to assert unacceptable behaviour on younger cyclists to make them unwelcome or prevent them using equipment. Bullying can also occur between young people. For further guidance on bullying refer to Wheels for All Anti Bullying Policy.*

**Child Sexual Exploitation**

*This is a subset of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity*

*(a) in exchange for something the victim needs or wants, and/or*



*(b) for the financial advantage or increased status of the perpetrator or facilitator.*

*The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.*

## **APPENDIX B: INDICATORS OF ABUSE**

There are physical and behavioural signs that might raise your concern about the welfare or safety of a child. They are only indicators – not confirmation.

Some examples are: Where the child,

Says that she/ he is being abused, or another person says they believe (or actually know) that abuse is occurring.

- Has an injury which the explanation does not explain.
- Behaviour changes, either over time or quite suddenly, becoming aggressive, withdrawn or unhappy.
- Appears not to trust adults, e.g. a parent or coach with whom she/ he would be expected to have, or once had, a close relationship.
- Shows inappropriate sexual awareness for his/ her age and sometimes behaves in a sexually explicit way.
- Becomes increasingly neglected looking in appearance, or loses or puts on weight for no apparent reason.

Bear in mind that some children can be particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them.

## **APPENDIX C: KEY GOVERNMENT INITIATIVES, LEGISLATION AND OTHER GUIDANCE**

### **NSPCC Safeguarding and Child Protection Standards for the Voluntary and Community Sector 2019 UK edition**

Guidance providing a minimum level of practice consistent with operating a safe organisation intended to complement and underpin other standards and frameworks.

### **The Children Act 2004, amended by the Children and Social Work Act 2017**

Legislation placing duties on key agencies in a local area. Specifically the police, clinical commissioning groups and the local authority are under a duty to make arrangements to work together, and with other partners locally, to safeguard and promote the welfare of all children in their area.

### **Department for Education: Child Protection Working Together to Safeguard Children 2018**

The Department for Education is responsible for safeguarding children. This guidance sets out what is individually required of each of the three agencies responsible for safeguarding children and how they need to work together in partnership with others.

### **Appendix D: Safeguarding Incident Reporting Form**

<b>Your name:</b>	Name of organisation:
Your Role:	
Contact information (you):	
Address:	Postcode:
Email Address:	
Telephone Number:	
Child's name:	Child's D.O.B:
Child's ethnic origin:	Does the child have a disability:
Child's Gender:      Male <input type="checkbox"/>	Female <input type="checkbox"/>
Parent's / Carer's name:	
Contact information (parent/carer):	
Address:	Postcode:
Email Address:	
Telephone Number:	
Have parent's / carer's been notified of the incident?	
Yes <input type="checkbox"/>	
No <input type="checkbox"/>	
If YES please provide details of what was said/ actions agreed:	

Are you reporting your own concerns or responding to concerns raised by someone else:

- Responding to my own concerns
- Responding to concerns raised by someone else

If responding to concerns raised by someone else: Please provide further information below

Name:

Position within Wheels for All or relationship to the child:

Telephone numbers:

Email address:

Date and times of incident:

Details of the incident or concerns:

Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.

Child's account of the incident:

**Details of any witnesses to the incident**

Name of Witness:

Address:

Postcode:

Telephone Number:

Email address:

**Details of person(s) involved in the incident/alleged incident:**

Name:

Address:

Postcode:

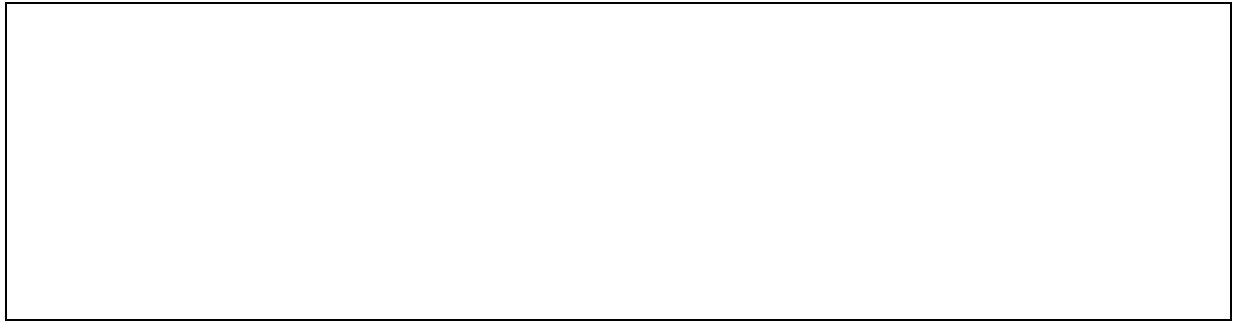
Telephone Number:

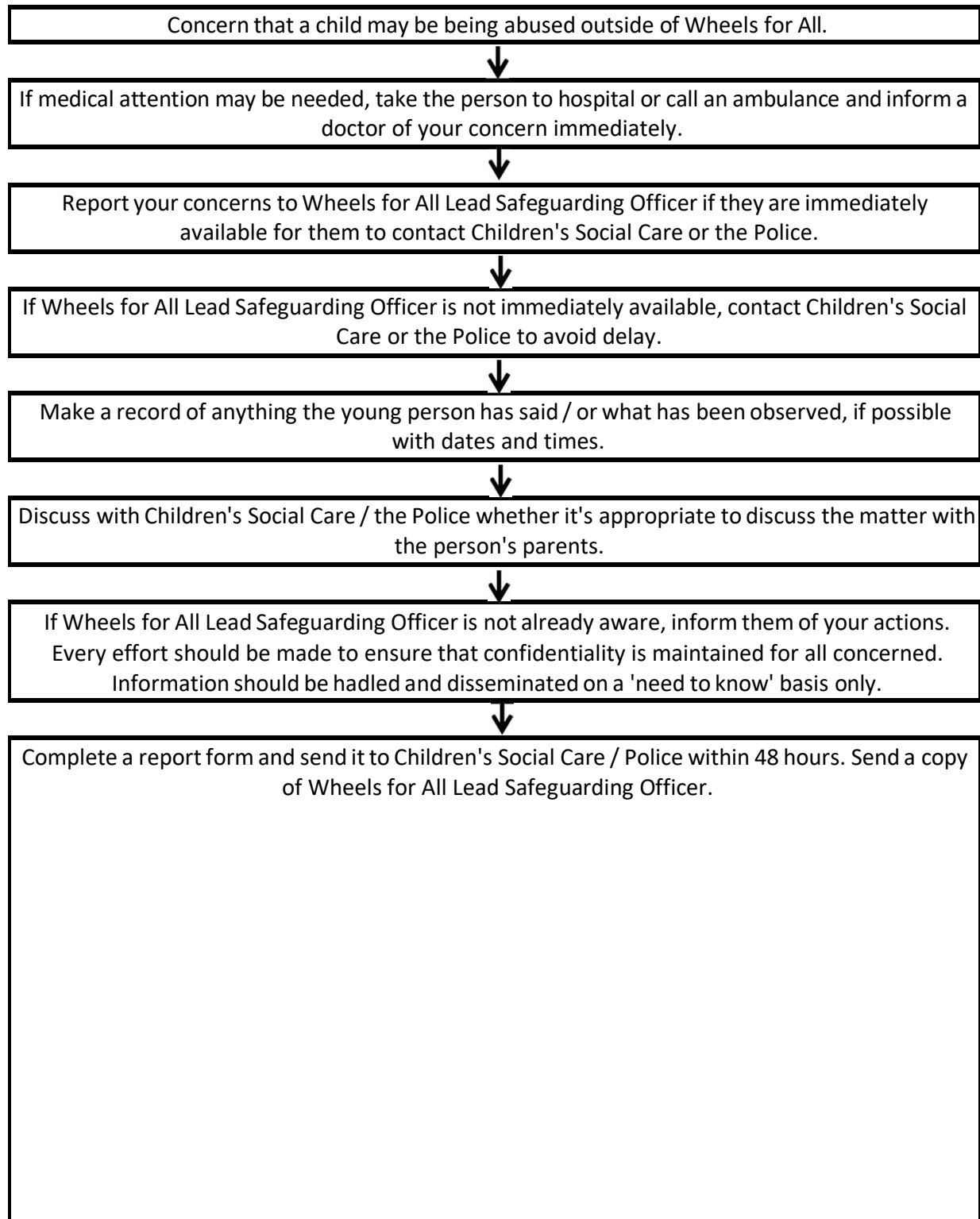
Email Address:

Your Name:

Signature:

Date:



**Appendix E: Safeguarding Incident Flowchart – issue outside Wheels for All' environment****What to do if you are worried that a child is being abused outside of the Wheels for All environment (but concern is identified through the child's involvement with Wheels for All)**



**Appendix F: Safeguarding Incident Flowchart - issue inside Wheels for All' environment**
**What to do if you are worried about the behaviour of anyone in Wheels for All**
