



## **SAFEGUARDING & PROTECTION - POLICY, GUIDANCE & PROCEDURES**



## LIST OF AMENDMENTS

<u>AMENDMENT NO</u>	<u>DATE</u>	<u>CHAPTER</u>	<u>PARA</u>	<u>LINE</u>	<u>SUMMARY OF CHANGE</u>
Initial Issue	22 Nov 21				
Version 2	01 Apr 22	Total Document			Recognition the Safeguarding is the primary objective, and subordinating Child Protection to being a series of measures initiated when Safeguarding is suspected to have failed
AL1	1 Feb 23	12	6	4	Addition of: hyperlink AND missing word "of"
AL1	1 Feb 23	60	7b		Clarification as to which Children's Service a report of an allegation should be submitted
AL1	1 Feb 23	61	9		Contact details added for Oxfordshire LADO



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# SAFEGUARDING & PROTECTION - POLICY, GUIDANCE & PROCEDURES

## PROLOGUE

This second edition of EGC's policy document (published on 1 April 2022 and amended on 1 February 2023) evolved from the Club's original *Child Protection Policy, Procedures and Guidance (CPP&G)* issued in December 21.

The most significant change in the second edition has been a realignment of the document to recognise and emphasise that the Club's day-to-day primary welfare goal is **Safeguarding**; this is the same expectation placed on its entire membership. In acknowledgment of this repositioning, the document is now entitled **Safeguarding & Protection – Policy, Guidance & Procedures (S&PPG&P)**.

Importantly, this document identifies **Protection** as that specific sub-set of the overall process of **Safeguarding** that protects individuals who have been identified as suffering from, or likely to suffer, significant harm; importantly, **Protection** comes into effect only when such circumstances are suspected or apparent.

## LIST OF ABBREVIATIONS

BGA	British Gliding Association
CFI	Chief Flying Instructor
CP	Child Protection
CPPP&G	Child Protection Policy, Procedures and Guidance
CPO	Child Protection Officer
DBS	Disclosure and Barring Service
DSCPO	Deputy Safeguarding and Child Protection Officer
EGC	Edgehill Gliding Centre Ltd
GDPR	General Data Protection Regulation
POC	Point of Contact
S&PPG&P	Safeguarding & Protection – Policy, Guidance & Procedures
SCPO	Safeguarding and Child Protection Officer

## DEFINITIONS

### SAFEGUARDING

**Safeguarding** is the action that is taken to promote the welfare of people (especially children) and protect them from harm.

### ABUSE

**Abuse** happens when someone harms another person (especially a child). It can be physical, sexual or emotional, or involve neglect.

### PROTECTION

**Protection** is part of the Safeguarding process. It focuses on protecting individuals (especially children) identified as suffering, or likely to suffer, significant harm. This includes protection procedures which detail how to respond to concerns about a potential victim.



## **SECTION A**

# **EGC SAFEGUARDING CONTRACT**

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## CHAPTER 1 - SAFEGUARDING & PROTECTION POLICY

### THIS IS THE OVERARCHING SAFEGUARDING AND PROTECTION POLICY FOR EDGEHILL GLIDING CENTRE

#### AIM

1. This policy document aims to:
  - a. Provide authority for the Club's *Safeguarding and Protection Policy, Procedures and Guidance (S&PPG&P)* published within this document.
  - b. Promote a culture where Safeguarding is a cornerstone of the Club's activities through practices that encourage a safe and welcoming environment for children, disabled persons of any age and members of minority groups
  - c. Identify practices and procedures for Club instructors, officials, employees and members that support the culture of Safeguarding.
  - d. Articulate clear lines of communication to address any Child Protection (CP) issue.

#### PRECEDENT

2. This EGC S&PPG&P document is derived from, and supported by, the BGA's Child Protection policy and associated set of procedures as detailed in the BGA document *Child Protection Policy and Procedures* available from the BGA website (<https://members.gliding.co.uk/library/policies/bga-child-protection-policy-and-procedures/>).

### POLICY STATEMENT

#### EGC - DUTY OF CARE

3. **Definition of a Child.** EGC recognises that, for Safeguarding and Child Protection (CP) purposes, a child refers to any person **under the age of 18**.
4. **Personal Development Through Sport.** EGC recognises that sport can and does have a very powerful and positive influence on young people. It provides opportunities for enjoyment and achievement as well as develops valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the correct hands – ie, in the hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them.
5. **Adult Responsibility.** Most youngsters happily and safely participate in sport under the watchful and concerned care of dedicated instructors, Club employees and Club members. However, the reality is that abuse does take place in sport and, in some cases, members have been convicted. **EVERY** adult has a legal and moral responsibility to protect young people and disabled adults from abuse.
6. **Protection from Abuse.** EGC recognises that the Club, together with its members, has a duty of care towards young and vulnerable participants,

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and everyone can help to protect them from abuse. (From *Guidelines for Governing Bodies of Sport and Local Authorities*, Sports Coach UK (NCF), NSPCC.)

7. **EGC Safeguarding Principles**. EGC further recognises that:

- a. The welfare of young people and vulnerable adults is the Club's primary concern.
- b. All people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- c. It is the responsibility of professional child protection experts to determine whether or not abuse has taken place **but it is everyone's responsibility to report any concerns**.
- d. **ALL** incidents of suspicious poor practice and/or allegations **MUST** be taken seriously and responded to swiftly and appropriately.

## **SAFEGUARDING IN THE ROUND**

8. **Definition - Safeguarding**. **Safeguarding** is the action that is taken to promote the welfare of people (especially children) and protect them from harm.

9. **Child-Safe Culture**. A culture of Safeguarding must be front and centre to supporting participants within any wholesome and fun-filled learning environment. Within EGC, the primary focus is to provide for the welfare of children but all the guidance offered in this document applies equally to disabled people of any age and members of any minority group. Consequently, for ease of reference to legislation, this document refers to Child Safeguarding and Child Protection. However, in practice, all guidance offered applies equally to individuals and members of any other minority group.

## **OVERARCHING LEGISLATION AND GUIDANCE**

10. **Legal Safeguards for Children**. There is a considerable body of legislation, government guidance and standards designed to ensure that children are safeguarded from harm. These include, but are not limited to:

<ul style="list-style-type: none"><li>• <i>Children Act 1989</i></li><li>• <i>Protection of Children Act 1999</i></li><li>• <i>Children Act 2004</i></li><li>• <i>The Protection of Freedoms Act 2012</i></li><li>• <i>The Children and Families Act 2014</i></li><li>• <i>Every Child Matters green paper</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Human Rights Act 1998</i></li><li>• <i>UN Convention on Rights of the Child</i></li><li>• <i>Sexual Offences Act 2003</i></li><li>• <i>Working Together to Safeguard Children 2010</i> document by the Department for Children, Schools and Families</li><li>• <i>Children and Social Work Act 2017</i></li></ul>
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## **SUMMARY OF SAFEGUARDING RESPONSIBILITIES**

### 11. **EGC Responsibilities.** EGC

- a. Accepts the moral and legal responsibility to implement procedures to provide a duty of care for young people, safeguard their wellbeing and protect them from abuse.
- b. Respects and promotes the rights, wishes and feelings of young people and disabled adults.
- c. Requires all employed staff and all Club members to adopt and abide by this Safeguarding and Protection Policy.
- d. Responds to allegations appropriately and expeditiously and implements the appropriate complaints and procedures (a copy is downloadable from the Club's web site at <https://www.edgehillgliding.com/policies>).

12. **Personal Responsibility.** At EGC **everyone** who works with or around children, young people and vulnerable adults needs to be aware of the laws that aim to protect children from harm.

## **SAFEGUARDING AND CHILD PROTECTION OFFICER**

13. **Appointment of Safeguarding and Child Protection Officer.** The EGC Directors will appoint both a Safeguarding and Child Protection Officer (SCPO) and a Deputy Safeguarding and Child Protection Officer (DSCPO). ideally each of a different gender. The qualities required of SCPOs and their Terms of Reference are detailed in [Chapter 2](#).

## **SAFEGUARDING POINTS OF CONTACT**

14. **EGC Safeguarding Contacts.** Should a Club member, employee or visitor have any queries relating to this policy, please contact one of the EGC SCPOs:

<b><u>POSITION</u></b>	<b><u>NAME</u></b>	<b><u>CONTACT DETAILS</u></b>
EGC Safeguarding and Child Protection Officer	MARTIN WALSH	Tel: 07719 614090 <a href="mailto:childprotection@edgehillgliding.com">childprotection@edgehillgliding.com</a>
EGC Deputy Safeguarding and Child Protection Officer		Tel:
BGA Child Protection Lead	KARON MATTON	<a href="mailto:ktcorley@blueyonder.co.uk">ktcorley@blueyonder.co.uk</a> <a href="mailto:karon@gliding.co.uk">karon@gliding.co.uk</a> Tel: 07880 547176
BGA Office		Tel: 0116 289 2956

15. **BGA Child Protection Lead.** The BGA Child Protection Lead is available for consultation on any of the matters described in this document.

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- a. The BGA Child Protection Lead periodically provides updates and sends out information to all clubs. It is therefore important that all updating information reaches the correct person within EGC.

## **PROTECTION MEASURES**

16. **Definition – (Child) Protection.** **(Child) Protection** is part of the Safeguarding process. It focuses on protecting individuals (especially children) identified as suffering, or likely to suffer, significant harm. This includes protection procedures which detail how to respond to concerns about a potential victim.

## **ACTION IN THE EVENT OF AN INCIDENT OR ACCUSATION**

*If a Club member has **ANY** concerns about the immediate safety of a child or vulnerable adult, refer to [Chapters 11-14](#) of this document, but the member **SHOULD NOT** delay; Children's Services and Police are always available.*

**You must refer; you must not investigate**

## **DISCLOSURE AND BARRING SERVICE CHECKS**

17. **Legal Requirement.** Any member whose duties with the Club have the potential for them to come into regular **UNSUPERVISED** contact with children from outside their own family **MUST** by law have received clearance through an [Enhanced Disclosure and Barring Service \(DBS\)](#) check **BEFORE** undertaking such activities **UNSUPERVISED**. Further details are published in [Chapter 3](#).

## **TRAINING**

18. **Safeguarding and Protection Training.** The Club's Policy on Safeguarding and Protection is primarily one of a self-education process, occasionally supplemented with briefs delivered by an SCPO.


19. **Baseline Knowledge.** It is incumbent upon all EGC employees and Club members to familiarise themselves with this *Safeguarding and Protection Policy, Procedures and Guidance* document. Everyone should be cognisant of the expectation placed on both them and the Club to provide a safe environment for all members, but especially those under 18, disabled people and those from minority groups. All members should be aware of what is and is not acceptable behaviour given that the similar standards apply equally at the airfield and in the wider community.

20. **Awareness of Reporting Procedures.** Importantly, all adult members are expected to have sufficient familiarity with this document to be able to locate the procedures for addressing any concerns raised to them by anyone on the airfield; dismissing or ignoring someone's concerns is NOT acceptable. All concerns, no matter how trivial they may appear, **MUST** be reported to the SCPO/DSCPO.



**EGC CP POLICY IMPLEMENTATION**

21. **Approval.** This revised and amended policy document was adopted by the EGC Directors on **20 February 2023.**

Signed on behalf of the EGC Directors	 _____
	<b>JONATHAN CARLTON</b>
Role of signatory	<b>Secretary to EGC Board of Directors</b>

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# **SECTION B**

# **ADMINISTRATION**

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## CHAPTER 2 - APPOINTMENT OF A SAFEGUARDING AND CHILD PROTECTION OFFICER

### **BACKGROUND**

1. **Unsupervised Activity with Children.** The law requires that all adult personnel who regularly participate in a Regulated Activity<sup>1</sup> where UNSUPERVISED interaction occurs between children and vulnerable adults must be checked for their suitability for the role. As an organization, the BGA has been entrusted with the responsibility of defining supervision in a way that is appropriate for the context and environment of gliding.
2. **Examples of Unsupervised Activity in Gliding.** In gliding, supervision, or the absence of, is easier to define given the nature of the sport. Many individual instructors do provide teaching, training or instructing to children<sup>2</sup>, this does happen frequently and can happen intensively (and supervising someone instructing a young person in flying in a glider at several thousand feet or less just isn't possible!). Therefore, Gliding is considered to be a Regulated Activity
3. **Requirement for a Safeguarding and Child Protection Officer.** In order to comply with safeguarding legislation, the EGC Directors must appoint a Safeguarding and Child Protection Officer (SCPO) and, ideally, a Deputy Safeguarding and Child Protection Officer (DSCPO).

### **SCPOs – SKILLS AND DUTIES**

4. **Skills Required.** Individuals nominated for the position of an SCPO should satisfy the Directors that they have:
  - a. The ability to build relationships with Club members, parents/carers and children.
  - b. An interest in the well-being and safeguarding of children and child protection matters.
  - c. A willingness to challenge opinion, where necessary, and to drive the safeguarding agenda.
  - d. Strong listening skills and the ability to deal with sensitive situations with integrity.

---

<sup>1</sup> An individual is defined as being in Regulated Activity if the following requirements are met if they are participating in an activity which involves:

Teaching, training, instructing, caring for or supervising children;

OR

Providing guidance/advice on well-being;

OR

Driving a vehicle only for children

AND

It happens frequently (once a week or more often)

OR

Happens intensively (on 4 or more days in a 30-day period, or overnight)

The individual carrying out the activity of teaching, training or instructing is then unsupervised.

Additionally, the umbrella extends to situations where an adult **could** work with children when unsupervised

<sup>2</sup> defined as under 18 years - Children Act 1989

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- e. The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child.
- f. Ideally, experience working with children.

5. **Main Duties.** The SCPOs main duties are to:

- a. Implement the EGC S&PPG&P sanctioned by the EGC Directors and detailed in this document.
- b. Encourage good practice by promoting and championing the EGC S&PPG&P.
- c. Regularly report to the Directors; address issues such as the progress of DBS certification, safeguarding observations and/or concerns and any matters that involve Social Services or other authority organisations.
- d. Raise awareness of the Club's Safeguarding and Child Protection Officer role to parents/carers, adults, and children involved in the Club.
- e. Raise awareness of the EGC Code of Conduct Between the Club and Parents/Carers (see [Chapter 5](#)) for working with children to parents/carers, adults and children involved in the club.
- f. Challenge behaviour which breaches the EGC Code of Conduct Between the Club and Parents/Carers (see [Chapter 5](#)).
- g. Keep abreast of developments in the field of child protection by liaising with the BGA Child Protection Officer (CPO) and attending relevant training or events, if available.
- h. When available, organise/signpost appropriate training for all adults working/volunteering with children in the Club.

### **SCPOs – PERSONAL REQUIREMENTS**

6. **DBS Certification.** The appointment of both the EGC SCPO and the DSCPO will be subject to satisfactory Disclosure and Barring Service (DBS) checks before, or within one month of, the individuals' appointment to this role.

### **SCPOs – TERMS OF REFERENCE**

7. The SCPO and DSCPO:

- a. must undertake relevant training to fulfil the role of Club Safeguarding and Child Protection Officer.
- b. be responsible directly to the EGC Directors for establishing all Safeguarding procedures.
- c. are required to promote good practices in gliding that support a culture of wellbeing for members, encourage a safe and welcoming environment for children, disabled persons of any age and members of minority groups.
- d. should respond promptly to requests from the Directors to implement screening checks on individuals whose contribution to the Club may necessitate that they work UNSUPERVISED with children – See [Chapter 3](#).
- e. will be responsible for discussing with the Chair of the EGC Directors any concerns resulting from a DBS check.
  - (a). The Chair will consult a quorum of Directors to determine what actions, if any, may be necessary.

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- f. respond on behalf of the Directors to reports of concerns about children suspected of being the victims of abuse by funneling all available information to Children’s Services and/or the Police – See [Chapter 12](#).
- g. must, to the best of their abilities, fulfil the skills and duties detailed in [paras 4, 5 and 6](#) above.
- h. must familiarise themselves with the BGA CP Policies and Procedures (available at <https://members.gliding.co.uk/library/policies/bga-child-protection-policy-and-procedures/>).
- i. must be familiar with the EGC S&PPG&P detailed in this document.
- j. will publish and update as necessary the EGC S&PPG&P detailed in this document.
  - (a). when the EGC S&PPG&P is amended, seek approval from the Directors and signing off by the Chair.
- k. are responsible to the accuracy of the content of the Club’s Safeguarding web page. Any updates should be passed to the Club’s webmaster for posting.
- l. together with the Club’s General Data Protection Regulation (GDPR) gatekeeper, are to ensure that any information garnered through DBS checks for EGC Club personnel is securely retained digitally on the Club’s secure storage facility and remains confidential.
- m. must ensure that their contact details held by the BGA office are up to date.

#### **CHANGE OF SCPO/DSCPO INCUMBENT**

8. **Updating the BGA.** When there is a change of incumbent within the SCPO and DSCPO positions, a comprehensive handover should be achieved, preferably via a face-to-face meeting between the outgoing and the incoming individual(s). Additionally, the incoming SCPO and/or DSCPO must ensure that the [BGA office](#) is informed about the change in EGC Safeguarding and Child Protection personnel as well as provide the BGA with their contact details.

#### **SCPO COMMUNICATION**

9. **Email Contact.** Given the potential sensitivity of communication related to DBS checks on Club members, or in the event that a CP issue has been reported, the SCPO and DSCPO should only use the Club’s dedicated CP email address ([childprotection@edgehillgliding.com](mailto:childprotection@edgehillgliding.com)) for all formal Safeguarding and Child Protection correspondence.

#### **SAFEGUARDING-RELATED DATA STORAGE**

10. **Secure Storage.** In keeping with the General Data Protection Regulation (GDPR) data control measures, all Safeguarding and Child Protection data associated with the personal information of Club members MUST be stored on folders within the Club’s secure drive; access is limited to both SCPOs. **The SCPO and DSCPO are strongly advised to avoid storing such information on their personal devices.**

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## CHAPTER 3 - APPLICATION FOR A DBS CHECK

### EGC PROCEDURE FOR INITIATING A DISCLOSURE AND BARRING SERVICE (DBS) CHECK

#### EGC DBS CHECKS

1. **When is a DBS Check Required?** In order to be able to regularly work **UNSUPERVISED** with children from outside their family, a Club member **MUST** have received clearance through an **ENHANCED DBS** check **BEFORE** undertaking such activities. The emphasis is upon **UNSUPERVISED!**
2. **Minimising DBS Checks.** In the interest of minimising the Club's administrative burden, the number of DBS-checked members should be kept to a minimum necessary to comply fully with the restrictions discussed in para 1 above. Importantly, when children and vulnerable adults are on site, and where practical, only designated personnel from the cadre of members with a clear DBS-check should be assigned to engage UNSUPERVISED with such individuals.
3. **Transfer of DBS Certificates.** It is technically possible to transfer a DBS check between "employers". However, it is only transferable if the certificate holder has signed up for the Update Service, which must be done within 14 days of receiving the initial DBS certificate. Once the holder is successfully registered to the Update Service, the DBS check is portable between jobs. This service allows the certificate holder to keep their information updated and gives employers the opportunity to check it whenever they please. Of note, as at Mar 22, this service will **cost the holder about £15 each year!**
4. **Acceptable Wording on DBS Certificate Transfer to EGC.** Importantly, the "employment" position described in the DBS check **must match the role applied for**, as the information will help to outline the details of what can and cannot be viewed by the employer. Given this constraint, for a transferred DBS certificate to be acceptable to EGC, it must be issued for "**volunteer gliding activity**", or similar wording. All other declared professions/jobs/positions will not cut the mustard.

#### ADULT-CHILD INTERACTION

5. **Activities that Facilitate Unsupervised Interaction.** Ultimately, almost all activities within gliding offer the opportunity for unsupervised interaction between an adult and a child with the following routine activities being most obvious:
  - a. Instructing – airborne and motorised vehicles
  - b. Winch driving
  - c. Driving of recovery vehicles
  - d. Working as Office staff
  - e. Assisting in the Workshop
  - f. Relaxing at the Clubhouse
  - g. Camping at the Airfield

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## **EGC DBS PROCESS**

6. **Nominees**. The Board of Directors will identify Club members who should be permitted to undertake UNSUPERVISED duties that involve children whilst remote from the Launch Point.
7. **Process Initiation**, The Board of Directors will submit the candidate's contact details (name and email) to the SCPO/DSCPO to initiate DBS action. The [schematic below](#) codifies the process through to completion.
8. **SCPO's Actions**. Upon receiving the applicant's details, the SCPO/DSCPO will request that the Vetting Agency selected by EGC commences an **ENHANCED DBS** check on the nominated individual.
9. **Vetting Agency**. Currently, EGC (and the BGA) uses Disclosure Services to conduct DBS checks. This company and its on-line service can be accessed through <https://www.disclosureservices.com/product/enhanced-dbs-checks/>.
10. **Actions by Applicant**. When contacted by email by the Vetting Agency, the applicant should:
  - a. **Complete Online Application**. Use the link provided in the Agency's contact email and populate the on-line application with the requested information.
  - b. **Identity Verification**. Once the applicant has submitted their application to the vetting Agency, they must provide the SCPOs with scanned copies of the identity documents cited in the application. These should be sent to the Club's dedicated email address ([childprotection@edgehillgliding.com](mailto:childprotection@edgehillgliding.com)). Upon receipt of the images, the SCPOs will validate the application; only on completion of this action will the Vetting Agency undertake the required searches.
  - c. **Receipt of DBS Certificate**. In due course, successful applicants will receive a DBS Certificate through the post. Upon receipt, they are asked to send a scanned copy to the SCPOs using the email address in [para 10b](#). These images will be securely stored as described in [para 12](#) below.
11. **Outcome of DBS Check**. Once the SCPO learns the outcome of the DBS check, one of two pathways will follow.
  - a. **Clear Outcome**. The SCPO will inform the Chair of the Directors that the nominee has received a clear DBS check.
    - (a). **Inform CFI**. Thereafter, the Chair of the Directors will inform the CFI who may then sanction the individual's UNSUPERVISED activity.
    - (b). **Inform Currency Gatekeeper**. Additionally, the Chair of the Directors will pass the same information to the Currency Gatekeeper to ensure that the individual's records are kept up to date.
  - b. **Outcome with Issues**. Where a DBS check raises concerns about an individual, the SCPO will engage with the Chair of the EGC Directors. The latter will consult a quorum of Directors to determine what actions may be necessary (see paras [12](#), [13](#) and [14](#) below). **Confidentiality is paramount before and during any such sensitive discussions. As such, use of encrypted systems (eg WhatsApp is recommended whilst the use of unencrypted formats (eg email) is highly discouraged).**
    - (a). **Inform CFI**. Thereafter, the Chair of the Directors will inform the CFI who must take action in accordance with the instructions provided.

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(b). **Inform Currency Gatekeeper**. Additionally, the Chair of the Directors will pass the appropriate instructions to the Currency Gatekeeper to ensure that the individual's records are actioned appropriately.

12. **DBS Certificates - Ex-Offenders**. EGC will treat all information attributed to an ex-offender with great sensitivity. Importantly, all DBS information, including that of an ex-offender as well as copies of DBS certificates, will be held only on a secure server chosen and managed by the EGC Information Technology official.

13. **Fair Treatment – Ex-Offenders**. Importantly, where Club applicants/members have a criminal record, EGC will treat them fairly and will not discriminate against them simply because a conviction or other information that has been revealed.

14. **Restrictions and Suitability**. It will be for the Club's Directors to make an informed decision about any restrictions that may be placed on an individual with a non-clear DBS check working UNSUPERVISED with children and/or vulnerable adults. Ultimately the Directors may determine that an individual is unsuitable to be a Club member.

15. **Access to Personal Information**. Access to personal information stored on the Club's secure server will be restricted to those members of the Club management that require such information to allow them to go about their duties.

16. **Payment for DBS Checks**. The EGC Treasurer will establish a payment process to cover the cost of DBS checks conducted on behalf of EGC by the Vetting Agency.

17. **Tri-Annual Review**. In line with BGA best practice, and as part of EGC's continuous risk management process, the EGC SCPOs should undertake a **3-yearly review** of a member's DBS status by initiating a new BDS check as described above. The Vetting Agency's software contains an automated reminder giving the SCPO 90-days' notice when a DBS refresh is required.

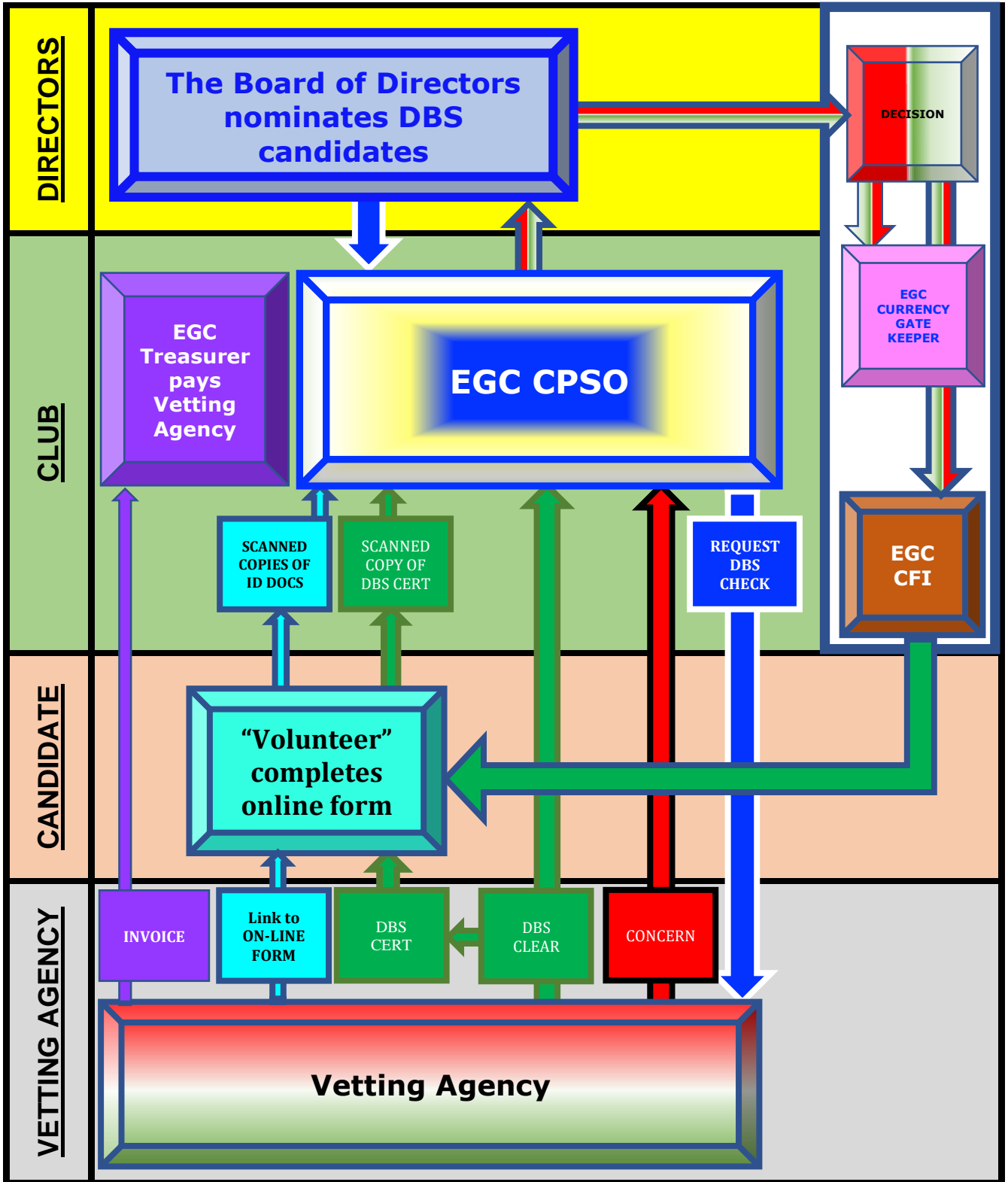
### **ACTIONS TAKEN BY THE VETTING AGENCY ON BEHALF OF EGC**

18. **Checking National Databases**. *The DBS will refer the details provided on the application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued. The details provided on the application form may be used to verify the applicant's identity for authentication purposes. Disclosure Services may use any information provided by the DBS on a certificate or otherwise held by the DBS to inform any of its barring decisions made under its powers within the Safeguarding Vulnerable Groups Act 2006.*

19. **Criminal Records**. *It is a requirement of the DBS (formerly CRB) Code of Practice that all Registered Bodies and Employers must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies and Employers to have a written policy on the Recruitment of Ex-offenders and a policy on the Handling of DBS certificate information; copies of which can be given to Disclosure applicants at the outset of the recruitment process.*



# DBS PROCESS



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## CHAPTER 4 - INTRODUCTORY LETTER TO PARENTS/CARERS

1. **Aim.** The letter template overleaf offers a welcome to aspiring glider pilots and their parents/carers, providing an insight into what the Club is able to offer them.
2. **Distribution.** Ideally, it should be sent to all parents/carers who enquire about, or express an interest in, having their child participate in gliding under the auspices of EGC. Importantly, it should be dispatched with **two** copies of the EGC Code of Conduct Between the Club and Parents/Carers (see [Chapter 5](#)).
3. **Informal Contract.** The latter provides an informal two-way “contract” between the parents/carers/child and the Club.
4. **Pre-Training Requirement.** Importantly, only when the Club has received a signed copy of the Code of Conduct back from the family should the Club initiate training.

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Edgehill Gliding Centre Ltd,  
Shenington Airfield,  
Rattlecombe Road,  
Shenington,  
Banbury,  
Oxon,  
OX15 6NY

{Enter Recipient's Address}

[Enter Date]

Dear [Enter name of Parent/ Carer],

**Welcome!** Edgehill Gliding Centre Ltd (EGC) (the Club) warmly welcomes you and your child to the wonderful world of gliding.

**What is on Offer?** Thank you for showing an interest in the Club and considering using us to provide your child with the opportunity to learn to glide. This letter is provided, together with the attached EGC Code of Conduct Between the Club and Parents/Carers, to give you and your child an insight into what the Club is able to offer.

**Child-Safe Club.** The Club's robust Safeguarding Policy is published in a document that you are encouraged to download from the Club's website (<https://www.edgehillgliding.com/policies>). Importantly, the Club has appointed both a Safeguarding and Child Protection Officer and a Deputy Safeguarding and Child Protection Officer from within its membership.

**Code of Conduct.** To ensure that all parties are clear on what is expected two copies of the Club's Code of Conduct Between the Club and Parents/Carers are attached. The Code aims to provide you with a broad overview of our activities and what the Club endeavours to deliver to your child. In return, there is an expectation that you and your child will observe a minimum of co-operation that will enhance the child's enjoyment of the sport. Importantly, the Code of Conduct also identifies what the Club cannot offer your child.

**Gliding Instruction.** The Club provides opportunities for young people between the ages of 12 and 18 to receive coaching and instruction, to fly solo (when 14 or older) and, eventually, to take part in competitions. You can be confident that all coaching and instruction is given by qualified instructors who are trained and have been screened for their suitability for working with young people.

**Physical Requirements.** By necessity, gliders are designed to be flown by individuals who meet specific minimum and maximum physical characteristics; put simply, the pilots must be heavy enough to permit the safe operation of the glider and they must be tall enough to be strapped in safely and still see out. To put numbers on this, glider pilots need to be close to 1.5m (5 feet) tall and weigh at least 45kg (98 lbs). Importantly, personal physical challenges do not by themselves prohibit an individual from gliding – it is often possible to adapt a glider to facilitate safe and enjoyable operation by those who have less than the usual range of movement. Therefore, if your child falls into this category, do not hesitate to enquire about the Club's ability to accommodate them.

**The Flying Experience and Personal Development.** First and foremost, the Club sees Flight Safety on a par with Safeguarding, ie its highest priorities. As such, the Club will do all that it can to ensure your child is safe whilst involved in flying activities, both on the ground and in the air. Safety awareness starts with a briefing that points out the immediate hazards associated with gliding. Thereafter, further briefings are given at appropriate junctures as an integral part of building the skills and knowledge required to ultimately fly a glider solo. When your child is aged 14 or over, has covered the training syllabus and a suitably qualified instructor deems that their flying and judgement

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has reached an appropriate level, they will be sent solo. **You will be most welcome to attend and witness this milestone event!** As with all glider pilots, the development of your child's safety awareness is a life-long process that the Club will nurture up to, during and beyond the first solo stage.

**Supervision.** Please be assured that the Club has a strong ethos of Safeguarding with well-defined Policies and Procedures to ensure that, when at the gliding site and participating in gliding activities, their learning activity will be conducted within a welcoming environment and a culture of flight and personal safety. However, it is important that you understand that the Club is unable to provide supervision outside of gliding-related activities.

- **Reporting a Concern - QR Code.** In the unlikely event that your child has an issue or concern attributed to their time gliding, no matter how trivial it may appear on the surface, they or you are highly encouraged to contact either officer at the earliest opportunity. The most expeditious aide to filing a Child Protection Report is through QR codes posted at key locations around the Club and its facilities, or here on this letter.
- **Submitting a Hardcopy Child Protection Report.** Alternatively, a hardcopy report can accessed from the Safeguarding Policy document discussed above. This should be submitted using the Club's dedicated Child Protection email address ([childprotection@edgehillgliding.com](mailto:childprotection@edgehillgliding.com)).



**Parental Attendance.** Apart from the start of a pre-booked course, there is no-one within the Club who checks that a young person has arrived and who accepts a degree of responsibility for them. So, the Club encourages parents to remain at the airfield, ideally making use of the Clubhouse, during the time that their child is gliding. If this is not possible, as part of the Club's Safeguarding policy, please ensure that your child understands that, when they are not flying, the Club requires them to remain at the launchpoint rather than go to the clubhouse. In this instance, it is recommended that you establish an agreement with your child to have them contact you to arrange an early collection.

**The Friendly Club.** The Club's instructors and members very much look forward to providing your child with a memorable gliding experience. We are confident that your child will learn new skills, enhance their self-confidence and enjoy life-empowering experiences within a friendly and safe environment.

**The Agreement.** So, if you are content with what is on offer and the Club's Code of Conduct, and would like us to train your child, we ask that you **sign one copy of the Code of Conduct and return it to the Club** in advance of your child undertaking gliding activities.

I wish your child many enjoyable gliding experiences and smooth landings!

<b>SIGNED</b>	
<b>NAME:</b>	<b>JONATHON CARLTON</b>
<b>POSITION:</b>	<b>CHAIR OF DIRECTORS</b>
<b>DATE:</b>	





## CHAPTER 5 - CODE OF CONDUCT BETWEEN THE CLUB AND PARENTS/CARERS OF YOUNG PEOPLE

### OVERVIEW

This Code of Conduct has been developed as an informal Agreement between Edgehill Gliding Centre (EGC) Ltd (the Club) and the parents/carers of a child (ie an individual under 18 years of age). This articulates the Club's commitment to provide children with a learning environment and experience in which the watchword throughout is "safety". In return, the Code identifies the Club's expectations of the parents/carers, together with the child, to ensure that the latter derives nothing short of fun, pleasure and enjoyment from gliding.

### EDGEHILL GLIDING CENTRE COMMITMENT

As the parent / carer please be assured that EGC:

- **Courtesy.** ...believes that Club members, their guests and visitors to the club are entitled to expect **courtesy** and **consideration** at all times.
- **Flight Safety.** ...embraces a strong safety culture for flying and ground operations (covered under the umbrella term of **Flight Safety**); these are structured and codified and are the responsibility of the Chief Flying Instructor (CFI). Day-to-day operations, including supervision of Flight Safety, is entrusted to all the instructors working for the CFI. Therefore, once your child enters the airfield for gliding, their safe conduct on the ground and safe flying is the concern of the instructors involved.
- **Driving Vehicles.** ...aspires to treat all members in exactly the same manner, regardless of their age. However, certain rules and procedures do apply to those under 18. Importantly, anyone without a full UK driving licence is not allowed to **drive any airfield** vehicles UNLESS they have been checked as competent to do so and are over the age of 14. For driving the winch and tractor, the minimum age is 16.
- **Safeguarding.** ...has a strong ethos of **Safeguarding** with well-defined Policies and Procedures to ensure that gliding is conducted within a welcoming environment and a culture of safety.
  - The development and maintenance of a *dependable* safety culture relies on **everyone** being able to trust one another, and for each person to show consideration and to have a duty of care for fellow participants.
  - To this end, the Club's Directors expect certain minimum standards of behaviour from Club members, their guests and visitors to the Club. *These are elaborated upon below.*
  - This includes a responsibility placed on *all* Club members, their guests and visitors, to bring to the attention of a Club official any situation which is believed to constitute a hazard, so that adequate mitigation can be applied, or risk of exposure to the hazard can be removed.

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## PARENT/CARER RESPONSIBILITIES

As the parent / carer of ..... (enter child's name), I will:

- **Membership**. ...complete and return this and all other junior club membership forms.
- **Fit to Fly**. ...ensure that my child meets the minimum medical standards required to permit them to fly solo. The British Gliding Association has published guidance on the medical requirements for glider pilots (see <https://members.gliding.co.uk/laws-rules/medical-2/>).
- **Sunscreen**. ...encourage my child to use high SPF sun lotions, irrespective of the weather, given the long periods that they will spend on the airfield without shade.
- **Sunglasses**. ...provide my child with a pair of sunglasses or tinted spectacles.
- **Sun Hat**. ...ensure that my child brings a hat (but **NOT** a baseball cap as the **peak obstructs vision** when in the glider)
- **Clothing**. ...encourage my child to wear seasonal and weather appropriate clothing. Furthermore, I will remind my child that airfields are open and exposed places, so warm clothing with long sleeves and stout footwear are essential at all times, whilst skirts are impractical for flying.
- **Refreshments**. ...ensure that my child arrives at the airfield with a packed lunch and a bottle of water. Importantly, I will inform my child that coffee, tea and soda are drinks that are associated with dehydration; drinks such as coffee and soda are **mild diuretics** (which removes water from the body). Therefore, these are not encouraged whilst participating in gliding.
- **Medical Issues**. ...emphasise to my child that their personal safety is an integral facet of gliding and that anything that affects their physical and mental wellbeing may negatively impact their ability to remain safe. Therefore, I undertake to inform the Club of any medical condition or allergies that may be relevant should my child fall ill or be involved in an accident.
- **Travel Arrangements**. ...recognise that travel arrangements for my child to and from the Club is entirely a parent/carer responsibility.

Importantly, I acknowledge that the Club's strong position on Safeguarding measures discourages Club members who are not known to my family from providing lifts for my child to and from the airfield UNLESS prior written consent is granted by myself.

- **Punctuality**. ...make every endeavour to ensure that my child arrives punctually and is collected promptly at the end of the session, unless they are making their own way home.
- **Delay to Collection**. ...in the event that the planned collection time is unlikely to be achieved, at the earliest opportunity, I will contact the **EGC Launch Point Director** on **07548 069341** and let them know.
- **Driving of Vehicles**. ...agree to my child receiving instruction on how to drive airfield vehicles, including the winch, and, when authorised, operate such vehicles unsupervised.
- **Payment of Fees**. ...when appropriate, ensure that my child's Flying Fees are paid at the end of each flying day.
- **Report Concerns**. ...report any concerns that I or my child may have with regard to my child's well-being. If I and/or my child are still at the airfield, I will in the first instance express my concern to any Club official and/or use the Launch Point phone to contact

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the Safeguarding and Child Protection Officers (Note: any duty members will happily provide the appropriate phone number). Thereafter, I will submit any reports to the Club's Safeguarding and Child Protection Officers using the Club's dedicated Child Protection email ([childprotection@edgehillgliding.com](mailto:childprotection@edgehillgliding.com)).

- **Overnight Stay.** ...make suitable arrangements for my child, should they elect to stay at the airfield overnight. I acknowledge that the Club operates in daylight only and that no members are on duty at night. Furthermore, although the airfield has gates and fences, unauthorised public access cannot be prevented; if this occurs, the Club cannot be held responsible. It will be my responsibility to satisfy myself that my child's overnight arrangements are sensible and safe; stays at the airfield may be either in tents or caravans sourced by myself. I will also make arrangements for my child to have an overnight emergency point of contact. Finally, I will contact the airfield owner to ensure that they are content with the arrangements, as well as to settle any fees associated with the stay. [*Note: The airfield owner, Mr Joe Gibbs, can be contacted on [jcgibbs@gmail.com](mailto:jcgibbs@gmail.com) and telephone 07890 590213.*]

I further agree to do all that I can to:

- **Support** my child's involvement and help them to enjoy gliding.
- **Encourage** my child to learn good airmanship and the laws and rules governing gliding and safe behaviour around aircraft and airfields.
- **Support** my child to treat others in the way they would like to be treated themselves.
- Help my child to **recognise** good progress and performance.
- **Never force** my child to take part in gliding.
- **Never punish** or belittle my child for making mistakes.
- **Encourage** my child to use correct and **proper language** at all times.
- **Encourage** and guide my child to accept responsibility for their own performance and behaviour.
- **Co-operate** with EGC Club officials, where appropriate, especially on matters of Child and Flight Safety.

**Agreement.** In signing below, we acknowledge the Commitment offered by the Club to care for my child and inculcate the skills required to safely fly a glider. We also agree to the expectations placed on all of us.

	<u>PARENT/CARER 1</u>	<u>PARENT/CARER 2</u>	<u>CHILD</u>
NAME (Please print)			
SIGNED			
Relationship to young person			
DATE			

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## SECTION C

## ABUSE

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## CHAPTER 6 - RECOGNISING SIGNS OF CHILD ABUSE



USE TO REPORT AN ISSUE

### WHAT IS ABUSE AND NEGLECT?

**Remember: it is NOT your role to determine if a child is being abused**

only to record and report your concerns to those professionals (Children's Services or Police) who have the responsibility to investigate concerns.

1. **Definition – Child Abuse.** Child abuse is the maltreatment of a child by another person – by adults or children.

a. **Context of Abuse.** Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional, educational or community setting by those known to them or, more rarely, by others unknown to them eg via the internet.

2. **Who is Subject to Abuse?** Child abuse and neglectful behaviour can and does happen to children from any background, culture, class, ethnicity or faith and can be physical, sexual or emotional. It is important that everyone involved in recognising the signs of child abuse understand the physical indicators and symptoms.

3. **Maltreatment.** Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

4. **Physical Abuse.** Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness to, a child whom they are looking after.

a. **Cuts and Bruises.** Most children will collect cuts and bruises as part of the rough-and-tumble of daily life. Injuries should always be interpreted in light of the child's medical and social history. Most accidental bruises are seen over bony parts of the body e.g. elbows, knees, shins and are often on the front of the body.

b. **Unexplained Injuries.** Some children, however, will have bruising that is more likely to be inflicted rather than accidental. Indicators of physical abuse could include bruises or injuries that are either unexplained or inconsistent with the explanation given, or visible on the 'soft' parts of the body where accidental injuries are unlikely, this could be on their cheeks, abdomen, back and buttocks. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

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5. **Sexual Abuse.** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts. They may also include non-contact activities, such as involving children looking at, or in the production of pornographic material; or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

a. **Lack of Signs of Sexual Abuse.** It is a fact that the majority of children who are sexually abused by a carer will have no visible signs at all, due to the attacker not wanting to leave evidence, amongst many other reasons in the grooming process. There are very few physical signs of sexual abuse and the majority of those will require a medical diagnosis or forensic evidence.

b. **Perpetrators of Sexual Abuse.** Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.

c. **Do Not Dismiss Children.** Because those who sexually abuse children take great care to ensure that they have the compliance and silence of the child, it is very difficult to know what is happening unless a child tells someone. **It is important that anything a child says, which may indicate they have been abused, is taken very seriously** and is referred to those who are skilled in the investigation of the abuse of children.

6. **Emotional Abuse.** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

a. **Inappropriate Interactions.** Emotional abuse can be difficult to measure, as there are often no outward physical signs. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

b. **Self-Worth.** It may involve conveying to the children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It could involve rejecting or ignoring a child completely, using degrading language or behaviour towards them, threatening or bullying them and encouraging them to develop behaviours that are self-destructive.

c. **Radicalisation.** Emotional abuse also includes radicalising a child or young person who may be subsequently drawn into terrorist-related activity.

**Where emotional abuse is suspected, it is important to seek help for the child.**

7. **Neglect.** Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

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- a. **Impact of Neglect.** Neglect can be a difficult form of abuse to recognise, yet it can have some of the most lasting and damaging effects on children. One in 10 children have experienced neglect and neglect is a factor in 60 percent of serious case reviews.
- b. **Physical Signs of Neglect.** The physical signs of neglect may include constant hunger, sometimes stealing food from other children constantly dirty or 'smelly', loss of weight, or being constantly underweight and inappropriate clothing for the conditions.
- c. **Behavioural Indicators.** Adults should be alert to changes in behaviour in a child or young person. Such changes may indicate neglect and these include complaining of being tired all the time, not requesting medical assistance and/or failing to attend appointments, having few friends and mentioning being left alone or unsupervised.
- d. **Non-Definitive Indicators.** These definitions and indicators are not meant to be definitive, but to be viewed as guidance. It is important to remember that many children may exhibit some of these indicators at some time and that the presence of one or more should not be taken solely as proof that abuse is occurring.

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# SECTION D

## SAFEGUARDING

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## CHAPTER 7 - GOOD PRACTICES TO MITIGATE POTENTIAL CHILD ABUSE



USE TO REPORT AN ISSUE

### GOOD PRACTICE

1. **List of Good Practices.** Within the EGC environment, Club members are strongly encouraged to adopt **Good Practices** to ensure that they and the Club are deemed to be fully embracing sound Child Protection measures. A generic listing of Good Practices that apply to all forms of sport is offered below; some may not apply to gliding but are included as guidance for those that work with children in other contexts:

- a. always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)
- b. treat all young people equally, and with respect and dignity
- c. always put the welfare of each young person first, before winning or achieving goals
- d. maintain a safe and appropriate distance from young persons (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them)
- e. build balanced relationships based on mutual trust which empowers children to share in the decision-making process
- f. make sport fun, enjoyable and promote fair play
- g. ensure that, if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the BGA. Young people should always be consulted, and their agreement gained. Some parents/carers are becoming increasingly sensitive about manual support and their views should always be carefully considered
- h. keep up to date with the technical skills, qualifications and insurance in sport
- i. involve parents/carers wherever possible (eg for the responsibility of their own children getting to and returning from gliding).
- j. If groups must be supervised in a changing area, always ensure parents/carers/instructors/ work in pairs
- k. ensure that, if mixed groups are taken away (eg competitions), they should always be accompanied by a male and female member of the Club. (NB However, same gender abuse can also occur.)
- l. ensure that at competitions, adults should not enter children's rooms or invite children into their rooms
- m. be an excellent role model – this includes not smoking or drinking alcohol or swearing in the company of young people
- n. give enthusiastic and constructive feedback rather than negative criticism
- o. recognise the developmental needs and capacity of young people – avoid excessive training or competition and do not push them against their will

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- p. secure parental/carer consent in writing to act in *loco parentis*, giving permission, if the need arises, for the administration of emergency first aid and/or other medical treatment
- q. be aware of any medicines being taken by participants, or existing injuries
- r. keep a written record of any injury that occurs, along with the details of any treatment given
- s. request written parental/carer consent if Club members are required to transport young people in their cars

## **PHYSICAL CONTACT**

2. **When Permitted.** By their nature, many sports frequently require a degree of physical contact; gliding is **NOT** one of them! Therefore, physical contact should be avoided as far as possible. Nevertheless, on the rare occasions when physical contact is required, both children and adults should be clear about the context and appropriateness of that contact. Physical contact between adults and children should only be used when the aim is to:

- a. prevent an injury
- b. to treat an injury or respond to distress
- c. to develop gliding skills or techniques
- d. In the exceptional event that physical contact is necessary in gliding, it must:
  - (a). **NOT** involve touching genitals, buttocks or breasts
  - (b). meet the needs of the child/young person and **NOT** the needs of the adult
  - (c). be fully explained to the child/young person and, except for an emergency, permission be sought
  - (d). **NOT** take place in secret or out of sight of others

## **PROVIDING ASSISTANCE OF A PERSONAL NATURE**

3. **Parental/Carer Consent.** Sometimes, It may be necessary for a Club member to do things of a personal nature for children, particularly if they are young or are disabled. **These tasks should ONLY be carried out with the full understanding and consent of parents/carers and the performers involved.** There is a need to be responsive to a person's reactions.

4. **Achieving Agreement.** 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 any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. **DO NOT** take the responsibility for tasks for which you are not appropriately trained. Do not put yourself at risk



## CHAPTER 8 - POOR PRACTICES – TO BE AVOIDED



USE TO REPORT AN ISSUE

### PRACTICES TO BE AVOIDED

1. **List of Poor Practices.** The practices identified below should be avoided, except in emergencies. If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge in the Club or the child's parents/carers. For example, a child sustains an injury and needs to go to hospital, or a parent/carer fails to arrive to pick up a child at the end of the day:

- a. avoid spending excessive amounts of time alone with children away from others
- b. avoid giving children who are not your own lifts in your car, especially alone, UNLESS there is a prior (written) agreement with the child's parents/carers.

### PRACTICES NEVER TO BE SANCTIONED

2. The following should **NEVER** be sanctioned:

- a. engage in rough, physical or sexually provocative games, including horseplay
- b. share a room with a child (other than your own child)
- c. allow or engage in any form of inappropriate touching
- d. allow children to use inappropriate language unchallenged
- e. make sexually suggestive comments to a child, even in fun
- f. reduce a child to tears as a form of control
- g. allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- h. do things of a personal nature for children that they can do for themselves
- i. **invite or allow children to stay with you at your home without parental/carer consent, ideally in writing.**

### INCIDENTS THAT REQUIRE REPORTING

3. **When to Submit a Report.** If any of the following incidents should occur, you should report them immediately to the Authorising Instructor and submit a written note of the event. Parents/carers should also be informed of the incident:

4. **Accidental Distress.** If you accidentally hurt a child, eg

- a. if he/she seems distressed in any manner
- b. if a child misunderstands or misinterprets something you have said or done.

Use a copy of the EGC Form for [Reporting Allegations or Concerns Involving Children \(Chapter 12\)](#) to ensure all relevant information is captured.

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## CHAPTER 9 - GUIDELINES FOR USE OF PHOTOGRAPHIC AND FILMING EQUIPMENT



USE TO REPORT AN ISSUE

### PHOTOGRAPHY GUIDELINES

1. **EGC Code of Conduct for Photography**, The EGC Code of Conduct for photography that applies to any equipment capable of recording images, including mobile phones, is:
  - a. **Personal Use of Cameras**. EGC recognises that many individuals are likely to have and use camera phones during gliding activity. Therefore, all Club members should exercise a general awareness to ensure that those using cameras or camera phones do not cause upset or distress.
  - b. **Child in Planned Picture**. If planning to take a picture that will feature other people's children, obtain the parents'/carers' (or those with responsibility for the childr(en)) permission first, informing that what you subsequently intend to do with the material; ideally, this consent should be provided in writing. Importantly, offer to share the pictures with them at no cost.
  - c. **Child in Picture Already Taken**. If a picture has been taken due to expediency BUT without prior permission, obtain the parents'/carers' (or those with responsibility for the childr(en)) permission to retain the images.
2. **Action if Photography Approval Not Granted**. If any party is unhappy with the images featuring children, just stop taking pictures and offer to delete or destroy the images already captured with the non-approving party observing this action.
3. **Publishing Pictures**. On no account are pictures to be published in a public domain of other people's children without prior (ideally, written) permission from a parent or carer.
4. **Contact Details Required**. If material taken on the EGC gliding site features children other than the photographer's own, the photographer MUST leave their contact details with the senior Club member present (frequently the Authorising Instructor).
  - a. **Relaying to SCPOs**. The Club member with the photographer's details is responsible for relaying it to the SCPO or DSCPO (see [Chapter 1 - Child Protection Policy](#)).
  - b. **Personal Copies**. Recording the photographer's details will at least allow parents and carers to obtain copies of the material, should they so wish.
5. **Use of Photography and Video for Teaching**. In general, there is no intention to prevent EGC Club instructors using a video as a legitimate coaching aid.
6. **Parental/Carer Permission**. However, children and their parents/carers should be aware that this is part of the coaching programme and permission should be gained for the filming of a child with care taken in the storing of such films.
7. **Photography by Unknown Individuals**. If EGC Club instructors and/or members are concerned that someone that they do not know is using their sessions for photography or filming purposes, they should ask them to cease or leave.
8. **Promotional Material**. Permission, preferably in writing, must also be sought for the use of photographic material for promotional or web-site publications (**children's names should not appear with photographs**).

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## CHAPTER 10 – CODES OF PRACTICE AND INCIDENT REPORTING PROCESS FOR YOUNG PEOPLE IN GLIDING



USE TO REPORT AN ISSUE

### CODES OF PRACTICE

1. **Does and Don'ts in Gliding.** The BGA has identified activities that are encouraged as well as those that should be avoided when working on an airfield. These are summarised in the following table entitled **EGC Code of Good & Poor Behaviours for Working with Young People in Gliding.**
2. **Child Protection Reporting.** An **EGC Guide for Initiating a Child Protection Report** is offered at the end of [Chapter 12](#). This codifies the process for initiating a report when it is suspected that a case of abuse has occurred.
3. **EGC Aide Memoire.** For user ease of reference, it is highly recommended that members print the 2 items discussed above back-to-back as a flyer and keep a copy as a reference guide whilst at the airfield.

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## EGC CODE OF **GOOD** & **POOR** BEHAVIOURS FOR WORKING WITH YOUNG PEOPLE IN GLIDING



USE TO REPORT AN ISSUE

### CODE OF BEHAVIOUR

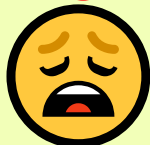
put this code **into practice** at all times  
treat everyone with **dignity and respect**  
**set an example** you would wish others to follow  
treat all young people equally - show **no favouritism**  
respect a young person's right to **personal privacy**  
allow young people to **talk about any concerns** they may have  
**remember** this code even at sensitive moments eg when responding to a young person's concerns  
encourage others to **challenge** any attitudes or behaviours they do not like

**DO**



plan activities with young people so that **more than one other person** is present, or at least within sight and hearing of others  
**let someone know** where you are and what you are doing if you can't avoid being on your own with a young person  
**avoid** being drawn into inappropriate attention seeking behaviour e.g. tantrums or crushes  
**avoid** unacceptable situations within a relationship of trust e.g. a sexual relationship with a Junior member over the age of consent  
have **separate sleeping accommodation** for young people and adults  
**avoid drinking alcohol** when young people are in your care  
remember that **someone** else might **misinterpret your actions**, no matter how well-intentioned  
make young people, parents, carers and club members **aware** of the Club's Child Protection Policy and the 'EGC Child Protection, Guidance and Procedures'  
**take seriously** any allegations or concerns of abuse and refer immediately

**DO NOT**



**trivialise** abuse  
**form a relationship** with a young person that is an abuse of trust  
permit **abusive peer activities** e.g. initiation ceremonies, bullying  
engage in **inappropriate behaviour** or contact- physical, verbal, sexual  
play **physical contact** games with young people  
make **suggestive remarks** or threats to a young person - even in fun  
use **inappropriate language** - verbal, writing, phoning, email or internet  
let allegations, suspicions, or concerns about abuse go **unreported**  
just **rely** on your good name to protect you

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# EGC GUIDE FOR INITIATING A CHILD PROTECTION REPORT



USE TO REPORT AN ISSUE

*EGC regards gliding as a positive activity for young people. Through its Safeguarding and Protection Policy, Guidance and Procedures, EGC encourages all Club members to assist with safeguarding the welfare of all junior participants, including protecting them from physical, sexual and emotional harm.*

This code is **Essential** information for **ALL** adults in gliding - keep it with you  
NOTE: **ANY** adult in gliding has the right to report **ANY** concerns or suspicions in total confidence and free from harassment

In an **emergency** (young person at imminent risk of significant harm) contact:  
the **Police via 999** or  
Oxfordshire Social Service department on  
**0345 050 7666 working hours or 0800 833 408 out of hours**  
Inform the Club's CP Officer(s) of the action that you have taken

## **EGC Safeguarding and Child Protection Officers**

**Martin Walsh**

**07719 614090**

[childprotection@edgehillgliding.com](mailto:childprotection@edgehillgliding.com)

### **What happens if ... ?**

If you suspect abuse, a young person confides in you, or a complaint is made about any adult or about you, it is **your duty** to report the concern using the contacts above.

#### **If a young person tells you about someone else:**

1. Allow the young person to **speak without interruption**, accepting what is said
2. Offer immediate **understanding and reassurance**, while **passing no judgement**
3. Advise that you will **try to offer support** but that you must pass on information
4. Immediately **tell** the Club CP Officer or Deputy (details above)
5. **Write** careful notes of what was said - use actual words wherever possible - **use EGC Reporting Form OR access the on-line form using the QR code in the header.**
6. Sign, date and **pass** your notes/form to the CP Officer or Deputy
7. Ensure that no gliding situation arises that could cause further concern

#### **If you have a concern about a young person's safety & wellbeing:**

1. Immediately **tell** the Club's CP Officer or Deputy (details above)
2. **Write** careful notes of what you have witnessed, heard or were told
3. Sign, date and **pass** your notes to the CP Officer or Deputy - **use EGC Reporting Form OR access the on-line form using the QR code in the header**
4. Ensure that no gliding situation arises that could cause further concern

#### **If you receive a complaint or allegation about any adult or about you:**

1. Immediately **tell** the Club's CP Officer or Deputy (details above)
2. **Write** careful notes of what you have witnessed, heard or were told
3. Sign, date and **pass** your notes to the CP Officer or Deputy - **use EGC Reporting Form OR access the on-line form using the QR code in the header**
4. Ensure that no gliding situation arises that could cause further concern

**You must refer; you must NOT investigate**

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# SECTION E

## PROTECTION

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## CHAPTER 11 - PROTECTION REPORTING PROCEDURES AND COMMUNICATION



USE TO REPORT AN ISSUE

### WHAT TO DO IF YOU SUSPECT POSSIBLE CHILD ABUSE

1. **Duty to Refer.** There is a duty on EGC to report to Children's Services concerns about children where they may be at risk of significant harm. In all cases, it will be appropriate to gather and record facts about the concern, but not to prejudice formal investigations which must be conducted in accordance with statutory procedures. The following instructions apply to all EGC members.
2. **Procedures.** EGC will employ BGA developed and approved procedures:
  - a. For all allegations against Club staff and members.
  - b. When disclosure happens during a Club gliding activity.
  - c. When a child discloses to a Club member or BGA staff.
  - d. When possible abuse is observed during an activity around gliding.
3. **Confidentiality.** Sometimes, it is only when information from several sources has been shared and combined that it becomes clear that a child is at risk. Personal information about children and their families will usually be confidential and should not be disclosed to a third party without the consent of the subject. However, the law allows for the disclosure of confidential information where this is necessary to Safeguard a child or children in the public interest.
4. **Justifiable Disclosure.** Disclosure of confidential information must be justifiable in each case, according to the facts of the case and must be limited to those people who need to know to take appropriate action.
5. **Supply of Personal Information.** If EGC Club members are asked to supply personal information to other bodies such as the Police or Children's Services, such requests should be in writing and provide the reason for the disclosure. (This must not delay disclosure of information)

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## CHAPTER 12 – THE 4 Rs OF THE REFERRAL PROCEDURE



USE TO REPORT AN ISSUE

### ACTION UPON INITIATING A REPORT TRIGGERED BY A WELFARE CONCERN

1. **Codifying the Referral Process.** This Chapter codifies the EGC-approved referral procedure for suspected or alleged cases of abuse using “the 4 Rs” as an aide to ensuring all steps are covered.

#### **RECOGNISE**

2. **Report all Incidences.** Any allegation or complaint about an EGC Club employee or member that involves possible harm to a child and where this is related to the employee’s/member’s work/membership must be reported immediately to the Club’s Safeguarding and Child Protection Officer/deputy. The non-exhaustive list of events that merit referral includes all cases where it is alleged that a person who works or volunteers with children has:

- a. **BEHAVED** in a way that has harmed a child, or may have harmed a child
- b. **POSSIBLY** committed a criminal offence against or related to a child
- c. **BEHAVED** towards a child or children in a way that indicates he or she may pose a risk of harm to children
- d. **BEHAVED**, or may have behaved, in a way that indicates that they may not be suitable to work with children

#### **RESPOND**

3. **Do Not Offer In-Confidence Assurances.** In such cases, if any individual is given the information in confidence, they must explain to the person that they have no choice but to share what they have been told with appropriate authorities.

4. **Informed Reporting.** The following guidelines must be followed to inform the investigation of a Child Protection issue.

a. **Enquire.** Ask the child open questions, e.g. “How did that happen?” Listen carefully to anything the child tells you. If you have observed an injury, you may ask the child how the injury happened, but DO NOT make the child feel as though they are being interrogated.

i. **Do Not Investigate.** Remember, your role is to note and pass information on accurately, not to conduct the early stages of an investigation.

#### **RECORD**

5. **Recording.** Make a careful note of the injuries, behaviour or disclosures which have caused concern.

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- a. **Complete EGC Form.** If the explanations offered still cause you concern, e.g. if the explanation for an injury is inconsistent with the signs you have observed, make a careful note of what you have heard and observed, using the EGC Form for Reporting Allegations or Concerns Involving Children ([Chapter 13](#)) or using the QR code above. It is important that the form is produced at the time of the incident, signed and dated (avoid using pencil).

## **REPORT**

### 6. **Inform Club SCPO.**

**Immediately report your concerns to one of the SCPOs listed in [Chapter 1](#)**

**NOTE:** In the event of you being unable to contact any of the above and **there is an immediate danger** please call one of the numbers in [para 9](#) below.

### 7. **Action by EGC SCPO/DSCPO.** Once alerted, the EGC SCPO/DSCPO will immediately:

- a. Obtain the partially or fully completed **EGC Form for Reporting Allegations or Concerns Involving Children ([Chapter 13](#))** or start one if the person reporting the incident has not done so.
- b. Report the matter to the appropriate Children's Services and/or Police (see [para 9](#))
- i. For an alleged incident that occurred at the airfield, responsibility for investigation rests with **Oxfordshire** Children's Services.
1. Oxfordshire has established a single point of entry for reporting Safeguarding issues. This is the Local Authority Designated Officer (LADO).
2. More information about the role and responsibilities of the Oxfordshire LADO is published at <https://www.oscb.org.uk/local-authority-designated-officer-lado/>
- ii. Where an allegation occurs at the child's home/school/other location, the referral must be directed to the Children's Services of the county in which the alleged event occurred.
- c. Consult with Children's Services on what information should be provided to parents/carers.
- d. Inform the Duty EGC Director.
- e. Inform the BGA CPO Lead (see [Chapter 1](#)) that a CP incident has been reported by the Club.

## **ADDITIONAL CONSIDERATIONS**

8. **Sexual or Physical Abuse.** If sexual or physical abuse is suspected, advice will be given by Social Services on whether or not the Police should be involved. (Normally, parents/carers will be told what is happening unless such action would prejudice the investigation or place the child at greater risk).

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9. **Contact Numbers.**

<b><u>OXFORDSHIRE LADO</u></b>	<b><u>THAMES VALLEY POLICE</u></b>
<p>The Oxfordshire Local Authority Designated Officer (LADO) gives advice and guidance to employers and others who are concerned about an adult who works with children, including volunteers and agency staff.</p> <p>Allegations need to be referred to the team within one working day of the allegation being made and before any further investigation is made.</p> <p>The LADO and Assistant LADOs can be contacted on</p> <p style="text-align: center;"><b>01865 810603.</b></p> <p>Or via the following email: <a href="mailto:lado.safeguardingchildren@oxfordshire.gov.uk">lado.safeguardingchildren@oxfordshire.gov.uk</a> or</p>	<p>If you are worried for the safety or wellbeing of a child, and cannot reach Social Services, contact the police using the options below. Even if you're not 100 per cent sure, please report your concerns.</p> <p>If you suspect someone is in <b>immediate</b> danger, <b>call</b></p> <p style="text-align: center;"><b>999</b></p> <p>If it isn't an emergency, please call on the non-emergency, 24/7 number:</p> <p style="text-align: center;"><b>101</b></p>

10. **Submission of Form.** Within 24 hours, send the completed form to the Children's Services Child Protection Co-ordinator/Duty Social Worker that was talked to (agree with them the best way to do this).

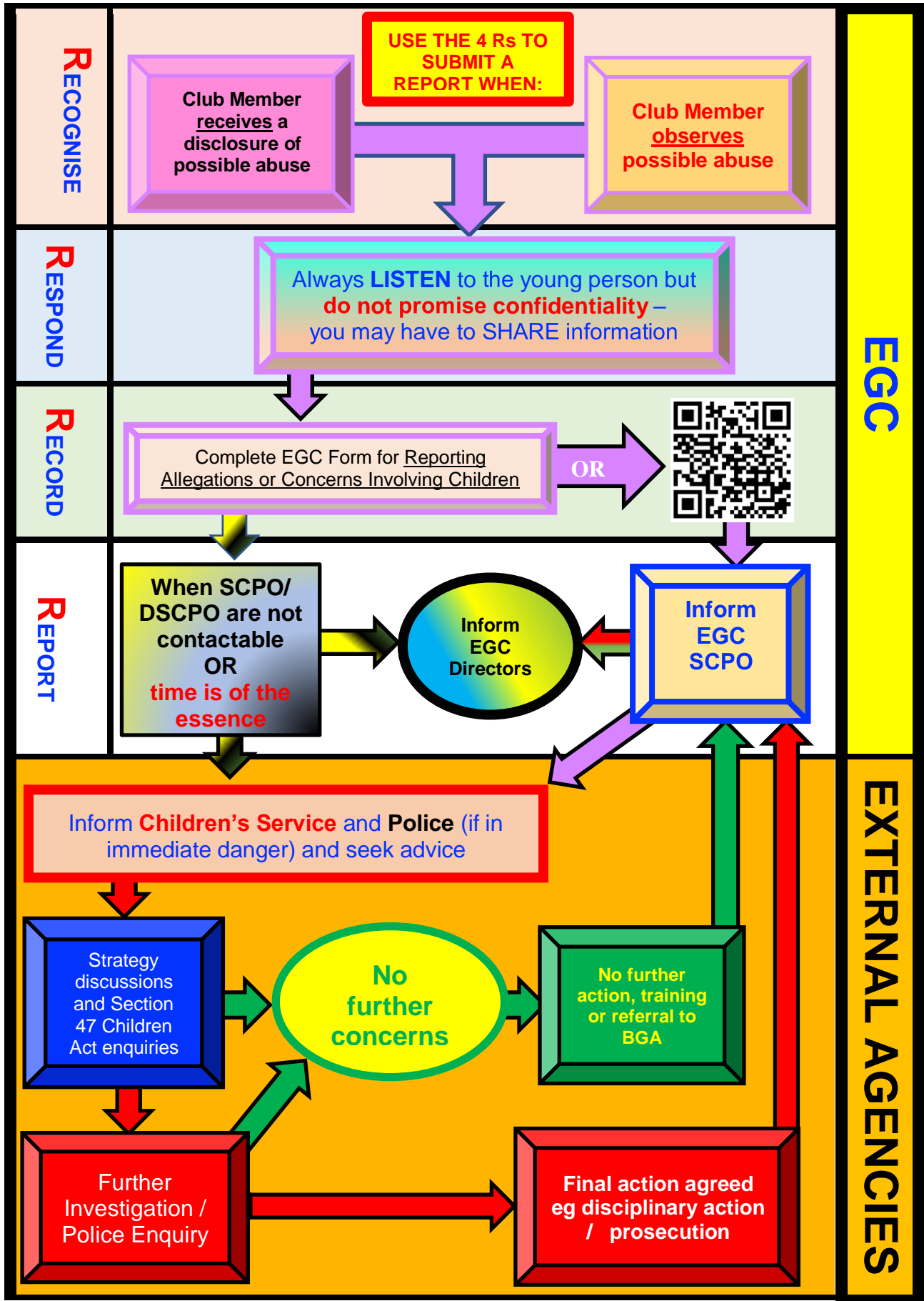
- a. **Ensure that a digital copy is retained on the Club's secure storage for future reference.**
- b. Do not discuss the matter or show the form to anyone else unless you know that they are authorised to have access to the information (eg SCPO/DSCPO).
- c. Make sure that any written information providing personal details is sent in a sealed envelope marked **Private and Confidential.**

11. **Responsibility for Investigation.** Child protection matters must **NOT** be investigated by the BGA or at Club level. **Responsibility for investigation lies with Social Services and the Police.**

**HANDLING COMPLAINTS/ALLEGATIONS OF CHILD ABUSE**

12. **Action by EGC Directors.** An EGC employee or member may need to be suspended from club activities whilst the matter is being investigated. This decision will be made by the Club's Directors, who will decide if it is appropriate for them to continue attending at the Club pending the outcome of any investigation, taking into account all relevant circumstances.

13. **Precautions if NOT Suspended.** If suspension is not deemed necessary whilst the investigation is in progress, the Club employee or member will NOT be allowed to have UNSUPERVISED access to children.



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# CHAPTER 13 - FORM FOR RECORDING ALLEGATIONS OR CONCERNS INVOLVING CHILDREN



(BASED ON BGA CP 1)

USE TO REPORT AN ISSUE

**USE PEN (NOT PENCIL) TO COMPLETE THIS REPORT**

Please use this form as a prompt, recording any additional information on another sheet of paper.  
**REMEMBER – your job is NOT to investigate, but to record accurately all factual information you receive or signs and symptoms you observe.**

CHILD'S DETAILS (name, age, address, tel no etc.):	PARENT'S/CARER'S DETAILS (where known)	Details of person <b>REPORTING</b> suspicion/allegation/ concern to you (this may be the child):
Describe the suspicion / allegation / concern here:		
Describe fully any <b>signs, symptoms</b> you or others have observed ( <b>include here what the child has told you</b> ):		
<b>Where</b> did this occur (as far as you know) and what were <b>YOU</b> doing <b>BEFORE</b> and <b>AT THE TIME</b> of the		
<b>When</b> did this happen (as far as you know) and what was the <b>CHILD</b> doing <b>BEFORE</b> and <b>AT THE TIME</b> of the allegation?		

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<p>If some earlier signs/symptoms were noticed <b>before</b> today, <b>when and where</b> was this?</p>	
<p><b>What</b> was said or done and by whom? <i>Record verbatim if possible</i></p>	
<p>Any immediate actions taken?</p>	
<p>Record details of anyone else who may have been present or have relevant information</p>	
<p>Record the advice given by Children's Social Services or the Police.</p>	

Record contact details of who has been informed (You must inform one of the EGC Child Protection Officers immediately or as soon as possible if the report requires immediate referral to Social Services/Police, as this take priority). Additionally, the on-duty Director should be informed.

**YOU MUST SIGN AND DATE THE FORM IN INK**

Signed		Date		Time	
EGC Position (if any)		Telephone number			

**SEND OR HAND THIS FORM TO  
AN EGC SAFEGUARDING AND CHILD PROTECTION OFFICER AS  
SOON AS POSSIBLE**

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## CHAPTER 14 - LOST CHILDREN & NON-COLLECTION OF CHILDREN



USE TO REPORT AN ISSUE

### LOST CHILDREN

1. **Immediate Actions**. In the event of a report by the parent/carer/club member of a child going missing whilst at a gliding venue (e.g. competition) the following procedures will be adhered to:

- a. **Inform Authorising Instructor**. If a Club member receives a report of a missing child they must immediately report it to the Authorising Instructor (if on duty) and the Safeguarding and Child Protection Officer or the Deputy (see [Chapter 1 – Safeguarding and Protection Policy](#)).
- b. **Search**. The Authorising Instructor (or a Club member in their absence) must initiate a full search of the area; this should be undertaken by all available Club members.
- c. **Call Police**. If the search is unsuccessful, the police must be called on the Emergency Line (999).
- d. **Record**. A full written report of the incident must be submitted to the Safeguarding and Child Protection Officer or the Deputy within 24 hours. To ensure all relevant information is captured, use a copy of the EGC Form for Reporting Allegations or Concerns Involving Children ([Chapter 13](#)) or scan the QR code above.

### NON-COLLECTION OF CHILDREN AFTER GLIDING

2. **Procedure for Safeguarding a Non-Collected Child**. The procedures described below must be implemented if either of the following situations occur:

- a. **Flying is Cancelled Unexpectedly Early**.
- b. **Parents/Carers Do Not Collect Child at Agreed Time**.

3. **Responsibility Ladder**.

- a. **Authorising Instructor**. When an Authorising Instructor is present they are responsible for ensuring that the child receives a high standard of care so as to cause as little distress as possible. They are advised to co-opt at least one other Club member to work with them; whenever possible, ensure that a minimum of two adults take safeguarding responsibility for an unaccompanied child.
- b. **Club Member**. In the absence an Authorising Instructor, any **two** Club members on the airfield (ideally, with at least one holding a current DBS Certificate), must work together and share responsibility for ensuring that the child is looked after and receives a high standard of care so as to cause as little distress as possible.

4. **Responsibility of Member(s) Safeguarding a Child**. The Authorising Instructor, or the member(s) safeguarding the child, should undertake the following procedures:

- a. **On no account should the child be left at the Club unaccompanied.**
- b. **Avoid leaving the child alone or with only one adult member.**
- c. **Remain with the child until they are collected by the parents/carers or someone approved by them.**

- d. [Make all reasonable attempts to contact the parents/carers.](#)
- e. If unable to contact the parents/carers, or no-one collects the child, and the Club premises are closing or Club members are no longer available to care for the child, consideration should be made about contacting the local Children's Services or Local Police (see [Chapter 12 – Child Protection Referral Process](#)).
- f. A full written report of the incident MUST be submitted to the EGC Child Protection Officer or the Deputy within 24 hours (see [Chapter 1 - Child Protection Policy](#)).
  - i. Use a copy of the EGC Form for Reporting Allegations or Concerns Involving Children ([Chapter 13](#)), or use the QR code above, to ensure that all

5. **Delegation of Action, NOT Responsibility.** The above actions may be delegated for action to other Club members, but the ultimate responsibility for the final outcome cascades down the following Chain of Responsibility:

1. ***The Authorising Instructor (where present) or***
2. ***The DBS-Certified Club member (where present) or***
3. ***The Club member(s) assuming responsibility***