

MENDIP GLIDING CLUB CHILD PROTECTION AND PROCEDURES POLICY

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MENDIP GLIDING CLUB CHILD PROTECTION AND PROCEDURES POLICY

Principles

The Mendip Gliding Club recognises that:

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

Summary of Responsibilities

The Mendip Gliding Club:

- 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.
- Respects and promotes the rights, wishes and feelings of young people and disabled adults.
- Recruits, trains and supervises its employees and volunteers to adopt best practice to safeguard and protect young people from abuse and themselves against false allegations.
- Requires all members of Mendip Gliding Club to adopt and abide by this document.
- Responds to allegations appropriately and implement the appropriate disciplinary and appeals procedures.

It is intended that all members working with children, young people and vulnerable adults will receive guidance to assist them in the recognition of abuse; the referral process; sensible working practices; and to identify 'appointed persons' within the club, whom members can contact about child protection issues.

2 The Legal Framework

Everyone who works with children need to be aware of the laws that aim to protect children from harm. Variations follow in sections 2.4 – 2.5 for Scotland and 2.6 – 2.8 for Northern Ireland. Please note: Vetting and Barring Scheme (VBS) checks in England and Wales are equivalent to *Disclosure Scotland* checks in Scotland and *Access Northern Ireland* checks in Northern Ireland.

2.1 The Children Act 1989

The Children Act 1989 provides county councils (children's social care departments) and others with powers and duties to protect children whilst at the same time providing safeguards for both children and parents against excessive or unwarranted intervention.

There are a number of general principles which need to be borne in mind when considering any part of the legal framework. The child's welfare is of paramount importance.

Under section 47 of the Children Act, Children's Services must make enquiries regarding a child's welfare (investigate) where they:

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- (a) are informed that a child who lives, or is found, in their area:
- (i) is the subject of an emergency protection order; or
 - (ii) is in Police protection; or
 - (iii) has contravened a ban imposed by a curfew notice made under the Crime and Disorder Act 1998; or
- (b) the Authority has reasonable cause to suspect that a child living or found in their area is suffering, or is likely to suffer, significant harm, the authority shall make, or cause to be made, such enquiries as they consider necessary to enable them to decide whether they should take **any action** to safeguard or promote the child's welfare.

It is very important that all investigations into such matters are conducted in accordance within laid down procedures and in a manner that will not prejudice any further action such as a criminal prosecution. For this reason, if you become aware of something that may need further investigation, do not attempt to investigate the matter yourself.

2.2 The Protection of Children Act 1999

The Protection of Children Act 1999 has largely been replaced by *The Safeguarding Vulnerable Groups Act 2006*.

2.3 The Safeguarding Vulnerable Groups Act 2006 (SVGA)

This Act introduces the Vetting and Barring Scheme (VBS) as part of the Independent Safeguarding Authority (ISA). It will place a statutory obligation on organisations to ensure that volunteers and employees engaged in certain regulated activities are registered with the ISA as members of the VBS.

There is a phased implementation of this piece of legislation:

- **Since 12th October 2009, organisations that believe that child abuse has taken place or is taking place, are legally obliged to report it to the ISA.**

As of May 2010, implementation of the remainder of this legislation was put on hold, pending review.

2.4 The Children (Scotland) Act 1995

Duty of Care is placed on all those who work with children and young people. For the purposes of this act a child is defined as an individual aged under 18 years.

3 Protecting Members and Children

3.1 Good Practice Guidelines

This section is an extract from a document entitled: *Child Protection Policy and Implementation procedures: Guidelines for Governing Bodies of Sport and Local Authorities*. Whilst there are some guidelines that will not apply to the Mendip Gliding Club, the principles described are helpful and should be applied.

All personnel in sport should be encouraged to demonstrate exemplary behaviour and follow best practice to limit the possibility of allegations in order to protect themselves from allegations. The following are common sense examples of how to create a positive culture and climate within sport:

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3.2 Good Practice Means:

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)
- treating all young people equally, and with respect and dignity
- always putting the welfare of each young person first, before winning or achieving goals
- maintaining a safe and appropriate distance with performers (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them)
- building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- making sport fun, enjoyable and promoting fair play
- ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the NGB. Care is needed as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered
- keeping up to date with the technical skills, qualifications and insurance in sport
- involving parents/carers wherever possible (e.g. for the responsibility of their own children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs
- ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (NB However, same gender abuse can also occur.)
- ensuring that at tournaments or residential, adults should not enter children's rooms or invite children into their rooms
- being an excellent role model – this includes not smoking or drinking alcohol or swearing in the company of young people
- giving enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of young people – avoiding excessive training or competition and not pushing them against their will
- securing parental consent in writing to acting in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- awareness of any medicines being taken by participants, or existing injuries
- keeping a written record of any injury that occurs, along with the details of any treatment given
- requesting written parental consent if club officials are required to transport young people in their cars

There are many sports, which by their nature require a degree of physical contact. This can be used appropriately to instruct, encourage, protect or comfort. 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:

- develop sports skills or techniques
- to treat an injury or respond to distress
- to prevent an injury

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- to meet the requirements of the particular sport

Physical contact should:

- not involve touching genitals, buttocks or breasts
- meet the needs of the child/young person and not the needs of the adult
- be fully explained to the child/young person and, with the exception of an emergency, permission be sought
- not take place in secret or out of sight of others

Some sports have developed specific guidance and where this is the case these should be followed.

3.3 Practice to be Avoided

The following 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 organisation or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- avoid spending excessive amounts of time alone with children away from others.
- avoid giving children lifts in your car, especially alone.

3.4 Practice Never to be Sanctioned

The following should never be sanctioned.

You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for children that they can do for themselves
- **invite or allow children to stay with you at your home.**

NB It may sometimes be necessary for staff or volunteers 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 and the performers involved. There is a need to be responsive to a person's reactions. 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.

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If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event. Parents should also be informed of the incident:

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

3.5 Code of Ethics and Conduct

The Government produced *Caring for the Young and Vulnerable? Guidance for Preventing Abuse of Trust (1999)*. The guidance is based on the principle that all organisations involved with caring for young people or vulnerable adults should have codes of conduct to protect against sexual activity within relationships of trust.

Members should be required to sign up to the Organisation's Code of Ethics and Conduct. The Code should encourage:

- the development of an open and positive climate in sport
- poor practice to be identified
- investigations to be carried out
- disciplinary action to be taken if appropriate.

4 Training

All members who work with children should receive guidance in recognising and understanding possible signs of child abuse and know what steps need to be taken to provide child protection. Guidance will also include the disclosure and referral process. See Appendix 2.

5 Supervision of Children and Junior Members at Mendip Gliding Club.

All children visiting Mendip Gliding Club must be accompanied by their parent/legal guardian or other nominated adult aged 18 or over. Any junior member of Mendip Gliding Club under the age of 16 must be accompanied at all time by their parent or legal guardian whilst at the airfield or while visiting any other establishment as part of Mendip Gliding Club's activity. Examples of this might be a social event, Interclub League or an organised club expedition.

It is permissible for the parent or legal guardian of a junior member to appointment another club member to act in Loco Parentis. Appendix 4 provides the appropriate form to be completed by the parent or legal guardian. This form must be completed prior to any junior member being accompanied at Mendip Gliding Club or any of its official off site activities as previously mentioned, by a person other than their parent or legal guardian.

6 Lost Children

In the event of a report by the parent/carer of a child going missing whilst at a Mendip Gliding Club the following procedures will be adhered to:

- If a member receives a report of a missing child they must immediately report it to the Child Protection Officer or deputy.
- All club activity must stop and a full search of the area should be made by members who are available.

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- If the search is unsuccessful the police should be called on the Emergency Line (999).
- A full written report of the incident should be recorded.

7 What To Do If You Suspect Possible Child Abuse

7.1 Duty to Refer

There is a duty on members of the Mendip Gliding Club 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 procedures apply to the Mendip Gliding Club members:

The Mendip Gliding Club procedure should be used:

- For all allegations against club staff, members and volunteers.
- When disclosure happens during a club gliding activity.
- When a child discloses to a club member or official.
- When possible abuse is observed during an activity around gliding.

7.2 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.

Disclosure of confidential information must be justifiable in each case, according to the particular facts of the case and must be limited to those people who need to know in order to take appropriate action.

If the Mendip Gliding Club executive committee 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)

7.3 Referral Procedures

1. Make a careful note of the injuries, behaviours or disclosures which have caused concern.
2. 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.
3. Remember, your role is to note and pass information on accurately, not to conduct the early stages of an investigation.
4. 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, sign, time and date it. It is important that the notes are handwritten at the time – not typed up later.

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5. Immediately report your concerns to:

Club Child Protection Officer	Malcolm Barlow	Tel: <u>01761 412122</u>
Club Child Protection Deputy	<u>Patrick Haxell</u>	Tel: <u>01761 232080</u>
BGA Child Protection Leader	Karon Matton	Tel: 07880 547 176
BGA Office		Tel: 0116 289 2956

In the event of you being unable to contact any of the above and there is an immediate danger please call:

Avon and Somerset Constabulary on 101

6. The Child Protection Officer/Deputy will immediately report the matter to the Children's Services and consult on whether or not parents should be informed. If sexual or physical abuse is suspected, advice will be given on whether the Police should be involved. (Normally, parents/guardians will be told what is happening unless such action would prejudice the investigation or place the child at greater risk).
7. Send your completed (handwritten) form to the Children's Services Child Protection Co-ordinator/Duty Social Worker you have spoken to as soon as possible (agree with them the best way to do this). Ensure that you keep a copy for yourself. 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. Make sure any written information providing personal details is sent in a sealed envelope marked Private and Confidential.
8. All referrals to Children's Services must be confirmed in writing within 24 hours.
9. Child protection matters must not be investigated by the Mendip Gliding Club.

8 Handling Complaints/Allegations of Child Abuse

Any allegation or complaint about a Mendip Gliding Club member that involves possible harm to a child and where this is related to the employee's/members work/membership must be reported immediately to Club Child Protection Officer/deputy and the BGA CP Leader as soon as possible.

In such cases, if you are given the information in confidence, you must explain to the person that you have no choice but to share what you have been told.

The employee, member or volunteer may need to be suspended from club activities whilst the matter is being investigated. This decision will be made by the club committee, who will decide if it is appropriate for them to continue attending at the club pending outcome of any investigation, taking into account all relevant circumstances. If suspension is not deemed necessary, the employee or volunteer will not be allowed to have unsupervised access to children, whilst the investigation is in progress.

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9 Referral Procedures

Flow Chart for referral when concern that a child is being physically, sexually, emotionally harmed or neglected

<p>Concerns</p> <p>Suspicion/allegation of abuse by: Child disclosure Observation Report by another person</p>	<p>Monitor & Record (sign & date & time)</p>
<p>Consult</p> <p>Club Child Protection Officer or BGA Leader, if appropriate speak with one of the nominated persons. All partners can speak informally with Children's Services</p> <p>Important No consultation should delay a referral</p>	<p>Record (sign with date & time)</p>
<p>Action</p> <p><u>Do not investigate</u></p> <p>The Child Protection Officer will refer to Children's Services &/or Police If possible the referral should be made by the person with first hand knowledge.</p>	<p>Record (sign with date & time)</p>
<p>Confirm</p> <p>Verbal referrals must be followed by a written referral within 24 hours.</p>	<p>Record (sign with date & time)</p>
<p>Commitment</p> <p>You may be required to provide other information as required.</p>	<p>Record (sign with date & time)</p>

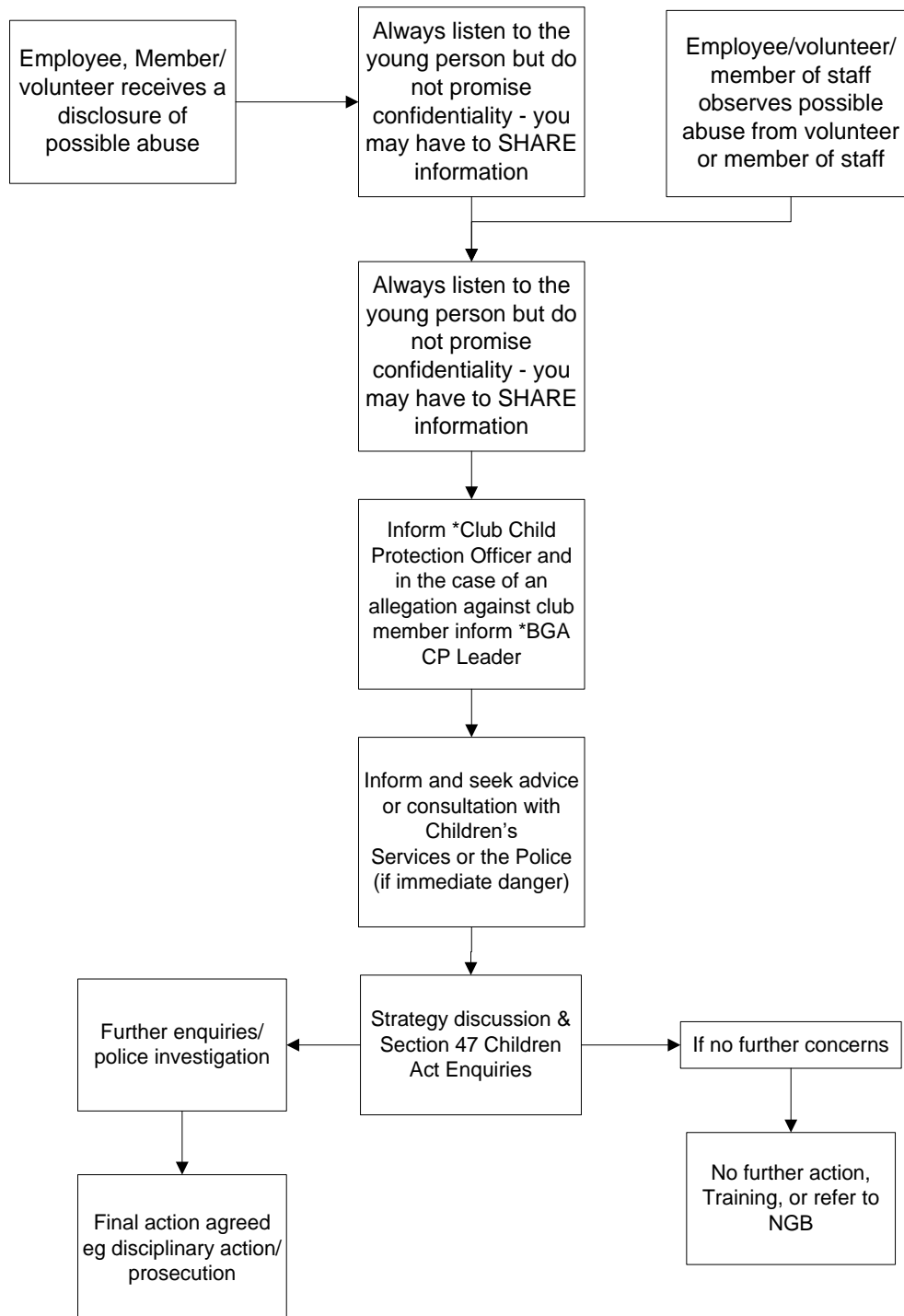
Remember – Do not delay, Children's Services and Police are always available

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10 Reporting Procedures and Communication

Action when

- Receive disclosure of possible abuse.
- Observe possible abuse.
- Alleged allegation against professional or volunteer.



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Appendix 1

MGC CP 1 - FORM FOR RECORDING ALLEGATIONS OR CONCERNS ABOUT CHILDREN

Please use this form as a prompt, recording any additional information on the back or on another sheet of paper. PLEASE HAND WRITE YOUR NOTES – DO NOT TYPE THEM.

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.):	Child's parents or guardian's details: (where known)	Details of person reporting suspicion/allegation/ concern to you (this may be the child):
Describe what the suspicion/allegation/concern is here:		
Describe fully any signs, symptoms you or others have observed (include here what the child has told you):		
Where did this occur (as far as you know)?		
When did this happen (as far as you know)?		
If some earlier signs/symptoms were noticed before today, when and where was this?		
Record details of anyone else who may have been present or have relevant information:		
Record who has been informed (You must inform one of the Club Child Protection Officers immediately or as soon as possible – this must not delay any referral) Record the advice given by Children's Social Services or the Police.		
Signed	Dated	Time
Job title	Telephone number:	

SEND OR HAND THIS FORM (in envelope marked Private & Confidential) to THE BGA CHILD PROTECTION OFFICER AS SOON AS POSSIBLE

APPENDIX 2 Recognising Signs of Child Abuse

What is Abuse and Neglect?

Abuse and neglect are forms of maltreatment of a child. 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 know to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

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, Police) who have the responsibility to investigate concerns.

1. 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.

The following is not a comprehensive or definitive list, but it provides a guide to the more common non-accidental injuries which may indicate situations where more expert advice should be sought.

Bruises

Symmetrical bruised eyes are rarely accidental, although they may occur where there is an injury to the head or nose and blood seeps from the injury site to settle in the loose tissue around the eye. A single bruise may be the result of an accident or abuse.

Most falls or accidents produce one bruise on a single surface - usually a bony protuberance. A child who falls downstairs generally has only one or two bruises. Bruising in accidents is usually on the front of the body as children generally fall forwards. In addition, there may be marks on their hands if they have tried to break their fall.

Bruising may be difficult to see on a dark skinned child.

Bites

These can leave clear impressions of the teeth. Human bites are oval or crescent shaped. If the distance is more than 3 cm across, they must have been caused by an adult or older child with permanent teeth.

Burns and scalds

It can be very difficult to distinguish between accidental and non-accidental burns. Small round burns may be cigarette burns but may be friction burns, and accidental

Scars

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Children may have scars, but notice should be taken of an exceptionally large number of differing age scars (especially if coupled with current bruising), unusual shaped scars (e.g. round ones from possible cigarette burns), or of large scars that are from burns or lacerations that did not receive medical treatment (some medical conditions can cause scarring).

Fractures

A child with a fracture is usually in very considerable pain, and generally will not be moving the part that is fractured. There is usually swelling, and possibly discoloration over the site of a fracture. However, children sustain fractures relatively easily, and small children may not always be distressed following a fracture. It can therefore be difficult for a parent to be aware that a child has been hurt.

General Points

Some bruises and marks may seem insignificant by themselves but repeated injuries, even of a very minor nature, may be symptomatic of a family in crisis and, if no action is taken, the child may be injured more seriously.

Any organisation caring for a child is entitled to expect a parent to tell them if there is anything wrong with a child. It is important not to investigate under any circumstances. If there is doubt, you should seek advice.

2. 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. There are very few physical signs of sexual abuse and the majority of those will require a medical diagnosis or forensic evidence.

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.

3. 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. 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 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.

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

4. 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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APPENDIX 3 Guidelines for use of Photographic and Filming Equipment

In general

There is no intention to prevent club instructors using a video as a legitimate coaching aid. However, children and their parents 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. If clubs 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. Permission should also be sought for the use of photographic material for promotional or web-site publications (children's names should not appear with photographs).

There should be recognition that many individuals are likely to have and use camera phones during gliding activity. A general awareness should be exercised by all club members to ensure that those using camera phones do not cause upset or distress.

Code of Conduct for photography at Mendip Gliding Club

1. If you feature other people's children in your photos, let the parents (or those with responsibility for the children) know what you're up to and offer to share the pictures with them.
2. If any party is unhappy with you featuring children in your photos, then just stop and offer to delete or destroy the images you already have.
3. Don't publish pictures of other people's children in a public domain without prior permission from a parent or carer
4. If you have featured children in your photos, leave your contact details with the club – not least so parents and carers can get hold of copies if they want them

NB the code applies to any equipment capable of recording images, including mobile phones.

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Appendix 4 - Appointment to act in Loco Parentis Form



This form should be completed and signed by the parents or Guardian of the child. Please complete the form using CAPITAL LETTERS. This form should be given to the person whom you wish to appoint to act on your behalf in a permanent role whilst you are absent (e.g. travelling to and from or at this or another gliding Club).

Child's Name:

Date of Birth:.....

Name of parent/person with parental responsibility:

Relationship to child:

Contact details during your absence: Address:

.....

Phone number: Mobile.....Landline.....

Please give details of anyone else who holds parental responsibility for the child and who may be available to be contacted in an emergency in the event that you cannot be contacted:

Name:

Relationship to child:

Emergency contact numbers:

*I hereby consent toacting in loco parentis on my behalf,
for the child named above, from (date).....*

*to (date) and authorise them specifically to be able to consent to any emergency
medical treatment necessary.*

Signed:Date:

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This policy was adopted at a meeting of Mendip Gliding Club, held on 16TH January 2017

Signed on behalf of the Management Committee: Terry Hatton

Role of signatory (e.g. Chairman etc): Chairman