



**Buckminster
Gliding Club**

**CHILD
PROTECTION
POLICY**

Section 3.1 Child Protection Policy and Procedures

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1. Introduction

The Buckminster Gliding Club (BGC) child protection policy and procedures:

- Establish clear lines of communication for any child protection issue
- Avoid confusion for instructors, officials, clubs and volunteers

There's a considerable body of legislation, government guidance and standards, which is continually revised and updated, designed to ensure that children are safeguarded from harm.

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.

Should you have any queries relating to this policy, please contact any of the following responsible individuals:

- BGC Child Protection Officer: Lyn Ferguson-Dalling
Telephone: [REDACTED]
- BGC Deputy Child Protection Officer: Pat Headey
Telephone: [REDACTED]

BGA Child Protection Leader Telephone: 07880 547 176

BGA Office Telephone: 0116 289 2956

1.1 Policy Statement

BGC recognises that sport can and does have a very powerful and positive influence on young people. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands - in the hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them.

Most youngsters happily and safely participate in sport under the watchful and concerned care of dedicated instructors and club members. However, the reality is also that abuse does take place in sport and in some cases individuals have been convicted. Every adult has a legal and moral responsibility to protect young people and disabled adults in sport from abuse.

BGC has a duty of care towards young and vulnerable participants and can help to protect them from abuse.

For child protection purposes, a child refers to any person under the age of 18 years.

1.2 Principles

BGC recognises that:

- The welfare of young people and vulnerable adults is a 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

1.3 Summary of Partnership Responsibilities

BGC:

- 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 staff and members to adopt and abide by this policy and procedures
- Responds to allegations appropriately and implements the appropriate disciplinary and appeals procedures
- Children or young persons will not be left on the airfield whilst unsupervised and supervision must be provided by either a parent, guardian, appointed carer or other responsible adult with their agreement

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

This policy and procedures was adopted by the Buckminster Gliding Club Ltd on 1st February 2023.

For and on behalf of the Board



John Elkington
Chairman

2. Code Of Practice

BGC regards gliding as a positive activity for young people.

Through its Child Protection policy and procedures BGC encourages all participants in gliding to assist with safeguarding the welfare of all junior participants including, protecting them from physical, sexual and emotional harm.

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

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 judgment
3. Advise that you will try to offer support but that you must pass information on
4. Immediately tell the Club Child Protection Officer or Deputy;
5. Write careful notes of what was said; use actual words wherever possible
6. Sign, date and pass your notes to the Child Protection Officer or Deputy;
 - BGC Child Protection Officer – Lyn Ferguson-Dalling – Telephone [REDACTED]
 - BGC Deputy Child Protection Officer – Pat Headey - Telephone [REDACTED]
7. And ensure that no gliding situation arises that could cause further concern

If you have a concern about a young person's safety and well being:

1. Immediately tell the Club's Child Protection Officer or Deputy; and
2. Write careful notes of what you have witnessed, heard or were told; and
3. Sign, date and pass your notes to the Child Protection Officer or Deputy; and
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 Child Protection Officer or Deputy; and
2. Write careful notes of what you have witnessed, heard or were told; and
3. Sign, date and pass your notes to the Child Protection Officer or Deputy; and
4. Ensure that no gliding situation arises that could cause further concern.

Any adult in gliding has the right to report any concerns or suspicions in confidence and free from harassment. You must refer any concerns and you must not investigate.

In an emergency where a young person is in imminent risk of significant harm, contact the police via 999 or Lincolnshire Social Services Department on 01522 782111 (office hours), or 01522 782333 (out of hours).

3. Code Of Behaviour

DO:

- Put this code into practice at all times
- Treat everyone with dignity and respect
- Set an example you'd 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 e.g. when responding to a young person's concerns
- Encourage others to challenge any attitudes or behaviours they do not like
- 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're 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 procedures
- Take any allegations or concerns of abuse seriously and refer them immediately

DO NOT:

- Trivialise abuse
- Form a relationship with a young person that's an abuse of trust
- Permit abusive peer activities e.g. initiation ceremonies and bullying
- Engage in inappropriate behaviour or contact e.g. physical, verbal and sexual
- Play physical contact games with young people
- Make suggestive remarks or threats to a young person, even in fun
- Use inappropriate language e.g. verbal, in writing, telephoning, in emails or via internet
- Let allegations, suspicions, or concerns about abuse go unreported
- Just rely on your good name to protect you

4. Data Handling

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, BGC complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on.

4.1 Storage and access

- Certificate information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

4.2 Handling

- In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. The Club maintains a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.
- Generally certificate information will be reviewed using an online DBS register and no certificates themselves will be held within the club. If a certificate is provided it will be inspected for the relevant information and once the inspection has taken place the certificate will be destroyed i.e. in accordance with the Usage, Retention and Disposal policy below.

4.3 Usage

- Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

4.4 Retention

- If a certificate is required in the process of recruitment once a recruitment (or other relevant) decision has been made, the Club will not keep certificate information for any longer than is necessary. This is generally for a period of up to 6 months, to allow for the consideration and resolution of any disputes or complaints.
- If, in exceptional circumstances, it is considered necessary to keep certificate information for longer than 6 months, the Club will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so.

- Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

4.5 Disposal

Once the retention period has elapsed, the Club will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

The Club will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, in relation to the contents of the certificate, the Club may keep a note of the following information:

- Type of certificate
- Certificate number
- Date of issue
- Name of applicant
- Position applied for
- Details of the recruitment decision taken

4.6 Club DBS Certificate Requirements

The Club will require any employee or volunteer who holds a post where they will be working with children in an unsupervised manner to hold a valid Enhanced DBS Certificate. These certificates will be reviewed on an annual basis and the club records updated.

The Club will only hold basic details of the DBS certificate:

- Certificate Number
- Date of Issue
- Date of latest check

DBS certificate information will be updated annually with the holder's permission. The club will not keep any photocopy or image of the certificate.

5. 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.

Your job is NOT to investigate any incident, but to record accurately all factual information you receive or signs and symptoms you observe.

Child's details (name, age, address, telephone number etc.)	
Child's parents or guardian's details if known	
Details of person reporting the suspicion/allegation/ concern to you (this may be the child)	
Describe what the suspicion / allegation / concern is	
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's been informed (you must inform one of the Club Child Protection Officers as soon as possible without delay)	
Record the advice given by Children's Social Services or the Police	
Signed	Date
Job title	Telephone number

Send or hand the completed form to the BGC Child Protection Officer as soon as possible.

6. Handling Complaints and Allegations of Abuse

Any allegation or complaint about a BGC employee or member must be reported immediately to Club Child Protection Officer or Deputy as soon as possible.

In such cases, if the information is given in confidence, it must be explained to the reporting individual that the information must be shared.

Should BGC be made aware of an allegation or complaint, it must not start its own enquiries, but should follow the guidelines set out below, recording what is known in the Form for Recording Allegations or Concerns and passing the information on to relevant authority. Immediately report your concerns to:

Club Child Protection Officer	Lyn Ferguson-Dalling Telephone: [REDACTED]
Club Child Protection Deputy	Pat Headey Telephone: [REDACTED]
BGA Child Protection Leader	Telephone: 07880 547176
BGA Office	Telephone: 0116 289 2956

If unable to contact the above and there's an immediate danger please call either the Police Child Protection Team or Children's Services.

The Child Protection Officer or Deputy will immediately report the matter to the Children's Services and consult on what information should be provided to parents. If sexual or physical abuse is suspected, advice will be given on whether the Police should be involved. Normally, parents or guardians will be informed as to what has happened unless such action would prejudice the investigation or place the child at greater risk.

Send your completed form to the Children's Services Child Protection Co-ordinator or Duty Social Worker involved as soon as possible and 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.

All referrals to Children's Services must be confirmed in writing within 24 hours and Child protection matters must not be investigated at Club level.

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 BGC Board or representative member, who will decide if it's appropriate for them to continue attending the Club pending outcome of any investigation, taking into account all of the relevant circumstances. If suspension is not deemed necessary, the employee, member or volunteer will not be allowed to have unsupervised access to children, whilst the investigation is in progress.

7. Recruitment and Selection

The following arrangements apply for all posts where a member, employee or volunteer will be working with children in an unsupervised manner.

7.1 Recruitment Information

When a post is to be advertised, the Club representative must make it clear that this post has unsupervised access to children to ensure that the proper checks are made.

7.2 Checks and References

The recruitment process must make clear that checks will be made on their suitability to work with children, which will include obtaining references from immediate prior employers, referees and completing an Enhanced Disclosure & Barring Service (DBS) check. The reference request must make it clear that the person is applying for a job with unsupervised access to children and if there is any known reason why the person should not be employed in such a capacity.

7.3 Appointment of Ex-Offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Buckminster Gliding Club complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

The Club undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed

The Club can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

The Club may only ask an individual about convictions and cautions that are not protected.

The Club is committed to the fair treatment of its members, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

The Club will make this policy on the recruitment of ex-offenders, available to all DBS applicants at the start of the process.

The Club actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications for membership or appointment to a specific role within the club, from a wide range of candidates, including those with criminal records.

The Club selects all candidates for an appointment based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered a position.

The Club ensures that all those involved in the appointment process are suitably trained to identify and assess the relevance and circumstances of offences and that they have received appropriate guidance and training in the relevant legislation relating to the appointment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the Club ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of appointment.

The Club makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

The Club undertakes to discuss any matter revealed on a DBS certificate with the individual seeking a position before withdrawing a conditional offer of appointment.

7.4 Appointment of Child Protection Officer and Deputy

The Child Protection Officer and Deputy must have a satisfactory DBS check carried out before they can be appointed to the position of the designated person responsible for DBS checks and procedures.

8. Information for, and Acceptance By Parents Concerning Young People

BGC wants parents to be fully aware of the limited levels of supervision the Club can practically provide for their child, especially at times when the child isn't involved in flying activities.

Although the Club doesn't want to put unnecessary restrictions in the way of any young person keen to participate in gliding, we consider it important that parents understand what they can and cannot expect the Club to do towards caring for their child whilst on the airfield and in and on our premises. To this end we ask you to consider the following and if you understand and agree with it, to complete and return a signed copy as indicated at the end of this statement.

8.1 Children Under The Age of 14 Years

Children under the age of 14 are only allowed on the airfield and premises if they're in the continual care and supervision of their parents or an adult nominated by the parents.

Children under the age of 14 can be given an Introductory/Trial Lesson. They must be heavy enough for the safe operation of the glider and they must be big enough to be strapped in safely and to see out of the glider. They would also need to be approximately 5 feet (1.5 metres) tall and weigh at least 98 lbs (45 kg). This often approximates to the person being approximately twelve years old.

During 'flying hours', which are usually 8.30 a.m. to 6.00 p.m. the Club will agree to no parental presence, provided the Duty Instructor for the day agrees, the young person accepts they stay with the Club members present that day and the office has a contact phone number.

8.2 Young People Who Are 14 Years of Age and Older

The Club accepts flying members from the age of 14 years old upwards and accepts that young people in this age group will often not have parental supervision whilst at the Club.

8.3 What Parents Can Expect The Club To Do

The Club sees flight safety as its highest priority and will do all it can to ensure your child is safe whilst involved in flying activities both on the ground and in the air. This starts with a briefing that points out the immediate hazards and further briefings are given as an integral part of learning to fly a glider. Air and ground safety tuition is a continuous training process for all members.

Once the young person goes out to the launch point to fly, their flying and safe conduct on the ground is the concern of the instructors involved. The safety aspects of flying and ground operations are structured and are the responsibility of the Chief Flying Instructor and they devolve safety to the instructors.

8.4 Parents Need To Understand

Any young person joining the Club is joining an adult members club and all members of any age come and go when they please with no formality. For young people this means that, unlike going to school where teachers take on some parental responsibility for part of the day, or a Scout camp where Leaders do the same thing 24 hours a day, coming to the Club is different. Apart from the start of a pre-booked course, there is no one present at the Club to check that a young person has arrived or who accepts any degree of responsibility for them.

If any filming or photography takes place on the airfield it will be of an incidental nature and you can ask us not to do this.

8.5 What The Club Cannot Do

The Club does not attempt to provide supervision for young people other than that associated with our flying activities. When any young person is not flying they may return to the clubhouse, go home, or pursue other activities with friends, and the Club does not and cannot supervise this.

The Club treats all members equally regardless of their age but the following rules and procedures do apply to those under 18:

1. Under 18's staying in Club overnight accommodation are given single rooms where possible and are not allowed to share double rooms with an un-related adult.
2. Under 16's cannot stay at the Club overnight unless accompanied by an adult.
3. No alcohol is served to anyone under 18 in the bar.
4. Anyone without a full UK driving is not allowed to drive any vehicle on the airfield. This prohibits young people driving the Club's vehicles and our insurers have stipulated they are not insured to do so.

Sometimes young people want to stay at the Club overnight either in tents or caravans that they provide for themselves. The Club operates in daylight only and has no staff on duty at night. Although the airfield has gates and fences, unauthorised public access cannot be prevented. Parents must satisfy themselves that any overnight arrangements made for their children are sensible and safe.

Transport to and from the airfield - the Club has no access to nearby public transport and although some young people who live within a few miles do cycle to the Club, the majority rely on their parents for travel, which although ideal isn't always possible. Your child may get to know a member at the Club and be offered a lift, which may or may not be acceptable to you. If this happens, it's important to note that arrangement will not be made with the agreement and consent of the Club, as the Club won't be aware of, or know about it.

Young people are welcome to be members and fly at the Club, however, it's difficult for the Club to make special arrangements for all of their individual needs.

If a young person has any concerns about his or her treatment at the Club they should be advised to contact you immediately. A telephone is available 24 hours a day in the clubhouse and a young person with a problem should also report a problem to an instructor, a Committee Member, the Child Protection Officer or their deputy or any other responsible person.

8.6 Parents and Responsible Individuals

As a parent, if you have any concerns or questions about any of the information above or related issues, they must contact the Child Protection Officer or their deputy:

- BGC Child Protection Officer: Lyn Ferguson-Dalling
Telephone: [REDACTED]
- BGC Deputy Child Protection Officer: Pat Headey
Telephone: [REDACTED]

Name of young person

I acknowledge receipt of the above information and understand and accept the advice given.

Signed by parent or guardian

Date