



Cotswold Gliding Club

Child Protection Policy & Code of Practice

1 Introduction

Cotswold Gliding Club ('the Club') welcomes members of all ages, and is keen to promote the sport amongst young people. The club has adopted this policy and the related code of practice in order to ensure that it takes appropriate action to enable children to enjoy the sport of gliding in a safe environment. Children are defined by the Children Act 1989, as anyone under the age of 18.

2 Policy Statement

The club's policy on Child Protection is as follows:

- The club places the highest priority on the safety of children.
- All children have the right to protection from abuse.
- We will treat all children and young people with care and respect.
- We will respond to concerns and allegations swiftly and appropriately.
- The nominated and trained Child Protection Officer is responsible for promoting awareness within the club, monitoring and recording concerns, and liaison with other agencies, as required.
- All adult members are required to pay particular attention to the safety of children and must report any concerns about the welfare of any child/young person to the Child Protection Officer. Any allegation of criminal abuse will be referred to the police.
- The Committee will review this policy and the club's child protection arrangements on an annual basis.

Child Protection Officer	Paul Lazenby	07747 008860 – 24 hrs
Deputy Child Protection Officer	TBA – in case CPO not available, contact Tim Barnes	07966 234601
Gloucestershire Social Services Helpdesk	Mon – Fri 8am – 5pm	01452 426565
Gloucester Police – Child Protection Unit		0845 090 1234 In emergency, call 999



Code of Practice

3 Rules applying to children at the club

- 3.1 All children under 16 years must be accompanied by a parent or guardian.
- 3.2 No child between 16 and 18 may attend the club unaccompanied unless the Child Protection Officer has received a parental consent form. The parental consent must be renewed annually on membership renewal.
- 3.3 No child may operate any club vehicle, winch, power tool or any other machinery without the prior written permission of both a parent or guardian and the Child Protection Officer.
- 3.4 No child may operate or be at the winch during operation.
- 3.5 No child may drive a club vehicle unless they are over 17 and hold a full driving licence.

4 Guidelines for club members

4.1 Good practice

The objective of these guidelines is to minimise situations where abuse could occur and to help protect instructors and club members from false allegations. These basic guidelines should be followed by everyone:

- wherever possible, club members should avoid working alone with children where parents are not in attendance;
- do not take children alone on car journeys, however short;
- do not take children to your home;
- in circumstances where any of the above are unavoidable e.g. where a club member provides transport for a child or junior member, prior permission must be obtained from a parent or guardian;
- if any circumstances arise where prior parental permission cannot reasonably be obtained, another club member MUST confirm in advance that the child's permission has been obtained.

Except for immediate first aid, consent should be obtained from the parent / guardian in the event that any medication or treatment is required to be administered in the absence of the parent / guardian. In the event of first aid to a child requiring professional medical treatment from a paramedic, nurse, doctor or hospitalisation, the treatment should be given by the medic and a parent or guardian should be informed as soon as possible; in that instance the Child Protection Officer and Safety Officer should also be informed asap.



You should never:

- engage in rough, physical or sexually provocative games, including horseplay;
- allow or engage in inappropriate touching of any form even between children;
- use inappropriate language or allow children to use inappropriate language unchallenged;
- make sexually suggestive comments to a child, even in fun;
- do things of a personal nature that children can do for themselves;
- let a child's allegations go unchallenged or unrecorded; always act.

4.2 What to do if you suspect abuse or if a child reports abuse

If a child reports abuse to you, follow these guidelines:

- stay calm – ensure the child is safe and feels safe;
- show and tell the child that you are taking what he/she says seriously;
- reassure the child and stress that he/she is not to blame;
- be honest, explain you will have to tell someone else to help stop the alleged abuse;
- make a written note of what the child has said as soon as possible after the event;
- do not question or prompt the child with statements or for further information – allow the child to use their own language to clarify the issue but it is important you do not begin any investigation;
- maintain confidentiality – only tell others if it is necessary to protect the child;
- **report the allegation to the Child Protection Officer;**

Do not:

- rush into actions that may be inappropriate;
- make promises you cannot keep;
- start any sort of investigation;
- ask inappropriate or leading questions, or more questions than necessary to establish action is needed – inappropriate questions may also jeopardise any impending police investigation (see guidelines below)
- take sole responsibility – consult someone else (the person in charge or someone you can trust) so you can begin to protect the child and gain support for yourself.

5 Dealing with allegations

Where there is an allegation of criminal abuse the matter will be dealt with by the police. The Child Protection Officer will deal with any other matter and any action necessary within the club will be authorised by the Committee.



6 Responsibilities of the Committee

The Committee is responsible for:

- Approving the policy and these guidelines.
- Appointing the Child Protection Officer and his/her deputy.
- Reviewing child protection arrangements on annual basis.
- Undertaking appropriate background of checks of members and staff who may have increased contact with Children, e.g. Course Instructors, the Child Protection Officer and instructors flying parties of children.