

SAFEGUARDING POLICY

Statement of Policy

This club is fully committed to safeguarding the well being of its members. Every individual in the club should, at all times, show respect and understanding for the welfare and safety of young people and vulnerable groups, and conduct themselves in a way that reflects the principles of the club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport.

Participation for children and vulnerable groups shall be conducted in a safe, positive and encouraging atmosphere where the participant's welfare is paramount. The club recognises that all children and vulnerable groups have the right to protection from abuse and will ensure that all instances of inappropriate behavior will be dealt with. Standards of behavior for leaders and participants are considered to be as important as the standards set for performance in the sport. The club's aim of achieving a high standard of excellence also extends to personal conduct.

Ulster Gliding Club recognises that:

- The welfare of young people and vulnerable adults is the primary concern.
- All young people and vulnerable groups whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse or harm.
- 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 suspected poor practice and all allegations should be taken seriously and responded to swiftly and appropriately.

The Ulster Gliding Club shall work closely with Sport N.I. and The British Gliding Association to ensure that best practice is followed by this club and all affiliated organisations. In order to promote the best practice in children's sport, this club shall comply with the guidelines of the Code of Ethics and Good Practice for Children's Sport (Sport NI, 2006) which require that:

- The club shall adopt and implement the Code of Ethics and Good Practice for Children's Sport as an integral part of its policy on children in the club. Adoption of the policy shall be approved by the club's members at an AGM or EGM.
- The club shall permit all paid-up members over 16 years of age to vote at an AGM or EGM.
- The club shall ensure that the Club Management Committee is elected or endorsed by registered club members at each AGM.
- The club shall adopt and consistently apply a safe and clearly defined method of recruiting and selecting Sports Leaders.
- The club shall clearly define the role of committee members, all Sports Leaders and parents/guardians.

- The club shall appoint at least one Children's Officer as outlined in the Code.
- The club shall designate the Club Chairperson to provide liaison with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports should be made according to the procedures outlined in the Code.
- The club shall ensure best practice is applied throughout the club by disseminating its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members via the website.
- The club shall have in place, procedures for dealing with a concern or complaint made to the Statutory Authorities against a director, chairman, committee member, sports leader or other members of the club.
- The club shall ensure that relevant Sports Leaders report to the Club Management Committee on a regular basis.
- The club shall encourage regular turnover of committee membership while ensuring adequate continuity and experience. " The club shall develop effective procedures for responding to and recording accidents.
- The club shall ensure that any unusual activity (high rate of dropout, etc.) is investigated and reported by the Club Chairperson to the appropriate external body.
- The club shall ensure that all club members are given adequate notice of AGMs and other meetings.
- The club shall ensure that all minutes of all meetings (AGMs, EGMs and Committee)are recorded and safely filed.

Ulster Gliding Club Child Protection Officer Tel: 028 777 29712

BGA Child Protection Leader Tel: 07880 547 176

BGA Office Tel: 0116 289 2956

Chairperson Ulster Gliding Club Alan McKillen Date 12th August 2012

Guidelines for Members

Protecting children from abuse/harm - This club recognises that those who would cause harm to a child or vulnerable individual would have difficulty operating in a well run club with good quality management and training. To minimise the risks to children and vulnerable groups the club shall :-

- Plan the organisation's operations to minimise the situations where abuse can occur.
- Appoint and train a member of the club as Children's' officer.
- Raise the awareness of all those involved in the sport by attending training on safeguarding in sport.
- Issue guidelines on how to deal with abuse and follow established procedures.
- Ensure that complaints from children and vulnerable individuals are heard.
- Prohibit the taking of photographs on club premises of anyone under 18 years of age without having appropriate prior approval.

Members can help in minimising opportunities for abuse or poor practice and can reduce the risk of allegations by agreeing to standards of good practice which includes a code of conduct.

Code of conduct for leaders/instructors: Instructors and volunteers involved in sport for young people have a great opportunity to be a positive role model and to help build an individual's confidence. Instructors/volunteers are expected to:

- Ensure the safety of all children and vulnerable groups by careful supervision, proper pre- planning of instructing sessions and using safe methods at all times.
- Consider the well-being and safety of participants in all aspects of the activity.
- Encourage and guide participants to take part and accept responsibility for their own actions and behavior.
- Treat all young people and vulnerable groups equally as individuals and ensure they feel valued. Have no favorites.
- Encourage all children and vulnerable groups not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad/ sexualised/ discriminatory language or inappropriate behavior.
- Appreciate the efforts of all young people and vulnerable groups. Never exert undue influence over participants to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of the club at all times." Not let any allegations of abuse of any kind to go unchallenged or unrecorded and, if appropriate, see that incidents and accidents are recorded in the club incident/accident book and that parents/carers are informed.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of young members in their care.
- Ensure the rights and responsibilities of young members are enforced.
- Not abuse members physically, emotionally or sexually.
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people and vulnerable groups.
- Take time to explain instructing techniques to ensure they are clearly understood.
- Keep records of the activity.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behavior and appearance (disciplined/committed/time keeping), remember children and vulnerable groups learn by example.
- Never condone rule violations, rough play or the use of prohibited substances.
- Protect themselves from false accusation by: * Not spending excessive amounts of time alone with children and vulnerable groups away from others * Never taking children or vulnerable groups to their home * Not administering First Aid involving the removing of children's clothing unless in the presence of others.
- Hold appropriate insurance cover, maintain qualifications, update skills and abide by codes of practice.
- Make the activity fun.

Coaches/volunteers have a right to:

- Access ongoing training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
- Support in the reporting of suspected abuse.
- Access to professional support services.
- Fair and equitable treatment by the club.
- Be protected from abuse by children/youths, other adult members and parents/carers.
- Not to be left vulnerable when working with children

Any misdemeanors and general misbehavior will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club/sport.

Dismissals can be appealed by the instructor/volunteer under the appeals policy or referred to an appropriate external body depending on the disciplinary procedures within the sport.

Emergency Action/First Aid - All instructors, leaders and members should be prepared with an action plan in the event of an emergency and be aware of First Aid Procedures including access to first aid equipment, telephone contact if the participant is a minor and telephone contact to the emergency services

Guidelines for parents/guardians

Parents/guardians have the primary responsibility for the care and welfare of their children. They should be there to support the club leaders in running the club. As supporters they should

- Appraise themselves of the club's policies and rules.
- Insist that their children abide by the rules and requirements of the club.
- Liaise with the instructors in relation to all requirements for their child's safety.
- Complete the parental consent form and advise the instructors of any medical conditions that their children may have.
- Consider joining the club under the family membership scheme.
- Help out when asked.
- Be enthusiastic and encourage young people but not embarrass them.
- Never argue with the instructor in public.
- Drop their young person off and collect them on time.
- Listen to any concerns the leaders may have.
- Remember the young person is involved in gliding for their own needs not the adults.
- Make sure the young people have the correct kit/equipment.

Safe Recruitment Procedures

It is important that Ulster Gliding Club ensures that those who work with young people are recruited using the following recommended procedures....

- Define the role the individual is applying for.

- Insist that a person applying for any post of responsibility within the club complete the relevant sports application form.
- Obtain 2 references in writing, (should only be sought for preferred applicants).
- If required, ensure that the individual completes and signs the Access NI Disclosure Certificate Application Form which gives permission to enable the sport to request an Access NI check (proof of identity MUST be provided, checks should only be sought for preferred applicants).
- Set a probationary period (6 months for long term volunteers).
- An interview of the individual to be conducted either formally or informally by the Chief Flying Instructor and one other member of the management committee to assess the individual's experience of working with children and vulnerable groups and knowledge of safeguarding issues, to assess their commitment to promoting good practice and to assess their ability to communicate with children and vulnerable groups (i.e. be approachable).
- Ensure that the Management committee ratifies appointments.

Information from AccessNI should be scrutinised in the first instance by the Chief Flying Instructor. The management committee will decide whether a disclosure is relevant or contrary to the sports standards.

For further detailed information on Access NI please visit www.accessni.gov.uk

Training

All staff and volunteers who work with children and vulnerable groups will be encouraged to have training in recognising and understanding possible signs of child abuse and know what steps need to be taken to provide safeguarding. Such training will also include the disclosure and referral process.

Recognising, Responding to and Reporting Child Abuse

What is child abuse?

The Children (NI) Order 1995 uses the term 'significant harm' rather than 'child abuse'. This includes:

- ill treatment.
- The impairment of health.
- The impairment of development (physical, intellectual, emotional, social, behavioral).

'significant harm' is the 'threshold' or benchmark that justifies the state to intervene in family life.

Child abuse is a term used to describe ways in which children are harmed, usually by adults but also by other young people. This takes many forms including :-

Physical abuse - occurs where adults or other children

- Physically hurt or injure children.
- Give children noxious substances (e.g. alcohol/drugs).

Neglect - includes situations in which adults

- Fail to meet a child's physical needs.
- Consistently leave children alone or unsupervised.
- Fail to give children affection or attention.
- Fail to ensure children are safe or expose them to unnecessary cold or risk of injury

Sexual abuse - Children are sexually abused when adults or children use them to meet their own sexual needs; examples

- Unlawful intercourse.
- Inappropriate touching.
- Taking pornographic photographs.

Emotional abuse - This can take place if children are

- Taunted or unnecessarily shouted at.
- Subjected to undue criticism.
- Put under unreasonable pressure to perform

Sports clubs must also consider how to deal with issues of bullying. Bullying may be carried out by adults or by other children. Bullying is deliberately hurtful behavior usually repeated over a period of time.

- Any child or vulnerable individual can be a victim of bullying.
- More usual victims are shy, sensitive, anxious and insecure.

Signs of abuse can be physical, behavioral or developmental. A cluster or pattern of signs is the most reliable indicator of abuse. Indicators should be noted. It is important, however, to realise that all of these indicators can occur in other situations where abuse has not been a factor.

Category Indicators

ABUSE	Physical	Behavioral
Physical	Unexplained bruising in soft tissue areas. Bites, burns and scalds.	Becoming withdrawn or aggressive. Reluctance to change clothing.
Emotional	Drop in performance. Crying.	Regressive behavior. Excessive clinginess.
Neglect	Weight loss. Untreated fractures.	Changes in attendance. Reluctance to go home.
Sexual	Torn or bloodstained clothing Inappropriate sexual awareness, behavior or language.	Distrustful of adults. Sudden drop in performance.

The above is only a sample list and is not exhaustive. Although a child may be displaying some or all of these signs, it does not necessarily mean the child is being abused.

Grounds for Concern

Consider the possibility of child abuse if there are reasonable grounds for concern. Reasonable grounds for concern (adopted from the Area Child Protection Committee's Regional Policy and Procedures) exist when there is:

- a specific indication from a child or vulnerable individual that she/he has been abused.
- an account by a person who saw the child or vulnerable individual being abused.
- evidence, such as an injury or behavior which is consistent with abuse and unlikely to be caused another way.
- An injury or behavior which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behavior.
- consistent indication, over a period of time, that a child or vulnerable individual is suffering from emotional or physical neglect.

What should I do if I have concerns?

You should voice your concerns immediately to the Club's Children's' officer. If a young person or vulnerable individual discloses information of suspected abuse you should:

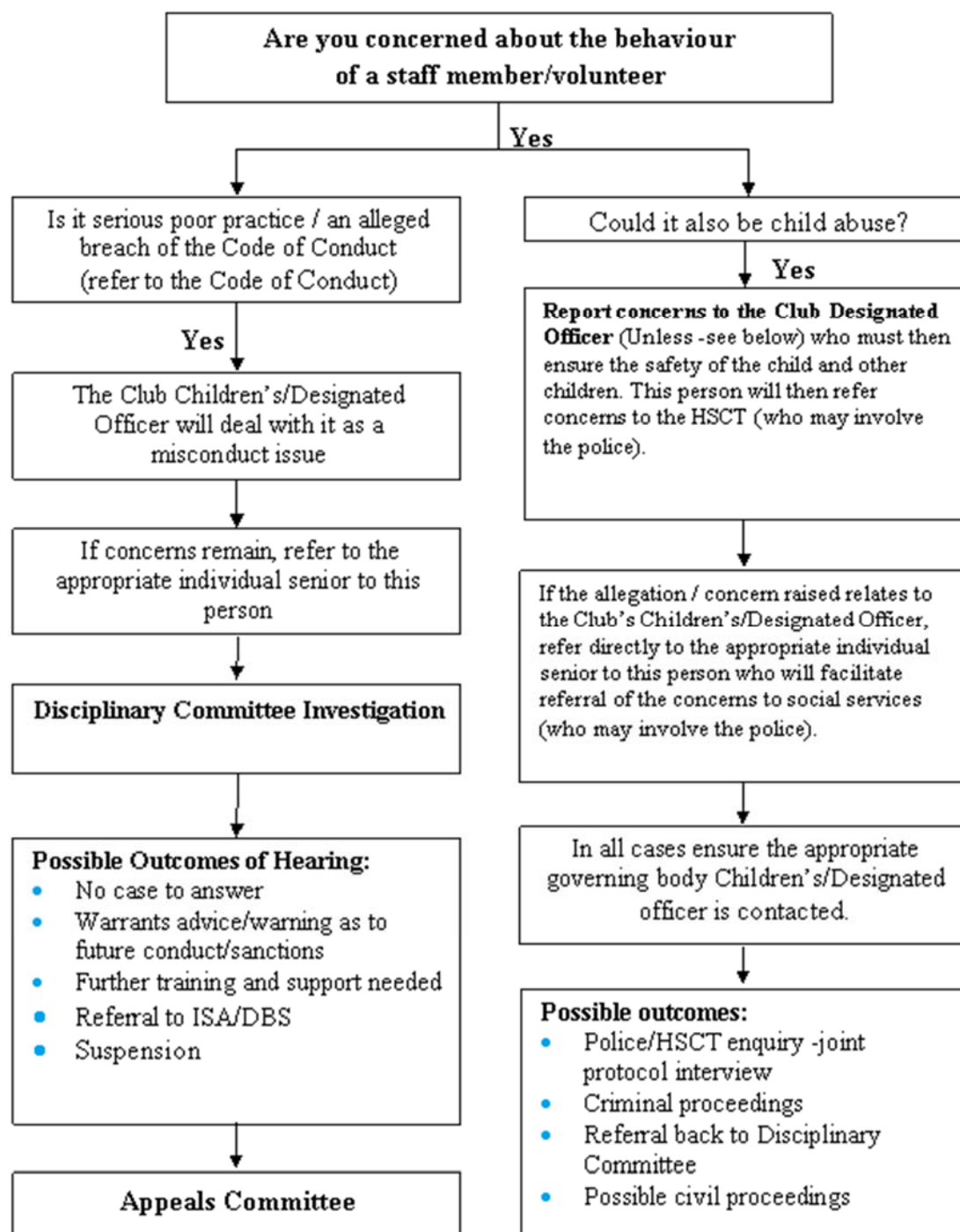
"

- deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child or vulnerable individual to tell about the problem, rather than asking about details of what happened.
- stay calm and not show any extreme reaction to what the child or vulnerable individual is saying.
- listen compassionately, and take what the child or vulnerable individual is saying seriously.
- understand that the child or vulnerable individual has decided to tell something very important and has taken a risk to do so. The experience of telling should be as positive as possible so that the individual may be less concerned if talking to those involved in any further investigation.
- be honest with the child or vulnerable individual and tell them that it is not possible to keep information a secret.
- make no judgmental statements about the person against whom the allegation is made.
- not question the child or vulnerable individual unless the nature of what she/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that?"
- check out the concerns with the parents/guardians before making a report unless doing so would endanger the child or compromise any further investigation.
- give the child or vulnerable individual some indication of what would happen next, such as informing parents/guardians/carers or Health and Social Care Trusts (HSCT). It should be kept in mind that the complainant may have been threatened and may feel vulnerable at this stage.
- carefully record the details.
- pass on this information to the designated safeguarding children officer.
- reassure the complainant that they have done the right thing in telling you.

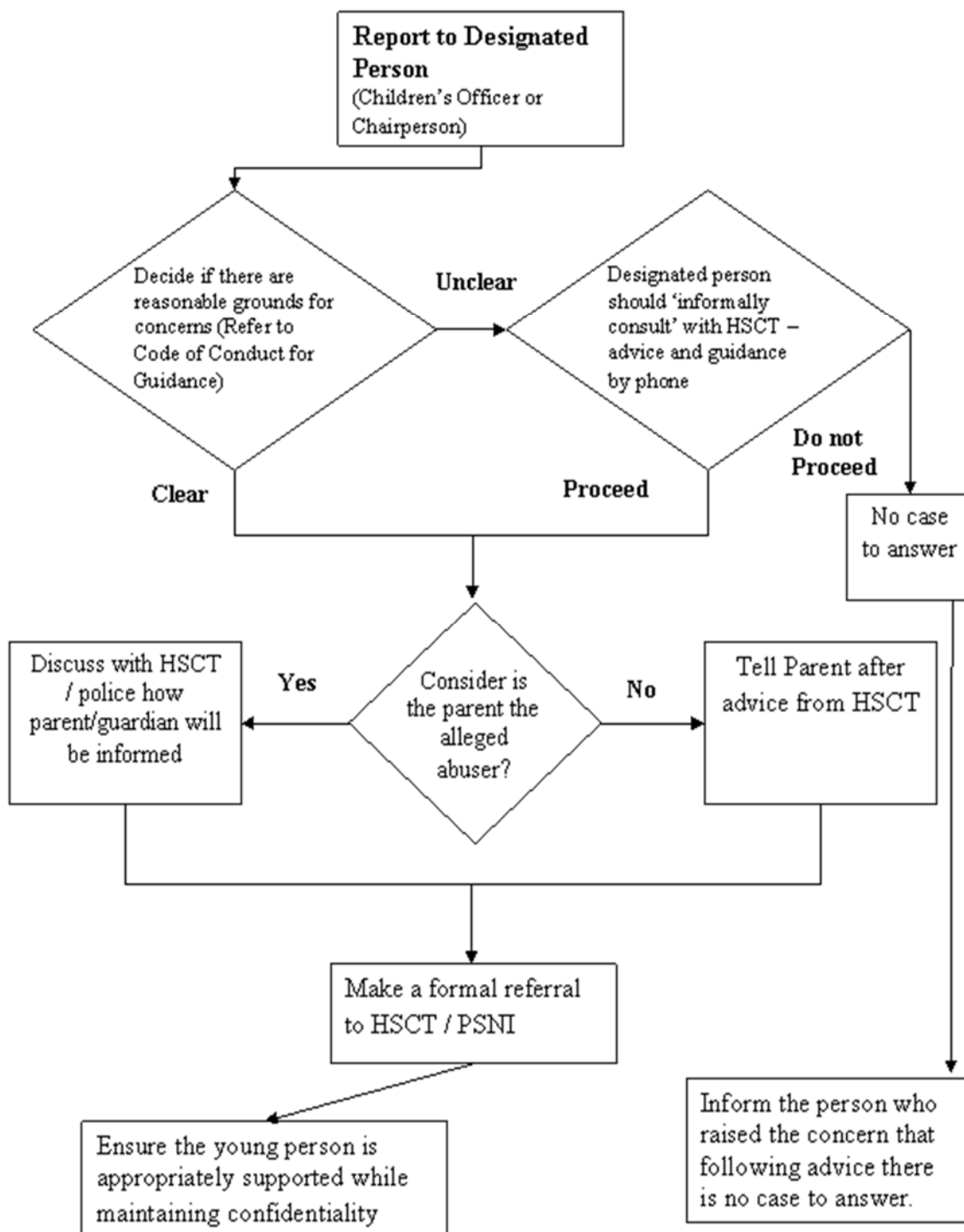
You should never

- question unless for clarification;
- make promises you cannot keep;
- rush into actions that may be inappropriate;
- make/pass a judgment on an alleged abuser;
- take sole responsibility, consult the designated safeguarding children officer so you can begin to protect the child and gain support for yourself.

INTERNAL CONCERNS FLOWCHART



EXTERNAL CONCERNS FLOWCHART



Allegations of abuse

In the event that a concern about or a complaint against a director, chairman, committee member, instructor/leader or other member of the club is reported to the Statutory Authorities, that individual :-

- Should stand aside, while the matter is being examined.
- Should cooperate with the Statutory Authorities making the investigations.

Reinstatement.

Irrespective of the findings of the HSCT or Police enquiries, the UGC Children's Officer along with the Chief Flying Instructor will assess all individual cases to decide whether a volunteer can be reinstated and how this can be sensitively handled. The findings must then be reported by the Children's Officer. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the Police. In such cases, the management committee must reach a decision based upon the available information which could suggest that, on a balance of probability, it is more likely than not that the allegation is true.

IN ALL CASES THE WELFARE OF YOUNG PEOPLE SHOULD ALWAYS REMAIN PARAMOUNT.

Consideration should be given to referral to the Independent Safeguarding Authority (ISA) / Disclosure & Barring Service (DBS). Ulster Gliding Club is aware of the duty under the Safeguarding Vulnerable Groups (NI) 2007 Order to refer information to the ISA / DBS in certain circumstances. In all cases there are two conditions, both must be met to trigger a referral to the ISA / DBS by a regulated activity provider. A referral must be made to the ISA / DBS when a regulated activity provider, such as an employer or volunteer coordinator:

1. withdraws permission for an individual to engage in regulated activity, or would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not regulated activity; because
2. they think that the individual has engaged in *relevant conduct*, satisfied the *Harm Test* or received a caution or conviction for a *relevant offence*.

If both conditions have been met, the information must be referred to the ISA / DBS. The referral should be made to the ISA / DBS when the regulated activity provider has gathered sufficient evidence as part of their investigations to support their reasons for withdrawing permission to engage in regulated activity and followed good practice by consulting with their Health and Social Care Trust if appropriate.

If you are concerned about possible abuse seek advice from statutory agencies or contact the

NSPCC Helpline on 0800 800 5000 FREE.

Remember

It is not the responsibility of anyone working in a paid or voluntary capacity, or those working in affiliated organisations, to take responsibility or to decide whether or not abuse is taking place.

However

There is a responsibility to protect children and vulnerable groups in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person.

Useful Numbers

Health and Social Care Trusts in NI	Each trust will have a Gateway team to deal with reports of abuse and also more local contacts for ongoing professional liaison for advice on concerns.
Northern HSC Trust	Tel: 03001234333 Out of hours - 028 9446 8833
South Eastern HSC Trust	Tel: 03001000300 Out of hours - 028 90565444
Southern HSC Trust	Tel: 08007837745 Out of hours - 028 38334444
Belfast HSC Trust	Tel: 028 90 507000 Out of hours - 028 90565444
Western HSC Trust	Tel: 028 71314090 Out of hours - 028 71345171