



CAMBRIDGE UNIVERSITY GLIDING CLUB (CUGC)

CHILD PROTECTION POLICY and PROCEDURES

**(based on guidance provided by the British
Gliding Association (BGA) for child protection
in England and Wales)**

RECORD OF AMENDMENTS		
Author	Date	Indicated changes
Eszter Olah (President)	September 2019	Initial version
Brooke Ma (Co-Captain)	October 2022	Minor update of personnel information
Darren Lim (Captain)	November 2023	Expanded to follow BGA and University Sports Service guidelines more closely; major overhaul of formatting for clarity

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1. Introduction

This document outlines the child protection policy and procedures for the Cambridge University Gliding Club (CUGC). The CUGC is subsidiary of the Cambridge Gliding Centre (CGC), and is an affiliated member of the British Gliding Association (BGA) via the CGC's full membership of the BGA. As such, the child protection policy and procedures for the CUGC are aligned to that of the BGA's.

This document aims to:

- Establish clear lines of communication for any child protection issue;
- Avoid confusion for members of the university club.

There is a considerable body of legislation, government guidance and standards designed to ensure that children are safeguarded from harm. These include the *Children Act 1989*, the *Children Act 2004*, the *Protection of Children Act 1999*, the *UN Convention on Rights of the Child*, the *Human Rights Act 1998*, the *Sexual Offences Act 2003*, the *Every Child Matters* green paper, and the *Working Together to Safeguard Children 2010* document published by the Department for Children, Schools and Families (DCSF).

This policy, in particular, also aligns with the policies of the BGA, as set out in the BGA document *Child Protection Policy and Procedures* which is available on the BGA website.

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.

For queries regarding this policy, please contact any of the following:

CUGC Welfare Officer	Email: welfare@cugc.org.uk
CUGC Committee	Email: committee@cugc.org.uk
CUGC General Enquiries	Email: enquiries@cugc.org.uk
CGC Child Protection Officer	Tel: 07867 973940 Email: coliniknowles@gmail.com

If you should have any concerns about the immediate safety of a child or vulnerable adult, refer to sections 6-8, but you should not delay: Children's Services and Police are always available.

1.1. Policy Statement

CUGC Duty of Care

The CUGC recognizes 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. Every adult has a legal and moral responsibility to protect young people participating in our sport from abuse.

The CUGC recognizes that we have a duty of care towards young and vulnerable participants and can help to protect them from abuse. (from *Guidelines for Governing Bodies of Sport and Local Authorities*, Sports Coach UK (NCF), NSPCC.)

The CUGC recognizes that for Child Protection purposes, a child refers to any person under 18 years of age.

Principles

The CUGC recognizes that:

- The welfare of young people 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 child protection experts to determine whether 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 Partnership Responsibilities

The CUGC:

- 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.
- Supervises its members to adopt best practice to safeguard and protect young people from abuse and themselves against false allegations.
- Requires members to adopt and abide by this document, as well as the BGA 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 be informed in the recognition of abuse; the referral process; sensible working practices; and to identify 'appointed persons' within the BGA, CGC, and CUGC, 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. Most directly relevant to the CUGC's activities are *The Protection of Freedoms Act 2012*, but all other UK laws apply.

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 CUGC, 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 to protect themselves from allegations. The following are common sense examples of how to create a positive culture and climate within sport:

- 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 and 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;
- 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 must be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs;
- 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;
- Recognizing 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 members 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:

- to develop sports skills or techniques;
- to treat an injury or respond to distress;
- to prevent an injury;
- 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, except for 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.

3.2. 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 organization 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.

3.3. 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.

N.B. 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.

If any of the above incidents should occur, you should report them immediately 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.

3.3. Codes 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 organizations involved with caring for young people or vulnerable adults should have codes of conduct to protect against sexual activity within relationships of trust.

Members of CUGC are required to abide to CUGC's Code of Conduct, and by extension this Child Protection Policy.

4. Non-Collection of Children After an Activity

If a child is not collected at the end of an activity, we will ensure that the child receives a high standard of care to cause as little distress as possible. We follow the following procedures:

- The organization in charge of the premises (e.g. CGC) will be informed of the situation.
- All reasonable attempts will be made to contact the parents/carers.
- If we are unable to contact the parents or no-one collects the child and the premises are closing or staff are no longer available to care for the child, we apply the procedures set out in our child protection policy. We will contact either the local Children's Services or local Police.
- A full written report of the incident to be recorded.

5. Lost Children

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

- If members receive a report of a missing child they must immediately report it to a member of staff of the gliding club, as well as the Child Protection Officer or deputy of the gliding club, and also the CUGC Committee.

- A full search of the area should be made by members who are available.
- If the search is unsuccessful the police should be called on the Emergency Line (999).
- A full written report of the incident to be recorded.

6. What to Do if You Suspect Possible Child Abuse

6.1. Duty to Refer

There is a duty on the CUGC 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 CUGC members.

CUGC procedure should be used:

- For all allegations against CUGC members.
- When disclosure happens during a university club gliding activity.
- When a child discloses to a CUGC member.

In other gliding-related cases, the BGA procedure is appropriate.

6.2. 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 facts of the case and must be limited to those people who need to know to take appropriate action.

If CUGC 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 the disclosure of information.)

6.3. Referral Procedure

1. Make a careful note of the injuries, behaviour, 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 (BGA CP1 Reporting Allegations or Concerns Form). It is important that the form is produced at the time of the incident, signed and dated.

5. Immediately report your concerns to:

CUGC Welfare Officer	welfare@cugc.org.uk
CUGC Committee	committee@cugc.org.uk

In the event that you are unable to contact any of the above and there is an immediate danger, please call either the Police Child Protection Team or Children's Services. Contact numbers for these services can be found online, or on the CGC noticeboards.

6. The Welfare Officer, or other CUGC Committee member, will immediately report the matter to the CGC Child Protection Officer, whom will escalate the matter as per BGA guidelines; if the CGC Child Protection Officer cannot be reached, then the BGA Child Protection Lead will be contacted instead.

If neither the CGC Child Protection Officer nor the BGA Child Protection Lead can be reached, the Welfare Officer (or other CUGC Committee member) will report the matter to the Children's Services directly. In any case, 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 form to the Children's Services Child Protection Coordinator/Duty Social Worker you have spoken to as soon as possible. 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 authorized 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 CUGC.

7. Handling Complaints/Allegations of Child Abuse

Any allegation or complaint about a CUGC member that involves possible harm to a child must be reported immediately to the CUGC Committee, CGC Child Protection Officer, and the BGA Child Protection Lead 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.

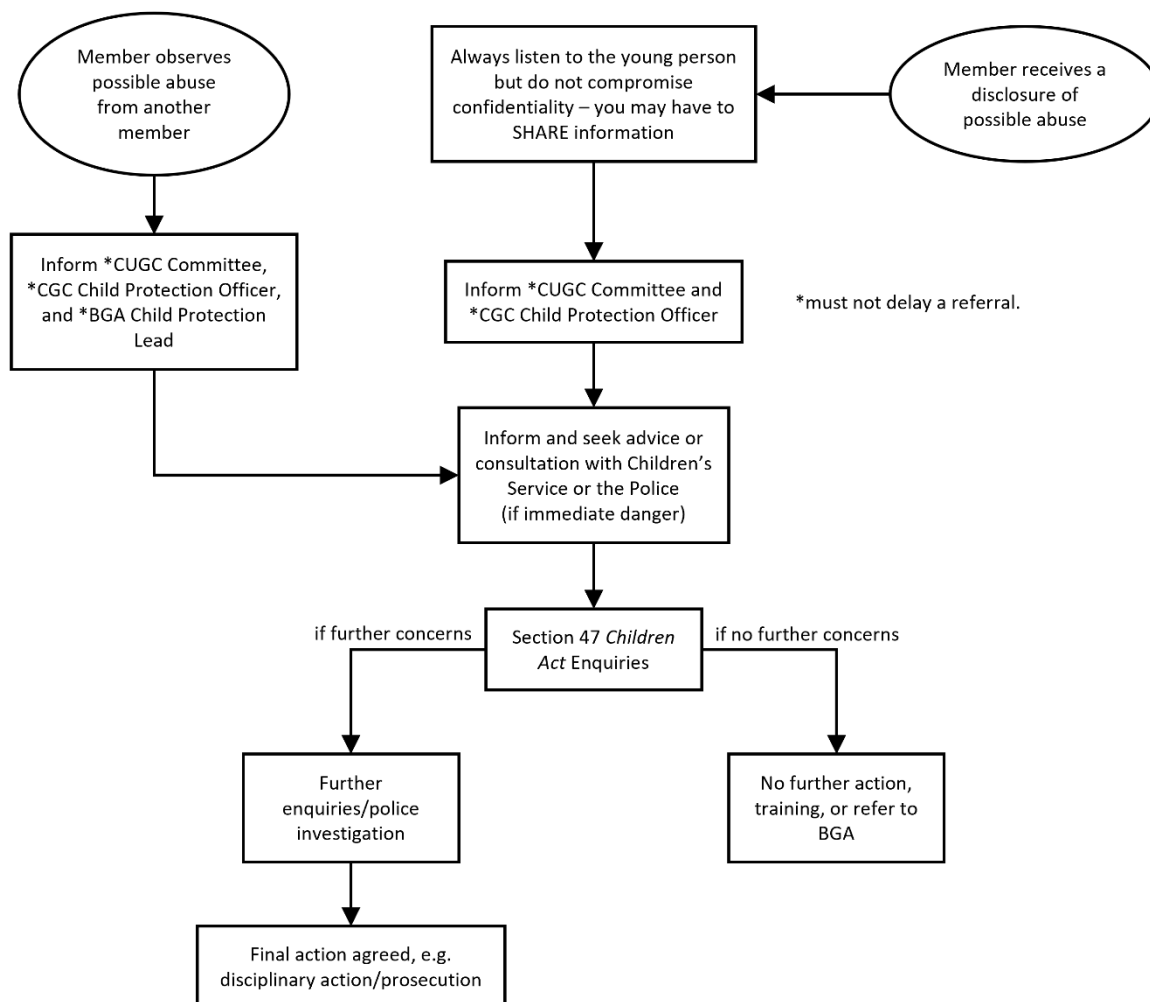
Should the CUGC Committee be made aware of an allegation or complaint must they must not start their own enquiries, but should follow similar guidelines to those provided under section 6.3 above, recording what they know and passing the information on to Personnel immediately, followed by a written report.

The CUGC member may need to be suspended from club activities whilst the matter is being investigated. This decision will be made by the CUGC 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 CUGC member will not be allowed to have unsupervised access to children, whilst the investigation is in progress.

8. Referral Procedure – Flowchart

To be actioned immediately upon:

- Receiving disclosure of possible abuse;
- Observing possible abuse;
- Alleged allegation against CUGC member.



The relevant contacts are:

CUGC Welfare Officer	Email: welfare@cugc.org.uk
CUGC Committee	Email: committee@cugc.org.uk
CGC Child Protection Officer	Tel: 07867 973940 Email: coliniknowles@gmail.com
BGA Child Protection Lead	Tel: 07880 547 176

9. Closing Remarks

This policy was originally adopted at a meeting of the CUGC Committee, held in May 2019. This document was last reviewed in November 2023.

Signed on behalf of the Committee:

A handwritten signature in black ink, appearing to read 'Darren Lim', written in a cursive style.

Darren Lim
CUGC Captain, 2023-24