

# **THE SCOTTISH GLIDING UNION LTD.**

## **YOUNG PERSONS PROTECTION POLICY.**

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**Young persons are defined as people below the age of 18.**  
**This policy is also intended to protect vulnerable adults.**

**The Scottish Gliding Union's designated Child Protection Officer is Fiona Scougall.**  
**In her absence any child protection issue should be raised with her deputy,**  
**the Club House Manager, Irene Donald or with any Board member.**

All adults training or coming into more than casual contact with children or young people under the aegis of activities of The Scottish Gliding Union must comply with the 'Young Persons Protection Policy' of the Club.

Such person will be required to sign a copy of this document.

By signing you agree to comply with the Policy and to follow the Code of Behaviour.

The signed form must be returned to the Club Chairman.

The Scottish Gliding Union recognises its legal duty to work with other agencies in protecting children from harm and responding to abuse.

It is the policy of the Scottish Gliding Union to safeguard the welfare of children vulnerable adults and all others involved in its activities by protecting them from physical, emotional and sexual harm.

The Club accepts that in all matters concerning child protection, the welfare of the child or vulnerable adult is the paramount consideration.

To show that we have taken every reasonable precaution to ensure that only suitable people are placed in possibly un-witnessed one-to-one contact with children, all instructors appointed by The Scottish Gliding Union who might be involved in the training of young people, and others who might have more than casual involvement with young people on site, may be required to disclose all convictions, whether spent or not, in an application to Disclosure Scotland for vetting.

The Police Act 1997 Part 5 enables employers to have criminal record checks carried out on employees or volunteers working with children. The Scottish Gliding Union may, with the approval of those concerned, have such checks carried out.

All adults involved with the Scottish Gliding Union must be familiar with the steps to be taken in the event of becoming aware of, or suspecting or receiving, allegations of abuse.

## **Guidelines for Safeguarding Young Persons' Welfare.**

**Forming part of the Scottish Gliding Union's Child Protection Policy.**

All young persons are encouraged to show respect for others and to take responsibility for protecting themselves. Parents and guardians are expected to help their children to behave in non-violent and non-abusive ways towards club members and visitors.

The Club hopes that young persons will feel free to talk about any concerns.

Young people's worries and fears will be taken seriously if they seek help.

However confidentiality cannot be guaranteed if concerns are such that referral must be made to the appropriate agencies in order to safeguard the young person's welfare.

Parents and guardians can feel confident that procedures are in place to ensure the best possible safety for their children:

- The club recognises its responsibilities with regard to Health and Safety.
- The Club cannot provide supervision overnight and Young Persons may remain on site overnight only with explicit parental consent and under the supervision of a nominated adult (who may or may not be a club member).
- Any responsible instructor must be made aware of any medical condition affecting a Young Person or vulnerable adult presented for training and will take account of any such information. But neither the club nor the instructor can accept responsibility for medical matters.
- Young Persons who are not members will not be permitted onto the airfield unless under the supervision of their parent or guardian or of an instructor or other member who has explicitly accepted responsibility for them with parental permission.
- Young members and Young Persons in the Scottish Gliding Union Cadet Scheme are allowed onto the airfield without constant supervision, but they must keep the duty instructor or the CFI informed of their whereabouts and must never be alone on the airfield. This can be done only with parental permission when they are deemed responsible by an instructor and fully understand the safety issues on the field.
- With groups of Young Persons the ratio of Young Persons to a responsible adult must never exceed 8:1 on the ground. If one instructor is flying, there must be another responsible person remaining on the ground with the other Young Persons. This applies to holiday courses and the SGU Cadets.
- Instructors will ensure that Young Persons are adequately briefed in relation to safety and operating issues before being allowed onto the airfield or near equipment.
- No person under the age of 14 is at any time allowed to operate machinery without the supervision of a club instructor.
- Young Persons over the age of 14, including those in the SGU Cadet Scheme, may operate vehicles or machinery only when an instructor has deemed them safe to do so and has given them permission.

## **Guidance on the Main forms of abuse:**

**Forming part of the Scottish Gliding Union's Child Protection Policy.**

### **Neglect.**

Where a person fails to meet a child's basic needs such as food or warm clothing or fails to give love, affection or attention. Neglect may also be found where children are constantly left alone or unsupervised.

In a gliding situation this could exist if an instructor is not ensuring that a child is safe or exposing them to extreme weather conditions or unreasonable physical demands.

### **Sexual Abuse.**

Children are abused by adults and also by young persons - both male and female - who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex and showing pornographic material.

The gliding environment, which may involve physical contact with children (e.g. putting on a parachute) could offer an opportunity for sexual abuse to go unnoticed.

### **Emotional Abuse.**

Persistent lack of love and affection, where a child may be constantly shouted at, threatened or taunted, can make a child very nervous and withdrawn. Emotional abuse may occur when a child is constantly overprotected which leads to retarded social and emotional development.

Emotional abuse in a gliding situation may be found where a parent or instructor subjects a child to constant criticism, bullying or unrealistic pressure to perform to high expectations.

### **Physical Abuse.**

Where a person physically hurts or injures a child or fails to prevent physical injury or suffering to a child. In certain situations abuse may occur when the nature and intensity of training exceeds the capabilities of the child's body.

## **Guidance on the Main forms of abuse:**

Forming part of the Scottish Gliding Union's Child Protection Policy.

(Continued)

### **Recognising Abuse.**

Child abuse is not easy to recognise and it is understood that most instructors and responsible persons will not be expert in such recognition. It is therefore expected that an instructor will discuss any concerns about a child with the Chairman, a Board member or our Child Protection Officer and record the facts that raised suspicion of abuse.

- Indications that a child is being abused **may** include:
- Unexplained or suspicious injuries such as cuts, burns or bruising especially on parts of the body where these injuries would not normally occur.
- Injuries where any explanation seems inconsistent or incomprehensible.
- The child describing involvement in an abusive act.
- A third party expressing concern about the welfare of a child.
- Unexplained changes in behaviour, e.g. becoming withdrawn, unusually nervous, quiet or displaying sudden outbursts of temper.
- Inappropriate sexual behaviour or awareness, including displaying explicit sexual behaviour in games or activities or encouraging other children in such behaviour.
- Distrust of adults, especially adults who have previously been in close relationship with the child, or with whom such a relationship would be expected.
- Showing difficulty in making friends.
- Being prevented by an adult from socialising with others.
- Unexplained weight loss or showing varying eating patterns.
- Becoming increasingly unkempt.

This list is not exhaustive and a display of one or more of these signs does not necessarily mean that a child is being abused.

### **Action Plan:**

Members who observe injuries that appear to be non accidental or who are told anything significant related to child protection by a Young Person **MUST** report their concerns immediately to The SGU Child Protection Officer or deputy, or to a member of the SGU Board.

If members have significant concerns about any child that **MAY** indicate physical, emotional or sexual abuse or neglect, they are **REQUIRED** to discuss them with The SGU Child Protection Officer or deputy or with a member of the SGU Board within 24 hours, or to contact the appropriate agency on the numbers listed below.

It is not your responsibility to decide if child abuse has occurred, but it is your responsibility to take action, however small your concern.

## **Guidance on the Main forms of abuse:**

**Forming part of the Scottish Gliding Union's Child Protection Policy.**

**(Continued)**

### **Procedure:**

If concerns are such that it is believed that a child may be at risk, the Scottish Gliding Club Board member, the Scottish Gliding Union Child Protection Officer or deputy will contact the Social Services Child Care Duty Desk.

<b>Child Protection Duty Team,</b>	<b>or</b>	<b>Family Protection Unit,</b>
<b>"Pullar House",</b>		<b>Tayside Police,</b>
<b>35, Kinnoul Street,</b>		<b>Perth H.Q.</b>
<b>Perth.</b>		<b>Perth.</b>
<b>01738 476200</b>		<b>01738 892911</b>

Out of hours service, i.e. after 1700 hours, weekends and public holidays;

**Emergency Duty Team at Telephone No. 01382 436430**

A duty officer will need a number of details, if possible, including:

- The child's name.
- The child's address.
- The child's date of birth.
- The parents' / guardians' names.
- The name of the child's doctor.
- Information about the injury or concern.

Also note the date and time of the call, plus the name of the social worker taking the details.  
All conversations with the duty officers should be recorded.

## **Guidelines for Safeguarding a Young Person's Welfare.**

Forming part of the Scottish Gliding Union's Child Protection Policy.

### **SUMMARY ;**

If you suspect a child is being abused :

1. Immediately tell the SGU Child Protection Officer or deputy or to a member of the SGU Board.
2. Record the facts as you know them and give a copy to the manager
3. Ensure the child has access to an independent adult.
4. Ensure that no gliding situation arises which could cause any further concern.

If a child discloses to you abuse by someone else:

1. Allow the child to speak without interruption, accepting what is said.
2. Alleviate feelings of guilt and isolation.
3. Advise that you will try to offer support, but that you must pass information on.
4. Follow steps 1 - 4 as in suspecting that a child has been abused.

If you receive an allegation about any adult or about yourself:

1. Immediately tell the SGU Child Protection Officer or deputy or to a member of the SGU Board.
2. Record the facts as YOU know them and give a copy to The SGU Child Protection Officer or deputy or to a member of the SGU Board.
3. Try to ensure no-one is placed in a position which could cause further compromise.

**You must always Refer Do NOT investigate.**

## **Guidelines for Safeguarding a Young Person's Welfare.** **Forming part of the Scottish Gliding Union's Child Protection Policy.**

### **General**

The Board will not carry out investigations themselves, nor decide whether children have been abused, but they will make a record of any allegations or concerns made.

Once concerns have been raised, they will be referred to specialist agencies.

If it is necessary to use physical force to protect a child from injury, to prevent a child from harming others or if any child is injured accidentally, the parents/guardians will be informed immediately.

Anyone convicted of an offence involving abuse or causing harm to children will be subject to disciplinary action which will normally include expulsion from membership of The Scottish Gliding Union and prohibition from participating in the activities of the Scottish Gliding Union.

Adults, against whom allegations of such offences have been made, which appear well founded, will be denied access to children in the course of The Scottish Gliding Union activities even though they may not have been convicted of a relevant offence.

Any complaints about members' behaviour should be made to a member of the Board.

ALL those involved, both members and young Persons are entitled to a fair hearing.

1. If you suspect a child is being abused:
2. Immediately tell the SGU Child Protection Officer or deputy or a member of the SGU Board.
3. Record the facts as you know them and give a copy to the SGU Child Protection Officer or deputy or a member of the SGU Board.
4. Ensure the child has access to an independent adult.
5. Ensure that no gliding situation arises which could cause any further concern.

If a child discloses to you abuse by someone else:

1. Allow the child to speak without interruption, accepting what is said.
2. Alleviate feelings of guilt and isolation.
3. Advise that you will try to offer support, but that you **must** pass information on.
4. Follow steps 1 to 4 as in suspecting that a child has been abused.

If you receive an allegation about any adult or about yourself:

1. Immediately tell a board member.
2. Record the facts as YOU know them and give a copy to the SGU Child Protection Officer or deputy or a member of the SGU Board.
3. Try to ensure no-one is placed in a position which could cause further compromise.

**You must always Refer Do NOT investigate.**

# **THE SCOTTISH GLIDING UNION LTD.**

## **YOUNG PERSONS PROTECTION POLICY.**

### **Code of Behaviour.**

(Issued to all members.)

**The Scottish Gliding Union Ltd will operate a comprehensive Child Protection Policy.**

**Our Child Protection Officer is Fiona Scougall and in her absence Irene Donald will act as first contact.**

**A copy of the full documentation will be available for inspection and the Board recommends that all members make themselves aware of its contents.**

**Everyone on site will be expected to abide by this Code of Conduct as a condition of continued membership.**

#### **You must:**

1. Treat everyone with respect.
2. Provide an example you wish others to follow.
3. Make sure as far as possible that you are never alone in a closed room with a young person.
4. Within the constraints of 3 above, respect as far as possible a young person's right to personal privacy.
5. If involved in the provision of sleeping accommodation for young people, arrange separate accommodation for children and the adults in charge.
6. Provide access for young people to talk to our child Protection Officer about concerns they might have.
7. Encourage young people and adults to feel comfortable enough to point out attitudes and behaviour they do not like.
8. Recognize that caution is required in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse.
9. Remember that someone may misinterpret your actions, no matter how well intentioned.

#### **You must not;**

1. Permit abusive youth activities such as initiation ceremonies, ridiculing or bullying.
2. Have any inappropriate physical or verbal contact with others.
3. Jump to conclusions about others without first checking the facts.
4. Exaggerate or trivialize young person abuse issues.
5. Show favouritism to any individual.
6. Make suggestive remarks or gestures.
7. Rely on your good name to protect you.
8. Believe "it could never happen to me".

#### **If you suspect a young person is being abused :**

1. Immediately tell the SGU Child Protection Officer or deputy, or a member of the SGU Board.
2. Record the facts as you know them and give a copy to the SGU Child Protection Officer or deputy, or to a member of the SGU Board.
3. Ensure the young person has access to a suitable independent adult.
4. Ensure that no gliding situation arises which could cause any further concern.

#### **If a young person discloses to you, abuse by someone else:**

1. Allow the young person to speak without interruption, accepting what is said.
2. Alleviate feelings of guilt and isolation.
3. Advise that you will offer support, but that you must pass the information on.
4. Follow steps 1 - 4 as in suspecting that a young person has been abused.

#### **If you receive an allegation about any adult or about yourself:**

1. Immediately tell the SGU Child Protection Officer or deputy, or a member of the SGU Board.
2. Record the facts as you know them and give a copy to The SGU Child Protection Officer or deputy or a member of the SGU Board.
3. Try to ensure no-one is placed in a position which could cause further compromise.

**You must always refer. Do NOT investigate.**

For the Scottish Gliding Union Ltd

B.M. Cole-Hamilton

Chairman.

# **POLICY FOR THE SECURE HANDLING, USE, STORAGE AND RETENTION OF DISCLOSURE INFORMATION**

## **Forming part of the Scottish Gliding Union's Child Protection Policy.**

### **Policy Statement**

#### **General Principles**

1. The Scottish Gliding Union Ltd complies fully with the Code of Practice, issued by Scottish Ministers, regarding the correct handling, holding and destroying Disclosure information provided by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. It also complies fully with the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters. This policy is available to anyone who wishes to see it on request.

#### **Usage**

2. We use Disclosure information only for the purpose for which it has been provided. The information provided by an individual for a position within The Scottish Gliding Union Ltd is not used or disclosed in a manner incompatible with the purpose. We process personal data only with the express consent of the individual. We notify the individual of any non-obvious use of the data, including further disclosure to a third party, identifying the Data Controller, the purpose for the processing, and any further relevant information.

#### **Handling**

3. The Scottish Gliding Union Ltd recognises that, under section 124 of the Police Act 1997, it is a criminal offence to disclose Disclosure information to any unauthorised person. We, therefore, only pass Disclosure information to those who are authorised to see it in the course of their duties. The Scottish Gliding Union Ltd will not disclose information provided under section 115(8) of the Act, namely information which is not included in the Disclosure, to the applicant.

#### **Access and Storage**

4. We do not keep Disclosure information on an individual's personnel file. It is kept securely, in lockable, non-portable storage containers. Access to storage units is strictly controlled to authorised and named individuals, who are entitled to see such information in the course of their duties.

#### **Retention**

5. We do not keep Disclosures or Disclosure information for any longer than is required after recruitment (or any other relevant) decision has been taken. In general, this is no longer than six months. This is to allow for the resolution of any disputes or complaints. Disclosure information will only be retained for longer than this period in exceptional circumstances, and in consultation with Disclosure Scotland. The same conditions relating to secure storage and access will apply during any such period.

#### **Disposal**

6. Once the retention period has elapsed, we will ensure that Disclosure information is immediately destroyed in a secure manner i.e. by shredding, pulping or burning. The Scottish Gliding Union Ltd will not keep Disclosure information which is awaiting destruction in any insecure receptacle (e.g. a waste bin or confidential waste sack). We will not retain any image or photocopy or any other form of the Disclosure information. We will, however, keep a record of the date of issue of the Disclosure, the name of the subject, the Disclosure type, the position for which the Disclosure was requested, the unique reference number of the Disclosure and details of the recruitment decision taken.

## Employment Policy Statement

### Forming part of the Scottish Gliding Union's Child Protection Policy.

1. The Scottish Gliding Union Ltd complies fully with the Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. We undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.
2. We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
3. We are committed to equality of opportunity, to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability, or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.
4. The Scottish Gliding Union Ltd actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates], including those with criminal records. The selection of candidates for interview will be based on skills, qualifications and experience.
5. We will request a Standard or Enhanced Disclosure only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position. Where a Disclosure is deemed necessary for a post or position, all applications forms, job adverts, careers literature, website, and any other appropriate literature will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
6. Where a Disclosure is to form part of the recruitment process, The Scottish Gliding Union Ltd will encourage all applicants selected for interview to provide details of their criminal record at an early stage in the application process. We ask that this information be sent under separate, confidential cover, to a designated person within The Scottish Gliding Union Ltd and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
7. In line with the Rehabilitation of Offenders Act 1974, The Scottish Gliding Union Ltd will only ask about convictions which are defined as "unspent" in terms of that Act, unless the nature of the position is such that we are entitled to ask questions about an individual's entire criminal record.
8. At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
9. We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment.
10. We ensure that all those in The Scottish Gliding Union Ltd who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974).
11. We undertake to make every subject of a Disclosure aware of the existence of the Code of Practice, and to make a copy available on request.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH The Scottish Gliding Union Ltd. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.

# **THE SCOTTISH GLIDING UNION LTD.**

## **YOUNG PERSONS PROTECTION POLICY.**

### **Declaration.**

I promise to adhere to the Scottish Gliding Union Young Persons Protection Policy and to follow the Code of Behaviour issued.

Name (please print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_