



Child and Vulnerable Adult Protection Policy and Procedures

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Child and Vulnerable Adult Protection Policy and Procedures (continued)

1. Principles

The Scottish Aero Club (the Club) is committed to the provision of a safe environment for all members and visitors to enjoy the sport of aviation. In addition to the adoption of good health and safety practices to minimise the potential hazards of the sport itself, for its own members and members of the public, the Club also recognises the need to ensure the welfare of children and vulnerable adults involved in its activities - in particular, their protection from abuse in all its forms - and recognises its responsibilities under child protection legislation.

The safety of children and vulnerable adults is of importance to the Club which has a policy of encouraging wide participation in the sport of aviation.

The Club has therefore adopted the following Child and Vulnerable Adults' Protection Policy ("the Policy"), which is binding on all members.

The procedures it describes are based on these principles:

- The safety and welfare of children and vulnerable adults is of primary concern to the Club.
- All persons, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from any form of abuse.
- All parents/guardians of children under 18 must give their consent before their children are allowed to participate in Club activities.
- It is the responsibility of all Club members to report any concerns about abuse to the Club Committee and/or the Club's Child and Vulnerable Adults' Protection Officer ("the CVAPO").
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All data will be processed in accordance with legal requirements.

2. Responsibilities

The Club will:

- Promote the health and welfare of children and vulnerable adults by providing opportunities for them to take part in the sport of aviation in safety.
- Promote and implement appropriate procedures to safeguard the well-being of children and vulnerable adults and take steps to protect them from abuse.
- Respect the rights, wishes and feelings of children and vulnerable adults.
- Support and supervise its members in adopting best practice to safeguard and protect children and vulnerable adults from abuse and to minimise risk to themselves.
- Require members to adopt and abide by this Policy and these Procedures.
- Respond to any allegations of misconduct or abuse of children or vulnerable adults in line with this Policy and Procedures, as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Publish a Code of Practice (Appendix B) detailing the standards and practices required by all members and relating to the protection of children and vulnerable adults.

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(Important Note: The Club is not responsible for health and safety, or for child and vulnerable adults' protection, on journeys to and from Club events, unless specifically agreed with the parent, guardian or carer, as appropriate. Parents, guardians and carers must undertake not to leave a child or vulnerable adult unsupervised at a Club function unless or until two members are present. (This does not apply when parental consent has been given for flights in aircraft with a Club member).

3. Review

This Policy and associated procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the protection of children and vulnerable adults or any changes within the Club's rules.
- Following any issues or concerns raised about the protection of children or vulnerable adults within the Club.
- In all other circumstances, at least annually.

4. Procedures

All reasonable steps will be taken to ensure that unsuitable people are prevented from working with or coming into contact with, children and vulnerable adults within the Club.

A CVAPO will be appointed by the Club and will be responsible to the Committee. The CVAPO will be required to undertake a Disclosure Scotland and/or equivalent check. The name of this officer will be recorded by the Club Committee.

The Club will ensure that its members who are involved in regular contact with children or vulnerable adults (e.g. as supervisors, or coaches), are fully aware of their responsibilities.

The Club's Code of Practice outlines the standards and practices required of all members in relation to the protection of children and vulnerable adults.

Disciplinary action will be taken against members who transgress this Policy and Procedures.

5. Responsibilities of members

5.1. The CVAPO

The CVAPO will be responsible to the Club Committee for managing child and vulnerable adults' protection issues within the Club. They will:

- Ensure the implementation of the Club's Child and Vulnerable Adults' Protection Policy and Procedures.
- Act as the main contact within the Club on protection of children and vulnerable adults' issues.
- Make reports as required to the Club's Committee on child and vulnerable adults' protection issues.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children and vulnerable adults and provide information and advice to the Club.
- Encourage good practice and support of procedures to protect children and vulnerable adults.
- Organise training for members, as required by the Club Committee. Regularly monitor and review the Club's Policy and Procedures.

(Note: It is accepted that there may be occasions when, for reasons of confidentiality, the CVAPO may not be able to disclose information to members of the Committee).

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The CVAPO will:

- Have an understanding of the issues affecting children and vulnerable adults and the sensitive way in which they must be managed.
- Be able to communicate the implications of protecting children and vulnerable adults to all members.
- Be able to communicate effectively with children and vulnerable adults.
- Be supportive of the Policy.
- Have an understanding and appreciation of the need to respect confidentiality.
- Be willing to challenge members who do not comply with the Policy and Procedures.

5.2. Committee Members

Committee members will have collective responsibility for ensuring that the Club meets its obligations under the relevant legislation and guidelines.

5.3. Supervisors and Pilots-in-Command

Supervisors and pilots-in-command will have the primary responsibility for health and safety and child and vulnerable adults' protection during Club activities. With regard to children (under 18 years of age), they will not permit a child to join a Club activity until or unless at least two Club members are present, or unless a parent or guardian is present. (This does not apply when consent by a parent or guardian for a child to fly in an aircraft piloted by a Club member).

6. Identifying and Managing Bullying

The lives of many people are made miserable by bullying. Victims of bullying can feel lonely, isolated and deeply unhappy. It can have a devastating effect on a child or vulnerable adult's self-esteem and destroy their self-confidence and concentration. They may become withdrawn and insecure, more cautious and less willing to take any sort of risk. They may feel it is somehow their fault or that there is something wrong with them and at worst cause depression and/or feelings of worthlessness that lead to suicide.

To ensure the Club creates an atmosphere where bullying of children and vulnerable adults is unacceptable and to help members manage bullying issues, guidelines for identifying and managing bullying have been developed.

Any suspicions or allegations of bullying of a child or vulnerable adult against a member will be dealt with through the Club's Disciplinary Procedures and/or its Procedures for Responding to a Suspicion or Allegation of Abuse against a Club Member.

7. Photographing, Videoing and Filming of Children and Vulnerable Adults

There is evidence that some people have used sporting venues and activities as an opportunity to take inappropriate photographs or film footage of children and vulnerable adults. The following procedures have therefore been adopted by the Club to protect children and vulnerable adults.

Whenever activities or events where children or vulnerable adults are participating are likely to be photographed or filmed (by the Media, or for official Club use) the following practices will be adopted:

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- Where appropriate all materials promoting the Club or affiliated society events or activities shall state that accredited photographers will be present.
- Where possible consent from the parent/guardian for photographing, videoing and/or filming of a child or vulnerable adult should be obtained prior to the event or activity.
- Where possible anyone wishing to use photographic/film/video equipment at a venue should obtain the approval of the Club.
- The Club reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- The requirements above will be publicly promoted to ensure all people present at the event or activity understand the procedure and are aware of whom to contact if concerned.
- Parents, guardians and carers should be informed that the Club will permit photography or video recording, on occasions, for publicity purposes. Any carer, parent, or guardian who does not wish a child or vulnerable adult to be included in this photography, should make representation to the Committee before allowing their child/ward to take part in a Club activity. Before publishing any information about a child or vulnerable adult (including the release of information to the Media), consent must be obtained from the child or vulnerable adult's parent/guardian (preferably in writing).
- The content of photographs or videos must not depict a child or vulnerable adult in a provocative pose or in a state of partial undress other than when depicting a sporting activity. Where relevant, a tracksuit may be more appropriate attire. Children and vulnerable adults must never be portrayed in a demeaning or tasteless manner.
- Any concerns about photographers or video or film operators should be reported to the Club's CVAPO, or a member of the Committee, or where relevant, the Police.

8. Children or Vulnerable Adults in Publications and on the Internet

Sport websites and publications provide excellent opportunities to broadcast achievements of individuals to the world and to provide a showcase for the activities of young people or vulnerable adults. In some cases, however, displaying certain information about children and vulnerable adults could place them at risk.

The following procedure must be followed to ensure that Club publications and information on the Internet do not place children and vulnerable adults at risk.

- Publications or information on an Internet site must never include personal information that could identify a child or vulnerable adult e.g. home address, e-mail address, telephone number of a child or vulnerable adult. Any contact information must be directed to the Club Committee or to the Club's CVAPO
- All published events involving children or vulnerable adults must be reviewed to ensure the information will not put children or vulnerable adults at risk. Any publications of specific meetings or child/vulnerable adult events e.g. team coaching sessions, must not be distributed to any individuals other than to those directly concerned.
- Particular care is to be taken in publishing photographs, films or videos of children or vulnerable adults with physical, learning and/or communication or language disabilities, as they could be particularly vulnerable to abuse.

Any concerns or enquiries about publications or Internet information should be reported to the Club's Child and Vulnerable Adults Officer or a member of the Committee.

9. Responding to Disclosures

All allegations of abuse must be taken seriously. If a child or vulnerable adult says or indicates that they are being/have been abused, or information is obtained which gives concern that a child or vulnerable adult is being/has been abused, a Club member must react as soon as possible, in line with the following procedures.

Where there is uncertainty about whether the concern relates to abuse or misconduct, the CVAPO, or a Committee member must first be consulted for advice on the appropriate course of action. If the CVAPO or a Committee member is unavailable, external agencies such as the Police and Social Work Department must be consulted for advice. This is important because they have an overview of child protection issues and they may well have other information that together causes concern. An inability to report immediately to the CVAPO or a Committee member should not be a reason not to act in order to protect a child or vulnerable adult.

Information received about or from a child or vulnerable adult may fall into one of the following categories:

- Suspicion or allegation of misconduct by a member.
- Suspicion or allegation of physical or sexual abuse against a member.
- Suspicion or allegation of inappropriate behaviour against someone who is not a member
- Suspicion or allegation of physical or sexual abuse against someone who is not a member

10. Reporting issues

If members have concerns about an allegation concerning a child or vulnerable adult, they must report their concerns as soon as possible to the CVAPO or a member of the Committee. Parents should also be informed of the incident as soon as possible, unless it is not in the child's or vulnerable adult's interests to tell them (refer to section on Sharing Concerns with Parents, Guardians or Carers).

It is understood that an allegation of abuse by a member will raise difficult issues, e.g. disbelief that a member would act in this way. It must be stressed that it is not the responsibility of a member to decide whether or not a child or vulnerable adult has been abused. However, as with allegations against non-members, it is the responsibility of the individual to act on any concerns.

No member in receipt of such information shall keep that information to themselves or attempt to deal with the matter on their own.

In addition to issues of alleged or potential abuse the following occurrences within the Club must also be reported and recorded:

- If a child or vulnerable adult is accidentally hurt.
- If a child or vulnerable adult seems distressed in any manner.
- If a child or vulnerable adult misunderstands or misinterprets something that has been said or done.
- If a child or vulnerable adult appears to be sexually aroused by your actions.
- If a child or vulnerable adult needs to be restrained.

If a member receives information about a potential abuse of a child or vulnerable adult that is, or has, or is likely to occur outside of the Club and its activities and/or which does not involve a Club member, advice can be sought from the Club's CVAPO or concerns can be passed directly to the Social Work Department or the Police in the area where the abuse is alleged to have occurred.

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In all cases, on receiving information that leads to a suspicion or allegation of abuse, members should:

- Listen to the child or vulnerable adult as detailed the Section “How to Listen to Disclosures.”
- Make a full written record of what has been seen, heard and/or told as soon as possible in the child/vulnerable adult’s own words. The information should, if possible, include:
 1. The name, age, date of birth, home address and telephone number of the child/vulnerable adult.
 2. The nature of the allegation in the child/vulnerable adult’s own words and any times, dates or other relevant information.
 3. Whether the adult making the report is expressing their own concern or the concerns of another adult.
 4. The child/vulnerable adult’s account, if it can be given, of what has happened and how any injuries occurred.
 5. The nature of the allegation (include all of the information obtained during the initial account - e.g. time, date, location of alleged incident).
 6. A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not examine the child/vulnerable adult).
 7. Details of any witnesses to the incident.
 8. Whether the child/vulnerable adult’s parents/guardians/carers have been contacted.
 9. Details of anyone else who has been consulted and the information obtained from them.
 10. If it is not the child/vulnerable adult making the report, whether the child/vulnerable adult has been spoken to, if so, what was said.
- Record, sign and date on the day what you have seen, heard or been told.
- If making an electronic copy do not save to the hard drive or memory stick. Print off the record, sign and date, and then delete the electronic copy, that day.
- Pass the record to the Social Work Department or the Police.

11. How to Listen to a Disclosure

It is important to listen carefully to the information a child or vulnerable adult discloses. When listening to a disclosure the following good practice is required:

- React calmly so as not to frighten the child/vulnerable adult and avoid projecting your own reactions onto the child or vulnerable adult.
- Listen to the child/vulnerable adult.
- Do not show disbelief.
- Tell the child/vulnerable adult that they were right to tell.
- Take what the child/vulnerable adult says seriously, recognising the difficulties inherent in interpreting what a child/vulnerable adult says, especially if they have a speech disability and/or differences in language.
- If clarification is necessary, questions must be kept to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- Reassure the child or vulnerable adult but avoid the following actions.

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Actions to Avoid

When receiving a disclosure:

- Avoid panic.
- Avoid showing shock or distaste.
- Avoid probing for more information than is offered.
- Avoid speculating or making assumptions.
- Avoid making negative comments about the adult against whom the allegation has been made or any judgement.
- Avoid approaching the individual against whom the allegation has been made.
- Avoid making promises or agreeing to keep secrets.
- Avoid giving a guarantee of confidentiality.

Establishing the Basic Facts

The CVAPO must clarify the basic facts to establish whether there is reasonable cause to suspect or believe that misconduct has occurred. If the basic facts support a reasonable suspicion of misconduct by a member, the matter will be dealt with in accordance with the Club's Disciplinary Procedure.

Remember: Listen; Respond; Report and Record

12. Actions for the CVAPO when Concerns are Reported

Before taking any action within the Club, the CVAPO (or any other officer or member directly involved) must always seek advice from the Police or Social Work Department. In particular, advice must be sought from the Police and/or Social Work Department as to whether the member about whom the allegation has been made may be approached as part of the Club's enquiry.

A record should be made of the name and designation of the Social Work Department member of staff or the Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is required.

The Club recognises that while it is essential to preserve evidence for any criminal proceedings and to ensure that no action is taken by the Club that might prejudice a Police enquiry, it is important also that the rights of the accused member are safeguarded.

Therefore, if on Police advice, a decision is made that the member against whom the allegation has been made is to be informed, the member should be told an allegation has been made which suggests abuse.

Following advice from the Social Work Department and/or Police, the parent/guardian of the child or vulnerable adult should be contacted as soon as possible.

It is important that the Club should not prejudge the issue. However, notwithstanding the rights of the accused, appropriate steps may be required to ensure the safety of the child(ren) or vulnerable adult(s) who may possibly continue to be at risk. The Club shall therefore take reasonable steps to ensure that the complainant and the accused do not have contact. This may involve the suspension of the accused pending the outcome of investigations.

It should be made clear that suspension, under these circumstances, is not a form of disciplinary action but in the interest of both the complainant and the accused.

Committee members will be bound by a confidentiality undertaking during any enquiries.

If any member is subsequently found guilty of a criminal offence of abuse, they will be expelled from the Club immediately.

Misconduct not involving a Police prosecution will be subject to the Club's normal disciplinary procedures.

13. Managing False or Malicious Allegations

Where after investigation, the allegation is found to be false or malicious; the member will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter.

All records pertaining to the circumstances and investigation will be destroyed.

The Club reserves the right to expel any member making false or malicious complaints.

14. Sharing concerns with Parents, Guardians or Carers

The Club is committed to work in partnership with parents/guardians/carers where there are concerns about a child/vulnerable adult. Therefore, in most situations, not involving the possibility of the abuse of a child or vulnerable adult, it would be important to talk to parents/guardians/carers to help clarify any initial concerns. For example, if a child or vulnerable adult seems withdrawn, they may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations however advice should be sought from the CVAPO if there is any uncertainty about the appropriate course of action.

There are circumstances in which a child or vulnerable adult might be placed at even greater risk if concerns are shared e.g. where a parent/guardian/carer may be responsible for the abuse or not able to respond to the situation appropriately. In all cases of suspected or alleged abuse, advice and guidance must first be sought from the local Social Work Department or the Police as to who contacts the parents.

15. Legal Framework

The legislation and guidance on which this policy and supporting procedures is based is detailed below:

Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005

Sexual Offences (Scotland) Act 2009

Children and Young People (Scotland) Act 2014

Criminal Justice and Licensing (Scotland) Act 2010

Police Act 1997

Equality Act 2010

National Guidance for Child Protection in Scotland 2014.

APPENDIX A DEFINITION OF TERMS

Child:

A child is defined as anyone less than 16 years of age. However, those aged 16 to 18 years are sometimes classified as children in Scotland.

Vulnerable Adult:

The term Vulnerable Adult refers to any adult aged 16 or over whom for the time being:

Are unable to safeguard their own welfare or properly manage their financial affairs; and

Are in one or more of the following categories:

An adult in need of care and attention by reason of either infirmity or the effects of ageing

An adult suffering from an illness or mental disorder

An adult substantially handicapped by a disability

Vulnerable Adults may be in need of health or social support services and may be unable to take care of themselves and to protect themselves from harm or exploitation.

A number of studies suggest that children and vulnerable adults are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

What is meant by “Abuse?”

Recognising child abuse is not easy and it is not an adult’s responsibility to decide whether or not a child or vulnerable adult has been abused. It is an adult’s responsibility to pass on any concerns and for the Police and/or Social Work Department to investigate.

It is very important that all members understand what is meant by the term 'abuse'. The different types of abuse are:

- Emotional Abuse
- Verbal Abuse
- Neglect
- Physical Abuse
- Sexual Abuse
- Negative Discrimination (including racism)
- Bullying (includes bullying by gangs; bullying by family members; physical bullying; verbal bullying; teasing; and harassment)

The signs of abuse listed are not definitive or exhaustive. The list is designed to help members to be more alert to the signs of possible abuse.

Children and vulnerable adults may display some of the indicators (listed below) at some time. The presence of one or more should not be taken as proof that abuse is occurring. Any of these signs or behaviours must be seen in the context of the child/vulnerable adult's whole situation and in combination with other information related to the child/vulnerable adult and their circumstances. There can also be overlap between different forms of abuse.

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Emotional Abuse: Emotional abuse is the persistent emotional ill treatment of a child or vulnerable adult such as to cause severe and adverse effects on their emotional development. It may involve conveying that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another adult.

It may feature age or developmentally inappropriate expectations being imposed on children or vulnerable adults. It may also involve causing a child or vulnerable adult to frequently feel frightened or in danger, or the corruption or exploitation of a child or vulnerable adult.

Emotional Abuse in Sport: This may include the persistent failure to show self-respect, build self-esteem and confidence by children or vulnerable adults.

Verbal abuse: This includes the use of foul language, comments of an inappropriate sexual nature, or any comments or statements, either directly or indirectly, that demeans or threaten an individual.

Neglect: Neglect is the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter, warmth, clothing and cleanliness. It may also include leaving a child home alone, exposure in a manner likely to cause unnecessary suffering or injury or the failure to ensure that appropriate medical care or treatment is received.

Neglect in sport: This could include the lack of care, guidance, supervision or protection. Neglect, as well as being the result of a deliberate act, can also be caused through the omission or the failure to act or protect.

Physical Abuse: Physical Abuse may involve the actual or attempted physical injury to a child or vulnerable adult including hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming them. Most children will sustain cuts and bruises throughout childhood but unexplained injuries or burns, particularly if they are recurrent, or where improbable excuses are given to explain injuries, should be treated with concern.

Physical Abuse in Sport: This may include bodily harm caused by lack of care, attention or knowledge that may be caused by over-training or dangerous training of athletes, failure to do a risk assessment of physical limits or pre-existing medical conditions and administering, condoning or failure to intervene in drug use.

Sexual Abuse: Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities whether or not they are aware of or consent to what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. This may include non-contact activities such as forcing children or vulnerable adults to look at or be involved in the production of pornographic material, to watch sexual activities or encouraging them to behave in sexually inappropriate ways.

Boys and girls can be sexually abused by males and/or females, including adults to whom they are not related and by other young people. This includes people from all walks of life.

Sexual Abuse in Sport: This could include contact and non-contact activities and may be caused by exposure to sexually explicit inappropriate language, jokes or pornographic material; inappropriate touching; having any sexual activity or relationship and creating opportunities to access children or vulnerable adults' bodies

Not all children or vulnerable adults are able to tell that they have been sexually assaulted. Changes in their behaviour may be a signal that something has happened. It is important to note that there may be no physical or behavioural signs to suggest that a child or vulnerable adult has been sexually assaulted.

Among the signs of possible sexual abuse are a lack of trust in adults or over familiarity with adults, fear of a particular adult and a fear of bathrooms, showers and closed doors.

Negative Discrimination (including racism): Children and vulnerable adults may experience harassment or negative discrimination because of their race or ethnic origin, socio-economic status, culture, age, disability, gender, sexuality or religious beliefs. Although not in itself a category of abuse, it may be necessary for the purposes of the Child and Vulnerable Adult Protection Policy and Procedures, for negative discriminatory behaviour to be categorised as emotional abuse.

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Important Note: All organisations working with children and vulnerable adults including those operating where black and ethnic communities are numerically small, should address institutional racism, defined in the MacPherson Inquiry report on Stephen Lawrence as: 'The collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion'.

Bullying: It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young adult or vulnerable adult. It can occur that the abuser may be a young adult, for example in the case of bullying.

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APPENDIX B CODE OF PRACTICE

This Code of Practice details the conduct required by all members of the Club when in contact with children or vulnerable adults.

It is underpinned by the policies and procedures outlined in the Club's Child and Vulnerable Adults' Protection Policy, which is binding on all members.

Suspensions, or allegations, of non-compliance of the Code by a member will be dealt with through the Club's disciplinary procedure for misconduct or through its procedure for responding to an allegation of abuse against a member. Where necessary, the Social Work Department and the Police will be contacted to investigate alleged malpractice.

When working or dealing with children or vulnerable adults the Club requires its members to:

- Behave in an appropriate manner
- Make the activities of the Club safe and enjoyable.
- Promote fair play.
- Always work in an open environment. (E.g. avoid private or unobserved situations and encourage an open environment for activities).
- Treat all children and vulnerable adults equally and with respect and dignity.
- Ensure that the welfare of each child or vulnerable adult is a priority.
- Be an excellent role model. Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that, if any form of manual or physical support is required for a child or vulnerable adult, it is provided openly, that the child or vulnerable adult is informed of what is being done and that their consent is obtained.
- Deliver educational instruction first verbally; second by example and third (and only if necessary), with hands on. (The child or vulnerable adult must be told what physical contact will be involved and why it is necessary, and their consent must be obtained).
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships based on mutual trust that empower children and vulnerable adults to share in the decision-making process.
- Recognise the developmental needs and capacity of children and vulnerable adults and avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.

Practices to Be Avoided

The following practices should be avoided:

- Having 'favourites' - this could lead to resentment and jealousy by other children or vulnerable adults and could lead to false allegations.
- Spending excessive amounts of time alone with children or vulnerable adults away from others.
- Entering the rooms (or other accommodation) of children or vulnerable adults when away from home, unless in an emergency situation, or in the interest of health and safety. (If it is necessary to enter rooms, the door should remain open, if appropriate and second Club member should be present.

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- Taking children or vulnerable adults to a member's home, unless with the prior consent of a parent, or guardian or carer.
- Doing things of a personal nature for children and vulnerable adults that they can do for themselves.

(Important Note: It may sometimes be necessary for members to do things of a personal nature for children or vulnerable adults, particularly if they are very young or incapacitated. These tasks should be carried out only with the full understanding and consent of the child or vulnerable adult and where possible their parents/guardians. It is important to respect their views. If an adult is fully dependent on a member, that member should talk with him/her about what is being done and choices should be given where possible, particularly any dressing or undressing of outer clothing is involved, or where there is physical contact, lifting or assisting a child or vulnerable adult to carry out particular activities. Members must not take on the responsibility for tasks for which they are not appropriately trained).

Practices never to be adopted

The following practices should never be adopted or sanctioned:

- Engaging in sexually provocative games, including horseplay.
- Engaging in rough or physical contact, except as permitted within the rules of a game or competition.
- Forming intimate, emotional or physical relationships with children or vulnerable adults.
- Touching a child or vulnerable adult in a sexually suggestive manner.
- Allowing children or vulnerable adults to swear or use sexual language unchallenged.
- Making sexually suggestive comments to a child or vulnerable adult, even in fun.
- Reducing a child or vulnerable adult to tears as a form of control.
- Allowing allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Sharing a room with a child or vulnerable adult for sleeping accommodation.
- Inviting or allowing children or vulnerable adults to stay with you at your home, except with the express permission of their parents or guardians or carers).

In the event that a child or vulnerable adult requires first aid, or any form of medical attention whilst under a Club member's supervision, the following good practice must be followed:

- Pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required must be taken into consideration. (Parents, or guardians, or carers should notify the Club Committee in writing of any such medical history or consideration).
- Written records must be made of any injury that occurs, along with the details of any treatment given.
- Where possible, access to medical advice and/or assistance should be made available.
- Preferably, those adults with a recognised First Aid qualification should respond to any injuries.
- Where possible any course of action should be discussed with the child/vulnerable adult, in language that they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- The child's or vulnerable adult's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's or vulnerable adult's interests and on professional advice not to do so.
- The Club Committee must be informed as soon as possible.

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The above does not apply in life-threatening situations.

If it is necessary to provide transport or to take children or vulnerable adults away from home the following good practice must be followed:

- Parental/guardian consent should be obtained.
- Another member should be told about the arrangement. (Details of the route and the anticipated length of the journey should be given).
- All vehicles must be properly insured.
- All reasonable safety measures must be taken (e.g. children in the back seat, seatbelts worn).
- Where possible, a male and female should accompany mixed groups of children or vulnerable adults. These adults should understand their responsibilities under the Club's Child and Vulnerable Adults' Protection Policy and Procedures.

APPENDIX C SCOTTISH AERO CLUB NOTIFICATION OF INCIDENT FORM

This form must be completed where members are concerned about an incident involving a child or vulnerable adult. This form must be completed as soon as possible after the incident that causes concern and must be passed to the Child and Vulnerable Adult Protection Officer, or a member of the Committee.

Note: Confidentiality must be maintained at all times. Information must only be shared on a need to know basis i.e. only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

Continue on a separate sheet of paper if required and attach securely to this form.

Details of adult making report

Name:
Position:
Contact telephone number:

Details of Child/Vulnerable Adult

Name:
Date of Birth:
Address:
Contact telephone number:
Names and address of parents/guardian/carers:

If you are reporting concerns on behalf of someone else, please provide details of that adult

Name:
Position:
Address:
Contact telephone number:
Date this adult advised you of their concerns/incident:

Details of the incident/concerns

Date of incident/concern arose:
Time
Place
Names and addresses of other people who may have information about the concerns/incident:
Describe in detail what happened:
Describe in detail visible injuries/bruises and concerning behaviour of the child/vulnerable adult, if any (use diagrams if this helps you to describe):

The Scottish Aero Club

Child and Vulnerable Adult Protection Policy and Procedures (continued)

Was the child/vulnerable adult asked about the incident: YES/NO

If yes, record exactly what the child said in their own words and any questions asked if the situation needed clarified:

Details of action taken

Detail what action, if any, has been taken following receipt of this information:

Other information

Record any other information you have about this matter (it is important that all information is passed on even that which you think is not important or helpful).

Signature:

Print name:

Date:

APPENDIX D CONTACTS

Scottish Aero Club

Child and Vulnerable Adults' Officer

Howard Duthie **07703 218972**

Perth and Kinross Council

Child Protection Duty Team **01738 476768 (24 hours)**

Police Scotland **101**

ParentLine Scotland **0808 800 2222**

ChildLine Scotland **0800 1111**

It is not your duty to investigate this should be left to the social work department and/or the Police

It is your responsibility to record and report concerns

Always seek advice if you are unsure