



The Chichester and District Model Aero Club
Welfare Policy & Guidelines
Including Online and Social Media Policy
February 2022

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INTRODUCTION

Clubs and voluntary organisations have a duty of care towards all their members. This document covers that duty of care as outlined in the Children Acts of 1989 & 2004 and Government guidance. It also incorporates (at Annex B) this club's online and social media policy, which forms part of the club's overall welfare policy.

The BMFA insurers have stated that as of 1st of January 2007 they are happy to continue to insure BMFA clubs for matters arising from child welfare issues on the condition that the club has implemented a policy.

The aim is to encourage junior membership in model flying clubs whilst providing a safe environment for them.

Within this document (as in the Children Act 1989): A "junior member" or "junior" is defined as a person under 18 years of age. A "vulnerable adult" is defined as a person of 18 years of age or over but through mental or physical attributes requires a higher level of supervision than would be normally commensurate with an adult member. A vulnerable adult can also be a temporary designation for persons who may, for example, be recovering from illness or medical treatment.

CADMAC has considered the need for DBS clearance for some club members such as the JMR and club trainers/ instructors. At this time this is considered unnecessary as it is club policy that all junior and vulnerable adult members and guests must be supervised at all times by their parent, guardian or carer. No member should be spending time with junior members, or taking full responsibility for junior members on the flying sites, or to and from the sites as a parent or guardian must always be present. Similarly, no member should be meeting a junior or vulnerable member outside the club unless this is a private arrangement agreed by the parent or guardian and is completely separate and distinct from the club itself (e.g. as a friend or relative).

This policy will be reviewed after one year of implementation and then every 3 years thereafter, or when new law, guidance or BMFA change necessitates a further update.

THE PRINCIPLES of CHILD PROTECTION

The child's or vulnerable person's welfare is the first consideration.

All children regardless of their age, gender, gender reassignment, ability or disability, race, religion or belief, sex or sexual orientation, or socio-economic background have the right to be protected from abuse and to be treated with dignity.

It should be noted that the CADMAC policy includes "vulnerable people" throughout, however there may be cases where adults in this category do not require the specific supervision or oversight of a carer for any or some CADMAC activities. This will require assessment on an individual basis.

All those assisting, or otherwise liaising with, children or vulnerable adults in a club capacity should have the knowledge and awareness to permit them to make informed decisions to prevent placing themselves or the child/ vulnerable adult at risk.

CLUB POLICY

CADMAC have appointed a Junior Members 'Representative (JMR) who forms part of the committee.

This person acts as a focal point for all welfare issues and is a point of contact for parents, guardians and carers.

Responsibility for children and vulnerable adults is shared between the parents, guardians or carers and the club members.

This club policy on junior and vulnerable members is published on the club website and, in particular, the following must read it: all young or vulnerable members as appropriate, their parents, guardians or carers in all cases (with copies provided), and all club trainers and instructors who may assist with the training of such members. All trainers and instructors will be sent links to the club policy published on the CADMAC website, and parents/guardians/carers will also be given the link when the member under their jurisdiction joins the club.

All members, parents, guardians and carers are to comply with club policies and guidelines for the promotion of welfare and care of children and vulnerable adults.

A responsible adult is defined as a senior member or parent/guardian who has the experience, knowledge and training commensurate with the type and degree of supervision required.

Where required, junior members/guests and vulnerable adults must be supervised at all times by a responsible adult. The level of supervision is to be commensurate with the person's age, maturity, capabilities and levels of experience. In all cases parents, guardians or carers must take responsibility for bringing the young (or vulnerable) person to and from the flying site and must remain with them for the entire duration of their time at the site.

Under the provisions of BMFA Article 16 the minimum age for model aircraft operators is 18, however there is no lower age limit for a "Remote Pilot", but they must meet the competency requirements to fly unsupervised.

Notwithstanding the above, junior members of CADMAC under the age of 14 years shall not start an engine, arm an electric model, or carry a model with the engine running unless they are supervised by a responsible adult.

No child or vulnerable adult shall undertake any activity which might place him or her at risk. In any event, prior consultation with their parent, guardian or carer must take place if there is any doubt on the member's abilities to undertake a specific activity.

No club member is to be expected to assume sole responsibility for a child or a vulnerable adult.

Notwithstanding the requirements of the previous paragraph, should a member discover a child (or in certain cases, vulnerable adult) that is unsupervised then he/she must assume responsibility for that person's safety in the first instance. The situation should then be rectified as soon as possible by seeking out the parent, guardian, carer or nominated supervisor. Any instance of such an occurrence is to be reported to the club committee as soon as possible and a record made of the occurrence.

Whilst supervising children or vulnerable adults, members should avoid placing themselves in a position that could be open to misinterpretation or question.

Remember, the policy is there to protect adult members as well as children and vulnerable adults.

Should any member, parent, guardian, carer or the person themselves have concerns about the welfare of children or vulnerable adults then he or she is to contact the JMR, or any of the help lines at the end of this document.

All members are required to respect the rights and dignity of children and vulnerable adults and to promote their welfare. Caring is largely a matter of common sense provided everyone is clear on what is expected of them, and a few simple principles are adhered to. It is not a responsibility to be feared but is, nevertheless, essential if we are to ensure that we are to be a club that offers opportunities for all.

When a child (or vulnerable person where required) becomes a member of the club, their parent, guardian or carer must agree in writing to abide by club policy.

Note to parents, guardians and carers:

Whilst this club has a duty to take all reasonable steps to ensure the general welfare and protection of children and vulnerable adult members, in particular during the actual act of model aircraft flying and associated pre-flight and post-flight procedures, the club will not undertake the responsibilities of those acting in the role of guardians or carers.

When joining the club, a proforma will be completed by the parent, guardian or carer acknowledging the provisions of the CADMAC policy and stating whether the proposed member has any special needs. Any changes to these needs must be notified to the club JMR in writing.

Should physical contact be required during model flying for instructional or any other purposes these will be explained to you and you will be required to record your agreement in writing defining the type and limits of contact.

Should the club wish to use a photographic image of your child (or vulnerable adult in your care), the club will follow the guidelines laid down by the NSPCC Child Protection in Sport Unit. Your written consent will be required for the club to do so.

The membership form must be countersigned by the parent or guardian if the applicant is under 18 years of age (or where required, by the authorised carer of a vulnerable adult), thereby signifying acceptance of the conditions of membership.

Should any member, parent, guardian or carer wish to discuss any issue, have any concerns or have suggestions on how we may improve our policies, then please contact the JMR, or any member of the committee.

SELECTION OF CLUB MEMBERS IN CLOSE CONTACT WITH CHILDREN OR VULNERABLE ADULTS AND DBS CHECKING

CADMAC have decided that no member will be required to operate in close contact with any child (or in some cases vulnerable adult) directly whilst unsupervised by that person's parent, guardian or carer. Should such a person approach the club on their own (e.g. through Member Mojo or social media) they must be requested to ask their parent, guardian or carer to contact the club in the first

instance in order that any request or application for membership can be progressed. The need for this may vary according to the child's or vulnerable adult's specific circumstances.

Due to this policy and the low numbers of junior members or vulnerable members, it is deemed that DBS clearance is not required at this time for the JMR, trainers or instructors.

All those seeking to take on the JMR role should undergo an interview and receive an induction during which a check should be made to confirm their suitability and full understanding of the nature and responsibilities of the role. Club child protection procedures must be explained, and they should acknowledge receipt of any relevant policies relating to junior or vulnerable members and guests.

WHAT IS ABUSE?

Abuse is a term used to describe ways in which children and others may be harmed, usually by adults and often by people they know and trust. It refers to damage to their physical or mental health and can take several forms. Whilst abuse can occur on an opportunistic basis, many abusers, especially those involved in potential sexual abuse, use sport for access by "grooming" the organisation or by "engineering" themselves into a position of trust where they have ready access to children. It is essential that the types of abuse, the signs of abuse and what to do if a child or other person is suspected of being abused, are fully understood.

PHYSICAL ABUSE may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm or deliberate ill health to a child or other person. It might also occur if a child is forced to train beyond his/her capabilities.

SEXUAL ABUSE involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. It may involve physical contact, including penetrative or non-penetrative acts, involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways.

EMOTIONAL ABUSE is the persistent emotional ill treatment of a child that adversely affects their development. It may involve conveying to a child that they are worthless, unloved, and inadequate, or where inappropriate expectations are put upon them. Racially and sexually abusive remarks constitute emotional abuse and it can be a feature of bullying.

NEGLECT is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development, such as failing to provide shelter, food, clothing, or unresponsiveness to a child's basic emotional needs. In a sporting context it could also mean failing to ensure they are safe or exposing them to harm.

BULLYING is the use of aggression with the intention of hurting another person resulting in pain and distress to the victim and may include elements of all of the above types of abuse.

The guidance in this document should be followed in any case where bullying has been reported or observed within the club setting.

Guidelines for Club Members:

Do not spend excessive amounts of time alone with children.

Do not take children alone on car journeys.

Do not take children alone to your home.

Do not engage in horseplay or sexually provocative games.

Do not permit inappropriate touching.

Do not permit the use of inappropriate language or sexual comments.

Do not ignore any allegations that a child makes.

Do not do things of a personal nature that a child can do for themselves.

If, for any reason, you have absolutely no choice and cannot comply with the above good practice, then always inform the parent or carer of the child, and a committee member of the club, citing the reasons why you were unable to comply and make a record of it.

Physical Handling

The requirements for physical contact are extremely rare in model flying. However, there are instances where it may be necessary (such as helping with transmitter inputs), and it is recommended that these procedures are discussed with the child or vulnerable adult and their parent or carer to ensure that all are aware of the reasons behind the physical contact and that there is no misunderstanding. The parent or carer should give their written consent for any form of physical contact which should include the type/limits of contact.

It may also be necessary to reasonably physically restrain a child or vulnerable adult to prevent them placing themselves in a hazardous situation. In a high-risk safety situation, priority must be given to the safety of the child or vulnerable adult before the protocols of handling. However, care should always be taken to avoid inappropriate touching whenever possible.

Guidelines for Parents, Guardians and Carers

Before entrusting your child or charge to his or her club you should check that:

The club has a published policy to promote the care and welfare of children and vulnerable adults with which you are content.

There are procedures in place should you wish to voice concerns.

That those operating in close contact with children and vulnerable adults (e.g. training or instructing) are carefully selected and, if necessary, authorised to do so.

The club encourages the involvement of parents, guardians and carers.

Should physical contact be deemed appropriate for any reason, such as for instructional purposes, you have given your consent in writing detailing the limits and type of contact to which you agree.

Should your child or the vulnerable person for whom you care have any medical or special need that you inform the club in writing.

Should the club wish to use a photograph of your child that you provide your written consent.

Do encourage your child or charge to talk about their training and the club environment and ensure that they know how to express their concerns if they are unhappy about any aspect of their care. If you have any doubts, contact the JMR, or contact any of the help lines at the end of this document.

RESPONDING TO SUSPICIONS OR ALLEGATIONS

Please remember it is not your responsibility to decide whether a child is being abused, but we are asking you to act on your concerns. It is your responsibility to ensure that concerns raised are passed on appropriately.

ACTIONS TO TAKE IF YOU HAVE CONCERNS

Always:

- Stay calm.
- Take seriously what you see or what you are told.
- Don't promise to keep it to yourself.
- Make a note of what you see and don't delay in passing on the information to the JMR, or if unavailable to the Club Chairman or Secretary.
- **Note:** - In an emergency, including where imminent further harm should be prevented, always contact the Police in the first instance.
- Maintain confidentiality and only tell those that need to know, but do so as soon as is reasonably possible.
- Only ask questions to clarify what they are telling you and do not ask for any explicit details.

Never:

- Rush into inappropriate action.
- Make promises you cannot keep.
- Take sole responsibility – pass the information on or consult with somebody else as advised above.

DEALING WITH ALLEGED ABUSE

Abuse can take place in a variety of settings: within the family, by other children, by other members of the community and within sports and social groups, such as model aircraft clubs. **The first thing to remember is that you are not in a position to determine if abuse has taken place**, but that it is your responsibility to do something about it if you have concerns.

However, taking action of this kind is never easy; it takes courage, but you may be protecting a life by doing so.

Whilst it may be possible to talk to the parents, guardians or carers, be aware that this could place the child at a greater risk in certain circumstances.

Action to be taken if suspected abuse is being committed by a person within model flying:

(Note: the following principles may also apply with respect to vulnerable adults).

Any suspicion that a child has been abused within the club environment should be reported to the JMR where appropriate, or directly to the BMFA Chief Executive or the Development Officer as soon as possible after the event. In any event, the club chairman should be informed of action taken. Use the Incident Report Form at Appendix A to make a record of your actions as this may assist both you and the authorities later should an investigation be undertaken. A copy of your report should be sent to the BMFA Development Officer.

They will take the appropriate steps to ensure the safety of the child or confirm with any other agencies previously involved that these steps have been taken. They will also ensure the safety of any other child that may be at risk. Such steps will include:

- The BMFA Chief Executive or the Development Officer will take appropriate action which may involve contacting the local Child or Adult (Social) Services Department or Police.
- The parents/carers of the child/vulnerable adult will be contacted as soon as possible following advice from child or adult (social) services.
- The BMFA Chief Executive, or the Development Officer in his absence, will deal with any media enquiries. Clubs and members should refer any media enquiries to the BMFA Headquarters.
- The BMFA Chief Executive or Development Officer in his absence, may, in consultation with the club:
 1. Advise an interim suspension on the member's activities.
 2. Inform the member of the reasons why the decision was taken.
 3. Determine if there is a requirement for an internal BMFA investigation.
 4. Suspend with immediate effect any BMFA instructor qualification.

The member involved has the right of appeal to the Board of Executives against the decision of the BMFA Chief Executive or Development Officer. Appeals must be submitted in writing to the Honorary Secretary.

The Chief Executive or Development Officer will make a full report to the BMFA's Child Protection Working Group, which will be convened specifically to address the allegation. Irrespective of the findings of any external investigation the BMFA will assess all individual cases and determine if the person can be reinstated and how this can be handled sensitively. This decision will be based on all the information available, including the findings of any external investigation. Should there be any doubt on the person's ability to continue to be in contact with children in a club setting, then his/her permission to operate in close proximity to children will be withdrawn, as the welfare of children is paramount.

Should an allegation be made some time after the event then the above procedures still apply.

Action to be taken if suspected abuse is being committed by a person outside of the immediate model flying environment:

If you are operating within your club, then you should inform your JMR who, in turn, should refer the matter to the Police or Child/Adult (Social) Services, the BMFA Chief Executive or the Development Officer.

In any other situation, or if the JMR is not available, or your concern is about that person, or no action is taken, then make direct contact with the BMFA Chief Executive or the Development Officer.

If the BMFA Chief Executive or the Development Officer are not available, you should then assume the responsibility and seek advice directly from the NSPCC, Childline, your local Child/ Adult (Social) Services or the Police.

All such contacts will remain confidential.

Help lines are listed at the end of this document.

In an emergency, particularly where imminent further harm should be prevented always contact the Police in the first instance.

Use the Incident Report Form at Appendix A to make a record of your actions as this may assist both you and the authorities later should an investigation be undertaken. The Incident Form should be sent to the Police or Child/Adult (Social) Services within 24 hours, and copied to the BMFA Chief Executive or the Development Officer. If you cannot access this form, make a record of some sort for use by the relevant authorities.

If you are worried about sharing concerns about abuse with a CADMAC or BMFA colleague contact one of the following direct:

Social Services: West Sussex County Council (WSCC) Child Services 01403 229900 (9-5 Mon-Fri). WSCC Emergencies - Out of Hours 0330 2226664. WSCC Adult Services 01243 642121. WSCC Adult Services Emergencies for same day response 0330 2227007. Hampshire County Council (HCC) Children's Services 0300 555 1377. HCC Children's Services Emergency Out of Hours 0300 555 1373. HCC Adult Services 0300 555 1386.

The police on 101, or in an emergency 999.

The NSPCC Child Protection Helpline on 0808 800 5000.

Childline on 0800 1111

DEALING WITH POOR PRACTICE

If the allegations are against CADMAC members and (after consideration by the BMFA Child Protection Working Group in consultation with the club) are clearly about poor practice and not abuse, then the allegation will be dealt with internally as a misconduct issue. The BMFA Child Protection Working Group, in consultation with the club, will decide whether the misconduct should:

Result in a written warning to the member, with a copy to the club and a copy securely filed in BMFA Headquarters.

If deemed to be very serious or a continuation of previously reported bad practice, result in the suspension or withdrawal of his or her contact with children within the club.

The member involved has the right of appeal to the BMFA Board of Executives against the decision of the Child Protection Working Group.

Appeals must be submitted in writing to the club's Honorary Secretary.

ROLE OF THE JUNIOR MEMBERS' REPRESENTATIVE

Where appropriate, clubs should appoint a Welfare Officer. CADMAC's welfare officer is the JMR and incorporates the welfare of vulnerable adults as well as junior members.

The JMR's role is to:

1. Help the club follow the guidelines laid down in BMFA Policy.
2. Ensure that new initiatives and information from the BMFA are communicated to the club and its members.
3. Ensure that welfare and care of children and vulnerable adults is an item on the club committee meeting agendas.
4. So far as possible, ensure that all club members operating in close contact with children or vulnerable adults are suitable to do so, or that other measures are in place to protect children and vulnerable members and guests.
5. Liaise with BMFA HQ on child and vulnerable adult issues.

The role of the JMR does not require him/her to be the recipient and 'solver' of club problems relating to children. Junior members will talk to those with whom they feel most confident, and not necessarily to the JMR.

The selection of the JMR is a club decision, but reasonable steps should be taken to ensure that the chosen person has the ability to do the job and is appropriate to do so.

INSTRUCTORS' RESPONSIBILITIES

Instructors, especially those in close contact with children or vulnerable adults, should display exemplary standards of conduct at all times.

Note: Although the term "instructor" is used, it also encompasses those persons teaching or assisting in schools or youth groups. e.g. model aircraft workshops, presentations on model aircraft flying, buddy box flying etc.

In addition, instructors should consider the following points when dealing with trainees:

1. Instructors should place the well-being and safety of the trainee above the development of performance. The BMFA publishes Guidelines for Instructors which should be referred to when required.
2. Instructors should always strive to develop a good working relationship with trainees (especially children and vulnerable adults) based on mutual trust and respect. Instructors

must not exert undue influence to obtain personal benefit or reward nor abuse their position of trust.

3. Instructors should encourage and guide trainees to accept responsibility for their own behaviour, standards of flying and adopting safe procedures.

Flying instructors may hold a BMFA Approved Instructor qualification, or they may apply to their club for inclusion in the BMFA Registered Club Instructor scheme. In either case they should try to ensure that their instruction and knowledge are to current best practice.

Instructors must take care that activities which may entail increased risks, such as starting and handling internal combustion engines or electric motors, are carefully supervised.

Instructors should at the outset make it clear to the trainee exactly what is expected of them and what the trainee is entitled to expect from the instructor. In addition, it may be appropriate to consult with parents or carers.

Instructors should fully co-operate with all other interested parties (e.g. other instructors, the club, the school or youth group and the BMFA) in the best interests of the trainee.

Instructors should always promote the positive aspects of model flying (e.g. compliance with BMFA recommendations and club rules), and never condone unsafe or unacceptable behaviour, or practice.

CODE OF ETHICS AND CONDUCT

The development of individuals' performance and abilities is achieved by:

- Identifying and meeting the needs of individuals.
- Improving their performance through a progressive programme of safe guided practice, measured performance and/or competition.
- Creating an environment in which individuals are motivated to maintain participation and improve their performance.

All those in close contact with children and vulnerable adults should comply with the good ethical practices as follows:

- They must respect the rights, dignity and worth of every person and treat everyone fairly and in accordance with their needs within model flying.
- They must place the well-being and safety of the child or vulnerable adult above their performance.
- They must develop an appropriate relationship with the child /vulnerable adult in their care based on mutual trust and respect. They must not exert undue influence on them for their own benefit or reward.
- Wherever possible, they must encourage children/vulnerable adults to endeavour to take responsibility for their own behaviour and performance.
- All those in close contact with children and vulnerable adults must be qualified to do so by virtue of their personal suitability.

- The level of supervision afforded must be that commensurate with the trainee's age, maturity and abilities.
- At the outset, it must be clarified with the child and their family or carer exactly what is expected from both parties and how it will be achieved.
- Those in contact with children and vulnerable adults should always promote the positive aspects of model flying and never condone any form of malpractice.
- Those in contact with children and vulnerable adults should always maintain high standards of integrity.

THE USE OF PHOTOGRAPHS AND IMAGES OF CHILDREN

There have been concerns raised about the risks posed directly and indirectly to children and young people through the use of photographs on websites and in publications. If sporting organisations are aware of the potential risks and take appropriate steps, the potential for misuse of images can be greatly reduced. The Child Protection in Sports Unit (CPSU) have provided advice to sporting bodies and CADMAC have adopted the following:

1. Consider using models or illustrations if you are promoting an activity.
2. Avoid the use of first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people outside the organisation.
3. If the child is named in full, avoid using their photograph.
4. If the photograph is used, avoid naming the child in full.
5. Ask for written parental consent to use an image of a young person. This ensures that parents are aware the image of their child is representing the activity.

Note: Although model flying does not present the opportunities that other sports present for such malpractice, clubs are advised to be aware that a possibility may still exist and adhere to the above principles, especially those concerning children and vulnerable adults.

BULLYING

Bullying can take place no matter what the age of the subject and is of concern to all members, not just children and vulnerable adults.

CADMAC has a duty of care to all its members so if any instances of bullying in the club environment are seen or reported, the club will take the matter seriously.

The term bullying covers a wide range of physical and mental abuse and the bully's behaviour can range from very short term to persistent and prolonged activity. No member of our club should be expected to accept such behaviour and it is our duty, as a club, to take action on their behalf if bullying behaviour is seen.

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

Always:

Stay calm.

Take seriously what you see or what you are told.

Don't promise to keep it to yourself.

Make a note of what you see and don't delay in passing on the information to the JMR or, if unavailable, to the Club Chairman or Secretary.

Maintain confidentiality and only tell those that need to know, but do so as soon as is reasonably possible.

Only ask questions to clarify what they are telling you and do not ask for any explicit details.

Never:

Rush into inappropriate action.

Make promises you cannot keep.

Take sole responsibility; pass the information on or consult with somebody else as advised above.

Please remember it is not your responsibility to decide whether a person is being bullied, but we are asking you to act on your concerns. It is your responsibility to ensure that concerns raised are passed on appropriately.

The reporting system within the club that is used for making known other forms of abuse is available for anyone wishing to make bullying behaviour known.

The club committee will take such matters as seriously as any other abuse of members.

USEFUL CONTACTS

BMFA Chief Executive: 0116 244 0028

BMFA Development Officer: 0116 244 0028

Child Protection in Sport Unit: 0116 366 5580 / CPSU@nspcc.org.uk

NSPCC: 0800 800 500

Childline: 0800 1111

Social Services:

- West Sussex County Council (WSCC) Child Services 01403 229900 (9-5 Mon-Fri).
- WSCC Emergencies Out of Hours 0330 2226664.
- WSCC Adult Services 01243 642121.
- WSCC Adult Services Emergencies for same day response 0330 2227007.
- Hampshire County Council (HCC) Children's Services 0300 555 1377.
- HCC Children's Services Emergency Out of Hours 0300 555 1373. HCC Adult Services 0300 555 1386
- **Ann Craft Trust (ACT)** 0115 951 5400, Email: Ann-Craft-Trust@nottingham.ac.uk, www.anncrafttrust.org

Police: 101 or in an emergency call 999.

IMPORTANT

Please note that the British Model Flying Association and CADMAC are committed to the protection of its junior and vulnerable adult members. Whilst not everyone may wish to involve the BMFA in the event of a concern, the BMFA request that you either contact the BMFA representatives listed above in the first instance or advise them if you have contacted another agency. By doing so, the BMFA can then co-operate with all involved to ensure that any concern is quickly and fully addressed.

Please note that if you have a concern, your first point of contact should be the JMR, the BMFA Chief Executive or the BMFA Development Officer.

Appendix A:

British Model Flying Association INCIDENT RECORD FORM

1. Your Name:
2. Your BMFA No (if applicable):
3. Your Address and Tel No:
4. Your Position/Club:
5. Child's/Vulnerable Adult's Name:
6. Child's/Vulnerable Adult's Race: Ethnic Origin: Special Needs (if any):
7. Child's/Vulnerable Adult's Address:
8. Child's/Vulnerable Adult's DOB:
9. Parents'/Carers' Names and Address:
10. Date and Time of Incident:
11. Your Observations: Exactly what the child/vulnerable adult said and what you said
(Remember, do not lead the person – record actual details. Continue on a separate sheet if necessary):
12. Action taken so far:
13. External agencies contacted (date and time):
14. If yes – which:
15. Name and contact number:
16. Police: yes/no (Delete as appropriate)
17. Details of advice received:
18. If yes – which: Name and contact number:
19. Social services: yes/no (Delete as appropriate)
20. Details of advice received:
21. If yes – which: Name and contact number:
22. BMFA: yes/no (Delete as appropriate)
23. Details of advice received:
24. If yes – which: Name and contact number:
25. Local Authority: yes/no (Delete as appropriate)

26. Details of advice received:

27. If yes – which: Name and contact number:

28. Other (e.g. NSPCC): yes/no (Delete as appropriate)

29. Details of advice received:

Signature:

Print Name:

Date:

NB: A copy of this form should be sent to the relevant agency after the initial telephone report.
Remember to maintain confidentiality on a need to know basis – only if it will protect the
child/vulnerable adult. Do not discuss this incident with anyone other than those who need to know.

Appendix B:

CADMAC Online and Social Media Policy

Introduction:

This policy provides guidance on how the Chichester and District Model Aero Club (CADMAC) uses the Internet and social media, and the procedures for doing so. It also outlines how we expect the committee, club volunteers, and the children, young people, and **in certain cases** vulnerable adults, who are members of our organisation, to behave online. It should be noted that the CADMAC policy includes “vulnerable people” throughout, however there may be cases where adults in this category do not need require the specific supervision or oversight of a carer for online activity. This will require assessment on an individual basis.

The aims of our online safety policy are:

- to protect all children, young people and vulnerable adults involved with CADMAC and who make use of technology (such as mobiles phones and the internet) as part of club activity.
- to provide the committee and club volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents.
- to ensure our organisation is operating in line with our values and within the law regarding how we behave online.

Understanding the online world:

As part of using the internet and social media, our organisation will:

- understand the safety aspects – including what is acceptable and unacceptable behaviour for committee, club members and children – when using websites, social media, apps and other forms of digital communication.
- be aware that it doesn’t matter what device is being used for digital interaction; the same safety aspects apply whether it is a computer, mobile phone or game console.
- when using social media platforms (including Facebook), ensure that we adhere to relevant legislation and good practice guidelines.
- regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including:

Managing our online presence:

Our online presence through our website or social media platforms will adhere to the following guidelines:

- All social media accounts will be password-protected, and at least 3 members of the committee will have access to each account and password.
- The account will be monitored by designated person(s), who will have been appointed by the club committee (Webmaster & Facebook Administrators).
- The designated person(s) managing our online presence (such as Webmaster and Facebook Administrators) will seek advice from the JMR to advise on safeguarding requirements.
- A designated monitor will remove inappropriate posts, explaining why, and informing anyone who may be affected (as well as the parents of any children involved).

- Account, page and event settings will be set to 'private' so that only invited club members can see their content.
- Identifying details such as a child's home address, school name or telephone number must not be posted on social media platforms.
- Images of children will not be posted without permission from a parent or guardian, and a child's image will never be posted along with their full name. Posting of images of children must also be sanctioned by the Webmaster, Clear Dope Editor or a Facebook Administrator prior to posting wherever possible. If any such images are inadvertently posted in contravention of this policy, it will be removed by the Administrators as soon as possible.
- Any posts or correspondence will be consistent with our aims.
- We will make sure children and young people are aware of who manages our social media accounts and who to contact if they have any concerns about the running of the account.
- The need to contact a young or vulnerable member directly will be extremely rare, and would only be applicable in an emergency. Club policy is that all communication must be directed through the young or vulnerable person's parent or guardian unless extreme extenuating circumstances dictate otherwise.
- CADMAC has a high ratio of adult members compared to young members. It therefore follows that no child under 18 will be accepted as a CADMAC Facebook member. A member under 18 will only be permitted to join the CADMAC social media site via the account of their parent/guardian/carer who will share the content with them. This will be addressed at the time of joining. Similar principles may be needed for those identified as vulnerable on a case-by-case basis.
- All of our accounts and email addresses will be appropriate and fit for purpose.

What we expect of committee and members:

- Members should be aware of this policy and behave in accordance with it.
- Members should seek the advice of the JMR if they have any relevant concerns about the use of the internet or social media.
- Members must communicate any messages they wish to send out to children, young or vulnerable people to the relevant parents or carers rather than directly to children.
- Members should not 'friend' or 'follow' children, young or vulnerable people from personal accounts on social media.
- Members should make sure any content posted is accurate and appropriate, as young or vulnerable people may 'follow' them on social media.
- Members must not communicate with young or vulnerable people via personal accounts or private messages.
- Rather than communicating with parents or carers through personal social media accounts, members should choose a more formal means of communication, such as face-to-face, in an email or in writing, or use an organisational account, profile or website.
- Members must not send emails directly to children, young or vulnerable people, emails must be only sent to the relevant parents or carers.
- Emails should be signed off in a professional manner, avoiding the use of emojis or symbols such as 'kisses' ('X's).
- Any disclosures of abuse reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our reporting procedures.
- Smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.
- Members and young or vulnerable people must not engage in 'sexting' or send pictures to anyone that are obscene, indecent or menacing.

What we expect of children and young people:

- Parents or carers should explain to their children, young or vulnerable people that they should be aware of the online safety policy and agree to its terms.
- This applies on all digital devices, including smart phones, tablets and consoles.

Using mobile phones or other digital technology to communicate:

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging), we'll take the following precautions to ensure young and vulnerable people's safety:

- Members must not have children's, young or vulnerable peoples' personal mobile numbers and will instead seek contact through a parent, guardian or carer.
- The need to contact a child or vulnerable person directly will be extremely rare. If it is essential, we will seek parental or carer permission on each occasion we need to contact children, young or vulnerable people directly; the purpose for each contact will be clearly identified and agreed upon.
- A method of accountability will be arranged, such as copies of texts also being sent to the club's JMR or to parents.
- If a young or vulnerable person misinterprets such communication and tries to engage a CADMAC member in conversation, the member will take the following steps:
 - end the conversation or stop replying.
 - suggest discussing the subject further at the next flying session or event.
 - if concerned about the child, young or vulnerable person, provide contact details for the JMR or appropriate agencies.

As an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.

Further information for parents and carers on keeping children safe online:

The following websites provide information for organisations and parents about online safety to help them protect their children from harm:

NSPCC / O2 Helpline 0808 800 5002 - www.o2.co.uk/help/nspcc/child-protection

Child Exploitation and Online Protection Centre (CEOP) - www.ceop.police.uk

Childnet - www.childnet.com

The UK Safer Internet Centre - www.saferinternet.org.uk