



# ***The British Model Flying Association***

## **Club Welfare Policy & Guidelines**

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## **INTRODUCTION**

Clubs and voluntary organisations have a basic duty of care towards all their members. This document covers that duty of care as outlined in the Children Act 1989.

There are any number of good reasons why the institution of a policy is a sensible move and why the BMFA advice to clubs is that they implement such a policy, not least because of recent changes to our insurance cover.

The BMFA insurers (Royal and Sun Alliance) have stated that as of 1<sup>st</sup> 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. (Note, this stance is now almost universal throughout the insurance industry and all sporting organisations).

In the increasingly litigious society in which we live the penalties for not being insured should your club or group be involved in an incident are well documented. It is a matter of fact that sporting clubs and groups in the UK are currently involved in hundreds of legal actions and potential legal actions.

Implementing a policy protects the interests of all concerned, from the junior members to the officers of the committee. The aim is to encourage junior members in model flying clubs whilst providing a safe environment for them.

Setting up a policy is not a complicated or difficult process; it requires a little practical application and a modicum of common sense. The five steps outlined below form the basis of what is required. However, they are not definitive and in many cases there is no 100% right or wrong solution. The important points are that you do something rather than nothing; you put something in place that suits your clubs particular needs and that you do what is reasonable.

### **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.

# THE 'FIVE STEP' PLAN

## **STEP 1**

### **Decide on a policy that will be appropriate to your club's circumstances.**

Read the following BMFA policy document as this gives advice on possible ways that you could structure a policy to suit your own specific needs.

Many clubs have adopted the generic BMFA policy document as it stands but you should consider your own needs and be prepared to formulate your own version if you think this is appropriate.

## **STEP 2.**

### **Adopt the policy within your constitution.**

This should be voted on at either a meeting of the Committee or at an AGM. The membership should be made aware of the general principles of child welfare and your adopted policy. Copies of the BMFA policy document should be available to relevant people (usually committee members and instructors) as it contains much valuable information on child welfare matters that could be of use.

## **STEP 3.**

### **Review your club operating and flying field rules.**

This is where you may need to add a few simple provisions to define how you treat and care for junior members on a day to day basis. Guidance on the type of thing that you need to cover can be found within the BMFA policy (pages ?? and ??). Most clubs find that they either add to the existing field rules or produce a single A4 sheet to accompany their existing document. Remember you need reasonable common sense measures that reflect your clubs needs and situation.

## **STEP 4.**

### **Consider the need for CRB clearance for some club members.**

Obtain CRB (Criminal Records Bureau) Enhanced Disclosure Certificates for those members who may be spending large amounts of time on a regular basis with junior members or who may be taking full responsibility for junior members. The Enhanced CRB certificate can be seen as a measure of extra protection for all parties. The BMFA can initiate the process on behalf of members, the service is free of charge and all information is handled in the strictest of confidence, all that is required is the completion of three simple forms and documentary proof of identity.

## **STEP 5.**

### **Document the route that you have taken.**

Ensure that you have minutes from meetings where the subject of a welfare and protection policy has been discussed. Make sure that you have a simple but clear trail that defines the process that you have been through and the solutions that you have in place. If you wish this can be backed up by submitting a record copy of your document to the BMFA office.

Hopefully you have arrived at step 5 and are wondering what all the fuss was about. You can now carry out your normal day to day activities at the flying field with very little visible difference, safe in the knowledge that you are insured for matters arising from child welfare and protection.

The final point is that your club situation can be fluid, review your policy on an annual basis and make changes that reflect the club's needs and circumstances.

**The BMFA is here to help, should you require assistance contact the Head Office in Leicester and discuss your clubs needs with the development Officer or the Chief Executive.**

## **THE PRINCIPLES of CHILD PROTECTION**

The following simple principles apply to promote the protection of children

- The child's welfare is the first consideration.
- All children regardless of their age, gender, disability, race, religion or sexual identity have the right to be protected from abuse and to be treated with dignity.
- All those working with children should have the knowledge and awareness to permit them to make informed decisions to prevent placing themselves or children at risk.

## **GUIDE ON CLUB POLICY**

This guide is not definitive and clubs should be aware that it may have to be tailored to meet the club's requirements and the individual needs of its members.

However, it does provide a starting point for the formulation of club policy and identification of responsibilities.

It may be that your club does not have significant (or any) junior membership and that you might consider that the full implementation of the policy as outlined would not be appropriate for you. In such a case you should take great care to consider carefully which parts of the policy should be retained, bearing in mind that the insurance industry does require that you have a policy in place before they will extend cover to you on these matters.

**It should be noted that any disclaimer attempting to deny a club's duty of care to any member, particularly junior or vulnerable adult members, is not acceptable in law.**

If there are a number of welfare issues that your club needs to address on a regular basis, it can be very much to the club's advantage to appoint a member as the Welfare Officer. This person can act as a focal point for all welfare issues and be a point of contact for parents, guardians and carers. Ideally, the member should have experience of working (including model flying instruction) with children or vulnerable adults but if this is not the case then BMFA HQ can advise of appropriate training.

Responsibility for children and vulnerable adults is shared between the parents, guardians or carers and the club members and should be well publicised to ensure that all are aware of the division of responsibilities. The ideal medium is club rules but for these to be effective it is imperative that a copy of the rules and the BMFA policy is given to parents, guardians or carers in addition to the club members and that their attention is drawn to them.

Typically club rules concerning the care of children and vulnerable adults could be:

- All members, parents, guardians and carers are to comply with BMFA and club policies and guidelines for the promotion of welfare and care of children.
- A junior member is defined as being 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 covering persons who may, for instance, be recovering from illness or medical treatment.
- A responsible adult is defined as a senior member or parent/guardian who has the clearance, experience, knowledge and training commensurate with the type and degree of supervision required.
- Junior members must be supervised at all times by a responsible adult. The level of supervision is to be commensurate with the junior member's age, maturity, capabilities and levels of experience.

- Junior members under the age of 14 years shall not start an engine 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 senior member is to be expected to assume responsibility for a child or a vulnerable adult unless he/she has been specifically requested to do so by the parent, guardian or carer. If required to do so, he/she is to assume complete and total responsibility for the child or vulnerable adult whilst he/she is in their charge.
- Notwithstanding the requirements of the previous paragraph, should a member discover a child or 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 in accordance with BMFA policy. Remember, the policy is there to protect you 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 (*insert the nominated person*) 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.

Clubs should also place the following or similar statement on the club's membership application form to ensure that the parent, guardian or carer of a child or vulnerable adult also agrees to abide by club policy.

Note that the text assumes that your club will take responsibility for the supervision and welfare of a child or vulnerable adult if they are left with you on the flying field. This may not be the case and you may consider inserting an alternative wording stating that any such person must always be accompanied by a parent, guardian or other person designated to the club in writing.

***“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 unless specifically arranged.*

*Should you wish to leave a child or a vulnerable adult at the flying site, it is your responsibility to arrange for one of the qualified club members to supervise him/her during your absence and, if necessary, make arrangements for the member to be able to make contact with you. Our activities at the flying site do not finish at a regular time. It is therefore your responsibility to ensure the well being of your charge over and above arranging a predetermined collection time.*

*Should your child have any special medical or physical needs you are required to advise the Club 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, the Club will follow the guidelines laid down by the NSPCC Child Protection in Sport Unit detailed on Page ?? of this document. In addition, your written consent will be required for the Club to do so.*

*In addition the BMFA and this Club have specific rules and policies relating to children and vulnerable adults, a copy of which has been provided to you, and you are required to study it carefully, in particular Page ?? of the BMFA policy and guidelines: "????????????????????".*

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

*Should you wish to discuss any issue, have any concerns or have suggestions on how we may improve our policies, then please contact: "(insert the nominated person)" or contact one of the help lines on Page ?? of the BMFA policy and guidelines as you deem appropriate.*

For further advice on implementing a policy within your club, please contact either the BMFA Chief Executive or the BMFA Development Officer.

## **SELECTION OF CLUB MEMBERS WORKING DIRECTLY WITH CHILDREN OR VULNERABLE ADULTS AND CRB CHECKING**

An important aspect of a Child Protection Policy within a club is the selection of those members who may be working with or taking responsibility for junior members or vulnerable adults on a regular basis.

When selecting members who will be taking direct responsibility for junior or vulnerable adult members, the Club must assure itself as far as is reasonable, from its experience and knowledge of the member that he or she is suitable to work with children or vulnerable adults. The CRB checking procedure can be of great help in this regard.

Implementation of a policy requires that all members working directly with juniors or vulnerable adult members on a regular basis be cleared through a selection process. In line with guidance from the Child Protection in Sport Unit (CPSU), this process includes:

- A self declaration form - for self disclosure of any criminal record.
- An application form - providing details of the applicants past along with details of two referees. This also confirms the members consent for the BMFA to initiate the CRB checking process.
- Identity verification - confirmed from passport or driving licence with photo
- A CRB application form - which the BMFA will initiate on receipt of the completed self declaration and application forms. Once completed this must be returned to the BMFA office for countersignature.

All those seeking to work directly with juniors and vulnerable adult members should undergo an interview carried out to an acceptable protocol and should receive an induction during which:

- A check should be made to confirm that the self declaration form and application forms have been completed in full.
- Any relevant qualifications are confirmed
- The job requirements and responsibilities are clarified.
- Club child protection procedures are explained.
- They should sign up to the BMFA Policy on Club Welfare

The BMFA is able to process CRB applications on a free of charge basis for its clubs and individual members. All information from individuals is handled and stored securely within the BMFA office in strictest confidence and is securely destroyed in accordance with CRB guidelines.

**A criminal record will only be of concern if it indicates that the applicant is unsuitable to work with children or vulnerable adults.**

**CRB Application Packs** are available from the BMFA and include full details of the application and CRB clearance process.

## **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.

# A GUIDE TO GOOD CHILD PROTECTION PRACTICE

## Guidelines for Clubs

Ensure that your Club has a policy for the promotion of welfare of children.

Ensure that, as far as is possible, those working with children are suitable to do so.

Ensure that parents, carers and club members know what rules the club has in place concerning children.

Ensure that parents, carers and club members know how to voice any concerns they might have.

Ensure that children know how to voice their concerns.

Be aware that you have a duty of care to all your members, not just children and vulnerable adults

## 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 your 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 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 working with children and vulnerable adults are carefully selected and cleared to do so.
- That 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 nominated club representative 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 relevant person within your club.

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:**

Any suspicion that a child has been abused within the club environment should be reported to the club welfare officer where appropriate or directly to the BMFA Chief Executive or the

Development Officer as soon as possible after the event. 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 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 that 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 Social Services Department or Police.
- The parents of the child will be contacted as soon as possible following advice from 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:

Advise an interim suspension on the member's activities.

Inform the member of the reasons why the decision was taken.

Determine if there is a requirement for an internal BMFA investigation.

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 work with children then his/her clearance to work with children will be withdrawn, as the welfare of children is paramount.

If the BMFA Chief Executive or Development Officer is the subject of allegation then the report must be made to the BMFA Vice Chairman who is also the Chairman of the Child Protection Working Group who will take appropriate reporting action.

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 working within your club**, then you should inform your Club Welfare Officer who should refer the matter to the Police or Social Services, the BMFA Chief Executive or the Development Officer.

**If you are working in a school or youth group**, then you should inform the head teacher or group leader who will follow local child protection procedures.

**If you are working in a local authority sports facility**, then you should inform the local authority sports development officer who will follow local child protection procedures.

**In any other situation, or if the designated person 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 Social Services or the Police. All such contacts will remain confidential. Help lines are listed on Page 20. **In an emergency 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 Social Services within 24 hours and copied to the BMFA Chief Executive or the Development Officer.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the police direct, or the NSPCC Child Protection Helpline on 0800 800 5000, or Childline on 0800 1111.

## **DEALING WITH POOR PRACTICE**

If the allegations are against BMFA employees or volunteers 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 clearance to work with children.

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 Honorary Secretary.

## **ROLE OF THE CLUB WELFARE OFFICER**

Where appropriate, Clubs appoint a Welfare Officer whose role is to:

- Help the club follow the guidelines laid down in the BMFA's Welfare Policy.
- Ensure that new initiatives and information from the BMFA are communicated to the club and its members.
- Ensure that welfare and care of children and vulnerable adults is an item on the club committee meeting agendas.
- Ensure that all club members working with children or vulnerable adults are suitable to do so.
- Assist club members' with their initial application to work with children or vulnerable adults.
- Liaise with BMFA HQ on children and vulnerable adult issues.

The role of the Club Welfare Officer 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 Club Welfare Officer.

Who the club selects as its Club Welfare Officer is its decision but it should take reasonable steps to ensure that the chosen person has the ability to do the job and is appropriate to do so.

## **INSTRUCTORS' RESPONSIBILITIES**

Instructors, especially those working 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:

- 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.
- 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.
- 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 working 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 equally within model flying.
- They must place the well-being and safety of the child above that of the child's performance.
- They must develop an appropriate relationship with the child 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 to endeavour to take responsibility for their own behaviour and performance.
- All those working with children and vulnerable adults must be qualified to do so by virtue of their personal suitability and clearance.
- The level of supervision afforded must be that commensurate with the child'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 working with children and vulnerable adults should always promote the positive aspects of model flying and never condone any form of malpractice.
- Those working 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 CPSU would advise sporting bodies to:

- Consider using models or illustrations if you are promoting an activity.
- 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 sport.

Easy rules to remember are:

- If the child is named in full, avoid using their photograph.
- If the photograph is used, avoid naming the child in full.
- 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 sport.

Although model flying does not present the opportunities that other sports presents 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 of your members, not just children and vulnerable adults.

Remember that any club or voluntary organisation has a duty of care to all it's members so if any instances of bullying in the club environment are seen or reported, the club must 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 your club should be expected to accept such behaviour and it is your 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. The reporting system within the club that is used for making known other forms of abuse to the committee or other designated person should be available to anyone wishing to make bullying behaviour known. The club committee should take such matters as seriously as any other abuse of members.

## **USEFUL CONTACTS FOR CLUBS**

**BMFA Chief Executive: 0116 244 0028**

**BMFA Development Officer: 0116 244 0028**

**Child Protection in Sport Unit: 0116 2347278**

**NSPCC: 0800 800 500**

**Childline: 0800 1111**

**Social Services:** Details from your local telephone directory.

**Police:** Details from your local telephone directory or in an emergency call 999.

## **IMPORTANT**

Please note that the British Model Flying Association is committed to the protection of its junior and vulnerable adult members. Whilst we accept that you may not wish to involve the BMFA should you have a concern, we would appreciate 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, we 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 Club Welfare Officer (if you have one), the BMFA Chief Executive or the BMFA Development Officer.

# APPENDIX A

## *British Model Flying Association*

### INCIDENT RECORD FORM

Your Name:

Your BMFA No (if applicable):

Your Address and Tel No:

Your Position/Club:

Child's/Vulnerable Adult's Name:

Child's/Vulnerable Adult's Race: Ethnic Origin:  
Special Needs (if any):

Child's/Vulnerable Adult's Address:

Child's/Vulnerable Adult's DOB:

Parents'/Carers' Names and Address:

Date and Time of Incident:

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):

Action taken so far:

External agencies contacted (date and time):

If yes – which:  
Name and contact number:  
Police: yes/no (Delete as appropriate)  
Details of advice received:

If yes – which:

Name and contact number:

Social services: yes/no (Delete as appropriate)

Details of advice received:

If yes – which:

Name and contact number:

BMFA: yes/no (Delete as appropriate)

Details of advice received:

If yes – which:

Name and contact number:

Local Authority: yes/no (Delete as appropriate)

Details of advice received:

If yes – which:

Name and contact number:

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

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.