

# **Blackburn & District Model Aircraft Club.**



## **Welfare Information**

### **Definitions within this document:**

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 require a higher level of supervision than would be normally commensurate with an adult member.

### **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.
- Responsibility for children and vulnerable adults is shared between the parents, guardians or carers and the club members and should be well publicized 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.

### **BDMAC club rules regarding children and vulnerable adults.**

- 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 and vulnerable adults.
- 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 "Club Welfare Officer" or any of the help lines on Page 5.
- 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.

**"Note to parents, guardians and carers:**

Whilst this Club has a moral and statutory 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 all encompassing responsibilities of those acting in the role of guardians or carers unless specifically arranged.

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 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.

Should your child or in the case of a vulnerable adult have any special medical or physical needs you are required to advise the Club in writing.

- Never:**
- Rush into inappropriate action.
  - Make promises you cannot keep.
  - Take sole responsibility .consult with somebody else as advised above.

## **GOOD PRACTICE WHICH CAN HELP TO PREVENT CHILD ABUSE**

### **Club Policy:**

- 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 how to voice their concerns.
- Ensure that children know how to voice their concerns.

### **Volunteer Policy:**

- 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 to touch children or vulnerable adults in a manner that may give rise to alleged abuse are extremely rare in model flying. At the most, it may be necessary to maintain physical proximity by placing a hand around the waist of a child or person, such as instructing control line flying, or by placing a hand on the shoulder or arm to reposition someone on a flight line. Occasionally, it may be necessary for you to put your arms around the trainee in RC flying to give stick instruction if a buddy box is not available, or to instruct on stick movement. Touching should not be necessary in other model aircraft activity, such as in workshops or presentations and is, therefore, to be avoided.

In all cases where physical contact is predetermined by the activity, 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. Care should always be taken to avoid inappropriate touching.

It may also be necessary to reasonably physically restrain a child or vulnerable adult to prevent he/she 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.

**Special circumstances.**

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 9 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 6 of this document: "Guide For The Parents, Guardians And Carers Of Children and Vulnerable Adults -

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: "(Club Welfare Officer)" or contact one of the help lines on Page 5 of this document as you deem appropriate.

Should clubs consider diverging from these guidelines they are recommended to seek advice from either the BMFA Chief Executive. the BMFA General Manager or the BMFA Development Officer.

**I have read and understood the documents relating to club policies and guidelines for the promotion of welfare and care of children and vulnerable adults and accept all club rules as a condition of membership.**

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

Signed Individual, Parents, Guardians, Carers :

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Signed Club Welfare officer:

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# HELP LINES

**BMFA Chief Executive: 0116 244 0028**

**BMFA General Manager: 0116 244 0028**

**BMFA Development Officer: 0116 244 0028 or 01526832871**

**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 Association 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, there is an incident report form at Appendix A which we would recommend you complete. This will assist you and the agencies you contact in their investigation.**

## **GUIDE FOR PARENTS. GUARDIANS AND CARERS OF**

### **CHILDREN AND VULNERABLE ADULTS**

**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 recruited, suitably qualified and cleared to do so.**
- **There are suitable procedures for dealing with the intimate care of children and vulnerable adults, such as going to the toilet.**
- **That 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 has 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 on Page 5.**

## **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 program 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 endeavor to take responsibility for their own behavior 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.**

## **BMFA AFFILIATED YOUTH GROUPS**

The majority of BMFA youth groups are an integral part of the organisation from which they are formed such as the ATC, Scouts, or a school and will have their own policies with which to comply. Therefore, the responsibility for ensuring the promotion of welfare and care of children rests with the parent organisation under these circumstances. **Notwithstanding, should you have any concerns whilst working within a school or a youth group, then refer your concerns to the head teacher or the person in charge of the youth group.**

Should the BMFA be requested to affiliate a youth group that does not form part of a nationally recognised organisation that has a recognised structure to cater for children, then the procedure for recruiting, clearing and training the group leader(s) is the responsibility of BMFA HQ and the procedures within this policy are to be followed by the BMFA HQ staff.

## **THE USE OF PHOTOGRAPHS AND IMAGES OF CHILDREN**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and vulnerable sports persons in vulnerable positions.

The following advice has been issued by the **Child Protection in Sport Unit**:

“There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites. Photographs can be used as a means of identifying children when they are accompanied by personal information –this is “X” who likes music –this information can make a child vulnerable to an individual who may wish to start to “groom” that child for abuse. Secondly the content of the photograph can be used or adapted for inappropriate uses and there is evidence of this adapted material finding its way onto child pornography sites. Mobile telephones using graphics facilities can also present similar concerns.

Sporting organisations and clubs need to develop a policy in relation to the use of images of athletes on their website. The sport will need to make decisions about the type of images they consider suitable and that appropriately represent their sport. They will want to ensure that parents support their policy. When assessing the potential risks in the use of images of athletes, the most important factor is the potential for the inappropriate use of images of children.

If sporting organisations are aware of the potential risks and take appropriate steps, the potential for misuse of images can be 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 athlete is named, avoid using their photograph.
- If the photograph is used, avoid naming the athlete.
- 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.
- Ask for the athlete’s permission to use their image. This ensures that they are aware of the way the image of themselves is to be used to represent the sport.”

In the interests of completeness, the above has been quoted verbatim from the **CPSU** advice leaflet and “child” and/or “model flyer” should be substituted for athlete. 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.

## **INSTRUCTORS' RESPONSIBILITIES**

The BMFA advocates that instructors, especially those working with children or vulnerable adults, must always comply with the principles of good, moral and ethical frameworks and exemplary standards of conduct.

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 also comply with the following guidelines:

- Instructors should place the well-being and safety of the trainee above the development of performance. They should follow all of the BMFA's appropriate guidelines appertaining to instruction.
- Instructors should develop an appropriate working relationship with the 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 behavior and standards of flying, adopting safe procedures.
- Flying instructors should hold either a BMFA approved instructor or BMFA registered club instructor qualification and ensure that their instruction and knowledge are to current best practice.
- Instructors must ensure that the activities they direct or advocate are commensurate with the age, maturity, experience and ability of the individual. Those activities which entail increased risks, such as starting an internal combustion engine by hand, must be carefully controlled and monitored to ensure that the trainee is in a position to reasonably undertake them.
- Instructors should at the outset clarify with the trainee exactly what is expected of him/her 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 behavior, or practice.
- Instructors should always display high standards of behavior, appearance and flying practice. Instructors should refrain from publicly criticising the trainee, fellow members, the club and the BMFA. Differences of opinion should be dealt with discreetly and through the appropriate channels.