



# **SAFEGUARDING POLICY**

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## 1. Policy Statement

The primary business of Coventry Flying School (“The School”) is the provision of flight training. This provision includes the instruction of children. The School, and this policy, assumes that for Child Protection purposes, a child refers to any person under 18 years of age.

### 1) Policy Aims

This is the Child Protection Policy for The School. The purpose of this policy is:

- to protect children and young people who receive The School’s services from harm. This includes the children of adults who use our services.
- To provide all staff and volunteers with the necessary information to enable them to meet their safeguarding and child protection responsibilities.
- To ensure consistent good practice

### 2) Policy Principles

The School recognizes that:

- The welfare of young people is the primary concern.
- All young people whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- Safeguarding is everyone’s responsibility.
- All incidents of suspicious poor practice and allegations should be taken seriously and responded to swiftly and appropriately.

## 2. Legal Framework

The NSPCC provides some helpful [resources](#) which summarise the key legislation and guidance. Everyone who works with children at The School needs to be aware of the existence of these.

### 1) The Children Act

[The Children Act 1989](#) provides the legislative framework for child protection in England and establishes the principles

- the paramount nature of the child’s welfare
- the expectations and requirements around duties of care to children.

[The Children Act 2004](#) strengthens the 1989 Act by encouraging partnerships between agencies and creating more accountability on local authorities and their partners to co-operate in safeguarding and promoting the wellbeing of children and young people.

The **main implication** of these Acts on The School is the **Duty to Refer** all Child Protection matters to [local Children’s Services](#). The School **must not** investigate such matters in isolation.

### 2) The Protection of Freedoms Act

[The Protection of Freedoms Act 2012](#), Part 5 – Safeguarding of vulnerable groups, included the creation of the Disclosure and Barring Service (DBS).

### 3. Roles and Responsibilities

The Safeguarding Lead is responsible for

- Ensuring that all Child Protection matters are appropriately referred to Children's Services
- Dealing with DBS checks for all School personnel who require them
- Maintenance of this policy.

The designated and deputy Safeguarding Leads are:

Designated Safeguarding Lead – Richard Holland

Deputy Safeguarding Lead – Darren Cheshire

Contact: [safeguarding@covaero.com](mailto:safeguarding@covaero.com)

### 4. Good Practice and Code of Conduct

Everyone representing and visiting The School should be encouraged to demonstrate exemplary behaviours and follow best practice as far as practicable to limit the possibility of allegations, protecting both themselves and the reputation of The School.

#### 1) Best practice guidance

1. Work in an open environment and avoid unobserved situations.
2. Treat all young people equally and with dignity and respect.
3. Maintain a safe and appropriate distance.
4. Keep a written record of any injury that occurs, along with the details of any treatment given.

Never:

- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child
- reduce a child to tears as a form of control
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for children that they can do for themselves

#### 2) Photography and Images

It shall not usually be required for The School to capture images of children during the course of normal activities.

If, exceptionally, it is necessary to capture any images, then to protect children we will:

1. Seek the child's consent first;
2. Seek their parent / guardian's consent first;
3. Ensure the child is appropriately dressed
4. Show the child the image afterwards to ensure that they are happy with them and delete the image if asked to do so.

### 3) Additional guidance related to flight instruction

Due to the unavoidable close proximity to each other in a light aircraft, The School must ensure that children and their parents / guardians are clear what to expect, and the kind of situations which may occur, prior to tuition commencing.

## 5. What to do if you suspect possible child abuse

In accordance with The Children Act, there is a duty on The School to refer concerns about children, where they may be at risk of significant harm, to Children's Services. The role of The School is not to conduct the investigation but to note and pass on information accurately by:

- Gathering and recording facts in a way which does not prejudice or pre-empt formal investigations
- Asking the child open questions and listening to what they say
- If anything is said which is inconsistent with what has been observed then make careful notes of what has been heard and observed.

## 6. Confidentiality

It might be deemed necessary to share information to determine if a child is at risk. Personal information about children and their families is confidential and should not normally be disclosed to a third party without the consent of the subject.

However, the law allows for the disclosure of confidential information to the appropriate authorities where this is necessary to safeguard a child. Before sharing confidential information, consider that:

- disclosure of confidential information must be justifiable in each case, according to the facts of the case and must be limited to those people who need to know to take appropriate action.
- an explanation should be provided that disclosure to the appropriate authorities is permitted and expected by law where this is necessary to safeguard a child.

## 7. Non-collection of children after an activity

If a child is not collected at the end of an activity the following procedure should be followed:

- All reasonable attempts will be made to contact the parents/carers.
- If unable to contact the parents or no-one collects the child and the premises are closing or staff are no longer available to care for the child, contact local Children's Services or Local Police
- Send a report of the incident to [safeguarding@covaero.com](mailto:safeguarding@covaero.com)

## 8. Disclosure and Barring Service checks

The Safeguarding Lead and Deputy Safeguarding Lead are responsible for requesting DBS checks in accordance with the table below:

Who	Type of DBS	Frequency
Flying Instructors	Enhanced	With renewal of FI rating
Ops desk team	Standard	Bi-Annual

Checks are carried out using the Coventry City Council DBS Portal

<https://disclosure.capitarvs.co.uk/coventry/>

Details of how to access and use the system are available from the Safeguarding team at [safeguarding@covaero.com](mailto:safeguarding@covaero.com)

## 9. Handling complaints / allegations of child abuse

Any allegation or complaint about a School employee or member that involves possible harm to a child and where this is related to the employee's/members work/membership must be reported immediately to Designated Safeguarding Lead or Deputy as soon as possible, via [safeguarding@covaero.com](mailto:safeguarding@covaero.com) .

In such cases, if you are given the information in confidence, you must explain to the person that you have no choice but to share what you have been told.

Should The School be made aware of an allegation or complaint it shall not undertake its own investigation but shall immediately refer to local Children's services in accordance with the [Legal Framework](#) above.

The employee, member or volunteer may need to be suspended from activities at The School whilst the matter is being investigated. This decision will be made by the Coventry Aeroplane Club committee, who will decide if it is appropriate for them to continue attending pending outcome of any investigation, taking into account all relevant circumstances. If suspension is not deemed necessary, the employee or volunteer will not be allowed to have unsupervised access to children, whilst the investigation is in progress.