

Appendix 2

Safeguarding Policy and Guidelines

Introduction

Whether clubs wish to allow young people or vulnerable adults to use club facilities or attend club activities is a matter for each club to decide. That said, for caving to continue to attract an active and enthusiastic membership, making it possible for youngsters and vulnerable adults to take part would be a very valuable step. This policy sets out how clubs can do this, how they can safeguard children and vulnerable adults, and what to do if there is a suspicion of abuse.

Policy statement

For the purposes of this policy,

- A child is someone under the age of 18.
- A vulnerable adult is someone who may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

The British Caving Association acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults. The BCA is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The BCA recognises that the welfare and interests of children or vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children and vulnerable adults:

- have a positive and enjoyable experience of caving in an environment that is appropriate to their needs
- are protected from abuse whilst caving or using club facilities, or outside of caving for example whilst using social media with club members

The BCA acknowledges that some children or vulnerable adults, including disabled people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy the BCA will

- promote and prioritise the safety and wellbeing of children and vulnerable adults.
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with resources to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children or vulnerable adults.
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- ensure robust safeguarding arrangements and procedures are in operation.

This policy and procedures will be widely promoted and are mandatory for all BCA members. Failure to comply with the policy and procedures will be addressed without delay and could ultimately result in exclusion from the BCA.

Raising awareness

BCA is keen to encourage member clubs to offer activities for young people and vulnerable adults. The BCA has a 'good practice' document which is an appendix to this safeguarding policy. When the policy is introduced, the policy will be widely publicised on the BCA website and in publications, and the good practice document will be promoted to all members. In addition there are Guidelines for clubs which set out practical measures for dealing with safeguarding.

Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by any bodies that provide grant aid to the BCA or member clubs
- as a result of any other significant change or event.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only, which may include the following people:

- BCA Safeguarding Officer
- The relevant Club's Officers
- The parents of the child
- The person making the allegation
- Social Services/Police
- BCA Council members
- The alleged abuser (and parents if the alleged abuser is a child)
- If a club member's privileges are suspended or revoked, it is possible that officers of other clubs will also have to be informed

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

Clubs wishing to offer activities for children or vulnerable adults

There are three scenarios:

- a) Parents are present and supervise their child, or a vulnerable adult related to them. Or,
- b) Parents entrust their child or relative's care to a responsible adult who is well known to the family. Or,
- c) The club undertakes to care for a child, in which case appropriate vetting steps including a DBS check are required for the adults directly involved in that care.

So that everyone is clear about how this works, there is a **consent form** appended to this policy, which parents are required to sign. A separate document provides detailed **guidelines for clubs**, and all BCA members should comply with the '**good practice**' document.

Types of abuse

Abuse can fall into the following categories

Physical

This includes assault, hitting, slapping, pushing, giving the wrong (or no) medication, restraining someone or only letting them do certain things at certain times.

Sexual

This involves forcing or enticing a child or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening. It includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, taking sexual photographs, making a child or vulnerable adult look at pornography or watch sexual acts, or sexual assault.

Psychological

This includes emotional abuse, threats of harm or abandonment, depriving someone of contact with someone else, humiliation, blaming, controlling, intimidation, putting pressure on someone to do something, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or support networks.

Financial or material

This includes theft, fraud, internet scamming, putting pressure on someone about their financial arrangements (including wills, property, inheritance or financial transactions) or the misuse or stealing of property, possessions or benefits.

Discriminatory

This includes types of harassment or insults because of someone's race, gender or gender identity, age, disability, sexual orientation or religion.

Neglect and acts of omission

This includes ignoring medical, emotional or physical care needs, failure to provide access to educational services, or not giving someone what they need to help them live, such as medication, enough nutrition and heating.

Bullying

BCA has a separate policy which defines bullying and sets out possible actions to take.

Possible Signs of Abuse

The BCA acknowledges that its members are not experts at recognising abuse. The BCA therefore expects members to discuss any concerns they may have with regard to the welfare of a child or vulnerable adult immediately with the person in charge (see section 'What You Should Do Next'). If this is not practical and the situation is deemed to be too serious to delay then advice can be sought from Social Services or the Police.

It is important to recognise that some children or vulnerable adults may have additional vulnerabilities and may face additional barriers or difficulties in communicating any concerns or problems because of their race, gender, age, abilities, religion, sexual orientation, or political persuasion. Members need to recognise this and be particularly sensitive should concerns be raised by such children or vulnerable adults or in relation to them.

Below are listed some of the characteristics which may be evidence of abuse. These are by no means exhaustive and are only indicators of potential abuse, **not** confirmation.

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to injury.
- An injury of which the explanation seems inconsistent and /or the child or vulnerable adult is unwilling to discuss.
- The child or vulnerable adult describes what appears to be an abusive act involving them.
- Unexplained behaviour changes e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper.
- Inappropriate sexual awareness.
- Distrustful of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty making friends.
- A child or vulnerable adult being prevented from socialising
- Displaying variation in eating patterns including overeating or loss of appetite.
- Becoming increasingly unkempt or dirty.

It must be recognised that the presence of one or more of these indicators is not proof that actual abuse is taking place. **It is not** the responsibility of BCA members to decide whether abuse is occurring, **but it is their responsibility to act upon any concerns** (see section 'What You Should Do Next').

Advice to members

How to Respond to a Disclosure, Suspicion or Allegation

A child or vulnerable adult in your care may indicate to you that they are being abused in some way or information may come to you of possible abuse. On receiving this information you should:

- React calmly: do not rush into inappropriate action. What you are told may be very shocking but it is important you give the child or vulnerable adult some stability;
- Reassure the child or vulnerable adult that they are not to blame and that they did the right thing to tell someone, i.e. you, about the incident;
- Take the child or vulnerable adult seriously and listen carefully to them. Recognise how difficult it was for them to tell you;
- Only ask questions which help to clarify the situation. Do not question any more than is strictly necessary, and avoid asking leading questions.
- If possible allow only one adult to talk to the child or vulnerable adult to begin with.
- Try not to make the child or vulnerable adult repeat their account unnecessarily;
- Do not make promises you cannot keep. Explain that you may have to tell other people in order to stop what is happening but that you will endeavour to keep the incident as confidential as possible; and
- Make a full record of what has been said, heard or seen as soon as possible, using the BCA safeguarding incident report form.
- Notify your club's chair or other senior committee member
- Notify BCA's National Safeguarding Officer
- If criminal behaviour is suspected, then either you or a member of your club's committee should make a referral to police or social services.

Do not:

- Take sole responsibility for further action (see section 'What You Should Do Next' on Page 13)
- Approach or try to contact the alleged abuser
- Ignore what has happened
- Make promises you cannot keep
- In cases of suspected criminal behaviour, it is not your job, nor that of club or BCA officers, to investigate

What happens if you are accused of an abusive action

In the event of an accusation:

- Make notes of all your actions/contacts with the child or vulnerable adult in question as soon as possible.
- Seek access to professional and legal advice.
- Ensure that you are no longer working with the child/children or vulnerable adults making the allegation.
- Follow the procedures laid out in the Safeguarding Policy and supporting documents.
- Accept that colleagues may not be in a position to discuss the matter with you while the investigation is underway.
- Accept that you may be barred from club premises or club activities when children or vulnerable adults are present.

Such events are difficult for all concerned. The BCA will do its utmost to remain impartial in all matters relating to an accusation. The main concern with any incident is the welfare of the child or vulnerable adult. For an individual against whom an allegation has been made this will be a difficult time. It is important that you seek help and support.

Responding to allegations – actions for clubs and BCA

There are many possible scenarios. Here are some examples:

- Criminal behaviour is suspected. In this event a referral to police or social services must be made, either by the person first discovering the situation, or by a club officer. That referral must be made promptly, ie within a few hours.
- A club may become aware of an allegation or investigation taking place, that is entirely unrelated to the club, but involves a club member, outside of a club setting.
- Club member(s) may have concerns about the behaviour of a club, that don't appear to be criminal, but which do need to be investigated

Protection of children and vulnerable adults whilst an investigation is underway

Clearly, clubs have a duty of care and so must act to protect children and vulnerable adults in one of the two following ways.

Limited suspension

This involves barring a club member from using club facilities or participating in club activities, where children or vulnerable adults are expected to be present. However, the club member may continue with activities when children or vulnerable adults are not expected to be present.

To put this in context, if someone is under investigation by police for possession of illegal images of children, such investigations generally last many months and involve considerable stress on all involved. Being able to continue with leisure activities during this time, where those activities do not involve youngsters, would be of great value to someone who is under investigation.

Given that many BCA member clubs have only limited amounts of activity by children, the club may determine that it is reasonable to bar a member from activities that involve children, but to permit other activities to continue.

Full suspension

A club's committee may determine that it is in the best interests of the club for the member to be suspended from all use of club facilities or participating in club activities, at all times.

Confidentiality

The club must take reasonable steps to ensure that limited or full suspension is complied with. It is highly unlikely that this would involve notifying all members, but members who participate in club activities very regularly may have to be notified so that they would notice if a member did not comply with their suspension.

Similarly, the BCA Safeguarding Officer or Council may feel that it is necessary to notify membership secretaries of other clubs, in order to prevent a member over whom there are concerns from moving to other clubs. This would be decided on a case-by-case basis, by the BCA Safeguarding Officer and at least one other council member, and clubs who were notified would be asked to keep the matter confidential – only key club officers would need to know.

Liaison between clubs, BCA Council and insurers

In all situations where there are suspicions, investigations or a member is suspended, the decisions of the club's committee must be forwarded to the BCA's Safeguarding Officer. Very rarely, the BCA's safeguarding officer or BCA Council may feel that more stringent protective steps are required than the club has already taken. The club's committee may then either comply with those steps, or refuse to do so. BCA provides liability insurance for all members and in this event, BCA would have to notify the insurers who would determine whether the club's insurance would be suspended. It is very much hoped that such a scenario will never play out.

Outcomes once an investigation is complete

Again, there are several possible outcomes.

- It may be that it is decided that the concerns or suspicions had no merit
- It may be that there are legitimate concerns, but which do not imply criminal behaviour:
 - A club's committee may decide to offer advice to a member about their future behaviour.
 - Or the committee might decide permanently to limit a member's activities, for example by not allowing them to participate in activities where children or vulnerable adults are present. The committee might feel that the issue would be re-visited after a suitable period of time has elapsed.

- Or, the committee may feel that the outcome of the investigation means that the member has to be permanently excluded from membership.
- It is essential that the club notify the BCA safeguarding officer of their decisions.
- As described above, BCA may feel that other clubs would need to be notified.

Recording information

Information that is passed on to the BCA, Social Services and the Police must be as helpful as possible. Hence there is a necessity for making as detailed record as possible. This should endeavour to contain:

- the nature of the incident;
- a description of any visible injuries;
- the child's account;
- times, dates or other relevant information;
- a clear distinction between what is fact, hearsay and opinion; and
- a record using the BCA's Safeguarding Incident form

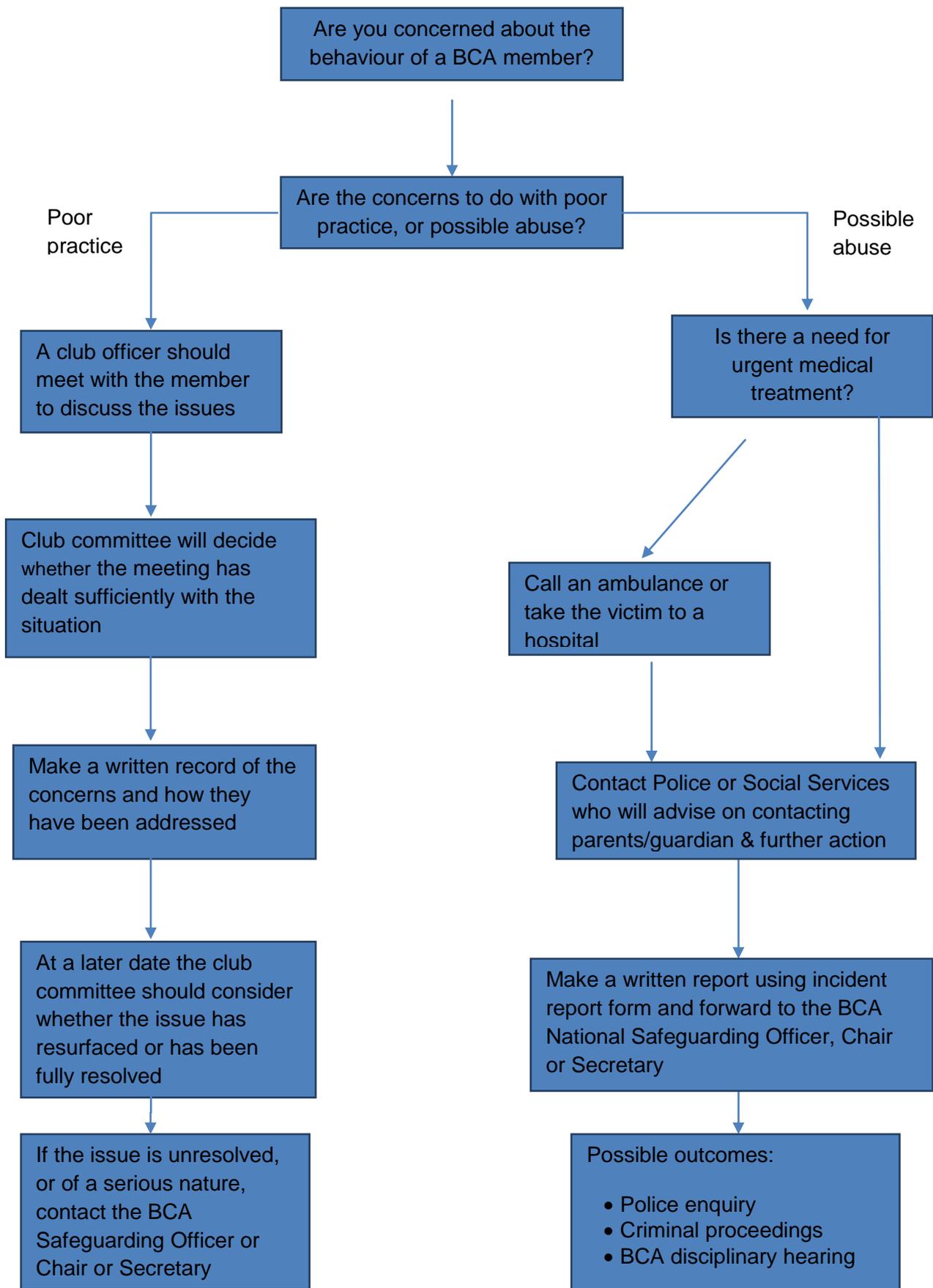
Allegations of previous abuse

Allegations of abuse may be made a long time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children or vulnerable adults). Where such an allegation is made, you should proceed in the same manner as described above, ie make a written record and refer on to police or social services, with a copy to the BCA safeguarding officer.

Storage, Access to and Retention of Recorded Information

Information passed to the BCA in accordance with this policy must be kept securely, with access strictly controlled and limited to those who are entitled to see it as part of their duties. These records are to be retained for 30 years.

Dealing with concerns, disclosure or allegations about BCA members



Concerns about abuse outside a BCA setting

If this happens you should ensure the safety of the child or vulnerable adult. If he or she requires immediate attention call an ambulance, inform a doctor of your concerns and ensure that they are aware that this is a safeguarding issue.

If a formal referral is made make it clear that it is a safeguarding issue. Police forces have specialised Safeguarding Units which deal with allegations of abuse within the family and by people in positions of trust. In a real emergency, or if completely unsure as to what to do, telephone 999.

Parents/carers should only be contacted **after** advice from Social Services.

It can be especially difficult for children or vulnerable adults from an ethnic minority or who are disabled to disclose abuse to others. Adults should be especially vigilant with these groups and be aware that their own prejudices may block them from believing these groups. It is important to give thought as to how adults respond in these situations.

In all cases it is important that the welfare of the child or vulnerable adult is paramount and that every effort is made to maintain confidentiality.

Good practice Guidelines for adults caving with children and vulnerable adults

When planning activities for children and vulnerable adults:

- Consider the needs and capabilities of everyone in the group, and plan activities that are appropriate. For example, avoid trips that are overly physical or too wet, given the age and experience of your group. Aim for them to have fun and want to come back for more.
- Ensure that children and vulnerable adults are wearing clothing, footwear, helmet and lighting that are appropriate for the caving environment.
- Ensure any other equipment (for example, harnesses) is appropriate for the size of the participant and in good condition.
- Carry a first aid kit and spare light in your group. If doing vertical caving, carry a spare rope of the length of the tallest pitch, so that rescues can readily be affected
- Ensure children and vulnerable adults cave in an environment where risk is kept to a minimum. For example, experienced adult cavers will sometimes traverse a cave passage at a high level when progress lower down is difficult or impossible, confident that their caving skill will prevent a fall. Children and young adults are unable to make that judgment. Thus you should pick venues where such risks are minimised, or use traverse ropes or safety lines that you might not bother with when caving with adults.
- Do not allow children or vulnerable adults to cave when injured, if the injury could be made worse or could impact their ability to cope.
- Think about arrangements for changing. Children and vulnerable adults are less able to think ahead, so if a change of clothes or a towel might be needed, check that they have these things.
- Motivate children and vulnerable adults through positive feedback and constructive criticism.

During activities with children and vulnerable adults:

- Ensure that the welfare of children and vulnerable adults is paramount.
- Treat everyone with dignity, respect, sensitivity and fairness as well as with equality.
- If physical support is required, for example when tackling an awkward section in a cave, ensure the individual is aware of what is happening and has consented to this physical help. If possible, ensure that your help is visible to other members of your group. Avoid physical contact that could be misconstrued, for example helping with a climbing move by pushing on someone's bottom. In some situations, other children or vulnerable adults in your group may be better placed to provide help, under your supervision.
- Explain why you are doing something and try to facilitate, as far as is practical, an open and inclusive approach to the activity. People often respond better if they feel they are part of the process.
- Respect children's and vulnerable adults' need for privacy when changing. For example, they could change inside a vehicle, or maybe they could stand at the back of a vehicle whilst adult members stand at the front.

Avoid:

- Taking children and vulnerable adults alone on car journeys, or spending time alone with a child or vulnerable adult. This might become necessary in emergencies, or if a youngster has to leave a cave before

the rest of the group. In such an event, maintain a respectable distance (for example by sitting them in the back of the vehicle) and ensure that their parent or guardian is aware.

The following must never happen:

- Taking a child or vulnerable adult alone to your home.
- Making sexually suggestive comments to a child or vulnerable adult, even in fun.
- Doing things of a personal nature for a child or vulnerable adult that they can do themselves.
- Allowing allegations made by a child or vulnerable adult to go unchallenged, not acted upon or not recorded.
- Allowing children to consume alcohol or take illegal recreational drugs.
- Allowing any physically rough or sexually provocative, contact or games.

Good practice for clubs

BCA is keen to encourage young people and vulnerable adults to go caving with clubs. Clubs may of course decide not to invite children and vulnerable adults to use club facilities or take part in club activities. If clubs do decide to let youngsters and vulnerable adults participate, BCA advises the following.

- Put safeguarding on the agenda for the club committee on an annual basis.
- Ensure that all children and vulnerable adults are either accompanied by their parent or carer. Alternatively, ensure that the parent has nominated an adult who will be responsible for their child 'in loco parentis'. Best practice would be for parents to sign a very short form confirming this in writing (a sample copy is in the appendices). This adult would be someone that the parents already know, not a member of the club that they've just recently met.
- A few clubs may wish to do activities with young people, when neither their parent nor a friend of the family will be there. In that event, clubs will need to 'vet' members who will be responsible for the children. Vetting will consist of a DBS check (which BCA will arrange and pay for), plus a few supporting documents including references. See the full Safeguarding policy for details. Clubs unsure about these options are encouraged to contact the BCA's safeguarding officer for help.
- Consider adopting a policy that when children and vulnerable adults will be using club facilities, other users who have booked in at the same time will be notified. This is to address the fact that some behaviour in club facilities can sometimes be appropriate when only adults are present.
- Ensure that all members have been given a copy of this 'good practice' advice, and provided with a link to the full BCA safeguarding policy.

Good practice: BCA

The BCA is responsible for its Safeguarding Policy and implementation. Individual clubs who are involved with children and vulnerable adults are required to work within this guidance. They are also encouraged to produce their own guidance and ensure that all members are aware of procedures and guidelines for good practice.

The BCA recommends that every club involved with children and vulnerable adults should have a designated Officer for youth and vulnerable adults. This person should ensure that the club is familiar with BCA and current guidance.

The BCA will publicise its Safeguarding Policy to show its commitment to providing a safe environment for children and vulnerable adults.

Clubs are advised to follow the BCA procedures contained within the Safeguarding Policy in the event of an incident.

Parents should be clear what the BCA or a club are doing and that the activities are being run in relation to accepted good practice. The BCA provides a consent form which ensures that parents are aware of the proposed arrangements. Clubs may amend the consent form to reflect their arrangements. A copy must be forwarded to the BCA's national safeguarding officer before being sent to parents.

The BCA and clubs will develop and promote their anti-bullying policy.

Safeguarding guidelines for clubs

1. Introduction

The guidance given in this document is intended to help clubs and their officers to act both reasonably and prudently in the area of safeguarding and assist them in fulfilling their duty of care.

These guidelines are an appendix to the full BCA Safeguarding Policy. There is also a 'good practice' document which we are keen for every BCA member to have read.

BCA advice and policy in this area is likely to evolve over time. If you need clarification or have any suggestions please contact the BCA Safeguarding Officer.

2. Overview

A quick summary of whether DBS checks are needed:

If...

1. Your club does not allow under 18s to join as members and/or attend club meets.
2. Your club allows under 18s to join as members and/or attend club meets, but only with a parent/carer.
3. Your club allows under 18s to join as members and/or attend club meets, but only with a parent/carer or an adult *in loco parentis*, nominated by a parent.

...then

These three situations are similar and your club is not required to appoint a Youth Officer or carry out DBS checks.

However when children are caving a consent form, and appropriate monitoring by the club's committee, are still important.

If...

Your club allows under 18s to join as members and/or attend meets without a parent/carer or an adult *in loco parentis*.

...then

- The BCA must be informed.
- The club and/or the officers have additional responsibilities and duties that relate to those under 18
- An appointment of a Youth Officer should be made.
- Adults directly responsible for young people, either in club premises or on caving trips, will need to be vetted, including a DBS check.

Regardless of which of the following two scenarios apply, a consent form is appropriate for youngsters to go caving, as is a system for club officers to satisfy themselves that trip leaders have the necessary skills and good judgment, and also that proposed venues are appropriate. This is dealt with in the following pages.

3. In loco parentis

A parent may give consent to anyone they wish to, take their child or vulnerable relative caving. This is an arrangement between the parent and the person taking the child or vulnerable adult. The person taking the child or vulnerable adult will be in *in loco parentis* and this requires them to exercise a duty of care that would be provided by a reasonably prudent parent.

4. Consent forms and statements of participation

It is wise to use a consent form which sets out who is responsible for the child or vulnerable adult. There should also be a letter which explains the accommodation arrangements, nature of the caving envisaged and clothing required.

5. Ensuring that trips are appropriate for the participants and that adults in charge have the necessary skills

It's important that the club's committee has some governance over activities for children and vulnerable adults. To that end:

- Parents should complete a consent form, stating the needs of the child and giving a rough outline of their previous caving experience, if any. That form only needs to be completed once, not for every trip, provided that the trips are similar in nature. If a child moves to more advanced caving, parents should be made aware of the different nature of the proposed trips, and agree to this.
- An officer of the club needs to know which adult will be in charge of a trip, and should be satisfied that they are a fit person, in terms of experience, skills and temperament.
- Discussion must be held between a club officer and the adult leading the trip(s) regarding the venue(s) they propose to visit (including any backup plans). For example, a list of possible caves might be agreed, which appropriate to the children's age and experience.

6. Safeguarding policy if parents or other carers will not be present

For clubs which allow under 18s to attend meets without a parent/carer, nor a friend of the family in loco parentis:

- The club should have a designated Youth and Vulnerable Adult Officer who is responsible for safeguarding within the club. It is essential that this person should know how to respond if any allegation or concern is raised and that they should know what to do next. Full guidance is given in the BCA's safeguarding policy.
- At meets it is recommended that there is a designated person responsible for safeguarding issues. This person should be identified as such to all present – including children or vulnerable adults. They don't have to be the Youth and Vulnerable Adult Officer.
- Wherever possible, an adult should not be alone with a child or vulnerable adult.
- Children should not sleep in the same room as adults where separate facilities are available, unless of course they are staying with their parents.
- When both males and females are present there should also be male and female supervising adults and there should be separate male and female sleeping areas
- Those **supervising** the children or vulnerable adults and those **likely to be on their own** with children or vulnerable adults should be DBS checked.
- When children and vulnerable adults are using club premises, it may be wise for the club to notify members, especially if it is rare for young people to visit.

7. Frequently Asked Questions

Q. I'm a BCA individual member and I offer to take my friends' 16 year old son and 17 year old daughter caving. Am I affected by safeguarding issues?

A. You will have an enhanced duty of care to be responsible in the judgements you make above and below ground and you will be acting in *loco parentis* for the two youngsters. It's important that your friends understand the nature and risks of caving so that they can make an informed decision about whether or not to let their children accompany you and put you in the position of being in loco parentis. You also need to consider privacy issues when they are getting changed.

CLUBS - OCCASIONAL VISITS

Q. Occasionally, I would like to take my grandchild/niece/nephew or a friend's children or a vulnerable adult with me when I attend a club meet. Can I do this?

A. Yes, provided it is permissible within the club rules. Also, be clear to have the consent of the child's parent/carer and inform them of the activities and arrangements. You will be in *loco parentis* for that particular child or vulnerable adult. And be mindful of the maximum of four days of caving permitted by insurance for non members.

PROSPECTIVE MEMBERS and INSURANCE COVER

Q. A prospective member of our club wants to bring their child or a vulnerable adult on a club meet. Is that permissible?

A. Yes, providing it is permissible within your club's rules. BCA's insurance covers prospective members for caving on up to four days in a year. For any more than that, they would have to become a club member to continue to have insurance.

Q. We're asked if we can take under-18s on our mid-week caving meets. Is this OK?

A. Yes, providing it is within club rules. If the under 18 is accompanied by a parent/carer who will eventually join the club after a period of being a prospective member, or if a friend of the family will be nominated by a parent to be *in loco parentis*, then DBS checks are not required. If the club decides to allow under-18s to attend without a parent/care or adult *in loco parentis*, vetting including DBS checks, for those directly responsible for the youngster(s), is required.

Q. Can children join the club as a member?

A. If the club decides to allow child members, this is perfectly acceptable. Indeed, for children to take part in more than four days of caving in a year, they must be members in order to be covered by BCA insurance.

Q. What age counts as being a child?

A. Anyone under the age of 18.

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Q. Is our club's sign-out board sufficient for groups containing youngsters and adults?

A. See the earlier section about ensuring trips are appropriate. A club needs to be satisfied that the trip leader has the skills and judgment required, and that the likely venues are appropriate for the age and experience of the participants.

DBS checks

Q. Are our club members required to have a DBS check if children go caving?

A. Actually, it should be called 'vetting', since there is a bit more involved than just the DBS check. There are two scenarios:

a) If the child is accompanied by a parent/carer, or the parent nominates a friend of the family to be 'in loco parentis', then vetting is not required.

b) Otherwise, the club is agreeing to supervise and care for the children. In that event, vetting is required.

Q. Does everyone in the club require a DBS check?

A. No. Vetting is only needed if neither a parent nor a friend of the family are present. And even then, it's only required for those directly responsible for the child, or anyone who might be on their own with the child (which should be avoided). Other members of the club can continue to use club facilities, stay overnight and go caving, without a DBS check.

Q. What does vetting entail?

A. A few things. Firstly, proof of identity is required, for example a passport and also a couple of household bills proving your address. You then fill in an application online. Club members are not paid, so they are volunteers. Thus the

DBS check is free, though the online agency we use do levy a small fee. BCA nationally will cover that fee. As well as applying for the DBS check, members should join the free 'DBS update service' which would allow the BCA safeguarding officer to verify their status at a later date, but only with the member's permission. In addition to the DBS check, two very short references are required to confirm that the member is a fit person to look after children in a caving context.

Q. How do we go about getting DBS checks done?

A. Contact the BCA National Safeguarding Officer who will send full details. Expect the process to take several weeks at least, so plan well in advance.

Q. Can we accept a copy of a DBS check that a member has from another organisation?

A. We can only re-use a DBS certificate if that person has already joined the 'DBS Update Service' and gives permission for the certificate to be verified online. Online verification may be done either by the BCA National Safeguarding Officer, or by a club officer. A copy of the original certificate, together with a printout of the result of the online verification, must be kept.

Q. We are aware of concerns about a member, outside of a caving context, that could imply issues if children are using club premises or going on meets. What should we do?

A. This becomes relevant if the concerns relate to children and vulnerable adults. In the event that children or vulnerable adults are going to use club premises or go on meets, the club's officers need to ensure that they don't come into contact with that member. This is a sensitive issue and there are a range of solutions. For example, the member could be asked not to use the club hut that weekend, or the youngsters could avoid the hut and go caving directly. Club officers need to recognise that safeguarding has to take the priority in decision making.

HUTS AND NIGHTS AWAY FROM HOME

Q. We have Family Rooms within our club hut where children or vulnerable adults are allowed to share a room with their parents. Is this permissible?

A. Absolutely. That said, the club and its officers do have a duty of care, for example to make parents/carers, together with children and vulnerable adults aware of known hazards and risks.

Q. I believe that when a parent – or an adult acting in loco parentis - accompanies a child, they can make decisions about the sleeping arrangements that might be available for that child or vulnerable adult. Is this correct?

A. Yes. If possible, both parent/specified adult and child or vulnerable adult should be happy with the arrangements prior to the trip taking place.

If you are acting in loco parentis it is wise in these circumstances that in addition to obtaining parental consent, you make clear to the children and parents before the trip precisely what the sleeping arrangements are likely to be in the hut (or on the campsite). If the parent, child or vulnerable adult or you as the in loco parentis adult are not happy or not satisfied with the arrangements it is best that alternative arrangements are found or that the child or vulnerable adult does not go on the trip.

Q. Children have so far very rarely used our hut. Some members get a bit rowdy in the evenings. What should we do?

A. It would be a good idea to let other hut users know that there will be children or vulnerable adults present. If the club's membership are keen to encourage participation by children and vulnerable adults, it might be wise to develop a short code of conduct for members.

SUPERVISED GROUPS AT CLUB HUTS WITH UNDER 18s AMONGST THE GROUP

Q. I believe that when a school or youth group is allowed access to a club hut, it is wise not to allow members of the club who have nothing to do with the group to use the hut?

A. BCA thinks that club members can still use the building, provided:

- The club must ensure that the children have rooms that have no adult members in them, for example by putting a notice on the door saying it's reserved for the school, and by advising members in advance.
- Club members about whom there are concerns that would relate to children (even if outside a caving context), must not use the hut at that time.
- Club members who do use the hut should have respect to the needs of the children, for example by being reasonably quiet at very late hours.
- The agreement with the school or youth group must state whether other club members are allowed to use the facilities. The school or youth group must advise parents of what the arrangements will be.