

Junior Gliding Centre (JGC)

Evidence Required to Become a JGC

	Principle	Possible evidence	Essential (E) or Desirable (D)	Notes
1	The instructors responsible for the programme are suitably qualified to BGA standards.	BGA instructor numbers for those instructors flying with Juniors.	E	
2	The club and instructors responsible for the programme are appropriately insured.	Public liability insurance certificate (PLI). Any other relevant insurance documents (Tugs and Gliders).	E D	If in partnership with schools and colleges this may need to be £5M PLI.
3	All flying and associated activities to take place within a safe environment using approved equipment.	Health and Safety policy. Risk assessments for flying, activities and vehicle use such as tractors and winches. Aircraft have a current certificate of airworthiness. (C of A) and ARC. Evidence of training.	E E E D	Particular reference should be made to age specific issues e.g. what age can junior pilots drive the winch.
4	The club has a child protection policy that meets local needs. Instructors working regularly with U18 pilots to be DBS checked.	Copy of the child protection policy. DBS certificate numbers.	E E	Use the generic BGA policy as guidance.
5	Child protection training has been completed by at least two club members one of which should be an instructor. There is a nominated and trained Child Protection Officer, known as designated safeguarding lead (DSL) in education.	Certificates or evidence of the date and place of training. Name and contact details (Inform BGA of personnel changes). Evidence to show place and date of training.	E E	The BGA regularly provides training and information about child protection further information can be sought from the BGA child protection officer details available on the website.
6	The club has adopted a code of conduct for Junior Pilots and all	Copies of the codes of conduct. Evidence of how this is disseminated.	E D	Use the BGA generic code of conduct as guidance but implement individual

	volunteers working with Junior pilots.			club code that is appropriate.
7	First Aid equipment is available at all times. Some members trained in first aid.	Maps or information showing location of first aid equipment. Evidence of date and place of training or certificates.	E D	Contact BGA regarding training available.
8	The club has emergency procedures in place for dealing with serious incidents/ accidents.	Copy of the emergency/post-accident procedures policy. Evidence on how this is disseminated. Flying order book signed by all members.	E D E	
9	The club collects personal details of all junior pilots and stores the information confidentially.	Membership forms. Next of kin forms (NOK). Club data base. The BGA does not need to be sent this information just confirmation it exists and is current.	E E E	Next of Kin information should be easily accessible in an emergency and available to all instructors working offsite particularly with Under 18 pilots.
10	The clubs has information about any medical need or requirements for their junior pilots.	This can collated on the NOK form.	E	
11	The club has engaged with the Aim High programme.		D	See BGA website for further information.
12	There is a nominated volunteer to co-ordinate junior flying. The club has implemented a mentor scheme for Junior Pilots.	Name of coordinator. Contact details of coordinator.	E D D	Inform the BGA of personnel changes. See BGA website for further information.
13	The club has a set of rules applicable to Junior Pilots that is shared with all.	Copy of the junior rules. Evidence on how this is disseminated.	E D	
14	The club has created an environment where everyone is encouraged and provided with equal opportunities.	Equality and Diversity policy (E&D).	E	E&D is a term used to promote equality of opportunity in UK for all to achieve full potential

				free from prejudice and discrimination.
15	The club regularly communicates with its members, parents and carers of junior pilots about relevant information.	Evidence of communication via letter, newsletters, website and meetings.	E	
16	The club is affiliated to the BGA. The club has introduced a specific membership and pricing policy for Junior Pilots.	Membership confirmed with BGA Copy of membership policy specifically for juniors.	E E	This policy is up to individual clubs to determine.