



## **THE Wiltshire Golf Club**

# **Safeguarding and Child Protection Policy**

**Reviewed May 2016**

<b>Date</b>	<b>Reviewed By</b>	<b>Amendments</b>
<b>May 2016</b>	<b>Anthony and Corina Mazzotta</b>	<b>Nil</b>

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## **Introduction**

The Club Junior Organiser, Club Professional or any adult involved in junior golf play a crucial role in inspiring youngsters and in developing both their talent for and love of the game. This will be done most effectively in a safe and caring environment in which the children's welfare is always paramount.

The 'Coach' and other adults are responsible for protecting children from all forms of abuse and discrimination and for ensuring that they receive equal treatment.

Coaches and anyone else involved with golf for children and young people have a responsibility to become informed about the different forms of child abuse, how to recognise it and what steps to take to present it.

This statement sets out the Policy of The Wiltshire Golf Club.

Throughout this document, reference is made of 'coaches', 'staff', and 'volunteers'. These terms should be taken to mean anyone involved in the game that has contact with children and are not exclusive.

The policy is written with particular reference to the golfing environment, but all adults who are in contact with juniors should read, in full, the publication 'Guidelines for Safeguarding Children in Golf' produced by Children in Golf which provides a much more comprehensive explanation of the subject matter.

The Wiltshire Golf Club has considered its responsibilities to the children participating in golf at our premises and within our club very carefully, and has produced the following Safeguarding and Child Protection Policy and underpinning procedures in order to set out the standards we wish to uphold in providing activities for children and safeguarding the welfare of children in our care.

The Wiltshire Golf Club aims to recruit staff and volunteers safely, ensuring all necessary checks are made.

The Wiltshire Golf Club affiliates to the English Golf Union and the Wiltshire Golf Union and County Ladies Association and our Club professional follows the guidelines of both the PGA and NSPCC. The Wiltshire Golf Club recognises the policies of these Governing Bodies, as set in out in Guidelines for Safeguarding Children in Golf.

## **Policy Statement**

The Wiltshire Golf Club acknowledges its duty of care to safeguard the welfare of all children (defined as those under 18) involved in golf within the club. All children have a right to protection, and have their particular needs taken into account.

The Wiltshire Golf Club will therefore endeavour to ensure the safety and protection of all children involved with the club through the Child Protection guidelines adopted by the General Committee of the club. It is the responsibility of all adults within the club to assist the General Committee in this endeavour.

## **Policy Aims**

- To provide children with appropriate safety and protection whilst in the care of the club and also help them to enjoy their experience of the sport.
- To reassure parents that their children will receive the best practicable care possible whilst participating in activities within the club.
- To provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

## **Principles**

- The welfare of children is paramount.
- All children, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers working in golf have a responsibility to report concerns to the Club Professional.
- Adults – staff, volunteers, coaches, referees and members will be supported to understand their role and responsibility with regard to the duty of care and protection of children and young people.
- Individuals will receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.
- The Wiltshire Golf Club will work in partnership with parents to review and implement child protection and welfare procedures.
- The Wiltshire Golf Club's policy and procedures are based on the above principles and UK and international legislation and government guidance and take the following into consideration:
  - The Children Act 1989 and 2004.
  - The Data Protection Act 1994 & 1998.
  - The Police Act 1997.
  - The Human Rights Act 1998.
  - The Protection of Children Act 1999.
  - Caring for the young and vulnerable - Home Office Guidance for preventing the abuse of trust 1999.
  - The Criminal Justice and Court Services Act 2000.
  - What to do if you are worried a child is being abused 2005.
  - Working Together to Safeguard Children 2006.
  - The UN Convention on the Rights of the Child.
  - South West Safeguarding & Child Protection Shared Procedures ([www.swcpp.org.uk](http://www.swcpp.org.uk))
  - Any subsequent legislation relating to child protection would implicitly be incorporated into this document.

## **Responsibilities and Communication**

- The Wiltshire Golf Club Child Protection Policy will be available to all members, parents, staff, volunteers and participants.
- The Policy will be reviewed annually by the General Committee, and amended as appropriate. Guidance from golf's governing bodies will be sought as part of the review process.
- The General Committee has responsibility for ensuring that the policy and procedures are implemented, including taking any appropriate disciplinary action necessary.
- The Club Professional has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate National Governing Body Lead Child Protection Officer and informing the appropriate club staff.
- Parents have a responsibility to work together with the club in implementing procedures and providing their children with the necessary information to safeguard themselves.

## **Process to follow in the event of an allegation/disclosure**

It is not the responsibility of those working in Golf to make judgements as to whether or not child abuse is occurring. However, it is their responsibility to act on any concerns. Adults within golf have a duty of care to respond to inappropriate behaviour, abuse or bullying.

All information received and discussed must be treated in confidence and only shared with those individuals within the organisation who will be able to manage and resolve the situation. On occasion it may be necessary to seek advice, or inform the statutory agencies e.g.: Child Services Referral Team or the Police.

Any allegations/disclosures involving inappropriate behaviour towards a child must be taken seriously, recorded and treated confidentially. Such allegations, disclosures or concerns should be reported to the Club professional who will take the appropriate action.

Please ensure that confidentiality is maintained as far as possible. Only discuss your concerns on a need to know basis, and do not disclose the identity of those involved unless absolutely necessary.

## **Bullying**

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, in situations where it is difficult for those bullied to defend themselves. There are three main types Physical, Verbal and Emotional.

Reference should be made to the Children in Golf 'Guidelines for Safeguarding Children in Golf' for definitions of Allegations and Bullying.

## **Confidentiality**

Confidentiality is about managing information in a respectful, professional and purposeful manner. Confidentiality should be maintained in respect of all issues and people involved in concerns about the welfare of a child or bad practice within an organisation. It is important that the right of both the child and the person about whom the complaint has been made are protected.

If an allegation is made against a member or volunteer, then the allegation must be passed to the designated person for safeguarding (Club Professional), or, if the allegation concerns them, to another designated safeguarding officer (Junior Organiser) and direct to the Local Authority Designated Officer (see below).

To facilitate confidentiality the ONLY points of contact for such cases are the Junior Organiser or the Club Professional, and, unless in an extreme emergency, only the occupants of these two positions should contact the National Governing Body (NGB) Lead Officer.

## **Record Keeping**

Any member of staff or volunteer receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible noting what was said (verbatim) or seen, putting the event into context, using the Incident Reporting Form below. All records must be dated and signed.

All hand-written records will be retained, even if they are subsequently typed up in a more formal report.

Written records of concerns about children should be kept, even where there is no need to make a referral immediately.

All records relating to child protection concerns will be secured in the management Office and will remain confidential.

Local Authority Designated Officer, on 01793 466849

Head of Safeguarding on 01793 464366.

Child Services Referral Team 01793 466903 or out of hours 01793 436699

## Incident Reporting Form

<b>PERSONAL AND CONTACT DETAILS</b>		
<b>Of person reporting concern/allegation</b>		<b>Of Child (alleged victim)</b>
Name		
Position		
Date of Birth/Age		
Address		
Tel Number:		
Mobile No:		
Club:		
County:		
School:		
Date Allegation Received		
Name of person receiving details of allegation:		
<b>Details of person involved in concern/allegation (the accused)</b>		
Name		
Address		
Telephone Number		
Mobile Number		
Position (in relation to young person:		
<b>Details of the concern/allegation</b>		
Date/Time		
Location		
Persons involved/witnesses:		

Nature of concern/allegation:	
How did the concern/allegation come to your attention?	
Observations: e.g. changes in behaviour, inappropriate actions, injuries, etc.	
Record of conversation: Details of exactly what was said to you and by you:	
Action taken:	
<b>Contacts Made</b>	
Child Protections Officer's Name:	
Date/Time contacted:	
Advice received:	
Other persons contacted: (provide details of name and position and organisation)	
<b>Summary</b>	

## Emergency Procedures

It is essential that medical consent forms are completed for each junior joining the club, and refreshed every year with annual renewal subscriptions.

These forms will be available at all times and copies can be found in the Management Office.

In the event of a child requiring medical attention every effort will be made to contact the parent/carer.

In the event of contact not being made the person in charge at the time will take appropriate action and a record of this action taken.

## Medical Consent Form

Name:	
Address:	
Postcode:	
Telephone Number:	Date of Birth:

The safety and welfare of the juniors in our care is paramount and it is therefore important that we are aware of any illness, medical condition and other relevant health details in order that their best interest are addressed. Please complete this form with our assurance that the information will be treated as confidential.

NHS Number:
Name of Doctor:
Doctor's Address:
Doctor's Telephone Number:
My son/daughter is in good health      Yes/No
Does your son/daughter suffer from asthma, diabetes, epilepsy, hay fever, migraine or other illness? Yes/No
If Yes, please give details:

<p>Is your son/daughter allergic to anything (e.g.: antibiotics, aspirin, or other medicine, food etc)</p> <p>Yes/No</p> <p>If Yes, please give details:</p>
<p>What was the date of your son/daughter's last tetanus injection?</p>

In the unlikely event of my son/daughter requiring medical treatment due to an accident or illness, I consent to my son/daughter receiving essential treatment, as necessary, when prescribed by a qualified medical practitioner. I also give my permission for The Wiltshire Golf Club representative in charge to give the immediately necessary authority on my behalf for any medical treatment recommended by the competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

Name of Parent or Guardian:	
Signed:	Parent/Guardian
Telephone Numbers: Home:	
Work:	
Mobile:	
Please provide the details of an alternative person we may contact, should we be unable to make contact with you.	
Name	
Address	
Telephone Number:	

In any such event, every effort will be made to contact you. Please advise us of any amendments to these details.

**Photography and Use of Video Equipment**

Photographs of children can be used by organisations to celebrate and promote junior golf, and form an important part of marketing the sport through websites, magazines, newspapers and promotional leaflets etc. However, when personal information is added to photographs, those images can be used as a means of identifying children and can render them vulnerable.

Secondly, the content of the photograph can be used or adapted for inappropriate use. While this is rare in golf, it has happened, and there is evidence of adapted material finding its way onto child pornography sites. There have been concerns about the risks posed directly and indirectly to children through the use of photographs on golf web sites and other publications.

Permission will be sought from parents prior to the use and publication of any video or photographic images of their child, using the Photographic Consent Form.

Any press or official photographers attending events will be required to seek permission from the Golf Club before taking any photographs. Consent from the parents to use the images is also required as above.

### **Supervisory Ratios**

To assist in identifying how many adults there should be to supervise children the following directions should help. Any supervision provisions should try to reflect what would be suitable in the case of an emergency.

For children under the age of 8 Government guidance outlined in the Care Standards Act 2000 should be followed.

The guidance suggests that the following points are considered:

- The age and experience of the children.
- That the staff and adults who regularly supervise have complied with, and been checked through, the recruitment procedure.
- The number of adults supervising children.
- The experience of adults supervising children.
- The need for there to be enough “staff” to deal with or manage any emergency situation which may occur (i.e. minimum of two people).
- The needs of the players.
- The need for a risk assessment.

### **Permission form for the Use of Photographs and Recorded Images**

The Wiltshire Golf Club recognises the need to ensure the welfare and safety of all children in golf. As part of our commitment to ensure their safety we will not permit photographs, video images or other images of your child to be taken or used without your consent.

The Wiltshire Golf Club will take steps to ensure these images are used solely for the purposes for which they are intended i.e.: the promotion and celebration of the activities of The Wiltshire Golf Club.

#### **To be completed by Parent:**

I.....consent to The Wiltshire Golf Club photographing or videoing ..... under the stated rules and conditions, and I confirm I have legal parental responsibility for this child and am entitled to give this consent.

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

### **Transport**

It is the responsibility of parents to transport their child/children to and from the nominated meeting point or to make their own arrangements between parents.

It is not the responsibility of the staff, Club Professional, Junior Organiser or volunteers to arrange transport of children to and from the Golf Club.

## Late Collection Guidelines

It is the responsibility of the parents to collection their child/children at the designated time.

It is not the responsibility of the staff, coaches and volunteers to arrange to take children home or to another location.

Waiting alone at the Golf Club or in a vehicle should be avoided at all times, as is sending the child home with another person without prior consent, and leaving the child alone. If all attempts to contact the parent/carer fail then consideration should be given to calling the Police for their advice.

## Changing Rooms

One of the areas where children are most vulnerable at many sports clubs is the locker/ changing/shower room, and golf clubs are no different in this respect. Obviously people will wish to refresh themselves after having taken part in a round of golf, and limited changing facilities often mean that people of all ages regularly need to change and shower during the same period.

To avoid possible misunderstandings and embarrassing situations, adults need to exercise care when in the changing room at the same time as children. However, bullying can be an issue where children are left unsupervised in locker rooms, and a balance should be struck depending on the situation. In general, it is better if one adult is not alone to supervise in a locker room, and possibly extra vigilance may also be required if there is public access to the venue. If, in an emergency, a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany him or her.

- Wherever possible, adults should avoid changing or showering at the same time as children.
- Parents need to be aware that on occasion's adults and children may need to share a changing facility.
- It is recommended that particular attention is given to the supervision of children aged ten and under in changing rooms. It is advisable for adults not to be alone with any such child in these circumstances.
- If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.

**Private Vehicle Registration Form** – *(To be completed by Volunteer Drivers **only** when transport is arranged by the club. Private arrangements made by parents/guardians do not need to be registered.)*

Purpose of the form:

- To register the private vehicles used for the transport of children in connection with golf away fixtures or tours.
- To inform drivers of the need to check and amend their insurance, if necessary, if they intend to use their vehicle on behalf of the Club, and if passengers are being carried in connection with the Club's activities or events.
- The form must be completed by the driver of any private vehicle used for the transportation of individuals to and from golf activity.

Completed forms must be handed to the Junior Organiser or Club Professional prior to any journeys being undertaken.

Driver Details	Vehicle Details
Full Name:	Registration Number:
Address:	Colour:
Postcode:	Name of Registered Keeper:
Telephone No:	Make:
Model:	
Driving Licence No and type (e.g.: full)	
Other members authorised to drive the vehicle:	
MOT Expiry Date:	
Insurance Company:	
Insurance Expiry Date:	
Road Tax Expiry Date:	
<p><b>Declaration:</b> (please tick each box)</p> <p>I have informed the insurance company of my intention to transport members on behalf of The Wiltshire Golf Club. I have stated if I will be claiming expenses in connection with this additional use.</p> <p>I have extended the policy and paid any additional premium as required by the insurance company. <input type="checkbox"/></p> <p>To the best of my knowledge my vehicle is roadworthy <input type="checkbox"/></p> <p>I will inform all passengers of the legal requirements to wear seat belts <input type="checkbox"/></p> <p>I will inform all passengers that smoking is not permitted in the vehicle <input type="checkbox"/></p> <p>I understand that it is not good practise to give children a lift on their own <input type="checkbox"/></p> <p>I declare that the information stated here is correct and that I will inform the Club of any changes <input type="checkbox"/></p> <p>I have agreed to give sight of my driving licence to the administrator <input type="checkbox"/></p> <p>Signed: _____</p> <p>Print Name: _____</p> <p>Date: _____</p>	

Club Approved Driver:

Name: \_\_\_\_\_

Vehicle Registration Number: \_\_\_\_\_

Original Driving Licence and paper seen \_\_\_\_\_ (Date) and driving offences listed:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Club President.

## **Code of Conduct for Club Professional, Coaches, Staff and Volunteers**

- Respect the rights, dignity and worth of every person.
- Help create an environment where all children have an equal opportunity to participate.
- Help create and maintain an environment free of fear and harassment.
- Recognise the rights of all children to be treated as individuals.
- Recognise the rights of parents and children to confer with other coaches and experts.
- Promote the concept of a balanced attitude, supporting the well-being of the child both in and out of golf.
- Do not discriminate on the grounds of sex, marital status, race, colour, disability, sexuality, age, religion or political opinion.
- Do not condone or allow to go unchallenged any form of discrimination or prejudice.
- Do not publicly criticise or engage in demeaning descriptions of others.
- Communicate with children in a manner that reflects respect and care.

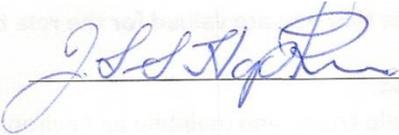
## **Relationships**

- Develop relationships with parents and children based on openness, honesty, mutual trust and respect.
- Do not engage in any behaviour that constitutes any form of abuse (Physical, sexual, emotional abuse, neglect or bullying).
- Be aware of the physical limits of children and ensure that training loads and intensities are appropriate.
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines (See Appendix 4G – CPSU Guidelines on Physical Contact and Young People in Sport and PGA Guidelines as per publication Guidelines for Safeguarding and Protecting Children).
- Always try to work in an open environment (e.g. avoid private or unobserved situations).
- Do not engage in any form of sexually-related contact with children. Sexual innuendo, flirting or inappropriate gestures and terms are also unacceptable.
- Promote the welfare and best interests of children.
- Explain to parents, as appropriate, the potential impact of the coaching programme on the child.
- Arrange to transfer a child to another personal coach if it is clear that an inappropriate relationship is developing.
- Be familiar with the Club's Safeguarding and Child Protection Policy and Procedures.
- Report any concerns you may have in relation to a child or the behaviour of an adult, and follow reporting procedures.
- Consider the child's opinions when making decisions about their participation in golf.
- Inform parents and children of the etiquette and practical considerations when playing golf.
- Inform parents of any potential financial implications.

## **Responsibilities and Personal Standards**

- Demonstrate proper personal behaviour and conduct at all times.
- Be fair and honest with all children.
- Develop an appropriate working relationship with children based on mutual trust and respect.
- Always emphasise that the well being and safety of the child is more important than the development of performance.
- Do not smoke, or drink alcohol, while actively working with children. Never use recreational or performance-enhancing drugs.
- Promote the positive aspects of golf (e.g. fair play, honesty and etiquette).
- Attend appropriate training to enable you to keep up-to-date with your role and matters relating to the welfare of children.
- Hold relevant qualifications.
- Ensure the necessary insurance cover is in place.

I have read and fully endorse the above Policy and Code of Conduct.

Name: JOHN K.S HOPKINS Signature:   
(Club President)

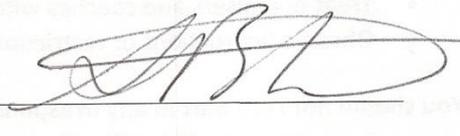
Date: 19.5.2015

Name: HAYDN BARRELL Signature:   
(Club Management)

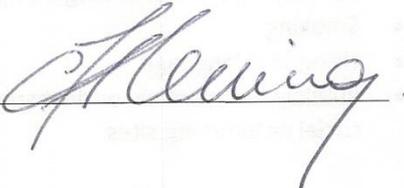
Date:

Name: ANTHONY WELFORD Signature:   
(Club Captain)

Date: 19/05/2015

Name: SANDRA BLETSO Signature:   
(Ladies Captain)

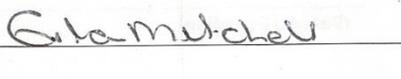
Date: 19/05/2015

Name: CHRISTOPHER A. FLEMING Signature:   
(Senior's captain)

Date: 19/05/2015

Name: MARC McCRACKEN Signature:   
(Club Professional/Junior Welfare Officer)

Date:

Name: GEORGE IAN MITCHELL Signature:   
(Junior Organiser)

Date: 19/05/2015

## Code of conduct for Children

Appreciate that you are valued for the role that you have in golf.

### You should:

- Help create and maintain an environment free of fear and harassment
- Demonstrate fair play and apply golf's standards both on and off the course
- Understand that you have the right to be treated as an individual
- Respect the advice that you receive that promotes the concept of a balanced attitude
- Treat others as you would wish to be treated yourself
- Respect physical, cultural and racial differences
- Challenge or report if you observe any form of discrimination and prejudice
- Look out for yourself and for the welfare of others
- Speak out if you consider that you or others have been poorly treated
- Report behaviour that appears to fall below the expected standards of the club
- Be organised and on time
- Tell someone in authority if you are leaving a venue or competition
- Accept that these guidelines are in place for the well-being of all concerned
- Treat organisers and coaches with respect
- Observe instructions or restrictions required by appropriate members of staff

### You should not take part in any irresponsible, abusive, inappropriate or illegal behaviour which includes:

- Consuming alcohol or illegal or performance-enhancing drugs or stimulants
- Smoking
- Using foul language
- Publicly using critical or disrespectful descriptions of others, including posting hurtful comments on social networking sites

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Junior Member)

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

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Parent/Guardian)

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