



Recruitment Form for Existing Leaders – Code of Conduct

Leaders should familiarise themselves with Warrenpoint Golf Club's Safeguarding Policy, in particular the Leader's Code of Conduct. Leaders should read and agree to abide by these terms. Leaders should update the self-declaration questions annually.

As a leader in golf I agree that I should

- Be positive during sessions and competitions, praise and encourage effort as well as results
- Put welfare of young person first, strike a balance between this and winning/results
- Encourage fair play and treat participants equally
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately
- Have experience relevant to working with young people or hold up-to-date qualifications and be committed to the guidelines in this Code
- Involve parents where possible and inform parents when problems arise
- Keep a record of attendance at training and competitions
- Keep a brief record of injury(s) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise
- Report any concerns in accordance with this Code's reporting procedures

Where possible I will avoid:

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Constant communication with individual golfers by mobile phone or email
- Taking children to my home
- Taking children on journeys alone in my car

Sports Leaders should not:

- Use any form of physical punishment or physical force on a child
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and/or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms
- Take measurements or engage in certain types of fitness testing without the presence of another adult
- Undertake any form of therapy (hypnosis etc.) in the training of children

Self-Declaration

Do you agree to abide by the guidelines contained in the Code of Ethics for Golf for Young People? Yes [] No []

Have you ever been asked to leave a sporting organisation? Yes [] No []
(if you have answered yes, we will contact you in confidence)

Is there any reason why you should not be working with young people? Yes [] No []

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations? Yes [] No []
(If you have answered yes, we will contact you in confidence)

Signed: _____ Dated: _____

Adequate supervision will be combined with good recruitment, avoiding the Leader having to work alone.



Recruitment Form for a New Leader:

*Vetting services **must** also be availed of*

Full Name: _____ Any surname previously: _____

Current Address: _____

List all other previous addresses: _____

Date of Birth: _____ Place of Birth: _____

Telephone No.(s): _____ National Insurance No/PPSI: _____

List previous experience/involvement in any other club. Include experience of working with young children in a voluntary or professional capacity:

Sporting/NGB Qualifications:

Do you agree to abide by the guidelines contained in the Code

of Ethics for Golf for Young People?

Yes [] No []

Have you ever been asked to leave a sporting organisation?

Yes [] No []

(if you have answered yes, we will contact you in confidence)

Is there any reason why you should not be working with

young people?

Yes [] No []

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations?

Yes [] No []

(If you have answered yes, we will contact you in confidence)

References:

Please supply the name and addresses of two people who we can contact and who, from personal knowledge, are willing to endorse your application. One of these names should be, where possible, the name of an administrator/leader in your last club/place of involvement

Name/Address of Referee 1: _____

Name/Address of Referee 2: _____

Signed: _____ Date: _____

Core Values in Sport for Young People

Consideration of Golf in Ireland is based on the following principles that will guide the development of young people within golf, (as outlined in page 9, Code of Ethics and Good Practice for Children's Sport). Young People's experience of sport should be guided by what is best for the young person. The stages of development and the ability of the young person should guide the types of activity provided within the club/organisation. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal.

Integrity in relationships:

Adults interacting with young people in sport should do so with integrity and respect for the child. There is a danger that sporting contexts can be used to exploit or undermine children. All adult actions in sport should be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within sport.

Quality atmosphere and ethos

Sport for young people should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will contribute to a safe and enjoyable atmosphere within the organisation.

Equality

All children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Children with a disability should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other children.

Fair Play:

Fair play is the guiding principle of the Code of Ethics and Good Practice for Children's Sport. All sport for young people should be conducted in an atmosphere of fair play. Ireland has contributed and is committed to the European Code of Sports Ethics, which defines fair play as: "much more than playing within the rules". It incorporates the concepts of friendship, respect for

others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption. (European Sports Charter and Code of Ethics, Council of Europe, 1993).

Competition

A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. However, competitive demands are often placed on children too early, which results in excessive levels of pressure on them. This can contribute to a high level of drop out from sport. Sports leaders should aim to put the welfare of the child first and competitive standards second. A child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place.



Child Welfare & Protection Procedures

Warrenpoint Golf Club accepts that organisations, which include young people among its members, are vulnerable to the occurrence of child abuse. Below are the procedures for dealing with any welfare or protection issue that may arise. Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the club.

If there are grounds for concern about the safety or welfare of a young person, golf clubs should react to the concern. Persons unsure about whether or not certain behaviours are abusive and therefore reportable, should contact the duty social worker in the local health services executive or social services department where they will receive advice. Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with abuse.

A report may be made by any member in the club but should be passed on to the Lead Officer, who may in turn have to pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within golf clubs, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local Statutory Authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Everyone should follow both procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern.

Response to a Child Disclosing Abuse

When a young person discloses information of suspected abuse you should:

- (a) Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened
- (b) Stay calm and don't show any extreme reaction to what the child is saying. Listen compassionately and take what the child is saying seriously
- (c) Understand that the child has decided to tell something very important and taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation
- (d) Be honest with the child and tell them that it is not possible to keep information a secret.
- (e) Make no judgemental statements against the person whom the allegation is made
- (f) Do not question the child unless the nature of what he/she is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used as "Can you explain to me what you mean by that"
- (g) Check out the concerns with the parents/guardians before making a report unless doing so would endanger the child
- (h) Give the child some indication of what would happen next, such as informing parents/guardians, police or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage
- (i) Carefully record the details
- (j) Pass on this information to the Lead Officer
- (k) Reassure the child that they have done the right thing in telling you



CHILD PROTECTION INCIDENT REPORT FORM

CHILD PROTECTION INCIDENT REPORT FORM	
Warrenpoint Golf Club	
Record completed by:	
Position:	Date:
Child/Young Person's Name:	
Child/Young Person's Address:	
Child/Young Person's Date of Birth:	
Parents/Carer's Names & Addresses:	

Date and time of any incident:	Date:	Time:
Your Observations:		
Detail <u>exactly</u> what the child/ young person said and what you said: (Remember do not lead the child/young person - record)		



Child Protection Accident Report Form

Warrenpoint Golf Club

Coach/Leaders in Attendance: _____

Accident Details:

Name of Injured:			
Age:			
Home Address:			
Parents Contacted:	Yes/No	At what number?	
Date:			Exact Location:
Time:			Time Reported:
Reported by who:			
Nature of injury:	How accident happened:		
Name and contact details of any witnesses:			
First Aid Given:			