



## Safeguarding Children and Young People Policy and Procedures

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### Safeguarding Children and Young People Policy

Whilst children and young people are participating in golf activities in our care, Dunscar Golf Club has a responsibility to ensure their safety and wellbeing. Dunscar Golf Club recognises the policies of the National Governing bodies regarding the Safeguarding Children in Golf. This policy and supporting procedures set out a framework to fulfill our commitment to good practice and the protection of children in our care.

### PRINCIPLES

- A child is defined by law as a person under the age of 18 years
- The welfare of children is paramount
- All children, regardless of their Age, Race, Religion or Belief, Disability, Sex or Sexual Orientation, have the right to protection from abuse
- All concerns and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- All children have the right to be safe
- All children have the right to be treated with dignity and respect
- Dunscar Golf Club will work with children, their parents and external organisations to safeguard the welfare of children participating in golf
- We recognise the authority of the statutory agencies and are committed to complying with their guidelines.



## OBJECTIVES

Dunstable Golf Club aim to:

- Provide a safe environment for children participating in golfing activities within the club and try to ensure that they enjoy the experience.
- Reassure parents or guardians that their children will receive the best care possible whilst participating in club activities and communicate policy and procedure to them through website, letter, consents.
- Support adults (staff, volunteers, PGA Professionals, coaches, members and visitors to the club) to understand their roles and responsibilities with regard to the Duty of Care and protection of children.
- Provide appropriate level training and support to staff, volunteers and coaches to make informed and confident responses to specific child protection issues and to fulfil their role effectively
- Adopt the “*Children in Golf Safeguarding and Child Protection Policy and Procedures*” and any related policies where appropriate.

## RESPONSIBILITIES AND IMPLEMENTATION

- Dunstable Golf Club and partner organisations will seek to promote the principles of safeguarding children by:
- Reviewing their policy and procedures every three years or whenever there is a major change in legislation. *Guidance from England Golf and Children in Golf Strategy Group* as required will be sought as part of the review process.
- Conducting a risk assessment of the Clubs activities with regard to safeguarding and take appropriate action to address the identified issues within suitable timescales.
- Using appropriate recruitment procedures to assess the suitability of club volunteers and staff working with children, in line with guidance from *Children in Golf*.
- Following *National Governing Body* procedures to report concerns and allegations about the welfare of children or the behaviour of adults and ensure that all staff, volunteers, parents and children are aware of these procedures.
- Directing golf club staff, volunteers and coaches to appropriate safeguarding training, where this is appropriate to their role.



## RECRUITMENT AND TRAINING

Dunscar Golf Club will endeavour to ensure that all volunteers and staff working with children are suitable to do so, and that they have all the information they require to perform their job effectively and appropriately.

Each role which involves an element of responsibility with regard to children, particularly those involving the regular supervision of children, whether voluntary or paid, will be assessed to establish which qualifications, checks and other requirements are necessary.

These will include the following:

- A signed Code of Conduct of Adults (Appendix 4)
- A Disclosure and Barring Service (DBS) check on people involved in 'regulated activity' with children.

Details of the requirements and the qualifications and checks of individuals will be recorded by the Clubs Welfare Officer who will also hold copies of the necessary Safeguarding and Protecting Children documentation. The nominated person will possess all relevant and appropriate contact details of all staff, volunteers and other relevant bodies.

All Staff, Volunteers and PGA Coaches will be offered access to appropriate child protection training. Dunscar Golf Club recommends attendance at Golf England's recommended workshops and will ensure that all volunteers and staff who have significant contact with children attend.

All volunteers and coaches involved with children will be asked to read the Dunscar Golf Club Code of Conduct for Adults, and sign to indicate their agreement to act in accordance with the code.

## COMPLAINTS, CONCERNS AND ALLEGATIONS

If a player, parent, guardian, member of staff or volunteer has a concern about the welfare of a child, or the conduct of another child, young person or an adult (whether they are a parent, coach, member, or otherwise), these concerns should be brought to the attention of the Clubs Welfare Officer forthwith. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Welfare Officer.

- All concerns will be treated in confidence. Details should only be shared with those who can help with the management of the concern.
- Concerns will be recorded on an Incident Report Form which will be retained confidentially within the Club. *The Welfare Officer will assist with completion of this form on the child's behalf if required.*
- Dunscar Golf Club will work with the England Golf and other external agencies to take appropriate action in the case of abuse or serious poor practice. Dunscar Golf



Club disciplinary procedures will be applied and followed where possible.

In the event of a child making a disclosure of any type of abuse, the following guidance is given:

- Reassure the child that they have done the right thing to share the information
- Do not make promises that cannot be kept, such as promising not to tell anyone else
- Do not question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action
- Record what the child has said as soon as possible on an incident report form.

Do not notify the parents unless you have first sought advice from **England Golf**

## **EMERGENCIES AND INCIDENTS**

Parental Consent Forms (*appendix 2*) will be obtained and retained by the Dunscar Golf Club for all children who are participating in events or activities, or attending coaching organised by the club. These forms will be treated in confidence and only shared with those who require the information they contain to perform their role effectively.

### **In the event of a child requiring medical attention:**

- The parents will be contacted immediately.
- In the event of failure to contact parents, the alternative emergency contacts will be used.
- The consent form will be consulted to establish whether parents have given their consent for a club representative to act in loco parentis.
- An adult club representative will accompany the child to seek medical attention, if appropriate, ensuring that they take the consent form with them.
- A record of the action taken will be made and retained by a club representative.

### **Where a parent is late in collecting their child the following procedure will apply:**

- Attempt to contact the parent or guardian using the contact details on the Parental Consent Form
- Attempt to contact the first, then the second emergency contact nominated on the Consent Form
- Wait with the young person(s) at the venue with wherever possible other staff, volunteers or parents.
- If no one is reachable, contact the Club Welfare Officer for advice.
- If all attempts to make contact fail, consideration should be given to contacting the police for their advice.

Staff, Volunteers and PGA Professional's should try to avoid:

- Taking the child home or to another location without consent.
- Asking the child to wait in a vehicle or the club with them alone.



- Sending the child home with another person without permission.

## **SUPERVISION**

- During coaching sessions the club will endeavor to ensure that there is at least one Coach or volunteer present for every 8 children.
- Parents will be encouraged to stay for coaching, competitions and other events where their children are of an age where their supervision is required.
- If there are young children (under 10 years of age) attending events, activities, coaching or playing sessions they will be supervised at all times. Should we request that parents should be present
- Wherever possible adults will avoid changing or showering at the same time as children but parents will be made aware that with limited changing room space there will be occasions when adults and children may need to share the facilities.

Parents should be aware that if children are left at a venue unsupervised, other than to attend specific coaching sessions, competitions, or other organised events, the club cannot accept supervisory responsibility.

Special arrangements will be made for away trips. Parents will receive full information about arrangements for any such trip and will be required to provide their consent for their child's participation.

## **GOOD PRACTICE GUIDELINES**

### **Behavior of adults and children**

Adults who work with children are placed in a position of trust in relation to children, and therefore it is important they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from false allegations of poor practice. Codes of conduct will be issued to junior members and adults working with them to promote good practice.

Dunscar Golf Club requires that all staff and volunteers working with children adhere to the standards set out in the Code of Conduct for Adults (*appendix 4*). Similarly, children are expected to follow their own Code of Conduct for Young Golfers (*appendix 3*) to ensure the enjoyment of all participants in ensuring their welfare is safeguarded,

Parents should also work together with the county to ensure that the safety of all children is safeguarded. An information form on "Parental Guidance" (*appendix 1*) is provided to assist them in understanding how they can best assist the club.

### **Adults and Children playing golf together**

One of the reasons for the popularity of golf is that the game is not restricted by ability, age or gender. Responsible interaction between adults and children helps bring mutual



respect and understanding and will be encouraged as part of club activities. Adults should always be aware however that age related differences do exist and conduct themselves in a manner that recognises this.

### **Physical Contact**

Physical contact with children by coaches or volunteers should always be intended to meet the needs of the child and the sport, not the adult. That is, to develop golf technique, to protect the child from injury, to provide first aid or treat an injury. It should always take place in an open environment, and should not, as a general principle, be made gratuitously or unnecessarily.

### **Transport**

The club believes it is primarily the responsibility of parents or guardians to transport their child or children to and from events. It is not the responsibility of club, volunteers or coaches to transport children and young people to and from events, activities, tournaments or matches.

The club may make arrangements for transport in exceptional circumstances, such as team events. Where this is the case, the written permission of the parents of the relevant children will be sought.

### **Photography or Videoing**

Permission will be sought from parents prior to the publication or use of any video or photographic images of their child, for instance in newspapers, websites or for coaching purposes. The personal details of the child will not be used in any promotional material. Any press or official photographers attending events will wherever possible be required to seek permission from the club before taking photographs and also permission of parents to use the images.

### **Anti Bullying Procedures**

We believe that every effort must be made to eradicate bullying in all its forms. Bullying can be difficult to define and can take many forms some of which can be categorised as:

- Physical - hitting, kicking, theft
- Verbal - homophobic or racist remarks, threats, name calling
- Emotional - isolating an individual from activities or a group
- All forms of bullying include;
- Deliberate hostility and aggression towards an individual(s)
- A victim who is weaker and less powerful than the bully or bullies
- An outcome which is always painful and distressing for the victim

Bullying behavior may also include;

- Other forms of violence
- Sarcasm, spreading rumors, persistent teasing
- Tormenting, ridiculing, humiliation



- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive or offensive comments of a sexual nature.
- The Club and its Staff, Volunteers and Coaches will not tolerate bullying in any of its forms during county matches, competitions, coaching or at any other time while at the club.

We are intent that we will:

- Provide a point of contact where those being bullied can report their concerns in confidence - The Club Welfare officer
- Take the problem seriously
- Investigate any and all incidents and accusations of bullying
- Talk to bullies and their victims separately along with their parents or guardians
- Impose disciplinary sanctions, which may include expulsion
- Keep a written record of all incidents and the action taken

### **Confidentiality**

Details of all juniors child welfare documents will be kept on file in the club administration records and will not be shared with a third party without parent or guardian consent. Access to this information will be granted to Welfare Officer, Secretary, Junior Organiser(s) and the PGA Golf Professional(s) and any one the club feels needs access to support the policy.

Details will be passed onto the County, Regional or National Organisations, as requested when juniors have reached an ability level that meets the relevant criteria.

All concerns or allegations will be dealt with confidentially by the club and information will only be shared on a need to know basis, either internally or externally depending on the nature or seriousness of the concern or allegation.

### **Changing rooms**

The changing rooms are used by all members and visitors, parents should be aware that adults use the changing rooms throughout the day for changing and showering. Where a parent or guardian does not consent to their child accessing the changing rooms, it is their responsibility to either supervise the child while in the changing rooms or ensure that they do not use them.



## **Useful Contacts**

### **England Golf Compliance Team**

If you have any queries relating to safeguarding procedures or concerns about any adult's behaviour or a child's welfare, eligibility for DBS checks, the DBS application process or access to Safeguarding and Protecting Children Workshops, you can contact Tom Yates, Compliance Officer on 01526 354500 option 6 or 01526 351824.

### **Bolton Safeguarding Children**

Bolton Safeguarding Children Board  
Westhoughton Town Hall  
Market Street  
Westhoughton  
BL5 3AW  
01204 337479

### **Bolton Council Child Protection**

01204 337777 (Emergency out of hours)  
<http://www.bolton.gov.uk/website/pages/Childprotection.aspx>

### **Samaritans**

Telephone 116 123  
<http://www.samaritans.org/how-we-can-help-you/contact-us>

### **The NSPCC Helpline**

Is available to discuss concerns regarding poor practice and abuse in confidence with members of the public. No referrals are made from the calls. Those with concerns are encouraged to use this service.

The Helpline number is 0808 800 5000 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Childline UK**

Freepost 1111, London N1 0BR Tel: 0800 1111

### **Bolton NHS Trust**

Royal Bolton Hospital  
Minerva Road  
Farnworth  
Bolton  
BL4 0JR

Main Switch Board 01204 390390  
Accident and Emergency 01204 390300  
Patient Enquiries, Main Reception – 01204 390812

### **In an Emergency contact 999**