

Fairfield Golf and Sailing Club

Kings Road, Audenshaw, Manchester. M34 5FA.

Tel: 0161 370 0088 (Clubhouse) Tel: 0161 370 1892 (Pro Shop)
Email: manager@fairfieldgolfclub.co.uk Website: www.fairfieldgolfclub.co.uk



Established 1892

Safeguarding Children and Young People Procedure

Whilst children and young people are participating in golf activities in our care,Golf Club has a responsibility to ensure their safety and wellbeing.

Complaints, concerns and allegations

If a player, parent, carer, 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 Club 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.

Please refer to Flowcharts 1 & 2 for further details (see below).

If it cannot be reported to the Club Welfare Officer then it should be reported to the Secretary/Manager or England Golf Compliance Department.

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 (see appendix) and sent to the England Golf Compliance department and retained confidentially within the club.

England Golf Compliance department will assist with completion of this form on the club's behalf if required, tel: 01526 351824.

Fairfield Golf & Sailing Club will work with England Golf and other external agencies to take appropriate action in the case of abuse or serious poor practice.

The 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:

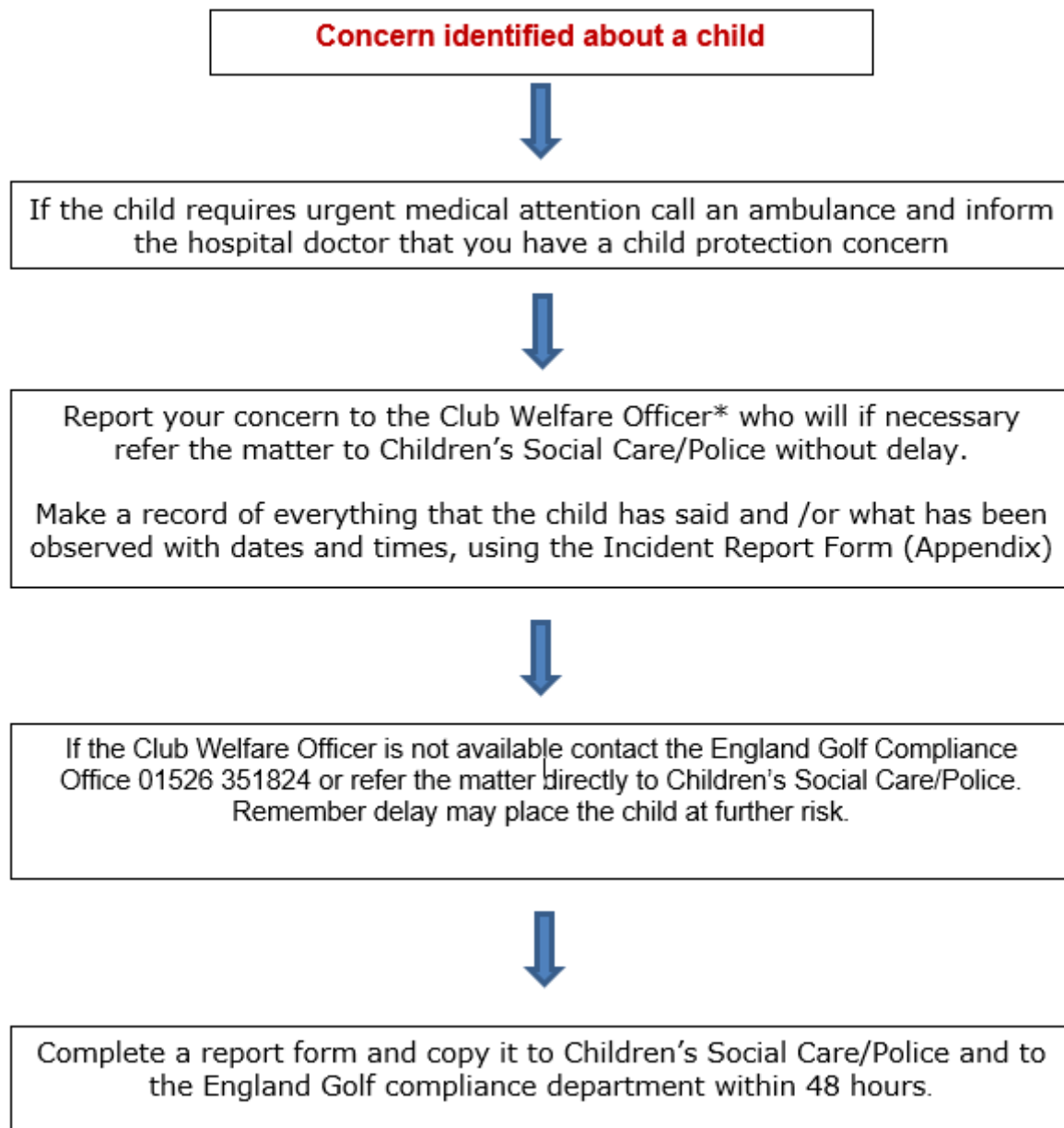
- Reassure the child that they have done the right thing to share the information
- Do not make promises that cannot be kept, such as promising not to tell anyone else
- Do not question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise 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 the England Golf Compliance Office 01526 351824

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.

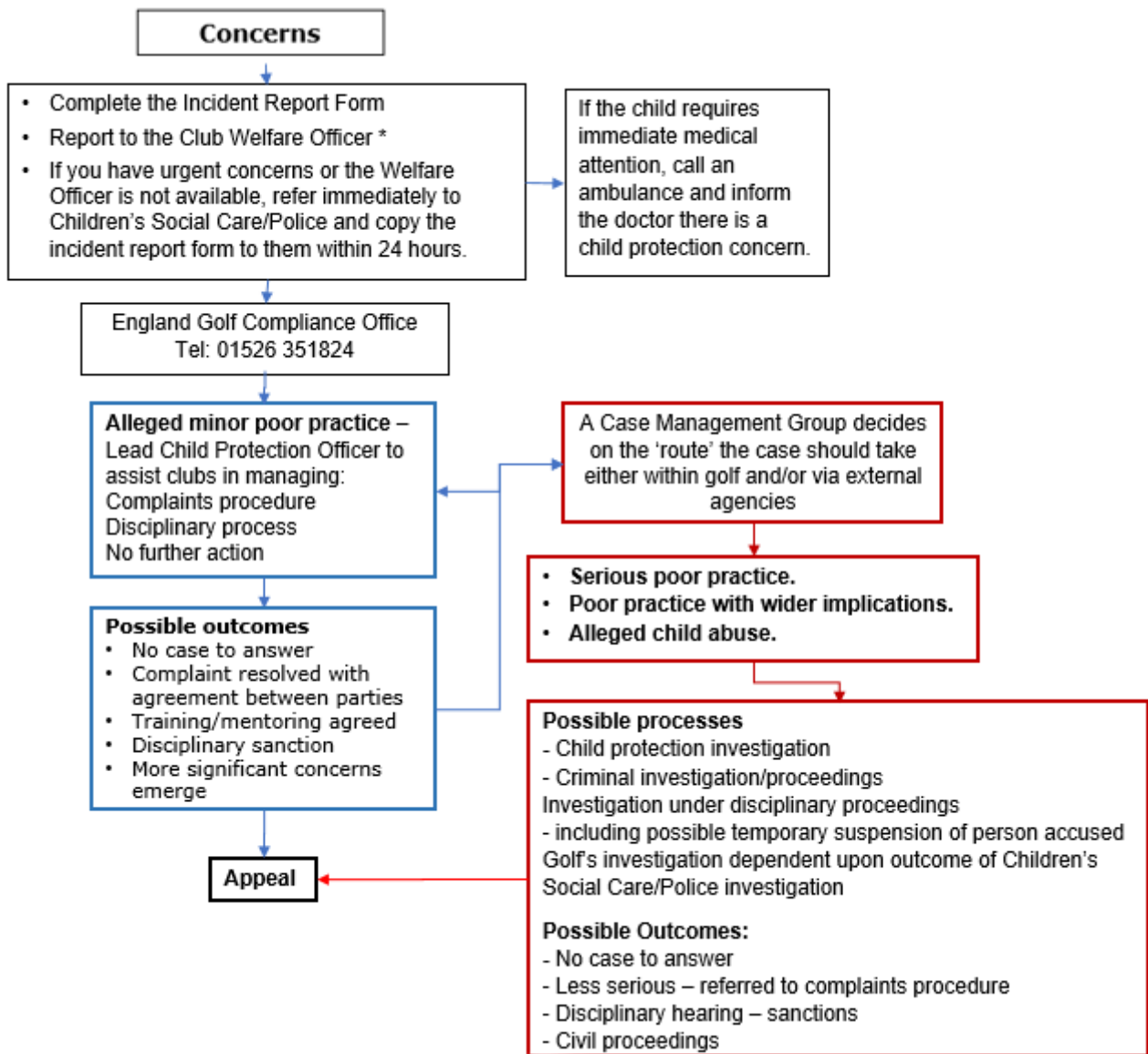
Flowchart 1

What to do if you are worried about what is happening to a child outside of the Club/County (but the concern is identified through the child's involvement in golf)



Flow chart 2

What to do if you are worried about the behaviour of any member, parent/carer, volunteer, staff, Professional, coach or official in golf or affiliated organisations



Emergencies and incidents

Parental Consent Forms will be obtained and retained by the Blackley 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. The attached form can be used to record the information.

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

- Attempt to contact the parent/carer 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's Welfare Officer for advice.
- If all attempts to make contact fail, consideration should be given to contacting the police for their advice.

Staff, Volunteers & PGA Pros 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.

Confidentiality

Details of all juniors will be kept on file in the office and will not be shared with a third party without parent/guardian consent. Access to this information will be granted to Sec/Manager/ CWO, the Junior Organiser(s) and the PGA Golf Professional(s). Details will be passed onto the County Organisations as requested when juniors have reached an ability level that meets the relevant county criteria.

All concerns/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/seriousness of the concern/allegation.

Useful contacts

Golf Contacts		
Name	Address	Number
Fairfield Golf Club Club Secretary		Tel: 0161 370 0088 Email: manager@fairfieldgolfclub.co.uk
England Golf Compliance Office	England Golf National Golf Centre The Broadway Woodhall Spa Lincolnshire LN10 6PU	01526 351824 compliance@englandgolf.org

Local Contacts		
Local Children's Social Care (including out of office hours contact) NB. In an emergency, the Samaritans will hold the Duty Officer's contact number	Manchester City Council Emergency	24 HOUR SERVICE 0161 234 5001 After 5pm or at the weekends please contact The Emergency Social Work Duty Team
Samaritans		08457 90 90 90
Local Police child protection teams In an emergency contact 999	Manchester City Council As above or	0161 234 5001
NSPCC Freephone 24 hour Helpline		0808 800 5000

National Contacts		
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0808 800 5000 help@nspcc.org.uk
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 1111
NI Childline	74 Duke Street Londonderry	Tel: 028 90 327773
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester L4 1EZ	Tel: 0116 234 7278 cpsu@nspcc.org.uk

Accident Report Form – Fairfield Golf Club

ALL accidents must be reported to the Club Secretary and recorded in the Club Accident Book (available in the office)

Recorder's Name:	
Address:	
Post Code:	Telephone No:
Name of Injured Person [s]:	
Address:	
Post Code:	Telephone No:
Nature of Injury Sustained:	
Where did the Accident occur: [include: date; time; location; and nature of the accident.]	
How did the Accident occur: [include: names; telephone numbers; etc.]	
Were there any witnesses to the Accident: [include: names; statements, etc.]	
What action was taken: [include: treatment administered, by whom, etc.]	
Were any other Agencies involved: [e.g. Ambulance service?]	
Have the Parents / Guardians been contacted? YES NO [Please circle.]	
Does the accident need to be referred to England Golf Compliance Dept? YES NO	
Date:	Time:
Signature of Recorder:	