

Safeguarding Policy and Procedures

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Worcestershire and Herefordshire County Golf Partnership
Safeguarding and Child Protection Policy

The Worcestershire and Herefordshire County Golf Partnership (CGP) has considered its responsibilities to the children participating in golf very carefully, and therefore has produced the following safeguarding and child protection policy and underpinning procedures in order to set out the standards we wish to uphold in running activities for children and in safeguarding the welfare of children in our care, or the care of the partner organisations (County Union, County Association, County PGA).

The CGP recognises the policies of the National Governing bodies, as set in out in the “Guidelines for Safeguarding Children in Golf”. The policy and supporting procedures set out a framework to fulfil our commitment to good practice and the protection of children in our care.

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 children have the right to be safe
- All children have the right to be treated with dignity and respect
- The CGP will work in partnership with children, their parents and external organisations firstly, to safeguard the welfare of children participating in golf, and, secondly, to protect staff and volunteers working in golf
- We recognise the authority of the statutory agencies and are committed to complying with Local Safeguarding Children Board Guidelines (LSCB) and any documentation which supersedes these.

OBJECTIVES

The CGP aims to:

- Provide a safe environment for children participating in golfing activities within the county and ensure that they enjoy the experience.
- Reassure parents that their children will receive the best care possible whilst participating in golfing activities within the county.
- Support adults (staff, volunteers, PGA Professionals, coaches, referees and members) to understand their roles and responsibilities with regard to the Duty of Care and protection of children

- Provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfill their role effectively
- Encourage all affiliated golf clubs to adopt the Children in Golf Safeguarding and Child Protection Policy and Procedures and any related policies

RESPONSIBILITIES AND IMPLEMENTATION

The CGP will seek to promote the principles of safeguarding children by:

- Reviewing the policy and procedures every three years or whenever there is a major change in legislation. Guidance from golf's governing bodies will be sought as part of the review process.
- Conducting a risk assessment of CGP 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 CGP volunteers and staff working with children, in line with guidance from Children in Golf.
- Following 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 CGP staff and volunteers to appropriate safeguarding training, where this is appropriate to their role.
- Supporting golf clubs in their efforts to achieve GolfMark accreditation as a statement of the quality of the procedures they operate.

The CGP'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
- The Criminal and Court Services Act 2000
- The UN Convention on the Rights of the Child
- Caring for the young and vulnerable – Home Office Guidance 1999
- What to do if you are worried a child is being abused 2005
- Working Together to Safeguard Children 2006
- Any subsequent legislation relating to child protection would implicitly be incorporated into this document

In recognition of the 'Guidelines for Safeguarding Children in Golf' this document is intended to support the safeguarding and child protection policy statement with a series of procedures.

1. RECRUITMENT AND TRAINING

The CGP 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 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:

- An application form (**appendix 1**)
- A self-disclosure form (**appendix 2**)
- A current Enhanced Criminal Records Bureau check
- References from 2 people if possible (**appendix 3**)
- A signed Code of Conduct (**appendix 4**)

Details of the requirements and the qualifications and checks of individuals will be recorded by the County Welfare Officer who will also hold copies of the necessary forms and contact information for the Criminal Records Bureau and other relevant agencies.

All staff and volunteers will be offered access to appropriate child protection training. The CGP recommends attendance at the sportscoachuk "Safeguarding and Protecting Children" workshop and will ensure that all volunteers and staff who have significant contact with children attend.

All staff and volunteers working with children will be asked to read and become familiar with the CGP Safeguarding Policy and Procedures.

All staff and volunteers involved with children will be asked to read the CGP Code of Conduct for Adults, and sign to indicate their agreement to act in accordance with the code. The code is linked to the CGP Disciplinary Procedures.

2. COMPLAINTS, CONCERNS AND ALLEGATIONS

2.1 If a player, parent, member of staff or volunteer has a concern about the welfare of a child, or the conduct of an adult (whether they are a parent, coach, member, or otherwise), these concerns should be brought to the attention of the County Welfare Officer. 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).**

2.2 All concerns will be treated in confidence. Details should only be shared with those who can help with the management of the concern.

2.3 Concerns will be recorded on an Incident Report Form (**appendix 5**) and sent to the National Governing Body Lead Child Protection Officer and retained confidentially within the county.

2.4 The partner organisations (Union, Association and PGA) will work with the national governing body and other external agencies to take appropriate action in the case of abuse or serious poor practice. The CGP disciplinary procedures will be applied and followed where possible.

2.5 In the event of a child making a disclosure, the following guidance is given:

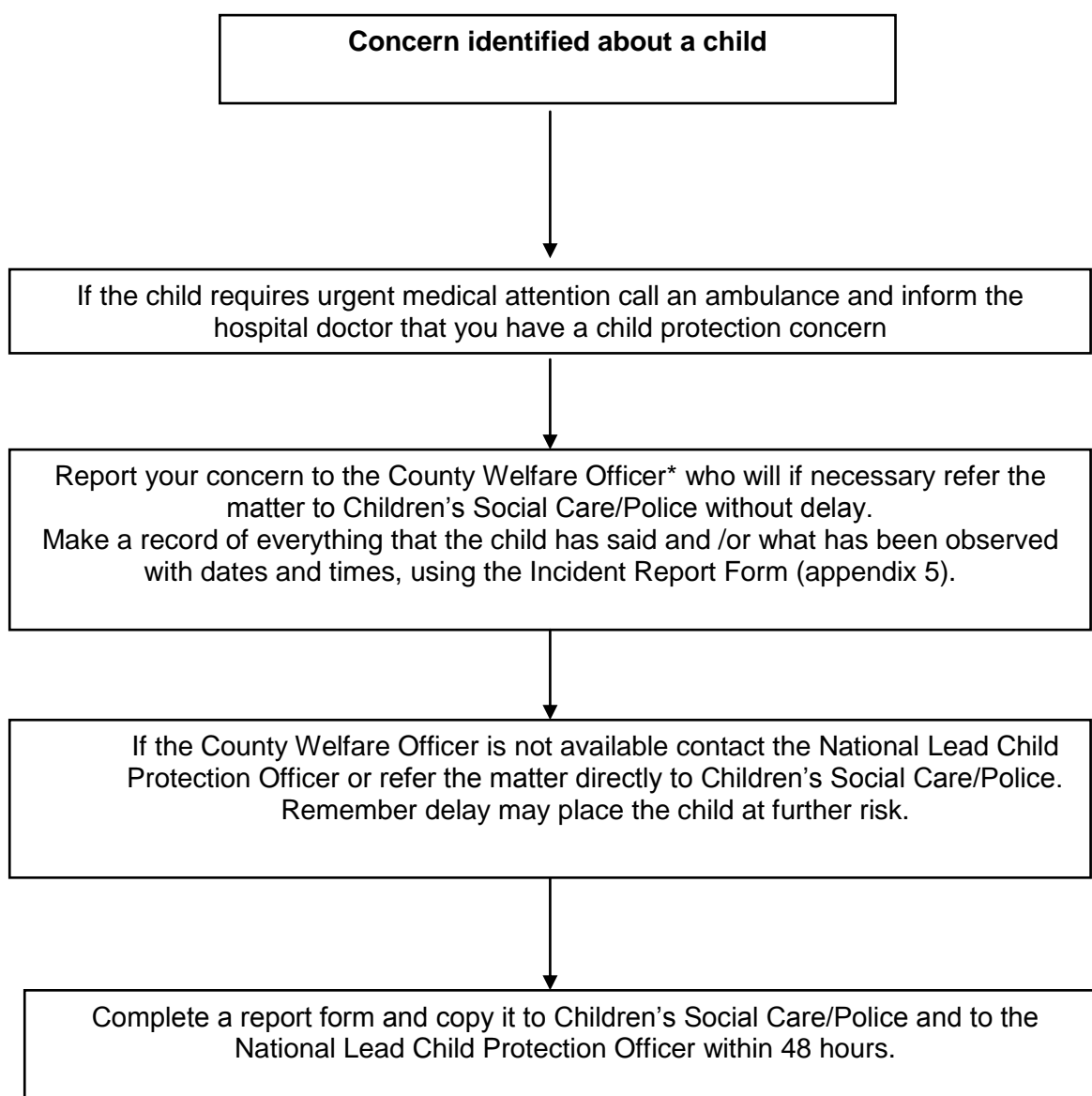
- Reassure the child that they have done the right thing to share the information.
- Do not make promises that cannot be kept, such as promising not to tell anyone else.
- Do not question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise 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 National Governing Body Lead Child Protection Officer.

2.6 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

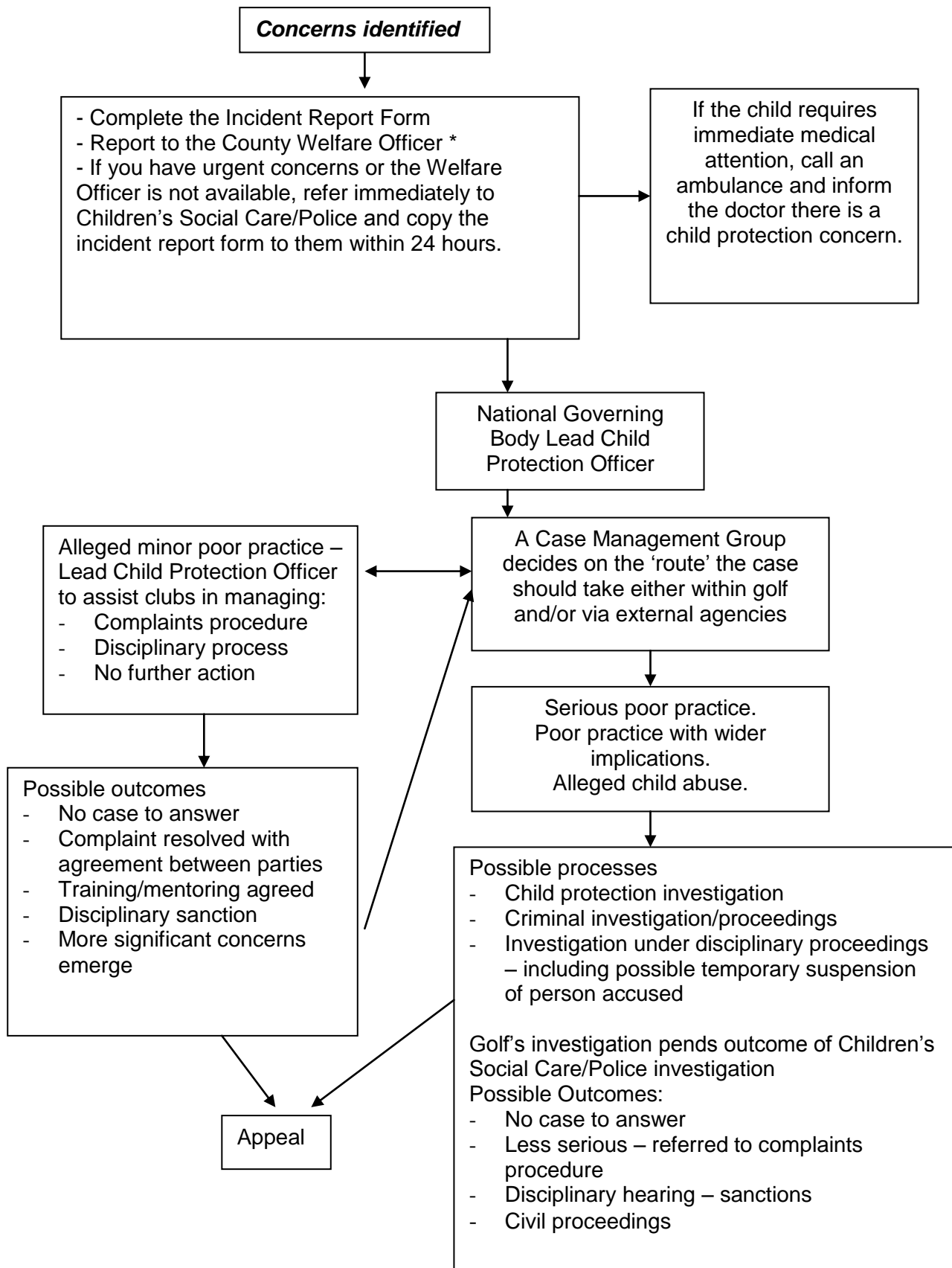
What to do if you are worried that a child is being abused outside of the Club/County (but the concern is identified through the child's involvement in golf)



* If for any reason a County Welfare Officer is not in post – contact the National Lead Child Protection Officer. Contact details on page 11.

FLOW CHART 2

What to do if you are worried about the behaviour of any member, volunteer, staff, Pro, coach or official in Golf or affiliated organisations



3. EMERGENCIES AND INCIDENTS

3.1 Parental Consent Forms (**appendix 7**) will be obtained and retained by the County (Union/Association/coach) for all children who are participating in events or activities, or attending coaching organised by the county. These forms will be treated in confidence and only shared with those who require the information they contain to perform their role effectively.

3.2 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 County representative to act in loco parentis.
- An adult County representative will accompany the child to seek medical attention, if appropriate.
- A record of the action taken will be made and retained by a County representative.

3.3 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 CGP Chairman for advice.
- If all attempts to make contact fail, consideration should be given to contacting the police for their advice.

County staff, PGA Pros and volunteers 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.

4. SUPERVISION

- 4.1 During coaching sessions the County will endeavour to ensure that there is at least one County representative present for every 8 children.
- 4.2 Parents will be encouraged to attend all events where their children are present.
- 4.3 If there are young children (under 10 years of age) attending events, activities, coaching or playing sessions they will be supervised at all times.

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.

- 4.4 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 County cannot accept supervisory responsibility.
- 4.5 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.

5. GOOD PRACTICE GUIDELINES

5.1 Behaviour of adults and children

- 5.11 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.
- 5.12 The CGP requires that all staff and volunteers working with children adhere to the standards set out in the Code of Conduct (**appendix 4**). Similarly, children are expected to follow their own code of conduct to ensure the enjoyment of all participants and assist the County in ensuring their welfare is safeguarded (**appendix 4**).
- 5.13 Parents should also work together with the County to ensure that the safety of all children is safeguarded. A sheet on "Parental Responsibilities" (**appendix 8**) is provided to assist them in understanding how they can best assist the County.

5.2 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 County activities. Adults should always be aware however that age related differences do exist and conduct themselves in a manner that recognises this.

5.3 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.

5.4 Transport

5.41 The County believes it is primarily the responsibility of parents/carers to transport their child/children to and from events. It is not the responsibility of County staff, members, coaches or volunteers to transport children and young people to and from events, activities, tournaments or matches.

5.42 The County 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. The drivers used will be checked for their suitability to supervise children (see Section 1 Recruitment and Training) and their insurance arrangements verified.

5.5 Photography/ Videoing

5.51 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, magazines or websites. The personal details of the child will not be used in any promotional material.

5.52 Any press/official photographers attending events will be required to seek permission from the County before taking photographs and also permission of parents to use the images

6. Useful Contacts

Golf Contacts		
Name	Address	Number
County Welfare Officer	Netty Kitston annettekitston@btinternet.com	07757660058
EGP Child Protection Compliance Manager Kirstie Thirde	c/o England Golf The National Golf Centre Woodhall Spa Lincolnshire LN10 6PU	07949111924
Case Manager Carol Ashworth	c/o England Golf	07881518211

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	0845 6072000	OUT OF HOURS 4.30pm Friday- 9am Monday 5pm-9am Monday-Thursday All bank holidays After 00.30 the EDT social workers are contacted by pager, linked to an answer phone. Telephone: 01905 768020
Local Police child protection teams In an emergency contact 999	West Mercia 08457 444888	
NSPCC Freephone 24 hour Helpline	0808 800 5000	

National Contacts

The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0207 825 2500
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 7224

7. Appendix

The forms set out in the appendix do not have logos attached to them, enabling any of the partner organisations or the CGP to utilise them, adding their own logos, as required.

All forms should be completed and returned to:

Details to be added by partner organisation (Union, Association, PGA)

- 1) Application form – page 14**
- 2) Self disclosure – page 16**
- 3) References – page 17**
- 4) Codes of Conduct
 - a. Code of Conduct for staff, PGA Professionals and volunteers – page 18**
 - b. Code of Conduct for Young Golfers – page 19**
- 5) Incident Report Form – page 20**
- 6) Accident Report Form – page 21**
- 7) Parental Consent Forms (including transport, photo and video) – page 22**
- 8) Parental Responsibilities – page 24**

Appendix 1

Application Form

Position Applied for: _____
Personal Details Title: Mr/Mrs/Miss/Dr/Other (please specify) _____ Full Name: _____ Any previous surname: _____ Date and place of birth: _____ National Insurance Number: _____
Present Address: _____ Post Code: _____ Telephone Numbers: _____ Email address: _____
Current Occupation: _____ Name and address of Organisation: _____ Role: _____ Start Date: _____
Relevant Experience including any previous experience of working with children and young people:
Reasons for applying:

References:

Please provide the names and addresses of two people who know you well (who are not related to you) whom we can contact to obtain a reference:

Name:

Address:

Telephone Number:

Name:

Address:

Telephone Number:

I agree to abide by the County Code of Conduct and Safeguarding Policy and Procedures, and confirm that the information I have supplied in completing this form is correct and true.

Signed: _____

Date: _____

Appendix 2

Self Disclosure Form

To be completed at the same time as the application form:

The position for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974. All “spent” and “unspent” convictions must be declared. Having an “unspent” conviction will not necessarily impede your appointment within golf. This will depend on the circumstances and background to your offence. Evaluation of information is based strictly on confidentiality and discretion.

1. Have you ever been convicted of any criminal offence? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please supply details of any criminal convictions: <i>NOTE: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986, you should declare all convictions including “spent” convictions, cautions, reprimands and written warnings.</i>
2. Are you a person known to any Child Social Care Department as being an actual or potential risk to children or currently under investigation for a child protection incident? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please supply details:
3. Have you had any disciplinary sanction (from a sports or other organisation’s Governing Body) relating to child abuse or poor practice? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please supply details:
<i>I certify that all information in this form is true and correct to the best of my knowledge, and realise that false information or omissions may lead to termination of services.</i>
I hereby consent to a CRB disclosure: Signed: _____ Date: _____

Appendix 3

Reference form

(Name) _____

has expressed an interest in becoming a county volunteer / coach* (*delete as appropriate) and has given your name as a referee.

As this post involves substantial access to children and as an organisation committed to safeguarding children, it is important that if you have any reason to be concerned about this applicant that you do not complete the following form, but please contact me on:

Telephone: _____

Name: _____

Organisation: _____

Any information disclosed in this reference will be treated in confidence and in accordance with relevant legislation and guidance, and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he or she is offered the position in question.

- **How long have you known the person?**

- **In what capacity?**

- **What attributes does this person have which would make him/her suited to a role working with children?**

- **How would you describe his/her personality?**

Signed: _____

Date: _____

Appendix 4a

Code of Conduct for Staff, PGA Professionals and Volunteers

- Respect the rights, dignity and worth of every person within the context of golf.
- Treat everyone equally and do not discriminate on the grounds of age, gender, religion, sexual orientation or disability.
- If you see any form of discrimination, do not condone it or allow it to go unchallenged.
- Place the well-being and safety of the young person above the development of performance.
- Develop an appropriate working relationship with young people, based on mutual trust and respect.
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval.
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment)
- Do not engage in any form of sexually related contact with a young player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms.
- Know and understand the CGP Child Protection Policies and Procedures
- Respect young people's opinions when making decisions about their participation in golf.
- Inform players and parents of the requirements of golf.
- Be aware of and report any conflict of interest as soon as it becomes apparent.
- Display high standards of language, manner, punctuality, preparation and presentation.
- Do not smoke, drink or use recreational drugs while actively working with young people in the County. This reflects a negative image and could compromise the safety of the young people.
- Do not give young people alcohol when they are under the care of the County.
- Hold relevant qualifications and insurance cover. All members of the organising party must have enhanced, current CRB clearance.
- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual.
- Promote the positive aspects of golf e.g. fair play.
- Display high standards of behaviour and appearance.
- Follow CiG guidelines set.
- Ensure that you attend appropriate training to keep up-to-date with your role and the welfare of young people.
- Report any concerns you may have in relation to a child or the behaviour of an adult, following reporting procedures laid down by the CGP.

Signed:	Date:
PRINT NAME:	

Appendix 4b

Code of Conduct for Young Golfers

As a young golfer taking part in a County Golf Partnership activity, 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.
- Treat others as you would wish to be treated yourself.
- Respect physical, cultural and racial differences.
- Look out for yourself and for the welfare of others.
- Speak out (to your parents or an event organiser) if you consider that you or others have been poorly treated.
- Be organised and on time.
- Tell someone in authority if you are leaving the venue.
- Accept that these guidelines are in place for the well-being of all concerned.
- Treat organisers and coaches with respect.
- Observe instructions or restrictions requested by the adults looking after you.

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

- Smoking.
- Using foul language.
- Publicly using critical or disrespectful descriptions of others.
- Consuming alcohol, illegal performance-enhancing drugs or stimulants.

Child Signature.....Print Name.....

Parent/Guardian Signature.....Print Name.....

Appendix 5

Incident Report Form

Recorder's Name:	
Address:	
Post Code:	Telephone No:

Child's Name:	
Address:	
Post Code:	Telephone No:

Complainant's Name:	
Address:	
Post Code:	Telephone No:

Details of the allegations: [include: date; time; location; and nature of the incident.]

Additional information: [include: witnesses; corroborative statements; etc.]

Action taken:	
Date:	Time:

To whom was the incident referred:	
Date:	Time:

Signature of Recorder:	Signature of Complainant:
------------------------	---------------------------

Appendix 6

Accident Report Form

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.]	
Date:	Time:
Signature of Recorder:	

My child is in good health and I consent to them participating in events and activities organised by the County including golf competitions, matches and coaching that may include organised transport and overnight accommodation. I consent to my child receiving essential medical treatment, as necessary, when a qualified medical practitioner prescribes such treatment.

I agree that my child be bound by the code of conduct whilst in the care of the County. This includes coaching, matches and other events, whilst representing a county team or whilst taking part in an event which the County is organising. Before taking part in any County event, training or playing, you must have completed and returned this form to the address below.

PRINT NAME OF PARENT/GUARDIAN:.....DATE / /

SIGNATURE OF PARENT/GUARDIAN:.....

PHOTOGRAPH / VIDEO CONSENT FORM

The County 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 or other images of your child to be taken or used without your consent. The County will take steps to ensure that these images are used solely for the purposes for which they are intended i.e. the promotion and celebration of the activities.

I agree / I disagree that photographs/videos can be taken of my child during County events above.

Please note the information supplied will be kept in strictest confidence and only be used by Committee members of the Worcestershire and Herefordshire County Golf Partnership for the purposes of organizing competitions, coaching, matches or other activities for the Junior Section [including results published in the press] and will not be disclosed to any third party

Any changes please let us know as soon as possible.

PLEASE RETURN COMPLETED FORMS TO:
Details to be added by partner organisation (Union, Association/PGA)

Appendix 8

Parental Responsibilities

Parent's and / or guardian's have a responsibility to be aware of and support the principles and guidelines of the County Golf Partnership Safeguarding Policy and Procedures.

Parents are encouraged to:

- 1) Take an interest in their children's activity and progress and be supportive, promoting a spirit of fair play.
- 2) Familiarise themselves with the CGP Safeguarding Policy.
- 3) Complete the Parental Consent Form, signifying that they accept the conditions of the CGP in relation to their child participating in county events.

On occasions, children may be photographed for training or publicity purposes. Parents / guardians who do not wish their child to be photographed for these purposes should inform the CGP on the Consent Form.

- 4) Sign the Code of Conduct and go through it with their child.
- 5) Arrange transportation enabling their child to arrive punctually at a match, event, or training session:

It is important to communicate with the event organiser if transporting children to a venue, and /or collecting them after an event, may cause a problem.

- 6) Introduce themselves to the adults involved in the supervision of an event.
- 7) Seek the support of county officials in creating and maintaining a safe environment for children in which to participate and enjoy the game of golf and feel able to raise any matters of concern with The County Welfare Officer.