



ENGLANDGOLF

Safeguarding and Child Protection

Parent/Player Pack

This document needs to be read by Junior and Parent and the sections requiring signature (as highlighted red) must be completed and returned before the Junior takes part in the activity to which he or she has been invited.

Safeguarding and Child Protection Policy Statement – Pages 2 – 4

Copy of Parental Consent Form (to be retained) – Pages 5 - 6

Copy of Code of Conduct Form (to be retained) – Page 7

Parental Guidance – Page 8

Parental Consent Forms – Pages 9 – 10

(to be signed by player and parent and returned)

Code of Conduct – Page 11

(to be signed by player and parent and returned)

The returned documents will be filed securely and the information contained in them will only be accessed by approved County Personnel with a specific interest in the care of your child.



ENGLANDGOLF

Worcestershire and Herefordshire Golf Consortium Safeguarding and Child Protection Policy

The Worcestershire and Herefordshire Golf Consortium (W&HGC) 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 and County Association).

The W&HGC 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 W&HGC 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 W&HGC 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 W&HGC 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 W&HGC 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 W&HGC 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 W&HGC 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 W&HGC'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

Parental Consent Forms will be obtained and retained by the County 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

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

Please complete and return the attached forms to ensure that we have up to date details for you and your child.



ENGLANDGOLF

Parental Consent Form

To be retained

MEDICAL CONSENT

In caring for the best interest of your child, it is important that the County is aware if he/she suffers from any illness or medical condition, or whether he/she is currently receiving medical treatment of any kind. Please indicate below in strictest confidence any health-related matters (including injuries of any kind) that you think it best that we know about. Details of any prescribed medicine with dosage, special dietary requirements and allergies are also requested.

Name	Date of birth: / /
Address	Post Code:
Telephone (home)	Telephone (work):
E-Mail:	Telephone (mobile):
Other Contact Numbers (if applicable)	
Name:	Telephone:
Name:	Telephone:
Academy/County Coach (if applicable):	CDH Number:
Home Golf Club:	Current handicap:

Name of NHS Doctor/GP:	NHS number
Doctor's Address:	
Doctor's Telephone Number:	
Date of last tetanus inoculation:	
Please list any medical conditions including conditions requiring treatment/medication, allergies or dietary requirements:	
Do you consider your child to have a disability? Yes / No	
If yes, what is the nature of the disability:	

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 and Parental Responsibilities 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:	
SIGNATURE OF PARENT/GUARDIAN:	DATE: / /

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.

SIGNATURE OF PARENT/GUARDIAN:

DATE: / /

DATA PROTECTION ACT

I consent to data being shared with England Golf to enable any Regional and National opportunities to be communicated

TICK

Please put me on the database and keep me informed of golfing matters

TICK

CODE OF CONDUCT

When representing your county in a team, coaching programme or playing in a county organised event, there are specific responsibilities which must be observed as set out in the Code of Conduct for Young Golfers (Page 7) and Parental Responsibilities (Page 8). See attached.

We agree that if there is any breach of the Code of Conduct or Parental Responsibilities the parent/guardian will be contacted and the junior will be sent home immediately.

SIGNATURE OF PARENT/GUARDIAN:

DATE: / /

SIGNATURE OF JUNIOR:

DATE: / /

TRANSPORT

We agree and consent to a driver transporting juniors to and from events/venues. This may be another junior driver transporting a fellow junior in which case you will be notified beforehand.

We do not agree to a fellow junior transporting my child

TICK

Booster seats are to be provided by parents, if necessary, for U12's.

The driver is responsible for ensuring that they have adequate insurance cover.

SIGNATURE OF PARENT/GUARDIAN:

DATE: / /

SIGNATURE OF JUNIOR:

DATE: / /

Please note the information supplied will be kept in strictest confidence and only be used by officials of the county for the purposes of organising 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 to the above information please let us know as soon as possible.

COMPLETED FORMS MANAGED BY

**Worcestershire & Herefordshire County Welfare Officer
c/o Stourbridge Golf Club
Worcester Lane
Pedmore
Stourbridge
West Midlands
DY8 2RB**

**(BUT SEE PAGE 10 FOR ADDRESSES FOR
THE RETURN OF COMPLETED FORMS)**



ENGLANDGOLF

Code of Conduct for Young Golfers

To be retained

As a young golfer taking part in a W&H Golf Consortium 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
- County uniform to be worn at matches and specified events only

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.....



ENGLANDGOLF

Parental Responsibilities

Parent's and / or guardian's have a responsibility to be aware of and support the principles and guidelines of the Worcestershire & Herefordshire Golf Consortium's 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 W&HGC Safeguarding Policy
- 3) Complete the Parental Consent Form, signifying that they accept the conditions of the W&HGC 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 W&HGC 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
- 8) During the time their child is in the care of the County, parents and spectators must respect the organisers by;

- Not walking on fairways,
- Not walking on or within immediate vicinity of greens, including surrounding bunkers,
- AT ALL TIMES keeping a distance in excess of 50 paces from their child when play, coaching, training or any county organised event is taking place.



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In caring for the best interest of your child, it is important that the County is aware if he/she suffers from any illness or medical condition, or whether he/she is currently receiving medical treatment of any kind. Please indicate below in strictest confidence any health-related matters (including injuries of any kind) that you think it best that we know about. Details of any prescribed medicine with dosage, special dietary requirements and allergies are also requested.

Name	Date of birth: / /
Address	Post Code:
Telephone (home)	Telephone (work):
E-Mail:	Telephone (mobile):
Other Contact Numbers (if applicable)	
Name:	Telephone:
Name:	Telephone:
Academy/County Coach (if applicable):	CDH Number:
Home Golf Club:	Current handicap:

Name of NHS Doctor/GP:	NHS number
Doctor's Address:	
Doctor's Telephone Number:	
Date of last tetanus inoculation:	
Please list any medical conditions including conditions requiring treatment/medication, allergies or dietary requirements:	
Do you consider your child to have a disability? Yes / No	
If yes, what is the nature of the disability:	

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DATE: / /

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DATE: / /

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DATE: / /

SIGNATURE OF JUNIOR:

DATE: / /

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PLEASE RETURN COMPLETED FORMS TO:

(GIRLS)

Mrs Jan Ward,
W&HLCGA Junior Committee,
Coppins,
Callow Hill,
Rock,
Nr Kidderminster. DY14 9XG.

(BOYS)

Mr Stuart Pritchard
Worcestershire County Secretary
4 Salisbury Close
Dudley
West Midlands
DY1 2UJ



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

Parent/Guardian SignaturePrint Name.....