

## **Children and Young People Safeguarding Policy and Procedures**

**The SSGC acknowledges that it has a duty of care towards any children (persons under the age of 18 years) that participate in Club Golf. This Policy lists the safeguarding procedures – as set out by England Golf - that the SSGC intend to follow, and the standards we hope to maintain when providing CLUB activities for children. These procedures will be reviewed every three years, or whenever there is a major change in legislation or any of the golf organisations within the SAFEGOLF AWARD SCHEME.**

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**The SOUTH STAFFORDSHIRE GOLF CLUB** accepts the policies of the National Governing Body for Golf and will follow these guidelines in order to protect and ensure the safety of every child placed in our care. The set procedures provide direction for employees, volunteers and members of the club about expectations with regard to behaviour on the course and in the clubhouse.

### **MISSION STATEMENT**

We, at South Staffs Golf Club, are committed to ensuring that all children, young adults, and vulnerable people have a fun, safe, and positive experience when playing golf. We recognise our responsibility to safeguard their welfare by protecting them from poor practice, abuse, and bullying. We understand that the Safeguarding policies and procedures apply to everyone in the club who comes in contact with children or young people, whether paid or unpaid. To ensure good practice, we hope to have strong systems in place to manage any concerns, and deal with any allegations that might be made.

### **OBJECTIVES**

**With regard to the above our main aims will be to:**

- encourage youngsters to strive to achieve their true potential.
- ensure all adults taking charge of children for club activities (staff, volunteers, PGA Professionals, coaches, members and visitors) understand their roles and responsibilities with regard to their Duty of Care.
- provide an appropriate level of training, support, and resources, to enable them to make informed and confident responses to specific safeguarding issues, and to fulfil their role effectively through an understanding of best practice.
- ensure that the children and their parents / carers are well informed and regularly consulted, and fully involved in decisions that may affect them.
- reassure parents and carers that all children and young adults will receive the best care possible whilst participating in club activities. We will communicate policy and procedures to them through websites, written messages, and when asking for their consents.
- ensure that all the adults of SSGC, who take on any role with children, have been through appropriate pre-recruitment checks.

### **THE KEY PRINCIPLES UNDERPINNING THIS POLICY ARE AS FOLLOWS:**

- All children have the right to be safe so their welfare is paramount.
- All children have the right to be treated with dignity and respect. They should be spoken to politely and have their ideas and wishes taken into due consideration whilst in training.
- Regardless of age, ethnic origin, religious beliefs, disabilities, gender identity, or sexual orientation, children have the right to be protected from abuse.

**This Golf Club will, therefore, try to ensure that:**

- Bad practice, bullying, or any form of discrimination does not go unchallenged.
- All concerns and allegations of any form of abuse and poor practice are taken seriously and responded to as quickly as possible, and in an appropriate manner.

**SSGC is committed to working in partnership with parents/carers, external organisations and other key UK Golf Bodies to continually improve and promote safeguarding initiatives across the sport.**

We accept that we owe a legal duty of care to children who take part in club activities and understand that duty involves taking **reasonable care** to ensure their **reasonable safety** and is a duty **higher than it would be for adults**.

We recognise the authority of the statutory agencies and are committed to complying with Local Safeguarding Children Board Guidelines (LSCB), Working Together under the Children Act 2004, and any legislation and statutory guidance which supersedes these.

## RESPONSIBILITIES AND IMPLEMENTATION

SSGC will seek to promote the above principles of safeguarding children by:

- Reviewing policy and procedures every three years (or whenever there is a major change in legislation) and making appropriate amendments when advised to do so by England Golf.
- Directing staff, volunteers and coaches to appropriate safeguarding training and learning opportunities, where this is appropriate to their role.
- **Conducting risk assessments on all club activities** with regard to safeguarding, and taking appropriate action to address any identified issues within a reasonable timescale. **This should include undertaking risk assessments to inform all decisions about appropriate supervision levels during club activities involving children and young adults.**
- Using appropriate recruitment procedures to assess the suitability of volunteers and staff who work with young people during club activities - in line with guidance from England Golf.
- Appointing a Welfare Officer who has the right qualifications for the post – for example - has undergone safeguarding training and a DBS check - in order to ensure correct procedures are followed when there are concerns to be dealt with.
- Following NGB procedures to report welfare concerns and allegations about any unacceptable behaviour of adults, and ensuring that all staff, volunteers, parents and participants, including children, are aware of these procedures.

**The Management Committee** of SSGC are responsible for ensuring that the policies and procedures are implemented, including taking any appropriate disciplinary action when necessary. **They must also ensure that the policy and procedures are made available to all members, parents, staff, volunteers, and participants in Club activities.**

In producing this policy, SSGC has taken into consideration guidance from England Golf, UK and international legislation and government guidance, which includes the following:

- The Children Act 1989 and 2004
- Data Protection Act 1994 and 1998
- The Police Act 1997
- The Human Rights Act 1998. The UN Convention on the rights of a child
- The Protection of Children Act 1999 Children First 1999 (ROI)
- Caring for young and vulnerable – Home Office Guidance for preventing abuse of trust 1999.
- Working Together to Safeguard Children 2010
- The Code of conduct for Coaches

**The Club Welfare Officer** has responsibility for:

- responding to any allegations, concerns, or child protection issues.
- passing information to the appropriate National Governing Body Lead Child Protection Officer.
- informing the appropriate club staff.

**All staff and volunteers** working for the club have a responsibility to report concerns to the Club Welfare Officer.

**Parents** have a responsibility to work together with Club Officials to implement these procedures for the safety and protection of their children, and are responsible for providing their children with the necessary information to safeguard themselves.

## 1. RECRUITMENT AND TRAINING

SSGC will endeavour to ensure that all volunteers and staff working with children and young people are appropriate and suitable to do so, and that they have all the information they require to undertake 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.**

All Candidates for posts should:

- Fill in an application form.
- Submit a self- disclosure form.
- Provide a reference from at least two people.
- Read and sign a Code of Conduct.

**The Committee** will then pursue a DBS check on the applicant if they deem it is necessary, in line with the England Golf DBS Matrix.

Details of the requirements and qualifications and checks on individuals will be recorded by SSGC through the **Club Welfare Officer/ Secretary**. The nominated person should also have all relevant and appropriate contact details of staff / volunteers and other relevant bodies.

All staff, volunteers & coaches will be offered access to appropriate child protection training. SSGC recommends attendance at the UK Coaching Safeguarding and Protecting Children (SPC) Workshop and Time to Listen Workshop. The Committee will ensure that all volunteers and staff who have significant contact with children attend.

An online UK Coaching refresher course should be completed and repeated every three years for those involved in "Regulated Activity." **The Club Welfare Officer will hold copies of these SPC certificates.**

All staff, volunteers and coaches working with children and young people will be asked to read and become familiar with the **Club Safeguarding Policy and Procedures**.

Staff, volunteers and coaches involved with children participating in Club activities, will be asked to read the **SSGC Code of Conduct** relevant to their role, and sign the appropriate form to indicate their understanding of it, and their agreement to accept the limitations imposed therein. These Codes are linked to the **SSGC Disciplinary Procedures**.

SSGC will try to ensure that the environment within any premises they use for club activities, is appropriate for all children, particularly those who are vulnerable through certain disabilities, and that the activities are tailored to their needs, so that they have a positive experience of golf, and can reach their potential.

SSGC is committed to creating an enjoyable, safe environment where every child and participant can feel protected, and thrive without fear of being harmed.

## 2. PROCEDURES WHEN THERE ARE 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 without delay.

The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass their concerns, and any other relevant information, on to the Welfare Officer. Refer to Flowcharts 1 & 2 for further details.

**The Club Welfare Officer should have the appropriate forms available and telephone numbers to hand at all times as he / she is responsible for recording any child welfare concerns**, and any concerns about inappropriate behaviour, abuse, or bullying, on an **INCIDENT REPORT FORM** and passing a copy to the **England Golf Lead Safeguarding Officer (EGSLO)** without delay. The telephone number of the England Golf Lead Safeguarding Officer is 01526 351851 or 351824 or he can be reached at [safeguarding@englandgolf.org](mailto:safeguarding@englandgolf.org)

If the EGSLO is not available and a delay cannot be justified then advice should be sought from the local Children's Social Care Department, the Police, the Local Authority Designated Officer or the NSPCC. The NSPCC helpline is available to discuss, in confidence, any concerns regarding poor practice and abuse, with members of the public who need support. The number to call is 0808 800 5000.

All concerns will be treated in confidence. Details should only be shared, on a "need to know" basis, with those who can help with the management of those concerns.

SSGC will work with England Golf and other external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice. Then SSGC disciplinary procedures will be applied and followed wherever possible.

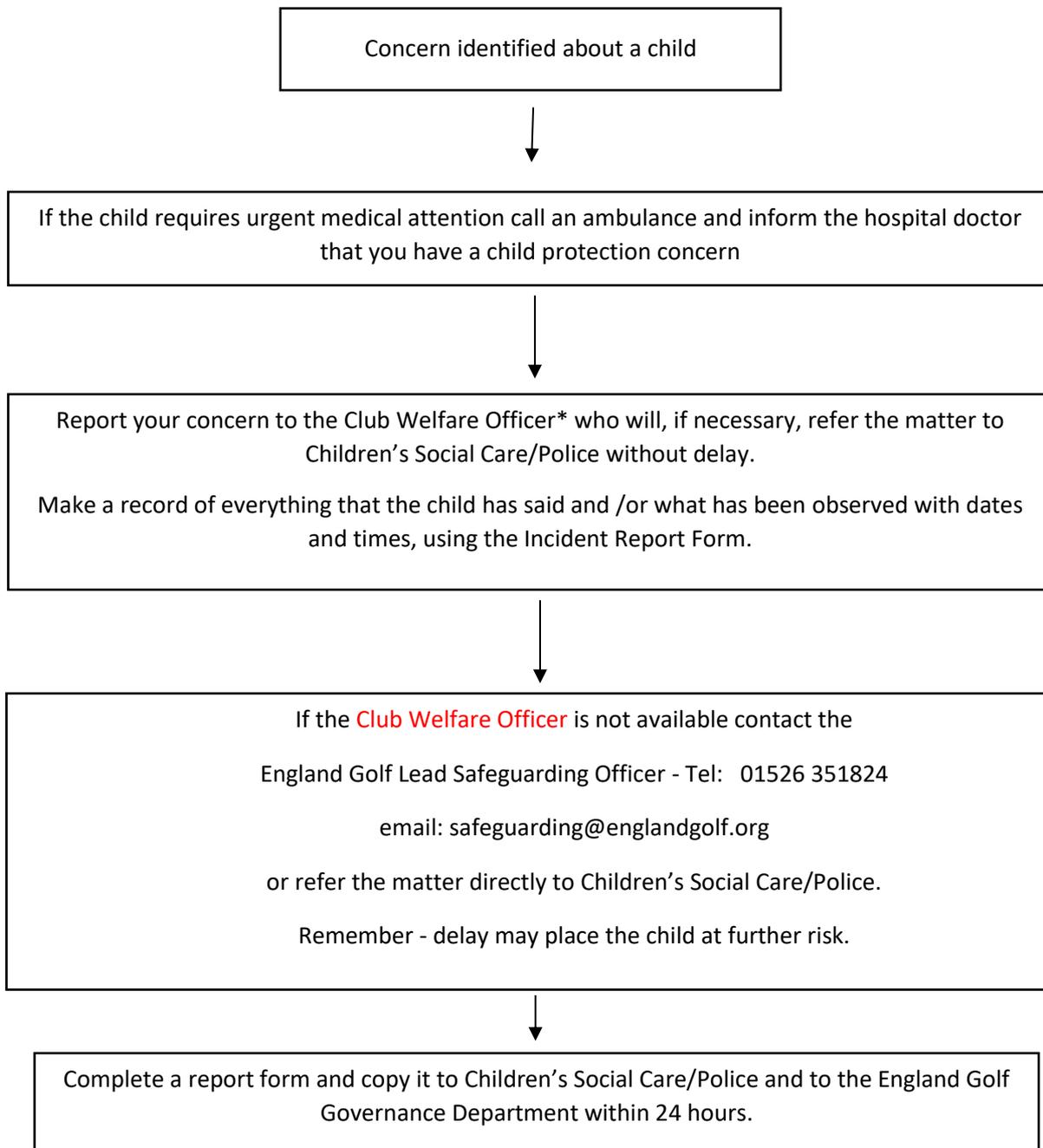
### **In the event of a child making a disclosure of any type of abuse, the following guidance is given:**

- The child should be reassured that he / she has done the correct thing by sharing the information with a responsible adult.
- The reporting adult should listen carefully to the child, but not actively question, or lead the child in any way to try to get them to disclose more information than they are comfortably able to, as this could compromise any future action.
- An INCIDENT REPORT FORM should be used to record all that has been said.
- False promises SHOULD NOT BE MADE about not telling anyone else.
- Parents and carers should be informed if the allegation does not involve them in any way.
- An open and honest explanation should be given to children, young people, and families, about how and why information will, or could be, shared, and their agreement about sharing this information should be sought.

Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. SSGC supports an environment where staff, volunteers, parents / carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who reports a legitimate concern to the organisation (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously and dealt with in the most appropriate way. (See the Whistleblowing Policy).

### 3. FLOWCHART 1

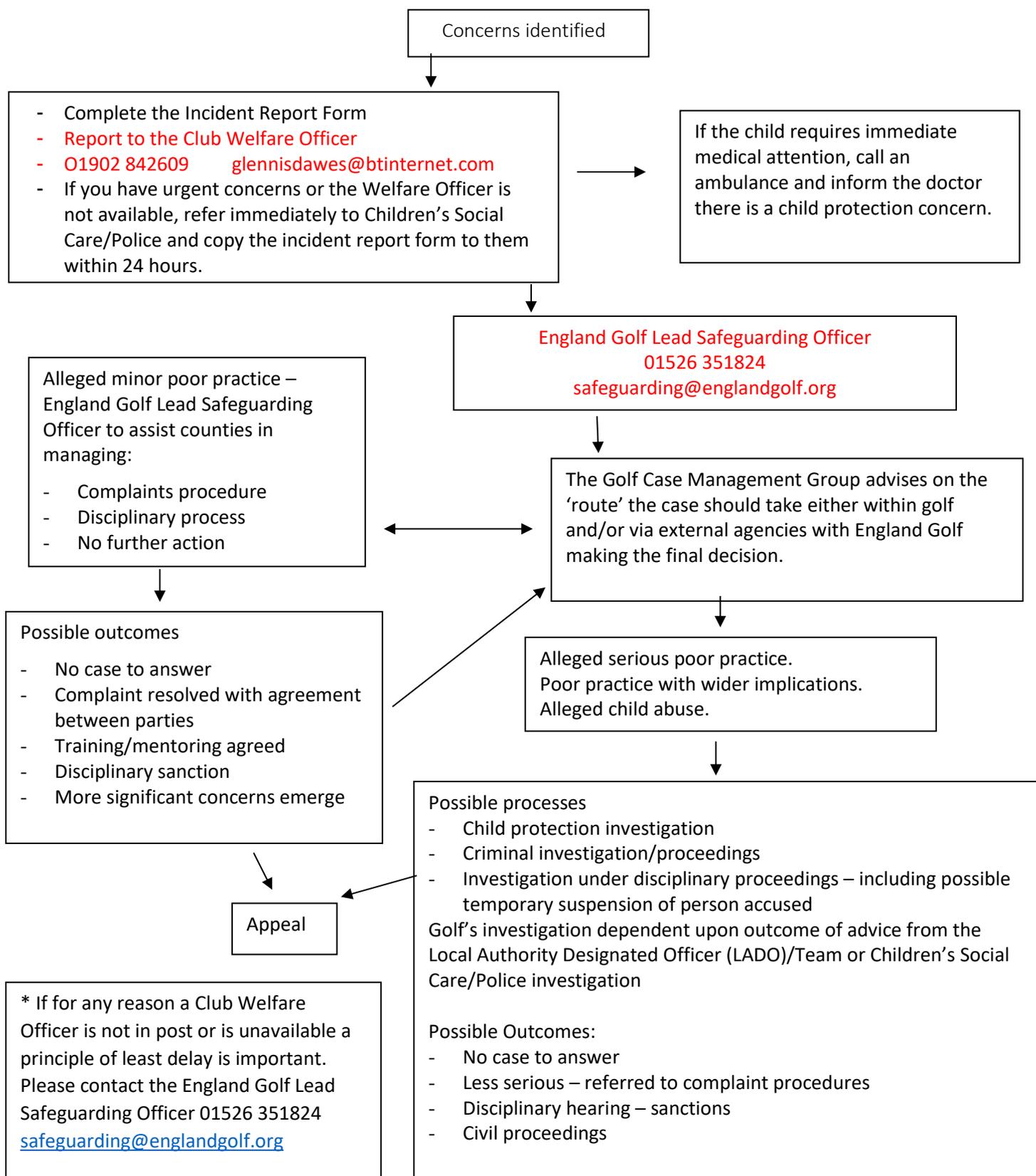
**What to do if you are worried about what is happening to a child outside of the Club (but the concern is identified through the child's involvement in golf)**



\* If for any reason a **Club Welfare Officer** is not in post or is unavailable a principle of least delay is important. Please contact the  
**England Golf Lead Safeguarding Officer**  
01526 351824  
[safeguarding@englandgolf.org](mailto:safeguarding@englandgolf.org)

## 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



#### 4. ACCIDENTS, EMERGENCIES, AND INCIDENTS

**Parental Consent Forms** will be obtained and retained by SSGC 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. (See Parental Consent Form)

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

- Parents will be contacted immediately.
- If parents cannot be reached the alternative emergency contacts will be used.
- The consent form will be consulted to establish whether parents have given permission for a club representative to act in loco parentis. If so, an adult Club representative will accompany the child to seek medical attention, taking the consent form with them. **Hence these forms should be available at all Club activities.**
- A record of the accident and any action taken will be made on an **ACCIDENT REPORT FORM** and kept by the Club representative / Welfare Officer. **Hence, the need to have accident and incident forms available at all times.** (See Accident Report Form)

##### If a parent is late collecting a child

- An attempt will be made to contact the parent / carer using details given on the Parental Consent Form.
- If the parent is unavailable then the emergency contacts nominated on the Consent Form will be contacted.
- The adult in charge will then wait, at the venue, with the young person until the responsible adult arrives. If possible, other staff / volunteers or parents should wait with them too.
- If no one is reachable, the Club Welfare Officer should be contacted for advice.
- If all attempts to make contact fail, the police should be contacted for their advice.
- Records should be kept of such events and any action taken. (See INCIDENT REPORT FORM)
- **It is important that Staff, volunteers and coaches should try to avoid:**
  - taking the child home or to another location without consent.
  - asking the child to wait in a vehicle or the venue with them alone.
  - sending the child home with another person without permission.

#### 5. SUPERVISION AND RISK ASSESSMENT

**Before coaching sessions**, coaches should conduct a **risk assessment** to inform decision making about appropriate supervision levels. Regardless of the recommended ratio of adults to participants, it is recommended that a minimum of two adults should be present. This ensures that there is basic cover in the event of something impacting on the availability of one of the adults during the activity.

It may be necessary for parents to stay for coaching / competitions and other events where their children are of an age where greater levels of parental supervision are required. Any parent wishing to stay for any event should be asked to sign the **SSGC Code of Conduct for Parents**.

**Risk assessments should also be undertaken with regard to facilities on premises used by the club** for training sessions / competitions etc. For example, if children have to share changing rooms with adults, parents will be informed so that they can be there to protect if necessary, or other specific arrangements can be made to ensure the children are not at risk. Wherever possible, if facilities are limited, supervising adults will avoid changing or showering at the same time as the children.

## 6. GOOD PRACTICE GUIDELINES

### Codes of Conduct

Adults who work with children are in a position of trust so it is important that they behave appropriately, and provide strong positive role models for them.

Therefore, in order to protect those adults and the children in their care from false allegations of poor practice, it is necessary for both parties concerned to sign **Codes of Conduct** that promote good practice. **These will be issued to all junior members and adults involved in Club activities.**

SSGC expects all staff, and volunteers, to adhere to the standards set out in the Code of Conduct relevant to them, and expects children to do the same. This will ensure a pleasurable experience for all participants, and will assist the club in its efforts to safeguard their welfare.

To further that cause the SSGC also requires that all staff and volunteers working with children adhere to the Guidelines on MANAGING CHALLENGING BEHAVIOUR.

Parents and carers should also work together with the Club to ensure that the welfare of all children is safeguarded. A sheet on “**Parental Guidance**” will be provided to assist them in understanding how they can best assist when bringing children to club activities.

**For example, 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.**

When adults and children play golf together responsible interaction between the two should bring mutual respect and understanding, so this will be encouraged as part of club activities, but it is expected that the adults will conduct themselves in a manner that prioritises the welfare of any children involved.

Any physical contact with children by coaches or volunteers will take place in an open environment and be limited to the needs of the child - for example – contact may be necessary to develop golf technique, to protect the child from injury, or to provide first aid due to injury. Otherwise, it must be avoided.

### Transport arrangements

The Club believes it is primarily the responsibility of parents / carers to transport their own children to and from events. It is not the responsibility of the club volunteers or coaches to transport children to coaching sessions, tournaments or matches. However, in exceptional circumstances, the club may make transport arrangements for children. Some team events may require this. **If this is necessary, the written permission of the parents of the relevant children will be sought. The drivers used will be checked for their suitability to transport and supervise children, and their insurance will need to be verified for covering passengers. Vehicles must be roadworthy and have seatbelts which must be worn at all times.**

Special arrangements may also need to be made for staying away from home trips. In which case, parents will receive full information about these and will be required to provide their consent for their child to participate. Where there are mixed teams there should always be a male and female member of staff or volunteers accompanying them.

Also risk assessments will be undertaken to ensure duty of care for the young people in the team is fulfilled.

## 7. PHOTOGRAPHY, VIDEOING, PUBLICITY, AND SOCIAL MEDIA

Permission will be sought from parents prior to publication or use of any video or photographic images of their children in newspapers, on websites, or for coaching purposes.

The personal details of children will not be used in any promotional material.

The Press and official photographers attending events will have to seek permission from the club before taking photographs and also permission from parents if they wish to use children's images. (see Photography Policy, Parental Consent)

Anyone working on behalf of the Club will be made aware of the Club's **Social Media Policy**.

### Anti-Bullying Procedures

**South Staffs Golf Club** will not tolerate any deliberate hostility or aggression being shown towards any individual, at any time. All incidents and accusations of bullying and theft will be investigated. This includes:

- Physical bullying, such as hitting and kicking, or other forms of violence / unwanted contact.
- Verbal bullying, such as homophobic or racist remarks, threats, gestures, name calling, sarcasm, spreading rumours, persistent teasing, tormenting, ridiculing, and humiliation.
- Emotional bullying – eg - an individual being ignored, or isolated from activities or a group.

**The Club Welfare Officer** will be the point of contact for those persons who feel they are being bullied. Victims and observers should be able to report their concerns in confidence and in the knowledge that the problems will be taken seriously.

**The Club Welfare Officer** will investigate all incidents, talk to the victims and bullies separately but in the presence of their parents, and impose sanctions when appropriate. He / she will have discussions about bullying and why it matters that this should not happen.

**The CWO will keep a written record of all incidents that are brought to their attention.**

The Club and its staff, volunteers & coaches will not tolerate bullying in any of its forms during club matches, competitions, coaching or at any other time. **(See: Anti-Bullying Policy)**

### Confidentiality

Confidentiality is important in all matters of safeguarding children.

Information will only be shared on a "need to know" basis, either internally or externally depending on the nature / seriousness of the concerns / allegations.

Personal details of junior members will be kept in a secure file and will not be shared with a third party without parent / carer consent.

### Changing Rooms

Changing rooms at golf clubs are used by all members and visitors. It is important to note that changing rooms will only be supervised, if it is deemed necessary, at Club events. Parents will be made aware that adults use the changing rooms, throughout the day, for changing and showering. Where a parent / carer 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. Boys and girls must have access to their own gender toilet facilities.

