

Golf World Stansted

Safeguarding Children and Young People

Policy and Procedures (review 7th February 2019)

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This policy and the underlying procedures that support it are for the benefit of all participants, employees and volunteers at the club and are intended to promote the objectives and principles set out below.

These Safeguarding Policies and Procedures apply to anyone under the age of 18 or to adults at risk of harm, which shall include anyone that is unable to look after their own wellbeing, property, rights or other interest; and is at risk of harm (either from another person's behaviour or their own behaviour); because they have a disability, mental disorder, illness or physical or mental infirmity, or are more vulnerable to being harmed than other adults.

Golf World Stansted has adopted this document from a series of templates provided by England Golf. England Golf may from time to time change and update these documents. They are not intended to create any legally enforceable obligation upon the club.

Safeguarding and Child Protection Policy

Whilst children and young people are participating in golf activities in our care, Golf World Stansted acknowledges its duty to safeguard and promote the welfare of children and adults at risk of harm and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance, England Golf policies and complies with best practice.

The policy recognises that the welfare and interests of children and venerable adults are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all participants have a positive and enjoyable experience of sport at Golf World Stansted in a safe environment and are protected from abuse.

Golf World Stansted recognises the policies of the National Governing bodies, as set 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:

- 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

Golf World Stansted'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
- Caring for the young and vulnerable - Home Office Guidance for preventing abuse of trust 1999
- The Criminal and Court Services Act 2000
- What to do if you are worried a child is being abused 2005
- Working Together to Safeguard Children 2010

- The UN Convention on the Rights of the Child

OBJECTIVES:

Golf World Stansted 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 (and carers) that their children will receive the best care possible whilst participating in club activities & communicate policy & 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 training and support to staff, volunteers & coaches so they can make informed and confident responses to specific child protection issues and can fulfill their role effectively
- Adopt the Children in Golf Safeguarding and Child Protection Policy and Procedures and any related policies where appropriate.

RESPONSIBILITIES AND IMPLEMENTATION:

Golf World Stansted will seek to promote the principles of safeguarding children by:

- Reviewing their policy and procedures at least every three years or whenever there is a major change in legislation.
- Ensuring everyone at the club understands their roles and responsibilities in relation to safeguarding and that all relevant staff and volunteers are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, and other safeguarding concerns relating to children and young people.
- Conducting a risk assessment of club 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 volunteers and staff working with children.
- Ensuring appropriate action is taken in the event of incidents/concerns of abuse and support is provided to the individual/s who raise or disclose the concern.
- Ensuring that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Preventing the employment or membership of unsuitable individuals.
- Following National Governing Body (NGB) 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.

- Working with children, their parents and external organisations to safeguard the welfare of children participating in golf.
- Directing club staff, volunteers & coaches to appropriate safeguarding training, where this is appropriate to their role

1. RECRUITMENT AND TRAINING

Golf World Stansted 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/ role effectively, appropriately and safely.

Each role that involves an element of responsibility with regard to children (regulated activity), 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:

- An application form **(Appendix 1)**
- A self-disclosure form **(Appendix 2)**
- References from 2 people if possible **(Appendix 3)**
- A signed Code of Conduct **(Appendix 4)**
- A Disclosure & Barring Service (DBS) check on people involved in 'regulated activity' with children. **(Appendix 10)**
- A Barred List Check through England Golf will be undertaken for anyone carrying out Regulated Activity. This is work that a barred person must not do as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

Details of the requirements and the qualifications and checks of individuals will be recorded by the Club Welfare Officer/Secretary/Manager Jackie Martin who will also hold copies of the necessary Safeguarding and Protecting Children (SPC) certificates and England Golf Compliance approval letters. The nominated person will possess all relevant and appropriate contact details of all staff / volunteers and other relevant bodies.

All relevant staff, volunteers & coaches will be offered access to appropriate child protection training. Golf World Stansted recommends attendance at the Sports Coach UK "SPC" workshop and will ensure that all personnel who have significant contact with children attend this workshop. Attendance at SPC training will be repeated every 3 years for those personnel involved in regulated activity. An online SPC refresher can be completed if physical attendance at an SPC workshop has occurred previously.

All staff, volunteers and coaches working with children will be asked to read and sign up to adhere to Golf World Stansteds Safeguarding Policy and Procedures.

All volunteers, staff & coaches working with children will be asked to read Golf World Stansted Code of Conduct for Adults and sign to indicate their agreement to act in accordance with the code. The code is linked to Golf World Stansteds Disciplinary Procedures.

2. COMPLAINTS, CONCERNS AND ALLEGATIONS

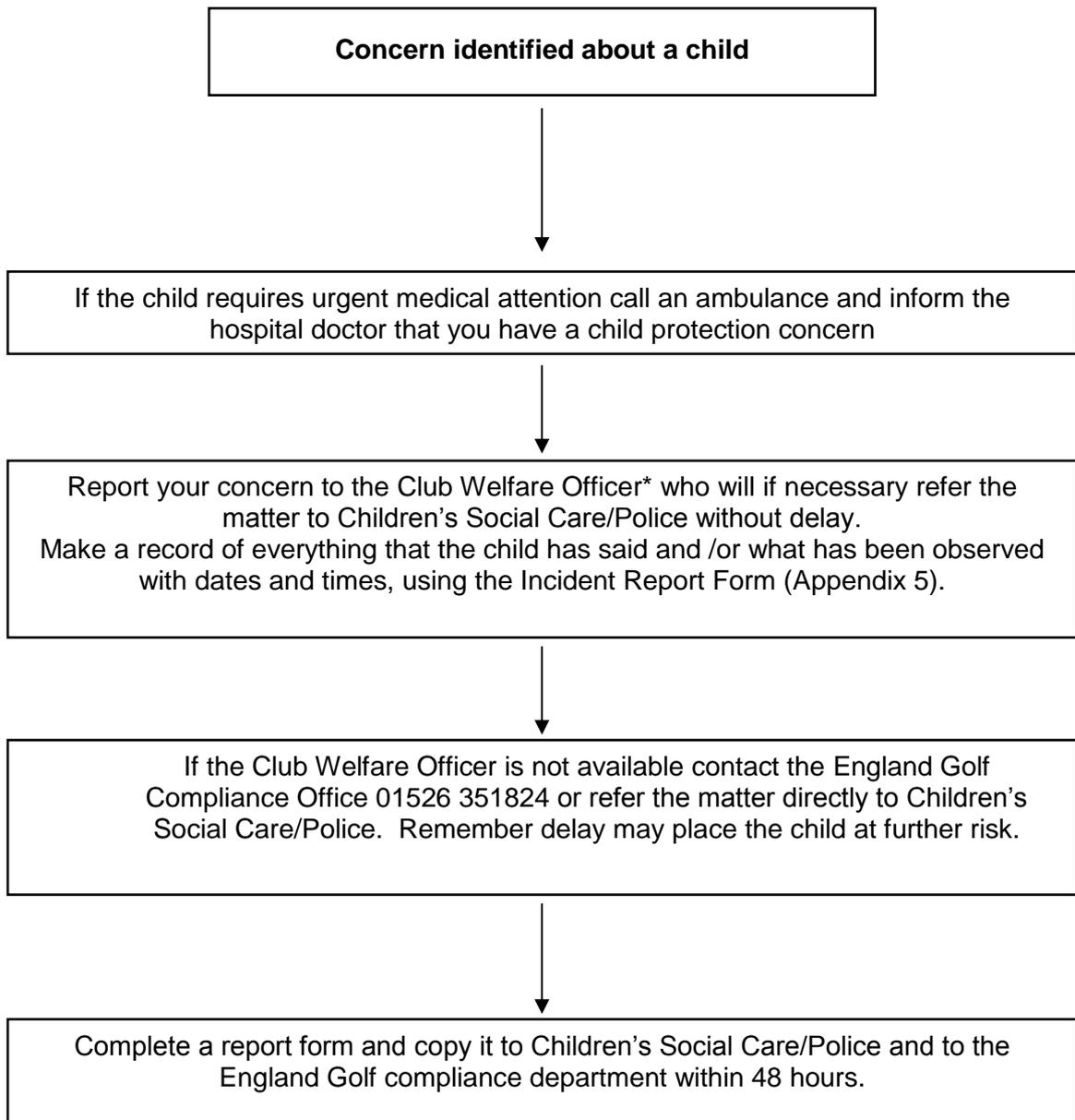
- 2.1** If a player, parent/carer, member of staff, coach or volunteer has a concern about the welfare of a child, or the conduct of another child/young person or an adult (whether they are a parent, volunteer, member of staff, coach, member, or otherwise), these concerns should be brought to the attention 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.
- 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 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.***
- 2.4** Golf World Stansted will work with England Golf and other external agencies to take appropriate action in the case of abuse or serious poor practice. Golf World Stansteds disciplinary procedures will be applied and followed where possible.
- 2.5** 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, tel- 01526 351824.

- 2.6** The NSPCC Helpline is also 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

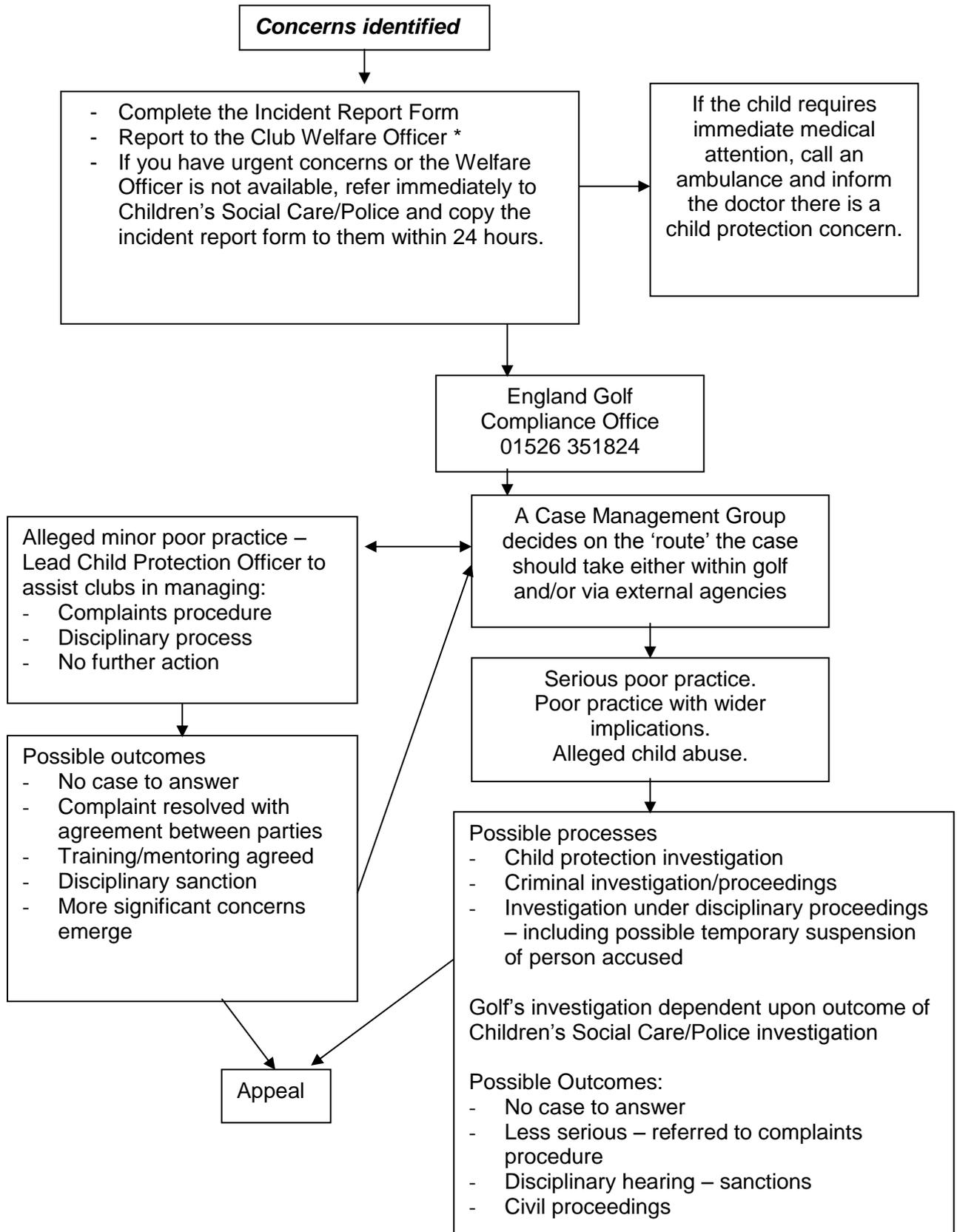
What to do if you are worried about what is happening to a child outside of the Club/County (but the concern is identified through the child's involvement in golf)



* If for any reason a Club Welfare Officer is not in post contact the England Golf Compliance Office 01526 351824

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



3. EMERGENCIES AND INCIDENTS

3.1 All personal details 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 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.

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 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.

4. SUPERVISION

- 4.1 During coaching sessions the club will endeavour to ensure that there is at least one adult coach/volunteer/ staff member present for every 12 children.
- 4.2 Parents will be encouraged to stay for coaching/competitions & other events where their children are of an age where their supervision is required.
- 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 should be 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 Golf World Stansted unsupervised, other than to attend specific club organised coaching sessions, competitions, or other scheduled events, this is a parental decision and Golf World Stansted cannot accept any 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. Codes of conduct will be issued to junior members & adults working with them to promote good practice.
- 5.12** Golf World Stansted 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 club in ensuring their welfare is safeguarded (**appendix 4**).
- 5.13** Parents should also work together with the club to ensure that the safety of all children is safeguarded. A sheet on "Parental Guidance" (**appendix 8**) is provided to assist them in understanding how they can best assist the club.

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 club activities. Adults should always be aware however that age related differences do exist and conduct themselves in a manner that recognises this. A DBS check is not required for an adult playing in a one-off game with a child and it is recognised that the adult does not accept supervisory responsibility for the child during this time.

5.3 Physical Contact

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

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

The following are common sense good practice examples:

- Always work in an open environment avoiding, where possible, private or unobserved situations, interactions or communications with unaccompanied children.
- Treat all participants equally with respect and dignity.
- Put the welfare of the participant first.
- Adults should respect a participant's privacy and right to be safe from abuse and harm and not to do anything harmful or age inappropriate with or in front of them.
- Always make sport fun and enjoyable, emphasising the importance of fair play.
- Always ensure that you have the appropriate technical skills, valid qualifications and insurance cover.
- Where manual/physical contact is required, it should be provided openly and with the consent of the participant. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the participant's consent has been given.
- Endeavour to involve parents/carers wherever possible (for example, encouraging them to take responsibility for their children in the changing rooms). If groups have to be supervised in changing rooms always ensure parents, coaches etc. work in pairs.
- Where teams are to be taken on overnight trips, staff should avoid spending time in children's rooms and should not invite or have children in their rooms.
- Be an excellent role model, this includes not smoking, taking drugs or drinking alcohol in the company of young people.
- Recognise the developmental needs and capacity of the child and do not risk sacrificing welfare in desire for club or personal achievements. This means avoiding excessive training or competition and not pushing them in training against their will.
- Be positive, approachable and offer praise to promote the objectives of the Club at all times.
- Respect and listen to the opinions of the participant.

The following should be avoided:

- Spending time alone in private with any child (other than your own) at the Club.
- Taking young people alone in a car on journeys, however short, if another option is available.
- Engaging in, allowing or encouraging rough physical or sexually provocative games, including horseplay.
- Engaging in any form of inappropriate touching.
- Striking any child.
- Acting immodestly or engaging in any behaviours with sexual connotations in the presence of any child.
- Engaging in exhibitionist behaviours involving nudity in the presence of participants.
- Subjecting any participant to physical intimidation.
- Use of inappropriate language in the presence of children, or allowing children's use of inappropriate language to go unchallenged.
- Making sexually suggestive comments to or about a child or children.
- Humiliating, shouting at a participant or reducing him or her to tears.
- Allowing allegations relevant to this guidance made by a child to go unrecorded or not acted upon.
- Doing things of a personal nature that the participant can do for themselves.

When a case arises where it is impractical/impossible to avoid a certain situation e.g. transporting a young person alone in your car, the tasks should only be carried out with the full understanding and consent of the parent/carer and the young person involved or if there becomes more risk to the child or young person if you don't do this. A common sense approach should always be considered with the welfare of the child or young person at the heart of your decision making.

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, websites or for coaching purposes. 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 club before taking photographs and also permission of parents to use the images.

5.5 Anti Bullying Procedures

5.51 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 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 & aggression towards an individual(s)
- A victim who is weaker and less powerful than the bully or bullies
- An outcome which is always painful & distressing for the victim

Bullying behaviour may also include;

- Other forms of violence
- Sarcasm, spreading rumours, 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 & Coaches will not tolerate bullying in any of its forms during club matches, competitions, coaching or at any other time while at the club.

5.52 We are intent that we will:

- Provide a point of contact where those being bullied can report their concerns in confidence – The CWO & Sec/Manager
- Take the problem seriously
- Investigate any and all incidents and accusations of bullying
- Talk to bullies and their victims separately along with their parents/guardians
- Impose sanctions, which may include expulsion from the club for bullies
- Inform all members of the club about the incident and action taken if appropriate
- Keep a written record of all incidents and the action taken

5.6 Confidentiality

5.61 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.

5.62 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.

5.7 Changing rooms

The changing rooms are used by all members & visitors, juniors will only be supervised if needed at club organised events. Parents will be made aware that adults use the changing rooms throughout the day for changing & showering. Where a parent/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.

6. Useful Contacts

Golf Contacts		
Name	Address	Number
Club Welfare Officer – Jackie Martin	Golf World Stansted Hall Lane, Elsenham CM22 6FL	Mob:01371872404 Email:rodjackiemartin@hotmail.com
England Golf Compliance Office	England Golf National Golf Centre The Broadway Woodhall Spa Lincolnshire LN10 6PU	01526 351824 compliance@englandgolf.org
Club Secretary – Tracy Pharoah	Golf World Stansted Hall Lane, Elsenham CM22 6FL	Mob:01279 812865 Email:tracy@golfworldstansted.co.uk

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	Health and Social Care City Government Office Chelmsford	OUT OF HOURS 08456037630 After 5pm or at the weekends please contact The Emergency Social Work Duty Team
Samaritans		08457 90 90 90
Local Police child protection teams	Essex Police Headquarters	03456037630

In an emergency contact 999	Government office Chelmsford	
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