

The Children in Golf Strategy Group Safeguarding and Child Protection Policy and the recommendations contained within the following document are based on UK, Ireland and international legislation and government guidance and take the following into consideration:

- The Children Act 1989 and 2004
- The Child Care Act 1991(NI)
- 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 the abuse of trust 1999
- Children First 1999 (ROI)
- The Criminal and Court Services Act 2000
- Co-Operating to Safeguard Children 2003 (NI)
- What to do if you are worried a child is being abused 2005
- Working Together to Safeguard Children 2006)
- The UN Convention on the Rights of the Child
- Any subsequent legislation relating to child protection would implicitly be incorporated into this document

All references to parents are deemed to include other adults who have legal caring or guardianship responsibilities for children in their care.

A child is defined as any young person under the age of 18.

## **FOREWORD**

Short statements from each of the contributing organisations – Chairmen, CEOs etc.

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# 1) INTRODUCTION

There are a number of ways that risks may present themselves to children participating in sport, not just golf:

- bullying of children by their peers or by adults
- individuals exploiting their position to gain access to children
- placing unrealistic performance expectations on children
- lacking awareness of the needs for safeguards
- poor planning

Everyone in golf has a part to play in safeguarding children - at home, at school, in the park, at the club. The Children Act 1989 and Working Together to Safeguard Children (DOH 2006) highlight the shared responsibility of organisations to promote children's wellbeing and safeguard them from harm.

**(Section 2.8 "Working Together", outlining the Government's guidance to organisations offering services to children has been reproduced in Appendix 1A).** Legislation and Government guidance emphasises the importance of effective information-sharing, collaboration and understanding.

By adapting the guidance to suit particular needs, both children and adults involved in golf can feel confident that they are better safeguarded as they participate in the sport.

**Child protection is not just a Junior Section issue; it needs to be understood and embraced by all sections of golf. Everyone in golf can help, whether administrator, staff, club official, member, PGA Professional, coach, parent, friend, or children themselves.**

Risks will never be entirely eliminated. However, it is important that all those with responsibility for the welfare of junior golfers can demonstrate that they have assessed risks and have taken steps to minimize them.

All individuals working and participating in golf have a role to play in developing a safe environment to encourage children to enjoy the sport.

**The following will constantly be referred to and reinforced in these guidelines:**

- the child's welfare is paramount (**a 'child' is defined as any young person under the age of 18**)
- all children - regardless of age, gender, racial origin, religious belief, sexual identity and any disability - have a right to enjoy sport free from all forms of abuse or poor practice
- the Governing Bodies of Golf, affiliated County Unions, County Associations and golf clubs have responsibilities for the welfare of children who take part in our sport

The Children in Golf Strategy Group (CiG) has a responsibility to maintain confidentiality in all cases involving child protection in line with the current legislation.

## **2) THE CHILDREN IN GOLF STRATEGY GROUP. GUIDELINES FOR SAFEGUARDING CHILDREN IN GOLF (CiG)**

The Children in Golf Strategy Group is a partnership of the Great Britain and Ireland Golf Governing Bodies and related organisations.

Each organisation has committed to work in partnership to ensure that the game of golf is one within which children involved can thrive and flourish in a safe environment.

The *Guidelines for Safeguarding Children in Golf (CiG)* have been produced to help and support County Unions, County Associations, clubs, coaches, PGA Golf Professionals, members, staff, volunteers and parents to fulfil their roles and responsibilities.

**All involved in junior golf administration and coaching are recommended to acquire an understanding of this guidance to safeguard their own interests.**

The guidelines outline golf's policy and contain a step-by-step guide on how best to implement appropriate procedures.

There is a moral and legal obligation both to identify and to help everyone involved in golf to deal appropriately with concerns raised regarding the well being of children involved in our sport.

For the procedures to help protect children, everyone involved in golf needs to consider and discuss them. This course of action should be pursued in consultation with children, parents and those working with children.

**The CiG policy on child welfare is recommended to all affiliated clubs AND COUNTIES. All clubs AND COUNTIES are recommended to appoint a Welfare Officer to ensure the procedures are followed.**

### **SUMMARY OF ROLES AND RESPONSIBILITIES**

#### **(1) THE CHILDREN IN GOLF STRATEGY GROUP**

The group is mandated by partner organisations' to:

- work together to develop, monitor and review golf's strategy for safeguarding children
- ensure that all strategic decisions are managed and communicated throughout the partnership
- ensure that golf has clear and consistent child protection policies and procedures across all organisations and partners, which are regularly reviewed and revised as necessary

- ensure that all golfing organisations have established clear roles and responsibilities within the process of child protection
- develop, monitor and review a Child Protection Education and Training plan
- establish a Case Management Group to ensure that golf has a robust and comprehensive case management system

## (2) THE GOVERNING BODIES OF GOLF

Each Governing Body strives to ensure that children are protected and kept safe from harm whilst participating in golf. In doing so, there is a need to promote the highest standards of care for all participants and to support all efforts made by those involved in the management and administration of the game. This will ensure that recognised and recommended child protection policies and procedures are implemented and managed professionally.

They will:

- provide a strategic overview and guidance on child protection for parents and for those participating in golf
- adopt good practice in recruitment, training and supervision of staff and volunteers
- provide child protection education and training to staff, PGA Professionals, coaches and volunteers within golf
- advise all staff, PGA Professionals, coaches, members and volunteers on the best practice to adopt and recommend that they adhere to the appropriate Codes of Conduct
- respond to allegations, concerns and complaints relating to child protection and welfare
- implement and offer advice on how to manage appropriate disciplinary and appeals procedures in relation to child protection and welfare

### (i) COUNTY UNIONS AND ASSOCIATIONS

County Unions and Associations have direct responsibility for child welfare procedures within junior golf activities organised by the County. Counties are not expected to police the effectiveness of the Child Protection Policy and Procedures at the clubs within the county. However, they do have a role to play in setting an example by implementing effective county level procedures and promoting best practice.

**Counties are recommended to confirm that they have adopted the following actions within their constitution at the earliest opportunity.**

Consideration should be given to the following when exercising Duty of Care:

- carry out an overall risk assessment
- adapt CiG Policies and Procedures to suit individual circumstances taking into account the recommendations and guidance contained within these guidelines .
- seek to ensure effective protection and safeguarding of children by nominating a County Welfare Officer
- have nominated persons within the county who will be assigned

- responsibility for the development of activities associated with Child Protection
- promote education and training in partnership with CiG to support staff and volunteers
  - promote the use of the *Guidelines for Safeguarding Children in Golf CiG* to develop best practice and communicate the key basic procedures to all relevant parties within the county
  - review the procedures for communicating with clubs in the county, particularly in relation to the consents and information required for completing competition entry forms
  - respond to any allegations or complaints by reporting to the County Welfare Officer and /or Governing Body Lead Child Protection Officer (CPO).

THE COUNTY WELFARE OFFICER IS NOT REQUIRED TO MAKE A JUDGEMENT REGARDING AN INCIDENT BUT TO REPORT THE CONCERNS TO THE GOVERNING BODY LEAD CPO.

#### (ii) AFFILIATED CLUBS

A club has responsibility for ensuring that there are workable and effective child welfare procedures in place within the club. CiG appreciates that each club is different in both its circumstances and ability to implement best practice and understands the Guidelines will need to be adapted to suit each club's individual needs. It is recognised that all clubs may not be able to meet all the procedures of the Guidelines. However, each club has a responsibility under the requirements of the Children Act 1989, which states: "*Do what is reasonable in the circumstances for the purpose of safeguarding or promoting the child's welfare.*"

**Clubs are recommended to confirm that they have adopted the following actions within their constitution at the earliest opportunity.**

Consideration should be given to the following when exercising Duty of Care:

- carry out an overall risk assessment
- adapt CiG Policies and Procedures to suit individual circumstances, taking into account the recommendations and guidance contained within the Guidelines
- seek to ensure effective protection and safeguarding of children by nominating a Club Welfare Officer
- have nominated persons within the club who will be assigned responsibility for the development of activities associated with Child Protection
- promote education and training in partnership with CiG to support staff, and volunteers
- promote the use of the *Guidelines for Safeguarding Children in Golf CiG* to develop best practice and communicate the key basic procedures to all relevant parties within the club

THE CLUB WELFARE OFFICER IS NOT REQUIRED TO MAKE A JUDGEMENT REGARDING AN INCIDENT BUT TO REPORT TO THE GOVERNING BODY LEAD CPO.

#### (iii) PGA GOLF PROFESSIONALS AND OTHER COACHES

All those involved in coaching golf have a responsibility to conduct themselves

in a manner consistent with the CIG Policy and Procedures and the respective authorities' Codes of Conduct in the course of their activities as a coach, and to ensure those employed or deployed by them have knowledge of and abide by these Guidelines.

### **3) CHILDREN IN GOLF STRATEGY GROUP**

#### **THE SAFEGUARDING AND CHILD PROTECTION POLICY**

##### PURPOSE

The Children in Golf Strategy Group (CiG) is committed to ensuring that all children (defined as any young person under the age of 18), have a fun, safe and positive experience when playing golf. Each partner of CiG recognises its responsibilities to safeguard children's welfare by protecting them from all forms of abuse and bullying.

All organisations that provide opportunities for young golfers should apply the policies and procedures of Children in Golf to everyone and should do so to the highest possible standards, e.g. staff, volunteers, members, PGA Professionals, coaches, referees, parents, clubs, and counties.

The policy and supporting procedures set out a framework to fulfil golf's commitment to good practice and the protection of children in its care.

##### KEY PRINCIPLES

The welfare of children is paramount

All children regardless of age, gender, racial origin, religious belief, sexual identity and any disability have a right to enjoy sport free from all forms of abuse or poor practice

All suspicions and allegations 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

National governing bodies, affiliated County Unions, County Associations and golf clubs are encouraged to 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.

Golf recognises the authority of the statutory agencies and is committed to complying with Local Safeguarding Children Board Guidelines (LSCB) and any documentation which supersedes these.

##### OBJECTIVES

The Children in Golf Strategy Group Child Protection Policy and associated recommended procedures aim to:

- provide children with appropriate safety and protection whilst in the care of affiliated County Unions, County Associations and golf clubs, and to ensure that they enjoy their experience of the sport
- reassure parents that their children will receive the best practicable care whilst participating in golfing activities
- 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 fulfil their role effectively
- encourage all affiliated County Unions, County Associations and golf clubs to adopt the Children in Golf Safeguarding and Child Protection Policy and Procedures and any related policies

## RESPONSIBILITIES AND IMPLEMENTATION

The Children in Golf Strategy Group will seek to promote the principles of safeguarding children by:

- reviewing the policy and procedures at least every three years or whenever there is a major change in legislation applicable to any of the organisations within Children in Golf
- providing advice and support to affiliated clubs, County Unions, County Associations and individuals working within these organisations through education and training and the guidance contained in the *Guidelines for Safeguarding Children in Golf (CiG)*
- ensuring that the practices of the member organisations are consistent with good practice in safeguarding children
- assisting organisations which refer suspected cases of abuse or poor practice by making appropriate recommendations and providing advice and support with the assistance of the CiG Case Management Group

The Children in Golf Strategy Group Safeguarding and Child Protection Policy and the recommendations contained in *Guidelines for Safeguarding Children in Golf (CiG)* are based on the above principles, UK, Ireland and international legislation and government guidance and take the following into consideration:

- The Children Act 1989 and 2004
- The Child Care Act 1991(NI)
- 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 the abuse of trust 1999
- Children First 1999 (ROI)
- The Criminal and Court Services Act 2000
- Co-Operating to Safeguard Children 2003 (NI)
- What to do if you are worried a child is being abused 2005
- Working Together to Safeguard Children 2006)
- The UN Convention on the Rights of the Child
- Any subsequent legislation relating to child protection would implicitly be incorporated into this document

## **4) HOW TO APPROACH IMPLEMENTATION**

### **4a) INTRODUCTION AND HOW TO USE THE GUIDELINES**

A Safeguarding and Child Protection Policy should be developed and approved by the management of the organisation. Once approved it should be prominently displayed. To access assistance in writing an individual policy see Appendix 4.

These Guidelines offer practical guidance on how best to address each area and those responsible for their implementation will need to select who will be responsible for developing each procedure. To achieve these aims Counties or clubs may choose to adapt the recommended Action Plan Framework and Template (Appendix 4A).

Once in place, the key basic procedures need to be communicated to all members.

All of these procedures need reviewing and adjusting, as necessary, but reviews should be carried out at least every three years. It may not be possible for a comprehensive Safeguarding and Child Protection Policy with underpinning procedures to be implemented straightaway however, the aim should be to address the fundamental requirements of a policy as quickly as is practicable.

It is important to demonstrate that there is a plan, and that reasonable steps are being taken to achieve the goal.

There are a number of key steps that need to be taken to help in the adoption of the CiG Safeguarding and Child Protection Policy and the implementation of the Procedures. Complete the Action Plan Framework and Template (Appendix 4A) which is designed to help and guide those responsible through a process, so that:

- all those involved are aware of the policy
- there is clear communication of the CiG Safeguarding and Child Protection Policy and Procedures
- all those involved understand their roles and responsibilities concerning the safety and welfare of children
- parents are aware of the policy

The Guidelines provide the information that is needed to assist in the successful adaptation of recommended child protection management, including:

- the CiG Safeguarding and Child Protection Statement, Policy and Procedures - what to do if there are concerns about a child's welfare
- appointing a designated person (GWO) to deal with concerns or allegations of abuse, and step-by-step guidance on what action should be taken
- a recruitment policy with recommended selection guidelines, both for paid staff and for volunteers who work with children

- Codes of Conduct, which outline good practice when working with children
- a 'whistle-blowing' policy
- information for children and parents
- policies on key issues.

#### **4b) FRAMEWORK FOR SAFE RECRUITMENT**

Grassroots golf would not exist today without the many thousands of volunteers involved and it is essential to encourage suitable individuals to participate in the many roles that golf has to offer.

The following guidelines have been drafted to reflect Government guidance and legislation; they are aimed at ensuring all involved in working with children are suitable to do so. The recruitment framework should apply to those supervising or coaching children or who have a managerial responsibility for individuals working with children.

##### **(i) ADVERTISING THE VACANCY**

At most golf clubs and Counties it should be recognised that vacancies for paid staff, on the one hand, and volunteers on the other, would be best advertised in different ways.

The formalities of advertising a post may not be practical when filling a volunteer position. It is most likely that, when a volunteer position becomes vacant, an internal candidate has already been identified, and an informal approach by the secretary or committee member would normally be made to confirm the interest of the individual. Where no such candidate exists, then an internal notice may be posted on the Notice Board, or circulated by word of mouth.

**Although the style of advertising a vacancy may differ between paid staff and volunteers, the system of recruitment should then follow the same lines.**

A well-structured selection process will help candidate and employer to minimise confusion and misunderstanding and will enable the organisation to meet its legal obligations ensuring they gather appropriate personal information on both employees and volunteers who work with children.

The following guidelines will help to fulfil all of the obligations.

Before advertising a vacancy, the organisation should provide:

- a job description detailing the overall purpose of the role, its scope, the principal accountabilities, and the skills and experience such as specific qualifications required, and
- an application form.

Any advertisement for the role will need to include the following:

- the aims of the organisation
- a short statement that reflects the organisation's commitment to its Child Protection Policy
- a description of the purpose of the role, its key responsibilities and the minimum experience and skills required
- clear Codes of Conduct for employees, volunteers and children, and guidance for parents and members
- How candidates apply, and a closing date for the application
- Contractual information: is the post paid/unpaid, permanent/temporary, part/full time etc
- Hours and location

(ii) **APPLICATION**

Using an application form is a good mechanism to collect all the information you need about an applicant. It will help in decision-making on whether to recruit and record, in one place, all the personal details required for administration purposes. The candidate will also sign the application form to say that the information is correct. Everyone applying or being nominated for a position should complete one. It is recognised that some individuals, particularly those applying for voluntary roles, may be put off by this approach, or may need help to complete the form. The employer is best placed to judge whether to require applicants to complete a form before the interview, or to complete the form at the interview with the applicant.

Nevertheless, it is essential that the information concerning the selected individual is gathered and suitably stored. (See Appendix 4B).

Request in writing from the relevant Golf Governing Body or Member's Association:

- (a) confirmation of the individual's stated qualifications
- (b) information on any known reason for not employing or appointing the individual to the role

When applying to work with children all candidates should complete a Self-Disclosure Form, declaring any convictions or cautions including all spent or unspent convictions (See Appendix 4C)

Candidates should be required to consent to an enhanced level Criminal Records Bureau (CRB)<sup>1</sup> check, if appropriate. These are free for volunteers when obtained through the following organisations:

- ELGA, on behalf of EGU
- Golf Development Wales
- PGA
- ILGU (for Northern Ireland only)

Contact the NGB for the relevant form and copy of the CRB procedure, which will help identify roles and responsibilities and systems to be followed.

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<sup>1</sup> In Northern Ireland the vetting system is known as the Protection of Children (NI) Service and administered by the DHSSPS

(iii) **INTERVIEWS**

All candidates should attend an interview conducted according to correct procedures and protocol. \*

\* *Good advice on general recruitment, interview techniques and good practice is contained in the Sport England runningsports Publication “**Employment Matters**”.*

(iv) **MAKING THE APPOINTMENT**

**(a) References**

It is recommended that a minimum of two written References should be sought, if possible, one from a source that knows of the candidate's previous work with children. References should be confirmed, especially from those previously not known to the organisation. If an individual has no experience of working with children, training is recommended.

(See Appendix 4D, for sample Reference Form)

**(b) Induction**

Any new employees or new volunteers to the organisation should be made familiar with their roles and responsibilities, and it is recommended that an induction be carried out which could include:

- verification of their qualifications relevant to the position
- completion of a profile to identify possible training needs and/or aspirations
- formally signing up to the organisation's Codes of Conduct (See Appendices 4E and 4F, for Codes of Conduct)
- an explanation of the organisation's Child Protection Statement, Policy and Procedures and other relevant policies.
- clarification of the expectations, roles and responsibilities of the position (e.g. through a formal or informal work programme or goal-setting exercise)
- introduction to colleagues and members.

**(c) Monitoring and Support**

At regular intervals, all staff or volunteers should be given the opportunity to receive feedback, to identify training needs and agree new goals. Regular appraisals should be offered to employees, and, if required, informal mentoring opportunities to support employees and volunteers should be available.

**(d) Training**

Ongoing training will support individuals to fulfil their role. Most Governing Bodies require all individuals working with children to attend a three-hour awareness course – *Safeguarding and Protecting Children*. (Please see [www.childreningolf.org](http://www.childreningolf.org) or contact your NGB CPO for details. Further training opportunities are available on request.)

**(e) Safeguards**

All organisations should set up systems and guidance on how to check and vet volunteers, particularly those who are to be involved with children. The same standards of good practice should apply as for paid staff.

Organisations need to check new volunteers - where they live, their qualifications and experience, and whether they have any convictions or other information on their record that would preclude them from working with children. The NGB will be able to assist in determining which information is relevant.

All organisations should keep up-to-date records on people who act on their behalf.

The Home Office has recognised the need to safeguard the welfare of children and has established the Criminal Records Bureau (CRB) to help organisations make safer recruitment decisions. By providing wider access to criminal record information, the CRB will help employers in the public, private and voluntary sectors to identify candidates who may be unsuitable for certain work, especially that involving contact with children or other vulnerable members of the community.

CRB disclosures are only accurate up to the day they are obtained. It is recommended that disclosures are obtained at a **minimum** of every three years.

The screening process including CRB disclosures should be applied to:

- any adult who has responsibility for caring for, supervising, coaching, managing or being in sole charge of children.
- any adult who manages an individual in one of the above positions.

Contact your NGB CPO for how to manage the CRB process. (See Appendix 6B for contact details).

**Ireland ~ Important Note:** It should be noted that all of the golfing bodies which make up the Children in Golf Strategy Group endorse the child protection principles contained in these Guidelines. However, due to different guidelines and legislation that prevails in Ireland, Irish Golf, (the Golfing Union of Ireland, The Irish Ladies' Golf Union and the PGA Irish Region), have come together to form Junior Golf Ireland. Junior Golf Ireland has produced its own 'Code of Ethics for Golf for Young People', which has information and appendices appropriate for use in the whole of Ireland. For further information contact Anne Marie Hughes at PGA National, Palmerstown House, Johnstown, Co. Kildare. 00-353-45-881286/353-87-2271509 [amhughes@juniorgolfireland.com](mailto:amhughes@juniorgolfireland.com) or visit the website [www.juniorgolfireland.com](http://www.juniorgolfireland.com) for information on child protection and to download the Code of Ethics for Golf for Young People.

## **4c) CODES OF CONDUCT**

### INTRODUCTION

Adopting a Code of Conduct will ensure that all adults are familiar with what is appropriate behaviour when working with children.

It is advisable that all volunteers and staff working with children should be held accountable to the standards within the codes.

It is also recommended that organisations should have a Code of Conduct tailored to suit the needs of children. Parents and children need to understand the importance of the Codes of Conduct to help ensure that all participants enjoy and benefit in safety from the activities on offer.

The Codes (Appendices 4E and 4F) are a suggested starting point for clubs and have been drafted with reference to UK and Ireland legislation and Government guidance. (See Section 3 – CiG Strategy Group - Responsibilities and Implementation).

**Clubs should adapt them to meet their own circumstances.**

Adherence to the Codes of Conduct should be embedded within disciplinary procedures to ensure that appropriate action may be taken, when or if necessary.

**4d) GOLF WELFARE OFFICERS AND NOMINATED PERSONS**

(i) GOLF WELFARE OFFICERS

CiG recommends that all Counties and clubs with junior members should appoint and train a Golf Welfare Officer (GWO) who can access training through the CiG Education and Training Strategy, and he or she should undergo the vetting procedure.

The role of the GWO would be to;

- advise the Management Committee on how to comply with the procedures described in these Guidelines
- act as a focal point for reporting any concerns
- have the primary responsibility to check that everyone who has significant access to children within the club is suitable for that role and has been vetted.
- 

As far as a club is concerned, the person appointed should:

- be identifiable to the junior members of the club and their parents
- preferably have a degree of independence from their activities - for example, he or she should not be the junior co-ordinator or actively coaching juniors.
- be able to brief the chairman of the organisation on situations requiring attention

Golf is fortunate that many clubs employ a permanent Club Secretary who often already has sole responsibility for many of the aspects of this role and who would almost automatically be the person to whom any problem is addressed. In the absence of a suitable volunteer, it may transpire that the duties could initially become part of those of the secretary until a suitable replacement is identified.

See Appendix 4H for details of the Job Description role and responsibilities of a GWO

(ii) NOMINATED PERSONS

It may be desirable to recruit additional members to assist the GWO for the purposes of spreading the workload and to provide for continuity in the event of personnel changes, holidays or sickness.

Nominated Persons, one of whom may be the GWO, are ideally adults who are, or who wish to be, involved with the Junior Section. A nominated person would be the first 'point of contact' for anyone wanting informed advice on the organisation's Child Protection Policy and Procedures. Such a person should have attended a Safeguarding and Protecting Children Workshop and have been CRB checked.

Where clubs experience difficulties encouraging adults to support the Junior Section, the Professional or Assistant Professional might be willing and suitable for these roles. Nominated Persons are required mainly to provide a focal point and initial direction for both adults and children needing advice.

**4e) PROVIDING A WELCOMING ENVIRONMENT TO CHILDREN AT THE CLUB**

(i) GUIDANCE FOR PARENTS

It is the responsibility of the Club to communicate the following guidance to parents.

Parents have an important role to play in their child's membership and participation in golf and must take overall responsibility for their child's behaviour and conduct. The Club has a duty of care towards children when they are playing at the club, participating in an activity for or on behalf of the club or socialising.

It is expected that PGA Professionals, coaches, staff and volunteers will endeavour to develop trusting relationships with all junior members. However, as a parent you should check if the Club has an action plan to ensure good practice in child protection.

**APPENDIX 4A will provide the necessary check points for parents**

Parents are encouraged to:

- take an interest in their children's activity and progress and be supportive
- introduce themselves to the adults involved in the supervision of the Junior Section, the Junior Organiser, PGA Professional, Coach and Golf Welfare Officer (GWO)
- find out what the Club has to offer regarding coaching sessions and junior competitions and any playing restrictions for children
- obtain any good practice guidance and Codes of Conduct for children from the Club and go through it with their child

- know whether there are any age restrictions regarding children playing on their own on the course
- be punctual when dropping off and picking up their children for and from coaching and competitions
- take an interest in who their child is playing with and introduce themselves, if it is an adult they do not know
- when leaving their child at the Club, make sure they have made the necessary provisions for their requirements and for the weather conditions.
- ensure that the Club has a contact number when parents are away from the club - a mobile would be preferable - and they should ensure that they leave their mobile switched on so that they can be contacted in an emergency
- ensure that all necessary contact numbers have been established
- advise the GWO or Junior Organiser if their child has any particular needs (e.g. allergies, learning disabilities).
- discuss any concerns regarding the organisation of activities or the behaviour of adults towards their child with the GWO
- enquire if other adults and children who go to the Club are happy and confident with the procedures in place and that they know what to do about concerns.
- enquire if, in England only, the Club has achieved, has sought or is seeking *Golfmark* status ([www.golfmark.org](http://www.golfmark.org))

## (ii) CHANGING ROOMS

One of the areas where children are most vulnerable at many sports clubs is the locker/changing/shower room, and golf clubs are no different in this respect. Obviously people will wish to refresh themselves after having taken part in a round of golf, and limited changing facilities often mean that people of all ages regularly need to change and shower during the same period. To avoid possible misunderstandings and embarrassing situations, adults need to exercise care when in the changing room at the same time as children. However, bullying can be an issue where children are left unsupervised in locker rooms, and a balance should be struck depending on the situation. In general, it is better if one adult is not alone to supervise in a locker room, and possibly extra vigilance may also be required if there is public access to the venue. If, in an emergency, a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany him or her.

Unless the club is fortunate enough to be able to isolate a specific junior shower cubicle or changing area and to minimise embarrassment as much as possible, the following advice may be useful:

- wherever possible, adults should avoid changing or showering at the same time as children
- parents need to be aware that on occasions adults and children may need to share a changing facility.
- it is recommended that particular attention is given to the supervision of children aged ten and under in changing rooms. It is advisable for adults not to be alone with any such child in these circumstances
- if children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.

### (iii) JUNIOR PLAYER PROFILE FORMS

Junior Player Profile Forms (Appendix 4I) assist junior organisers in addressing the needs of children taking part in their activities. A timetable of activities should be provided at the beginning of a season and any changes should be notified to parents in writing, where practical.

If a child falls ill or has an accident whilst attending the golf club, it is important that information is available for medical staff or first aiders. Disabled children have particular requirements. Not all impairments, such as learning difficulties, are immediately apparent, but can affect the behaviour of the child or their ability to participate. It is advisable to ask parents for information that can enhance the child's involvement.

Parental medical consent may be recorded on the Junior Player Profile Form, from which organisers can collect information that will ensure that accidents and emergencies can be handled effectively and that appropriate care can be provided.

### (iv) SUPERVISION

To assist in identifying how many adults there should be to supervise children the following directions should help. Any supervision provisions should try to reflect what would be suitable in the case of an emergency.

For children under the age of 8 Government guidance outlined in the Care Standards Act 2000 should be followed.

The guidance suggests that the following points are considered:

- the age and experience of the children
- that the staff and adults who regularly supervise have complied with, and been checked through, the recruitment procedure
- the number of adults supervising children
- the experience of adults supervising children
- the need for there to be enough "staff" to deal with or manage any emergency situation which may occur (i.e. minimum of two people)
- the needs of the players
- the need for a risk assessment

### (v) ADULTS AND CHILDREN PLAYING TOGETHER

One of the reasons for the popularity of golf is that the game is not restricted either competitively or socially by skill, age or gender. Golf can be enjoyed and keenly contested by players from and between any number of apparently diverse groups. That this diversity, almost unique to golf, is encouraged is essential to ensure the continuity of one of the most endearing traditions of the game. Every effort must be made to promote this mix of physical and technical ability.

Responsible interaction between adults and children helps bring mutual respect and understanding and helps the standards of the club to be

understood and maintained. Nevertheless, when playing golf with a child, adults should always be aware that certain age-related differences do exist and should conduct themselves in a manner that recognises this.

(vi) CHILDREN PLAYING ON THE COURSE WITHOUT ADULTS

Golf courses may have a number of unmanned access and egress points which limit the control of children playing alone or with another child, but this in itself should not preclude the club from attempting to minimise potential problems involving children playing together.

Golf clubs should endeavour to have procedures in place for children to register in and out when using the golf club. This is to help ensure that they are aware when children are playing or on club premises.

If possible, it is advisable to have some method for children playing on their own or with another junior to sign in and out. If it is not practicable to hold a register (APPENDIX 4J), then at least permission should be gained from parents for their children to be on the clubs premises by including this on the Junior Player Profile Form (APPENDIX 4I).

The organisation is not responsible for providing adult supervision of children, except for formal junior golf coaching, matches or competitions.

#### **4f) TRANSPORT**

(i) GUIDELINES ON TRANSPORTATION

Clubs should develop a transport policy, which parents need to be made aware of and which explains the advice on the dropping off and collection of children at the Club or at an event.

The following principles will help develop the policy:

- it is the responsibility of parents to transport their child/children to and from the nominated meeting point
- it is not the responsibility of the staff, PGA Professionals, coaches and volunteers, to transport children to and from their home

ii) LATE COLLECTION GUIDELINES

It is important that there is clear guidance in place if a parent is late to collect a child from the agreed location.

If a registration process exists for children attending coaching, matches or competitions, then the PGA Professional, coach or junior organiser will be able to identify easily when a child has not been collected. It is then for the person holding the register to follow the guidelines in order to get the child collected safely.

If attempts to contact the parent and the emergency contact nominated person have failed, then the supervising adult should wait with the child,

wherever possible, with other staff, volunteers or parents.

Staff, members, PGA Professionals and volunteers should avoid:

- taking the child home or to another location.
- waiting alone with the child in a vehicle or at the Club
- without parental consent, sending the child home with another person
- leaving the child alone

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

If an organisation assumes responsibility for the transport arrangements for children, it is advisable that a number of issues are addressed:

- the adults used to drive the vehicles are suitable to do so (i.e. the recruitment procedures have been followed)
- appropriate insurance cover has been arranged
- parents have provided their written consent for the children to be transported by club representatives (See Appendix 4I)
- transporting children alone is avoided. If this situation arises, it is advisable for the child to sit in the back of the car
- parents are aware of the time of collection and return
- the vehicles have been registered with the organisation (see attached form Appendix 4K)
- emergency contact numbers have been notified

### (iii) HIRING TRANSPORT

When booking transport for an away fixture, organisers will need to remember the following points:

- passenger safety
- competence of the driver and whether the driver holds an appropriate valid licence
- number of driving hours for the journey and length of the driver's day, including non-driving hours
- whether more than one driver is required
- type of journey, traffic conditions, weather, appropriate insurance cover
- journey time and distance and stopping points
- supervision requirements
- suitability of transport if the team includes disabled golfers
- drivers to take breaks and be aware of emergency procedures

### (iv) MINIBUSES

Ensure that anyone who is driving a group minibus has received training on driving the minibus and the management of passengers.

### (v) LEGISLATION - POINTS TO REMEMBER

- Vehicles must be appropriate and roadworthy
- The driver is responsible for the vehicle during the trip

- All minibuses and coaches carrying groups of three or more young people aged between 3 and 15 years **MUST BE FITTED WITH A SEAT BELT FOR EACH YOUNG PERSON<sup>2</sup>**
- There must be an anchor point for wheelchair users
- Appropriate booster seats must be fitted as required
- Vehicles must conform with current no smoking legislation

This is not an exhaustive list and there may be other points to consider.

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<sup>2</sup> Restraints must comply with legal regulations – see Dept of Environment – “Minibus and Coach Seat Belts – Advice to Users and Operators..” [www.roads.detr.gov.uk](http://www.roads.detr.gov.uk)  
10/09/2007

## 4g) ORGANISING EVENTS AND COACHING SESSIONS

### (i) TOURNAMENTS AND CHAMPIONSHIPS

#### (1) Club Events

If you are organising an event at club level, it is strongly advised that you attend a "Safe Sport Events" workshop, and that the Club purchases the Safe Sport Events Pack.

*(For details contact your NGB CPO)*

To assist you in your preparation, you are advised to use the framework below.

<b>Purpose of Event</b>	Social, competition...	
<b>Planning</b>	When? Where? Who? Risk assessment of activity	
<b>Communication with Parents</b>	Travel arrangements Times, venues Dates of competition Consent forms Emergency procedures Contact organiser	
<b>Venue</b>	Risk assessment Insurance	
<b>Supervision and Staffing</b>	Ratios of adults to children Staff checking and recruitment Roles and responsibilities Staff training	
<b>Emergency Procedures</b>	Medical information Reporting procedures	
<b>Registration</b>	What is the process for registering in the competition? Parental permission?	
<b>Documentation</b>	Register of participants Player information Junior Player Profile Forms Photography permission Programme Codes of Conduct	
<b>Media</b>	Guidelines for photography and media	

## **(2) Managing Events away from the Club**

If you are organising an event that involves an away match or an overnight stay, it is strongly advised that you attend a "Safe Sport Events" workshop, and that the Club purchases the Safe Sport Events Pack.

*(For details contact your NGB CPO)*

### **Supervision**

- All staff - paid or voluntary – should have complied with and been checked through the recruitment procedure
- Within the group of staff responsible for the team you will need a nominated person who is familiar with, and who has received training on, the relevant Safeguarding Children Policies and Procedures
- At least one same gender member of staff will be required for single sex groups
- Mixed groups will require at least one male and one female member of staff

### **Roles and Responsibilities when managing children away from the club**

All members of staff need to have a clear knowledge of their role and responsibility for the team and be familiar with the relevant Child Protection Policy and Procedures and Codes of Conduct.

The team manager should have:

- a) a full itinerary
- b) copies of relevant Player Profile Forms
- c) travel arrangements
- d) a register so that a head count can be taken at any point

All staff must be able to communicate quickly with the team manager

### **Staff Ratios**

See Supervision – Section 4 (e) (iv)

### **Supervision whilst travelling**

- The team manager is responsible for good discipline at all times
- The driver should not be responsible for supervision whilst driving

### **Managing Children Away from the Club**

The team manager needs to consider the following:

- the level of supervision
- the safety of the group
- if on an away trip over night, the importance that staff meet and have their roles explained in advance of the event

Extra considerations to include:

- rooming arrangements, particularly where the team includes adults and children
- First Aid arrangements
- dietary requirements
- emergency evacuation procedures
- meeting the team and explaining their roles and responsibilities

#### **4h) GUIDELINES ON PHOTOGRAPHY AND USE OF VIDEO**

##### **(i) INTRODUCTION**

Photographs of children can be used by organisations to celebrate and promote junior golf, and form an important part of marketing the sport through websites, magazines, newspapers and promotional leaflets etc. However, when personal information is added to photographs, those images can be used as a means of identifying children and can render them vulnerable.

Secondly, the content of the photograph can be used or adapted for inappropriate use. While this is rare in golf, it *has* happened, and there is evidence of adapted material finding its way onto child pornography sites. There have been concerns about the risks posed directly and indirectly to children through the use of photographs on golf web sites and other publications. Therefore, a policy needs to be developed in relation to the use of images of children.

By endeavouring to adopt the recommendations highlighted in these guidelines, you will be seen to be putting into place the best possible practice to protect children wherever and whenever photographs and recorded images are taken and stored.

##### **(ii) KEY PRINCIPLES**

- The interests and welfare of children taking part in golf are paramount
- Parents and children have a right to decide whether children's images are to be taken, and how they may be used
- Parents must provide written consent for children's images to be taken and used
- Images should convey the best principles and aspects of golf.
- Care should be taken to ensure that images are neither sexual or exploitative in nature, nor open to misinterpretation and misuse
- Efforts should be taken to ensure that images should only be taken by authorised persons, as agreed in the protocol for a particular event
- All images of children should be securely stored.

##### **(iii) PUBLISHING IMAGES – EASY STEPS TO REMEMBER**

- All photographers should obtain written permission from the parent to take and use their child's image. This should help to give assurance of the appropriate use of the image.
- If you are recognising the achievement of an individual golfer and wish to publish their name with their photograph, **NEVER** publish personal details (postal or email addresses, telephone numbers, etc).

- Try to focus on the activity rather than a particular child and, where possible, use photographs that represent the broad range of children taking part in golf.
- Ensure that images reflect positive aspects of children's involvement in golf e.g. enjoyment/competition/special achievement
- Encourage the reporting to the appropriate authorities of any inappropriate use of images of children.

**If you are concerned, report your concerns to the GWO.**

(iv) USE OF VIDEO AS A TEACHING AID

There is no intention to prevent PGA Professionals, trainees and coaches using video equipment as a legitimate coaching aid. However, children and their parents should be aware that this may be part of the coaching programme and care should be taken in storing such items and who can access the material. The parents of young golfers must provide written consent for the use of video and photographic analysis.

(See Appendix 4L)

(v) USE OF PHOTOGRAPHIC AND FILMING EQUIPMENT AT COMPETITIONS.

If you are inviting the press or a professional photographer to a competition, match or other junior session, it is important to ensure that they are clear about expectations of them in relation to child protection issues.

- Provide a clear brief about what is considered appropriate, in terms of picture content and their behaviour around the players
- Inform those concerned that a photographer will be attending the event
- Advise that unsupervised access to children or one-to-one photographing or filming sessions at the event should not be permitted
- Recommend that any photographer or member of the press or media attending an event should wear identification at all times.
- Do not approve unsupervised photography sessions away from the event
- If organisers do consider requisitioning a photographer, advise that the photographer should conform with the requirements of Section 4 (b)

If parents or other spectators are intending to photograph or video the event, they should be prepared to identify themselves if requested and state their purposes for photography or filming.

- Those attending an event should be asked to register at the event, if they wish to use photographic equipment
- Parents and children should be informed that if they have concerns they can report them to the event organiser or GWO
- Concerns regarding inappropriate or intrusive photography should be recorded by the event organiser or GWO in the same manner as any child protection concern
- The use of cameras or camera phones in changing areas should not be permitted in any circumstances.
- Most golfing activity takes place in areas that are open to the public and it is therefore understood that it is not possible to control all photography

Event organisers should include appropriate advice in their competition entry or junior membership forms.

Suggested wording;

“In line with recommendations from the **Children in Golf – Safeguarding and Child Protection Policy and Procedures**, the organisers of this competition/match/other junior session request that any person wishing to engage in any video, zoom or close range photography should register their details with the Club Secretary or Organising Official before carrying out any such photography. The Club Secretary/Organising Official reserves the right to decline entry to any person unable or unwilling to meet or abide by the organiser’s conditions. Any unauthorised photographer who will not agree to these conditions may be reported to the appropriate authority.”

See Attached Appendix Form 4M

## 5) HOW TO DEAL WITH CONCERNS AND ALLEGATIONS

### a) INTRODUCTION

**It is not the responsibility of those working in Golf to make judgement as to whether or not child abuse is occurring. However, it is their responsibility to act on any concerns.**

Adults within golf have a duty of care to respond to inappropriate behaviour, abuse or bullying.

All information received and discussed must be treated in confidence and only shared with those individuals within the organisation who will be able to manage and resolve the situation. On occasion it may be necessary to seek advice, or inform the statutory agencies e.g. Child Social Care (CSC) or the Police.

### b) DEALING WITH ALLEGATIONS

Any allegations involving inappropriate behaviour towards a child must be taken seriously, investigated and treated confidentially

If an allegation is made against an individual the result of this may be:

- they will be asked to stop working with children in golf immediately whilst a full investigation is carried out. This is to protect all parties involved.
- on completion of the investigation, the Golf NGB will help assess whether it is appropriate for the person to return to work with children in golf, and how this will be managed
- the Golf NGB will assess on a case-by-case basis any support needed for the person about whom the allegations have been made
- they may choose to appoint an independent person to provide this support

When an allegation or concern has been made, it is important that the correct reaction and procedure about how to report that concern is followed.

The points below will assist:

### c) RESPONDING TO ALLEGATIONS AND CONCERNS

There are appropriate procedures to manage reported concerns or allegations, which have been compiled in accordance with Government guidelines and legislation (See Section 3 - CiG Strategy Group Safeguarding and Child Protection Policy) To retain golf's integrity it is important that all organisations apply the same procedures.

### d) REPORTING AND MANAGING CONCERNS

#### i) Outside of Golf

There may be occasions when a concern is raised regarding alleged abuse outside golf.

If the referral relates to an incident outside golf:

- GWO may notify CSC or the Police

- no further action will be taken under golf procedures
- in partnership with the appropriate agencies, golf may need to provide support for the child and person making the referral.

Working in a school – you must inform the designated teacher, who will follow the Local Safeguarding Children’s Board (LSCB) procedures

Working on a local authority programme – you must inform the Sports Development Officer or nominated person, who will follow the LSCB procedures  
(See Flowchart 1)

## ii) Inside Golf

There may be occasions when a concern is raised regarding alleged abuse inside golf.

If the referral relates to incidents of possible child abuse within golf:

- the GWO should be notified
- the GWO must notify either the local CSC and/or the Police and the NGB CPO
- the NGB CPO will notify the CiG Case Management Group (CMG), as required
- advice from CSC and/or Police should be taken into account when determining the timing of any investigation, which may be being considered under the NGB Disciplinary Procedures.

**If the Club or County Welfare Officer or NGB CPO is not available, delay must be avoided and advice sought from the local CSC, the Police, the LSCB or the NSPCC. As soon as possible, inform the NGB CPO and explain action taken to date.**

In all instances if an incident is reported, ensure that the NGB CPO is made aware. It is essential that any concerns or allegations are dealt with centrally, rather than just within the organisation. The concern or allegation may be one part of a much wider picture concerning that child or adult.

To protect a child from any further potential risk and also to protect the person against whom the allegation is made, it is essential that any concerns or allegations are dealt with confidentially. Until such time as the allegations are substantiated, only those who can assist with the handling of the case should be informed. Even if the allegation is after investigation unfounded, the rules of confidentiality are to be adhered to.

In line with data protection principles, all records kept by the Golf NGB must be kept securely, with limited access to authorised people.  
(See Flowchart 2)

## e) CHILDREN IN GOLF CASE MANAGEMENT GROUP (CIG CMG)

Where a concern is reported relating to the welfare and protection of children, the CIG CMG will inform referring organisations of the approach they should take. Principally this will relate to the 'route' a case should take within golf and/or via external referral to statutory agencies. For example, minor poor practice would be referred back to a club complaints/disciplinary procedures with advice, whilst suspected abuse of a child would be dealt with at national level through disciplinary procedures and via statutory agencies.

One of the functions of the CIG CMG is to complement and co-ordinate within golf any action that is being taken by the statutory agencies investigating concerns about the welfare of a child.

The CIG CMG includes people who have relevant knowledge and experience to enable the group to fulfil its role. The group thereby has experience, understanding and awareness of child welfare/protection issues, decision-making processes, criminal justice, and best practice in golf. At least one member of the group is external to the CIG Strategy Group and has current professional child protection knowledge and experience, such as a child protection social work manager or child protection team officer.

The CIG CMG ensures that, in dealing with cases, the decision making process is consistent and fair across golf, and is separated from the process of investigation.

f) WHISTLE-BLOWING

Staff, volunteers, PGA Professionals, coaches, referees, members and other juniors may be the first to have concerns about a child's safety and welfare. However, they may be reluctant to express their concerns as speaking up may be difficult. They may also fear harassment or victimisation. In these circumstances it may seem easier to ignore the concern rather than report what may just be a suspicion of poor practice. When individuals feel unable to follow the normal reporting procedures (flowchart 2) or have already followed the procedure and consider that the issues have not been adequately addressed, they are encouraged to contact the NGB CPO.

This process, known as "whistle blowing", enables individuals to share their concerns, in confidence with the NGB CPO, without fear of victimisation, subsequent discrimination or disadvantage. All concerns will be taken seriously and managed accordingly within the CIG Safeguarding and Child Protection Policy

The NGB will fully support and protect anyone who, in good faith, reports their concerns that someone has demonstrated poor practice or has abused, or may be, abusing a child. The NGB will do its best to protect the identity of the whistle blower when they raise a concern and do not want their name to be disclosed. However depending on the seriousness of the allegation, particularly when it may be necessary to seek advice or inform the Police or Child Social Care, it may not be possible to keep the source of the information hidden. The individual will be given prior notice of this and a chance to discuss the consequences. The NGB will ensure that support is available both during and following and incident or allegation. .

In cases where you are required to take immediate steps regarding a serious incident of abuse, or you do not feel able to disclose your concerns to the NGB CPO, you must contact the Police, Children's Social Care or the NSPCC.

#### g) DISCIPLINARY PROCEDURES

The suspicion that a child may be being abused will raise feelings and concerns among staff, PGA Professionals, volunteers, ordinary members, parents or even other juniors and it can be inherently difficult to report such matters. However, it is important that any concerns for the welfare of the child arising from abuse or harassment should be reported immediately.

All staff, PGA Professionals, volunteers, ordinary members, parents and children should be assured that their NGB will fully support anyone who, in good faith, reports his or her concern that a child may be exposed to some form of abuse.

An allegation of abuse may give rise to a child protection investigation by the CSC department and/or a criminal investigation involving the police. In addition, if the abuse is alleged to have been committed in the course of a person's employment, he or she will be subject to whatever disciplinary procedures and sanctions apply within their organisation. However, for volunteers, staff and PGA members, if the abuse is alleged to have occurred within the context of golf, it may also require separate disciplinary action by the organisation and/or the Governing Body. The GWO or other person in charge of the organisation should therefore inform the NGB CPO of the circumstances.

The NGB CPO, in consultation with the officers of the CiG, will make a decision as to whether any immediate action is required. If the police and/or CSC are investigating the matter, the NGB may decide to await the outcome of these investigations, which may influence a disciplinary investigation, although not necessarily so.

The organisation should consider whether to suspend the individual concerned while an investigation is taking place. This is not intended to prejudge the outcome of the investigation, but simply to remove the individual from contact with children until the investigation is concluded. The EGU and ELGA have drafted guidance (Appendix 5A) in handling suspensions in Child Protection matters for Counties and clubs. For other organisations please contact the NGB CPO.

Your NGB may have guidelines for individuals who are the subject of a suspension for a child protection-related matter and for clubs or Counties, which wish to suspend a coach, volunteer or member of staff. Details of organizations that can support those against whom allegations have been made, children, their parents, and others involved in a child protection case can be found in Appendix 5B. Contact your NGB CPO for further advice. Irrespective of the findings of the CSC or police inquiries, the NGB will recommend to the organisation that they assess all individual cases under the appropriate disciplinary procedure.

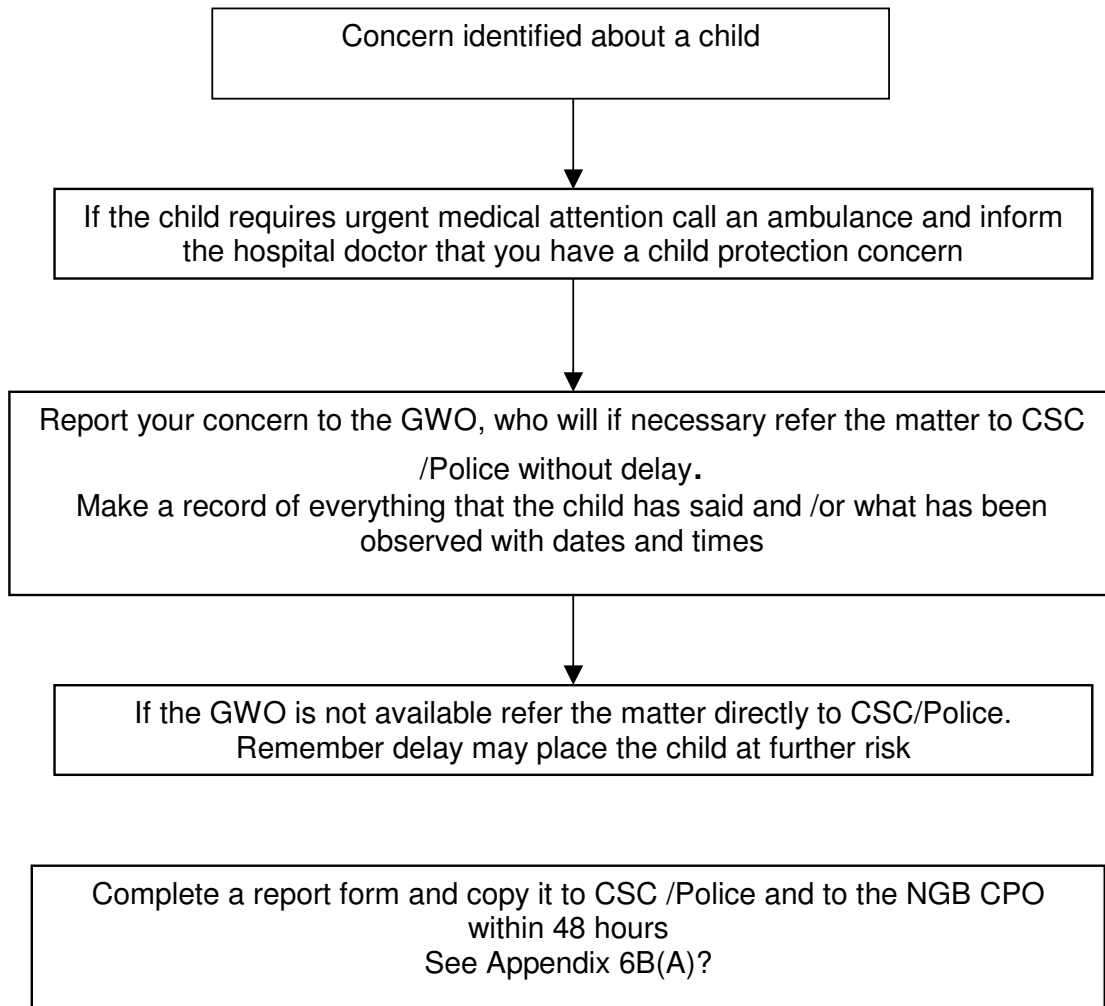
It should be noted that the NGB CPO is able to provide support, even if there is not a serious disciplinary outcome to an allegation. Ill feeling and other

potential long-term misunderstandings or recriminations can be avoided if the NGB CPO deals with issues and concerns in a timely, professional manner.

See Flowcharts 1 & 2

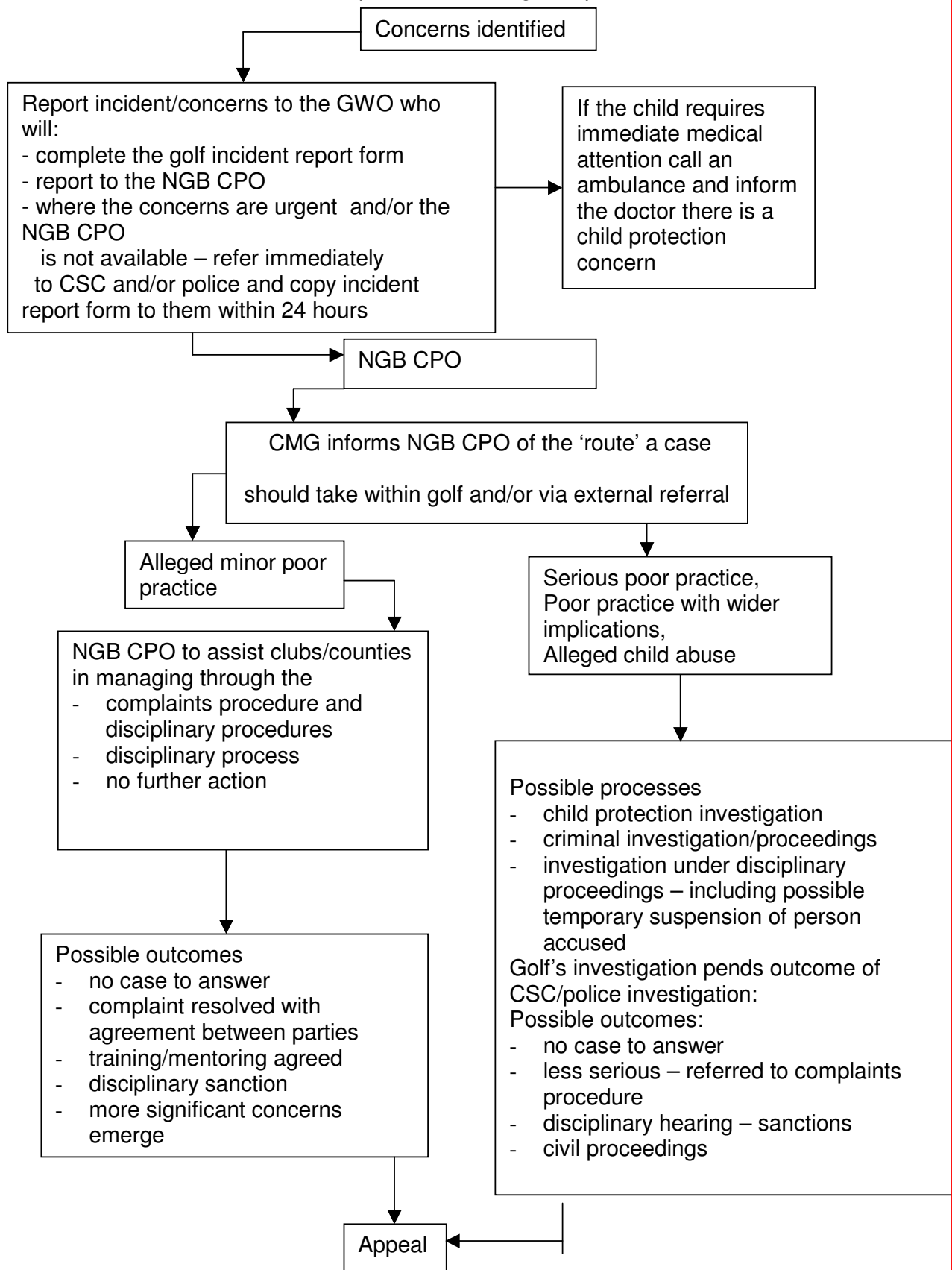
## FLOWCHART 1 (OUTSIDE GOLF)

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



## FLOWCHART 2 (INSIDE GOLF)

What to do if you are worried about the behaviour of any member, volunteer, staff, PGA Professional, coach or official in golf or affiliated organisations. The golf NGB CPO should seek advice and guidance from the local CSC officer and/or the Police with respect to consulting with parents



## **6) DEFINITIONS OF POOR PRACTICE, HARASSMENT, BULLYING AND ABUSE**

### **(a) POOR PRACTICE**

This is behaviour that falls short of abuse but is nevertheless unacceptable. Such behaviour, however, may sit within the bounds of poor practice. For example, a seemingly quite insignificant disciplinary action directed at a child may in certain circumstances be misinterpreted.

All those involved with children are advised to try to avoid placing themselves in situations where their conduct may be open to question.

The following definitions are adapted from Department of Health (2006) *Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children*

### **(b) HARASSMENT**

It is for individuals to determine what behaviour is acceptable to them and what they regard as offensive. It is the unwanted nature of the conduct that distinguishes harassment from acceptable behaviour.

### **(c) BULLYING**

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, in situations where it is difficult for those bullied to defend themselves. It can take many forms. The three main types are:

- physical e.g. hitting, kicking, theft etc
- verbal e.g. racist or homophobic remarks, threats, name-calling etc
- emotional e.g. isolating an individual from the activities and social acceptance of the peer group; vindictive emails and texts etc

Bullying can occur between an adult and child, and child to child. In either case it is not acceptable within golf. The competitive nature of golf can create an environment that provides opportunities for bullying. The bully may be:

- a parent who pushes too hard
- a coach who adopts a win-at-all costs philosophy
- another child who intimidates (inappropriately)
- an older player who intimidates (inappropriately)
- an official who places unfair pressure on a person

There are a number of signs that may indicate that children are being bullied:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, a reluctance to go to school, training or sports club
- a drop in performance at school or standard of play
- physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and comfort bingeing (e.g. food, cigarettes or alcohol)

- a shortage of money or frequent loss of possessions
- drop out of newer members

These examples are not exhaustive and the presence of one or more of the indicators is not proof that bullying or harassment is actually taking place.

**It is not the responsibility of those working in golf to decide that bullying or harassment is occurring but it is their responsibility to act on any concerns.**

(d) ABUSE

Abuse or neglect of a young person may be caused by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family, institutional or community setting by those known to them or, more rarely, by a stranger. Some children also abuse other children and there is growing evidence to suggest that peer abuse is an increasing concern.

**There are four main forms of abuse:**

**Neglect** – occurs where adults persistently fail to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may involve failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment

Neglect in golf could include a PGA Professional, staff, volunteer or coaches not ensuring children in their care are safe, exposing them to undue cold, heat or to unnecessary risk of injury.

**Physical abuse** – where someone physically hurts or injures a child  
Examples of physical abuse in golf may be when the nature and intensity of training and competition exceeds the capacity of the young person’s immature and growing body or when drugs are used to enhance performance.

**Sexual abuse** – involves forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of what is happening. They may include non-contact activities, such as involving children in looking at, or, in the production of sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Emotional abuse** – is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as their self-worth is dependent upon sporting success. It may involve age or developmentally inappropriate expectations being imposed upon children. It may involve causing children to feel frightened, nervous, withdrawn, or in danger by being constantly shouted at, threatened or taunted. Some level of emotional abuse is involved in all types of ill treatment of children.

Emotional abuse in golf may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.

(i) INDICATIONS THAT A CHILD MAY BE BEING ABUSED

These may be difficult to recognise but there are signs that could alert you. These include:

- unexplained or suspicious injuries, such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- an injury for which the explanation seems inconsistent
- the child describes what appears to be an abusive act involving him/her
- someone else (a child or adult) expresses concern about the welfare of another child
- unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adults, particularly those with whom a close relationship would normally be expected
- difficulty in making friends
- being prevented from socialising with other children
- displaying variations in eating patterns including overeating or loss of appetite
- loss of weight for no apparent reason
- the child becoming increasingly dirty or unkempt

This list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. Some changes in behaviour can be caused by changes at home, for example, bereavement and parents are encouraged to inform the PGA Professional, coach or GWO of any such circumstances.

(e) RESPONDING TO A CHILD'S DISCLOSURE OF ABUSE

i) Introduction

Abuse can and does occur in a variety of situations, which may include sport or other social activities. However, it must be remembered that most cases of child abuse take place within the family setting.

It is rarely a one-off occurrence within such a setting. It is therefore crucial that those involved in golf are aware of the possibility, and that all allegations are taken seriously and appropriate action taken.

There is a responsibility to inform appropriate agencies of possible abuse so that they can then make enquiries and take any action necessary to protect the child. This applies both to suspicions of abuse occurring within the context of golfing activities and to allegations that abuse is taking place elsewhere.

This section explains how you should respond to such concerns.

## ii) Action

If a child alleges abuse or information is received which gives cause for concern, you need to:

- stay calm
- keep an open mind
- listen carefully to what is said and take the child seriously
- as soon as possible record in writing what was said using the child's own words. Use the Example Incident Report Form (See Appendix 6A)
- find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others and whom they may be – do not keep secrets
- keep questions to a minimum to ensure a clear and accurate understanding of what has been said
- reassure the child that they have done the right thing telling you
- the golf NGB CPO should seek advice and guidance from the local CSC officer with respect to consulting with parents
- report the issue in line with procedures

### (f) DEALING WITH ALLEGED ABUSE

It is not the responsibility of the GWO or anyone working within golf to decide if the disclosure is child abuse. It is the GWO's responsibility to act upon any concern and refer to CSC and/or Police and the NGB CPO. The NSPCC Helpline (0800 800 5000) can be contacted to talk through any concerns that arise. This can be done anonymously.

If action needs to be taken urgently, contact the Police by dialling 999. If concerns are identified out of hours, the Police and CSC provide out of hours service. (See Appendix 6B for Contact details)

When a disclosure is made to CSC, they are legally bound to make enquiries where a child may be at risk of "significant harm". If a criminal offence is suspected, the CSC will always work in partnership with the Police. Their primary duty is to safeguard and ensure the welfare of the child and to work within the LSCB Procedures.

### (g) ALLEGATIONS OF PREVIOUS ABUSE

An adult, who was abused as a child by a person who is still working with children, may make allegations of abuse, some time after the incident, for example. Where such an allegation is made, you should follow the procedures below. This is because other children, either within the sport or outside it, may be at risk from this person.

**NB. Anyone who has a previous criminal conviction for offences related to abuse is legally prohibited from working with children.**

### (h) INVESTIGATING COMPLAINTS

Where there is a complaint of abuse, there may be three types of investigation, each of which may have some level of NGB involvement:

**Disciplinary or misconduct** – the NGB may be involved

**Criminal** – the Police are involved

**Child protection** – CSC are involved (possibly involving the Police)

If after consideration and investigation by the CSC or the police, the incident is deemed to be poor practice, bullying or harassment, the Golf Club, County or NGB are empowered to deal with this as misconduct, and each organisation is recommended to adopt and apply the NGB Disciplinary Policy and Procedures.

(i) RECORDS AND INFORMATION

Information passed to the CSC or the Police must be as helpful as possible - hence the necessity for making a detailed record at the time of the disclosure or concern. (Appendix 6A) will help you to ensure that all relevant details can be reported

Reporting the matter to the Police or CSC should not be delayed by attempts to obtain more information.

- Wherever possible, referrals telephoned to CSC must be confirmed in writing within 24 hours.
- A record must also be made of the name and designation of the CSC officer or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.
- A copy of this information should be sent to the NGB CPO.

If advice is required on any aspect of the contents of these Guidelines, your NGB CPO should be available for advice, and useful contact details are as follows. (See Appendix 6B)

Other sources of advice are:

NPSCC 24hour freephone helpline 0808 800 5000

Child Protection in Sport Unit, Golf Development Officer 0116 234 7224

You can access any of the information through your NGB website or visit [www.childreningolf.org.uk](http://www.childreningolf.org.uk)

j) RESPONDING TO SUSPICIONS AND ALLEGATIONS

The disciplinary sanctions available include the following:

**By the club** – such as are provided for within the NGB Disciplinary Policy and Procedures or through the club's own disciplinary policy and procedures

**By the NGB** – Suspension or withdrawal of the individual's status as a registered member of the NGB, together with other penalties as may be deemed appropriate within the authority of the NGB.

In addition, the NGB may impose disciplinary sanctions against clubs that fail to apply Child Protection Procedures, particularly if such failures are serious

or persistent. Grievance, disciplinary and appeals procedures should be conducted in accordance with the organisation's recognised procedures.

Every effort will be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate to children, parents, members of staff and volunteers.

If, following discussion between the NGB CPO and relevant officials, it is clear that the allegation is about poor practice rather than abuse, then it should be dealt with as a misconduct issue, either through the NGB's Disciplinary Policy and Procedures or by the organisation's own disciplinary procedures. Where the organisation has handled any matter but nevertheless concerns remain, then this should be referred to the NGB CPO.

## **APPENDIX 1A - WORKING TOGETHER TO SAFEGUARD CHILDREN – HM GOVERNMENT 2006. SECTION 2.8: COMMON FEATURES**

To fulfil their commitment to safeguard and promote the welfare of children, all organisations that provide services for, or work with, children must have:

- clear priorities for safeguarding and promoting the welfare of children, explicitly stated in strategic policy documents
- a clear commitment by senior management to the importance of safeguarding and promoting children's welfare
- a clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children
- recruitment and human resources management procedures that take account of the need to safeguard and promote the welfare of children and young people, including arrangements for appropriate checks on new staff and volunteers
- procedures for dealing with allegations of abuse against members of staff and volunteers
- arrangements to ensure that all staff undertake appropriate training to equip them to carry out their responsibilities effectively, and keep this up-to-date by refresher training at regular intervals; and that all staff, including temporary staff and volunteers who work with children, are made aware of the establishment's arrangements for safeguarding and promoting the welfare of children and their responsibilities for that welfare
- policies for safeguarding and promoting the welfare of children (e.g. pupils/students) including a child protection policy, and procedures that are in accordance with guidance and locally agreed inter-agency procedures
- arrangements to work effectively with other organisations to safeguard and promote the welfare of children, including arrangements for sharing information
- a culture of listening to, and engaging in dialogue with, children – seeking children's views in ways that are appropriate to their age and understanding, and taking into account those views in individual decisions and in the establishment or development of services
- appropriate whistle-blowing procedures, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed.

## **APPENDIX 4 - GOLF CLUB SAFEGUARDING AND CHILD PROTECTION POLICY**

[name of] Golf Club has considered its responsibilities to the children participating in golf at our premises and within our club very carefully, and has produced the following Safeguarding and Child Protection Policy and underpinning procedures in order to set out the standards we wish to uphold in providing activities for children and safeguarding the welfare of children in our care.

[name of] Golf Club affiliates to the Golf Union/ Association, [and our professional coaching staff are members of the Professional Golfers' Association]\*. The Club recognises the policies of these Governing Bodies, as set in out in *Guidelines for Safeguarding Children in Golf (CiG)*.

\* Delete if not appropriate

### **POLICY STATEMENT**

[name of] Golf Club acknowledges its duty of care to safeguard the welfare of all children (defined as those under 18) involved in golf within the club. All children have a right to protection, and have their particular needs taken into account.

[name of] Golf Club will therefore endeavour to ensure the safety and protection of all children involved with the club through the Child Protection guidelines adopted by the Management Committee of the club. It is the responsibility of all adults within the club to assist the Management Committee in this endeavour.

### **POLICY AIMS**

- To provide children with appropriate safety and protection whilst in the care of the club and also help them to enjoy their experience of the sport
- To reassure parents that their children will receive the best practicable care possible whilst participating in activities within the club
- To provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively

### **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 staff and volunteers working in golf have a responsibility to report concerns to the Club Welfare Officer
- Adults – staff, volunteers, coaches, referees and members will be supported to understand their role and responsibility with regard to the duty of care and protection of children and young people
- Individuals will receive support through education and training to be

aware of and understand best practice and how to manage any welfare or child protection issues that may come to light

- [name of] Golf Club will work in partnership with parents to review and implement child protection and welfare procedures

[name of] Golf Club'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 Child Care Act 1991(NI)
- 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 the abuse of trust 1999
- Children First 1999 (ROI)
- The Criminal and Court Services Act 2000
- Co-Operating to Safeguard Children 2003 (NI)
- What to do if you are worried a child is being abused 2005
- Working Together to Safeguard Children 2006)
- The UN Convention on the Rights of the Child
- Any subsequent legislation relating to child protection would implicitly be incorporated into this document

## **RESPONSIBILITIES & COMMUNICATION**

- The [name of] Golf Club Child Protection Policy will be available to all members, parents, staff, volunteers and participants.
- The Policy will be reviewed every three years by the Management Committee, and amended as appropriate. Guidance from golf's governing bodies will be sought as part of the review process.
- The Management Committee has responsibility for ensuring that the policy and procedures are implemented, including taking any appropriate disciplinary action necessary.
- The Club Welfare Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate National Governing Body Lead Child Protection Officer and informing the appropriate club staff.
- Parents have a responsibility to work together with the club in implementing procedures and providing their children with the necessary information to safeguard themselves.

**APPENDIX 4A - ACTION PLAN FRAMEWORK AND TEMPLATE (TO ENSURE GOOD PRACTICE IN CHILD PROTECTION)**

The..... .....has <i>(NAME OF CLUB)</i>	YES	NO	Action required	By Whom	By When	Guidelines & policies communicated to all staff & volunteers <i>(DATE)</i>
A designated Welfare Officer						
A Child Protection Policy in line with CiG Principles						
A Recruitment Policy for all staff and volunteers						
A Health and Safety policy						
An Equity Policy						
A photography and video recording policy						
An anti-bullying policy						
A "whistle-blowing" policy						
Obtained the relevant Player Profile Forms						
Guidelines on transportation						
Guidelines on children playing together, and with adults						
Guidelines for taking children on away fixtures and overnight stays						
Clear guidelines on the supervision of children						
A clear understanding of the procedures for safeguarding children						
A Code of Conduct for all adults working with children						
A Code of Conduct for children						
Adopted either the NGB Disciplinary Procedures or their own Disciplinary Procedures						
Established a late collection procedure						
Undertaken a Risk Assessment both for adults and juniors						
Made parents aware of the Child Protection Policies and Procedures						
Explained to parents how they can be involved in their child's golf						
Ensured that all staff, PGA Professionals, coaches and volunteers have access to appropriate training						
To have the relevant contact details for the following and made available to all: <ul style="list-style-type: none"> <li>• Golf NGB Lead Officer</li> <li>• County Welfare Officer</li> <li>• Club Welfare Officer</li> <li>• Local Child Social Care</li> <li>• Local Police</li> </ul>						

<b>The.....has</b> <i>(NAME OF CLUB)</i>	YES	NO	Action required	By Whom	By When	<b>Guidelines &amp; policies communicated to all staff &amp; volunteers (DATE)</b>
<ul style="list-style-type: none"> <li>• NSPCC</li> <li>• Child Line</li> <li>• Local Safeguarding Children's Board</li> </ul>						

**Position applied for:**

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<p><b>Personal Details</b>  <b>Title: Mr/Mrs/Miss/Dr/Other-please specify</b></p> <p>Full Name:.....</p> <p>Any previous surname:.....</p> <p>Date of birth:.....</p> <p>Place of birth:.....</p> <p>National Insurance Number (UK Only)  RSI (Republic of Ireland Only):.....</p>
<p><b>Present Address:</b></p> <p><b>Post Code:</b>  <b>Telephone Numbers:</b></p> <p><b>Email Address:</b></p> <p><b>Previous Address (if you have moved within the last five years):</b></p>
<p><b>Current Occupation</b>  Name and address of Organisation:</p> <p>Role:</p> <p>Start Date:</p>
<p><b>Previous Occupation</b>  Name of Organisation:</p> <p>Start Date:</p> <p>Finish Date:  Reason for leaving:</p>
<p><b>Relevant Experience:</b></p>
<p><b>Previous Experience of working with children and young people:</b></p>

<p><b>Qualifications</b></p> <p>Academic:</p> <p>Vocational:</p> <p>Sporting:</p>	
<p><b>Reason for applying:</b></p>   	
<p><b>References</b></p> <p>Please provide the names and addresses of two people who know you well (who are not related to you) who have first hand experience of you working with children and whom we can contact to obtain a reference:  With your approval, we will also contact your employer (where appropriate) to obtain a reference</p>	
<p><b>Name:</b></p> <p><b>Address:</b></p>  	<p><b>Name:</b></p> <p><b>Address:</b></p>  
<p><b>Telephone Number:</b></p>	<p><b>Telephone Number:</b></p>
<p>I am a member of a golf club affiliated to the National Governing Body:  Yes/No ;</p> <p>Full/Associate</p> <p><b>Please provide details of which Governing Body your club is affiliated to and your membership number, if applicable:</b></p> <p><b>I agree to abide by the Club/County Codes of Conduct and Child Protection Policy, and confirm that the information I have supplied in completing this form is correct and true.</b></p> <p><b>Signed:</b></p> <p><b>Date:</b></p>	

## **APPENDIX 4C - (ENGLAND AND WALES) SELF-DISCLOSURE FORM**

You have the right of access to any information held on you and additional rights under the Data Protection Act.

<b>PART A</b>			
Title:			
First Name(s):			
Surname:			
Previous names by which you may have been known:			
Address:			
Postcode:			
Telephone No:			
E mail:			
Date of Birth:		Male/Female:	
Club			
Please give details of the positions which you currently or wish to fulfil, or relevant job title:			
Start Date:			
Please give details of any other clubs you are or have been a member of and give details of any positions you held			

**Self-Disclosure Form - continued**

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 on strict confidentiality and discretion.

<b>PART B</b>		
<b>1. Have you ever been convicted of any criminal offence?</b>	<b>YES</b>	<b>NO</b>
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>		
<b>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 related incident?</b>	<b>YES</b>	<b>NO</b>
If Yes, please supply details		
<b>3. Have you had any disciplinary sanction (from a sports or other organisation's Governing Body) relating to child abuse or poor practice?</b>	<b>YES</b>	<b>NO</b>
<i>If Yes, please supply details</i>		
<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 my services</i>		
<b><i>I hereby consent to a CRB Disclosure</i></b>		
Signed:		
Date:		
Print name:		

**Self-Disclosure Form - continued**

<b><i>PART C: To Be Completed By The Welfare Officer Or Secretary</i></b>	
<i>I confirm that I have seen identification documents for the above person, and I confirm to the best of my ability that these are accurate.</i>	
<i>Please provide details of the documents</i>	
Signature of official:	
Position:	
Print name:	
Date:	

This form should be completed and returned to:

**APPENDIX 4D - VOLUNTEER REFERENCE FORM**

(Name) \_\_\_\_\_ has expressed an interest in becoming a volunteer 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 if you have any reason to be concerned about this applicant that you do not complete the following but please contact myself on.....(Tel no)

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 this person?
- In what capacity?
- What attributes does this person have which would make him/her suited to this work?
- How would you describe his/her personality?
- Please rate the person on the following: (Please tick one box for each question)

	Poor	Average	Good	Very good	Excellent
Sense of Responsibility					
Self-motivation					
Can motivate others					
Energy					
Reliability					
Dealing with children					
Commitment					
Reliability					
Trustworthiness					

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX 4E - CODES OF CONDUCT FOR PROFESSIONAL COACHES, STAFF AND VOLUNTEERS**

### Rights

- Respect the rights, dignity and worth of every person
- Help create an environment where all children have an equal opportunity to participate
- Help create and maintain an environment free of fear and harassment
- Recognise the rights of all children to be treated as individuals
- Recognise the rights of parents and children to confer with other coaches and experts
- Promote the concept of a balanced attitude, supporting the well-being of the child both in and out of golf
- Do not discriminate on the grounds of sex, marital status, race, colour, disability, sexuality, age, religion or political opinion
- Do not condone or allow to go unchallenged any form of discrimination or prejudice
- Do not publicly criticise or engage in demeaning descriptions of others
- Communicate with children in a manner that reflects respect and care

### Relationships

- Develop relationships with parents and children based on openness, honesty, mutual trust and respect
- Do not engage in any behaviour that constitutes any form of abuse (physical, sexual, emotional abuse, neglect or bullying)
- Be aware of the physical limits of children and ensure that training loads and intensities are appropriate
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines (See Appendix 4G – CPSU Guidelines on PHYSICAL CONTACT AND YOUNG PEOPLE IN SPORT and PGA Guidelines)
- Always try to work in an open environment (e.g. avoid private or unobserved situations)
- Do not engage in any form of sexually-related contact with children. Sexual innuendo, flirting or inappropriate gestures and terms are also unacceptable
- Promote the welfare and best interests of children
- Explain to parents, as appropriate, the potential impact of the coaching programme on the child
- Arrange to transfer a child to another personal coach if it is clear that an inappropriate relationship is developing
- Be familiar with the organisation's Child Protection Policy and Procedures
- Report any concerns you may have in relation to a child or the behaviour of an adult, and follow reporting procedures
- Consider the child's opinions when making decisions about their participation in golf
- Inform parents and children of the etiquette and practical considerations when playing golf
- Inform parents of any potential financial implications

## Responsibilities and Personal Standards

- Demonstrate proper personal behaviour and conduct at all times
- Be fair and honest with all children
- Develop an appropriate working relationship with children based on mutual trust and respect
- Always emphasise that the well being and safety of the child is more important than the development of performance
- Do not smoke, or drink alcohol, while actively working with children. Never use recreational or performance-enhancing drugs
- Promote the positive aspects of golf (e.g. fair play, honesty and etiquette)
- Attend appropriate training to enable you to keep up-to-date with your role and matters relating to the welfare of children
- Hold relevant qualifications
- Ensure the necessary insurance cover is in place

## **APPENDIX 4F - CODES OF CONDUCT FOR CHILDREN**

Appreciate that you are valued for the role that you have in golf.

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 that promotes the concept of a balanced attitude
- treat others as you would wish to be treated yourself
- respect physical, cultural and racial differences
- challenge or report if you observe any form of discrimination and prejudice
- look out for yourself and for the welfare of others
- speak out if you consider that you or others have been poorly treated
- report behaviour that appears to fall below the expected standards of the club
- be organised and on time
- tell someone in authority if you are leaving a venue or competition
- accept that these guidelines are in place for the well-being of all concerned
- treat organisers and coaches with respect
- observe instructions or restrictions required by appropriate members of staff

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

- consuming alcohol or illegal or performance-enhancing drugs or stimulants
- smoking
- using foul language
- publicly using critical or disrespectful descriptions of others

## **APPENDIX 4G - CHILD PROTECTION IN SPORT UNIT (CPSU)** **PHYSICAL CONTACT AND YOUNG PEOPLE IN SPORT**

### **Introduction and background**

There is growing concern being expressed about what is and what is not permissible in the area of physical contact with children in sport. Some misleading and inaccurate information has been promoted within the sports sector, and this can undermine the confidence of coaches and others in applying safe and appropriate coaching methods.

There have also been instances where, some coaches and other adults who are motivated to harm and abuse children, have done so by falsely claiming that their behaviours were legitimate teaching, coaching or caring practices.

The purpose of this section is to clarify the position of the CPSU in relation to this issue and provide guidance to all those involved in working with children in sport.

### **Guidance**

There are a number of principles that should be followed when the activity involves physical contact.

Physical contact during sport should always be intended to meet the child's needs, NOT the adult's. The adult should only use physical contact if their aim is to:

- develop sports skills or techniques
- treat an injury
- prevent an injury or accident from occurring
- meet the requirements of the sport

The adult should seek to explain to the child the nature and reason for the physical contact reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission.

It is good practice for sport clubs, as part of an induction process or pack for new members, to explain to parents and their child, or give written guidance, about any physical contact that will be required as part of that activity. Children should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.

Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment. Any physical contact should always take place only in an open or public environment and not take place in secret or out of sight of others.

The CPSU is not aware of any sports bodies that have stated that any physical contact is not permissible under any circumstances within the context of coaching or teaching.

## **Specific situations**

### **Physical punishment**

Any form of physical punishment of children is unlawful, as is any form of physical response to misbehaviour unless it is by way of restraint. It is particularly important that adults understand this, both to protect their own position as well as the overall reputation of the organisation in which they are involved.

### **Contact as part of coaching**

Some sport or physical activities are more likely to require coaches or teachers to come into physical contact with children from time to time in the course of their duties. Examples include showing a pupil how to use a piece of apparatus or equipment, or demonstrating a move or exercise during a coaching or teaching session in order to reduce the risk of injury due to falls or errors when performing. Adults should be aware of the limits within which such contact should properly take place and of the possibility of such contact being misinterpreted.

A number of sport or physical activities may require physical contact between young athletes and those teaching them, for reasons of both teaching and the participant's safety. A number of sports Governing Bodies have developed guidance to assist coaches in this area. Those teaching these sports should follow this guidance. Even in sports where there is a need to support or touch a child, over-handling should be avoided.

It should be recognised that physical contact between an adult and a child that may occur during legitimate teaching or coaching may be misconstrued or misunderstood by a pupil, parent or observer. Touching young participants, including well-intentioned informal and formal gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised. As a general principle, adults in positions of responsibility should not make gratuitous or unnecessary physical contact with children. It is particularly unwise to attribute frequent touching to their teaching or coaching style or as a way of relating to young participants.

### **Responding to distress and success**

There may be occasions where a distressed child needs comfort and reassurance, which may include physical comforting, such as a caring parent would give. Physical contact may also be required to prevent an accident or injury and this would be wholly appropriate. A child or coach may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases to ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same child over a period of time.

### **Sports science and medicine**

There may be some roles within sport or physical activities where physical contact is commonplace and/or a requirement of the role, particularly sports science or medicine. These tasks should only be undertaken by properly trained or qualified practitioners. This guidance does not seek to replace the specific guidance and codes of practice developed for those professionals and reference should be made to the appropriate body for that discipline.

## **APPENDIX 4H - GOLF WELFARE OFFICER JOB DESCRIPTION**

### (1) CORE TASKS

- Assist the organisation in establishing a Safeguarding and Child Protection Policy and Procedures
- Assist the organisation to implement child protection plans.
- Be the first point of contact for staff, members, volunteers, children and parents for any issue concerning safeguarding children, poor practice, potential or alleged abuse.
- Ensure that all incidents and concerns are dealt with in accordance with policy guidelines.
- Ensure that all relevant members, volunteers and staff have the opportunity to access appropriate child protection training.
- Ensure that appropriate procedures for recruitment of staff and volunteers are in place and all existing staff or volunteers working with children have an up to date CRB disclosure/self disclosure.
- Maintain contact details for Child Social Care (CSC) (previously Social Services), the Police and NGB CPO.
- Ensure that Codes of Conduct are in place for staff, volunteers, PGA Professionals, coaches, and children and that there are guidelines for parents and members and they are communicated to the relevant parties.
- Advise on child protection issues or be in attendance as necessary on Club or County Management Committees.
- Maintain confidentiality

### (2) CORE SKILLS

- Basic administration and record maintenance.
- Communication skills.
- Confidence to refer cases externally.
- Ability to implement effectively a Child Protection Policy and Procedures.

### (3) RECOMMENDED TRAINING

- Child Protection awareness, Safeguarding and Protecting Children training. (Contact your NGB for details)  
NSPCC "Time to Listen" Workshop specifically designed for GWOs (Contact your NGB CPO for details)

## **APPENDIX 4I - JUNIOR PLAYER PROFILE FORM**

The safety and welfare of juniors in our care is paramount, and it is therefore important that we are aware of any illness, medical condition and other relevant health details so that their best interests are addressed.

Please complete this form with our assurance that the information will be treated as confidential.

It is the responsibility of the junior and their parent to notify the Golf Welfare Officer (GWO) or Secretary if any of the details change at any time.

<b>Name</b>	
Date of Birth	
Address	
Telephone Number	

<b>Parents' Names</b>		
Address		(If different)
Home Telephone No		
Mobile Telephone No		
Work Telephone No		

<b>Emergency Contacts</b>	
<b>Contact 1 Name</b>	
Relationship to child	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	
<b>Contact 2 Name</b>	
Relationship to child	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	

## **Medical Information**

Child's Doctor's name	
Doctor's Surgery Address	
Telephone Number	

2. Does your child experience any conditions requiring medical treatment and/or medication?  
\*Yes            No        \*If yes please give details, including medication, dose and frequency.

3. Does your child have any allergies?  
\*Yes            No        \*If yes please give details.

4. Does your child have any specific dietary requirements?  
\*Yes            No        \*If yes please give details.

5. What additional needs, if any, does your child have e.g. needs help to administer  
planned medication, assistance with lifting or access, regular snacks?

**The Disability Discrimination Act 1995 defines a disabled person as ‘anyone with a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities’.**

Do you consider your child to have a disability? \*Yes No

\*If yes what is the nature of the disability?

Hearing impairment Learning disability Multiple disabilities

Physical disability Other (Please specify):

6. Does your child have any communication needs e.g. non-English speaker/ hearing impairment/ sign language user/ dyslexia? If yes, please tell us what we need to do to enable him/her them to communicate with us fully.

- I confirm to the best of my knowledge that my child does not suffer from any medical condition other than those detailed above.
- I agree to notify the County/club of any changes.
- I, ....., being parent/guardian of the above named child, hereby give permission for the NGB/County/club responsible person to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my child’s interest, in the doctor’s medical opinion, for any delay to be incurred by seeking my personal consent.
- The attached signature will denote that my child has my permission to be on the golf club’s premises. (Please tick the box if agreed)
- I acknowledge that the club is not responsible for providing adult supervision for my child except for formal junior golf coaching, matches or competition. (Please tick the box if agreed)
- I also agree to my child being transported by club representatives to and from venues when he/she is representing the golf club. (Please tick the box if agreed)

<b>Signed – Parent/Guardian</b>	
<b>Print name</b>	
<b>Date</b>	



Driver Details	Vehicle details
Full Name:	Registration No:
Address:	Colour:
	Name of Registered Keeper:
Postcode:	Make:
Tel:	Model:
Driving licence No and type (e.g. full):	
Other members authorised to drive the vehicle:	
MOT Expiry Date:	
Insurance Company:	
Insurance Expiry Date:	
Road Tax Expiry Date:	

**Declaration**

Please tick each box

I have informed the insurance company of my intention to transport members on behalf of the County/Club. I have stated if I will be claiming expenses in connection with this additional use

I have extended the policy and paid any additional premium as required by the insurance company

To the best of my knowledge my vehicle is roadworthy

I will inform all passengers of the legal requirements to wear seat belts.

I will inform all passengers that smoking is not permitted in the vehicle

I understand it is not good practice to give children a lift on their own

I declare that the information stated here is correct and that I will inform the County/ Club of any changes

I have agreed to give sight of my driving licence to the administrator



Signed	
Printed	
Date	

<b>GOLF APPROVED DRIVER</b>	
<b>Name</b>	
<b>Registration Number</b>	
<b>Signed</b>	<b>Date</b>
<b>County/Club/County Secretary/Chair</b>	

**Original Driving Licence and paper seen .....(date) and driving offences listed**

**Signed.....Date.....**

**APPENDIX 4L - PERMISSION FORM FOR THE USE OF PHOTOGRAPHS AND RECORDED IMAGES**

This form is to be signed by the legal guardian of a child under the age of 18, together with the child. Please note that if you have more than one child registered you will need to complete separate forms for each

(County/Club) 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 images or other images of your child to be taken or used without your consent.

The (Club/County) will follow the guidance for the use of images of children as detailed within the respective Child Protection Policy and Procedures (excerpt attached for information)

The (County/Club) will take steps to ensure these images are used solely for the purposes for which they are intended i.e. the promotion and celebration of the activities of (County/Club)

If you become aware that these images are being used inappropriately you should inform the Golf Welfare Officer immediately

The photographs may be available on the website  
http://  
For the golf season 200

If at any time either the parent/ guardian or the child wishes the data to be removed from the website, 7 days' notice must be given to the Golf Welfare Officer after which the data will be removed.

**PARENTAL AND CHILDREN PERMISSION FORM FOR THE USE OF PHOTOGRAPHS AND RECORDED IMAGES**

You may wish to include these details on the Junior Player Profile Form - (Appendix 4I)

To be completed by parent

I \_\_\_\_\_ (parent full name) consent to  
\_\_\_\_\_ (Name of organisation) photographing or videoing  
\_\_\_\_\_ (name of child) under the stated rules and

conditions, and I confirm I have legal parental responsibility for this child and am entitled to give this consent.

Signature:

Date:

<p>To be completed by child</p> <p>I _____ (name of child ) consent to</p> <p>_____ (name of organisation) photographing or videoing my</p> <p>involvement in golf under the stated conditions</p> <p>Signature:</p> <p>Date:</p>

**APPENDIX 4M - EVENT REGISTRATION FORM**

<b>Name</b>	
<b>Address</b>	
<b>Tel No</b>	
<b>Signature</b>	
<b>Date</b>	

I wish to take photographs or record images at this event. I agree to abide by the event organiser’s guidelines and confirm that the photographs or recorded images will only be used appropriately.

Please complete and return to the event organiser

## **APPENDIX 5A - GUIDANCE FOR CLUBS AND COUNTY UNIONS AND ASSOCIATIONS ON SUSPENSIONS OF MEMBERS IN CHILD PROTECTION CASES**

The EGU and ELGA have disciplinary powers to suspend and exclude members and staff and/or prohibit them from working with children where that work is part of employment with or volunteering for the EGU or ELGA. However, clubs and County Unions or Associations should also consider their own position and determine whether they should apply the same or similar disciplinary actions to activities within their club or county. If a club suspends a member, the EGU/ELGA will also apply this suspension, provided the club has applied sound procedures. The following information shows how the EGU or ELGA would approach the issue of suspending an individual and it is therefore advised that clubs follow the same processes for their own purposes.

Several factors are considered when determining whether a suspension is necessary, including the following:

- are children at risk?
- does the accused need protection?
- do the allegations amount to gross misconduct?
- would the reputation of the EGU/ELGA be harmed?
- would the continued presence of the accused impede any enquiries/investigation?

The EGU/ELGA will suspend those who are under investigation by Police or Child Social Care for any offence against a child covered by the Children in Golf (CiG) Child Protection Policy. Suspensions may also be necessary where a member is being investigated for other serious crimes or breaches of rules.

When a decision to suspend is enforced, it is important that this is not misinterpreted as a disciplinary action, as this type of suspension does not imply any guilt. Suspensions pending the outcome of any investigation and disciplinary processes should not be publicly disclosed and any disclosure should only be made in accordance with EGU/ELGA protocols.

It is essential that the club or County Union/Association has transparent, objective and formal disciplinary procedures which enable decisions to be made fairly and justifiably in order to protect children and members alike. There are several elements, which should be in place to achieve this:

- documented disciplinary procedures that are available to all and followed in all cases to ensure consistency and fairness
- an appeals process
- the involvement of external agencies (such as the EGU/ELGA, the Police or Child Social Care), as appropriate, to obtain proper advice and support
- clearly laid out standards of communication with people against whom allegations have been made to ensure that they are aware at every stage of the progress being made in their case
- the application of confidentiality protocols, so that only those who need to know about cases are involved to protect both the children and the

person the against whom the allegation is made until such time as it is appropriate to release information

- clear communication of the activities that the person against whom the allegation is made may participate in and those they must not engage in.

The EGU Assistant Secretary or the ELGA Lead CPO and CEO and the Children in Golf Case Management Group are able to offer support in cases where suspension is being considered by County Unions and Associations and clubs. The club or County Union or Association insurance policy may also offer financial support to provide for legal advice.

## **APPENDIX 5B - SUPPORT SERVICES CONTACT LIST**

### **ENGLAND GOLF PARTNERSHIP**

The EGP Compliance Officer can offer advice and support and direct you to additional support services.

### **CHILDREN IN GOLF**

The NSPCC Golf Development Officer is able to give advice and support

The following are a selection of external agencies that can provide specialised support across a range of areas:

### **ANN CRAFT TRUST**

The Ann Craft Trust works with staff in the statutory, independent and voluntary sectors to protect people with learning disabilities who may be at risk from abuse. They also provide advice and information to parents and carers who may have concerns about someone that they are supporting

[www.anncrafttrust.org](http://www.anncrafttrust.org)

**0115 951 5400**

### **ASSIST**

ASSIST is a registered charity dedicated to offering confidential, emotional and practical support to individuals and families affected by trauma.

[www.traumatic-stress.freeserve.co.uk](http://www.traumatic-stress.freeserve.co.uk)

**01788 560 800 (Helpline)**

### **BULLY ONLINE**

Bully Online is a website that contains lots of resources on all aspects of bullying and related issues.

[www.bullyonline.org](http://www.bullyonline.org)

### **BREAKING FREE**

An organisation that provides support to female adults who have experienced childhood sexual abuse.

[www.breakingfreecharity.org.uk](http://www.breakingfreecharity.org.uk)

**0845 1080055 (Helpline)**

### **CHILDLINE**

Childline is a free 24-hour helpline for children

[www.childline.org.uk](http://www.childline.org.uk)

**0800 1111**

### **CITIZENS ADVICE BUREAU**

The Citizens Advice service helps people resolve their legal, money and other problems by providing free information and advice from over 3,000 locations across England, Wales and Northern Ireland. See the website for details of local offices.

[www.citizensadvice.co.uk](http://www.citizensadvice.co.uk)

### **DFES BULLYING**

The Department for Education and Skills has provided this web site to show pupils, their families and teachers how to tackle bullying.

[www.dfes.gov.uk/bullying](http://www.dfes.gov.uk/bullying)

### **FAMILY RIGHTS GROUP**

Provides advice and support to families whose children are involved with social services and develops and promotes services that help secure the best possible future for children and families.

[www.frg.org.uk](http://www.frg.org.uk)

**0800 731 1696 (Helpline)**

### **KIDSCAPE**

Kidscape provides individuals and organisations with practical skills and resources necessary to keep children safe from harm. Kidscape was established to prevent bullying and child sexual abuse.

[www.kidscape.org.uk](http://www.kidscape.org.uk)

**08451 205 204 (Helpline for use by adults concerned about a child being bullied)**

### **LANTERN PROJECT**

This charity provides information and support services for adult victims of child sexual abuse

[www.victimsnolonger.org.uk](http://www.victimsnolonger.org.uk)

### **NAPAC (NATIONAL ASSOCIATION FOR PEOPLE ABUSED IN CHILDHOOD)**

NAPAC is a registered charity, which provides support and information for people abused in childhood.

[www.napac.org.uk](http://www.napac.org.uk)

**0800 085 3330**

### **NSPCC HELPLINE**

*The NSPCC Child Protection Helpline is a free, national, 24-hour service, which provides counseling, information and advice to anyone, including children, concerned about a child at risk.*

[www.nspcc.org.uk](http://www.nspcc.org.uk)

**0800 800 500**

### **RAPE CRISIS ENGLAND AND WALES**

*The website provides information for survivors of sexual violence and their friends and family to access the services they need and details of local rape crisis centres.*

[www.rapecrisis.org.uk](http://www.rapecrisis.org.uk)

### **SAMARITANS**

Provides confidential emotional support, 24 hours a day, for people who are experiencing feelings of distress or despair, including those that may lead to suicide.

[www.samaritans.org.uk](http://www.samaritans.org.uk)

**08457 90 90 90**

### **STOP IT NOW**

Stop it Now! UK & Ireland is developing a public health approach to the prevention of child sexual abuse through a network of local projects and national initiatives. It provides adults with the information they need to recognise worrying behaviour in themselves or others, and with the confidence to take responsible action when they suspect that something is wrong.

[www.stopitnow.org.uk](http://www.stopitnow.org.uk)

**0808 1000 900**

**SURVIVORS**

Provides information, support and counselling for men who have been raped or sexually abused.

[www.survivorsuk.org](http://www.survivorsuk.org)

**0845 122 1201**



<b>Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>Position (in relation to young person)</b>	

<b>DETAILS OF THE CONCERN/ ALLEGATION</b>	
Date/ time	
Location	
Persons involved/ witnesses	
Nature of concern/allegation	
How did the concern/ allegation come to your attention?	
Observations- <i>e.g changes in behaviour, inappropriate actions, injuries, etc</i>	

Record of conversation- <i>details of exactly what was said to you and by you</i>
Action taken

<b>CONTACTS MADE</b>	
Child Protection Officer's name	
Date/ Time contacted	
Advice received	
Other persons contacted (provide details of name and position and organisation)	

<b>SUMMARY</b>

<b>ETHNIC GROUP</b>			
Please choose the category that best describes the child's ethnic group from the following list and tick the appropriate box			
White			
A1 British		A2 Irish	
A3 Any other white background			
Mixed			
B1 White & Black Caribbean		B2 White & Black African	
B3 White & Asian		B4 Any other mixed background	
Asian			
C1 Indian		C2 Pakistani	
C3 Bangladeshi		C4 Any other Asian background	
<b>Black or Black British</b>			
D1 Caribbean		D2 African	
D3 Any other Black background			
<b>Chinese or Other Ethnic Background</b>			
E1 Chinese			
E2 Any other (please write in)			

<b>DISABILITY</b>			
The Disability Discrimination Act 1995 defines a disabled person as anyone with a "physical or mental impairment that has a substantial and long term adverse effect upon his/her ability to carry out normal day-to-day activities.			
<b>Please choose the description that best describes the nature of the child's disability and tick the appropriate box.</b>			
A Visually impaired		D Learning disability	
B Hearing impaired		E Multiple disability	
C Physical disability		F Other (Please write in)	

You may wish to discuss your concerns with someone outside of the organisation to gain reassurance. The NSPCC Helpline can help with this, and is confidential.

NSPCC Helpline: 0808 800 5000

## **APPENDIX 6B - USEFUL CONTACTS**

Please complete the table with local details for quick referral:

<b>Golf Contacts</b>		
<b>Golf NGB Lead Child Protection Officer</b>	<b>Address</b>	<b>Number</b>
<b>County Welfare Officer</b>		
<b>Club Welfare Officer</b>		

<b>Local Contacts</b>		
Local Child Social Care (CSC) (Including out of office hours contact)  <b>NB In an emergency, the Samaritans will hold the CSC Duty Officer's contact number</b>		
Local Police child protection teams  In an emergency contact via <b>999</b> .		
NSPCC Freephone 24 hour Helpline		0808 800 5000

<b>National Contacts</b>		
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0207 825 2500 Helpline: 0808 800 5000
Childline UK	Freepost 1111 London N1 OBR	Tel: 0800 1111
NI Childline	74 Duke Street	Tel: 028 90 327773

<b>National Contacts</b>		
	Londonderry	
NSPCC Cymru/Wales Child Protection Helpline	Mon – Fri 11am – 7pm	0808 100 2524
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester L4 1EZ	Tel: 0116 234 7224
NSPCC Child Protection in Sport Unit Northern Ireland	Block 1 Jennymount Business PK North Derby Street Belfast BT15 3HN	Tel: 028 90351135
NSPCC Child Protection in Sport Unit Wales	13 <sup>th</sup> Floor Capital Tower Grey Friars Road Cardiff CF10 3AG	Tel 02920 267 000

## **ACKNOWLEDGEMENTS** **NOT YET COMPLETE - NMH**

Children in Golf have drawn on a number of sources for material within the resource pack and would like to thank the following organisations for their kind permission in the use and adaptation of materials

- British Gymnastics
- England Squash
- England and Wales Cricket Board
- England Netball
- Safe Sport Events publication (NPSCC and Sport England)

## **MEMBERSHIP**

English Golf Union Ltd  
 English Ladies' Golf Association  
 Golf Club Managers Association  
 Golfing Union of Ireland  
 Irish Ladies' Golf Union  
 NSPCC  
 PGA European Tour  
 The Golf Union of Wales  
 The Professional Golfers' Association  
 The Ladies' Golf Union  
 The R & A

## **HOW TO CONTACT US**

To contact or view the details for Children in Golf, policy, procedures and Guidelines for Safeguarding Children in Golf go to [www.childreningolf.org.uk](http://www.childreningolf.org.uk)

The Golf Governing Bodies involved are:

<p>English Golf Union Ltd</p> <p>National Golf Centre The Broadway Woodhall Spa, Lincs, LN10 6PU</p> <p><a href="http://www.englishgolfunion.org">www.englishgolfunion.org</a></p>	<p>Lead Child Protection Officer</p> <p>Tel 01526 354500 Mob</p> <p>Email: <a href="mailto:nhayward@englishgolfunion.org">nhayward@englishgolfunion.org</a></p>
<p>English Ladies' Golf Association</p> <p>Edgbaston Golf Club Church Road Birmingham B15 3TB</p> <p><a href="http://www.englishladiesgolf.org">www.englishladiesgolf.org</a></p>	<p>Lead Child Protection Officer</p> <p>Tel: 01295 254190 Mob:07949 111924</p> <p>Email: <a href="mailto:kjennings.elga@btinternet.com">kjennings.elga@btinternet.com</a></p>
<p>The Golf Union of Wales</p> <p>Catsash , Newport, Gwent NP18 1JQ</p> <p><a href="http://www.welshgolf.org.uk">www.welshgolf.org.uk</a></p>	<p>Lead Child Protection Officer</p> <p>Tel: 01633 430830 Fax: 01633 430843</p> <p>Email: <a href="mailto:office@golfunionwales.org">office@golfunionwales.org</a></p>
<p>The Professional Golfers' Association</p> <p>Centenary House The De Vere Belfry Sutton Coldfield West Midlands B76 9PT</p> <p><a href="http://www.pga.info">www.pga.info</a></p>	<p>Lead Child Protection Officer</p> <p>Tel: 01675 470333</p> <p>Email <a href="mailto:David.wright@pga.org.uk">David.wright@pga.org.uk</a></p>
<p>Golf Foundation</p> <p>Foundation House The Spinning Wheel High Street Hoddesdon Herts EN11 8BP</p> <p><a href="http://www.golf-foundation.org">www.golf-foundation.org</a></p>	<p>Lead Child Protection Officer</p> <p>Tel: 01922 449830 MOB: Fax: 01922 449840 Email: <a href="mailto:brendon@golf-foundation.org">brendon@golf-foundation.org</a></p>
<p>Golfing Union of Ireland</p> <p>National Headquarters Carton Demesne County Kildare</p>	<p>Lead Child Protection Officer</p> <p>Tel: 00353 2221026</p>

Ireland  <a href="http://www.gui.ie">www.gui.ie</a>	Email: <a href="mailto:guimb@iol.ie">guimb@iol.ie</a>
Irish Ladies' Golf Union 1 Clonskeagh Square Clonskeagh Road Dublin 14  <a href="http://www.ilgu.ie">www.ilgu.ie</a>	Lead Child Protection Officer  Tel: 00353 12696244 Fax: 00353 12838670  Email: <a href="mailto:info@ilgu.ie">info@ilgu.ie</a>
PGA European Tour Wentworth Drive Virginia Water Surrey GU25 4LX  <a href="http://www.europeantour.com">www.europeantour.com</a>	Lead Child Protection Officer  Tel: 01344 840 400

Other partners working within Children in Golf are listed below.  
If you require any further information on any of the work of the group you can also contact...

The Ladies' Golf Union The Scores St Andrews Fife KY16 9AT  <a href="http://www.lgu.org">www.lgu.org</a>	Tel: 01334 475811  Email: <a href="mailto:info@lgu.org">info@lgu.org</a>
The R & A St Andrews Fife KY16 9JD  <a href="http://www.randa.org">www.randa.org</a>	Tel: 01334-460000
GCMA 7a Beaconsfield Road Weston Super mare North Somerset BS23 1YE <a href="http://www.gcma.org.uk">www.gcma.org.uk</a>	Tel: 01934 641166  Email: <a href="mailto:hq@gcma.org.uk">hq@gcma.org.uk</a>

## **GLOSSARY**

***All references to parents are deemed to include other adults who have legal caring or guardianship responsibilities for children in their care.***

***A child is defined as any young person under the age of 18.***

ACPC	Area Child Protection Committee
CiG	Children in Golf Strategy Group
CMG	(CiG) Case Management Group
CPSU	Child Protection in Sport Unit
CRB	Criminal Records Bureau
CSC	Child Social Care
EGP	England Golf Partnership
EGU	English Golf Union Ltd
ELGA	English Ladies' Golf Association
GCMA	Golf Club Managers Association
GUI	Golfing Union of Ireland
GUW	Golf Union of Wales
GWO	Golf Welfare Officer
DoH	Department of Health
ILGU	Irish Ladies Golf Union
J O	Junior Organiser
LSCB	Local Safeguarding Children's Board
NGB	National Governing Body
NGB CPO	National Governing Body (Lead) Child Protection Officer
NSPCC	National Society for the Prevention of Cruelty to Children
PGA	The Professional Golfers' Association
R&A	Royal and Ancient Golf Club of St Andrews Golf Foundation