



# **LANCASHIRE UNION OF GOLF CLUBS LTD**

## **CHILD PROTECTION**

**January, 2009**

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## 1. POLICY STATEMENT

**The Lancashire Union of Golf Clubs Limited, hereinafter described as the Lancashire Union, acknowledges its responsibilities in matters relating to the protection of children and is committed to creating and maintaining the safest possible environment for all children who attend its events. In this regard, the Lancashire Union has adopted the recommendations in the Children in Golf Strategy Group Guidelines for Safeguarding Children in Golf, issued by The English Golf Union Limited. The Lancashire Union also expects that all affiliated Clubs, and those who have contact with children participating in events organised or supported by the Lancashire Union, will follow the procedures contained in this and the above mentioned document.**

(For the purposes of this document a 'child' refers to any young person below the age of 18.)

### **The Lancashire Union is committed to the following:**

- 1. The right of children to take part in golf events safely.**  
*The Lancashire Union will take all reasonable measures to provide and maintain a safe and caring environment.*
- 2. A swift and thorough investigation of any allegations of abuse or inappropriate behaviour, including such matters as bullying, harassment, neglect, mistreatment and violence. See Appendix 1 for definitions etc. The Lancashire Union also undertakes to treat all such allegations seriously and to investigate the incident with understanding and sensitivity to all concerned. The relevant procedures set out in Section 5 of the Children in Golf Strategy Group Guidelines for Safeguarding Children in Golf will be used during the investigation.**
- 3. The members of the Executive, professional coaches and officially appointed volunteers will have recourse to the services of the Lancashire Union where allegations are made against them arising from their involvement in any event organised or supported by the Lancashire Union.**
- 4. All volunteers, professional coaches and advisors who wish to work with children in the care of the Lancashire Union will be subject to procedures which aim to protect the children.**  
*This process will include, for example, a CRB check, using the service provided by the English Golf Union Limited and a Self-Disclosure Form [See Appendix2] or any other means thought necessary to protect the children.*
- 5. The training of all personnel to enable them to deal with such child protection issues as might arise.**  
*The County Secretary will maintain records of the recruitment of personnel and of the training courses attended.*
- 6. The creation of a pro-active partnership among the members of the Executive, Professional Coaches, volunteers and parents/guardians.**

7. **The introduction of measures to reduce the risk of images taken of participants at Lancashire Union organised events being used in an inappropriate way.** *Persons wishing to take photographs at any Lancashire Union organised or supported event must register with the organising official and complete the registration form [see Appendix 3]. Professional photographers are to follow the procedures set out in section 4 (1) of the Safeguarding and Child Protection Policy Guidelines, mentioned previously.*

## 2. PRINCIPLES

The Lancashire Union's policy is based upon the following principles:

- **The safety and well being of the children is central to all considerations.**  
*The Lancashire Union has a duty of care to seek to protect children at all Union organised activities.*
- **All children can expect that those representing the Lancashire Union will treat them with respect and dignity.**
- **The children should have the confidence to rely upon members of the Lancashire Executive, the Professional Coaches and volunteers and be able to trust them, whatever the circumstances.**
- **Parents/guardians should be informed of the Union's policies, and understand and appreciate its child protection policies and procedures.**  
*They have the right to be informed of any matter, which may impinge upon the welfare of their child.*
- **All those working with children are expected to set a good example to the children in their charge.**

### 3. POLICIES IN PRACTICE

#### a) Responsibilities of the members of the Lancashire Executive, Professional Coaches and Volunteers

**Members of the Lancashire Executive, professional coaches and volunteers are expected to:**

- i) **Take their responsibilities seriously, knowing that the welfare of children and their protection from harm is the paramount concern.**
- ii) **Be conscious of the fact that adults are role models for the children.**  
*Those who have contact with children should conduct themselves appropriately at all times. They are required to set high standards in such matters as behaviour, attitude, appearance, fairness, moderation, organisation and punctuality.*
- iii) **Treat all children fairly and equally.**  
*This should hold true, no matter what the child's age, culture, ability or disability, gender, language, racial origin, and/or sexual orientation.*
- iv) **Build a sound working relationship with the children based on mutual respect and trust.**
- v) **Inform parents of any matters relating to their child's welfare or their conduct if it is contrary to the standards set out in 3b. Depending on the circumstances this should be done either directly or through the Junior Committee Chairman or the County Secretary.**
- vi) **Report to the Golf Welfare Officer (County Secretary) any instance of inappropriate behaviour or abuse etc as defined in Appendix 1.**  
*The facts of the situation must be recorded on an Incident Report Form [see Appendix4] and the matter reported to the National Governing Body's Lead Child Protection Officer. The Golf Welfare Officer will act as directed by the National Governing Body's Lead Child Protection Officer and The Children in Golf Case Management Group. The Lancashire Union's insurers will be informed at the earliest opportunity.  
Confidentiality will be strictly observed at every stage.*
- vii) **Ensure, as far as is reasonable, that no child is placed in danger or potential harm.**  
*Events should be organised with safety in mind, and the children should be kept informed of any safety procedures, risks or hazards on the course.*
- viii) **Avoid situations where there is possibility of misinterpretation of any physical contact or behaviour.**

*Contact with children should generally be in an open environment, especially, for example, whilst waiting for parents to arrive to pick up their child. No child should be left alone or be left to make his own way home.*

*Transporting children alone should be avoided if at all possible. If it is absolutely necessary to transport a child in your vehicle parental consent must*

*be sought. In this instance, a colleague should be informed, and the route, details and estimated time of arrival should be communicated.*

***All safety measures should be observed.***

- ix) Ensure that any child who suffers accidental injury or temporary illness, at any event organised by the Lancashire Union, is treated by a person competent and qualified to do so.**

*If no qualified person is immediately available, the criterion is to respond to that situation by using common sense, as would a caring parent or guardian, until professional help arrives.*

*The matter should be recorded on an Accident Report form, which should be passed to the County Secretary [see Appendix 5].*

*Parents/guardians must be informed of the action that has been, or is intended to be, taken.*

## **b) Responsibilities of Children**

**All children representing or competing in Lancashire Union organised events should:**

- i) Observe the highest standards of behaviour, appearance, punctuality, attitude, restraint, moderation and sportsmanship on and off the course.**  
*Alcohol, performance-enhancing substances, smoking, sexual behaviour and foul language are forbidden.*  
*Children are expected to act with courtesy and politeness at all times.*
- ii) Not engage in any irresponsible, inappropriate or illegal behaviour.**
- iii) Play by the Royal & Ancient's Rules of Golf, and the Etiquette of Golf.**  
*Observe the finer courtesies of the game.*
- iv) Observe instructions or restrictions requested by appropriate members of the Lancashire Executive, professional coaches, tournament officials, club members or staff.**  
*In the event of any disagreement, dispute or problem, children should consult the Junior Committee chairman, or appointed delegate, or any Executive member, rather than seeking to resolve the matter themselves.*
- v) Remain on the premises – clubhouse, golf course or hotel – unless given specific permission to leave by the appropriate Lancashire Union official.**

## **c) Responsibilities of Parents / Guardians**

**Parents / Guardians should:**

- i) Know the Lancashire Union's policy on child protection.**  
*They should seek to support the Lancashire Union's officials in creating and maintaining a safe and amenable environment for children in which to enjoy their golf at a competitive level.*  
*They should be at ease with the system in place for the protection of their child, but be ready to raise any matters, which may give rise to concern.*

- ii) **Complete the Consent and Player Profile form.**  
*[See Appendix 6]*
  
- iii) **Signify that they accept the conditions of the Lancashire Union's procedures relating to their child's participation in an event.**  
*Occasionally, for training, coaching or publicity purposes, children may be **photographed or videoed**. Parents/Guardians who do not wish their child to be photographed for these purposes should inform the Lancashire Union on the Consent Form [see Appendix 6].*
  
- iv) **Arrange transport for their child to arrive punctually at a match, tournament or coaching session.**  
*It is important to communicate with the Junior Committee chairman, or his delegate, or the County Coach, if there are likely to be any difficulties arising from transporting children to a venue - picking them up or dropping them off. **If a parent is delayed the child is to wait in the Professionals shop, until he is collected.***  
*Parents/Guardians should leave emergency contact numbers with officials at an event and should inform the Junior Committee chairman or the professional of any matters, such as medical or dietary concerns, or other physical problems which may affect the child.*
  
- v) **Encourage and foster the right spirit of fair competitive play in one's child, without pressurising him to play beyond his physical, mental and emotional capabilities. Children are not robots and should be treated as vulnerable young adults – no matter what their bravado.**  
*Coaching is best left to the professionals.*

#### **4. CONCLUDING REMARKS - FURTHER HELP**

**It is to be understood that these procedures are for the protection of all who participate in events organised by the Lancashire Union of Golf Clubs Limited.**

**However, not all circumstances may be covered in this working document and it is important to recognise that while every effort has been made to cover all eventualities things can go wrong by accident or human error.**

**Any problems that arise therefore, not covered in this document, will be dealt with using the Children in Golf Strategy Group Guidelines for Safeguarding Children in Golf issued by the English Golf Union Limited and the recommendations contained within the document which are based on 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**

**These procedures will be reviewed every three years or whenever there is a change in the relevant regulations.**

## **USEFUL CONTACTS**

<b>English Golf Union Limited Lead Protection Officer</b>	<b>01526 354 500</b>
<b>Lancashire Union of Golf Clubs Limited</b>	<b>01253 733323</b>
<b>NSPCC (Child Protection in Sport)</b>	<b>0116 234 7224</b>
<b>Childline (<a href="http://www.childline.org.uk">www.childline.org.uk</a>)</b>	<b>0800 1111</b>
<b>NSPCC Helpline</b>	<b>0808 800 5000</b>

### **Child Social Care:**

**In an emergency the “Samaritans” will have the contact number for the out of hours duty officer.**

# APPENDIX 1

## POOR PRACTICE AND ABUSE

### Poor Practice

This is behaviour that falls short of abuse but is unacceptable; for example, a seemingly quite insignificant disciplinary action will be likely to fall into this category.

### 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 unacceptable behaviour.

### Bullying

Bullying is deliberate 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:

- i) **Physical** e.g. hitting, kicking, theft etc:
- ii) **Verbal** e.g. racist or homophobic remarks, threats, name-calling, etc:
- iii) **Emotional** e.g. isolating an individual from the activities and social acceptance of the peer group, vindictive emails and texts, etc.

### Abuse

There are four main forms of abuse:

- i) **Neglect**  
This occurs where adults persistently fail to meet a child's basic physical and/or physiological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve failing to:
  - a) Provide adequate food, clothing and shelter.
  - b) Protect a child from physical and emotional harm or danger.
  - c) Ensure adequate supervision.
  - d) Ensure access to appropriate medical care or treatment.
- ii) **Physical Abuse**  
Where someone physical hurts or injures a child. Examples of physical abuse in golf may be when the nature and the intensity of training and competition exceed the capacity of the child's growing body or when drugs are used to enhance performance.
- iii) **Sexual Abuse**  
Involves forcing or enticing a child 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.
- iv) **Emotional Abuse**  
The persistent emotional ill treatment of a child that is likely to effect their emotional development. In golf emotional abuse may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations.

## APPENDIX 2

### SELF-DISCLOSURE FORM

<b>PART 1</b>		
Title:	Forename(s):	Surname:
Dob:		
Previous Names by which you have been known:		
Address:		
		Post Code:
Tel:		
Home:	Work:	Mobile:
Details of Current Employment		
Details of Previous Employment		
<b>PART 2</b>		
Have you ever been convicted of a criminal offence?		YES / NO
If Yes, provide details of offence:		
Are you a person known to any Social Services Department as being an actual or potential risk to children, or currently under investigation for a child protection related incident?		YES / NO
If Yes, give details		
Have you ever been subject to any disciplinary action or investigation relating to child abuse or poor practice?		YES / NO
If Yes, give details		
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 the termination of my services.		
Signed:		Print Name:
Date:		

**NB: 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.**

## APPENDIX 3

### PHOTOGRAPHY

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

I wish to take photographs or record images at the above mentioned event. I agree to abide by the event organisers guidelines and confirm that the photographs or recorded images will portray the best principles and aspects of golf and only be used to celebrate and promote junior golf.

## APPENDIX 4

### INCIDENT REPORT FORM

<b>Details of Recorder</b>	
Name:	
Address:	
	Post Code:
<b>Details of Child</b>	
Name:	
Address:	
	Post Code:
<b>Details of Complainant</b>	
Name:	
Address:	
	Post Code:
<b>Details of the Allegations</b> (include date, time, location and nature of incident)	
<b>Additional Information / Witnesses / Corroborative Statements</b>	
<b>Action Taken</b>	
<b>Date and Time of Notification:</b>	
<b>To whom was the Incident referred?</b> (e.g. Junior Committee Chairman, County Secretary etc)	
<b>Signature of Complainant:</b>	
<b>Signature of Recorder:</b>	

## APPENDIX 5

### ACCIDENT / INJURY FORM

Name of Recorder:	
Position Held:	
Name of Person Injured:	
Address:	
	Post Code:
Tel:	
Type/Nature of injury sustained:	
Where did the injury occur?	
State briefly how the injury occurred:	
Were others involved? Give names and, if possible, contact numbers:	
Were there any witnesses to this accident? If so, give details:	
What action was taken / treatment administered? State by whom treatment was given:	
Were other agencies invoked? (e.g. Ambulance service)	
Have the parents/guardians been contacted?	YES / NO
Was the incident referred to the County Secretary?	YES / NO
Signature of Recorder:	
Date:	Time:

## APPENDIX 6

### PARENTAL CONSENT FORM AND PLAYER PROFILE

<b>Details of Child</b>		
Forename(s):	Surname:	DoB:
<b>Emergency Contact 1</b>		
Name:	Relationship to Child:	
Address:		
		Post Code:
<b>Tel:</b>		
Home:	Work:	Mobile:
<b>Emergency Contact 2</b>		
Name:	Relationship to Child:	
Address:		
		Post Code:
<b>Tel:</b>		
Home:	Work:	Mobile:
<b>Child's Doctor</b>		
Name:	Tel:	
<b>Please indicate any medical dietary or other physical requirements that the Junior Committee Chairman, or his delegate, may need to be aware of:</b>		
<b>I give consent for my child to receive essential medical treatment when administered by a person qualified to do so.</b>		
<b>I am aware of the Lancashire Union's Child Protection Policies and Guidelines relating to Union organised events.</b>		
<b>I give consent to my child taking part in the events organised by the Union.</b>		
<b>I agree to be at the pick-up and drop-off points at the agreed time.</b>		
<b>I agree to my child being photographed as described for the purposes stated.</b>		
<b>Signed:</b>		<b>Print Name:</b>
<b>Date:</b>		

