



# Minchinhampton Golf Club (MGC)

## Children and Young People Safeguarding Policy and Procedures

### Contents Part 3

#### Part 3 Supporting Policies and Guidelines

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The following provides good practice guidance for taking teams on an away fixture for a day (not overnight)

- appoint a team manager with clear roles and responsibilities
- appoint a designated safeguarding lead contact (not the team manager) who is appropriately trained and competent for the role and responsibilities
- establish well in advance where the fixture is
- ensure you have sufficient staff to manage and look after the young people
- obtain written permission from the parents/carers or carers for participation, transporting and supervising. An up to date photograph of each child must be attached to the child's consent form (for use in the event of any child going missing)
- ensure that a welfare plan has been written and communicated to staff, participants and carers
- ensure all staff responsible for the young people have been DBS checked to the appropriate level and staff have had appropriate Safeguarding training
- ensure that a risk assessment has been conducted
- ensure that there is a contact available e.g a staff member who is not travelling away, who will act as the key contact point if required.

### **Overnight Stays**

Those responsible for organising overnight stays should establish the purpose of the trip, confirm the dates, location, and duration. You should also conduct a risk assessment, identify suitable venues and facilities for both fixtures and accommodation and consider the following:

- Purpose of the trip. Who will be going, children? staff?
- How much will it cost? How much spending money is required? Insurance cover
- Supervision of children, both playing and non-playing time.
- Catering for all food requirements. Communication with parents (see above)
- Ensure a list of the team and staff is left at the office with contact number and address of the accommodation. Ensure that there are emergency contact numbers for team and staff, an itinerary giving as much detail as possible, emergency procedures and phone contacts.
- Codes of conduct for both staff and children.
- Welfare and child protection procedures.

### **Accommodation**

Whatever the accommodation, the team manager should ensure that the children are safe. Discuss your code of conduct and discipline policy with the staff at the accommodation. All children must know which rooms staff are in and how to contact them if required.

If rooms are equipped with satellite TV, inappropriate programmes may be available. It may be possible to have these programmes disconnected.

If rooms have fridges, all alcohol must be removed.

Check the accommodation policy for extras on bills, breakages and lost keys. All accommodation must be clean and with access to sufficient toilet and bathing facilities.

It is not acceptable: -

For staff to share a room with children

For children to share a bed

For male and female children to share a room

Checks must be made to ensure that the needs of children with disabilities are met. For wheelchair users, it is important to check access to the building, room and bathroom facilities

## **Appendix 14 MGC Social Media Guidance for Juniors, Parents and Carers**

Reference 5.6 in part 1 Social media provides unique opportunities for the club to engage and develop relationships with people in a creative and dynamic forum where users are active participants. It is important that all staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of the club are aware of the club Social Media policy. Please see club website Policy Section for MGC Social Media policy It applies equally to adults and Juniors

This guidance gives procedures that will support and underpin the use of social networking and other online services within MGC. It is important that all members, staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of MGC are aware of this policy and agree to the following terms.

### **Advice for Individual**

- Do not accept children as contacts on social networking sites if you hold a position of trust with children/young people.
- Where contact through social networking sites is used for professional reasons, restrict the communication to professional content and obtain written consent from parents prior to establishing contact.
- Include a third party in any communications to children, e.g. copy parents into communications.
- Use the privacy settings on the various sites to ensure that your content will only be viewed by appropriate people.
- Ensure that any content you place on a social networking site is age-appropriate. Do not use the site to criticise or abuse others.
- Know where to direct junior members and their parents for information.
- Know how to report concerns.
- Know how to keep data safe and secure. This should include the personal contact data of individuals, such as mobile numbers, email addresses and social networking profiles.

### **Advice for Children**

- Consider carefully who you invite to be your friend online and make sure they are who you think they are.
- There are websites that offer advice about protecting yourself online, such as [www.ceop.gov.uk](http://www.ceop.gov.uk) and [www.childnet.com](http://www.childnet.com)
- Make sure you use privacy settings so that only friends can view your profile.
- Remember that anything you post on websites may be shared with people you don't know.
- Never post comments, photos, videos, etc., that may upset someone, that are untrue or that are hurtful. Think about whether you may regret posting the content at a later date.
- If you are worried or upset about something that's been posted about you, or by texts you receive from other juniors or adults involved with the club, raise this with your Welfare Officer. Alternatively contact your National Governing Body Lead Safeguarding Officer (Victoria Brown at England Golf 01526 351851). Do not suffer alone. You will be listened to and your concerns will be taken seriously.
- If you want to talk to someone anonymously, call Childline on 0800 1111, or contact them on the web at [www.childline.org.uk](http://www.childline.org.uk) . You can also call the NSPCC on 0808 800 5000.

## **Advice for Parents**

- Make yourself knowledgeable about social networking platforms and how they work.
- Go on the internet with your child and agree what sites are acceptable to visit. Regularly check that they are staying within the agreed limits.
- Encourage your child to talk to you about what they have been doing on the internet.
- Make sure they feel able to speak to you if they ever feel uncomfortable, upset or threatened by anything they see online.
- Encourage children to look out for each other when they're online. Explain that it's all part of staying safe and having fun together.
- Explain to children that it's not safe to reveal personal information, such as their name, address or phone number on the internet. Encourage them to use a cool nickname rather than their own name.
- Attachments and links in emails can contain viruses and may expose children and young people to inappropriate material. Teach children to only open attachments or click on links from people they know.

## **Further Advice for Parents of Young Golfers**

- If you are concerned about any texts, social networking posts or any other use of communication technology by members of the golf club, volunteers or members of staff, raise this with the Welfare Officer. They will look into the matter and take appropriate action. Alternatively contact England Golf Lead Safeguarding Officer Tel 01526 351851.
- In addition to reporting concerns to England Golf (National Governing Body), you should immediately report possible online abuse to the Child Exploitation and Online Protection Centre (CEOP) or the Police. Law enforcement agencies and the internet service provider may need to take urgent steps to locate a child and/or remove the content from the internet. Where a young person may be in immediate danger, dial 999.
- Do not post/send negative or critical comments or messages about other children in the club, staff or volunteers. If you have concerns about a person, these should be raised using appropriate channels within the club and not using social media.
- If you wish to speak to an external organisation for advice, you can contact the NSPCC helpline on 0808 800 5000.

## **Appendix 15 MGC Whistleblowing Guidance for Juniors, Parents and Carers**

Safeguarding children, young people and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability.

As a club, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously. Please see club website Policy Section for MGC Whistleblowing policy It applies equally to adults and Juniors

You may be the first to recognise that something is wrong but feel that you cannot express your concerns as this may be disloyal to your colleagues or you may that you will be the victim of harassment or victimisation as a result.

Children, Young People and Adults at Risk need someone like you to safeguard their welfare.

### **What is whistle blowing?**

In the context of safeguarding, “whistle blowing” is when someone raises a concern about the well-being of a child or an adult at risk.

A whistle blower may be:

- a player
- a volunteer
- a coach
- other member of staff
- an official
- a parent
- a member of the public.

### **Reasons for whistle blowing:**

Those involved in sport must acknowledge their individual responsibilities and bring matters of concern to the attention of the relevant people and/or agencies. Although this can be difficult it is particularly important where the welfare of children may be at risk.

**Individuals have a responsibility** for raising concerns about unacceptable practice or behaviour:

- To protect or reduce risk to others
- To prevent a problem from becoming worse or more widespread
- To prevent becoming implicated yourself

### **What prevents those individuals from whistle blowing:**

- Starting a chain of events that they have no control of
- Disrupting work or training
- Fear of getting it wrong or making a mistake
- Fear of repercussions
- Fear of damaging careers
- Fear of not being believed.

If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.

Where a child or an adult at risk is not in immediate danger the first person you should report your suspicion or allegation to is your Club Welfare Officer. If for any reason you cannot, or do not wish to report the matter to your Club Welfare Officer please contact the England Golf Lead Safeguarding Officer on 01526 351 851 or email [compliance@englandgolf.org](mailto:compliance@englandgolf.org)

Alternatively, you can contact the Local Authority Designated Officer (LADO) or the NSPCC on 0808 800 5000.

### **Information to include when raising a concern**

The whistle blower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- their name and contact details (unless they wish to remain anonymous);
- names of individuals involved;
- date, time and location of incident/circumstance; and
- whether any witnesses were present.

MGC assures that all involved will be treated fairly and that all concerns will be properly considered. In cases where suspicions prove to be unfounded, no action will be taken against those who report their concerns, provided they acted in good faith and without malicious intent.

### **What happens next?**

- You should be given information on the nature and progress of any enquiries – this may vary depending on the nature and result of the investigations.
- All concerns will be treated in confidence. During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern to the minimum number of individuals practicable.
- Your Club has a responsibility to protect you from harassment or victimisation
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith
- Malicious allegations may be considered a disciplinary offence

The Public Interest Disclosure Act 1998 protects whistle blowers from victimisation, discipline or dismissal where they raise genuine concerns of misconduct or malpractice.

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the club or the England Golf Governance Department, the NSPCC whistleblowing advice line should be contacted on 0800 028 0285 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

## Appendix 16 DBS Disclosure and Barring Service

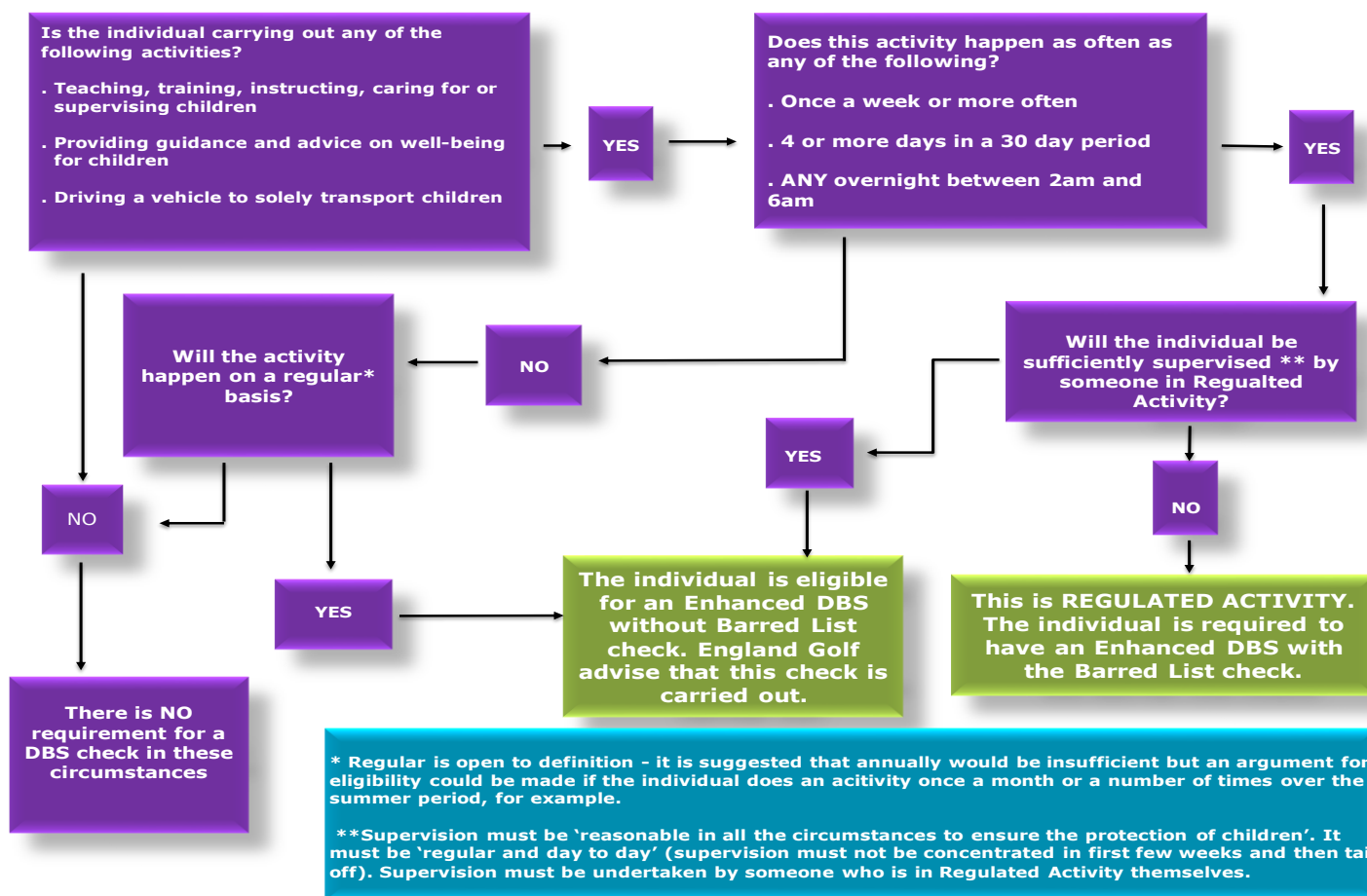
For further information or to apply for a DBS check please contact the Governance Department at England Golf

If a DBS check is required then it is important to agree this with the office and contact England Golf Governance Department 01526 352851 or email [compliance@englandgolf.org](mailto:compliance@englandgolf.org) who will activate the online process.



ENGLANDGOLF

## England Golf DBS Flowchart



MAY 18

## Appendix 17 Categories of Child Abuse

**Abuse can happen on any occasion or in any place where children and young people are present.**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Children can be abused by adults, either male or female, or by other children. Safeguarding is defined as:

- Protecting children from maltreatment - Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best life chances.

Child Protection is the activity that is undertaken to protect specific children who are suffering, or are likely to suffer significant harm.

There are 4 main types of abuse: neglect, physical abuse, sexual abuse and emotional abuse. Children and young people can also be harmed through poor practice and bullying within a sport setting.

**Neglect** is when adults consistently or repeatedly fail to meet a child's basic physical and/or psychological needs which could result in the serious impairment of the child's health or development e.g. failure to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include refusal to give love, affection and attention.

Examples in sport could include a coach or supervisor repeatedly failing to ensure children are safe, exposing them to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration, exposing them to unnecessary risk of injury e.g. by ignoring safe practice guidelines, failing to ensure the use of safety equipment, or by requiring young people to participate when injured or unwell.

**Physical abuse** is when someone physically hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after.

Examples in sport may be when the nature and intensity of training or competition exceeds the capacity of the child's immature and growing body, where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty, if athletes are required to participate when injured, or when sanctions used by coaches imposed involve inflicting pain.

**Sexual abuse** is where children and young people are abused by adults (both male and female) or other children who use them to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, kissing and sexual fondling. Showing children pornographic material (books, videos, pictures) or taking pornographic images of them are also forms of sexual abuse.

Sexual abusers groom children, protective adults and clubs/organisations in order to create opportunities to abuse and reduce the likelihood of being reported.

Examples in sport may include coaching techniques involving physical contact with children creating situations where sexual abuse can be disguised and may therefore go unnoticed. The power and authority of, or dependence on, the coach if misused, may also lead to abusive situations developing. Contacts made within sport and pursued e.g. through texts, Facebook or Twitter, have been used to groom children for abuse.



**Child Sexual Exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or person under the age of 18 into sexual activity

(a) in exchange for something the victim needs or wants, and/or

(b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact, it can also occur through the use of technology.

**Emotional abuse** is the persistent emotional ill-treatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children or even the over protection of a child. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child. **Examples in sport** may include children who are subjected to constant criticism, name-calling, sarcasm, bullying, racism or pressure to perform to unrealistically high expectations, or when their value or worth is dependent on sporting success or achievement.

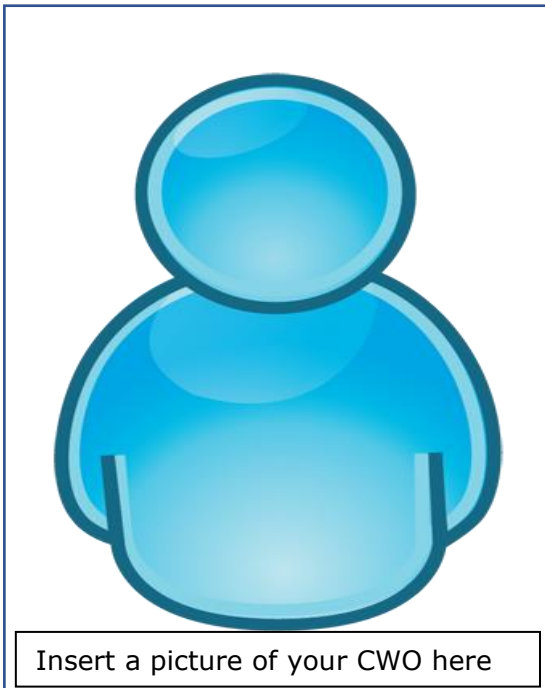
# Golf should be fun!

## You should feel safe and enjoy your sport

Is something worrying you?

Do you need someone to talk to?

### Speak to your welfare officer



**Club Welfare Officers Name:**  
XXXXXXXXXX XXXXXXXX

**Email address:**  
XXXXXXXXXXXXXXXXXXXXX

**Telephone Number:**  
XXXXXXXXXX

Alternatively, you can speak to someone at

ChildLine 0800 1111 | NSPCC 0808 800 5000 | England Golf 01526 351851

## Appendix 19 MGC Safeguarding Children and Young People - Short Guide for Club Members

The purpose of this document is to make all Club members aware of their safeguarding responsibility, identify particular areas of the Safeguarding Policy that they should be aware of and give some guidance on reporting procedures if a concern is identified. A club may choose to display this on a notice board or give a copy to all new/existing members.

MGC is committed to ensure that the sport of golf is one within which children and young people involved can thrive and flourish in a safe environment and that all children, young people and adults at risk have a fun, safe and positive experience when playing golf.

MGC is an affiliated member of England Golf and follows the England Golf Safeguarding Children and Young People Policy and procedures.

**“What has safeguarding got to do with me?”** Government guidance makes it clear that ‘Safeguarding is everyone’s responsibility’. Anyone who has a negative experience of sport at a young age is less likely to become a regular long-term participant. It’s important for the future of your club and the sport as a whole that children and young people have an enjoyable experience.

### **All club members have a part to play in making that happen.**

All adults should contribute to the club meeting its overall duty of care, be aware of our club’s safeguarding policy, and know what to do if they are concerned about a young person.

MGC asks members to familiarise yourself with the MGC Safeguarding Policy, available on the Club website

1. **MGC Codes of Conduct** Adults should be aware that age related differences exist and conduct themselves in a manner that both recognises this and prioritises the welfare of children and young people.
2. **MGC Anti-Bullying Policy** MGC believes that every effort must be made to eradicate bullying in all its forms. The Club will not tolerate bullying in any of its forms during club matches, competitions, coaching or at any other time while at the club.
3. **Transport Policy** The club believes it is primarily the responsibility of parents/carers to transport their child/children to and from events.
4. **Changing Room Policy** **The changing rooms are used by all members and visitors. Wherever possible adults** will avoid changing or showering at the same time as children but parents will be made aware that with limited changing room space there will be occasions when adults and children may need to share the facilities. Where a parent/carer does not consent to their child accessing the changing rooms, it is their responsibility to either supervise the child while in the changing rooms or ensure that they do not use them.

### **5. Photography, Videoing and the use of Social Media Policies**

Think very carefully before contacting a young person via mobile phone, e-mail or social media. Do not accept children as contacts on social networking sites if you hold a position of trust with children/young people. In general stick to group communications, copy the communication to a parent and only communicate about organisational matters.

### **What should I do if I’m concerned about a child or young person?**

A concern may involve the behaviour of an adult towards a child at the club, or something that has happened to the child outside the club. Children and young people may confide in adults they trust, in a place where they feel comfortable.

An allegation may range from verbal bullying, to inappropriate contact online, to neglect or emotional abuse, to physical or sexual abuse.

If you are concerned about a child, it is not your responsibility to investigate further, but it is your responsibility to act on your concerns and share them with the Welfare Officer.

If you believe the child is at immediate risk of harm, call the Police or NSPCC 24-hour helpline Tel: 0808 800 5000 | England Golf Lead Safeguarding Officer 01526 351851

## **Appendix 20 MGC Photography Policy**

Whilst MGC does not seek to prohibit those with a legitimate interest in filming or photographing children participating in sporting activities it recognises that such activity should take place within an appropriate policy framework.

This policy applies at any MGC event at which children under the age of 18 are participating.

### **MGC Policy**

The welfare of children taking part in golf is paramount.

Children and their parents/carers and/or the MGC should have control over the images taken of children at MGC events.

The golfing activity should not be misused purely for the purpose of obtaining images of children.

Images should not be sexual or exploitative in nature or open to misinterpretation and misuse.

The identity of children in a published image should be protected so as not to make the children vulnerable. (If the name of an individual golfer is published with their photograph to celebrate an achievement other personal contact details should never accompany the picture).

### **Procedure**

#### **Official/professional photographers and those using 'professional' equipment**

MGC requires that anyone wishing to take photographic or video images, at any MGC event at which children under the age of 18 are participating, in an official or professional capacity or using 'professional' camera or video equipment registers their details with the MGC Office. This must be done before carrying out any such activity on the golf course (including the practice ground) or surrounding area or in the clubhouse.

Once registered an identification label will be issued as confirmation of registration. Anyone found using photographic or video equipment without an appropriate identification label will be questioned.

MGC reserves the right to refuse to grant permission to take photographic or video images if it sees fit.

Photographers must obtain consent from parents to take and use their child's image.

#### **Parents/carers/family members of competitors**

Parents, carers and family members taking occasional informal photographs with mobile devices of their own child, ward or family member at a MGC event do not need to register their details with MGC.

If such photographs include other children (eg at a prize presentation) they should not be publicly displayed or published on social media unless the prior permission of the parents/carers of all the children in the photographs has been obtained.

### **Concerns**

If competitors or parents have any concerns they should raise them by contacting the MGC Championship Office immediately.

MGC will notify the relevant authorities should it have any doubts as to the authenticity of any individual taking photographs.

## **Appendix 21 MGC Anti Bullying Policy**

### **MGC will:**

- recognise its duty of care and responsibility to safeguard all participants from harm
- promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- seek to ensure that bullying behaviour is not accepted or condoned
- require all members of MGC to be given information about, and sign up to, this policy
- take action to investigate and respond to any alleged incidents of bullying
- encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- ensure that staff, volunteers and coaches are given access to information, guidance and/or training on bullying.

### **Each participant, coach, volunteer or official will:**

- respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others
- recognise that everyone is important and that our differences make each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress  
be committed to the early identification of bullying, and prompt and collective action to deal with it  
ensure safety by having rules and practices carefully explained and displayed for all to see  
report incidents of bullying they see – by doing nothing you are condoning bullying.

### **Bullying**

- all forms of bullying will be addressed
- everybody in MGC has a responsibility to work together to stop bullying
- bullying can include online as well as offline behaviour
  - physical pushing, kicking, hitting, pinching etc, name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
  - posting of derogatory or abusive comments, videos or images on social network sites
  - racial taunts, graffiti, gestures, sectarianism - sexual comments, suggestions or behaviour
  - unwanted physical contact
- children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

### **Support to the child**

- children should know who will listen to and support them
- systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them. Children should have access to helpline numbers
- potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- anyone who reports an incident of bullying will be listened to carefully and be supported
- reported incidents of bullying will be investigated objectively and will involve listening carefully to all involved
- children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- those who bully will be supported and encouraged to stop bullying
- sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

### **Support to the parents/carers**

- parents/carers to be advised on MGC bullying policy and practice
- any incident of bullying will be discussed with the child's parents/carers. parents/carers will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- information and advice on coping with bullying will be made available as will agencies or support lines.

## Appendix 22 Managing Challenging Behaviour Guidelines

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and are based on the following principles:

- The welfare of the child is the paramount consideration.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- The specific needs a child may have (e.g. communication, behaviour management, comprehension and so on) should be discussed with their parent/carer and where appropriate the child, before activities start. Where appropriate it may be helpful to record the details of any agreed plan or approach and provide copies to all parties.
- Every child should be supported to participate. Consideration to exclude a child from activities should apply only as a last resort and after all efforts to address any challenge have been exhausted, in exceptional circumstances where the safety of that child or of other children cannot be maintained.

### Planning Activities

Planning for activities should include consideration of whether any child involved may need additional support or supervision to participate safely. This should address:

- Assessment of additional risk associated with the child's behaviour
- Appropriate supervision ratios and whether numbers of adults should be increased
- Information sharing for all/volunteers on managing any challenging behaviour to ensure a consistent approach
- Specialist expertise or support that may be needed from carers or outside agencies. This is particularly relevant where it is identified that a child may need a level of physical intervention to participate safely. (see below)

### Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children, young people and parents/carers should be involved in developing an agreement about:

- what constitutes acceptable and unacceptable behaviour (code of conduct)
- the range of sanctions which may be applied in response to unacceptable behaviour.

This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp. It should involve the views of children and young people to encourage better buy in and understanding.

Where challenges are anticipated in light, for example of a child's impairment or other medical condition, a clear plan/agreement should be established and written down.

Ensure that parents/carers understand the expectations on their children, and ask them to reinforce this ahead of any trip or activity.

### Managing Challenging Behaviour

In responding to challenging behaviour the response should always be:

- Proportionate to the actions you are managing.
- Imposed as soon as is practicable.
- Fully explained to the child and their parents/carers.



In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking with the child and distracting them from challenging behaviour.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for the child's future or continued participation.
- Sanctions or consequences e.g. missing an outing or match
- Seeking additional/specialist support through working in partnership with other agencies.
- Temporary or permanent exclusion.

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Staff/volunteers should consider the risks associated with employing physical intervention compared with the risks of not employing physical intervention.

The use of physical intervention should always:

- Be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property.
- Aim to achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern
- Form part of a broader approach to the management of challenging behaviour.
- Be the result of conscious decision-making and not a reaction to an adult's frustration.
- Employ the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time
- Used only after all other strategies have been exhausted
- Be recorded as soon as possible using the appropriate organisational reporting form and procedure.

Parents should always be informed following an incident where a coach/volunteer has had to physically intervene with their particular child.

Physical intervention must not:

- Involve contact with buttocks, genitals and breasts.
- Be used as a form of punishment.
- Involve inflicting pain

### **Views of the child**

A timely de-brief for staff/volunteers, the child and parents should always take place in a calm environment following an incident where physical intervention has been used. Even children who haven't directly been involved in the situation may need to talk about what they have witnessed.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

## **Appendix 23 Club Information to be found on the Minchinhampton Golf Club Web Site**

### Club Bye-Laws

#### **Policies and Procedures**

- Code of Conduct Policy for Members Visitors and Employees
- Privacy Policy
- Safeguarding Policies (Children and Adults)
- Disciplinary Policy
- Social Media Policy
- Course Closure Protocol
- Adverse Weather Conditions - Policy and Procedures
- Whistleblowing Policy
- Dignity and Respect Policy
- Course Guidelines

#### **General Documents**

- Pace of Play and Ready Golf
- Care on the Course
- Dress Code
- Repairing Pitchmarks
- Short Game Practice Area Guidelines
- Catering Hours and Guidelines