

# Minchinhampton Golf Club (MGC)

## Children and Young People Safeguarding Policy and Procedures

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# **Minchinhampton Golf Club (MGC)**

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

### **Safeguarding Policy (adopted by the MGC Board 24.9.18)**

The policy is reviewed every three years but presented annually in April to the Board as an agenda item.

#### **Introduction**

- Whilst children and young people are participating in golf activities in our care, MGC has a responsibility to ensure their safety and wellbeing and to comply with associated legislative requirements.
- The policy and supporting procedures set out a framework to fulfil MGC's commitment to good practice and the protection of children in our care.
- The policy applies to all children under 18 and vulnerable adults who are on site.
- Boys and girls remain in the junior section until December 31<sup>st</sup> following their 18<sup>th</sup> birthday in line with GGU, GLCGA and England Golf procedure.
- The Policy applies to all golf and social activities at MGC where children are in attendance
- MGC recognises the policies of the National Governing Bodies, as set in out in the "England Golf Safeguarding Children and Young People Policy and Procedures".
- MGC affiliates to England Golf and the professionals to the Professional Golfers' Association, PGA
- The Policy meets the standards of good practice set out in Section 4 of England Golf's Golf Mark Accreditation.
- The Policy is written for the wellbeing of all children and vulnerable adults and any adults who come into contact with them.

#### **Key Principles**

- The welfare of children is paramount.
- A child is defined by law in England and Wales as a person under the age of 18 years.
- All children, regardless of their age, race, religion or belief, disability, gender identity or sexual orientation, have the right to protection from abuse
- All concerns and allegations of abuse and/or poor practice will be taken seriously and responded to swiftly and appropriately.
- All children have the right to be safe.
- All children have the right to be treated with dignity and respect.
- MGC will work with children, their parents/carers and external organisations to safeguard the welfare of children participating in golf.
- We recognise the authority of the statutory agencies and are committed to complying with Local Safeguarding Children Board Guidelines (LSCB), Working Together under the Children Act 2004, and any legislation and statutory guidance that supersedes these.

- MGC is committed to working in partnership with other key UK Golf Bodies to continually improve and to promote safeguarding initiatives across the sport.
- MGC owes a legal duty of care to children on their premises or engaged in their activities. That
- duty is to take reasonable care to ensure their reasonable safety and the duty is higher than it would be for adults.

## **Objectives**

MGC aims to:

- Provide a safe environment for children and young people participating in golfing activities and try to ensure that they enjoy the experience.
- Ensure robust systems are in place to manage any concerns or allegations.
- Support adults (staff, volunteers, PGA Professionals, coaches, members and visitors) to understand their roles and responsibilities with regard to their duty of care and protection of children and vulnerable adults.
- Provide appropriate level training, support and resources for staff, volunteers and coaches to make informed and confident responses to specific safeguarding issues and fulfill their role effectively.
- Ensure that children and their parents/carers are informed and consulted and, where appropriate, fully involved in decisions that affect them.
- Reassure parents and carers that all children and young people will receive the best care possible whilst participating in club activities and communicate Policy and Procedure to them through website/letter/consents.

## **Responsibilities and Implementation**

MGC will seek to promote the principles of safeguarding children by:

- Reviewing their policy and procedures every three years or whenever there is a major change in legislation. Guidance from England Golf will be sought as part of the review process. It will be an annual Board agenda item in April to ensure that it is in the forefront of the club's endeavours.
- Conducting a risk assessment of club activities with regard to safeguarding and take appropriate action to address the identified issues within suitable timescales.
- Using appropriate recruitment procedures to assess the suitability of volunteers and staff working with children and young people in line with guidance from England Golf.
- Following National Governing Body (NGB) procedures to report concerns and allegations about the behaviour of adults and ensuring that all staff, volunteers, parents and children are aware of these procedures.
- Directing staff, volunteers and coaches to appropriate safeguarding training and learning opportunities, where this is appropriate to their role.

## 1. Recruitment and Training

MGC will endeavour to ensure that all volunteers and staff working with children and young people are appropriate and suitable to do so, and that they have all the information they require to undertake their job effectively and appropriately.

Each role which involves an element of responsibility with regard to children, particularly those involving the regular supervision of children, whether voluntary or paid, should be assessed by the recruiting body to establish which qualifications, checks and other requirements are necessary. These will include the following:

- An application form (**Appendix 1**)
- A self-disclosure form (**Appendix 2**)
- References from 2 people (**Appendix 3**)
- A signed Code of Conduct (**Appendix 4**)
- A Disclosure & Barring Service (DBS) check on people involved in 'regulated activity' with children (**Guidance on Regulated Activity & DBS- Appendix 16**)

Details of the requirements and the qualifications and checks of individuals will be recorded by the Office who will also hold copies of the necessary Safeguarding and Protecting Children (SPC) certificates. The nominated person will possess all relevant and appropriate contact details of all staff/ volunteers and other relevant bodies.

All staff, volunteers and coaches will be given access to appropriate child protection training. MGC recommends attendance at the UK Coaching Safeguarding and Protecting Children (SPC) workshop and will ensure that all volunteers and staff who have significant contact with children attend. An online UK Coaching refresher course should be completed and repeated every three years for those involved in "Regulated Activity." Records are kept and updated regularly.

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

All staff, volunteers and coaches involved with children and young people will be asked to read the MGC Code of Conduct relevant to their role, and sign to indicate their understanding and agreement to act in accordance with the code. The code is linked to the MGC Disciplinary Procedures. (**Codes of Conduct- Appendix 4,5,6**)

MGC are committed to the fact that every child and participant in golf should be afforded the right to thrive through being involved in sporting activity for life, in an enjoyable, safe environment, and be protected from harm. The MGC acknowledge the additional vulnerability of some groups of children (e.g. disabled, looked after children, those with communication differences). MGC will ensure that to the best of its ability, the environment is appropriate for the child and tailored to their needs so that they have a positive experience of their sport without risk of harm.

## 2. Complaints, Concerns and Allegations

**2.1** If a player, parent/carer, member of staff or volunteer has a concern about the welfare of a child, or the conduct of another child/young person or an adult (whether they are a parent, coach, member, or visitor), these concerns should be brought to the attention of the Welfare Officer without delay. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass their concerns and any relevant information to the Welfare Officer. Please refer to the 7-Step Approach and Flowcharts 1 and 2 for further details. (see below)

Concerns for adults at risk from harm should be referred to the Welfare Officer.

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

**2.3** Concerns will be recorded on an Incident Report Form and sent, if applicable, to the England Golf Lead Safeguarding Officer and retained confidentially within the club. The England Golf Lead Safeguarding Officer will assist with completion of this form if required, 01526 351851. The Gloucestershire Golf Union, GGU Welfare officer may be consulted for advice. **(Incident Report Form-Appendix 8)**

**2.4** MGC will work with England Golf and other external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice. MGC disciplinary procedures will be applied and followed where possible. **Appendix 23**

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

- Reassure the child that they have done the right thing to share the information
- Listen carefully
- Do not make promises that cannot be kept, such as promising not to tell anyone else
- Do not seek to actively question the child or lead them in any way to disclose more information than they are comfortably able to, as this may compromise any future action. Only ask to clarify your understanding where needed e.g. Can you tell me what you mean by the word xxxxx?
- Record what the child has said as soon as possible on an Incident Report form
- Do **not** notify the parents or carers unless you have first sought advice from England Golf Lead Safeguarding Officer 01526 351851.
- If the England Golf Lead Safeguarding Officer is not available and a delay cannot be justified then seek advice from the local Children's Social Care department, the Police, the LADO (the Local Authority Designated Officer) or the NSPCC. **(Useful contacts page 13)**

**2.6** The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public who need support. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.

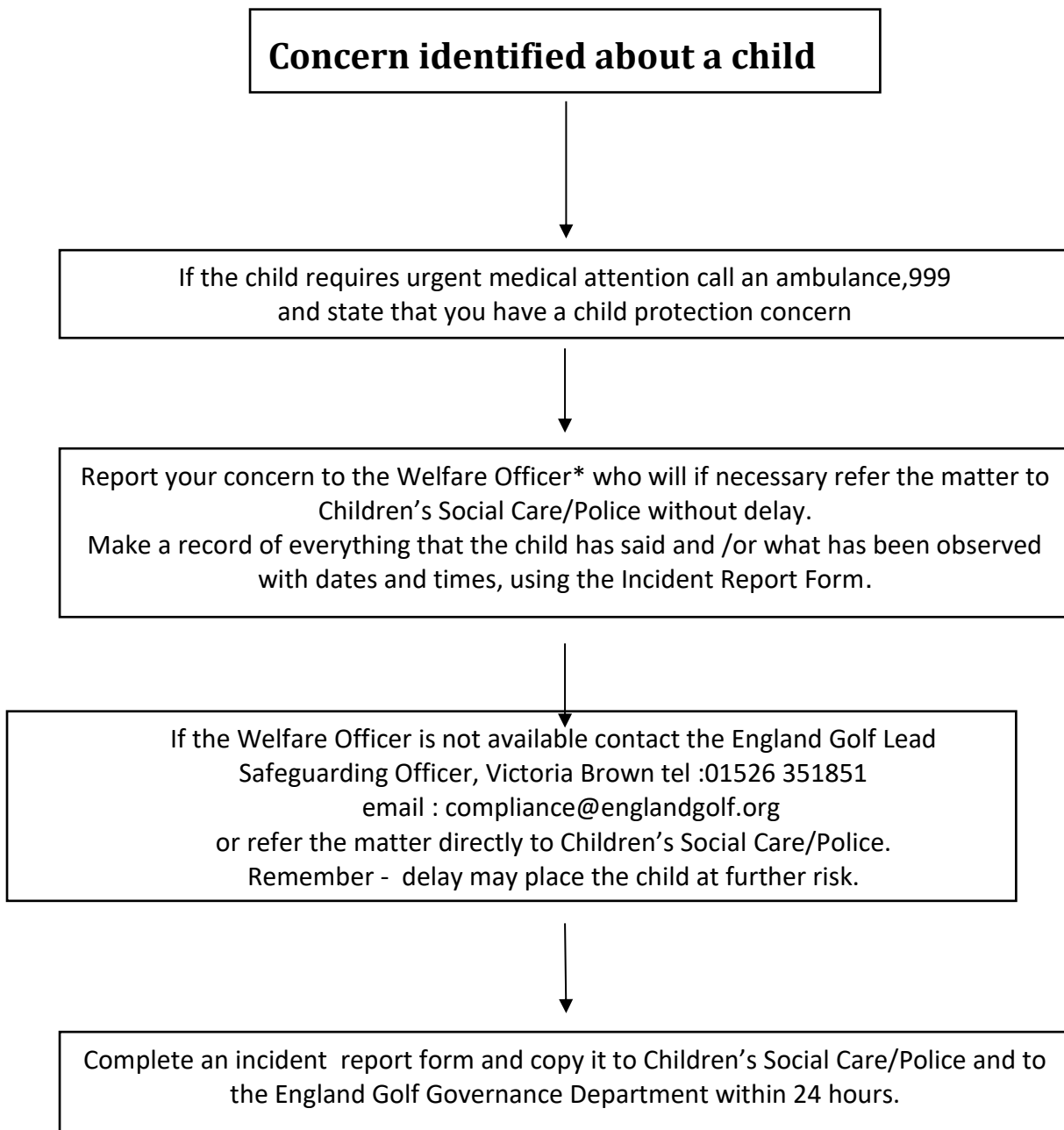
**2.7** Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. MGC supports an environment where staff, volunteers, parents/carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who reported a legitimate concern to the organisation (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously. **(Whistleblowing Policy-Appendix 15)**

## The Seven Step Approach

1. What is your concern for the child?
2. What might be the child's worries or concerns?
3. What are your worries and concerns?
4. What are your options?
5. What are the obstacles?
6. What are your actions?
7. **RECORD, RECORD, RECORD**

## FLOWCHART 1

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

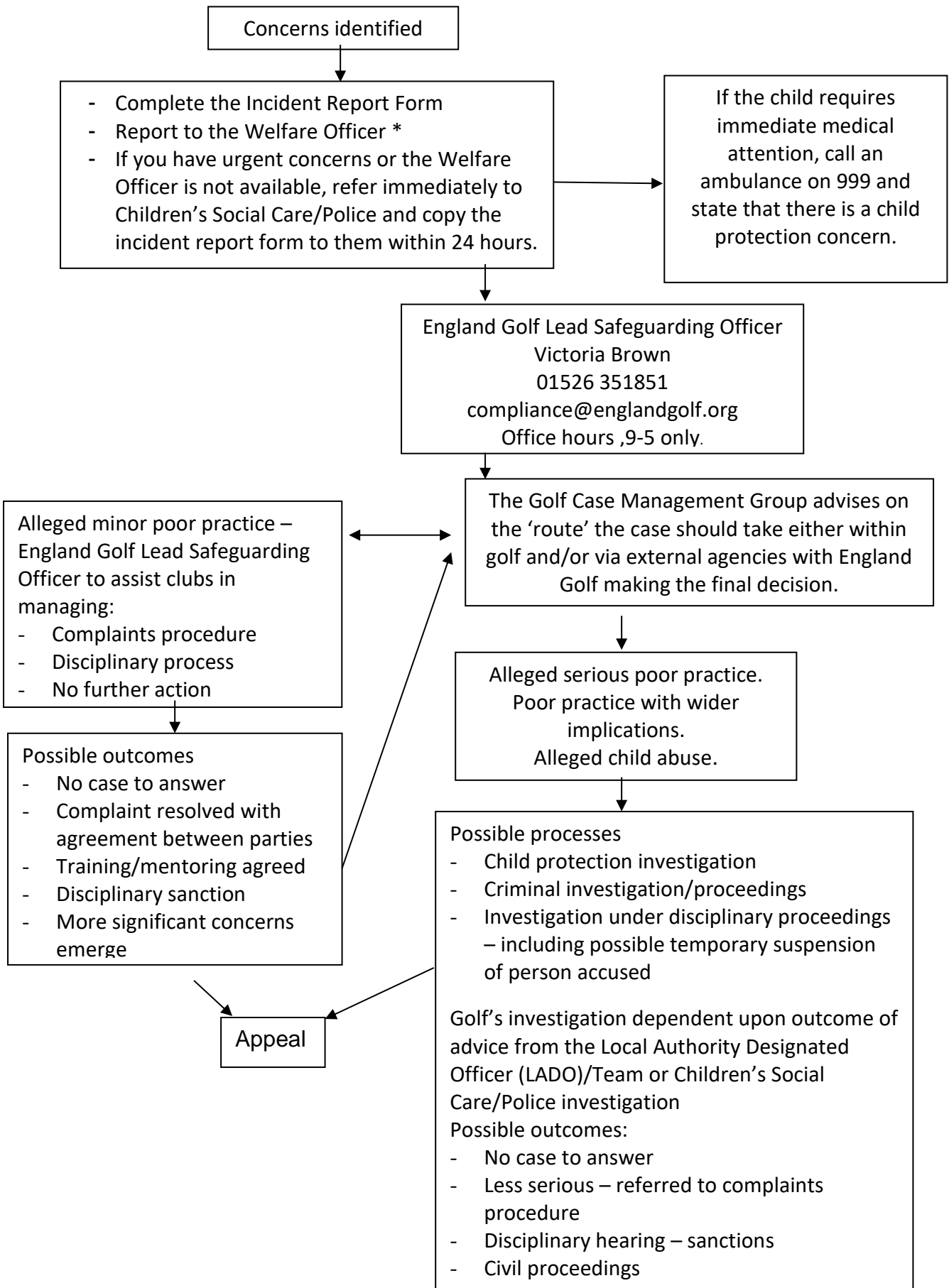


\* If for any reason the Welfare Officer is not in post or is unavailable a principle of least delay is important.

Please contact  
England Golf Lead Safeguarding Officer  
Victoria Brown 01526 351851  
compliance@englandgolf.org  
between 9am and 5pm

**FLOW CHART 2**

**What to do if you are worried about the behaviour of any member, parent/carer, volunteer, staff, Professional, coach or official in golf or affiliated organisations**





\* If for any reason a Club Welfare Officer is not in post or is unavailable a principle of least delay is important. Please contact between 9am and 5pm England Golf Lead Safeguarding Officer Victoria Brown 01526 351851 compliance@englandgolf.org

## **Emergencies and Incidents**

**3.1** Parental Consent forms will be obtained and retained by MGC for all children who are participating in events or activities or attending coaching organised by the club. These forms will be treated in confidence and only shared with those who require the information they contain to perform their role effectively. **(Junior Profile and Parental Consent Forms-Appendix 10)**

These points apply equally to any junior participating in a programme or visiting the club.

Parents requested to update as required but there will be an opportunity to review annually

Once the child finishes as a Junior at MGC the forms will be destroyed.

**3.2** In the event of an accident when a child requires medical attention:

- The parents will be contacted immediately
- In the event of failure to contact parents, the alternative emergency contacts will be used
- The consent form will be consulted to establish whether parents have given their consent for an alternative club representative to act in loco parentis.
- An adult club representative will accompany the child to seek medical attention, if appropriate, ensuring that they take the consent form with them.
- A record of the action taken will be made and retained by a club representative.

**3.3** Where a parent is late in collecting their child the following procedure will apply;

- Attempt to contact the parent/carer using the contact details on the Parental Consent Form
- Attempt to contact the first then the second emergency contact nominated on the Consent Form
- Wait with the young person(s) at the venue with, wherever possible, other staff/volunteers or parents
- If no one is reachable, contact the Welfare Officer for advice
- If all attempts to make contact fail, consideration should be given to contacting the police for their advice
- Parents and the organiser of junior events should liaise about collection. If a parent is persistently late this should be addressed with the individual

Staff, Volunteers and PGA Professionals should avoid:

- Taking the child home or to another location without consent
- Asking the child to wait in a vehicle or the club with them alone.
- Sending the child home with another person without permission

## 4. Supervision

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

**4.2** Parents may be encouraged to stay for coaching/competitions and other events where their children are of an age (minimum 8years) where greater levels of parental supervision are required.

**4.3** 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. There is a notice in the changing room to advise all users. Links to 5.9

**4.4** Parents/carers should be aware that if children are left at a venue unsupervised, other than to attend specific coaching sessions, competitions, or other organised events, the club cannot accept supervisory responsibility. All unaccompanied juniors under 16 should report to the shop when on the premises. Under 12's must be accompanied by an adult on the course.

**4.5** Special arrangements will be made for away trips. Parents will receive full information about arrangements for any such trip and will be required to provide their consent for their child's participation. **(Managing Young People on Away Trips-Appendix 13)**

## 5 Good Practice Guidelines

### 5.1 Behaviour of adults and Juniors

**5.1.1** Adults who work with children are placed in a position of trust in relation to children, and therefore it is important that they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from false allegations of poor practice. All Codes of Conduct that promote good practice can be found in supporting documents. Codes of Conduct will be issued to junior members and adults working with them to promote good practice.

**5.1.2** MGC requires that all staff and volunteers working with children and young people adhere to the standards set out in the Code of Conduct relevant to their role. Similarly, children are expected to follow their own Code of Conduct to ensure the enjoyment of all participants and assist the club in ensuring their welfare is safeguarded.

**5.1.3** MGC requires that all staff and volunteers working with children adhere to the guidelines on Managing Challenging Behaviour. **(Managing Challenging Behaviour-Appendix 22)**

**5.1.4** Parents and carers should also work together with the club to ensure that the welfare of all children is safeguarded. A sheet on "Parental Guidance" is provided to assist them in understanding how they can best assist the club **(Parental Guidance-Appendix 12)**

The Club **requires** compliance with its Codes of Conduct as follows:

- All staff, professionals and volunteers working with its Junior members
- All junior members to ensure the enjoyment of all participants and to assist The Club in ensuring the welfare of Junior members is safeguarded, and

- Parents/Carers/ of our Junior members to ensure they contribute to ensuring the safety of all The Club's Juniors

## **5.2 Adults and Children playing golf together**

One of the reasons for the popularity of golf is that the game is not restricted by ability, age or gender. Responsible interaction between adults and children helps bring mutual respect and understanding and will be encouraged as part of club activities. Adults should always be aware however that age related differences do exist and conduct themselves in a manner that both recognises this and prioritises the welfare of any children involved. If the adult has concerns a walker could accompany the pair, who may be the parent

## **5.3 Physical Contact**

Physical contact with children by coaches or volunteers should always be intended to meet the needs of the child and the sport, not the adult. That is to develop golf technique, to protect the child from injury, to provide first aid or treat an injury. It should always take place in an open environment, and should not, as a general principle, be made gratuitously or unnecessarily

## **5.4 Transport**

**5.4.1** The Club believes it is primarily the responsibility of parents/carers to transport their child/children to and from events. It is not the responsibility of club volunteers or coaches to transport children and young people to and from events, activities, tournaments or matches.

**5.4.2** The Club may make arrangements for transport in exceptional circumstances, such as team events. Where this is the case, the written permission of the parents of the relevant children will be sought. The drivers used will be checked for their suitability to transport and supervise children (see Section 1 Recruitment and Training) and their insurance arrangements verified.

It should be noted that whilst The Club's members should not offer to take a Junior member in their car, they may do so at the explicit request of the Junior member's parent(s). Parents should make their own arrangements together to transport each other's children. The Club is not responsible.

**5.4.3** Children and young people are often involved in competition. When taking young people away from their home club, consideration and planning needs to be paramount to ensure the duty of care for the young people within the team is fulfilled

## **5 Photography/ Videoing**

**5.5.1** Permission will be sought from parents prior to the publication or use of any video or photographic images of their child, for instance in newspapers, websites or for coaching purposes. The personal details of the child will not be used in any promotional material.

It is the Club's responsibility to blur out the faces of any juniors who do not want their picture taken and who accidentally get included. **(Photography Consent-Appendix 11)**

**5.5.2** Any press/official photographers attending events will be required to seek permission from the club before taking photographs and permission of parents to use the images. **(Photography Policy Appendix 20)**

## **5.6 Social Media**

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. It applies equally to adults and Juniors **(Social Media Guidance–Appendix 14)**

## **5.7 Anti Bullying Procedures**

**5.7.1** The Club, its staff, volunteers and coaches believe that every effort must be made to eradicate bullying in all its forms.

Bullying can be difficult to define and can take many forms which can be categorised as;

- Physical – hitting, kicking, theft
- Verbal – homophobic or racist remarks, threats, name calling
- Emotional – isolating an individual from activities or a group

All forms of bullying include;

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

Bullying behaviour may also include;

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive or offensive comments of a sexual nature.

The Club and its staff, volunteers and coaches will not tolerate bullying in any of its forms during club matches, competitions, coaching or at any other time while at the club. **(Anti-Bullying Policy -Appendix 21)**

**5.7.2** We will:

- Provide a point of contact where those being bullied can report their concerns in confidence to the Welfare Officer and the Risk Committee.
- Take the problem seriously.
- Investigate any and all incidents and accusations of bullying.
- Talk to bullies and their victims separately along with their parents/carers.
- Impose sanctions where appropriate
- Keep a written record of all incidents referred to England Golf and the action taken.
- Have discussions about bullying and why it matters.

## **5.8 Confidentiality**

**5.8.1** Details of all juniors will be kept on file in the office and will only be shared with a third party with parent/carer consent in the interest of the child. They will be managed confidentially.

Contacts, medical conditions and medication may be available to the event organiser

**5.8.2** All concerns/allegations will be dealt with confidentially by the club and information will only be shared on a need to know basis, either internally or externally depending on the nature/seriousness of the concern/allegation.

## **5.9 Changing rooms**

The changing rooms are used by all members and visitors. Juniors will only be supervised if needed at club organised events. Parents will be made aware that adults use the changing rooms throughout the day for changing and showering. Where a parent/carer does not consent to their child accessing the changing rooms, it is their responsibility to either supervise the child while in the changing rooms or ensure that they do not use them. A notice in the cloakrooms advises members and visitors that the space is also used by children at times. Linked to 4.3

## 6 Useful Contacts

Minchinhampton Golf Club Ltd. (New Courses) Contacts		
Name	Address	Number
<b>Junior Welfare Officer</b> <b>TBA</b>		<i>Home</i> <i>Mobile</i> <i>Email</i>
<b>Chair of Risk Committee</b> <b>Stuart Bernau</b>	Hillside Holloway Malmesbury Wiltshire SN16 9BA	Home): 01666 822 695 Mobile: 07860 749 069 riskcom@mgcnew.co.uk
<b>Club Welfare Officer</b> <b>Mrs Prue Howarth</b>	Woodcot Pinfarthings AmberleyGL5 5J	Home: 01453 835 122 clubwelfareofficer@mgcnew.co.uk
<b>Junior Organiser – (Acting)</b> <b>Mrs Eve Clements</b>	The Hollies 59 Bownham Park Rodborough Common Stroud Gloucs GL5 5BZ	Home: 01453 873 305 or 01453 873 399 Mobile: 0781057 5956 Email: juniors@mgcnew.co.uk
<b>General Manager</b>	Simon Pope	Mobile: 07920 236656 Email: s.pope@mgcnew.co.uk

Minchinhampton Golf Club Ltd (Old Course) Contacts		
Name	Address	Number
<b>Junior Welfare Officer –</b> <b>Mark Whitaker</b>	10 Greys Close Bussage Stroud Gloucestershire GL6 8HB	(Home): 01453 883067 (Mobile): 07789 687557 Mark.whitaker2@btinternbet.com
<b>Club Welfare Officer</b> <b>Mrs Lyn Johns</b>	Long Cottage Tetbury Upton Tetbury Gloucs GL8 8HB	(Home): 01666 500 468 (Mobile): 07743 101 551 (Email): <a href="mailto:lindajoyjohns@hotmail.com">lindajoyjohns@hotmail.com</a>
<b>Junior Organiser</b> <b>Mrs Eve Clements</b>	The Hollies 59 Bownham Park Rodborough Common Stroud Gloucs GL5 5BZ	(Home): 01453 873 305 or 01453 873 399  (Mobile): 0781057 5956 (Email): eve@marinex.co.uk
<b>Club Administrator</b>	Alan Dangerfield	Mobile 07748 591 055

		Email: Alan Dangerfield a.dangerfield@mgcold.co.uk
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<b>Local Contacts</b>		
Local Children's Social Care (including out of office hours contact) NB. In an emergency, the Samaritans will hold the Duty Officer's contact number	01452 426565	The Emergency Social Work Duty Team Out of Hours 01452 614194 Between 4.45 pm and 8.45 am Monday to Thursday Between 4.45pm Friday to 8.45 am Monday including Bank Holidays
Samaritans		08457 90 90 90
Local Police child protection teams  In an emergency contact/dial 999	Central Referral Duty Sergeant from the Child Abuse Investigation team based at Cheltenham.  They are happy to give advice without a formal referral.	01242 247 999 Gloucs  01454 866 000 South Gloucs
NSPCC Freephone 24-hour Helpline		0808 800 5000 help@nspcc.org.uk
NSPCC Whistleblowing Helpline for Professionals		0808 028 0285
<b>National Contacts</b> Child exploitation and online Protection CEOP Local Authority Designated Officer LADO etc. England Golf lead Safeguarding Officer 01526 352851 compliance@englandgolf.org		
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0808 800 5000 help@nspcc.org.uk
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 1111
Childline NI	74 Duke Street Londonderry	Tel: 028 90 327773
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel: 0116 234 7278  cpsu@nspcc.org.uk



IJ Watkins (Ian) <b>GGU Welfare Officer</b> The Vyse Broadway GC Toddington Gloucs GL54 5DW		iwatkins@btinternet.com (H) 01242 621 360 (M) 0775 204 5411
Non-emergency NHS	111	
Non-emergency Police	101	
Mobile (worldwide)	112	

## Minchinhampton Golf Club (MGC)

### Children and Young People Safeguarding Policy and Procedures

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## Appendix 1 Volunteer / Staff Job Application Form - Minchinhampton Golf Club

Position Applied for: \_\_\_\_\_

### Personal Details

Title: Mr./Mrs/Miss/Dr/Other (please specify) \_\_\_\_\_

Full Name: \_\_\_\_\_

Any previous surname: \_\_\_\_\_

Date and place of birth: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Present Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Name and address of Organisation: \_\_\_\_\_  
\_\_\_\_\_

Role: \_\_\_\_\_

Start Date: \_\_\_\_\_

**Relevant Experience including any previous experience of working with children and young people:**

**Reasons for applying:**

**References:**

Please provide the names and addresses of two people who know you well (one personal, one professional – current or previous employer, who are not related to you) whom we can contact to obtain a reference:

**Name:**

**Address:**

**Telephone Number:**

**Name:**

**Address:**

**Telephone Number:**

**Data Protection Notification:**

Information you have provided in completing this form will be used to process your application MGC will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

**Authorisation:**

I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998 and General Data Protection Regulations 2018.(GDPR)

**Signed:**

**Date:**

**Declaration:**

I confirm that the information I have provided is correct and that any false or misleading information may lead to the termination of my appointment.

**Signed:**

**Date:**

## Appendix 2 Self-Disclosure Form – Minchinhampton Golf Club

To be completed at the same time as the application form:

Private and Confidential

For roles involving contact with children (under 18-year-old).

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998 and GDPR 2018.

### Part One

For completion by the organisation:	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
Identification ( <i>tick box below</i> ):	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
<b>Either</b>	
UK Passport Number and Issuing Office	
UK Driving Licence Number ( <i>with picture</i> )	
<b>Plus</b>	
National Insurance Card or current Work Permit Number	
<b>Signature of authorised Employing Officer:</b>	
<b>Print name:</b>	

<b>Date:</b>	
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**Part Two**

**Note:** If the role you have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions. This may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

For completion by the individual (named in Part one):	
Have you ever been known to any Children’s Services department as being a risk or potential risk to children?	YES / NO <i>(if Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, please provide further information)</i>
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation’s attention.
<input type="checkbox"/>	In accordance with the organisation’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.
<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

**Welfare Officer .....**

I have seen and checked the above responses, if any of the boxes above are ticked YES, I have referred this form to England Golf Governance Department for a risk assessment and advice.

**signed:**

**Date:**

**Appendix 3 Reference form – Minchinhampton Golf Club**

(Name) \_\_\_\_\_

has expressed an interest in becoming a club member of staff, volunteer / coach\* (\*delete as appropriate) 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 that if you have any reason to be concerned about this applicant that you do not complete the following form, but please contact me on:

Telephone: \_\_\_\_\_

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 the person?**
  
- **In what capacity?**
  
- **What attributes does this person have which would make him/her suited to a role working with children?**
  
- **How would you describe his/her personality?**

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

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

#### **Appendix 4 MGC Code of Conduct for Staff, Coaches and Volunteers**

- Respect the rights, dignity and worth of every person within the context of golf
- Treat everyone equally and do not discriminate on the grounds of age, gender, race, religion or belief, sexual orientation or disability
- If you see any form of discrimination, do not condone it or allow it to go unchallenged
- Place the well-being and safety of the young person above the development of performance
- Develop an appropriate working relationship with young people, and their parents/carers based on mutual trust and respect
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment)
- Do not engage in any form of sexually related contact with a young player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms
- You should not have regular contact outside your club role with the juniors and should not engage in regular communication through text, email or social network sites
- Know and understand the MGC Child Safeguarding Policies and Procedures
- Respect young people's opinions when making decisions about their participation in golf
- Keep players and parents informed of the requirements of golf
- Be aware of and report any conflict of interest as soon as it becomes apparent
- Display high standards of language, manner, punctuality, preparation and presentation
- Do not smoke, drink or use recreational drugs while actively working with young people in the club. This reflects a negative image and could compromise the safety of the young people
- Do not give young people alcohol when they are under the care of the club
- Hold relevant qualifications and insurance cover. Staff, Volunteers and Coaches who work regularly with children must have current DBS clearance, approved by England Golf Governance Department
- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual
- Promote the positive aspects of golf e.g. fair play
- Display high standards of behaviour and appearance

- Follow Club procedures and good practice guidelines
- Ensure that you attend appropriate training to keep up-to-date with your role and the welfare of young people
- Report any concerns you may have in relation to a child or the behaviour of an adult, following reporting procedures laid down by MGC

<b>Signed:</b>	<b>Date:</b>
<b>PRINT NAME:</b>	

## Appendix 5 Code of Conduct for Young Golfers at MGC

As a young golfer taking part in an MGC activity, 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
- Treat others as you would wish to be treated yourself
- Respect other people and their differences
- Look out for yourself and for the welfare of others
- Speak out (to your parents or a club representative) if you consider that you or others have been poorly treated
- Be organised and on time, reporting to the organiser on arrival
- Tell someone in authority if you are leaving the venue
- Accept that these guidelines are in place for the well-being of all concerned
- Treat organisers and coaches with respect and listen to and obey instructions
- Observe instructions or restrictions requested by the adults looking after you
- Be aware of where others are before swinging a club
- Take care of the course by mending pitch marks, replacing divots and not dropping litter
- Respect the dress code and be appropriately dressed and equipped for the conditions

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

- Publicly using critical or disrespectful descriptions of others either in person or through text, email or social network sites
- Using foul language, smoking, consuming alcohol, illegal performance-enhancing drugs or stimulants

### Risks specific to all courses include:

Awareness of the proximity of other golfers on the courses by letting them through.

Dangerous roads crossing the courses where drivers do speed so looking and listening is essential before crossing.

### Avening and Cherington



- Public footpaths and lakes
- Chemicals are used on the courses at certain times.
- Animals can include escaped animals, rabbit holes, excrement from wild life (deer and badgers)
- Snakes (adders), insects, ticks

Appropriate warning signage is sited as recommended

### Old Course

- The public is at liberty to roam, cycle, picnic etc. on the course and should be watched for
- Cattle and horses have grazing rights, dogs may be off the leash.
- Rabbit holes, excrement from wild life (deer and badgers), ticks
- Players are warned if areas are treated although chemicals are not used.

Child Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_ Print Name \_\_\_\_\_

## Appendix 6 Code of Conduct for Parents/Carers of Young Golfers

As parents/ carers of ..... you are expected to:

- Positively support your child and show an interest in their chosen activity
- Do not place your child under pressure or push them in to activities they do not want to do
- Be realistic and supportive of your child understanding that level of play does vary
- Promote your child's participation in playing sport for fun
- Complete and return the Player Profile Form and Consents pertaining to your child's participation in activities at MGC
- Report and update MGC with any changes relevant to your child's health and wellbeing
- Deliver and collect your child punctually before and after coaching sessions/competitions, **remaining on site if the child is under 8 years of age**
- Ensure your child has clothing and kit appropriate to the weather conditions
- Ensure your child has appropriate equipment, plus adequate food and drink
- Ensure that you child understands the rules of Golf
- Teach your child that they can only do their best
- Ensure that your child understands their Code of Conduct
- Report to the organiser on arrival and advise of any collection arrangements
- Behave responsibly at MGC and on the golf course. Do not embarrass your child
- Stay at least 50 yards from the child in junior competitions and not become involved in play
- Show appreciation and support the coaches, volunteers and staff at MGC
- Accept the decision and judgement of the officials during events and competition

As a parents/carers you have the right to:

- Be assured that your child is safeguarded during their participation in the sport
- Be informed of problems or concerns relating to your child
- Be informed if your child is injured
- Have consent sought for issues such as trips and photography
- Contribute to the decisions of the club
- Have any concerns about any aspect of your child's welfare listened to and responded to

Any breaches of this code of conduct will be dealt with immediately at MGC. Persistent concerns or breaches may result in you being asked not to attend games if your attendance is considered detrimental to the welfare of young participants.

The ultimate action should a parent/carer continue to breach the code of conduct may be MGC regrettably asking your child to leave the session, event or club.

<b>Signed:</b>	<b>Date:</b>
<b>PRINT NAME:</b>	

## **Appendix 7 Job Descriptions for Junior Organiser and Welfare Officer**

### **Roles and Responsibilities**

The Junior Organiser acts as a catalyst for the smooth running of the Junior Section, and although they may have assistants, they are the ultimate coordinator of the activities and of the Section. The Junior Organiser is usually a Volunteer from within The Club who can communicate with young people and have a sense of fun. The role can be time consuming requiring a committed individual with good organisational skills and support from all areas of the golf club.

### Qualities

- Ability to dedicate time to the Junior Section
- Be able to communicate effectively and with empathy with both Juniors and adults
- Knowledge of golf, handicapping system, rules etc.
- Ability to create an enjoyable environment for the Juniors
- Awareness of National/County Golf and other associated bodies within the game
- Good administration skills.

### Tasks:

- Collate statistics on the Juniors' Section to identify areas for development
- Help produce, implement and maintain a Junior Development Plan
- Work and communicate with the relevant Club Officer and the Management Board to ensure that the Juniors' Section is an integral part of the golf club
- Support and implement Safeguarding Policy and Procedures
- Work with The Club's PGA Professionals to co-ordinate a structured coaching programme
- Arrange competitions and coaching for Juniors
- Arrange matches against other clubs or Sections within The Club
- Support the retention of current Juniors into adult membership
- Recruit Juniors through links with schools and the local community
- Coordinate coaching opportunities for non-members as a taster or lessons

- Provide the Juniors with regular updates through Newsletters, information on The Club website and other media outlets
- Communicate regularly with all individuals involved with the Juniors' Section (Volunteers, parents etc.)
- Promote the success of the Juniors' Section
- Develop relationships with Gloucestershire's County Golf Partnership (or their successor organisation), County and Regional Development Officers
- Register for County and Regional initiatives to support the development of the Juniors' Section
- Access external funding from appropriate organisations to help develop the Juniors' Section
- Liaise with the County Union and Association (or the successor organisation) to help identify talented golfers and to access the "talent pathway" options
- Keep up to date with all information from England Golf pertaining to Juniors' golf.

**Junior Organisers** are officers of the Club at both MGC and MOC and consulted by the Board as appropriate. They have direct access to the Board as and when required.

The MGC JO reports to the Board at the quarterly Chair and Board meeting which he/she attends. The MOC JO reports to the General Committee and Ladies Committee at their committee meetings and AGMs. His/her report is part of the Old Course Chairman's report to the Board. Juniors are an established Agenda item at the above meetings.

### **Junior Organiser's Code of Conduct**

As **Junior Organiser** with responsibility for overseeing the organisation and delivery of golfing activities for Junior members on behalf of The Club, I agree that I shall:

- undertake my responsibilities as described in this document
- encourage and support all Junior members as they develop their golf skills
- ensure that all Junior members are given equal opportunities to join in The Club's events relevant to the Junior member's ability and handicap
- ensure that Junior members are treated fairly and appropriately when participating in events for adults
- comply with the Club's Safeguarding Policies and Procedures.

Signature: ..... Print Name: .....

Date: .....

### **Junior Welfare Officer**

#### **Core tasks:**

- Be the first point of contact for staff, members, volunteers, juniors and their parents for any issue concerning safeguarding, children, poor practice, potential or alleged abuse
- Assist The Club in establishing a Safeguarding Policy and Procedures
- Assist The Club to implement its Safeguarding arrangements
- 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 and volunteers working with Juniors in “Regulated Activities” have an up to date DBS disclosure/self-disclosure
- Maintain contact details for Child Social Care (CSC) (previously Social Services), the Police and England Golf’s Compliance Team
- Ensure that Codes of Conduct are in place for staff, volunteers, PGA professionals, coaches, juniors and their parents, and that they are communicated to the relevant parties
- Advise on Child Protection issues or be in attendance as necessary on The Club’s Committees
- Maintain confidentiality.

#### Core skills

- Basic administration and record maintenance
- Communications skills
- Confidence to refer cases externally
- Ability to implement effectively a Safeguarding policy and Procedures

#### Recommended training:

Child Protection awareness, Safeguarding and Protecting Children Training 1 and 2.  
Time to Listen workshop.

#### **Volunteer Coach**

Where Volunteer Coaches (PGA1) are in place, they will be used to take forward golfing activities in support of the PGA Teaching Professionals

## Appendix 8 MGC Incident Report Form

Recorder's Name:	
Address:	
Post Code:	
Email	Telephone No:

Child's Name:	
Address:	
Post Code:	
Post Code:	Telephone No:

Complainant's Name:	
Address:	
Post Code:	
Email	Telephone No:

Details of the allegations: [include: date, time, location, and nature of the incident.]
Additional information: [include: witnesses; corroborative statements; etc.]

England Golf Governance department notified (01526 351851)	
Case Number (if allocated):	
Name of person spoken to:	
Date:	Time:
Action taken:	
Date:	Time:
Signature of Recorder:	
Signature of Complainant:	
<p><b>Data protection:</b></p> <p>MGC and England Golf Governance Department may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with their Children and Young People Safeguarding Policy and Procedures.</p> <p>Strict confidentiality will be maintained, and information will only be shared on a “need to know” basis in the interests of safeguarding and in accordance with the club’s DPA 1998 and GDPR 2018 policies. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs and County bodies, individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Children’s Social Care.</p>	

**All forms to be lodged with the Club Office and made available to the Risk Committee**

**Contacts can be found in part 1 of the MGC Safeguarding Policy**

**Name of Person Contacted e.g. England Golf, Social Services, Police**

**Date / Time contacted**

**Advice received**

## Appendix 9 MGC Accident Report Form

Recorder's Name:	
Address:	
Post Code:	Telephone No:
Name of Injured Person [s]:	
Address:	
Post Code:	Telephone No:
Nature of Injury Sustained:	
Where did the accident occur: [include: date, time, location, and nature of the accident.]	
How did the accident occur: [include: names, telephone numbers, etc.]	
Were there any witnesses to the accident: [include: names, statements, etc.]	
What action was taken: [include: treatment administered, by whom, etc.]	

Were any other agencies involved: [e.g. Ambulance service?]	
Have the Parents / Carers been contacted? YES NO [Please circle.]	
Does the accident need to be referred to England Golf Governance Dept? YES NO	
Date:	Time:
Signature of Recorder:	
<p><b>Data protection:</b>  MGC and England Golf Governance Department may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with their Children and Young People Safeguarding Policy and Procedures.</p> <p>Strict confidentiality will be maintained and information will only be shared on a “need to know” basis in the interests of safeguarding and in accordance with the club’s data protection policy. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs and County bodies, individuals that are the subject of an investigation and/or statutory agencies such as the Police and Children’s Social Care.</p>	

**All forms to be lodged with the Club Office and made available to the Risk Committee**



## Appendix 10 MGC Junior Profile and Consent Forms (For Players Under the age of 18)

The safety and welfare of the Juniors at MGC is paramount. It is therefore important that we are aware of any illness, medical condition and any relevant health details so that the best interests are addressed. The Player Profile forms enable those responsible for children to have the information they need to deal effectively with any emergency that arises and must be completed before the junior attends any activity. It is the responsibility of the junior and their parent to notify the Club Office if any of the details change at any time

Information obtained on these forms is treated as confidential and only given to those who need it to fulfil a duty of care for the child. Key information must be readily to hand at sessions and matches.

In compliance with the DPA 1998 and GDPR 2018, all efforts will be made to ensure that information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the organisation. Information will not be kept once a person is no longer a member of the organisation. The information will be disclosed only to those members of the organisation for whom it is appropriate and relevant officers of England Golf where necessary.

GGU and GLCGA hold their own information.

<b>Name of Junior:</b>		
<b>Site:</b>		<b>Old Course/New Courses</b> (delete if it does not apply)
Date of Birth		
Address		

Telephone Number

<b>Parents/Carers' Names:</b>		
Address		(If different)
Home Telephone No		
Mobile Telephone No		
Work Telephone No		
Contact Email address		

Emergency Contacts	Contact 1 Name	Contact 2 Name
Relationship to Child		
Home Telephone No		
Mobile Telephone No		
Work Telephone No		

Please confirm details of all those with Parental Responsibility for the Child.	
---	--

**MEDICAL INFORMATION**

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

Does your child experience any conditions requiring medical treatment and/or medication? Yes No  
 Does your child take medicines for this condition? Yes No

If Yes, please give details here, including medication, dose and frequency:

Does your child have any allergies? Yes No

If Yes, please insert details here:

Does your child have any specific dietary requirements? Yes No

If Yes, please insert details here:

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

**Disability**

The Equality Act 2010 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?

Does your child have any communication needs (e.g. non-English speaker, hearing impairment, uses sign language, dyslexia)?

Yes No

If Yes, please tell us what we need to do to enable us to communicate fully with him/her.

**Consent from Parent/Legal Carer sort bullets**

- I confirm to the best of my knowledge that my child does not suffer from any medical condition or disability other than those detailed above.
- I agree to notify The Club of any changes to this information.
- I give my consent that in an emergency, the club may act in my place (in loco parentis) if the need arises for the administration of emergency first aid and/or other medical treatment which, in the opinion of a qualified medical practitioner, may be necessary. I also understand that in such an occurrence all reasonable steps will be taken to contact me, or the alternative adult named in this form
- My signature denotes that my child has my permission to be on the Golf Club's premises.
- I acknowledge that The Club is not responsible for providing adult supervision for my child except for formal junior coaching, matches or competitions as organised by the Club
- I understand that it is my responsibility to inform The Club and to make alternative arrangements for my child to be collected, if I am delayed
- I agree to my child being transported by representatives to and from venues when he/she is representing The Club
- I agree to my child using the changing room facilities that are also used by adults either at The Club or at other venues.
- I agree to my child participating in adult competitions organised by The Club's competition committees and/or in any adult representative team as selected by the Men's or Ladies' Captains.

Yes No

By signing this document, I confirm that I have legal responsibility for .....

I am entitled to give this consent and I am aware of how the information I have provided will be used.

<b>Signed – Parent/ Carer</b>	
<b>Print Name</b>	
<b>Date</b>	

--	--

## Appendix 11 MGC Photography Consent

This form is to be signed by the legal carer of a child under the age of 16, together with the child (as under GDPR the age of consent is 16). Please note that if you have more than one child registered you will need to complete separate forms for each.

MGC 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 (except where some incidental inclusion may not be possible to avoid) or used without your consent.

MGC will ensure that any image of a child where consent has not been obtained will not be published.

MGC will follow the guidance for the use of images of children as detailed within the Club's Safeguarding Children and Young Peoples Policy.

MGC 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 the club.

If you become aware that these images are being used inappropriately you should inform the Club Office in the first instance immediately.

The photographs may be available on the website <http://www.minchinhamptongolfclub.co.uk> <http://old.minchinhamptongolfclub.co.uk/> and other social media outlets used by the club for the golf season 2018/19. If at any time either the parent/ carer or the child wishes the data to be removed from the website, 7 days' notice must be given to the Welfare Officer after which the data will be removed.

Separate arrangements will be implemented to ensure only authorised photographers take photographs at Open events and/or matches.

The Club will adopt the principles set out in its Safeguarding Policy when using images of our Junior Members to promote and celebrate golfing activities at The Club. This will ensure that any image used will be solely for the purposes for which they are intended.

Photographs may be available on The Club's website and other social media outlets used by The Club.

### To be completed by the Parent/Carer

I, ..... (full name) consent to Minchinhampton Golf Club Ltd (Old Course or New Courses) photographing or videoing ( name of child.....under the stated rules and conditions, and I confirm that I have legal parental/ carer responsibility for this child and am entitled to give consent.

Signature .....

Date .....

### To be completed by the Child

I, .....consent to Minchinhampton Golf Club Ltd (Old Course and New Courses) photographing or videoing of me under the stated rules and conditions.

Signature .....

Date .....

## Appendix 12 MGC Guidance for parents

MGC is delighted to welcome you and your child to what we hope is the first of many events that you will be taking part.

The positive effect of your support, as a parent, cannot be overstated. Your behaviour has a real influence on the way your child experiences golf.

First things first – why is your child showing an interest in the sport. Is it to learn a new game, to hang out with their friends, because they did it in school and liked it or because you play?

Make sure they are playing for their own reasons, not yours.

To enable us to provide the best possible experience for you and your child, we kindly request that you read through the following guidance and complete the *attached* forms.

- Take an interest in your child's activity and progress and be supportive.
- Familiarise yourself with the MGC Safeguarding Policy (available on line or from the office).
- Familiarise yourself with
  - a. Codes of Conduct for parents, coaches, children and young people.
  - b. Transport Policy.
  - c. Changing Room Policy.
  - d. Photography, Videoing and the use of Social Media Policies.
- Complete the attached Parental/Carer Consent Form which will enable event organisers to cater for any needs that your child may have (e.g. medical conditions and medications, allergies, learning difficulties etc.), as well as contact you in the unlikely event of an emergency.
- Go through the attached Code of Conduct **with** your child and return a signed copy to the Junior Organiser/ event organiser
- Be punctual when dropping off and picking up your child from coaching/ events. It is important to communicate with the club when collecting your child after an event/coaching session
- Introduce yourself to the adults involved in the supervision of your child.
- When leaving your child, make sure they have the necessary provisions for the day, including the ability to meet the requirements of changing weather conditions. Please ensure that your mobile is switched on when you are away from the club, so that you can be contacted in an emergency.
- Encourage your child to take part and support club activities such as coaching, competitions and matches.
- Help your child to arrange golf with other juniors away from club organised activities so they have someone to play golf with.

As a parent/carers you are encouraged to:

- Discuss any concerns regarding the organisation of activities or the behaviour of adults towards your child with the Junior Welfare Officer, who will treat any concerns you or your child may have in the strictest confidence
- England Golf Lead Safeguarding Officer is also available for advice: 01526 351851

### Welfare Officer

Insert Junior Welfare Officer Name

## **Minchinhampton Golf Club (MGC)**

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

#### **Contents Part 3**

##### **Part 3 Supporting Policies and Guidelines**

- 13 Managing Young People on Away Trips
- 14 Social Media Guidance for Juniors, Parents and Carers
- 15 Whistleblowing Policy for Juniors, Parents and Carers
- 16 England Golf DBS Flowchart
- 17 Categories of Child Abuse
- 18 Club Welfare Officer Poster
- 19. Safeguarding Children and Young People - a short guide for club members
- 20 Photography Policy
- 21 Anti-Bullying Policy
- 22 Managing Challenging Behaviour
- 23 Club Policies to be found on the Club Website

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

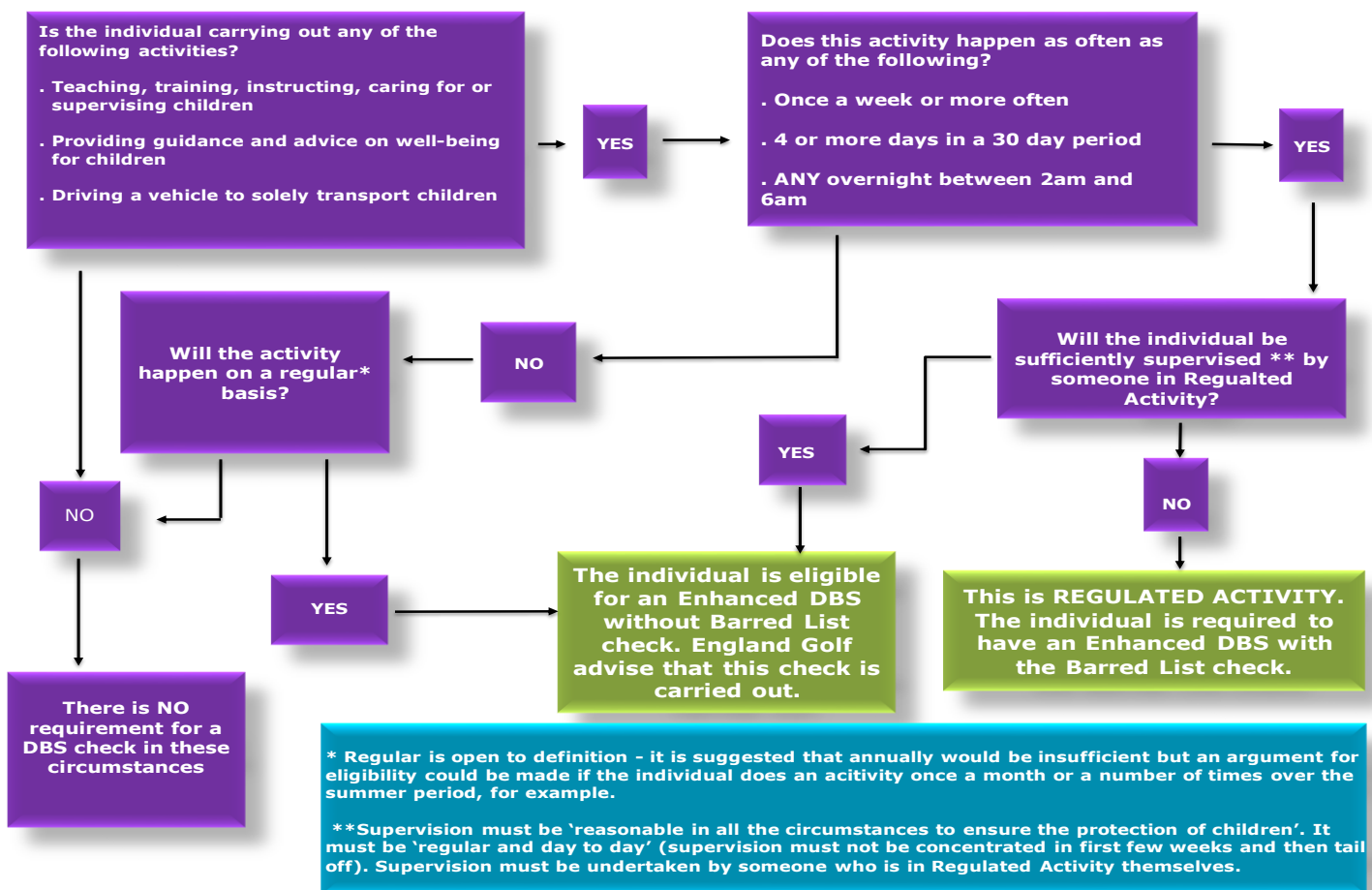
For further information or to apply for a DBS check please contact the Governance Department at England Golf

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.

**Appendix 18 at MGC**

# 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: Prue Howarth**

**Email address: [safeguarding@mgcnew.co.uk](mailto:safeguarding@mgcnew.co.uk)**

**Club Welfare Liaison: Claire Cowley**

**Email address: [c.cowley@mgcnew.co.uk](mailto:c.cowley@mgcnew.co.uk)**

**Telephone Number: 01453 833866**

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 an MGC event do not need to register their details with MGC.

If such photographs include other children (e.g. 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
- bullying can include:
  - 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 Policy

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