

Minchinhampton Golf Club Limited

SAFEGUARDING POLICY (adopted June 2017)

Why do we need a Safeguarding Policy?

It is important that Minchinhampton Golf Club Limited, hereinafter referred to as The Club (i.e. the Old Course and New Courses) complies with the legislative requirements to safeguard and protect children and young people who are attending our “golf taster” (New Course) and “Coaching” (Old Course) sessions, or who are members or visitors to The Club (that is, our Junior members) and the adults who have volunteered to work with and come into contact with these youngsters. Our Safeguarding Policy also applies to all Junior Competitions held at The Club.

The Club, in developing this Policy and supporting documents has;

1. considered the “*Children in Golf*” national Policy, the underpinning Principles of which are incorporated within this document (see Annex A);
2. Considered the Revised Template for Safeguarding produced by England Golf in 2016, and
3. Demonstrated that its arrangements meet the standards of “good practice” as set out in Section 4 of England Golf’s *GolfMark* Accreditation criteria.

The Club affiliates to England Golf and our professional coaching staff are members of the Professional Golfers’ Association (PGA). Therefore, The Club recognises the policies of these Bodies, as set out in the “*Children in Golf Resource Pack*”.

In addition, the Policy and its supporting Procedures will define when The Club accepts its safeguarding responsibilities and when those responsibilities remain with the parent(s) and/or guardian(s) of children and young people attending The Club.

It is important to recognise that the principles of safeguarding as set out in this document not only apply to children and young people, but can also be applied to adults who are at risk of harm from acts of inappropriate behaviour.

Who are children and young people?

For the purposes of this document, and in line with legislation, children and young people are anyone who has yet to reach their 18th birthday. However, as The Club’s membership year may extend beyond an individual’s 18th birthday, that person will still be deemed to be included under this Policy until their Junior Membership ceases.

Who is this Policy for?

This Policy has been prepared for:

- Parents and/or Guardians;

- Juniors¹;
- adult members of The Club, including adult volunteers working with Juniors;
- staff employed by The Club, and
- all members of the Golf Professionals' team.

What do we hope to achieve by having this Policy?

By having this Policy and its supporting procedures and processes firmly embedded within The Club' organisational arrangements, The Club aims to:

- Demonstrate compliance with its own Principles of Safeguarding (see Annex B)
- protect all Juniors (attending The Club for formal golfing activities) from all forms of abuse and discrimination;
- ensure that all Juniors receive equal treatment;
- ensure that the individual needs of its Juniors are met.

The Club is keen to build on its past successes of promoting, developing and supporting Juniors and providing the appropriate safeguards for these Juniors when they are participating in:

- Club organised events on The Club's premises (e.g. competitions, matches), whether these are specifically organised as Juniors' events or are Adults' events in which Juniors are encouraged to participate.
- Matches and Open competitions as representatives of The Club.

It is the responsibility of Parents/Carers/Guardians to provide their child/children with the necessary information to safeguard themselves.

Who oversees the Junior members of The Club?

The structure for Junior members comprises:

- Junior Organisers** (see CONTACTS – pages 54 & 55) are adults who oversee and co-ordinate Juniors' participation in Juniors' training, competitions, team matches and other "fun" events that take place throughout the year on The Club's premises;
- The Club Welfare Officers (see CONTACTS – page 54) are usually the persons to be contacted if there are any concerns regarding the welfare of any child or young person whilst on The Club's premises, whether the child is participating in a Club organised event or not.
- New Course **Juniors' Committee** that includes representatives from other playing groups at The Club, parents/guardians, the Juniors' Captain and The Junior Welfare Officer. This Committee is chaired by the Junior Organisers.
- Old Course has its own separate committee arrangements

¹ For the purposes of this document "Juniors" shall be applied throughout and will include Junior members (i.e. those who have paid an annual subscription for membership rights) as well as those children and young people and visitors who are actively participating in The Club's organised "golf taster" and/or coaching sessions.

What do I do if I have concerns?

Any person (Junior or adult) who is worried about their safety or welfare or that of another Junior (or adult) should, in the first instance speak to The Junior Welfare Officer. The Club's Welfare Officers are responsible for ensuring that any concerns and/or allegations are addressed in a timely and proportionate manner.

The Junior Organisers, the Junior Welfare Officer (or in his / her absence The Club Welfare Officer) will be responsible for ensuring that The Club:

- maintains a detailed record of each reported incident;
and
- be the liaison between The Club, England Golf's Compliance team (as required), the Junior and her/his Parents/Carers/Guardian;
and
- ensuring that all relevant parties are kept fully informed.

Can I have a copy of the full Policy and Procedures?

Yes. Any junior, their parents, Carers or Guardians, adult member of The Club or member of staff at The Club can have a copy of this Policy. It will be available in hard copy in the Player's Entrance and electronically on The Club's website

This Policy will be administered by The Club in conjunction with The Club's other Policies, Procedures and Bye-laws.

How does The Club show it is safeguarding juniors?

The Club shows that The Club is doing everything possible to safeguard our juniors by making sure that adults and Juniors alike are fully informed about:

- I. the different types of abuse²;
- II. how to recognise abuse, and
- III. what to do to prevent abuse.

We have a number of Arrangements (Appendix 1) and documents (Appendix 2) that we will be using to support implementation of this Policy. In particular, we are able to demonstrate that we are safeguarding our Junior members through:

1 Junior Profile and Parental Consent Forms - For each child or young person, at the start of their membership with The Club and annually thereafter (on renewal of membership) the parent(s) or guardian(s) of the child **must** complete The Club's Parental Consent Form and return it to The Club, preferably before the start of the golfing season.

² Abuse can take a number of different forms, for example: **verbal** – speaking to people in a way **they** find insulting and/or offensive; **physical** – behaviour that is cruel or violent; **emotional mistreatment/neglect**; **psychological**; **financial**; **bullying, name calling, pushing/shoving** – i.e. behaviour towards others that **they** find offensive and/or insulting; **behaviours/actions that are used in a bad way** that results in a bad effect for the recipient.

The content of these forms not only includes relevant health information, but also requires the parent or guardian to give **explicit** consent for:

- a) their child to be photographed³ (still or video) and/or interviewed and
- b) for their child to participate in competitions organised through the Juniors' Organisers and Committees.

The content of the documents will be reviewed annually to ensure that they reflect the latest standards for safeguarding our Juniors.

2 Codes of Conduct – These Codes set out the behaviours The Club expects from Juniors, their Parents/Guardians when attending and/or participating in golfing events organised by The Club, whether members of The Club, or visiting Junior Teams or private visitors.

3 Confidentiality - We will manage confidentially and in accordance with the law, details of all Juniors and adult volunteers that are kept on file. The information provided by parents or guardians may be shared with the County Officers, Club's Golf Professionals, Officers and official helpers as required and when relevant. These details will not be shared with other third parties without explicit consent from the parent or guardian, unless in exceptional circumstances when an emergency contact number is required.

We will apply the same principles of confidentiality (i.e. "need to know") when dealing with concerns and/or allegations. The person with whom the relevant information may be shared may be within The Club or external to The Club, depending on the nature and/or seriousness of the concern and/or allegation.

4 Links with County organisations - The Club's Parental Consent forms are separate (although similar in content) from those required by Gloucestershire Golf Union (GGU for boys) and the Gloucestershire Ladies County Golf Association (GLCGA for girls). Signed forms are required by the relevant county organisation when the child or young person has been selected to represent the County at other inter-County events, or for County academy coaching.

5 Risk assessments - A formal assessment of the risks associated with safeguarding children and young people has been completed. Implementation of the Policy and its Procedures together with periodic reviews (three yearly, or when new "best practice" is published) provides sufficient controls to effectively manage any safeguarding risks.

6 Training and support for volunteers working with Junior members – The Club is keen to support all its volunteers and employees who work with Juniors through providing access to appropriate training and support and through the completion of the relevant documents included in this Policy.

7 Disclosure and Barring Service (DBS) (See Annex C)

This is the national requirement that has been introduced in support of the legislation whereby all adults participating in *Regulated Activities* are required to be checked through

³ The Club is currently reviewing its Social Media Policy and Procedures.

the police database. The Club accesses this on-line service through England Golf so that relevant personnel at The Club (Volunteer members, staff) are checked and their information is centrally recorded. It is not essential for all people providing assistance to the Juniors' Organisers and the Club Welfare Officers to be checked, but it is expected that these Volunteers would have completed the appropriate training provided by England Golf's staff (SCP1 as a minimum). A record of all training for adults working with children in The Club will be retained by The Club on behalf of the Junior Committee.

What can we do to strengthen safeguarding at The Club?

We can make sure that:

- 1) This Policy and its Procedures are formally adopted and implemented by The Club;
- 2) The Principles of Safeguarding (Annex B) are known and understood;
- 3) There are clear statements for the Roles and Responsibilities of the Junior Organisers and The Junior Welfare Officers (Appendix 1, Section 8);
- 4) The Safeguarding Arrangements set out in this document are available to all Juniors, Parents/Guardians, other members and employees through hard copies being made available in the Players' Entrance and electronic versions being on the website;
- 5) All Incident Report Forms⁴ are returned to The Club's Offices. These Forms will be reviewed by The Club's Risk Management Committee every six months (as a minimum) or as indicated by the nature of the Incident(s);
- 6) All Juniors out on the courses for organised events are able to contact the Junior Organisers through a dedicated mobile 'phone number, which is only to be used when seeking assistance on either a point of golf (Rules or Etiquette) or there is a specific query relating to safety.

In addition, we can make sure that adult and Juniors are aware of their responsibilities and the actions they need to take if they have concerns that a Juniors may be being abused. These are set out in the "7 Step Approach" (Appendix 1, Section 3).

There are several adult Club competitions that Juniors may wish to and be eligible to enter. In some instances, access to the competition may be restricted by handicap. In collaboration with the Golf Manager it has been agreed that Notices and IGS⁵ Entry sheets clearly state where a club competition may result in a Junior playing in the same group as an adult member(s) of The Club.

Where Junior members are eligible to enter Men's or Ladies Club competitions, they should where possible play with their parent/guardian. Where this is not possible the parents/guardians must specify whether they are happy for their child to play unsupervised or whether they wish to provide an appropriate adult to walk around or caddy for the child. (This does not apply in Junior events. Please see Page 30).

⁴ Incident Forms must be completed whenever there is an event in which the junior feels "at risk" either physically, emotionally or intellectually. The following are examples, not an exhaustive list: a junior feels intimidated when parents fail to observe 50 yard rule set out in the Code Of Conduct, there are concerns about breaches of etiquette but a junior on the course;

⁵ IGS - Intelligent Golf Systems

Where a competition results in a knockout stage, children under 18 can only participate in the knockout if they are accompanied by an appropriate adult.

Any arrangements outside those outlined above must be agreed with either the Junior Organiser or the Junior Welfare Officer.

During school holidays, several children and young people attend The Club for “social golf”. On these occasions, the parent/guardian remains responsible for the safeguarding of their child/children. If a child or young person needs assistance, their parent/guardian will be contacted. Assistance will be provided until the parent/guardian arrives at The Club. We can ensure that there is a separate introduction programme for children and young people and their parents/guardians at the start of the Junior’s membership of The Club. This will include discussions on the Codes of Conduct (Appendix 2.II) with which the Junior member and his/her parents are expected to sign annually and comply.

We can make sure that parents of children and young people who attend The Club for non-golfing events understand that the parent/guardian remains responsible for their child’s safety whilst they are on The Clubs’ premises.

It is essential that where an unsupervised Junior is being left at the Club, for whatever reason, they are registered at the Professional shop, Club Office, or Club Shop. The parent / guardian must provide (1) the time the Junior will be picked up, (2) an emergency contact number and (3) details of any medical condition.

We will undertake periodic reviews of our practice, Policy and Procedures to make sure that we are continuing to provide a safe environment at The Club so our Juniors can take full advantage of the golfing opportunities available.

What else can we do?

We can:

- a. encourage reporting of concerns in a way that is supportive and non-judgemental;
- b. support Juniors and adult volunteers when they express concerns about a child, young person or another adult;
- c. utilise the safeguarding resource/expertise available through England Golf, when concerns are raised;
- d. develop strong links with key personnel in the local safeguarding network.

We can undertake periodic assessments of identified and/or new risks as they relate to the safety and welfare of Juniors so that any adjustments required in respect of The Club’s Policy, Procedures and documents may be made and thereby strengthen safeguarding arrangements to further minimise any identified risk(s).

Provide guidance for parents to ensure that the child is playing golf because they want to and not for any other reason (See Appendix 1.6).

How will we know we have been successful?

We will know we have succeeded in providing a safe golfing environment for our Juniors because:

- all reported concerns will have been followed up in a way that supports the child, and
- any adverse events and/or incidents requiring investigation and/or referral involving children, young people or The Club's safeguarding arrangements will have been effectively managed.

In addition, we are committed to learning from reported concerns and investigations of incidents so that improvements to our safeguarding arrangements can be made and implemented and The Club's Juniors' Section will be supported to continue to grow and develop.

Review of Policy

This Policy will be applied to The Club's golfing year and will be reviewed annually, in January; or more frequently, as required by events occurring in-year. It will be reviewed by the Risk Committee.

Version Control

Final Policy adopted by The Club's Management Board in February 2017.

Final Policy amended in March 2017 to support implementation across both of The Club's sites, adopted by The Club's Management Board in March 2017.

Club Welfare Officer

The current Club Welfare Officer is Prue Howarth. Primary responsibility at both the New and Old Courses for the Safeguarding of Juniors sits with the respective Junior Welfare Officers. The Club Welfare Officer acts as a final arbiter in in case of any dispute or if the Junior Welfare Officers form part of any incident or complaint.

All referrals will also be discussed with the Chair of the Risk Committee.

Contact details are on Page 54.

**Principles of Safeguarding
(extract from *Children in Golf Policy*)**

The welfare of children is paramount.

All children, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.

All suspicions and allegations of abuse and/or poor practice will be taken seriously and responded to swiftly and appropriately.

All staff and Volunteers working in sport have a responsibility to report concerns to The Junior Welfare Officer, The Club Welfare Officer or the Deputy Chairman or the Chair of the Risk Committee.

Adults (i.e. staff, Volunteers, coaches, referees and members) will be supported to understand their role and responsibility regarding the duty of care and protection of children and young people.

Individuals will receive support through education and training to be aware of and understand “best practice” and how to manage any welfare or child protection issue that may come to light.

The Club will work in partnership with parents to review and implement child protection and welfare procedures.

**REGULATED ACTIVITY
DISCLOSURE AND BARRING SERVICE
ELIGIBILITY FOR CHECKS**

The eligibility for requesting DBS checks has changed under recent legislation.

Checks can only be requested if the work that a volunteer or member of staff does fits within the following definition of “Regulated Activity”.

“Regulated activity” is defined as where someone is teaching, training, instructing, caring for or supervising children, or providing advice or guidance on well-being or driving a vehicle for or supervising children, when this activity is done regularly and unsupervised.

“Regularly” is at least once a week. If the activity was taking place on 4 or more days in a 30-day period, this would also fall within the definition.

If the activity involves **any** overnight responsibility between 2 am and 6 am then this is also classed as “Regulated Activity”.

Supervision must be by a person who is working in a “regulated activity”, must be day to day and must be “reasonable in all the circumstances to ensure the protection of children”.

“Regulated activity” would also cover people involved in transporting children as part of their role on behalf of Minchinhampton Golf Club Limited, (i.e. not parents or with parental consent).

If the activity meets the requirements of the definition, but is supervised, then The Club will still be able to request a DBS check but the disclosure information will be limited.

**IF THE ROLE DOES NOT MEET THE CRITERIA OF WORKING IN A REGULATED ACTIVITY,
WHETHER SUPERVISED OR NOT, YOU MUST NOT APPLY FOR A DBS CHECK**

There is further guidance on the England Golf Website under *For Golf Clubs – Safeguarding Children – Vetting Staff and Volunteers*.

**If you require any additional information, please contact
the Compliance Department at England Golf on 01526 351813**

Minchinhampton Golf Club has adopted a safeguarding policy.

Annex C

PRINCIPLES OF SAFEGUARDING

The following principles have been identified as key to maintaining the safety of all Junior members of The Club:

- A Junior member is someone who has not reached their 18th birthday, or is in The Club's subscription year that includes their 18th birthday.
- The welfare of the Junior member overrides all other considerations.
- All Junior members have the right to feel, and to be, safe.
- All Junior members regardless of their age, race, Religion or Belief, disability, gender or sexual orientation have the right to be protected from abuse⁶ by others (i.e. other children or adults).
- All concerns and/or allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- The Club is committed to seeking advice and support from England Golf's Compliance Team in the event of any concerns and/or allegations being raised.
- All incidents of poor practice will be taken seriously and responded to swiftly and appropriately.
- All Junior members have the right to be treated with dignity and respect.
- The Club undertakes to work with Junior members, their Parents, Carers or Guardians and other relevant external organisations to safeguard the welfare of its Junior members participating in golf.
- The Club recognises the authority of the statutory agencies with responsibility for safeguarding children and young people.
- The Club is committed to complying with the Local Safeguarding Children's Board's (LSCB's) Guidelines and any documentation that supersedes these.

⁶ Abuse may take any of the following forms – verbal, psychological, physical, sexual, emotional.

These Principles, The Club's Policy and Procedures are based on the UK and international legislation and government guidance. Any subsequent *Safeguarding* legislation will be incorporated into this document.

A copy of the full Safeguarding Policy is available on the Club website and is also available in The Club's Main Entrance.

MINCHINHAMPTON GOLF CLUB LIMITED

SAFEGUARDING ARRANGEMENTS

Sections

- 1 Anti-Bullying (page 13)**
- 2 Changing rooms (pages 13-14)**
- 3 Concerns, Complaints and Allegations (pages 14-17)**
- 4 Emergencies, Incidents and Assessing Risks (pages 18-19)**
- 5 Good Practice Guidelines (pages 19-20)**
- 6 Guidance for Parents (page 20)**
- 7 Recruitment and Training of adult volunteers (pages 20-21)**
- 8 Roles and Responsibilities (page 21-23)**
- 9 Social Media (page 23)**
- 10 Supervision (page 23-24)**
- 11 Health and wellbeing (page 24)**

1 ANTI BULLYING

The Club, its Staff, Volunteers and Coaches will make every effort to eradicate all forms of bullying and other forms of unacceptable behaviour. The Club will not tolerate bullying in any of its forms during matches, competitions, coaching or at any other time during Club events.

For the purposes of this document, **bullying** is defined as:

deliberately hurtful behaviour, usually repeated over a period of time, in situations where it is difficult for those being bullied to defend themselves.

Bullying can take many forms. There are three main types (Physical, Verbal and Emotional), which can be categorised as;

- Physical – hitting, kicking, theft;
- Verbal – threats, name calling, homophobic or racist remarks;
- Emotional – isolating an individual from activities or preventing an individual from participating as a member of a group.

Bullying behaviour may be **direct** (i.e. face to face) or **indirect** (i.e. through social media outlets) and can include:

- Deliberate hostility and aggression towards an individual(s);
- Targeting a person who is weaker and less powerful than the bully or bullies;
- An outcome which is always painful and distressing for the victim;
- Sarcasm, spreading rumours, persistent teasing;
- Tormenting, ridicule, humiliation;
- Racial taunts, graffiti, gestures;
- Other forms of unwanted physical contact or violence;
- Comments that are of an offensive or a sexual nature.

The Club will:

- Provide a point of contact (e.g. The Club Welfare Officer or Chair of the Risk Committee) to whom those being bullied can report their concerns, in confidence;
- Take any reports of bullying seriously;
- Investigate all incidents and allegations of bullying;
- Talk to the alleged bully(ies) and their victims separately in the presence of their parents/guardians;
- Impose sanctions as deemed to be appropriate and proportionate, which may include the bully(ies) being suspended or expelled from The Club;
- Inform all relevant parties of the alleged bullying and all actions that have been taken;
- Maintain a written record of all bullying incidents and the action taken.

2 CHANGING ROOMS

The changing rooms at golf clubs are used by all members and visitors. Parents will be made aware that adults use changing rooms throughout the day for changing and showering. Where practical and possible, Junior members will be supervised in the changing rooms both whilst participating in Juniors' organized events both at The Club and when visiting

other clubs. Where a parent/guardian does not consent to their child accessing the changing rooms, **it is the parent's responsibility** to either supervise the child while in the changing rooms or ensure that they do not use them. A notice will be placed in the changing rooms advising that they are used from time to time by children.

3 CONCERNS, COMPLAINTS AND ALLEGATIONS

If The Club is to safeguard its Junior members, any player, parent/guardian/carer, member of staff or volunteer who 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 otherwise), they have a **duty** to share their concerns **immediately** with The Junior Welfare Officer. It is not the responsibility of the person making the report to decide whether abuse has occurred, but simply exercise their **duty** to pass on the information.

The Club will apply the 7-Step Approach (Page 14 below), and the procedures shown in the Flowcharts 1 & 2 (see Pages 15 and 16, below) to effectively and consistently manage concerns, complaints and allegations. These same arrangements will be applied for adults at risk from harm. Where relevant and proportionate, The Club reserves the right to initiate its Disciplinary Procedures in order to fully investigate Concerns, Complaints and/or Allegations.

All concerns will be treated in confidence. However, there may be occasions when some details will need to be shared with those who can help with the management of the concern.

All concerns reported to The Junior Welfare Officer will be recorded on an Incident Report Form (Appendix 2.III). If deemed appropriate, a copy of this form will be sent to England Golf's Compliance Team so they can provide assistance/advice and support to The Club during the management of the concern (see Page 54 below for the contact details of England Golf's Team).

The Club undertakes to work with England Golf, national and local safeguarding experts and other external agencies in the investigation of alleged abuse or serious poor practice. If serious poor practice by an adult or Junior member is confirmed, The Club will implement its Disciplinary Procedure.

In the event that a child makes a disclosure of any type of abuse, the following guidance is to be followed:

- Reassure the child that they have done the right thing to share the information;
- Do not make promises that cannot be kept, such as promising not to tell anyone else;
- Do not question the child or lead them in any way to disclose more information than they are comfortably able to, as this action may compromise any future investigation;
- Record what the child has said as soon as possible on an Incident Report form.
- Contact The Junior Welfare Officer* who will liaise with England Golf' Strategy and Compliance Office*⁷ who will advise what information (if any) is to be shared with the parents of the child reporting the abuse.

⁷ Contact details can be found on Pages 54, 55 and 56

If, as a Junior member or parent/carer/guardian of a Junior member, you feel that your concerns have not been addressed by The Club's Procedure, you should contact the NSPCC through their confidential Helpline⁸ for further advice. This service is available to members of the public who have concerns regarding poor practice and abuse; and if an adult or child has concerns they are encouraged to use this service.

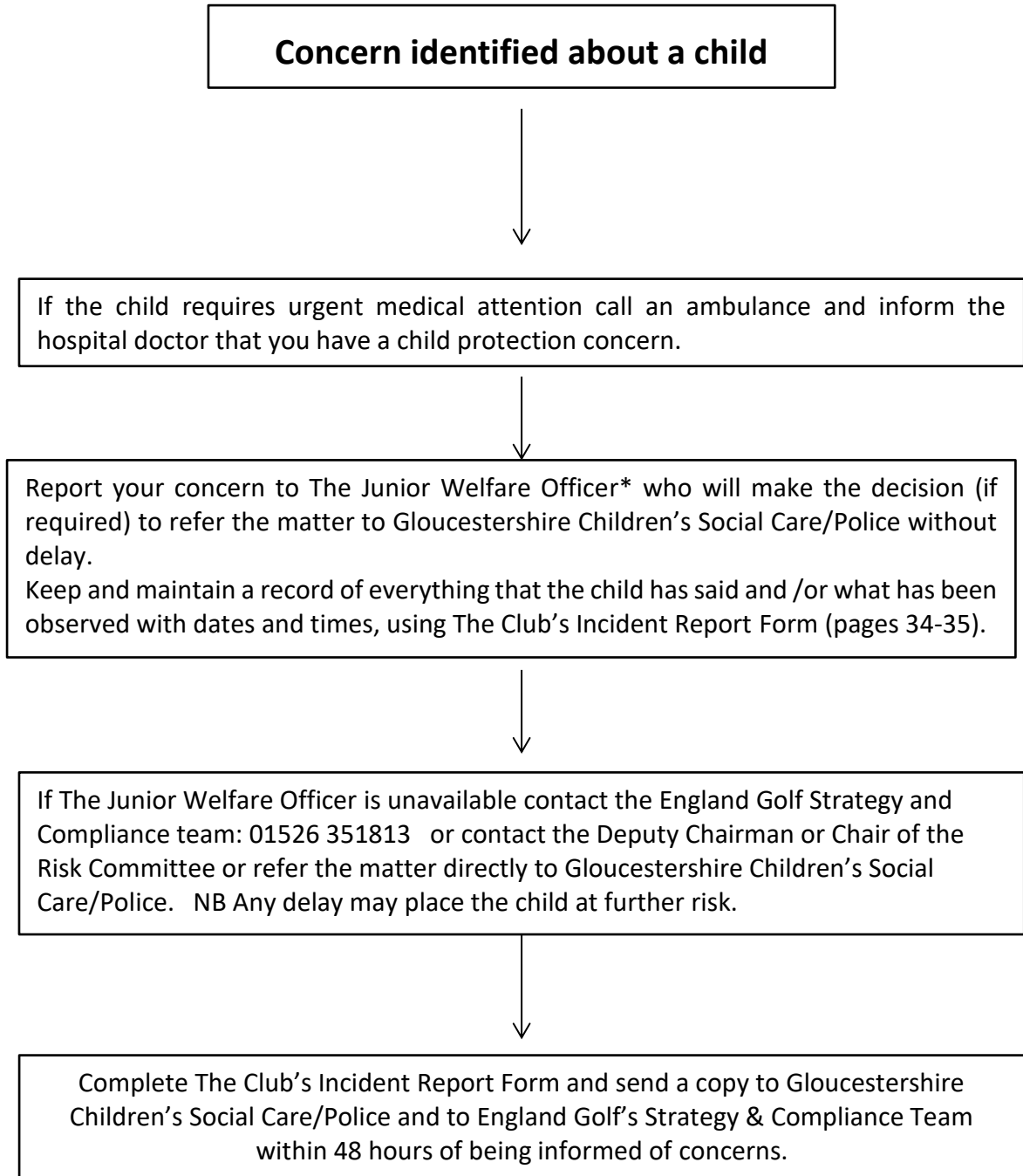
The Seven Step Approach

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**

⁸ Contact details can be found on Page 56

FLOWCHART 1

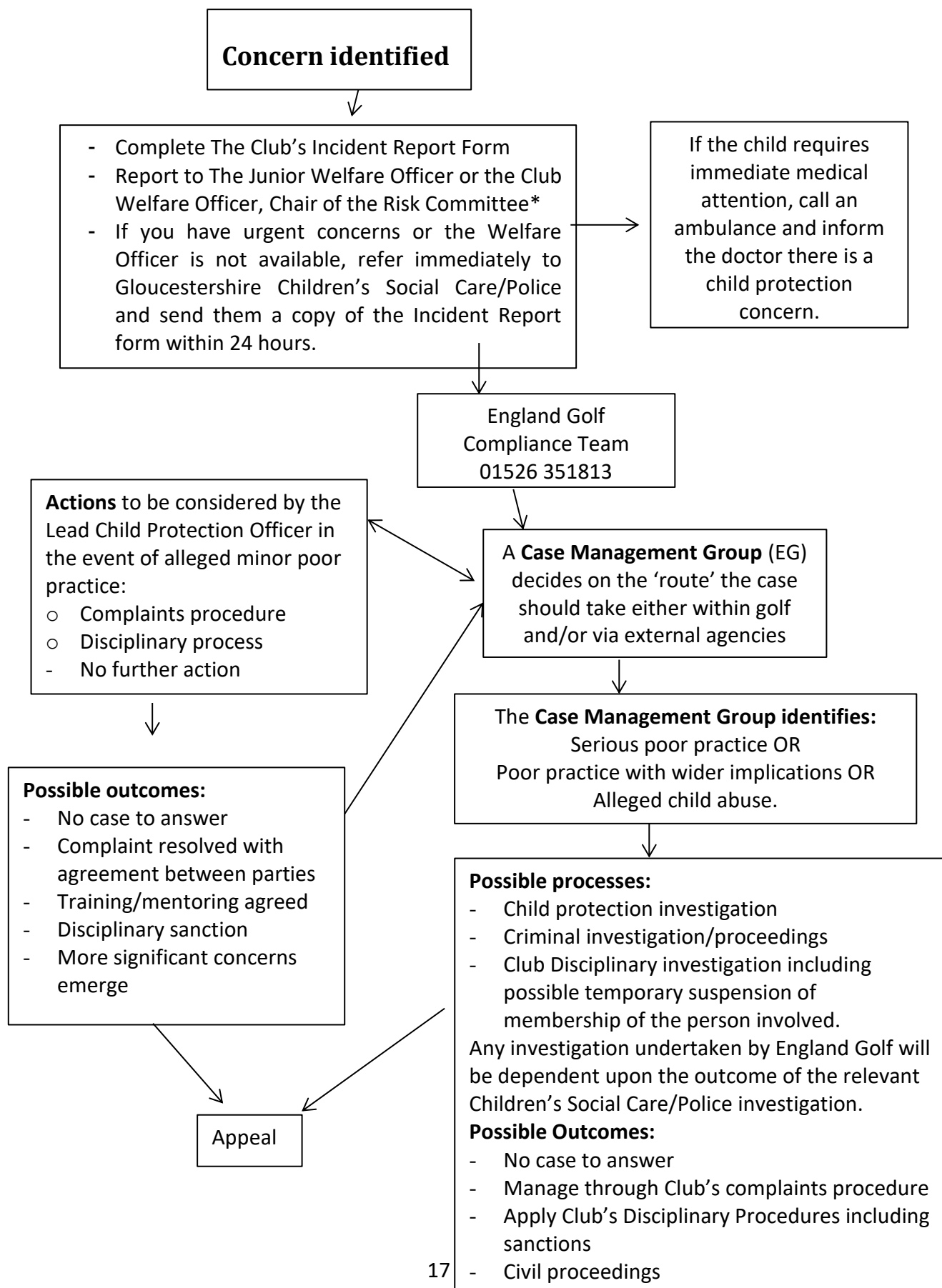
Actions to take if you are worried about what is happening to a Junior member outside of The Club (but the concern is identified through the Junior member's involvement in golf)



* If for any reason The Junior Welfare Officers is not in post or unavailable contact England Golf Compliance Office - 01526 351813

FLOW CHART 2

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



4 EMERGENCIES, INCIDENTS AND ASSESSING RISKS

At the start of each membership year and when each new Junior member joins The Club, The Club will ask parents/Guardians of all Junior members to complete the *Junior Profile and Parental Consent Form* (see Appendix 2. IV). This form is retained by The Club. The completion of the form ensures that all Junior members who participate in events or activities, or attending coaching organised by The Club, do so in an informed and safe environment. The details provided will be treated **in confidence**, and will only be shared with those who require the information to perform their role effectively. These [points apply equally to any junior participating in a programme or visiting the club.

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

- The parents will be contacted immediately.
- If it is not possible to contact either parent immediately, the alternative emergency contacts will be used.
- The consent form will be consulted to establish whether parents have given their explicit consent for an alternative Club representative to act *in loco parentis*, so as not to deny the Junior member's access to timely medical care.
- An adult Club representative will accompany the child to the medical facility. Consideration will be given as to whether the representative needs to take the consent form with them.
- All actions taken **MUST** be recorded on the Accident Report Form (Appendix 2.1), which will be retained by The Club.

4.2 Late Collection

The Organiser of all juniors' events will ascertain at "drop off" that all parents with children participating in the designated event will be on time to collect. Where the parent(s) is **unavoidably** or **unexpectedly** late in collecting their child, The Club will apply the following procedure:

- a) Attempt to contact the parent/carer/guardian using the contact details on the Junior Profile and Parental Consent Form;
- b) Attempt to contact the emergency contact nominated on the Consent Form if it has not been possible to contact either parent;
- c) Wait with the young person(s) at the venue with, if possible, at least one other adult (i.e. staff/volunteers or parents);
- d) If no one is reachable, contact The Club's Welfare Officer for advice;
- e) If all attempts to make contact fail, consideration should be given to contacting the statutory agencies⁹ for their advice.

Staff, Volunteers & PGA Professionals should **NOT**:

- Take the child home or to another location without explicit parental consent;
- Ask the child to wait in a vehicle or The Club house with them alone;
- Send the child home with another person without parental consent.

⁹ Statutory agencies – Gloucestershire Children's Social Care or if out of hours the Gloucestershire Emergency Duty Team, or Gloucestershire Police (see page 56 for contact details).

4.3 Assessing Risks

When visiting courses for playing and coaching, The Club is not in effect taking over the whole of the facility visited, so is classed as a “society”. The “society” is covered by the Policies for assessed risks at the club being visited. If a problem occurs during the visit, it is important that the host club is notified as soon as practical, so that they can report the event using their own system. In addition, the problem **must** be recorded using The Club’s (MGC) Incident Report Form.

The Club (MGC) will only conduct a pre-event visit if The Club to be visited does not maintain an up-to-date Safeguarding Policy. If such a Policy is not held, a pre-event visit and risk assessment must be undertaken, or a decision taken by the Junior organiser as to whether the event should take place.

5 GOOD PRACTICE GUIDELINES

5.1 Behaviour of adult and Junior members

Adults who work with Junior members are placed in a position of trust in relation to these members, and therefore it is important that each adult behaves appropriately and provides a strong positive role model for Junior members, both to protect the Junior members, and others working with the Junior members, from false allegations of poor practice. All Codes of Conduct that promote good practice can be found at Appendix 2.II.

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

- all staff and volunteers working with its Junior members;
- all junior members so as to ensure the enjoyment of all participants and to assist The Club in ensuring the welfare of Junior members is safeguarded, and
- Parents/Carers/Guardians of our Junior members to ensure they contribute to ensuring the safety of all The Club’s Junior members.

5.2 Adults and Children playing golf together

Golf’s popularity is based on the game not being restricted by ability, age or gender. Responsible interaction between adult and Junior members of golf clubs helps bring mutual respect and understanding to the game and will be encouraged by The Club. (see: *What can we do to strengthen safeguarding at The Club? – Pages 5 and 6, above*)

Both adults and Junior members should always be aware of the age-related differences that exist and conduct themselves in a manner that reflects and acknowledges these differences.

5.3 Physical Contact

Physical contact of any sort should always take place in an open environment, and should not, as a general principle, be made gratuitously or unnecessarily. Physical contact with Junior members by Coaches or Volunteers should always be intended to meet the needs of the Junior member and the sport, **not** the adult, for instance:

- ☞ to develop golf technique;
- ☞ to protect the child from injury;
- ☞ to provide first aid and/or to treat an injury.

5.4 Transport

The Club believes it is primarily the responsibility of parents/guardians to transport their child/children to and from golfing events, whether these take place at The Club or at another venue. The Club does not consider it is responsible for transporting its Junior members to and from such events, activities, tournaments or matches. However, The Club may make arrangements for transport in exceptional circumstances, such as team events. Where this is the case, **for each occasion, the written permission** of the parent(s) of the Junior members will be sought (see Appendix 2.XI).

The Club will require drivers providing the transport to be checked for their suitability to transport and supervise the Junior members. A Private Vehicle Registration Form (see Appendix 2.VI below) **must** be completed and the driver's 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).

5.5 Photography, Video and Social Media

The Club will seek explicit permission from parents prior to the publication or use of any video or photographic images of the Junior member via newspapers, websites, for coaching purposes. The Club's Social Media Policy and Procedures are being revised and will apply equally to adult and Junior members of The Club. Any press/official photographers attending events at The Club **will be required** to seek explicit permission from The Club and the parents before taking photographs of any Junior participants and before these images are used.

The personal details of the Junior member will not be used in any of The Club's promotional material.

6 GUIDANCE FOR PARENTS

The Club is delighted to welcome you and your child. The positive effect of your support, as a parent, can't be overstated. Your behaviour has a real influence on the way your child experiences golf. Make sure your child is playing for their own reasons, not yours.

There is a wealth of supportive information and advice on the Children in Golf website

<http://www.childreningolf.org/parents-guidance>

7 RECRUITMENT AND TRAINING OF ADULT VOLUNTEERS

The Club will make every effort to ensure that all adults (volunteers and staff) working with children are suitable to do so, and that they have all the information they require to perform their role 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, will be assessed to establish which qualifications, checks and other requirements are necessary.

These details will be extracted from the following:

- The application form (Appendix 2.X)
- A self-disclosure form (Appendix 2.IX)
- References from 2 people (preferable) (Appendix 2.VII)
- A signed Code of Conduct (Appendix 2.IId)

- A Disclosure & Barring Service (DBS) check on people involved in 'Regulated Activity' with Children (Annex B, above).

Details of all training (courses attended and qualifications achieved) and relevant checks will be maintained for all adults (staff and volunteers) by The Club. Where required, copies of relevant certificates and England Golf Compliance approval letters will also be retained by The Club.

All Staff, Volunteers and PGA Coaches will be offered access to appropriate safeguarding children training. As a minimum, it is expected that staff and volunteers providing support to Junior members will attend the SPC 1 Workshop and comply with the requirement to complete an updating course (now on-line) every three years, providing the adult volunteer continues to be directly involved with The Club's Junior Section.

An additional aspect of "recruitment", for staff and volunteers involved with The Club's Juniors is that they are willing to confirm that they have:

- read and are familiar with The Club's Safeguarding Policy, Procedures and supporting arrangements, and
- have read and signed the Code of Conduct for Adults, and are prepared to act in accordance with that Code.

8 ROLES AND RESPONSIBILITIES

Junior Organisers (extract from England Golf's Junior Organisers's Handbook)

The Junior Organisers acts as a catalyst for the smooth running of the Junior Section, and although they may have assistants, they are the ultimate co-ordinator of the activities and of the Section. The Junior Organisers is usually a Volunteer from within The Club who has the ability to communicate with young people and have a sense of fun. The role can be time consuming requiring a committed individual with good organizational 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
- Co-ordinate coaching opportunities for non-members
- 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 Welfare Officers*¹⁰ (Extract from GolfMark template)**

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.

¹⁰ Formerly known as *Junior Welfare Officer*

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.

9 SOCIAL MEDIA (E-communications)

The Internet, mobile phones, online gaming, social networking and other interactive technologies have transformed the way we live. They offer exciting opportunities for organisations to communicate and engage with their members; **but** they also introduce a range of potential safeguarding risks for young people and the potential for misuse, for example:

- cyberbullying (bullying online);
- grooming and potential abuse by online predators;
- identity theft and exposure to inappropriate content.

Bullying online is as serious as bullying in the real world and will not be tolerated. Additional Guidelines to support The Club against online bullying can be found at:

www.childreningolf.org/socialmedia

The Club's Policy on anti-bullying and social media are available on The Club's website.

10 SUPERVISION

During coaching sessions, The Club will seek to provide at least one Adult Volunteer for every 8 children. Parents will be encouraged to stay for coaching, competitions and/or other events where their child(ren) are of an age where parental supervision is required (see Parent Code of Conduct – Appendix 2.IIb below).

If parents/other family members are attending events, activities, coaching or playing sessions, wherever possible adults should avoid changing or showering at the same time as the Junior members. Parents will be made aware that with limited changing room space there will be occasions when adults and Junior members may need to share these facilities.

Parents are advised that if they leave their child at a venue for golfing activities that are not part of the Juniors' programme of events, their child will be **unsupervised** and The Club accepts no supervisory responsibility for this child under these circumstances, even though the child may be a Junior member of The Club.

The Club undertakes to make special supervisory arrangements for “away” trips. Parents will be fully informed about the arrangements for such trips and will be required to provide explicit consent for **each trip** in which their child participates.

11 HEALTH AND WELLBEING

The Club will make every effort to deal with any health issue in a manner that is both immediate and discreet that may arise when the Junior member is at The Club. In such a situation, the parents will be contacted. It is the view of The Club that education on matters such as physical changes arising during puberty, remain the sole responsibility of the parents.

MINCHINHAMPTON GOLF CLUB

SAFEGUARDING DOCUMENTS

- I Accident Report Form (page 26)
- II Codes of Conduct (introduction) (page 27)
 - a) Juniors (page 29)
 - b) Parents (page 30)
 - c) Junior Organisers (page 31)
 - d) Adults (PGA Professionals, Club's Staff, Volunteers) (pages 32-33)
- III Serious Incident Report Form (pages 34-36)
- IV Junior Profile and Parental Consent Form (pages 37-41)
- V Photography & Video Form (page 42)
for SOCIAL MEDIA see separate Club Policy and Procedures
- VI Private Vehicle Registration Form (pages 43-44)
- VII Reference Form (Adult Volunteers) (page 45)
- VIII Risk Assessment Form (pages 46-47)
- IX Self-Disclosure Form (pages 48-49)
- X Staff and Volunteers Application Form (pages 50-51)
- XI Transport Form (page 52)
- XII References (page 53)
- XIII Contacts (pages 55 - 56)

Minchinhampton Golf Club Limited

I INCIDENT / ACCIDENT REPORT FORM*

Recorder's Name:	Telephone No:
Address: Post Code:	
Name of Injured Person [s]:	Telephone No:
Address: Post Code:	
Nature of Injury Sustained:	
Where did the Accident occur? [include: date; time; location; and nature of the accident.] Old Course/Avening/Cherington (delete those that do not apply)	
How did the Accident occur?	
Were there any witnesses to the Accident? [include: names; statements, etc.]	
What action was taken? [include: first aid, specific treatment administered, by whom, etc.]	
Were any other Agencies involved? Please list - e.g. Ambulance service	
Have the Parents / Guardians been contacted? YES / NO [Please circle.]	
Does the accident need to be referred to England Golf Strategy and Compliance Team? YES / NO	
Date:	Time:
Signature of Recorder:	

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

Minchinhampton Golf Club Limited

II CODES OF CONDUCT

The Club is keen to encourage Juniors and their parents with their active participation in golf either at The Club or arranged by The Club. Parents will most likely wish to see their children play and demonstrate their support by following their child's match. However, this support and active participation, needs to be undertaken in the context of each child's progress in playing golf and within the Rules of Golf; specifically, as the latter covers providing advice to their child whilst a round or match is being played.

These Codes of Conduct have been designed to ensure that the minimum standards The Club expects will be applied consistently to all involved with Junior golf at The Club. These standards ensure that the Rules of Golf are unlikely to be breached and that other children playing in the same group will not feel intimidated or "put off" by the close presence of adults who are not their parents and who may possibly be unknown to them.

Juniors, their parents, Professional coaches, staff and volunteers should ensure that they are familiar with the Codes and should strive to meet the requirements of the Codes at all times. Signed Codes of Conduct for Junior Members and Parents **must** be completed each year and returned to The Club's Office by the date stated in the covering letter, or no later than the end of April for that year. It is suggested that parents keep copies of the signed Codes of Conduct for their ease of reference. Other completed Codes of Conduct for Junior Organisers, Professionals and Adult Volunteers will be retained by The Club.

In light of recent events, The Club has identified the measures that will be taken in the when there has been a breach of the Codes of Conduct by either a Junior member and/or a parent. The Club has given authority to the Junior Organisers and/or any designated deputy to implement these measures:

- a. If there is no signed and returned Code of Conduct for the Junior Member and the parents, the Junior member will not be able to participate in the coaching programme or club organised competitions.***
- b. If the Code of Conduct is broken by the Junior member and/or their parent(s) during the playing of an event either organised by The Club or when representing The Club at another venue, the following action will be taken:***
 - First breach during this event – the player will be given a 2 stroke penalty;***
 - Second breach during this event – the player will be given a further two stroke penalty;***
 - Third breach during this event – the Junior member and their parent(s) will be asked to leave the course and the match will be forfeit.***
- c. If the Code of Conduct is broken by either the Junior Member and/or their parents on three separate occasions, after the third time, the Junior member will be retrospectively removed from the event and any prizes won, will be returned to the organiser.***

The decision of The Club's representatives will be final.

NB. This code of conduct applies equally to all juniors at the golf club as is not restricted to junior members.

Breaches of the other Codes of Conduct will be considered under The Club's Disciplinary Procedures.

A Junior Members' Code of Conduct

As a member of, or visitor to, Minchinhampton Golf Club Ltd (Old or New Courses¹¹), I agree that when I play or participate in any golfing competition or fixture arranged by The Club, I shall:

- make sure that I register with the Organiser when I arrive and do not leave without informing the Organiser;
- listen and obey instructions and rules for the well-being of all golfers;
- observe safety rules and instructions;
- be aware of where others are standing or sitting when I am swinging a golf club, so that I do not hit anyone with The Club or ball;
- stand still and be quiet when others are taking their shot;
- take care of the course by mending pitch marks, raking bunkers, replacing divots and not dropping litter;
- not engage in any unacceptable behaviour: such as shouting, swearing, club throwing, hitting the ground with The Club, or running in The Clubhouse;
- be dressed in suitable shoes and clothes (usually a sweater, a polo shirt with a collar, and shorts or trousers that are not jeans); think of the likely weather that day, and wear enough to keep me warm and to keep me dry if it might be wet;
- always bring a drink;
- appreciate that I am valued for the role that I have in golf;
- help create and maintain an environment free of fear ridicule and harassment;
- demonstrate fair play and apply golf's standards and rules both on and off the course;
- understand that I have the right to be treated fairly as an individual;
- treat others as I would wish to be treated myself;
- respect physical, cultural and racial differences between myself and others;
- understand that the misuse of social media is unacceptable;
- accept that these guidelines are in place for the well-being of all concerned.

I understand that it is not acceptable to take part in any irresponsible, abusive, inappropriate or illegal behaviour. This includes smoking, consuming alcohol or illegal or performance enhancing drugs or stimulants, publicly using critical or disrespectful descriptions of others.

I agree to allow the Junior Organisers or an authorised person to take photographs of me to promote junior golf at The Club. If I become aware that these images are being used inappropriately, I will inform The Club's Junior Organisers or The Club's Welfare Officer **immediately**. If at any time either the parent/guardian or the junior wishes data to be removed from the website, 7 (seven) days' notice must be given to The Club Office who will oversee the removal of the data. We have read the Junior Code of Conduct and agree to abide by it.

Signed Parent Print Name

Date

Signed Junior Print Name

¹¹ Old or New Courses – delete the one that does not apply.

B Parent/ Carer/ Guardian Code of Conduct

As a **Parent/ Carer/ Guardian** of either a Junior member or any other junior who has been invited to participate in golfing events at The Club and/or including as a member of a team representing, or playing against, The Junior Club, I agree that I shall:

- Encourage my child (insert name of child) to enjoy playing golf, by acknowledging that on some days their golf will be less good than on others, and by helping my child see the positive learning from each match/game s/he plays;
- Not get cross with them, whatever level of golf played on any given day;
- Ensure that my child arrives at the designated venue for the competition or match at least 30 minutes before their designated start time;
- Ensure that my child reports to the Organiser of the competition/match on arrival, and ensure that s/he is registered as present;
- Stay for the duration of the event if my child is under 8 years old;
- Tell the Organiser who will be collecting my child and transporting her/him home;
- Not leave the event with my child until I have notified the Organiser;
- Inform the Organiser if my child has any medical condition (the details of which have not been included on the MGC Junior Profile and Parental Consent Form), which could affect my child during their golf game on that day;
- Not speak (i.e. will not offer advice) to my child or her/his playing partners when they are playing a competition;
- To stay **at least 50 yards away** from my child when s/he is playing in a competition;
- Be responsible for notifying the Organiser in the event that my child is no longer available to participate in an event in which they have agreed to play.
- Help my child abide by the junior code of conduct and help them learn the rules and etiquette of golf.

I / We understand that should I / we breach this Code of Conduct, I / we may receive a warning and if there is a subsequent breach, The Club reserves the right to ask me / us to leave the Golf Course or disqualify the Junior from any competition in which they are playing.

Signed Parent

Print Name

Date

C Junior Organisers Code of Conduct

As **Junior Organisers** 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 Appendix 1 Section 7 (Pages 20 and 21 above)
- 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:

D Adults Code of Conduct (includes: PGA Professionals, Club Staff and Volunteers)

As an adult providing support and/or coaching to Junior members of The Club and their parents, it is my responsibility to be familiar with The Club's Safeguarding Policy, Processes and associated documents. In addition, I agree that I shall:

- Respect the rights, dignity and worth of every person, recognise the rights of Junior members to be treated as individuals, consider the Junior member's opinions when making decisions about their participation in golf and promote the welfare and best interests of all Junior members;
- Help create an environment that is open (i.e. not private or unobserved), is free of fear or harassment and where all Junior members have an equal opportunity to participate;
- Be aware of the physical limits and personal/emotional development of each Junior member and ensure that information on the training loads and intensities are at a level that is appropriate to the Junior member's understanding and ability;
- Communicate with Junior members and their parents in a manner that reflects respect and care and develops a relationship based on openness, honesty and mutual trust. In addition, provide information to parents about the potential impact that the personal coaching programme may have on their child/children, emphasising that the well-being and safety of the Junior member is more important than the pace of development of his/her performance;
- Recognise the rights of parents and Junior members to confer with other adult coaches and experts and (where relevant) actively support the transfer of the Junior member to another coach as requested by the parent(s) in the event that a less than optimal relationship is being built with the Junior member;
- Promote the concept of a balanced attitude that supports the well-being of the Junior member at all times;
- Not discriminate on the grounds of sex, marital status, race, colour, disability, sexuality, age, religion or political opinion;
- Neither condone or allow to go unchallenged any form of discrimination or prejudice, nor engage in any behaviour that constitutes any form of abuse (i.e. physical, sexual, emotional abuse, neglect or bullying, any sexually related contact – innuendo, flirting, use inappropriate gestures and/or terms);
- Not publicly criticise or engage in demeaning descriptions of others;
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines (See Appendix 4G – *CPSU Guidelines on Physical Contact and Young People in Sport and PGA Guidelines as per publication Guidelines for Safeguarding and Protecting Children*);
- Report any concerns I may have in relation to a Junior member and/or the behaviour of an adult, following the Reporting of Concerns as set out in The Club's Procedures (see Appendix 1 – Section 3);
- Inform parents and Junior members of the *Etiquette of Golf* and practical considerations when playing golf as well as any potential financial implications arising from the Junior member's participation in golf;
- Conduct myself at all times in an appropriate manner while actively working with Junior members (i.e. will not smoke, drink alcohol, use recreational or performance-enhancing drugs or abusive language);

- I will attend appropriate training that enables me to hold relevant qualifications and keep up-to-date with the responsibilities of my role and all matters relating to the Safeguarding of Junior members;
- Hold the necessary insurance protection, as required.

NB. This applies equally to any juniors who are not members of the club.

I, (print name) having read the above Code of Conduct agree to abide by it.

Signed: Date

Minchinhampton Golf Club Limited

III SERIOUS INCIDENT REPORT FORM

(Completed Forms MUST be returned to the relevant Office – Old Course, New Courses.)

PERSONAL CONTACT DETAILS	
	Of person reporting concern/allegation
	Of Junior member (alleged victim)
Name	
Position	
Date of Birth/Age	
Address	
Tel Number:	
Mobile No:	
Club:	
County:	
School:	
Date Allegation Received	
Name of person receiving details of allegation:	
Details of person involved in concern/allegation	
Name	
Address	
Telephone Number	
Mobile Number	
Position (in relation to young person):	
Details of the concern/allegation	
<u>Date/Time</u>	
<u>Location</u>	

<u>Persons involved / witnesses:</u>	
<u>Nature of concern/allegation:</u>	
<u>How did the concern/allegation come to your attention?</u>	
<u>Observations: e.g. changes in behaviour, inappropriate actions, injuries, etc.</u>	
<u>Record of conversation: Details of exactly what was said to you and by you:</u>	
<u>Actions taken:</u>	
Contacts Made	
<u>Name of person contacted (e.g. England Golf, Gloucestershire Children's Social Care, Police, other):</u>	
<u>Date/Time contacted:</u>	
<u>Advice received:</u>	

Other persons contacted: (provide details of name and position and organisation)	
Summary	

Whether an incident is serious or minor needs to be assessed by the authorised person completing the form. The decision will be verified by the Risk Committee.

Form completed by:

Name of person completing the Form (Please print)

Signature of person completing the Form

Date Form completed

For completion by the relevant Office:

Form received by

Date

NB All completed forms will be made available to the Risk Committee

Minchinhampton Golf Club Limited

IV JUNIOR PROFILE AND PARENTAL CONSENT FORMS

The safety and welfare of the Juniors across MGC Ltd whilst in participating in activities organised specifically for them, is paramount. Therefore, it is important that we are aware of any illness, medical condition and other relevant health details so that we can take all timely and appropriate action to minimise any possible adverse effects in the rare instance that a medical emergency arises. Parents are **required** to complete this form **annually** and return it to respective Club Office (Administrator – Old Course; Administrator - New Courses). All information provided by you relating to your child will be treated as confidential.

It is the responsibility of the Junior member, or any Junior, and their parent(s) to notify the Junior Organisers, The Junior Welfare Officers or leave a message with The Club’s Membership Secretary if any of the following details change. **A separate form is required for each child.**

Name of Junior member:	
Site:	Old Course/New Courses (delete the one that does not apply)
Date of Birth	
Address	

Parents’ Names:		
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		

MEDICAL INFORMATION

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

1. Does your child have any medical condition?

*Yes No .

*If Yes, please give details here:

2. Does your child take medicines for this condition?

*Yes No

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

3. Does your child have any allergies?

*Yes No

*If Yes, please insert details here:

4. Does your child have any specific dietary requirements?

*Yes No

*If Yes, please insert details here:

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



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*’.

Using this legal definition do you consider your child to have a disability? *Yes No

*If Yes, what is the nature of the disability?

- Hearing impairment Learning disability Multiple disabilities
- Physical disability Visual impairment (wears glasses or contact lenses)

Other (please specify):

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.

1. 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.
2. I agree to notify The Club as soon as is practical of any changes in the health status of my child.
3. If in the opinion of the competent medical person it would be contrary to my child’s interest for medical or surgical treatment to be delayed by seeking my personal consent, I (print name) being the parent/guardian of the Junior member stated above, hereby give permission for The Club’s responsible person to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by said competent medical person.
4. The attached signature denotes that my child has my permission to be on the Golf Club’s premises.
5. 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 through the Juniors, Men’s or Ladies Sections.
6. I acknowledge receipt of the *Late Collection Guidelines* and, having read them, understand that it is my responsibility to (a) inform The Club if I am delayed in

collecting my child from The Club and (b) to make alternative arrangements for my child to be collected within an agreed revised timescale.

7. I agree to my child being transported by representatives of the Junior Committee or other designated adult Volunteers to and from venues when he/she is representing The Club.
8. I agree to my child using the changing room facilities that are also used by adults either at The Club or at other venues.
9. 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.

Signed – Parent/Guardian	
Print Name	
Date	

Minchinhampton Golf Club Limited

V PHOTOGRAPHY & VIDEO IMAGES

The Club recognises its responsibilities for safeguarding and protecting children and young people who are Junior Members of The Club. As part of that responsibility, we will not permit photographs, video images or the transmission of images through social media without the **explicit consent** of the parents of the child and The Club. Separate arrangements will be implemented to ensure only authorized 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.

IF YOU BECOME AWARE THAT ANY IMAGES OF YOUR CHILD ARE BEING USED INAPPROPRIATELY (I.E. FOR ANY OTHER PURPOSE THAN STATED ABOVE) YOU SHOULD NOTIFY THE CLUB'S JUNIOR ORGANISERS OR WELFARE OFFICER IMMEDIATELY.

Photographs may be available on The Club's website:

<http://www.minchinhamptongolfclub.co.uk> and other social media outlets used by The Club.

If at any time the Junior Member, their parent or guardian wishes images to be removed from The Club's website or other social media outlets, seven days' Notice **must** be given to The Club Co-ordinator, after which the images will be removed.

To be completed by the Parent/Guardian

I, consent to Minchinhampton Golf Club Ltd (Old Course or New Courses) taking photographs or video images of my child (insert name)

..... under the conditions stated above. I confirm that I have legal parental responsibility for this child and am entitled to give this consent.

Signature

Date

THE FOLLOWING SHOULD BE COMPLETED BY ALL JUNIORS

I, consent to Minchinhampton Golf Club Ltd (Old Course and New Courses) taking photographs or video images of me under the conditions stated above.

Signature

Date

SOCIAL MEDIA - see separate Club Policy and Procedures

Minchinhampton Golf Club Limited

VI PRIVATE VEHICLE REGISTRATION FORM

This form is to be completed by ALL Volunteer Drivers prior to transporting The Club's Junior members to "away" golfing events. Completed forms must be handed to the relevant Club Office.

The purpose of the form is to:

- a) establish and maintain a register of all private vehicles being used to transport Junior members of The Club to external golf fixtures;
- b) provide The Club with the relevant assurances that safeguards and protects its Junior member;
- c) act as a reminder to the drivers of said vehicles of their need to be fully insured for the purposes of transporting Junior members.

Driver Details	Vehicle Details
Full Name:	Registration Number:
Address:	Name of Registered Keeper:
Postcode:	Colour:
	Make:
Telephone No:	Model:
Driving Licence No and type (e.g.: full)	
List any other person authorised to drive the vehicle:	
MOT Expiry Date:	
Insurance Company:	
Insurance Expiry Date:	
Vehicle Licence Expiry Date:	

DECLARATION: (please delete as applicable)

I have informed my vehicle insurance company of my intention to transport members on behalf of Old Course/ New Courses (delete the one that does not apply) Yes/No

I have notified my insurance company that I will not be claiming expenses in connection with this additional use. Yes/No

I have extended the policy and paid any additional premium as required by the insurance company. Yes/No

To the best of my knowledge, my vehicle is roadworthy. Yes/No

I will inform all passengers of the legal requirements to wear seat belts. Yes/No

I will inform all passengers that smoking is not permitted in the vehicle. Yes/No

I understand it is not good practice to give Junior members a lift on their own. Yes/No

I will inform The Club of any changes Yes /No

I have agreed to give sight of my driving licence to the designated Club Officer Yes/No

I, (print name) declare that the information stated here is correct.

Signed:

Date:

To be completed by The Club's designated Officer

Name of Driver:

Vehicle Registration Number:

Date Original Driving Licence and paper seen:

Driving offences listed (current/spent):

Signed:

Date:

Designation of Club Officer:

Site: Old Course / New Courses

Minchinhampton Golf Club Limited

VII REFERENCE FORM (ADULT VOLUNTEERS)

(Name) has expressed an interest in becoming an Adult Volunteer to the Junior Section and has given your name as a Referee.

As this post involves substantial access to our Junior members 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 the following:

the Club Co-ordinator (New Courses) on: 01453 833866

The Administrator (Old Course) on: 01453 832642

Any information disclosed in this reference will be treated in strict confidence and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of a candidate's suitability for a post, if the person named above is offered the position in question.

How long have you known the person?

In what capacity?

What attributes do you think the person has that makes him/her suited to working with The Club's Juniors?

How would you describe his/her personality?

Signed:

Date:

Minchinhampton Golf Club Limited

VIII RISK ASSESSMENT FORM

When the Juniors are visiting other courses as a “society” for the purposes of matches, away days or coaching, it is expected the Organiser of the visit will undertake a pre-visit check to ensure:

- The Club being visited has an up-to-date Safeguarding Policy in force
- They are familiar with the arrangements for the visit and they are acceptable

This can be completed by either a pre-visit to the venue, by arriving early at the venue, or prior discussion with the Club’s Welfare Officer / Junior Organiser.

A form should be completed using the following form, for each and every visit, irrespective of whether the venue has been visited previously.

MINCHINHAMPTON GOLF CLUB

JUNIOR RISK ASSESSMENT FORM

Venue to be visited:

Date of visit:

Person undertaking Risk Assessment:

Contact Number:

Does the Club have an up-to-date Safeguarding Policy? YES / NO

If not, the Club will not arrange a visit to that course, any entry would be arranged at the Parents/Guardians' own responsibility

.....

Are all participating Juniors on the attendance Register and have up-to-date medical and contact details? YES / NO

If NO, please specify what action is to be take?

.....

List of volunteers for visit:

.....

.....

Have they all completed the necessary Safeguarding forms? YES / NO

Are you satisfied with the safety of the Club's Junior members when visiting this facility? YES / NO

If NO, please state together with action taken:

.....

Is there an emergency telephone number for Parents in case of an emergency? Has this been provided? YES / NO

Signed Date

All completed forms must be returned to the Administrator (Old Course) or the Club Co-ordinator (New Course).

Minchinhampton Golf Club Limited

IX SELF-DISCLOSURE FORM (To be completed at the same time as the application form)

The position for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974. All “spent” and “unspent” convictions must be declared. Having an “unspent” conviction will not necessarily impede your appointment within golf. This will depend on the circumstances and background to your offence. Evaluation of information is based strictly on confidentiality and discretion.

If you require confidential advice in relation to completion of this form, please call England Golf Strategy and Compliance Team on 01526 351813

1. Have you ever been convicted of any criminal offence? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please supply details of any criminal convictions: <i>NOTE: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986, you should declare all convictions including “spent” convictions, cautions, reprimands and written warnings.</i>
2. Are you a person known to any Children’s Social Care Department as being an actual or potential risk to children or currently under investigation for a child protection incident? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please supply details:
3. Have you had any disciplinary sanction (from a sports or other organisation’s Governing Body) relating to child abuse or poor practice? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please supply details:
<i>I certify that all information in this form is true and correct to the best of my knowledge, and realise that false information or omissions may lead to termination of employment/Volunteer status.</i>
As I shall be participating in a “Regulated Activity”, I hereby consent to a Disclosure and Barring Service (DBS) disclosure:
Signed: _____ Date: _____

Site's Designated Officer: (name)

Old Course/New Courses

I have seen and checked the above responses, and referred/do not need to refer this form to England Golf's Strategy and Compliance Team for a risk assessment and advice.

Signed:

Date:

Minchinhampton Golf Club Limited

X VOLUNTEER APPLICATION FORM

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:	Email address:
Telephone Numbers:	
Current Occupation:	Role:
Name and address of current employer: _____	
Date when you would be able to start:	
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 (who are not related to you) whom we can contact to obtain a reference.

If the application is for employment, one Referee must be your current employer.

Name:

Address:

Telephone Number:

Email address:

Name:

Address:

Telephone Number:

Email address:

I agree to abide by The Club's Safeguarding Policy, Processes and its Code of Conduct.

I confirm that the information I have supplied in completing this form is correct and true.

Signed:

Date:

Minchinhampton Golf Club Limited

XI TRANSPORT FORM

Under The Club's Safeguarding arrangements, club members are **not permitted to offer** lifts to Junior members. However, it is acceptable for Parents, Carers or Guardians to **request** help with transport for their child from a member of The Club, from another parent or another Junior Member who has a valid driving license **and** who has completed the Private Vehicle Registration Form (see Appendix 2.VI above).

Signed: (Parent/Guardian)

Print Name:

Date:

XII REFERENCES

The Children Act 1989 and 2004 (and supporting implementation documents)

The Data Protection Act 1994 & 1998

The Police Act 1997

The Human Rights Act 1998

The Protection of Children Act 1999

Caring for the young and vulnerable - Home Office Guidance for preventing the abuse of trust 1999

The Criminal and Court Services Act 2000

What to do if you are worried a child is being abused 2005

Working Together to Safeguard Children 2006

The UN Convention on the Rights of the Child

Any subsequent legislation relating to child protection would implicitly be incorporated into this Document.

CONTACTS

Minchinhampton Golf Club Ltd. (New Courses) Contacts		
Name	Address	Number
Junior Welfare Officers – Trevor Lee	5 Viburnum View Abbeymead Gloucester GL4 5US	(Home): 01452 612362 (Mobile): 07802 185290
Chair of Risk Committee Stuart Bernau	Hillside Holloway Malmesbury Wiltshire SN16 9BA	(Home): 01666 822 695 (Mobile): 07860 749 069 Sdmb1951@gmail.com
Club Welfare Officer Mrs Prue Howarth	Woodcot Cottage Pinfarthings Amberley Glos GL5 5JJ	(Home): 01453 835 122 tonypruehowarth@btinternet.com
Junior Organiser - Jane Roche	74 Sandford Leaze Avening Gloucestershire GL8 8PB	(Home): 01453 832079 (Mobile): 07796 325078 Email: juniors@mgcnew.co.uk
England Golf Strategy and Compliance Office	England Golf National Golf Centre The Broadway Woodhall Spa Lincolnshire LN10 6PU	01526 351813 compliance@englandgolf.org

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

Information promoted in Policy, on boards, on website, in communication

CONTACTS

Local Contacts	Address	
<p>IJ Watkins (IAN) GGU Welfare Officer The Vyse Broadway GC Toddington Glos GL54 5DW</p> <p>Local Children's Social Care (including out of office hours contact)</p> <p>NB. In an emergency, the Samaritans will hold the Duty Officer's contact number</p>		<p>iwatkins@btinternet.com</p> <p>(H) 01242 621 360 (M) 0775 204 5411</p> <p>01452 426565</p> <p>After 5pm or at the weekends please contact The Emergency Social Work Duty Team</p>
Samaritans		08457 90 90 90
<p>Local Police child protection teams</p> <p>In an emergency contact 999</p> <p>Any child safety concerns ring the police on 101</p>	<p>Central Referral Duty Sergeant from the Child Abuse Investigation team based at Cheltenham.</p> <p>They are happy to give advice without a formal referral.</p>	<p>01242 247999 Glos. 01454 866000 South Glos.</p>
National Contacts		
<p>England Golf Compliance Team (Nancy Squires – Manager) (Tom Yates - Officer)</p>	<p>The National Golf Centre Woodhall Spa Lincolnshire LN10 6PU</p>	<p>01526 351813 01526 351824</p>
<p>The NSPCC</p>	<p>National Centre 42 Curtain Road London EC2A 3NH</p>	<p>Tel: 0808 800 5000 help@nspcc.org.uk</p>
<p>Childline UK</p>	<p>Freepost 1111 London N1 0BR</p>	<p>Tel: 0800 1111</p>
<p>NSPCC Child Protection in Sport Unit</p>	<p>3 Gilmour Close Beaumont Leys Leicester L4 1EZ</p>	<p>Tel: 0116 234 7278 cpsu@nspcc.org.uk</p>

Minchinhampton Old Course (MOC) – The Club Welfare Officer 454

The Club Welfare Officer is responsible for the over-18's both members and staff at MOC only.

This position is independent of the Junior Welfare Officers, responsible for the Safeguarding of Juniors and Staff 18 and under Juniors at MOC.

The CWO is the last line of defence or arbitration for issues or incidents which arise from any of the following:

- Disciplinary action or disputes or appeals relating to employee or members matters
- Safeguarding, bullying or antisocial behaviour
- Breaches of social media policy

or any other situation where an issue has been through Club process and requires final arbitration within the Club.

It is expected that before such incidents are referred to the CWO they will have already followed procedures laid down in relevant policy documents and will have followed due process as specified by the Club and its Committees.

It is therefore unlikely that approaches will be made direct to the CWO without these processes being followed and the raising of a suitable incident form.

If in doubt the CWO should liaise with the Old Course Administrator, Alan Dangerfield.

The CWO must clearly record any proceedings and decide whether they require a small independent panel of Directors / Officials to assist with any deliberations, interviews or decisions. A confidential record must be kept of each case, together with related papers and / or interview notes and incident forms. The decision must be recorded and thought given to whether any changes to Club policies or procedures are required.

The CWO also needs to decide whether any referral needs to be made to a relevant authority, such as the Police, Gloucester County Golf Union, or England Golf Union.

All details must be kept confidential and filed securely in the office unless authorised by the Board.

Should any issue directly affect or involve the CWO, then the matter should be dealt with by an independent Old Course Director.

The CWO, has a full range of sanctions should these prove necessary, ranging from verbal warnings through to decisions affecting membership, although it would be expected that

any suspension or termination of membership would have to be sanctioned by a quorum of the Board.

Any issue relating to personnel issues should follow the HR procedures and be supported by professional advice.

The post holder has completed a Self-Disclosure for Adult Code of Conduct. Any required training to be organised.