

## **Scarborough North Cliff Golf Club**

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

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

Whilst children and young people are participating in golf activities in our care, **Scarborough North Cliff GC** has a responsibility to ensure their safety and wellbeing.

The **Scarborough North Cliff GC** recognises the policies of the National Governing bodies, as set out in the "Guidelines for Safeguarding Children in Golf". The policy and supporting procedures set out a framework to fulfil our commitment to good practice and the protection of children in our care.

### **PRINCIPLES**

- A child is defined by law as a person under the age of 18 years
- The welfare of children is paramount
- All children, regardless of their Age, Race, Religion or Belief, Disability, Sex or Sexual Orientation, have the right to protection from abuse
- All concerns and allegations of abuse and 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
- The **Scarborough North Cliff GC** will work with children, their parents 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) and any documentation which supersedes these.

### **OBJECTIVES**

The **Scarborough North Cliff GC** aim to:

- Provide a safe environment for children participating in golfing activities within the club and try to ensure that they enjoy the experience.
- Reassure parents (and carers) that their children will receive the best care possible whilst participating in club activities & communicate policy & procedure to them through website/letter/consents.
- Support adults (staff, volunteers, PGA Professionals, coaches, members and visitors to the club) to understand their roles and responsibilities with regard to the Duty of Care and protection of children.
- Provide appropriate level training and support to staff, volunteers & coaches to make informed and confident responses to specific child protection issues and to fulfill their role effectively
- Adopt the Children in Golf Safeguarding and Child Protection Policy and Procedures and any related policies where appropriate.

## **RESPONSIBILITIES AND IMPLEMENTATION**

The **Scarborough North Cliff GC** and partner organisations 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 & Children in Golf Strategy Group will be sought as part of the review process.
- 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 county volunteers and staff working with children, in line with guidance from Children in Golf.
- Following National Governing Body (NGB) procedures to report concerns and allegations about the welfare of children or the behaviour of adults and ensure that all staff, volunteers, parents and children are aware of these procedures.
- Directing club staff, volunteers & coaches to appropriate safeguarding training, where this is appropriate to their role.

### **1. RECRUITMENT AND TRAINING**

The **Scarborough North Cliff GC** will endeavour to ensure that all volunteers and staff working with children are suitable to do so, and that they have all the information they require to perform 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, will be assessed 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 if possible (**Appendix 3**)
- A signed Code of Conduct (**Appendix 4**)
- A Disclosure & Barring Service (DBS) check on people involved in 'regulated activity' with children. (**Appendix 10**)

Details of the requirements and the qualifications and checks of individuals will be recorded by the Club Welfare Officer/Secretary/Manager who will also hold copies of the necessary Safeguarding and Protecting Children (SPC) certificates and England Golf Compliance approval letters. The nominated person will possess all relevant and appropriate contact details of all staff / volunteers and other relevant bodies.

All Staff, Volunteers & PGA Coaches will be offered access to appropriate child protection training. The **Scarborough North Cliff GC** recommends attendance at the sportscoachuk "SPC" workshop and will ensure that all volunteers and staff who have significant contact with children attend. Attendance at the training will be repeated every 3 years for those involved in regulated activity.

All Staff, Volunteers & PGA Coaches working with children will be asked to read and become familiar with the [Scarborough North Cliff GC](#) Safeguarding Policy and Procedures.

All volunteers & coaches involved with children will be asked to read the [Scarborough North Cliff GC](#) Code of Conduct for Adults, and sign to indicate their agreement to act in accordance with the code. The code is linked to the [Scarborough North Cliff GC's](#) Disciplinary Procedures.

## **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 otherwise), these concerns should be brought to the attention of the Club Welfare Officer forthwith. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Welfare Officer. Please refer to Flowcharts 1 & 2 for further details (see below).

**2.2** All concerns will be treated in confidence. Details should only be shared with those who can help with the management of the concern.

**2.3** Concerns will be recorded on an Incident Report Form (**appendix 5**) and sent to the England Golf Compliance department and retained confidentially within the club. *England Golf Compliance department will assist with completion of this form on the club's behalf if required, tel: 01526 351813.*

**2.4** The [Scarborough North Cliff GC](#) will work with England Golf and other external agencies to take appropriate action in the case of abuse or serious poor practice. The [Scarborough North Cliff GC](#) disciplinary procedures will be applied and followed where possible.

**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
- 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: this may compromise any future action
- Record what the child has said as soon as possible on an incident report form.

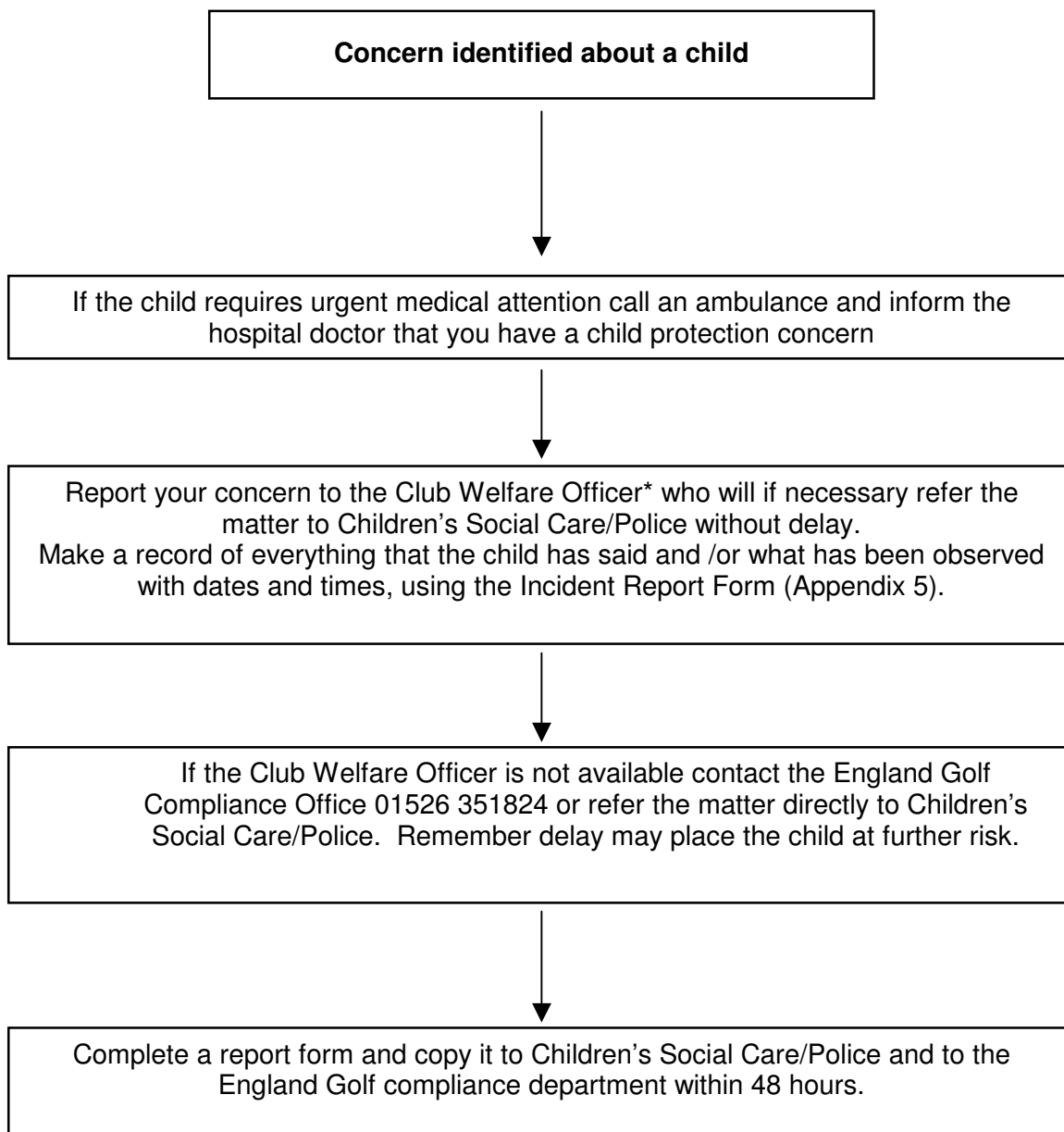
Do not notify the parents unless you have first sought advice from the England Golf Compliance Office 01526 351824

**2.6** The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public. No referrals are made from the calls. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.



## FLOWCHART 1

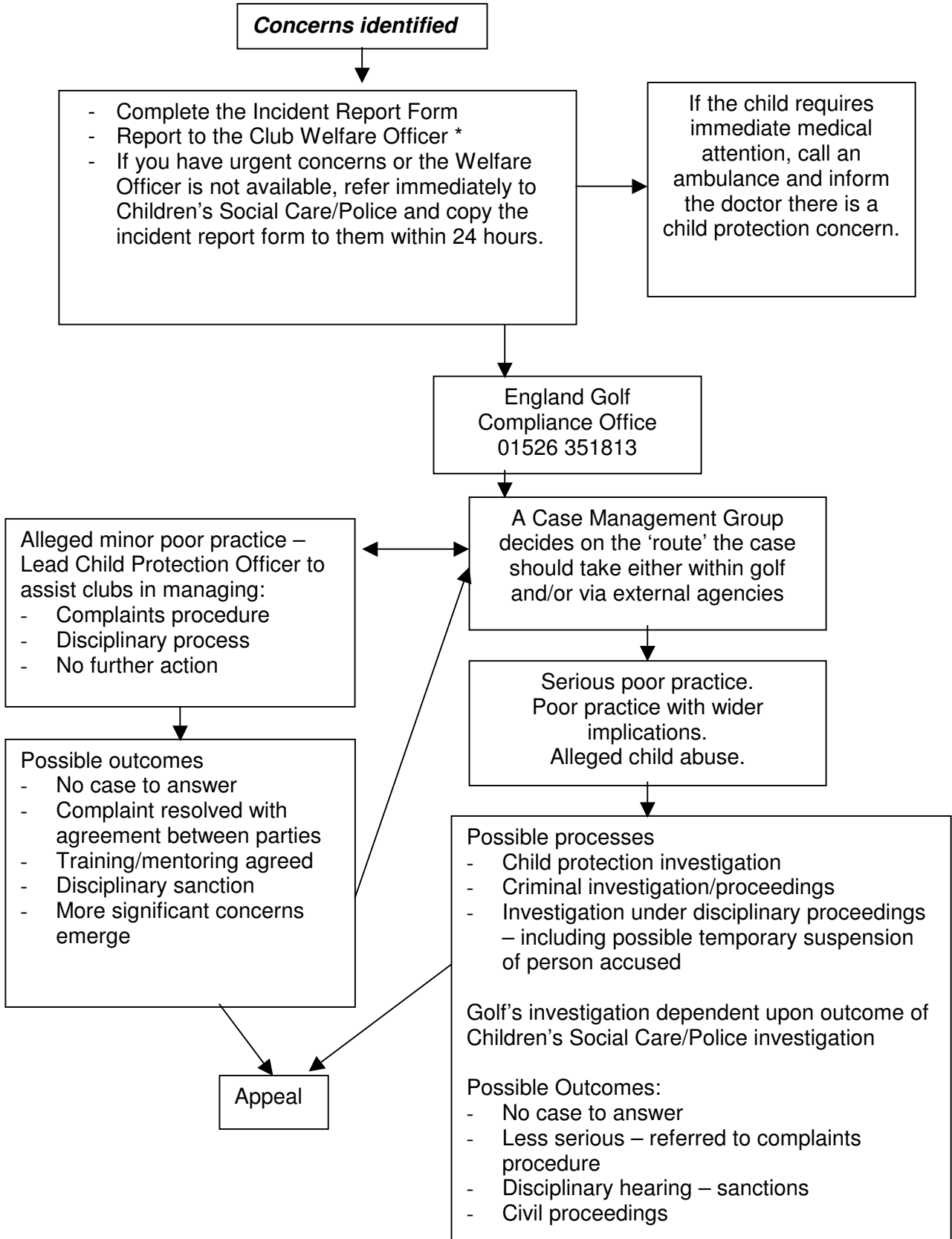
### What to do if you are worried about what is happening to a child outside of the Club/County (but the concern is identified through the child's involvement in golf)



\* If for any reason a Club Welfare Officer is not in post contact the England Golf Compliance Office 01526 351824

## 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





### **3. EMERGENCIES AND INCIDENTS**

**3.1** Parental Consent Forms (**appendix 7**) will be obtained and retained by the **Scarborough North Cliff GC** 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.

**3.2** In the event of a child requiring 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 a 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 Club's Welfare Officer for advice.
- If all attempts to make contact fail, consideration should be given to contacting the police for their advice.

Staff, Volunteers & PGA Pros should try to 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 the club will endeavour to ensure that there is at least one Coach/volunteer present for every 8 children.
- 4.2 Parents will be encouraged to stay for coaching/competitions & other events where their children are of an age where their supervision is required.
- 4.3 If there are young children (under 10 years of age) attending events, activities, coaching or playing sessions they will be supervised at all times.

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.

- 4.4 Parents 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.
- 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.

## **5. GOOD PRACTICE GUIDELINES**

### **5.1 Behaviour of adults and children**

- 5.11 Adults who work with children are placed in a position of trust in relation to children, and therefore it is important 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. Codes of conduct will be issued to junior members & adults working with them to promote good practice.
- 5.12 The **Scarborough North Cliff GC** requires that all staff and volunteers working with children adhere to the standards set out in the Code of Conduct (**appendix 4**). 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 (**appendix 4**).
- 5.13 Parents should also work together with the club to ensure that the safety of all children is safeguarded. A sheet on "Parental Guidance" (**appendix 8**) is provided to assist them in understanding how they can best assist the club.

### **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 recognises this.

### **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**

**5.41** The club believes it is primarily the responsibility of parents/guardians 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.

**5.42** 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 supervise children (see Section 1 Recruitment and Training) and their insurance arrangements verified.

### **5.5 Photography/ Videoing**

**5.51** 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.

**5.52** Any press/official photographers attending events will be required to seek permission from the club before taking photographs and also permission of parents to use the images.

### **5.5 Anti Bullying Procedures**

**5.51** We 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 & aggression towards an individual(s)
- A victim who is weaker and less powerful than the bully or bullies
- An outcome which is always painful & 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 & Coaches will not tolerate bullying in any of its forms during club matches, competitions, coaching or at any other time while at the club.

**5.52** We are intent that we will:

- Provide a point of contact where those being bullied can report their concerns in confidence – The CWO & Sec/Manager
- Take the problem seriously
- Investigate any and all incidents and accusations of bullying
- Talk to bullies and their victims separately along with their parents/guardians
- Impose sanctions, which may include expulsion from the club for bullies
- Inform all members of the club about the incident and action taken if appropriate
- Keep a written record of all incidents and the action taken

**5.6 Confidentiality**

**5.61** Details of all juniors will be kept on file in the office and will not be shared with a third party without parent/guardian consent. Access to this information will be granted to Sec/Manager/ CWO, the Junior Organiser(s) and the PGA Golf Professional(s). Details will be passed onto the County Organisations as requested when juniors have reached an ability level that meets the relevant county criteria.

**5.62** 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.

## 5.7 Changing rooms

The changing rooms are used by all members & 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 & showering. Where a parent/guardian 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.

## 6. Useful Contacts

<b>Golf Contacts</b>		
<b>Name</b>	<b>Address</b>	<b>Number</b>
<b>Club Welfare Officer – Tony Quinn</b>		Phone: 01723 375980 Email:
<b>England Golf Compliance Office</b>	England Golf National Golf Centre The Broadway Woodhall Spa Lincolnshire LN10 6PU	01526 351824  compliance@englandgolf.org
<b>Club Secretary – Ms Joanne Duck</b>	<b>Scarborough North Cliff Golf Club North Cliff Avenue Scarborough YO12 6PP</b>	Phone: 01723 355397 Email: info@northcliffgolfclub.co.uk

<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		<b>OUT OF HOURS</b>  <b>0845 0343 9410</b>  After 5pm or at the weekends please contact The Emergency Social Work Duty Team
Samaritans		08457 90 90 90
Local Police child protection teams		<b>01723 509888</b>

In an emergency contact 999		
NSPCC Freephone 24 hour Helpline		0808 800 5000

<b>National Contacts</b>		
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
NI Childline	74 Duke Street Londonderry	Tel: 028 90 327773
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester L4 1EZ	Tel: 0116 234 7278  cpsu@nspcc.org.uk

## **7. Appendix**

The forms set out in the appendix do not have logos attached to them, enabling any of the partner organisations or the **Scarborough North Cliff GC** to utilise them, adding their own logos, as required.

All forms should be completed and returned to: **Ms J Duck**  
Details to be added by **Scarborough North Cliff GC**.

- 1) Application form – **page 14**
- 2) Self-disclosure – **page 15**
- 3) References – **page 18**
- 4) Codes of Conduct
  - a. Code of Conduct for staff, PGA Professionals and volunteers – **page 20**
  - b. Code of Conduct for Young Golfers – **page 22**
- 5) Incident Report Form – **page 24**
- 6) Accident Report Form – **page 26**
- 7) Junior Profile and Parental Consent Forms – **page 28**
- 8) Parental Guidance – **page 32**
- 9) Photography consent – **page 34**
- 10) Regulated activity and DBS – **page 36**

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  
Tom Yates or Nancy Squires at England Golf on 01526 351824**