

# **Minchinhampton Golf Club (MGC)**

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

### **Contents**

#### **Part 1 Safeguarding Policy Statement**

##### Procedures

1. Recruitment and Training
2. Complaints, Concerns and Allegations.

##### Flow Charts

3. Emergencies and Incidents
4. Supervision
5. Good Practice Guidelines
6. Useful Contacts.

#### **Part 2 Supporting Documents**

1. Volunteer/Staff Job Application form
2. Self-disclosure
3. References
4. Code of Conduct for Coaches and Volunteers
5. Code of Conduct for Young Golfers
6. Code of Conduct for Parents/Carers
7. Job Descriptions Junior Organiser, Junior Welfare
8. Incident Report Form
9. Accident Report Form
10. Junior Profile and Parental Consent Forms
11. Photography Consent
12. Parental Guidance

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

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

# **Minchinhampton Golf Club (MGC)**

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

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

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

#### **Introduction**

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

#### **Key Principles**

- The welfare of children is paramount.
- A child is defined by law in England and Wales as a person under the age of 18 years.
- All children, regardless of their age, race, religion or belief, disability, gender identity or sexual orientation, have the right to protection from abuse
- All concerns and allegations of abuse and/or poor practice will be taken seriously and responded to swiftly and appropriately.
- All children have the right to be safe.
- All children have the right to be treated with dignity and respect.
- MGC will work with children, their parents/carers and external organisations to safeguard the welfare of children participating in golf.
- We recognise the authority of the statutory agencies and are committed to complying with Local Safeguarding Children Board Guidelines (LSCB), Working Together under the Children Act 2004, and any legislation and statutory guidance that supersedes these.
- MGC is committed to working in partnership with other key UK Golf Bodies to continually improve and to promote safeguarding initiatives across the sport.
- MGC owes a legal duty of care to children on their premises or engaged in their activities. That
- duty is to take reasonable care to ensure their reasonable safety and the duty is higher than it would be for adults.

## **Objectives**

MGC aims to:

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

## **Responsibilities and Implementation**

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

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

## 1. Recruitment and Training

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

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

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

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

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

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

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

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

## 2. Complaints, Concerns and Allegations

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

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

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

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

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

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

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

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

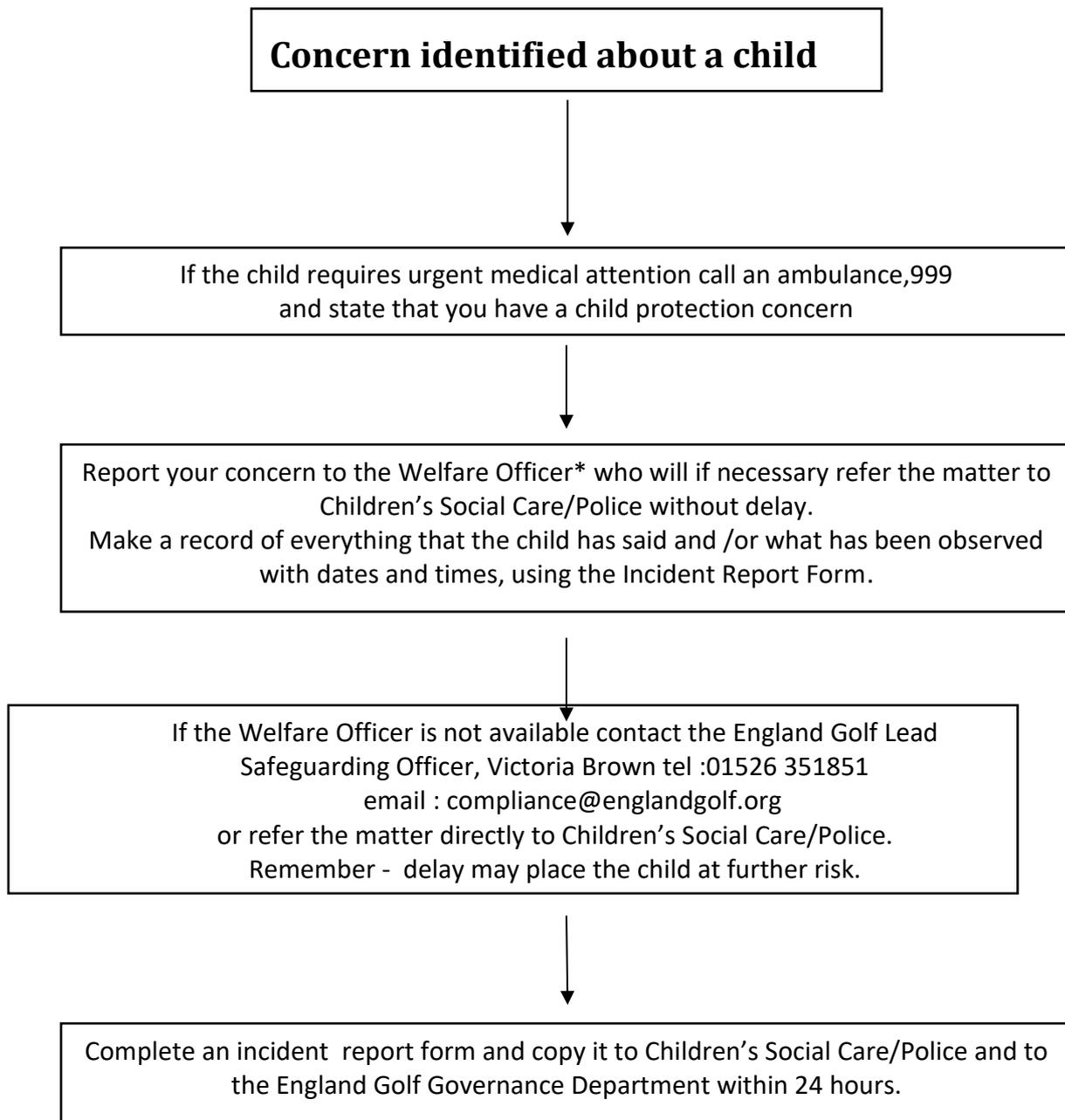
**2.7** Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. MGC supports an environment where staff, volunteers, parents/carers and the public are encouraged to raise safeguarding and child protection concerns.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

## **The Seven Step Approach**

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

## FLOWCHART 1

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

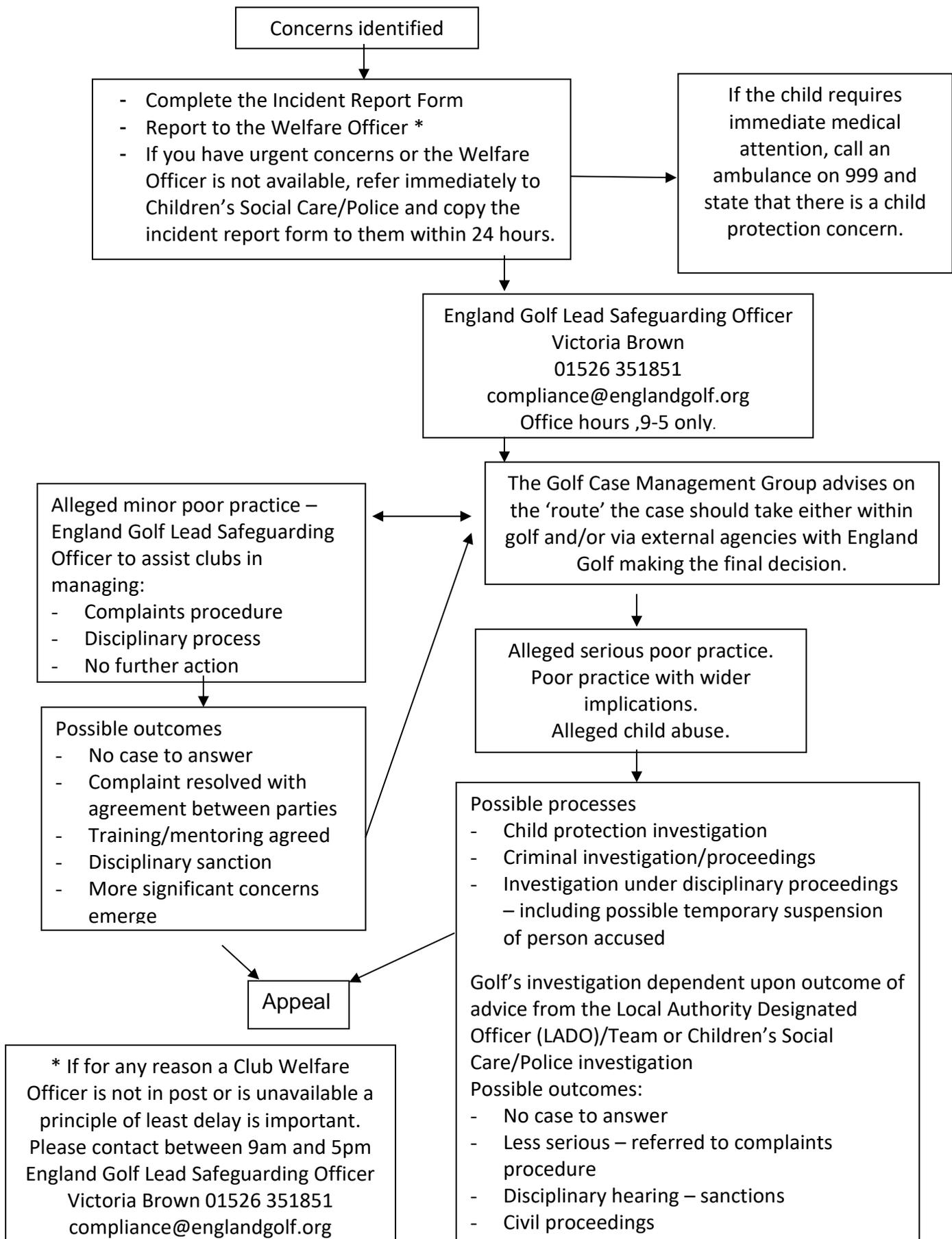


\* If for any reason the Welfare Officer is not in post or is unavailable a principle of least delay is important.

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

## FLOW CHART 2

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



## **Emergencies and Incidents**

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

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

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

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

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

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

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

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

Staff, Volunteers and PGA Professionals should avoid:

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

## 4. Supervision

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

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

**4.3** Wherever possible adults will avoid changing or showering at the same time as children, but parents will be made aware that with limited changing room space there will be occasions when adults and children may need to share the facilities. There is a notice in the changing room to advise all users. Links to 5.9

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

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

## 5 Good Practice Guidelines

### 5.1 Behaviour of adults and Juniors

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

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

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

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

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

- All staff, professionals and volunteers working with its Junior members
- All junior members to ensure the enjoyment of all participants and to assist The Club in ensuring the welfare of Junior members is safeguarded, and
- Parents/Carers/ of our Junior members to ensure they contribute to ensuring the safety of all The Club's Juniors

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

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

## **5.3 Physical Contact**

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

## **5.4 Transport**

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

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

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

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

## **5 Photography/ Videoing**

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

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

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

## **5.6 Social Media**

Social media provides unique opportunities for the club to engage and develop relationships with people in a creative and dynamic forum where users are active participants. It is important that all staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of the club are aware of the club Social Media policy. It applies equally to adults and Juniors **(Social Media Guidance-Appendix 14)**

## **5.7 Anti Bullying Procedures**

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

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

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

All forms of bullying include;

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

Bullying behaviour may also include;

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

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

**5.7.2** We will:

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

## **5.8 Confidentiality**

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

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

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

## **5.9 Changing rooms**

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

## 6 Useful Contacts

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

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

<b>Local Contacts</b>		
Local Children's Social Care (including out of office hours contact) NB. In an emergency, the Samaritans will hold the Duty Officer's contact number	01452 426565	The Emergency Social Work Duty Team Out of Hours 01452 614194 Between 4.45 pm and 8.45 am Monday to Thursday Between 4.45pm Friday to 8.45 am Monday including Bank Holidays
Samaritans		08457 90 90 90
Local Police child protection teams  In an emergency contact/dial 999	Central Referral Duty Sergeant from the Child Abuse Investigation team based at Cheltenham. They are happy to give advice without a formal referral.	01242 247 999 Gloucs  01454 866 000 South Gloucs
NSPCC Freephone 24 hour Helpline		0808 800 5000 help@nspcc.org.uk
NSPCC Whistleblowing Helpline for Professionals		0808 028 0285
<b>National Contacts</b> Child exploitation and online Protection CEOP Local Authority Designated Officer LADO etc England Golf lead Safeguarding Officer 01526 352851 compliance@englandgolf.org		
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0808 800 5000 help@nspcc.org.uk
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 1111
Childline NI	74 Duke Street Londonderry	Tel: 028 90 327773
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel: 0116 234 7278  cpsu@nspcc.org.uk
IJ Watkins (Ian) <b>GGU Welfare Officer</b> The Vyse Broadway GC Toddington Gloucs GL54 5DW		iwatkins@btinternet.com  (H) 01242 621 360 (M) 0775 204 5411
Non-emergency NHS	111	
Non-emergency Police	101	
Mobile (worldwide)	112	