

**BURY ST EDMUNDS GOLF CLUB
TUT HILL
BURY ST EDMUNDS
SUFFOLK
IP28 6LG**

CHILD PROTECTION POLICY





BURY ST EDMUNDS GOLF CLUB

CHILD PROTECTION POLICY

(as in "Guidelines for Safeguarding Children in Golf" 1st March 2008)

Bury St Edmunds Golf Club has considered its responsibilities to the children participating in golf at our premises and within our club very carefully, and therefore has produced the following child protection policy and accompanying procedures in order to set out the standards we wish to uphold in running activities for children and in safeguarding the welfare of young people in our care.

Bury St Edmunds Golf Club affiliates to the English Golf Union and the English Women's Golf Association and our professional coaching staff are all members of the Professional Golfers' Association, therefore the club recognises the policies of these governing bodies, as set out in the "Guidelines for Safeguarding Children in Golf" resource Pack.

POLICY STATEMENT

Bury St Edmunds Golf Club acknowledges its duty of care to safeguard the welfare of all children (defined as those under 18) involved in golf within the club. All children have a right to protection, and have their particular needs taken into account. Bury St Edmunds Golf Club will therefore endeavour to ensure the safety and protection of all children involved with the club through the Child Protection guidelines adopted by the Business Committee of the club. It is the responsibility of all adults within the club to assist the Business Committee in achieving this endeavour.

POLICY AIMS

- To provide children with appropriate safety and protection whilst in the care of Bury St Edmunds Golf Club, and also enjoy their experience of the sport
- To reassure parents that their children will receive the best care possible whilst participating in activities with Bury St Edmunds Golf Club
- To provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively

PRINCIPLES

- 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 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 Club Child Protection Officer
- Adults – staff, volunteers, coaches, referees and members will be supported to understand their role and responsibility with regard to 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 issues that may come to light
- Bury St Edmunds Golf Club will work in partnership with parents to review and implement child protection and welfare procedures

Bury St Edmunds Golf Club's policy and procedures are based on the above principles and UK and international legislation and government guidance and take the following into consideration:

The Children Act 1989 & 2004

The Protection of Children Act 1999

The Police Act 1997

The Criminal and Court Services Act 2000

The Human Rights Act 1998

The UN Convention on the Rights of the Child

The Data Protection Act 1994 & 1998

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

Working Together to Safeguard Children 2006

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

TYPES OF ABUSE

Somebody may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

Neglect – where adults fail to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development (e.g. failure to provide adequate food, shelter and clothing, failing to protect a young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.) It may also include refusal to give young people love, affection and attention.

Physical abuse – where someone physically hurts or injures a young person by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing physical harm to a young person.

Sexual abuse – where girls and boys are abused by adults or other young people (both male and female) who use young people to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornographic material (books, videos, pictures) is also a form of sexual abuse.

Emotional abuse – is the persistent emotional ill treatment of a young person such as to cause severe and persistent adverse effects on the young person's emotional development. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on young people. It may involve causing young people to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of a young people.

The above definitions are adapted from Department of Health (1999) *Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children*

Bullying

Bullying can be psychological, verbal, or physical in nature. It involves an imbalance of power in, where the powerful attack the powerless, and occurs over time, rather than being a single act. Both adults and children can bully others. Examples of bullying behaviour can include:

- A parent who pushes too hard
- A coach who adopts a win-at-all costs philosophy

- An official who places unfair pressure on a person
- Being called names or being verbally abused
- Being deliberately embarrassed and humiliated in front of others
- Being made to feel different or like an outsider
- Being lied about
- Being physically assaulted or threatened with violence
- Being ignored

WHEN TO BE CONCERNED ABOUT A YOUNG PERSON

It can be difficult to recognise when a child is being abused, but there are some signs, that often occur in clusters. These include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The young person describes what appears to be an abusive act involving him/her
- Someone else expresses concern about the welfare of a young person
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with other young people
- Displaying variations in eating patterns including overeating or loss of appetite
- Loss of weight for no apparent reason
- The young person becoming increasingly dirty or unkempt

RESPONSIBILITIES & COMMUNICATION

- The Bury St Edmunds Golf Club's Child Protection Policy will be available to all members, parents, staff, volunteers and participants.
- The Policy will be audited annually and will be reviewed every three years by the Business Committee, and amended as appropriate. Guidance from golf's governing bodies will be sought as part of the review process.
- The Business Committee has responsibility for ensuring that the policy and procedures are implemented, including taking any appropriate disciplinary action necessary.
- The Club Protection Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate National Governing Body Lead Child Protection Officer and informing the appropriate club staff.
- Parents have a responsibility to work together with the club in implementing procedures and providing their children with the necessary information to safeguard themselves.

CONTACTS

Mike Verhelst	Golf Club Office	01284 755979
Molly Smith	Golf Club Child Protection Officer	
	Golf Club Junior Organiser	01359 232034
NSPCC Helpline		0808 800 5000
MASH		03456 066 167
MASH	Professional Consultation line	0345 606 1499
CUSTOMER FIRST		0808 800 4005
SUFFOLK POLICE		01473 613500

RESPONSIBILITIES

1. Business Committee

Responsible for ensuring that the Club takes all reasonable steps to discharge its responsibilities in relation to child protection.

2. Chairman

- 2.1 Overall responsibility for maintaining an organisation that meets its responsibilities in relation to Child Protection.
- 2.2 Overall responsibility for ensuring that the Clubs Health and Safety Policy and Procedures meet the needs of Juniors.
- 2.3 Ensuring that all relevant staff and officials are aware of their responsibilities and accountabilities.
- 2.4 Appoint, with the Business Committee's approval, Club Child Protection Officer and Deputy.

3. Child Protection Officer

- 3.1 Liaise with Suffolk Golf Union and other organisations on Child Protection issues.
- 3.2 Advise Chairman, Business Committee and Chairman of Junior Committee.
- 3.3 Maintain a current Child Protection Policy.
- 3.4 Deal with any disclosures and referrals. (See appendix D)
- 3.5 Arrange any necessary external training.
- 3.6 Monitor the Club's implementation of the policy and complete a checklist annually. (See Action Plan appendix E)

4. Golf & Membership Committee

- 4.1 Oversee Junior Organiser
- 4.2 Set up and oversee Junior Committee
- 4.3 Oversee implementation of Child Protection Policy and E.G.U. Good Practice by Junior Committee.

Business Committee

- 4.a Agree Child Protection Policy
- 4.b Maintain and audit current Child Protection Policy.
- 4.c Budgeting adequate funds and resources to meet the Child Protection needs of the club.
- 4.d Ensure appropriate awareness of Child Protection issues amongst members

5. Junior Committee

Through the Junior Organiser:-

- 5.1 Apply Club Child Protection Policy and E.G.U. Good Practice in running of Junior Golf within the Club.
- 5.2 Ensure Volunteer helpers are aware of and comply with Child Protection Policy and E G U Good Practice.
- 5.3 Apply Policy and procedures to the recruitment and selection of those other than paid or retained staff involved in the running of Junior Golf within the Club. (See appendix A)
- 5.4 Work with Child Protection Officer regarding training needs. (See appendix B)
- 5.5 Build and maintain effective partnership regarding child protection issues with Parents or guardians of Junior members.
- 5.6 Ensure appropriate awareness of Child Protection issues and code of conduct amongst junior members.
- 5.7 Ensure appropriate awareness of identity of Child Protection Officer and Deputy.

6. General Manager

- 6.1 Ensure that the management of Health & Safety addresses the appropriate issues of Child Protection.
- 6.2 Day to day supervisory and coordinating role regarding Child Protection.
- 6.3 Ensure all Supervisors are aware of Child Protection Policy and Practice.
- 6.4 Ensure such matters are covered in induction training
- 6.5 Ensure Supervisors comply with Policy
- 6.6 Ensure Supervisors make their Staff aware of Policy and Procedure
- 6.7 Apply Policy and Procedures to Recruitment and selection of all paid and retained Staff. (See appendix A)
- 6.8 Liaise with Child Protection Officer regarding training needs. (See appendix B)
- 6.9 Bring Policy to the attention of franchised and contracted out services and ensure the providers follow it.
- 6.10 Responsible for master record keeping.

7. Franchised and Contracted Out Services

- 7.1 Providers of such services will be made aware of the Clubs Child Protection Policy and be required to follow it as part of their contract.

8. Parents

- 8.1 Parents will be encouraged to enter into a partnership with the Club regarding Child Protection Issues. They will be required to complete a Parental Consent Form. (See appendix C)
- 8.2 They will be encouraged to attend parent's evenings organised by the Junior Committee to assist in promoting awareness of our Policy and clarifying Club and parental responsibilities.

9. Juniors

Juniors will be appropriately briefed by junior organisers regarding Child Protection issues and will be expected to comply with all measures introduced by the Club to enhance their safety.

10. Members

Through the Club newsletter and notice boards members will be made appropriately aware of the Clubs policy and reminded of their responsibility to bring any concerns regarding the welfare of Juniors to the attention of the Designated Child Protection Officer.

11. Guidelines

- a. Guidelines on the Transport of juniors.
- b. Guidelines on late collection of juniors.
- c. Guidelines on use of Photography and video.

GUIDELINES ON TRANSPORT OF JUNIORS

It is the responsibility of parents to transport their child/children to and from the nominated meeting point.

It is not the responsibility of the staff, PGA Professionals, coaches and volunteers, to transport children to and from their home.

When the club organises transport to matches:--

Parents must provide their written consent for their children to be transported by club representatives.

The adults used to drive the vehicles are suitable to do so(I.e. the recruitment procedures have been followed) .

Appropriate insurance cover has been arranged.

Transporting children alone should be avoided. If this situation occurs, it is advisable for the child to sit in the back of the car.

Parents are aware of the time of collection and return.

Emergency contact numbers have been contacted.

LATE COLLECTION GUIDELINES

If attempts to contact the parent and the emergency contact nominated person have failed, then the supervising adult should wait with the child, wherever possible, with other staff, volunteers or parents. Staff and volunteers should avoid:-

- Taking the child home or to another location.
- Waiting alone with the child in a vehicle or at the club.
- Without parental consent, sending the child home with another person.
- Leaving the child alone.

If all attempts to make contact fail, consideration should be given to contacting the police for their advice.

GUIDELINES ON PHOTOGRAPHY AND USE OF VIDEO

Parents and children have a right to decide whether children's images are to be taken, and how they may be used.

Parents must provide written consent for children's images to be taken and used. Images should convey the best principles and aspects of golf.

Efforts should be taken to ensure that images should only be taken by authorised persons. The interests and welfare of children taking part in golf are paramount.

PUBLISHING IMAGES

All photographers should obtain written permission from the parent to take and use their child's image. If you are recognising the achievement of an individual golfer and wish to publish their name with their photograph, NEVER publish personal details (postal or email addresses, telephone numbers, etc) . Ensure that images reflect positive aspects of children's involvement in golf e.g. enjoyment/ competition/ special achievement.

USE OF VIDEO AS A TEACHING AID

Children and their parents should be aware that using video equipment may be part of the coaching programme and care should be taken in storing such items and who can access the material. The parents of young golfers must provide written consent for the use of video and photographic analysis.

USE OF PHOTOGRAPHIC AND FILMING EQUIPMENT AT COMPETITIONS

If the press or a professional photographer is invited to a competition, match or other junior session, they must be made aware of child protection issues.

Recommend that any photographer or member of the press or media attending an event should wear identification at all times.

If parents or other spectators are intending to photograph or video the event , they should be prepared to identify themselves if requested and state their purposes for photography or filming. Event organisers should include appropriate advice in their competition entry .



**BURY ST EDMUNDS GOLF CLUB
PLAYER PROFILE FORM (UNDER 18)**

The safety and welfare of children in our care is paramount, and it is therefore important that we are aware of any illness, medical condition and other relevant health details in order that their best interests are addressed. Please complete this form with our assurance that the information will be treated as confidential.

It is the responsibility of the junior and their parent/guardian to notify the Junior Organiser if any of the details change at any time.

Name Of Child	
<i>Date of Birth</i>	
<i>Address</i>	
<i>Telephone Number</i>	

Parents' Names	Father	Mother
<i>Address</i>		<i>(If different)</i>
<i>Home Telephone No</i>		
<i>Mobile Telephone No</i>		
<i>Work Telephone No</i>		

Emergency Contacts	
Contact 1 Name	
<i>Relationship to child</i>	
<i>Home Telephone Number</i>	
<i>Mobile Telephone Number</i>	
<i>Work Telephone Number</i>	

Contact 2 Name	
<i>Relationship to child</i>	
<i>Home Telephone Number</i>	
<i>Mobile Telephone Number</i>	
<i>Work Telephone Number</i>	

Medical Information

<i>Child's Doctor's name</i>	
Doctor's Surgery Address	
<i>Telephone Number</i>	

2. Does your child experience any conditions requiring medical treatment and/or medication?

*Yes No If yes please give details, including medication, dose and frequency.

3. Does your child have any allergies?

*Yes No *If yes please give details.

4. Does your child have any specific dietary requirements?

*Yes

No

*If yes please give details.

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?

6. Does your child have any communication needs e.g. non-English speaker/ hearing impairment/ sign language user/ dyslexia? If yes, please tell us what we need to do to enable him/her to communicate with us fully.

Disability

The Disability Discrimination Act 1995 defines a disabled person as 'anyone with a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'

Do you consider your son/daughter to have a disability? *Yes No

*If yes what is the nature of your disability?

Visual impairment Hearing impairment Physical disability

Learning disability Multiple disabilities

Other (Please specify):

--

- I agree that junior members can be transported by club representatives if selected for events or away matches.
- I confirm to the best of my knowledge that my son/daughter does not suffer from any medical condition other than those detailed above.
- I agree to notify Bury St Edmunds Golf Club should the above details need to be updated/ changed and if my son/ daughter should not be participating in an event/ activity due to illness or injury.
- I,, being parent/guardian of the above named child, hereby give permission for the Bury St Edmunds Golf Club responsible person to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/ daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.
- I agree/ do not agree (*delete as appropriate*) to the name and home telephone number of my child appearing in the club diary

Signed – Parent/Guardian	
Print name	
Date	

CODES OF CONDUCT FOR JUNIOR MEMBERS

APPRECIATE THAT YOU ARE VALUED FOR YOUR ROLE IN GOLF

You should:

- help create and maintain an environment free of fear and harassment.
- respect and comply with the rules and byelaws of Bury St Edmunds Golf Club.
- demonstrate fair play and apply golf's standards both on and off the course.
- understand that you have the right to be treated as an individual.
- respect the advice that you receive that promotes the concept of a balanced attitude.
- treat others as you would wish to be treated yourself.
- respect physical, cultural and racial differences.
- challenge or report if you observe any form of discrimination and prejudice.
- look out for yourself and for the welfare of others.
- speak out if you consider that you or others have been poorly treated.
- report behaviour that appears to fall below the expected standards of the club.
- be organised and on time.
- tell someone in authority if you are leaving a venue or competition.
- accept that these guidelines are in place for the well-being of all concerned.
- treat organisers and coaches with respect.
- observe instructions or restrictions required by appropriate members of staff.

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

- consuming alcohol or illegal or performance-enhancing drugs or stimulants.
- smoking.
- using foul language.
- publicly using critical or disrespectful descriptions of others.

I agree to abide by the above code of conduct while in the care of, or representing Bury St. Edmunds Golf Club.

Signature of Junior Member:

Name (printed):

Date:

I understand and agree that my child must abide by the above code of conduct.

Signature of Parent/ Guardian:



BURY ST EDMUNDS GOLF CLUB

PERMISSION FORM FOR THE USE OF PHOTOGRAPHIC & VIDEO IMAGES

This form is to be signed by the legal guardian of a child or young person under the age of 18, together with the child or young person.

The **Bury St Edmunds** Golf Club recognises the need to ensure the welfare and safety of all young people in golf. As part of our commitment to ensure the safety of young people, we will not permit photographs, video images, or other images of young people to be taken or used without the consent of the parents/ carers and the young person.

Bury St Edmunds Golf Club will take steps to ensure that these images are used solely for the purposes they are intended, which is the promotion and celebration of the activities of the club and/or coaching. Please refer to the **Bury St Edmunds** Golf Club Child Protection Procedures regarding the use of images of children.

If you become aware that these images are being used inappropriately, you should inform the Club Child Protection Officer immediately on:

If, at any time, either the parent/ carer or the young person wishes their image to be removed from the **Bury St Edmunds** Golf Club website or notice board etc, 7 days notice must be given to the Secretary, after which time the image will be removed.

✂ _____

To be completed by the parent/carer:

I *(full name of parent/carer)*
consent to **Bury St Edmunds** Golf Club photographing and/ or the use of video images of

..... *(name of young person)*
under the stated rules and conditions and I confirm I have legal parental responsibility for this child and am entitled to give this consent. I also confirm that there are no restrictions related to taking photographs and/ or video images of my child.

Signed

Date

Telephone number

To be completed by the young person:

I,*(name of young person)*
consent to **Bury St Edmunds** Golf Club photographing and/ or the use of video images of my involvement in golf under the stated rules and conditions.

Signed

Date



JDP 2017

Please provide as much information as possible.

Personal Information

Child Full Name	
Parent Full Name	
Parent email (for Junior Golf Passport registration)	
Home address	
Home phone	
Mobile phone	
Birthday (DD/MM/YYYY)	

Emergency and Medical Information

In case of emergency, contact	
Emergency contact's phone	
Known medical conditions	
Known allergies	

From time to time we may take photography for internal use only.

I am happy for my child to have photographs

For Use of Images of Children

I/we, the parent(s)/guardian(s) of:

(Child's full name).....

(Child's full name).....

hereby give *Bury St Edmunds Golf Club* permission to use any still and/or moving image being video footage. Any footage will be used for internal use only; extra permission will be sought if for external use.

Signature of parent(s)/guardian(s)



BURY ST EDMUNDS GOLF CLUB CHILD PROTECTION PROCEDURES

1. RECRUITMENT AND TRAINING

1.1 **Bury St Edmunds** Golf Club 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.

1.2 We ask that all volunteers and staff who are in a position of responsibility with regard to children, particularly those who will supervise children, provide the following:

- A current enhanced Criminal Records Bureau check
- A self-disclosure of their criminal record
- References from at least 2 people
- Basic personal details and information of their previous experience with children

The Secretary and Welfare Officer hold copies of the necessary forms and contact information for the Criminal Records Bureau.

1.3 All staff and volunteers will be offered access to appropriate child protection training. The sportscoachUK 'Safeguarding & Protecting Children' workshop is recognised by the Children in Golf Strategy Group as the most appropriate training for coaching staff and volunteers within golf clubs. **Bury St Edmunds** Golf Club recommends this workshop and will ensure that all volunteers and staff who have significant contact with children attend it.

1.4 All staff and volunteers involved within children will be asked to read and become familiar with the club child protection policy and procedures.

2. COMPLAINTS, CONCERNS AND ALLEGATIONS

2.1 If a member, parent, member of staff or volunteer has a concern about the welfare of a child, or the conduct of an adult (whether they are a parent, coach, member of **Bury St Edmunds** Golf Club or otherwise), these concerns should be brought to the attention of the Child Protection Officer (CPO), even if the person concerned does not consider the concern to require immediate attention. **The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Club Welfare Officer. Please refer to the Flowcharts 1 & 2 for the referrals process.**

The Child Protection Officer is:

Molly Smith

Telephone **01359 232034**

The EGU Case Management Officer is: Steven Peet

Telephone: 01508 813601

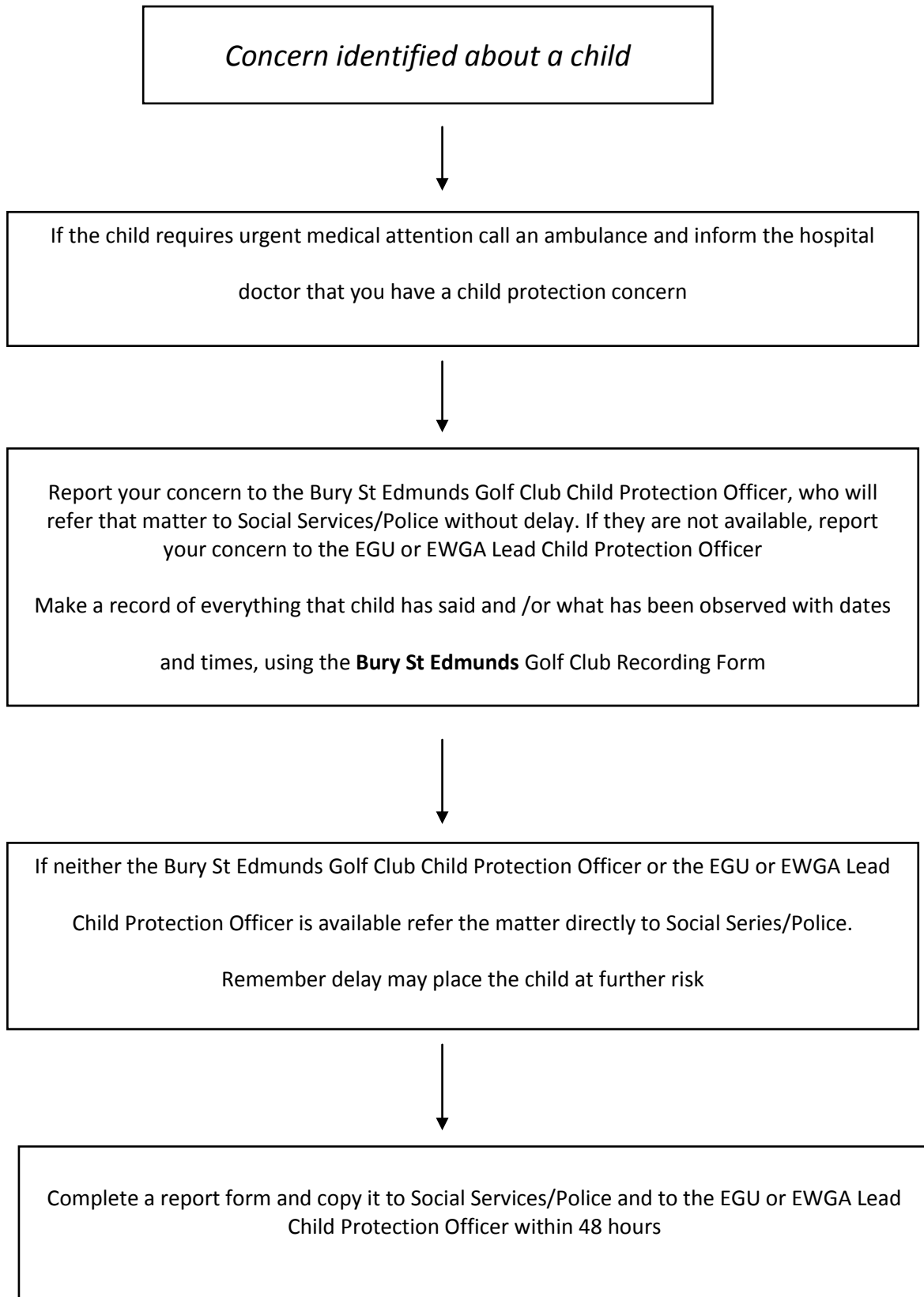
Mobile: 07726 994154

Email: s.peet@englandgolf.org

- 2.2** All concerns should be treated in confidence. Details should only be shared with those who can help with the management of the concern. The number of club personnel involved will be kept to a minimum.
- 2.3** The CWO will report concerns to the EGU/ EWGA Lead Child Protection Officer, and will seek advice on further action. The EGU/EWGA reporting process will be followed in the handling and referral of concerns and allegations.
- 2.4** Concerns will be recorded on the concern/allegation recording form, sent to the EGU/ EWGA Lead CPO and retained confidentially within the club.
- 2.5** **Bury St Edmunds** Golf Club will work with the national governing body and other external agencies to take appropriate action in the case of abuse or serious poor practice. The EGU, EWGA and PGA disciplinary procedures apply and will be followed where possible by **Bury St Edmunds** Golf Club.
- 2.6** In the event of a child making a disclosure, 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 a 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
-Report the information to the Child Protection Officer in the first instance
Do not notify the parents unless you have first sought advice from the **Bury St Edmunds** Golf Club Child Protection Officer or the EGU/ EWGA Lead Child Protection Officer
- 2.7** 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

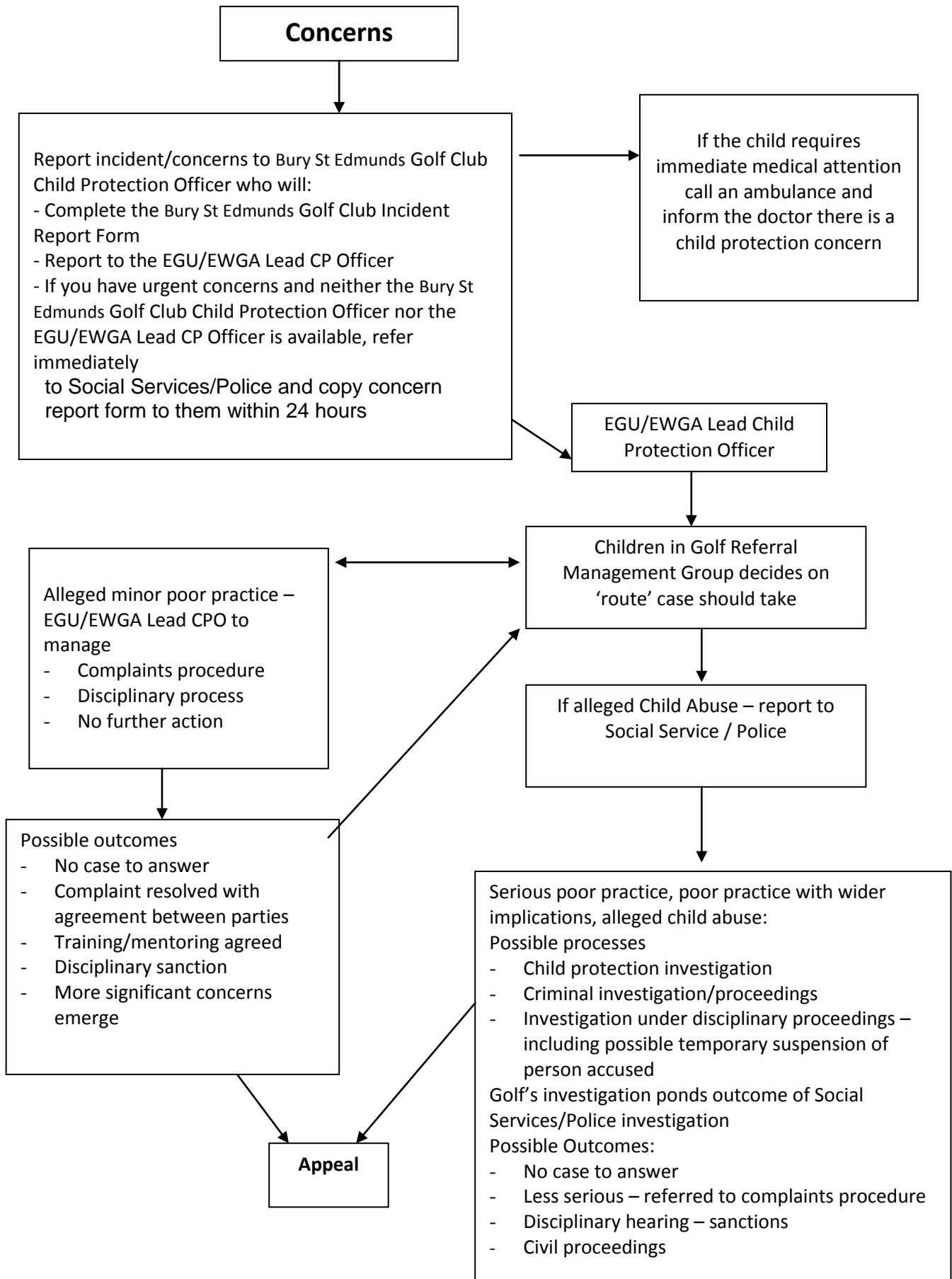
FLOWCHART 1

What to do if you are worried that a child is being abused outside of the club (but the concern is identified through the child's involvement in golf)



FLOWCHART 2

What to do if you are worried about the behaviour of any member, volunteer, staff, Pro, coach or official in Golf or affiliated organisations



3. EMERGENCIES AND INCIDENTS

3.1 Player Profile/ Medical Consent Forms will be obtained and retained by Bury St Edmunds Golf Club for all children who are members or attending coaching at the club. These forms will be available at all times and reviewed each year. They 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

3.3 A record of the action taken will be made and retained by Bury St Edmunds Golf Club.

3.4 Where a parent is late in collecting their child from the club the following procedure will apply:

1. Attempt to contact the parent/carer using the contact details on the Player Profile Form
2. Attempt to contact the first, then the second emergency contact nominated on the Player Profile Form
3. Wait with the young person(s) at the club with, wherever possible, other staff/volunteers or parents.
4. If no one is reachable, contact the Club Welfare Officer or the Secretary for advice.
5. The local police will be contacted to enquire about the best course of action.

Staff, members, PGA Pros and volunteers should avoid:

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

3.5 Remind parents/carers of the policy relating to late collection, within the good practice guidance for parents/carers.

4. SUPERVISION

4.1 During coaching sessions, Bury St Edmunds Golf Club will endeavour to ensure that there is at least one club representative present for every 10 children.

4.2 Parents will be encouraged to attend all events where their children are present.

4.3 If there are young children (under 12 years of age) attending coaching or playing, they will be supervised at all times, including in the club changing rooms.

4.4 **Parents should be aware that if children are left on the club premises unsupervised, other than to attend club coaching sessions, competitions, or other club organised events, the club cannot accept supervisory responsibility.**

4.5 Special arrangements will be made for trips away from Bury St Edmunds Golf Club. 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.
- 5.12 Bury St Edmunds Golf Club requires that all staff and volunteers working with children adhere to the standards set out in the Adult Code of Conduct. 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.
- 5.13 Parents should also work together with the club to ensure that the safety of all children is safeguarded. Guidance for parents is provided to assist them in identifying the responsibilities of the club in relation to the child, and how they can best assist the club.

5.2 Physical Contact

- 5.21 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.

5.3 Transport

- 5.31 Bury St Edmunds Golf Club believes it is primarily the responsibility of parents/carers to transport their child/children to and from the club. It is not the responsibility of Bury St Edmunds Golf Club's staff, members, coaches or volunteers to transport children and young people to and from the club for activities, tournaments or matches.
- 5.32 If members wish to provide transport for juniors, they do so at their own risk, and are not acting on behalf of Bury St Edmunds Golf Club. They should receive permission from parents/carers for young people prior to the journey, and any such journeys are made as a purely personal arrangement and not with the sanction of Bury St Edmunds Golf Club.
- 5.33 Bury St Edmunds Golf Club may make arrangements for transport in exceptional circumstances, such as team events, and 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.

5.4 Photography/ Videoing

- 5.41 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, magazines or websites (using the Photographic Consent Form). The personal details of the child will not be used in any promotional material.
- 5.42 Any press/ official photographers attending Bury St Edmunds Golf Club events will be required to seek permission of the club before taking photographs and also permission of parents to use the images

6 Confidentiality

- 6.1 Details of juniors shall be kept on file by the secretary/manager, Junior Organiser and PGA Golf Professionals. From time to time the county bodies may also ask for details of promising juniors, these will be passed on as part of our commitment to developing a junior members golfing talent.

7 Changing Rooms

- 7.1 Parents should be aware that their children may be sharing facilities where adults may get showered and changed. Where a parent does not consent to their child accessing the changing facilities, it is their responsibility to ensure that they do not use the facilities. Bury St Edmunds Golf Club will try to ensure there is always more than 1 adult supervising juniors in changing rooms if the necessity for this arises. If, in an emergency a male has to enter a female changing area, or vice versa, Bury St Edmunds Golf Club will try to ensure another adult of the opposite gender is also present. No cameras are permitted in the changing rooms.

8 Anti-Bullying

- 8.1 At Bury St Edmunds Golf Club we do not accept bullying of any description. If anyone is aware of any incidents relating to any form of bullying (physical, emotional or verbal), they should speak to the Bury St Edmunds Golf Club Junior Organiser/ Child Protection Officer immediately/

Appendix B1

INDUCTION AND TRAINING

Proper recruitment and selection procedures are only a part of the process to protect juniors from possible abuse. The procedures must be operated in conjunction with appropriate training of Staff and volunteers.

The degree of training and induction required will vary from post to post. Attached is a list showing the training and induction procedures to be applied to each post.

An explanation of each element is as follows: -

Child Protection Training

Arranged through Suffolk Golf Union, EGU/EWGA development Team or SAFE child.

Code of Conduct

All post holders will be required to sign up to the Code of Conduct.

Child Protection Policy (Summary)

All post holders will be issued with a summary of the policy.

Child Protection Policy (Full)

All post holders will be informed as to where a copy of the full policy may be found and encouraged to read it. Selected post holders will be issued with a copy of the full policy.

Supervisor briefing

In the course of their induction all post holders will be briefed by their supervisor so that they are aware of the way child protection issues affect their particular post.

Appendix B2

POSTS SUBJECT TO THE POLICY

POST	Child Protection Training	CRB Check	Code of Conduct	Policy Summary	Full Policy	Supervisor Briefing	E.G.U. Guidance
<u>Paid or Retained</u>							
Professional	Y	Y	Y	-	Y	-	Y
Assistant Professional	Y	Y	Y	Y	-	-	-
Pro Shop Helpers	-	-	Y	Y	-	Y	-
Bar Staff	-	-	Y	Y	-	Y	-
Catering Staff	-	-	Y	Y	-	Y	-
Green Staff	-	-	Y	Y	-	Y	-
Secretary	Y	Y	Y	-	Y	-	Y
Office Staff	Y	-	Y	Y	-	Y	-
Cleaning Staff	-	-	Y	Y	-	Y	-
Voluntary							
Junior Organiser	Y	Y	Y	-	Y	Y	Y
Child Protection Officer	Y	Y	-	-	Y	-	Y
Deputy Child Protection Officer	Y	Y	-	-	Y	-	Y
Helpers	Y	Y	Y	Y	-	-	Y

Appendix A1

RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS

Anyone may have the potential to abuse Juniors in some way and it is important all reasonable steps are taken to ensure unsuitable people are prevented from working with Juniors. It is essential the same procedure is used consistently whether staff are paid or unpaid, full time or part time.

All staff and volunteers working with Juniors or involved with Juniors in any way should be subject to recruitment and selection procedures in accordance with the Guidelines for Safeguarding Children in Golf (Guidelines CIG). The application form recommended in the guidelines will be used.

A list of posts that will be subject to these procedures has been drawn up by the Junior Committee and approved by the General Committee. It includes the procedures to which each post will be subject.

An explanation of each element is as follows:-

Application Form

Selected posts will be required to complete the application form. A copy is attached.

Interview

Selected posts will be subject to interview, which will cover Child Protection issues.

References

Applicants for selected posts will be required to provide two references. One associated with former work with Juniors and one with previous sport involvement. References will be consulted using the form recommended in the Guidelines CIG.

CRB Checks

Selected posts may be subject to checks with the Criminal Records Bureau (CRB).

Self-disclosure Form

Applicants for selected posts will be required to complete the Self-Disclosure form recommended in Guidelines CIG

Code of Conduct

All applicants will be required to sign the "Code of Conduct".



**JUNIOR SECTION
VOLUNTEER APPLICATION FORM**

General Details

Position applied for:
Name:
Address:
Tel:
Email:
Are you a member of the golf club: *Yes/No * If yes for how long: yrs
DOB:
Current Occupation:
Have you had any experience of working with children? *Yes/No
*If yes please give details:
.....
Do you have any qualifications linked to carrying out this role? Please list:
.....
If no would you like to attend any training? – Such as a Golf leaders course/ SPC etc: *Yes/No

Reasons for Applying

Relation is a junior member?	Tick <input type="checkbox"/>	Who?
Wish to help and put something back into the club?	<input type="checkbox"/>	
Other (please state):		
.....		

Bury St Edmunds Golf Club, Tut Hill, Bury St Edmunds, Suffolk IP28 6LG
Tel: 01284 755979 - Email: secretary@burygolf.co.uk
www.burystedmundsgolfclub.co.uk



**BURY ST EDMUNDS GOLF CLUB
REFERENCE FORM**

(Name)

has expressed an interest in working with **Bury St Edmunds** Golf Club. The post involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if there are any reasons to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of a candidate’s suitability for a post, if he or she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

- How long have you known this person?
- In what capacity?
- What attributes does this person have which would make them suited to this work?
- How would you describe their personality?
- Please rate the person on the following- please tick one box for each question

	Poor	Average	Good	Very good	Excellent
Responsibility					
Self-motivation					
Can motivate others					
Energy					
Trustworthy					
Reliability					
Dealing with children					
Commitment					
Reliability					
Trustworthiness					

This post involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

Yes

No

If you answered YES, we will contact you in confidence.

Name: Organisation:

Contact Numbers:

Signed: Dated



**BURY ST EDMUNDS GOLF CLUB
SELF DISCLOSURE FORM**

You have the right of access to any information held on you and additional rights under the Data Protection Act.

PART A			
Title:			
First Name(s):			
Surname:			
Previous names by which you may have been known:			
Address:			
Postcode:			
Telephone No:			
E mail:			
Date of Birth:		Male/Female:	
Club			
Please give details of the positions which you currently have or wish to fulfil, or relevant job title:			
Start Date:			
Please give details of any other clubs you are or have been a member of and give details of any positions you held			

Self-Disclosure Form - continued

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 on strict confidentiality and discretion.

PART B		
1. Have you ever been convicted of any criminal offence?	YES	NO
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 Social Services department as being an actual or potential risk to children or currently under investigation for a child protection related incident?	<u>YES</u>	<u>NO</u>
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?	<u>YES</u>	<u>NO</u>
<u>If Yes, please supply details</u>		
<u>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 my services</u>		
Signed:		
Date:		
Print name:		

Self-Disclosure Form – continued

PART C: To Be Completed By The Welfare Officer or Secretary	
I confirm that I have seen identification documents for the above person, and I confirm to the best of my ability that these are accurate.	
Please provide details of the documents	
Signature of official:	
Position:	
Print name:	
Date:	

This form should be completed and returned to:

The General Manager / Child Protection Officer

**Bury St Edmunds Golf Club
Tut Hill
Fornham All Saints
Bury St Edmunds
IP28 6LG**



BURY ST EDMUNDS GOLF CLUB CODE OF CONDUCT FOR COACHES, STAFF AND VOLUNTEERS

All young golfers have the right to be treated with dignity and respect. The promotion of good practice will help reduce the possibility of abusive situations occurring and actions of adults being misinterpreted. A good and caring coach/volunteer/club official/member of staff will continually reflect upon their own coaching/supervisory style, philosophy and practices to ensure the safety and well being of the participants at all times.

The following are examples of good practice, which will create a safe and enjoyable environment:

- Always be publicly open when working with children and young people.
- Respect the rights, dignity and worth of every person within the context of golf
- Treat everyone equally and do not discriminate on the grounds of age, gender, religion, sexual orientation or disability
- Be an excellent role model
- Display high standards of language, manner, punctuality, preparation and presentation
- Always put the welfare of each young person first, before winning or achieving goals
- Build a balanced relationship based on mutual trust, which empowers young people to share in the decision-making process
- Ensure that if any form of manual/physical contact is required, it should be provided openly and to provide genuine support to improve skills or to prevent or treat an injury
- Do not exceed the level of your competence and qualifications.
- Have open and regular communication with the young golfers' parents/carers
- Ensure that activities are appropriate for the age, maturity, experience and ability of the young golfer
- Promote the positive aspects of golf e.g. Fair play, honesty and participation
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment)
- Report any concerns you may have in relation to a young person, follow reporting procedures laid down in the **Bury St Edmunds** Golf Club Procedures

Coaches, volunteers and staff should never:

- Take children to their home or other secluded places where they will be alone with the child
- Engage in rough, physical or sexually provocative games
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Make sexually suggestive remarks to a child or young people
- Reduce a child to tears as a form of control
- Allow children to use inappropriate language unchallenged.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Depart from the club/facility until the safe dispersal of the young golfers has been supervised
- Abuse their position of power or trust with children or adults
- Resort to bullying tactics or verbal abuse
- Cause a participant to lose self esteem by embarrassing, humiliating or undermining the individual
- Spend excessive amounts of time alone with children away from others

- Do things of a personal nature for young people that they can do for themselves
- Engage in a sexual relationship with a young golfer in their care
- Give young people alcohol when they are under the care of the club

I agree to follow the above code of conduct whilst involved with children at **Bury St Edmunds** Golf Club

Signature:

Name (printed):

Date:



**BURY ST EDMUNDS GOLF CLUB
INCIDENT REPORTING FORM**

This form must be completed in all incidents that may be classed as a disclosure, suspicion, allegation or concern by the Child Protection Officer or designated person if no CWO in post

1. Recorders Details

Title Name

Address

..... Post Code

Tel. No: (1) Tel No: (2)

Email:

Position:

Signature: Date:.....

2. Young Persons Details

Name

Address

..... Post Code

Tel. No: (1) Tel No: (2)

D.O.B. Club/County

School

Parents contact details if different from above

Tel No:

Address:

3. Reporting Persons details

Name

Address

..... Post Code

Tel. No: (1) Tel No: (2)

4 Specific Details :-

Date of record: Date of incident

Time of record Time of incident

How was the record brought to the attention of the recorder?

.....
.....
.....

Nature of the incident?

.....
.....
.....

Record of conversation between the reporter and recorder:

.....
.....
.....
.....
.....

Signature of recorder

Print Date

Signature of reporter

Print Date

5. Contact Made:

NGB Lead Officer/NSPCC/Police/Social Services (delete accordingly)

Name of contact

Tel. No.

Date Time

Advice received
