



SOUTH BEDS GOLF CLUB

Safeguarding Children & Child Protection Procedures

1. Junior Committee

South Beds Golf Club (SBGC) shall appoint a Junior Organiser and Junior Committee to manage and develop the junior golf section in line with Safeguarding Children in Golf policies. The Junior Organiser shall report to the Club Captain if he/she is not a member of the Club Committee.

2. Checking and vetting of volunteers

South Beds Golf Club recognises that all reasonable steps must be taken to ensure unsuitable people are prevented from working with children. Pre-selection checks will include the following:

- i. All relevant volunteers/staff (those who will be working and have direct involvement with children) should complete an application form.
- ii. The application form will elicit information about an applicant's past and a self disclosure about any criminal record.
- iii. Evidence of identity (passport or driving license with photo).
- iv. Interview and Induction
- v. All employees and volunteers should receive an induction, during which:
 - a. A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
 - b. The job requirements and responsibilities should be clarified.
 - c. Child protection procedures are explained

3. Communication.

The Junior Organiser & Junior Committee shall have the responsibility of communicating with the juniors & their parents. All communication shall be via the juniors' parents. In all circumstances the wishes of the junior shall be paramount if in line with SBGC policy & procedure.

4. Changing Facilities.

The Junior Organiser and his/her committee will obtain parents permission in writing that their child/children can share a changing room with adults in the club. If permission is not given, juniors will not be able to use the changing rooms for showering purposes. Parents of the same gender may supervise their children whilst they are changing. SBGC cannot provide separate changing facilities. The Club shall keep a register of parents' responses.

The Junior Organiser will endeavour to ensure that all players aged 10(ten) and under will be supervised at all times in changing rooms by two qualified volunteers/parents/guardians of the same gender as the players.

Parents or the junior concerned should advise the Junior Organiser of any requirements he/she needs. The Junior Organiser or his/her team will ensure if a mixed match is arranged, home or away, separate facilities & supervision for boys & girls will be available.

5. Child Supervision

The Junior Organiser or his/her committee will ensure that appropriate supervision is provided on designated Junior Days. It is the parents' responsibility to register their child/children with the Junior Organiser or the appropriate person on duty on such days. SBGC cannot take responsibility for any child that is just dropped off & not registered on such designated Junior days.

On all other days that are not designated Junior days by the junior committee the responsibility for all juniors rests with the parents, as SBGC does not have the resource or procedures to constantly supervise juniors.

The Junior Organiser or one of his/her team/or a member of staff will, however, endeavour to aid, comfort, or support any child in distress or who asks for help.

Parents must advise the General Manager of SBGC or the Junior Organiser in writing of any special needs of their child/children including medical conditions.

The Junior Organiser will ensure as far as it is possible that:-

- For young people over the age of 8, the ratio of adults to children is a minimum of 1:10
- For young people under the age of 8, parents/guardians/or adult designated by a parent, will be with the junior at all times while at the club. (The Club means anywhere on the course in the clubhouse & practice areas.)

Parents are responsible for their child's behaviour and they must ensure that their child/children conform to all the rules and regulations of SBGC as laid down in the constitution. The Club reserves the right to discipline any junior member following the same procedures as adult members. The Club will write and advise parent(s) if their child has broken any of the rules and they will be asked to attend any subsequent disciplinary hearing.

The Junior Organiser and Committee will establish clear and easy guidance if a parent/carer is late to collect a child.

Within the registration process for children attending coaching, matches or a competition the PGA Professional or Junior Organiser will be able to identify easily when a child has not been collected. It is then for the person holding the register to follow guidelines in order to get the child collected safely.

6. Playing

The Junior Organiser and his/her committee will endeavour to avoid situations where an adult and an individual child in a competition are in a one to one situation. It will also ensure that if a child is drawn to play with an adult in a competition they have another adult present e.g. a parent or the game is played in a four-ball i.e. 2 juniors and 2 adults.

7. Guidelines on Photography and Use of Video

Parents and children have a right to decide whether images will be taken and how they will be used. The welfare of children who are taking part in golf is paramount.

SBGC will seek parents written consent for their child's image to be taken and used.

SBGC will take reasonable steps to ensure that images are not sexual or exploitative in nature, or open to misinterpretation and misuse. SBGC will take reasonable action to ensure that images are only taken by authorised persons, as agreed in the protocol for a particular event.

Parents should be aware Club Professionals may use video cameras as a coaching aid; however this would be part of a coaching programme, and written consent would be obtained. SBGC will seek written consent of parents/guardians of young for the use of video and photographic analysis including presentation evenings.

If any images are to be used in resource & media publications the parent's permission will be obtained beforehand. All images of children will be securely stored.

8. Using Private Cars

It is strongly advised that private cars, other than those of parents, are not used by Staff, members, PGA Professionals Coaches & volunteers to transport children at any time either to or from a coaching session, or to away fixtures.

If private cars are being used, then the following guidelines must be followed:-

- Drivers must have completed pre-selection checks
- Drivers must register their vehicle with the Junior committee/volunteer.
- Drivers must ensure that their vehicle is roadworthy and that they have a valid licence and comprehensive insurance cover.
- Parents must provide written consent for children to be transported by club representatives.
- Avoid transporting a child on their own. If this situation arises, the child should sit in the back of the car.
- Parents should be aware of times for collection and return.
- Vehicles and drivers must be registered with SBGC.
- All parties should have the relevant emergency contact numbers.
- Children should wear seatbelts. They should have a booster seat if they are under 12 and less than 135cm tall.

Late collection by Parent/Guardian

Staff and club members, PGA professionals and volunteers should avoid:

- taking the child home or to another location;
- waiting alone with the child in a vehicle or at the club;
- sending the child home with another person, without parental consent;
- leaving the child alone.

If all attempts to make contact fail, it may be advisable to contact the police for advice.

9. Dress Rules

The Junior & parent must at all times adhere to the dress rules of the club both on the course in the club house & when he/she is representing the club away to conform to that club's dress rules also. It is the parent & junior's responsibility to ensure they are aware of the dress rules, however, if they are uncertain the junior committee will advise them.

10. Responding to allegations or suspicions

It is not the responsibility of anyone working in South Beds Golf Club in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the Club Welfare Officer or the appropriate authorities.

South Beds Golf Club will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

If a concern is raised about alleged abuse happening within the golf club SBGC will follow the procedures laid down by Safeguarding Children in Golf in terms of notification of concerns.

11. Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need to know basis only.

Information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

12. Internal Enquiries and Suspension

- i. South Beds Golf Club will ask any individual under investigation to stop working with children in golf whilst a full investigation is carried out.
- ii. On completion of the investigation, the golf NGB will help the club decide whether it is appropriate for the person to return to work with children in golf, and how this will be managed.
- iii. The NGB will assess, on a case by case basis any support needed for the person about whom the allegations have been made and may appoint an independent person to provide this.