



EREWASH VALLEY GOLF CLUB

CHILD PROTECTION POLICY

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POLICY STATEMENT

The Erewash Valley Golf Club acknowledges its responsibilities in matters relating to the protection of children and is committed to creating and maintaining the safest possible environment for all children who attend its events. The Club also recognises the policies, procedures and guidance of the national organisations in golf, as outlined in the document Guidelines for Safeguarding Children in golf (available at www.childreningolf.org)

The club also expects that those who have contact with children will observe and be guided by the procedures contained in this document. (For the purposes of this document a 'child' refers to any young person below the age of 18.)

Erewash Valley Golf Club is committed to the following:

- 1) The right of children to take part in golf events safely. The Club will take all reasonable measures to provide and maintain a safe and caring environment.
- 2) Taking all suspicions of allegation of abuse, poor practice and inappropriate behaviour, such as bullying, harassment, neglect, mistreatment or violence, seriously.

The Club undertakes to deal with the matter with understanding and sensitivity to all concerned and to follow the national reporting procedures outlined in the Guidelines for Safeguarding Children in golf, which are endorsed by the English Golf Union, the English Women's Golf Association and the Professional Golfers Association.

All members of the Management Committee, professional coaches and volunteers will be directed to the appropriate body for any assistance that they may require. Each role within The Club which involves working with children, whether paid or voluntary, will be assessed to determine whether vetting procedures will be applied.

In cases where the volunteer or member of staff has significant contact with children, the following will be obtained to ensure that they are suitable to fulfil the role:

- 3) An enhanced Criminal Records Bureau disclosure
- 4) A self declaration of offences
- 5) References
- 6) Basic personal information , including previous experience in working with children.

The Secretary Manager will keep records of the procedures applied and the information obtained.

All personnel working with children will be required to attend the Safeguarding and Protecting Children course, in order that they are equipped to undertake their role effectively.

The safety and welfare of children relies upon a pro-active partnership between the Management committee, PGA Staff, volunteers and the children and their parents/guardians.

PRINCIPLES

The Club's policy is based upon the following principles:

- 1) The safety and well being of the children is central to all considerations.
- 2) The Club has a duty of care to seek to protect children at all Club organised activities.
- 3) All children can expect that those representing the Club will treat them with respect and dignity.
- 4) The children should have the confidence to rely upon members of the Management Committee, PGA professionals and Volunteers, and to be able to trust them, whatever the circumstances.
- 5) Parents/guardians should be informed of the Club's policies, and understand and appreciate the Club's Child Protection policies and procedures.
- 6) They have the right to be informed of any matter which may impinge upon the welfare of their child.
- 7) All those working with children are expected to set a good example to the children in their charge.

POLICIES IN PRACTICE

Responsibilities of Members of the Management Committee, PGA Professionals and volunteers are expected to:

- 1) To take their responsibilities seriously, knowing that the welfare of children and their protection from harm is the paramount concern.
- 2) To be conscious of the fact that adults are role models for the children. Those who have contact with children should conduct themselves appropriately at all times. They are required to set high standards in such matters as behaviour, attitude, appearance, fairness, moderation, organisation and punctuality.
- 3) To treat all children fairly and equally. This should hold true, no matter what the children's age, culture, ability or disability, language, racial origin, and/or sexual orientation.
- 4) To build a sound working relationship with the children based on mutual respect and trust.
- 5) To inform parents of any matters relating to their child's welfare, either directly, or through the Junior Committee Chairman, or the Secretary Manager.
- 6) To report to the Secretary Manager or Junior Committee Chairman, any instance of alleged 'poor practice', or inappropriate physical contact, or abuse.
The facts of the situation must be recorded on an Incident Report Form. (See Appendix3)
Depending on the circumstances of the allegation, the Chairman will investigate, and, if necessary, may refer the matter either to the Disciplinary Committee, or a sub-committee, or to an appropriate agency. Confidentiality will be strictly observed at every stage.
All who have contact with the children should seek to ensure that their behaviour cannot be compromised.
- 7) To ensure, as far as is reasonable, that no child is placed in danger or potential harm.
Events should be organised with safety in mind, and the children should be kept informed of any safety procedures, risks or hazards on the course.
- 8) To avoid situations where there is possibility of misinterpretation of any physical contact or behaviour.
Contact with children should generally be in an open environment, especially, for example, whilst waiting for parents to arrive to pick up their child. No child should be left alone or be left to make his own way home.
It is not the Erewash Valley golf clubs policy to transport children to and from matches, tournaments and coaching sessions however should this be necessary due to unforeseen events the transportation of children alone should be avoided, if at all possible. If it is absolutely necessary to transport a child in your vehicle, parental consent should be sought. In this instance, a colleague should be informed, and the route, details and estimated time of arrival should be communicated.
Normally in the case of overnight stays, children will be supervised by 2 people. The Junior Organiser and another approved club representative.
All safety measures should be observed.

- 9) To ensure that any child who suffers accidental injury or temporary illness at any event organised by the Club is treated by a person competent and qualified to do so.
If no qualified person is immediately available, the criterion is to respond to that situation by using common sense, as would a caring parent or guardian, until professional help arrives.
The matter should be recorded on an Accident Report form, which should be passed to the Secretary Manager (See Appendix 4)
Parents/guardians must be informed of the action that has been, or is intended to be, taken.

RESPONSIBILITIES OF CHILDREN

All children representing or competing in club organised events should:

- 1) Observe the highest standards of behaviour, appearance, punctuality, attitude, restraint, moderation and sportsmanship on and off the course. Alcohol, performance-enhancing substances, smoking, gambling, sexual behaviour and foul language are forbidden. (even if of age).
Children are expected to act with courtesy and politeness at all times.
- 2) Not engage in any irresponsible, inappropriate or illegal behaviour.
- 3) Play by the Royal & Ancient's Rules of Golf, and the Etiquette of golf. Observe the finer courtesies of the game.
- 4) Observe instructions or restrictions requested by appropriate members of the Committee, professional coaches, tournament officials, club members or staff.
In the event of any disagreement, dispute or problem, children should consult the Club Chairman, or appointed delegate, or any Committee Member rather than seeking to resolve the matter themselves.
- 5) Remain on the premises – clubhouse, golf course or hotel – unless given specific permission by the appropriate club official.

RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents / Guardians should:

- 1) Know the Club's policy on child protection.
They should seek to support the club's officials in creating and maintaining a safe and amenable environment for children in which to enjoy their golf at a competitive level.
They should be at ease with the system in place for the protection of their child, but be ready to raise any matters which may give rise to concern.
- 2) Complete the Consent and Player Profile form.
(See Appendix 1)
- 3) Signify that they accept the conditions of the club's procedures relating to their child's participation in an event.
Occasionally, for training, coaching or publicity purposes, children may be photographed or videoed. Parents/Guardians who do not wish for their child to be photographed for these purposes should inform the Club on the Consent Form. (See Appendix 2)

- 4) Arrange transport for their child to arrive punctually at a match, tournament or coaching session.

It is important to communicate with the Junior Committee chairman, or his delegate, if there are likely to be any difficulties arising from transporting children to a venue - picking them up or dropping them off.

Parents/Guardians should leave emergency contact numbers with officials at an event, especially if there may be problems.

They should inform the Junior Committee chairman of any matters, such as medical or dietary concerns, or other physical problems which may affect the child.

- 5) Encourage and foster the right spirit of fair competitive play in one's child, without pressurising him to play beyond his physical, mental and emotional capabilities. Children are not robots, and should be treated as vulnerable young adults – no matter what their bravado.
Coaching is best left to the professionals.

CONCLUDING REMARKS - FURTHER HELP

It is to be understood that these procedures are merely guidelines for the protection of all who participate in events organised by the Erewash Valley Golf Club.

The procedures will be reviewed on a regular basis. However, not all circumstances may be covered in this working document. It is important to recognise that, while every effort will be made to ensure the well being of every child, things can go wrong, by accident or human error.

Any problems that may arise in the course of an event will be dealt with thoroughly, carefully investigated, and the appropriate agencies contacted, where necessary. At every stage parents/guardians will be informed.

If any problem cannot be resolved within the Club, recourse may be had to the EGU Lead Protection Officer, the Regional Development Officer, Social Services, the Police, or to the NSPCC Helpline (0800 800 5000).

Erewash Valley Golf Club trusts that all young people, with the assistance of their parents/guardians will enjoy a rewarding experience enhanced by the coaching provide at our quality facilities and as such progress to a life time of participation enjoyment in the game of Golf.

APPENDIX 1 - JUNIOR PLAYER PROFILE FORM

The safety and welfare of juniors in our care is paramount, and it is therefore important that we are aware of any illness, medical condition and other relevant health details so 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 to notify the Golf Welfare Officer (GWO) or Secretary if any of the details change at any time.

| | |
|------------------|--|
| Name | |
| Date of Birth | |
| Address | |
| Telephone Number | |

| | | |
|-----------------------|--|----------------|
| Parents' Names | | |
| Address | | (If different) |
| Home Telephone No | | |
| Mobile Telephone No | | |
| Work Telephone No | | |

| Emergency Contacts | |
|---------------------------|--|
| Contact 1 Name | |
| Relationship to child | |
| Home Telephone Number | |
| Mobile Telephone Number | |
| Work Telephone Number | |
| Contact 2 Name | |
| Relationship to child | |
| Home Telephone Number | |
| Mobile Telephone Number | |
| Work Telephone Number | |

Medical Information

| | |
|-------------------------------|--|
| Child's Doctor's name | |
| Doctor's Address Surgery | |
| Telephone Number | |

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?

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 child to have a disability? *Yes No

*If yes what is the nature of the disability?

Hearing impairment Learning disability Multiple disabilities

Physical disability Other (Please specify):

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 them to communicate with us fully.

- I confirm to the best of my knowledge that my child does not suffer from any medical condition other than those detailed above.
- I agree to notify the Erewash Valley Golf club of any changes.
- I,, being parent/guardian of the above named child, hereby give permission for the Club’s responsible person to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my child’s interest, in the doctor’s medical opinion, for any delay to be incurred by seeking my personal consent.
- The attached signature will denote that my child has my permission to compete in matches, tournaments and attend coaching sessions organised by the Club(Please tick the box if agreed)
- I acknowledge that the Club is not responsible for providing adult supervision for my child except at formal junior golf coaching, matches or competitions. (Please tick the box if agreed)
- I also agree that my child will not normally be transported to and from venues when he/she is representing the Club. (Please tick the box if agreed)
- I agree that my child may be photographed for the purposes stated (Please tick the box if agreed)

| | |
|---------------------------------|--|
| Signed – Parent/Guardian | |
| Print name | |
| Date | |

APPENDIX 2 - 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 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 Child Social Care department as being an actual or potential risk to children or currently under investigation for a child protection related incident? | YES | NO |
| If Yes, please supply details | | |
| 3. Have you had any disciplinary sanction (from a sports or other organisation's Governing Body) relating to child abuse or poor practice? | YES | NO |
| If Yes, please supply details | | |
| <i>I certify that all information in this form is true and correct to the best of my knowledge, and realise that false information or omissions may lead to termination of my services</i> | | |
| <i>I hereby consent to a CRB Disclosure</i> | | |
| Signed: | | |
| Date: | | |
| Print name: | | |

| PART C: To Be Completed By The Welfare Officer Or Secretary | |
|---|--|
| <i>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.</i> | |
| <i>Please provide details of the documents</i> | |
| Signature of official: | |
| Position: | |
| Print name: | |
| Date: | |

This form should be completed and returned to: The Volunteer and Junior Delegate

APPENDIX 2A - VOLUNTEER REFERENCE FORM

(Name) _____ has expressed an interest in becoming a volunteer and has given your name as a referee.

As this post involves substantial access to children and as an organisation committed to safeguarding children, it is important if you have any reason to be concerned about this applicant that you do not complete the following but please contact myself on.....(Tel no)

Name _____ Organisation _____

Any information disclosed in this Reference will be treated in confidence 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.

- How long have you known this person?
- In what capacity?
- What attributes does this person have which would make him/her suited to this work?
- How would you describe his/her personality?
- Please rate the person on the following: (Please tick one box for each question)

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

Signed: _____ Date: _____

APPENDIX 3 - INCIDENT REPORTING FORM

If you suspect that a child may be being abused, whether physically or emotionally, it is not your responsibility to take control of the situation or to decide whether the abuse is actually taking place. However, you do have a responsibility to inform the appropriate people about your concerns so that they may make enquires and take any action necessary for the well-being of the child.

However small your concern, you should share it with the EGU Child Protection Officer, who will take responsibility for any referrals to outside agencies that are necessary.

Please ensure that confidentiality is maintained as far as possible. Only discuss your concerns on a need to know basis, and do not disclose the identity of those involved unless absolutely necessary.

| PERSONAL AND CONTACT DETAILS | | |
|-------------------------------------|---|----------------------------------|
| | Of person reporting concern/allegation | Of Child (alleged victim) |
| Name | | |
| Position | | |
| Date of Birth/ Age | | |
| Address | | |
| Telephone | | |
| Mobile | | |
| Club | | |
| County | | |
| School | | |

| | |
|---|--|
| Date allegation received | |
| Name of person receiving details of allegation | |

| DETAILS OF PERSON INVOLVED IN CONCERN/ ALLEGATION (the accused) | |
|---|--|
| Name | |
| Address | |
| Telephone | |
| Mobile | |
| Position (in relation to young person) | |

| DETAILS OF THE CONCERN/ ALLEGATION | |
|---|--|
| Date/ time | |
| Location | |
| Persons involved/ witnesses | |
| Nature of concern/allegation | |
| How did the concern/ allegation come to your attention? | |
| Observations- <i>e.g changes in behaviour, inappropriate actions, injuries, etc</i> | |
| Record of conversation- <i>details of exactly what was said to you and by you</i> | |
| Action taken | |

| CONTACTS MADE | |
|---|--|
| Child Protection Officer's name | |
| Date/ Time contacted | |
| Advice received | |
| Other persons contacted (provide details of name and position and organisation) | |

Conclusions and recommendations.

APPENDIX 4 - ACCIDENT / INJURY FORM

| |
|--|
| Name of Recorder: |
| Position Held: |
| Name of Person Injured: |
| Address: |
| Tel: |
| Type/Nature of injury sustained: |
| Where did the injury occur? |
| State briefly how the injury occurred: |
| Where others involved? Give names and, if possible, contact numbers: |
| Where there any witnesses to this accident? If so, give details: |
| What action was taken / treatment administered? State by whom treatment was given: |
| Where other agencies invoked? (e.g. Ambulance service) |
| Have the parents/guardians been contacted? YES / NO |
| Was the incident referred to the County Secretary? YES / NO |
| Signature of Recorder: |
| Date: Time: |