



**CHILD PROTECTION POLICY**

HALIFAX BRADLEY HALL GOLF CLUB (the Club) has a number of junior members, of both sexes, and hosts juniors from other Clubs on a regular basis. These children are entitled to the care and protection they receive at home. To this end all members of the Club, including staff, have a responsibility to care for and support all juniors who use the Club. In particular those who have regular and close contact with children, the junior organiser and Professional's staff, must be aware of the various forms of abuse and the effects such abuse may cause to the recipient. Any report of, or rumour of, abuse must be dealt with seriously and immediately, the procedures are laid down later in this document.

The Club has considered its responsibilities to the children participating in golf at our premises and within our Club very carefully, and has produced the following Safeguarding and Child Protection Policy and underpinning procedures in order to set out the standards we wish to uphold in providing activities for children and safeguarding the welfare of children in our care.

The Club affiliates to the English Golf Union, (and our professional and coaching staff are members of the Professional Golfers Association). The Club recognises the policies of these Governing Bodies, as set out in guidelines for Safeguarding Children in Golf.

**POLICY STATEMENT**

The 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.

The 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 Club Board. It is the responsibility of all adults within the Club to assist the Board, Management Committee and Junior Section in this endeavour.

**POLICY AIMS**

- To provide children with appropriate safety and protection whilst in the care of the Club and also help them enjoy their experience of the sport.
- To reassure parents that their children will receive the best practical care possible whilst participating in activities at the Club.
- To provide support to staff and volunteers to make informed and confident responses to specific child protection issues and 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 golf have a responsibility to report concerns to the Club Welfare 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.
- The Club will work in partnership with parents to review and implement child protection and welfare procedures.

- The Clubs 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 and 2004
  - The Data Protection Act 1994 & 1998
  - The Police Act 1997
  - The Human Rights Act 1998
  - The Protection of Children Act 1999
  - Caring for the young and vulnerable – Home Office Guidance for preventing the abuse of trust 1999
  - The Criminal Justice and Court Services Act 2000
  - What to do if you are worried a child is being abused 2005
  - Working Together to Safeguard Children 2006
  - The UN Convention on the Rights of the Child
  - Any subsequent legislation relating to child protection would be implicitly be incorporated into this document

## RESPONDING TO CLAIMS OF ABUSE

If a child says or indicates that he, or she is being abused, or information is which gives concern that a child is being abused, the person receiving this information should:

- React calmly so as not to frighten the child.
- Tell the child he, or she, is not to blame and that it was right to tell.
- Take what the child says seriously, recognising the difficulties inherent in interpreting what a child who has speech disability and/ or differences in language says.
- Keep questions to the absolute minimum to ensure clear and accurate understanding of what has been said.
- Reassure the child but do not make promises of confidentiality, which might not be feasible in the light of subsequent developments.
- Make a full record of what has been said, heard and/ or seen as soon as possible.

## STAFF RESPONSE TO ALLEGATIONS

It is not the responsibility of any member of staff, whether in a paid or voluntary capacity, to take responsibility or to decide whether or not child abuse is taking place. However staff have a responsibility to protect children and ensure that the appropriate agencies can then make enquires and take any necessary action to protect the child.

## WHAT TO DO

In all cases where there are any suspicions, allegations or incidents of abuse the Administration Manager or a member of the Committee must be informed immediately and details recorded. It is the responsibility of the Administration Manager or Committee member to inform the Social Services without delay.

In the absence of the Secretary or a Committee member advice may be obtained by telephoning the NSPCC 24 hour helpline on **0808 800 5000**.

## RECORDS & INFORMATION

Information passed to the Social Services or police must be as helpful as possible, hence the necessity for making a detailed record. Information should include the following:

- Nature of the allegation.
- A description of any visible bruising or other injuries.
- The child's account, if it can be given, of what has happened and how any bruising or other injury occurred.
- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.

Reporting the matter to the Social Services Department should not be delayed by attempts to secure more information. Where ever possible referrals telephoned to the Social Services Department should be confirmed in writing within 24 hours. A record should be made of the name and designation of the

Social Services member of staff to whom the concerns were passed, together with the time and date of the call in case any follow-up is needed.

#### ALLEGATIONS AGAINST STAFF/VOLUNTEERS

It is acknowledged that feelings generated by the discovery that a member of staff or a volunteer is, or may be, abusing a child will raise concerns amongst other members or staff, or other volunteers. The Club believes that protection of the child must come first and any instance must be reported immediately to the Administration Manager or a Committee member. Any member of staff who reports an incident of child abuse will get the full support and protection of the Committee in the event of harassment or prejudice from other members of staff.

The Club will take immediate steps to temporarily suspend any member of staff involved in or alleged to be involved in any form of child abuse, pending further investigation by the police or Social Services.

#### ALLEGATIONS OF PREVIOUS ABUSE

Allegations of abuse may be made some time after the event (by an adult who was abused as a child) in these cases the allegations should be reported as quickly as possible to Social Services Department or the police through the Administration Manager or a Committee member. The Club will take immediate steps to temporarily suspend any member of staff involved in these allegations pending further investigation. Prior to engaging new staff every effort will be made to ensure that the Club will not employ anyone with a criminal conviction for offences relating to abuse.

#### GOOD PRACTISE IN THE CARE OF CHILDREN

- Always be publicly open when working with children, avoid situations where your work with children cannot be observed.

#### IT DOES NOT MAKE SENSE TO

- Spend excessive amounts of time alone with children away from others.
- Take children alone on a car journey, however short.
- Take children to your home or hotel room, etc. where they will be alone with you.

#### NEVER

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.

#### RESPONSIBILITIES & COMMUNICATION

- The Club Child Protection Policy will be available to all members, parents, staff, volunteers and participants.
- The Policy will be reviewed every three years by the Board and amended as appropriate. Guidance from Golf's governing bodies will be sought as part of the review process.
- The Management Committee has responsibility for ensuring that the policy and procedures are implemented, including taking any appropriate disciplinary action necessary.
- The Management Committee 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.