

*Policy & Procedures to Protect*

*Children & Adults in Golf*

 *April 2018*

Foreword

Sport, and golf in particular, can and does have a very powerful and positive influence on people. Not only can golf provide opportunities for enjoyment and achievement, it can also help those who participate to develop valuable qualities and skills such as self-esteem, leadership and teamwork. These positive effects can only take place if golf is in the right hands – in the hands of those who place the welfare of all young people first and adopt practices and support, to protect and empower them. The reality is that abuse does take place in sport and in some cases coaches and other trusted adults in sport have been convicted of abusing children.

Everyone has a duty of care towards children to help to protect them from abuse. It is hoped that this policy and procedures will help create a safe environment in golf and reduce the risks of false allegations for all members, staff, parents, professionals or volunteers working with children associated with Hollandbush Golf Club.

This policy and procedures for golf refer to children as the primary focus throughout. The same principles apply and are intended to be actioned in respect of vulnerable adults. Further, this policy and procedure is developed for the protection of the child first, but also importantly the adult working with children through the promotion of awareness and good practice. For this reason this document is referred throughout as the ‘Child and Adult Protection Policy and Procedures’.

\* Hollandbush Golf Club plays its golf at a Municipal course owned by South Lanarkshire Council (SLC) and administered by South Lanarkshire Leisure (SLL). The Club’s policies and procedures must be consistent with SLC/SLL policy guidelines.



Hollandbush Golf Club

Child & Adult Protection Policy and Procedures

# Responsibilities

Hollandbush Golf Club will:

* Promote the health and welfare of children and adults by providing opportunities for them to take part in golf safely.
* Respect and promote the rights, wishes and feelings of children and adults.
* Promote and implement appropriate procedures to safeguard the well being of children and protect them from abuse.
* Recruit, train, support and supervise its members to adopt best practice to safeguard and protect children from abuse and to minimise risk to themselves.
* Require members to adopt and abide by this Child & Adult Protection Policy and Procedures.
* Respond to any allegations of abuse in line with this Policy and Procedures as well as implementing where appropriate, the relevant disciplinary and appeals procedures.
* Review and evaluate this Policy and Procedures on a regular basis.

# Principles

The welfare of children is everyone’s responsibility, particularly when it comes to protecting them from abuse. Children have a lot to gain from golf. Their natural sense of fun and spontaneity can blossom in a positive environment created by golf. It provides excellent opportunity for them to learn new skills, become more confident and maximise their own unique potential. The Policy and Procedure is based on the following principles:

* The welfare of children is the primary concern.
* Anyone under the age of 18 should be considered as a child for the purpose of this document.
* All children, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
* It is the responsibility of Members to report any concerns about abuse or suspected abuse to the Golf Club’s Child Protection Officer or his/her assistant and it is the responsibility of the Social Work Department and the Police to conduct, where appropriate, a joint investigation.
* All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
* Personal data are processed in accordance with the requirements of the Data Protection Act 1998, the Human Rights Act 1998 and GDPR 2016.

# Review

This Policy and supporting Procedures will be regularly monitored and reviewed:

* In accordance with changes in legislation and guidance on the protection of children and adults or any changes within the Management of Hollandbush Golf Club.
* Following any issues or concerns raised about the protection of children within Hollandbush Golf Club.
* In all other circumstances, at least annually.

## Hollandbush Golf Club Child & Adult Protection Procedures

## Recruitment and Employment

All reasonable steps must be taken to ensure people who pose a risk to children are prevented from working with children. Equally all reasonable steps must be taken to ensure adults working with children are fully supported and aware of good practice regarding child protection issues.

For all positions that may require periods of caring for or responsibility for children, the following recruitment procedure must be completed.

* 1. **Advertising**

All forms of advertising used to recruit members for positions involving contact with children will include the following:

* The aims of Hollandbush Golf Club and where appropriate, details of the particular programme involved.
* The responsibility of the role.
* Details of Hollandbush Golf Club’s open and positive stance on child and adult protection, specifically stating that criminal checks may be carried out.
	1. **Pre-application Information**

Pre-application information for positions involving contact with children will be sent to applicants and will include:

* An application form and covering letter
* A job description including roles and responsibilities.
* A candidate specification (e.g. stating qualifications or experience working with children)
* A self-declaration form.
* Information on Hollandbush Golf Club and related topics**.**
	1. **Application and Self-Declaration Form**

All applicants will be requested to complete an Application Form and a Self-Declaration Form. The purpose of the self-declaration form is to consider any information on criminal behaviour that indicates the applicant may pose a risk to children if offered the position e.g. criminal records or investigations. This should be retained by the applicant and will be requested to be forwarded to Hollandbush Golf Club only in the event that the applicant is short listed for the position after interview.

* 1. **Application and Self-Declaration Form**

References will be sought if required. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children in any of the following capacities: employee; volunteer; or work experience. If the person has no experience working with children a training requirement will be agreed before appointment in respect of the conduct in the contact with children, which may be required by the applicant for the position concerned.

* 1. **Checks**

The Scottish Golf Union (SGU) recommend that clubs request a Disclosure Scotland Check for all members whose position within the club may require caring for or responsibility for children. The self declaration form should be submitted along with the PVG application.

The SGU will provide a centralised police check/vetting service on behalf of all member Areas and Clubs who wish to utilise this service when appointing its own participants. After its facilitation of the criminal records check, the SGU will provide the results to the relevant Area or Club (as set out below). The Area or Club concerned will then be responsible for taking such a result into consideration in its own recruitment or procedures. The SGU’s involvement in the recruitment procedure of Areas and Clubs will be limited to obtaining, on behalf of that Area or Club, the relevant checks on behalf of that Area or Club.

The SGU is (will be) registered with the Central Registered Body for Scotland.

Prior to appointment, a Disclosure Scotland Check and/or equivalent international check will be completed through the auspices of the SGU. This will require the prospective holder to complete and submit a Disclosure Scotland Form, with the results returning to the SGU. The individual will then receive advice through a national process as to whether they can be offered a position to work with Children. No details of the actual disclosure will be returned to the Area/Club, thereby ensuring confidentiality is maintained as far as possible. The Area or Club will require them to show the official confirmation that they can work with children prior to undertaking the role concerned. This check will be required once the relevant Area or Club has decided to offer the applicant the relevant position prior to the offer being made.

As recommended by Disclosure Scotland (Protecting the Vulnerable by Safer Recruitment, 2002) the following types of checks are requested for positions requiring contact with children:

***Standard Disclosure***

Standard Disclosure will be requested from those applying for positions listed in the Rehabilitation of Offenders Act 1974 (ROA) (Exceptions) Order 1975. These categories include occupations with duties that involve regular contact with children and young people under the age of 18; and the elderly, sick and handicapped people.

***Enhanced Disclosure***

Enhanced Disclosures will be requested for positions that involve a greater degree of contact with children. For example positions that require contact with training, supervising and/or being in sole charge of children and young people.

It is therefore recommended that any person in the Area or Club that will specifically work with children undertake the enhanced check. Please also note that it is recommended that no retrospective checks be undertaken for those people already in a position prior to a Policy and Procedures being adopted. Once a Policy has been adopted any new person or person changing to take up a position working with children, would need to be checked as outlined.

The process for police checks is as follows:

***A*** Club talks to individual re volunteering

* Allows individuals to read the policy
* Outlines role and expectations
* Checks two references
* Ensures Self Declaration Form completed
* Ensures central vetting process and provides official forms and SGU letter.
* SGU Letter outlines policy that if been convicted or implicated in an offence against a child then that person will not be allowed to work with children and therefore should not apply.
* Countersigns application after individual presents appropriate ID (lead signatory(s) in Club to sign).
* Provides copy of job description/role for the volunteer to send with application (this is needed to ensure that the role be undertaken warrants a police check and if so, at what level).

***B*** Individual submits application to SGU Children’s Officer (CO).

***C*** CO forwards application to Central Registered Body.

***D*** Central Registered Body forwards to Disclosure Scotland

***E*** Disclosure Scotland return Disclosure in duplicate:

* one copy to individual; and
* one copy to Central Registered Body

***F*** Central Registered Body forwards to CO, who reviews Disclosure.

***F1*** If all clear CO writes to individual confirming they can work with children.

Individual shows letter to club and club double checks it is authentic by calling CO to verify.

**Note:** If no letter shown to club – do not allow the individual to work with children.

***F2*** If CO is in doubt re Disclosure – it is submitted for a Panel’s consideration.

***F3*** Panel meet and reach view – CO writes to individual outlining the outcome.

 ***F* *3***.***1*** If OK progress as per F1

 ***F* *3*.*2*** If not OK letter stating this sent, outlining right of appeal by a certain

date.

***F4*** Right of Appeal

The right of Appeal against the Panel’s decision can only be based on its consideration of the disclosure itself.

***F4***.***1*** If there is an appeal against the Panel’s decision then an independent panel will hear that appeal, consider the information and take a decision (refer F3).

***F4***.***2*** If the appeal is against the content of the Disclosure it is referred to Disclosure Scotland and if subsequently changed, start consideration process again.

* 1. **Interview**

For paid positions that require contact with children interviews will be carried out. For volunteers this requirement will be considered to the seniority and nature of the roles to be undertaken but usually an interview will be required.

* 1. **Offer of Position**

Once a decision has been made to appoint an individual on a paid basis, an offer letter will be presented to the applicant including the details of the position, any special requirements and the obligations e.g. agreement to the policies and procedures of the club and responsibilities of the role. Confirmation of the paid position being accepted will require the offer letter to be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning to the club.

* 1. **Induction**

The induction process for the newly appointed member will include the following:

* An assessment of training, individual aids and any other needs and aspirations.
* Clarification, agreement and signing up to the Child and Adult Protection Policy and Procedures.
* Clarification of the expectations, roles and responsibilities of the position.
	1. **Training**

Newly appointed members will complete the following training over an agreed period:

* Protecting children.
* Working effectively with children (including presentation skills, developing child friendly resources and activities); and
* Any other identified training needs in respect of their conduct of contact with children, which may be required in respect of the position concerned.
	1. **Probation**

Newly appointed members may be required to complete an agreed period of probation on commencement of their role.

* 1. **Monitoring and Performance Appraisal**

All members who have contact with children will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

**2. Members with Specific Responsibility for the Protection of Children**

* 1. **The Child Protection Officer (CPO)**

The CPO has the main responsibility for managing child and adult protection issues with members.

* 1. **Role and Responsibilities of the CPO:**

Within Hollandbush Golf Club the CPO will:

* Implement and promote Hollandbush Golf Club’s Child and Adult Protection Policy and Procedures.
* Regularly report to the Committee or Appropriate authority.
* Act as main contact within the Club for the protection of children.
* Encourage good practice and support of procedures to protect children.
* Keep abreast of developments and understand the latest information and data protection, confidentiality and other legal issues that impact on the protection of children.
* Communicate with SGU’s Child and Adult Protection Officer.
	1. Roles and Responsibilities contd.
* Maintain confidentiality records of reported cases, action taken, liase with the statutory agencies and ensure they have access to all necessary information.
* Report cases, concerns and action taken to the SGU’s Child and Adult Protection Officer.
* Attend training on the protection of children and adults.
* Establish and maintain contact with local statutory agencies including the Police and Social Work Department.
* Monitor drop-outs and transfers.
* Monitor and review Child and Adult Protection Policy and Procedures.

**3. Code of Conduct for the Protection of Children and Adults**

This code of conduct details the types of practice required by all members of Hollandbush Golf Club when in contact with children. The types of practice are categorised into good practice; practice to be avoided; practice never to be sanctioned; and safe practice in unforeseen circumstances. Suspicion or allegations of non-compliance of the Code by a member will be dealt with through the Hollandbush Golf Club’s Disciplinary Procedure of misconduct or, in some cases, through the Procedure for Managing Suspicions and Allegations of Abuse of a child against members.

* 1. **Good Practice**

Hollandbush Golf Club supports and requires the following good practice with children.

When working with children:

* Make golf fun, enjoyable and promote fair play.
* Always work in an open environment, e.g. avoid private or unobserved situations and encourage an open environment for activities.
* Treat children equally, with respect and dignity.
* Put welfare of each child first before winning or achieving goals.
* Be an excellent role model including not smoking or drinking alcohol in the company of children.
* Give enthusiastic and constructive feedback rather than negative criticism.
	1. **Good Practice contd.**
* Ensure that if any form of manual or physical support is required for a child, it is provided openly, the child is informed of what is being done and their consent is obtained.
* Involve parents, guardians and carers wherever possible.
* Build balanced relationships based on mutual trust that empower children to share in the decision making process.
* Recognise the development needs and capacity of children; avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.

**First Aid Treatment of Injuries:**

If a child requires first aid or any form of medical attention whilst in a members care, then the following best practice must be followed:

* Where practicable all parents/guardians/carers of children under 16 must complete the Hollandbush Golf Club’s Medical Consent Form before participating in golf.
* Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
* Keep written record of any injury that occurs, along with the details of any treatment given to be recorded in Accident Book.
* Where possible, ensure access to medical advice and/or assistance is available.
* Only those with a current, recognised First Aid Qualification should respond to any injuries.
* Where possible any course of action should be discussed with the child/vulnerable adult, in a language that they understand and their permission should be sough before any action is taken.
* In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
* The child’s parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless, it is in the child’s interest or on professional advice not to do so.
* A Notification of Accident Form must be completed and signed and passed to the Child Protection Officer as soon as possible.

**For taking and transporting children away from home:**

Transporting children individually (i.e. one child only) in you car should be avoided, where possible. If it is necessary to provide transport the following Good Practice must be followed:

* Where practicable, request written parental/guardian consent, if members are required to transport children in their cars or minibuses.
* Always tell another member that you are transporting a child in your car, give details of the route and the anticipated length of journey.
* Ensure all vehicles are correctly insured.
* Ensure all reasonable safety measures are taken, e.g. children in the back seat, seatbelts must be worn.
* Ensure, where possible, a male and female accompany mixed groups of children. These adults should be familiar with and agree to abide by Hollandbush Golf Club’s Child & Adult Protection Policy and Procedures.
* Always plan and prepare a detailed programme of activities and ensure copies are available for other members and parents/guardians.
	1. **Practice to be Avoided**

The following practices should be avoided:

* Having “favourites” – this could lead to resentment and jealousy by other children and could lead to false allegations.
* Spending excessive amounts of time along with children away from others.
* Ensure that when children are taken away from home, adults avoid entering their room unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, the door should remain open, if appropriate.
* Taking children to a home other than his/her own home.
* Where possible, doing things of a personal nature for children that they can do for themselves.

**Important Note:** It may sometimes be necessary for members to do things of a personal nature for children particularly if they are very young or vulnerable. These tasks should only be carried out with the full understanding and consent of the child and where possible parental/guardian consent. It is important to respect their views. A Member shall not take on the responsibility for tasks for which they are not appropriately trained.

* 1. **Forbidden Practice**

The following practices are forbidden:

* Never engage in sexually provocative games, including horseplay.
* Never engage in rough or physical contact except as permitted within the rules of the game.
* Never form intimate emotional or physical relationships with children.
* Never allow or engage in touching a child in a sexually suggestive manner.
* Never allow children to swear or use sexualised language unchallenged.
* Never make sexually suggestive comments to a child, even in fun.
* Never reduce a child to tears as a form of control.
* Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
* Never share a room with a child for sleeping accommodation.
* Never invite or allow children to stay at a members’ home who are known to them only in connection with their role within Hollandbush Golf Club.

**3.4 Reporting**

If members have concerns about an incident involving a child that seems untoward or unusual, they must report their concerns as soon as possible to the Child Protection Officer. Parents should be informed of the incident as soon as possible **unless** it is not in the child’s interest to tell them.

Report, record and inform if the following occur: (RING BINDER)

* Accidental hurt of a child.
* If a child seems distressed in any manner.
* If a child misunderstands or misinterprets something said or done.
* If a child appears to be sexually aroused by a members’ actions.
* If a child needs to be restrained.
1. **Good Practice: Identifying and Managing Bullying**

To ensure Hollandbush Golf Club creates and atmosphere where bullying of children is unacceptable and to help members manage bullying issues. Guidelines for identifying and managing bullying have been developed.

Any suspicion or allegations of bullying of a child against a member will be dealt with through Hollandbush Golf Club’s Disciplinary Procedures.

1. **Photographing, Videoing and Filming of Children:**

The following procedures have been developed to protect children. The following is required for Hollandbush Golf Club’s activities or events where children are participating:

* + Where appropriate all materials promoting Hollandbush Golf Club events or activities shall state that accredited photographers will be present.
	+ Where possible consent from the parent/guardian for photographing, videoing and/or filming of a child must be obtained prior to the event or activity.
	+ Where possible, anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of Hollandbush Golf Club.
	+ If relevant, an activity or event specific identification badge/sticker must be provided to and clearly displayed at all times by an accredited photographer/s, film and video operators on the day of the activity or event.
	+ No unsupervised access or one-to-one sessions are to be permitted unless this has been approved in advance and appropriate vetting has occurred e.g. Disclosure Scotland check of individual wanting to photograph, film or video.
	+ The requirements above are publicly promoted to ensure all people present at the event or activity understand the procedure and are aware of whom to contact if concerned.
	1. **Concerns about Photographers, Video or Film Operators**

Any concerns with the manner in which or the products of photographers or video or film operators are to be reported to Hollandbush Golf Club’s Child Protection Officer and where relevant, the police.

**6. Children in Publications and on the Internet**

Hollandbush Golf Club publications and Hollandbush Golf Club information on the Internet must adhere to the following:

* Publications or information on an Internet Site must never include personal information that could identify a child e.g. home address, e-mail, telephone number of a child. Any contact information must be directed to Hollandbush Golf Club.
* Before publishing any information or making available to the public any photography or video footage about a child, written consent must be obtained from the child’s parent/guardian. If the material is changed from time of consent, the parents/guardians must be informed and consent provided for the changes.
* The content of photographs or videos must not depict a child in a provocative pose or in a state of partial undress other than when depicting a sporting activity. Children must never be portrayed in a demeaning or tasteless manner.
* For photographs or video groups or teams of children, ensure that only the group or team is referred to, not individual members.
* All published events involving children must be reviewed to ensure the information will not put children at risk.
* Particular care must be taken in publishing photographs, film or videos of children who are considered particularly vulnerable e.g. the subject of a child protection issue or a custody dispute. Specific consent of the child’s parent/s or guardian/s must be obtained prior to any such publishing.
* Particular Care is to be taken in publishing photographs, films or videos of children with physical, learning and /or communication or language disabilities, as they could be particularly vulnerable to abuse. Specific consent of the child’s parent or guardian must be obtained prior to any such publishing.
* Permission from parents will be sought to use photographs/images/videos on Social Media sites (e.g. Facebook) to promote the activity of golf at Hollandbush and associated events. Individuals would ONLY be identified in specific circumstances e.g. winners of tournaments UNLESS permission is denied by parents/guardians

**Important Note:** Any concerns or enquiries about publications or Internet Information should be reported to Hollandbush Golf Club’s Child Protection Officer.

 