

## **DERBYSHIRE COUNTY GOLF**

# **Safeguarding Children and Young People Policy and Procedures**

Issue Date: 5<sup>th</sup> September 2018  
Version 1

## Contents

	<b>Page</b>
<b>Safeguarding Children and Young People Policy Statement</b>	3
<b>Procedures:</b>	
<b>1.</b> Recruitment and training	4
<b>2.</b> Complaints, concerns and allegations	5
Flow Charts	6 & 7
<b>3.</b> Emergencies and incidents	8
<b>4.</b> Supervision	9
<b>5.</b> Good Practice Guidelines	9
<b>6.</b> Social Media Guidelines	12
<b>7.</b> Useful Contacts	14
<b>8.</b> Appendices	
1. Application form	16
2. Self-disclosure form	18
3. Reference form	20
4. Codes of conduct (Adult and Junior)	22 - 24
5. Incident Report Form	26
6. Accident Report Form	28
7. Junior Profile & Parental Consent Forms	30
8. Parental Guidance	34
9. Photography Consent	36
10. Regulated activity and DBS	37

## **Safeguarding Children and Young People Policy**

Whilst children and young people are participating in golf activities in our care, Derbyshire County Golf (DCG) has a responsibility to ensure their safety and wellbeing.

DCG recognises the policies of the National Governing bodies, as set out in the "Guidelines for Safeguarding Children in Golf". The policy and supporting procedures set out a framework to fulfil our commitment to good practice and the protection of children in our care.

### **PRINCIPLES**

- A child is defined by law as a person under the age of 18 years
- The welfare of children is paramount
- All children, regardless of their Age, Race, Religion or Belief, Disability, Sex or Sexual Orientation, have the right to protection from abuse
- All concerns and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- All children have the right to be safe
- All children have the right to be treated with dignity and respect as is the case in reverse
- DCG will work with children, their parents and external organisations to safeguard the welfare of children participating in golf
- We recognise the authority of the statutory agencies and are committed to complying with Local Safeguarding Children Board Guidelines (LSCB) and any documentation which supersedes these.

### **OBJECTIVES**

DCG aim to:

- Provide a safe environment for children participating in golfing activities within the County and try to ensure that they enjoy the experience.
- Reassure parents, guardians and carers that their children will receive the best care possible whilst participating in County activities & communicate policy & procedure to them through website/letter/consents.
- Support adults (staff, volunteers, PGA Professionals, coaches, members and visitors) to understand their roles and responsibilities with regard to the Duty of Care and protection of children.
- Provide appropriate level training and support to staff, volunteers & coaches to make informed and confident responses to specific child protection issues and to fulfill their role effectively
- Adopt the Children in Golf Safeguarding and Child Protection Policy and Procedures and any related policies where appropriate.

## **RESPONSIBILITIES AND IMPLEMENTATION**

DCG and partner organisations will seek to promote the principles of safeguarding children by:

- Reviewing their policy and procedures every three years or whenever there is a major change in legislation. Guidance from England Golf & Children in Golf Strategy Group will be sought as part of the review process.
- Conducting a risk assessment of County activities with regard to safeguarding and take appropriate action to address the identified issues within suitable timescales.
- Using appropriate recruitment procedures to assess the suitability of County volunteers and staff working with children, in line with guidance from Children in Golf.
- Following National Governing Body (NGB) procedures to report concerns and allegations about the welfare of children or the behaviour of adults and ensure that all staff, volunteers, parents and children are aware of these procedures.
- Directing County staff, volunteers & coaches to appropriate safeguarding training, where this is appropriate to their role.

### **1. RECRUITMENT AND TRAINING**

DCG 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.

Each role which involves an element of responsibility with regard to children, particularly those involving the regular supervision of children, whether voluntary or paid, will be assessed to establish which qualifications, checks and other requirements are necessary. These will include the following:

- An application form (**Appendix 1**)
- A self-disclosure form (**Appendix 2**)
- References from 2 people if possible (**Appendix 3**)
- A signed Code of Conduct (**Appendix 4**)
- A Disclosure & Barring Service (DBS) check on people involved in 'regulated activity' with children. (**Appendix 10**)

Details of the requirements and the qualifications and checks of individuals will be recorded by the County Secretary who will also hold copies of the necessary Safeguarding and Protecting Children (SPC) certificates and England Golf Compliance approval letters. The nominated person will possess all relevant and appropriate contact details of all staff / volunteers and other relevant bodies.

All Staff, Volunteers & PGA Coaches will be offered access to appropriate child protection training. DCG recommends attendance at the UK Coaching "SPC" workshop and will ensure that all volunteers and staff who have significant contact with children attend. Attendance at the training will be repeated every 3 years for those involved in regulated activity.

All Staff, Volunteers & PGA Coaches working with children will be asked to read and become familiar with the DCG Safeguarding Policy and Procedures.

All volunteers & coaches involved with children will be asked to read the DCG Code of Conduct for Adults, and sign to indicate their agreement to act in accordance with the code. The code is linked to the DCG's Disciplinary Procedures.

## **2. COMPLAINTS, CONCERNS AND ALLEGATIONS**

**2.1** If a player, parent/carer, member of staff or volunteer has a concern about the welfare of a child, or the conduct of another child/young person or an adult (whether they are a parent, coach, member, or otherwise), these concerns should be brought to the attention of the County Welfare Officer forthwith. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Welfare Officer. Please refer to Flowcharts 1 & 2 for further details (see below).

**2.2** All concerns will be treated in confidence. Details should only be shared with those who can help with the management of the concern.

**2.3** Concerns will be recorded on an Incident Report Form (**appendix 5**) and sent to the England Golf Compliance department and retained confidentially within the County.

**2.4** DCG will work with England Golf and other external agencies to take appropriate action in the case of abuse or serious poor practice. DCG's disciplinary procedures will be applied and followed.

**2.5** In the event of a child making a disclosure of any type of abuse, the following guidance is given:

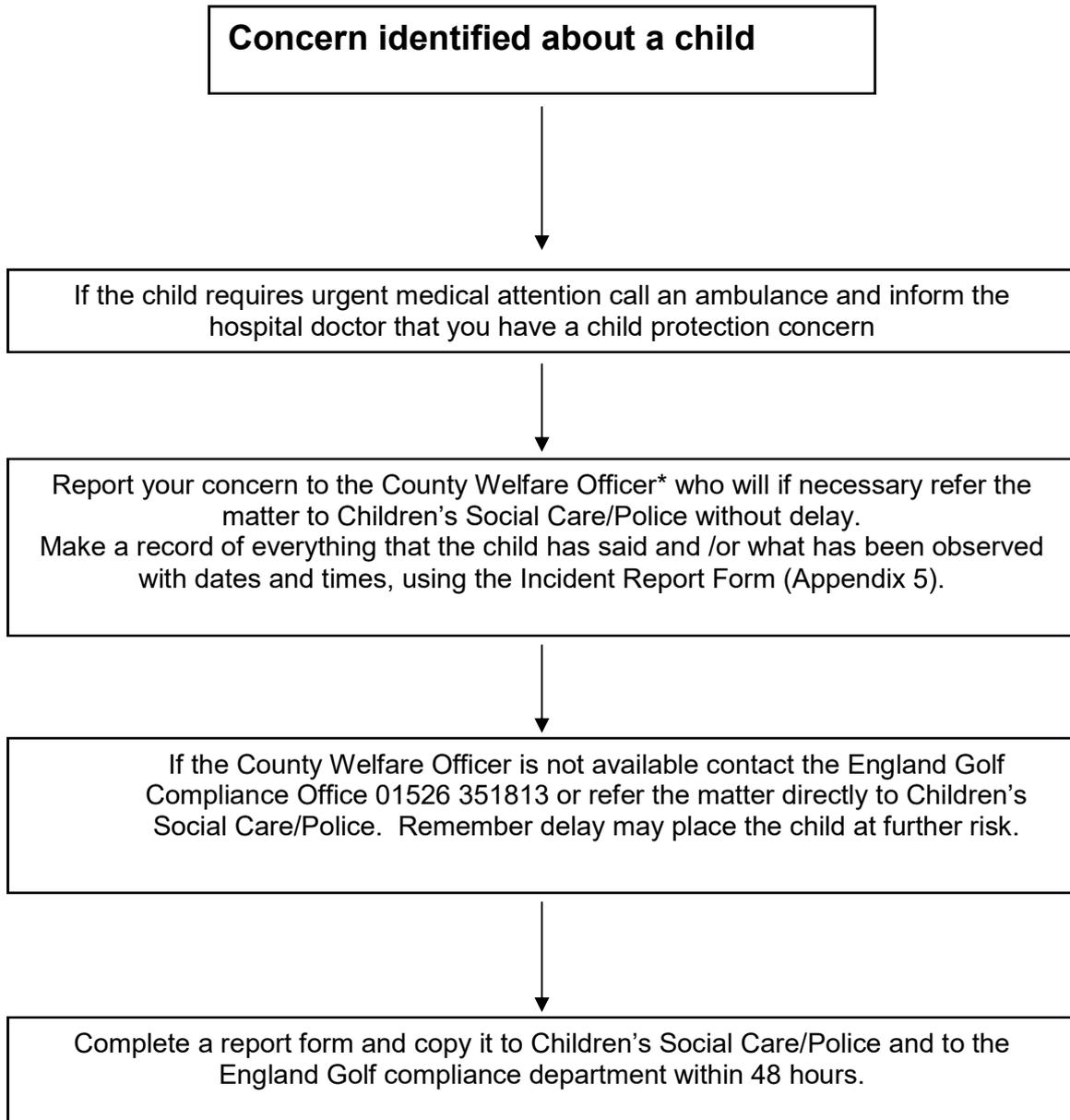
- Reassure the child that they have done the right thing to share the information
- Do not make promises that cannot be kept, such as promising not to tell anyone else
- Do not question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action
- Record what the child has said as soon as possible on an incident report form.

Do not notify the parents unless you have first sought advice from the England Golf Compliance Office 01526 351813.

**2.6** 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

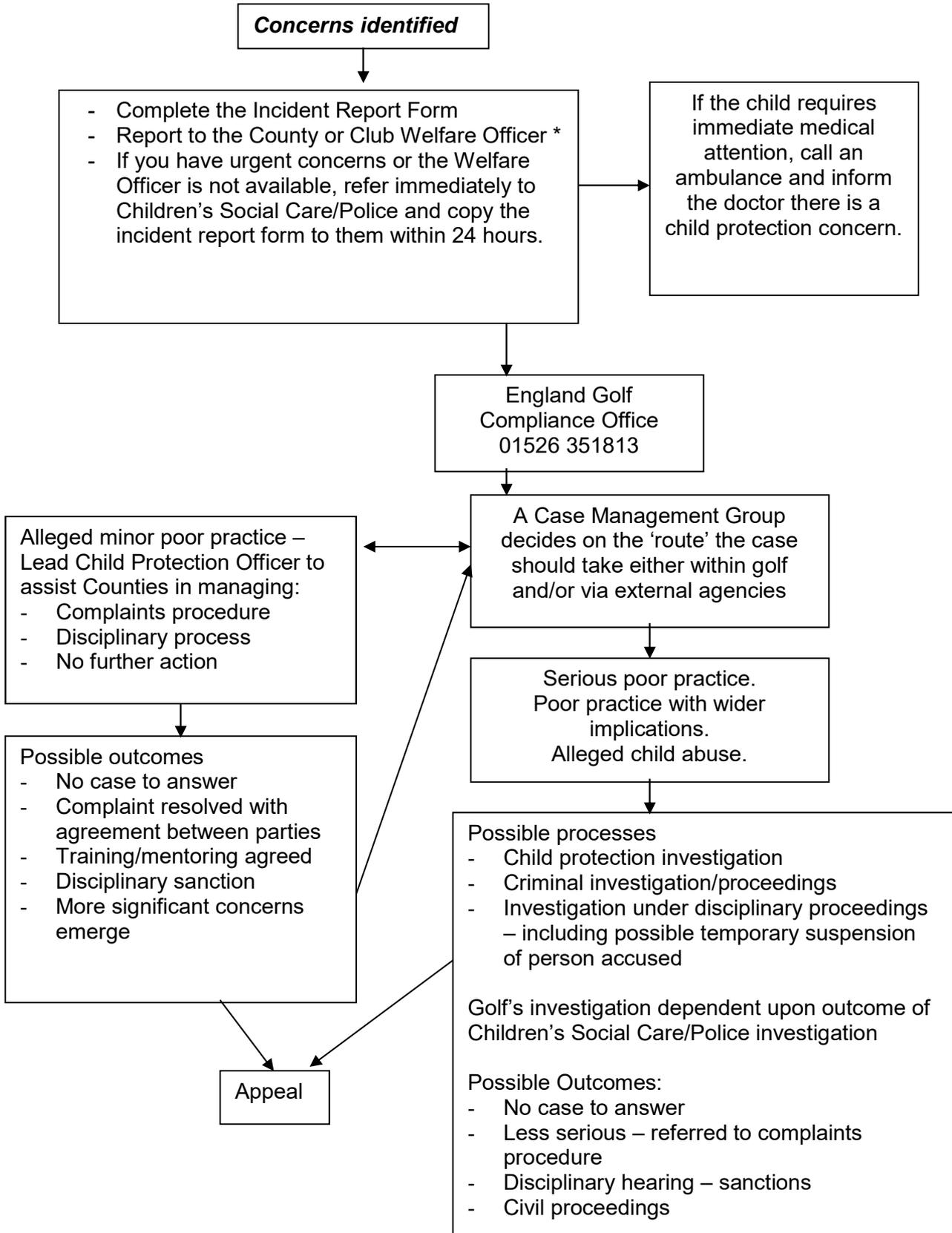
### What to do if you are worried about what is happening to a child outside of the County (but the concern is identified through the child's involvement in golf)



\* If for any reason a County Welfare Officer is not in post contact the England Golf Compliance Office 01526 351813

## FLOW CHART 2

### What to do if you are worried about the behaviour of any member, parent/carer, volunteer, staff, Professional, coach or official in golf or affiliated organisations



### **3. EMERGENCIES AND INCIDENTS**

**3.1** Parental Consent Forms (**appendix 7**) will be obtained and retained by DCG for all children who are participating in events or activities, or attending coaching organised by the County. These forms 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 County representative to act in loco parentis.
- An adult County representative will accompany the child to seek medical attention, if appropriate, ensuring that they take the consent form with them.
- A record of the action taken will be made and retained by a County representative.

**3.3** Where a parent is late in collecting their child the following procedure will apply:

- Attempt to contact the parent/carer using the contact details on the Parental Consent Form
- Attempt to contact the first, then the second emergency contact nominated on the Consent Form
- Wait with the young person(s) at the venue with, wherever possible, other staff/volunteers or parents.
- If no one is reachable, contact the County's Welfare Officer for advice.
- If all attempts to make contact fail, consideration should be given to contacting the police for their advice.

Staff, Volunteers & PGA Pros should try to avoid:

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

## **4. SUPERVISION**

- 4.1 During coaching sessions the County will endeavour to ensure that there is at least one Coach/volunteer present for every 8 children.
- 4.2 Parents will be encouraged to stay for coaching/competitions & other events where their children are of an age where their supervision is required. This is compulsory for events such as the Futures Tour.
- 4.3 If there are young children (under 10 years of age) attending events, activities, coaching or playing sessions they will be supervised at all times.

Wherever possible adults will avoid changing or showering at the same time as children but parents will be made aware that with limited changing room space there will be occasions when adults and children may need to share the facilities.

- 4.4 Parents should be aware that if children are left at a venue unsupervised, other than to attend specific coaching sessions, competitions, or other organised events, the County cannot accept supervisory responsibility.
- 4.5 Special arrangements will be made for away trips. 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. Codes of conduct will be issued to juniors & adults working with them to promote good practice.
- 5.12 DCG requires that all staff and volunteers working with children adhere to the standards set out in the Code of Conduct (**appendix 4**). Similarly, children are expected to follow their own code of conduct to ensure the enjoyment of all participants and assist the County in ensuring their welfare is safeguarded (**appendix 4**).
- 5.13 Parents should also work together with the County to ensure that the safety of all children is safeguarded. A sheet on "Parental Guidance" (**appendix 8**) is provided to assist them in understanding how they can best assist the County.

### **5.2 Adults and Children playing golf together**

One of the reasons for the popularity of golf is that the game is not restricted by ability, age or gender. Responsible interaction between adults and children helps bring mutual respect and understanding and will be encouraged as part of County

and Club activities. Adults should always be aware however that age related differences do exist and conduct themselves in a manner that recognises this.

### **5.3 Physical Contact**

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.

### **5.4 Transport**

**5.41** The County believes it is primarily the responsibility of parents/guardians to transport their child/children to and from events. It is not the responsibility of County volunteers or coaches to transport children and young people to and from events, activities, tournaments or matches.

**5.42** The County may make arrangements for transport in exceptional circumstances, such as team events. 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.

### **5.5 Photography/ Videoing**

**5.51** 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, websites or for coaching purposes. The personal details of the child will not be used in any promotional material.

**5.52** Any press/official photographers attending events will be required to seek permission from the County before taking photographs and also permission of parents to use the images.

### **5.5 Anti Bullying Procedures**

**5.51** We believe that every effort must be made to eradicate bullying in all its forms.

Bullying can be difficult to define and can take many forms which can be categorised as;

- Physical – hitting, kicking, theft
- Verbal – homophobic or racist remarks, threats, name calling
- Emotional – isolating an individual from activities or a group

All forms of bullying include;

- Deliberate hostility & aggression towards an individual(s)
- A victim who is weaker and less powerful than the bully or bullies
- An outcome which is always painful & distressing for the victim

Bullying behaviour may also include;

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive or offensive comments of a sexual nature.

The County and its Staff, Volunteers & Coaches will not tolerate bullying in any of its forms during County matches, competitions, coaching or at any other time during County activity.

**5.52** We are intent that we will:

- Provide a point of contact where those being bullied can report their concerns in confidence – The CWO & Sec/Manager
- Take the problem seriously
- Investigate any and all incidents and accusations of bullying
- Talk to bullies and their victims separately along with their parents/guardians
- Impose sanctions, which may include expulsion from the County for bullies
- Inform all members of the County about the incident and action taken if appropriate
- Keep a written record of all incidents and the action taken

**5.6 Confidentiality**

**5.61** Details of all juniors will be kept on file in the office and will not be shared with a third party without parent/guardian consent. Access to this information will be granted to Sec/Manager/CWO, the Junior Organiser(s) and the PGA Golf Professional(s).

**5.62** All concerns/allegations will be dealt with confidentially by the club and information will only be shared on a need to know basis, either internally or externally depending on the nature/seriousness of the concern/allegation.

**5.7 Changing rooms**

The changing rooms are used by all members & visitors, juniors will only be supervised if needed at County organised events. Parents will be made aware that adults use the changing rooms throughout the day for changing & showering. Where a parent/guardian does not consent to their child accessing the changing rooms, it is their responsibility to either supervise the child while in the changing rooms or ensure that they do not use them.

## **6. Social Media Guidelines – Derbyshire County Golf Ltd.**

This guidance gives procedures that will support and underpin the use of social networking and other online services within Derbyshire County Golf Ltd. It is important that all members, staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of DCGL are aware of this policy and agree to the following terms.

### **6.1 Advice for Individual**

Do not accept children as contacts on social networking sites if you hold a position of trust with children/young people.

Where contact through social networking sites is used for professional reasons, restrict the communication to professional content and obtain written consent from parents prior to establishing contact.

Include a third party in any communications to children, e.g. copy parents into communications. Eg. In Whatsapp groups, make sure a parent or guardian is included in the chat as well as the young person.

Use the privacy settings on the various sites to ensure that your content will only be viewed by appropriate people.

Ensure that any content you place on a social networking site is age-appropriate. Do not use the site to criticise or abuse others.

Know where to direct junior members and their parents for information.

Know how to report concerns.

Know how to keep data safe and secure. This should include the personal contact data of individuals, such as mobile numbers, email addresses and social networking profiles.

### **6.2 Advice for Children**

Consider carefully who you invite to be your friend online and make sure they are who you actually think they are.

There are websites that offer advice about protecting yourself online, such as [www.ceop.gov.uk](http://www.ceop.gov.uk) and [www.childnet.com](http://www.childnet.com)

Make sure you use privacy settings so that only friends can view your profile.

Remember that anything you post on websites may be shared with people you don't know.

Never post comments, photos, videos, etc., that may upset someone, that are untrue or that are hurtful. Think about whether you may regret posting the content at a later date.

If you are worried or upset about something that's been posted about you, or by texts you receive from other juniors or adults involved with the club, raise this with your Club Welfare Officer. Alternatively contact your County Welfare Officer (Craig Longmore at Derbyshire County Golf – [derbyshiregolfcwo@gmail.com](mailto:derbyshiregolfcwo@gmail.com) or telephone 07988 846106). Do not suffer alone. You will be listened to and your concerns will be taken seriously.

If you want to talk to someone anonymously, call Childline on 0800 1111, or contact them on the web at [www.childline.org.uk](http://www.childline.org.uk) . You can also call the NSPCC on 0808 800 5000.

### **6.3 Advice for Parents**

Make yourself knowledgeable about social networking platforms and how they work.

Go on the internet with your child and agree what sites are acceptable to visit. Regularly check that they are staying within the agreed limits.

Encourage your child to talk to you about what they have been doing on the internet.

Make sure they feel able to speak to you if they ever feel uncomfortable, upset or threatened by anything they see online.

Encourage children to look out for each other when they're online. Explain that it's all part of staying safe and having fun together.

Explain to children that it's not safe to reveal personal information, such as their name, address or phone number on the internet. Encourage them to use a cool nickname rather than their own name.

Attachments and links in emails can contain viruses and may expose children and young people to inappropriate material. Teach children to only open attachments or click on links from people they know.

### **6.4 Further Advice for Parents of Young Golfers**

If you are concerned about any texts, social networking posts or any other use of communication technology by members of the golf club, volunteers or members of staff, raise this with the Club Welfare Officer/County Welfare office. They will look into the matter and take appropriate action. Alternatively contact England Golf Lead Safeguarding Officer Tel 01526 351851.

In addition to reporting concerns to England Golf (National Governing Body), you should immediately report possible online abuse to the Child Exploitation and Online Protection Centre (CEOP) or the police. Law enforcement agencies and the internet service provider may need to take urgent steps to locate a child and/or remove the content from the internet. Where a young person may be in immediate danger, dial 999.

Do not post/send negative or critical comments or messages about other children in the club, staff or volunteers. If you have concerns about a person, these should be raised using appropriate channels within the club and not using social media.

If you wish to speak to an external organisation for advice, you can contact the NSPCC helpline on 0808 800 5000.

### **6.5 Advice for representatives/employees/volunteers of DCGL:**

It is expected that all representatives/employees/volunteers of DCGL act accordingly when online/on social media.

Representatives (players of county and parents/guardians of players) of DCGL include employees, county players and volunteers.

All involved (as above) will act appropriately online and will remember that as they are linked to DCGL, anything they post may be linked to DCGL. Therefore, it is imperative that you act accordingly online.

Anything you post which is deemed to be inappropriate by DCGL could potentially lead to disciplinary action. This is to be linked to the DCGL Disciplinary Procedure.

## 7. Useful Contacts

<b>Golf Contacts</b>		
<b>Name</b>	<b>Address</b>	<b>Number</b>
<b>County Welfare Officer – Craig Longmore</b>		<b>07988 846106</b> <b>derbyshiregolfcwo@gmail.com</b>
<b>England Golf Compliance Office</b>	<b>England Golf National Golf Centre The Broadway Woodhall Spa Lincolnshire LN10 6PU</b>	<b>01526 351813</b> <b>compliance@englandgolf.org</b>
<b>County Secretary – Richard Wheeldon</b>	<b>5 Hawthorne Close Kilburn Belper DE56 0LJ</b>	<b>07747 888781</b> <b>secretary@dscgolf.co.uk</b>

<b>Local Contacts</b>		
<b>Local Children’s Social Care (including out of office hours contact) NB. In an emergency, the Samaritans will hold the Duty Officer’s contact number</b>	<b>xxxxxxxxxxx</b>	<b>OUT OF HOURS</b> <b>xxxxxxxxxxx</b> <b>After 5pm or at the weekends please contact The Emergency Social Work Duty Team</b>
<b>Samaritans</b>		<b>08457 90 90 90</b>
<b>Local Police child protection teams</b>  <b>In an emergency contact 999</b>	<b>xxxxxxxxxxx</b>	<b>xxxxxxxxxxx</b>
<b>NSPCC Freephone 24 hour Helpline</b>		<b>0808 800 5000</b>

<b>National Contacts</b>		
<b>The NSPCC</b>	<b>National Centre 42 Curtain Road London EC2A 3NH</b>	<b>Tel: 0808 800 5000  help@nspcc.org.uk</b>
<b>Childline UK</b>	<b>Freepost 1111 London N1 0BR</b>	<b>Tel: 0800 1111</b>
<b>NI Childline</b>	<b>74 Duke Street Londonderry</b>	<b>Tel: 028 90 327773</b>
<b>NSPCC Child Protection in Sport Unit</b>	<b>3 Gilmour Close Beaumont Leys Leicester L4 1EZ</b>	<b>Tel: 0116 234 7278  cpsu@nspcc.org.uk</b>

## 8. Appendix

All forms should be completed and returned to: **XXXXXX**  
Details to be added by **XXXX**.

- 1) Application form – **page 13**
- 2) Self-disclosure – **page 15**
- 3) References – **page 18**
- 4) Codes of Conduct
  - a. Code of Conduct for staff, PGA Professionals and volunteers – **page 20**
  - b. Code of Conduct for Young Golfers – **page 22**
- 5) Incident Report Form – **page 24**
- 6) Accident Report Form – **page 26**
- 7) Junior Profile and Parental Consent Forms – **page 28**
- 8) Parental Guidance – **page 32**
- 9) Photography consent – **page 34**
- 10) Regulated activity and DBS – **page 36**

## Appendix 1

### Application Form – Derbyshire County Golf

<b>Position Applied for:</b>
<b>Personal Details</b> Title: Mr/Mrs/Miss/Dr/Other (please specify) _____ Full Name: _____ Any previous surname: _____ Date and place of birth: _____ National Insurance Number: _____
<b>Present Address:</b> _____ _____ <b>Post Code:</b> _____ <b>Telephone Numbers:</b> _____ <b>Email address:</b> _____
<b>Current Occupation:</b> _____ <b>Name and address of Organisation:</b> _____ _____ <b>Role:</b> _____ <b>Start Date:</b> _____

**Relevant Experience including any previous experience of working with children and young people:**

**Reasons for applying:**

**References:**

Please provide the names and addresses of two people who know you well (who are not related to you) whom we can contact to obtain a reference:

**Name:**

**Address:**

**Telephone Number:**

**Name:**

**Address:**

**Telephone Number:**

**I agree to abide by the County Code of Conduct and Safeguarding Policy and Procedures, and confirm that the the information I have supplied in completing this form is correct and true.**

**Signed:**

**Date:**

## Appendix 2

### Self-Disclosure Form - Derbyshire County Golf

To be completed at the same time as the application form:

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

Evaluation of information is based strictly on confidentiality and discretion.

**If you require confidential advice in relation to completion of this form, please call England Golf Compliance department on 01526 351813**

Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES / NO <i>(if Yes, provide information below):</i>		
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, provide information below):</i>		
<b>Confirmation of Declaration</b> <i>(tick box below)</i>			
	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.		
	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.		
	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.		
	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.		
<b>Print name:</b>		<b>Signature:</b>	
<b>County Welfare Officer</b>	I have seen and checked the above responses, if any of the boxes above are ticked YES, I have referred this form to England Golf Compliance Department for a risk assessment and advice.		
<b>Print name:</b>		<b>Signature:</b>	
<b>Date:</b>			

BLANK PAGE

### Appendix 3

#### Reference form - Derbyshire County Golf

(Name) \_\_\_\_\_

has expressed an interest in becoming a County member of staff, volunteer / coach\* (\*delete as appropriate) 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 that if you have any reason to be concerned about this applicant that you do not complete the following form, but please contact me on:

Telephone: \_\_\_\_\_

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 the person?**
  
- **In what capacity?**
  
- **What attributes does this person have which would make him/her suited to a role working with children?**
  
- **How would you describe his/her personality?**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

BLANK PAGE

## Appendix 4a

# Derbyshire County Golf



### Code of Conduct for PGA Professionals, Associate Coaches & Volunteers

- 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, race, religion or belief, sexual orientation or disability
- If you see any form of discrimination, do not condone it or allow it to go unchallenged
- Place the well-being and safety of the young person above the development of performance
- Develop an appropriate working relationship with young people, based on mutual trust and respect
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment)
- Do not engage in any form of sexually related contact with a young player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms
- You should not have regular contact outside your County role with the juniors and should not engage in regular communication through text, email or social network sites
- Know and understand the DCG's Child Safeguarding Policies and Procedures
- Respect young people's opinions when making decisions about their participation in golf
- Inform players and parents of the requirements of golf
- Be aware of and report any conflict of interest as soon as it becomes apparent
- Display high standards of language, manner, punctuality, preparation and presentation
- Do not smoke, drink or use recreational drugs while actively working with young people for the County. This reflects a negative image and could compromise the safety of the young people
- Do not give young people alcohol when they are under the care of the County
- Hold relevant qualifications and insurance cover. All Staff, Volunteers & Coaches who work regularly with children must have current DBS clearance, approved by England Golf Compliance Office
- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual
- Promote the positive aspects of golf e.g. fair play
- Display high standards of behaviour and appearance

- Follow County Procedures & CiG Good practice guidelines
- Ensure that you attend appropriate training to keep up-to-date with your role and the welfare of young people
- Report any concerns you may have in relation to a child or the behaviour of an adult, following reporting procedures laid down by the DCG

<b>Signed:</b>	<b>Date:</b>
<b>PRINT NAME:</b>	

## Appendix 4b

# Derbyshire County Golf



### Code of Conduct for Young Golfers

As a young golfer taking part in a DCG activity, you should:

- Help create and maintain an environment free of fear and harassment
- 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
- Treat others as you would wish to be treated yourself
- Respect other people and their differences
- Look out for yourself and for the welfare of others
- Speak out (to your parents or a County representative) if you consider that you or others have been poorly treated
- Be organised and on time
- Tell someone in authority if you are leaving the venue
- Accept that these guidelines are in place for the well-being of all concerned
- Treat organisers and coaches with respect
- Observe instructions or restrictions requested by the adults looking after you

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

- Smoking
- Using foul language
- Publicly using critical or disrespectful descriptions of others either in person or through text, email or social network sites
- Consuming alcohol, illegal performance-enhancing drugs or stimulants

Child Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Print Name \_\_\_\_\_

BLANK PAGE

## Appendix 5

### Incident Report Form – Derbyshire County Golf

Recorder's Name:	
Address:	
Post Code:	Telephone No:

Child's Name:	
Address:	
Post Code:	Telephone No:

Complainant's Name:	
Address:	
Post Code:	Telephone No:

Details of the allegations: [include: date; time; location; and nature of the incident.]
Additional information: [include: witnesses; corroborative statements; etc.]

England Golf Compliance department notified (01526 351813)

Case Number (if allocated)

Date:

Time:

Action taken:

Date:

Time:

Signature of Recorder:

Signature of Complainant:

## Appendix 6

### Accident Report Form – Derbyshire County Golf

Recorder's Name:	
Address:	
Post Code:	Telephone No:
Name of Injured Person [s]:	
Address:	
Post Code:	Telephone No:
Nature of Injury Sustained:	
Where did the Accident occur: [include: date; time; location; and nature of the accident.]	
How did the Accident occur: [include: names; telephone numbers; etc.]	
Were there any witnesses to the Accident: [include: names; statements, etc.]	
What action was taken: [include: treatment administered, by whom, etc.]	
Were any other Agencies involved: [e.g. Ambulance service?]	

Have the Parents / Guardians been contacted? YES NO [Please circle.]	
Does the accident need to be referred to England Golf Compliance Dept? YES NO	
Date:	Time:
Signature of Recorder:	

## Appendix 7

### Junior Profile and Parental Consent Forms – Derbyshire County Golf

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 County Welfare Officer (CWO) or Secretary if any of the details change at any time.

Junior Name		
Date of Birth		
Address		
Telephone Number		
<b>Parents' Names</b>		
Address		(If different)
Home Telephone No		
Mobile Telephone No		
Work Telephone No		
<b>Emergency Contacts</b>		
<b>Contact 1 Name</b>		
Relationship to child		
Home Telephone Number		
Mobile Telephone Number		

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

**Medical Information**

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

Does your child experience any conditions requiring medical treatment and/or medication? **YES**  **NO**

\*If yes please give details, including medication, dose and frequency.

Does your child have any allergies? **YES**  **NO**

\*If yes please give details.

Does your child have any specific dietary requirements? **YES**  **NO**

\*If yes please give details.

What additional needs, if any, does your child have e.g. needs help to administer planned medication, assistance with lifting or access, regular snacks?

### **Disability**

The Equality Act 2010 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?

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 County of any changes.**
- **I, ....., being parent/guardian of the above named child, hereby give permission for the NGB/County/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 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 be on the golf club's premises with DCG.**  
 (Please tick the box if agreed)
- **I acknowledge that the County is not responsible for providing adult supervision for my child except for formal junior golf coaching, matches or competition.**  
 (Please tick the box if agreed)
- **I also agree to my child being transported by County representatives to and from venues when he/she is representing the County.**  
 (Please tick the box if agreed)

<b>Signed – Parent/Guardian</b>	
<b>Print name</b>	
<b>Date</b>	

## Appendix 8

### Guidance for parents

DCG is delighted to welcome you and your child to what we hope is the first of many events that you will be taking part in.

The positive effect of your support, as a parent, can't be overstated. Your behaviour has a real influence on the way your child experiences golf.

First things first – why is your child showing an interest in the sport? Is it to learn a new game? To hang out with their friends? Because they did it in school and liked it? Or because you play?

Make sure they're playing for their own reasons, not yours.

There is a wealth of supportive information and advice on the Children in Golf website and the NSPCC's sport unit.

<http://www.childreningolf.org/parents-guidance>

<https://thecpsu.org.uk/>

Please note the Children in Golf website above will soon be changing to SafeGolf

<http://www.safegolf.org>

To enable us to provide the best possible experience for you and your child, we kindly request that you read through the following guidance and complete the attached forms.

- Take an interest in your child's activity and progress and be supportive.
- Familiarise yourself with the DCG's Safeguarding Policy (attached).
- Complete the attached Parental Consent Form which will enable event organisers to cater for any particular needs that your child may have (e.g. medical conditions and medications, allergies, learning difficulties etc.), as well as contact you in the unlikely event of an emergency.
- Go through the attached Code of Conduct **with** your child and return a signed copy to the event organiser.
- Be punctual when dropping off and picking up your child for and from coaching / events. It is important to communicate with the event organiser if collecting your child after an event, may cause a problem.
- Introduce yourself to the adults involved in the supervision of your child.
- When leaving your child, make sure they have the necessary provisions for the day, including the ability to meet the requirements of changing weather conditions. Please ensure that your mobile is switched on when you are away from the club, so that you can be contacted in an emergency.

- Encourage your child to take part and support County activities such as coaching & competitions.
- Help your child to arrange golf with other juniors away from County organised activities so they have someone to play golf with.

As a parent/guardian you are encouraged to:

- Discuss any concerns regarding the organisation of activities or the behaviour of adults towards your child with the County Welfare Officer, who will treat any concerns you or your child may have in the strictest confidence
- England Golf Compliance department are also available for confidential advice:  
01526 351813

**County Welfare Officer**  
**Craig Longmore**

## Appendix 9

### Photography Consent

#### Derbyshire County Golf

This form is to be signed by the legal guardian of a child under the age of 18, together with the child. Please note that if you have more than one child registered you will need to complete separate forms for each.

Derbyshire County Golf recognises the need to ensure the welfare and safety of all children in golf. As part of our commitment to ensure their safety we will not permit photographs, video images or other images of your child to be taken or used without your consent.

Derbyshire County Golf will follow the guidance for the use of images of children as detailed within the respective Child Protection Policy and Procedures (excerpt attached for information)

Derbyshire County Golf will take steps to ensure these images are used solely for the purposes for which they are intended i.e. the promotion and celebration of the activities of golf in Derbyshire

If you become aware that these images are being used inappropriately you should inform the County Welfare Officer immediately.

The photographs may be available on the website [www.derbyshirecountygolf.co.uk](http://www.derbyshirecountygolf.co.uk) for the golf season 20xx. If at any time either the parent/ guardian or the child wishes the data to be removed from the website, 7 days' notice must be given to the County Welfare Officer after which the data will be removed.

#### To be completed by parent/guardian

I \_\_\_\_\_ (Parent full name) consent to \_\_\_\_\_  
(name of organisation) photographing or videoing \_\_\_\_\_ (name of  
child) under the stated rules and conditions, and I confirm I have legal parental  
responsibility for this child and am entitled to give this consent.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### To be completed by child

I \_\_\_\_\_ (Child full name) consent to \_\_\_\_\_  
(name of organisation) photographing or videoing child) under the stated rules and  
conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 10

### Regulated Activity

#### DISCLOSURE AND BARRING SERVICE ELIGIBILITY FOR CHECKS

The eligibility for requesting DBS checks has changed under recent legislation.

**Checks can only be requested if the work that a volunteer or member of staff does fits within the following definition of "Regulated Activity".**

*"Regulated activity" is defined as where someone is teaching, training, instructing, caring for or supervising children, or providing advice or guidance on well-being or driving a vehicle only for children, when this activity is done regularly and unsupervised.*

*"Regularly" is considered to be at least once a week. If the activity was taking place on 4 or more days in a 30 day period, this would also fall within the definition.*

*If the activity involves **any** overnight responsibility between 2 am and 6 am then this is also classed as Regulated Activity.*

*Supervision must be by a person who is working in a regulated activity, must be day to day and must be "reasonable in all the circumstances to ensure the protection of children".*

*"regulated activity" would also cover people involved in transporting children as part of their role on behalf of the County, (not parents or with parental consent).*

If the activity meets the requirements of the definition, but is supervised, then the club/county will still be able to request a DBS check but the disclosure information will be limited.

**IF THE ROLE DOES NOT MEET THE CRITERIA OF WORKING IN A REGULATED ACTIVITY, WHETHER SUPERVISED OR NOT, YOU MUST NOT APPLY FOR A DBS CHECK**

There is further guidance on the England Golf Website under For Golf Clubs – Safeguarding Children – Vetting Staff and Volunteers.

**If you require any additional information please contact  
England Golf on 01526 351813**