



# **Buckinghamshire County Ladies Golf Association**

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

**Version 2.1 (Contact Information Updated Feb 2021)**

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**To be reviewed in April 2023**

## Contents

1. CHILD PROTECTION POLICY STATEMENT .....	3
1.1.Introduction .....	3
1.2.Key Principles.....	3
1.3.Objectives .....	4
1.4.Responsibilities and Implementation.....	4
2. RECRUITMENT AND TRAINING.....	5
3. COMPLAINTS, CONCERNS AND ALLEGATIONS .....	6
3.1.FLOWCHART 1 .....	7
3.2.FLOWCHART 2.....	8
4. EMERGENCIES AND INCIDENTS.....	9
5. SUPERVISION .....	10
5.1.General .....	10
5.2.Specific BCLGA Guidance on Supervision .....	11
6. GOOD PRACTICE GUIDELINES .....	12
6.1.Behaviour of adults and children.....	12
6.2.Adults and Children playing golf together .....	12
6.3.Physical Contact.....	12
6.4.Transport .....	12
6.5.Photography/Videoining.....	12
6.6.Social Media .....	13
6.7.Anti-Bullying Procedures .....	13
6.8.Confidentiality .....	13
6.9.Changing Rooms.....	14
7. USEFUL CONTACTS .....	15
7.1.Golf Contacts.....	15
7.2.Local Contacts .....	15
7.3.National Contacts .....	15
8. APPENDICES .....	16
8.1.Appendix 1 - Volunteer Role Application Form .....	17
8.2.Appendix 2 - Self-Disclosure Form .....	19
8.3.Appendix 3 – Reference form.....	21
8.4.Appendix 4 - Code of Conduct for coaches & volunteers.....	22
8.5.Appendix 5 - Code of Conduct for Young Golfers.....	23
8.6.Appendix 6 - Code of Conduct for Parents/Carers of Young Golfers.....	24
8.7.Appendix 7 - Managing Challenging Behaviour .....	25
8.8.Appendix 8 - Incident Report Form .....	28
8.9.Appendix 9 - Accident Report Form.....	30
8.10.Appendix 10 - Junior Profile and Parental Consent Forms .....	32
8.11.Appendix 11 - Photography Consent .....	36
8.12.Appendix 12 - Guidance for Parent & Carers.....	37
8.13.Appendix 13 - Managing Young People on Away Trips .....	38
8.14.Appendix 14 - Social Media Guidance .....	40
8.15.Appendix 15 - Whistleblowing Policy .....	42
8.16.Appendix 16 – England Golf DBS Flowchart.....	44
8.17.Appendix 17 – Categories of Child Abuse.....	45
8.18.Appendix 18 - Safeguarding Children and Young People – A Short Guide.....	47
8.19.Appendix 19 – Photography Policy .....	49
8.20.Appendix 20 – Anti-Bullying Policy .....	50

## **1. CHILD PROTECTION POLICY STATEMENT**

### **1.1.Introduction**

Whilst children and young people are participating in golf activities in our care, Buckinghamshire Ladies Golf Association (BCLGA) has a responsibility to ensure their safety and wellbeing.

BCLGA recognises the policies of the National Governing bodies, as set in out in the "England Golf Safeguarding Children and Young people Policy and Procedures.

The policy and supporting procedures set out a framework to fulfil our commitment to good practice and the protection of children in our care.

### **1.2.Key Principles**

- The welfare of children is paramount.
- A child is defined by law in England and Wales as a person under the age of 18 years.
- 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.
- BCLGA 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), Working Together under the Children Act 2004, and any legislation and statutory guidance that supersedes these.
- BCLGA is committed to working in partnership with other key UK Golf bodies to continually improve and to promote safeguarding initiatives across the sport.
- BCLGA owes a legal duty of care to children on their premises or engaged in their activities. That duty is to take reasonable care to ensure their reasonable safety and the duty is higher than it would be for adults.

### **1.3.Objectives**

BCLGA aims to:

- Provide a safe environment for children participating in golfing activities within the County and try to ensure that they enjoy the experience.
- Ensure robust systems are in place to manage any concerns or allegations.
- Support adults (volunteers, PGA Professionals, coaches, members and visitors) to understand their roles and responsibilities with regard to their duty of care and protection of children.
- Provide appropriate level training and support for volunteers & coaches to make informed and confident responses to specific child protection issues and to fulfil their role effectively.
- Ensure that children and their parents/carers are informed and consulted and, where appropriate, fully involved in decisions that affect them.
- Reassure parents 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.

### **1.4.Responsibilities and Implementation**

BCLGA 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 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 volunteers working with children, in line with guidance from England 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 volunteers, parents and children are aware of these procedures.
- Directing volunteers & coaches to appropriate safeguarding training, where this is appropriate to their role.

## **2. RECRUITMENT AND TRAINING**

BCLGA will endeavour to ensure that all volunteers working with children are suitable to do so, and that they have all the information they require to perform their role effectively and appropriately. They will be asked to read and become familiar with BCLGA Safeguarding Policy and Procedures.

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 (appendix 3)
- A signed Code of Conduct (appendix 4)
- A Disclosure & Barring Service (DBS) check on people involved in 'regulated activity' with children (Guidance on Regulated Activity and DBS – appendix 16)

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

All volunteers & coaches will be offered access to appropriate child protection training. BCLGA recommends attendance at the UK Coaching Safeguarding and Protecting Children (SPC) workshop and will ensure that all volunteers who have significant contact with children attend. AN online UK Coaching refresher course should be completed and repeated every three years for those involved in "Regulated Activity".

All volunteers & coaches working with children will be asked to read and become familiar with the BCLGA Safeguarding Policy and Procedures.

All volunteers & coaches involved with children will be asked to read BCLGA Code of Conduct appropriate to their role and sign to indicate their understanding and agreement to act in accordance with the code. The code is linked to BCLGA's Disciplinary Procedures. (Codes of Conduct - appendices 4,5,6)

BCLGA are committed to the fact that every child and participant in golf should be afforded the right to thrive through being involved in sporting activity for life, in an enjoyable, safe environment, and be protected from harm. BCLGA acknowledge the additional vulnerability of some groups of children (e.g. disabled, looked after children, those with communication differences). BCLGA will ensure that the environment is appropriate for the child and tailored to their needs so that they have a positive experience of their sport without risk of harm.

### 3. COMPLAINTS, CONCERNS AND ALLEGATIONS

If a player, parent/carer 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 without delay. 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).

All concerns will be treated in confidence. Details should only be shared on a "need to know" basis with those who can help with the management of the concern.

Concerns will be recorded on an Incident Report Form and sent to the England Golf Compliance department and retained confidentially. *The England Golf Lead Safeguarding Officer will assist with completion of this form on the County's behalf if required, tel: 01526 351824.* (appendix 8)

BCLGA will work with England Golf and other external agencies to take appropriate action where concerns relate to abuse or serious poor practice. BCLGA Disciplinary Procedures will be applied and followed where possible.

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

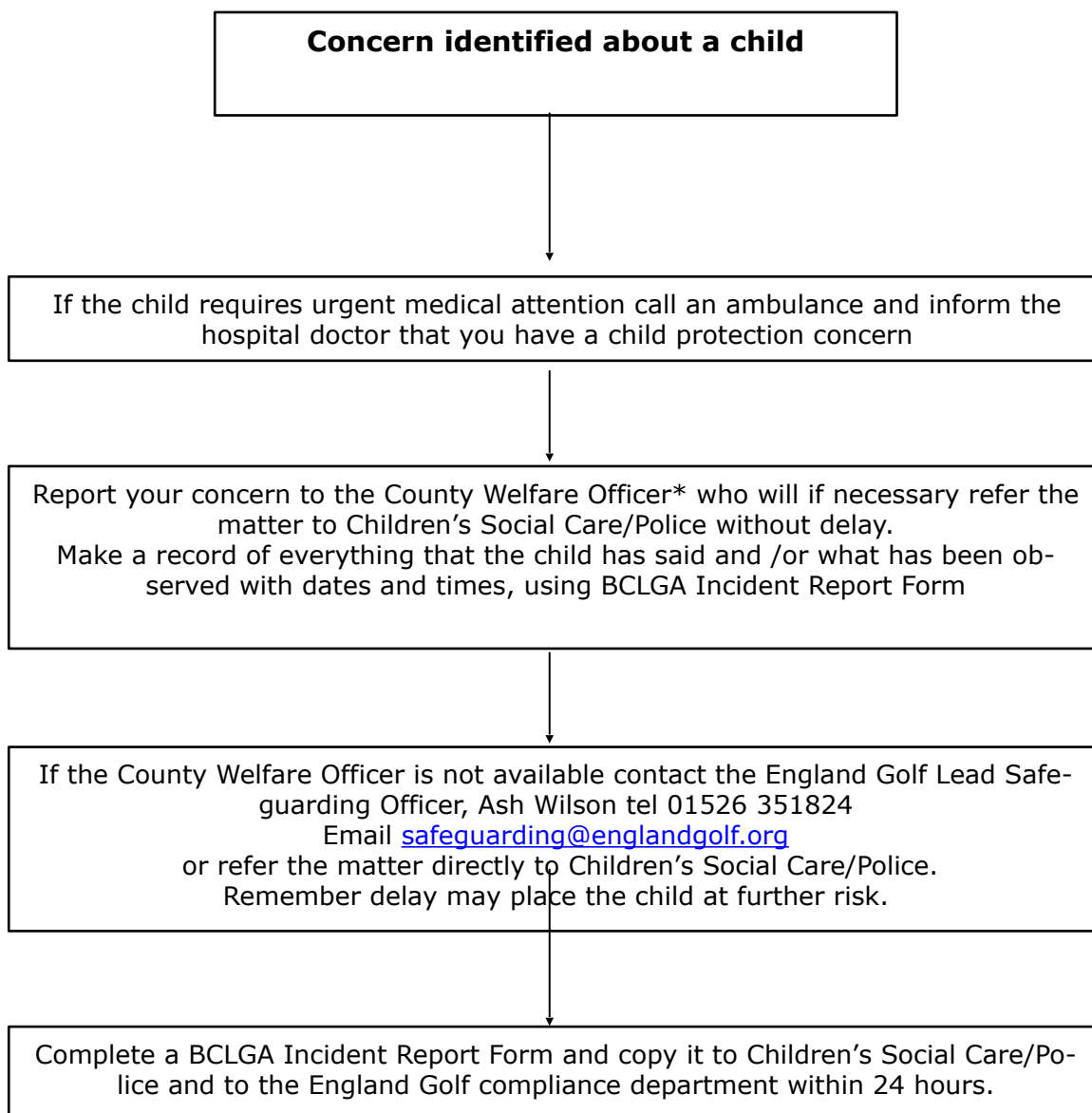
- Reassure the child that they have done the right thing to share the information
- Listen carefully
- Do not make promises that cannot be kept, such as promising not to tell anyone else
- Do not question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action. Only ask to clarify your understanding where needed e.g. Can you tell me what you mean by the word xxxxxx?
- Record what the child has said as soon as possible on an Incident Report Form.
- You should explain to children, young people and families at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement.
- Parents or Carers should be informed if the allegation does not involve them.

The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public who need support. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.

Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. BCLGA supports an environment where volunteers, parents/carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who reported a legitimate concern to the organisation (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously. (Whistleblowing Policy – appendix 15).

**3.1.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)**

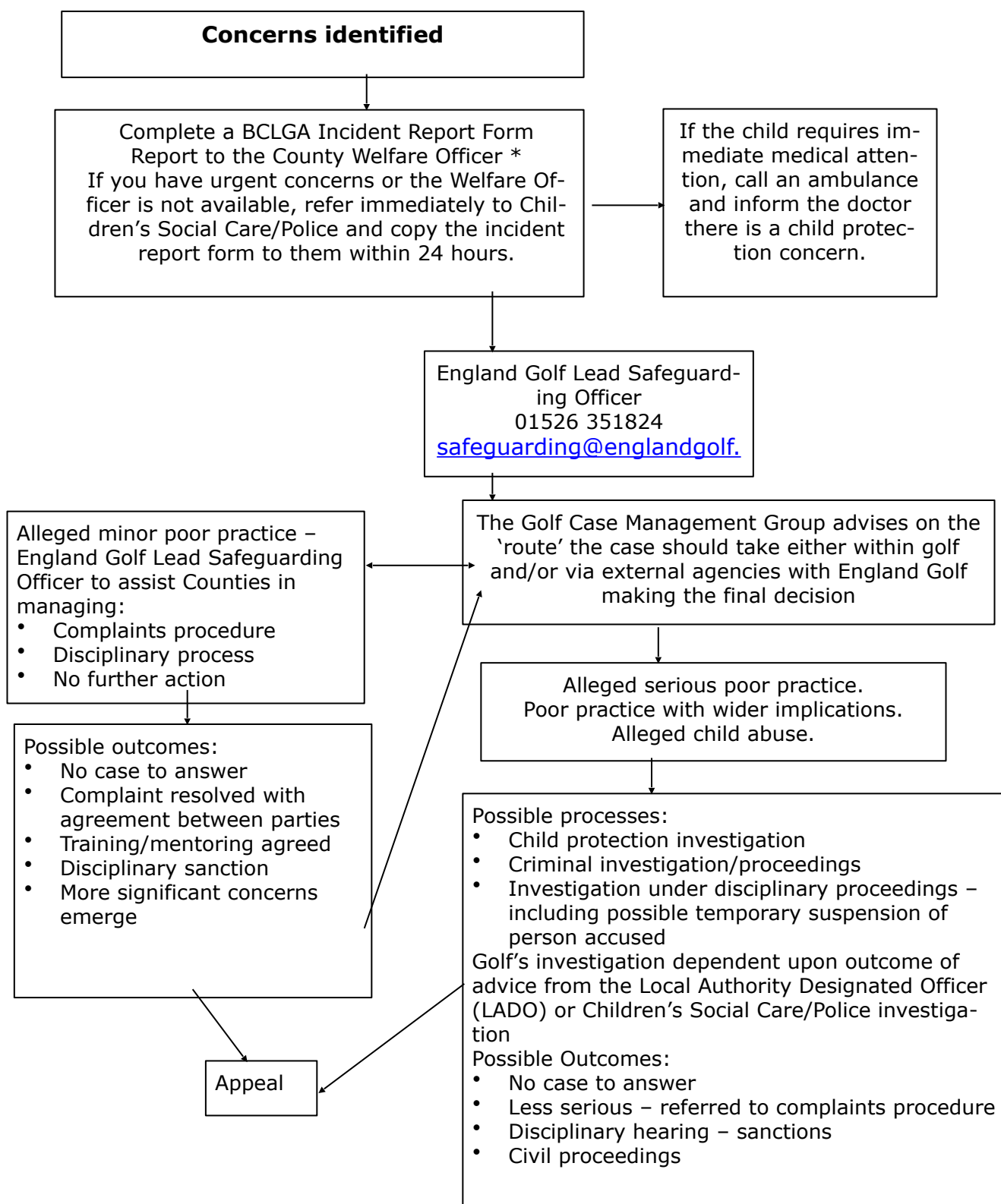


\* If for any reason a County Welfare Officer is not in post or is unavailable a principle of least delay is important. Please contact the England Golf Lead Safeguarding Officer

Ash Wilson 01526 351824, [safeguarding@englandgolf.org](mailto:safeguarding@englandgolf.org)

### 3.2.FLOWCHART 2

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



\* If for any reason a County Welfare Officer is not in post or is unavailable a principle of least delay is important. Please contact the England Golf Lead Safeguarding Officer

Ash Wilson 01526 351824, [safeguarding@englandgolf.org](mailto:safeguarding@englandgolf.org)



#### **4. EMERGENCIES AND INCIDENTS**

Parental Consent Forms will be obtained and retained by BCLGA 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. (Junior Profile and Parental Consent Forms – appendix 10)

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.

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 Profile 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 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.

Volunteers and coaches 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.

## **5. SUPERVISION**

### **5.1.General**

During coaching sessions, coaches should conduct a risk assessment to inform decision making about appropriate supervision levels. Regardless of the recommended ratio of adults to participants, it is recommended that a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity.

Parents may be encouraged to stay for coaching/competitions & other events where their children are of an age where greater levels of parental supervision are required.

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.

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.

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. (Managing Young People on Away Trips – appendix 13)

## **5.2. Specific BCLGA Guidance on Supervision**

For all events, supervision of a junior is required from the time a junior is dropped off by parents/carers to their collection by parents/carers.

### **Junior BCLGA Events**

Including all coaching sessions, junior competitions and junior matches (both home and away) organised by BCLGA or when a junior team from BCLGA is playing.

During coaching sessions and junior competitions organised by BCLGA, the County will endeavour to ensure that there is at least one Coach/volunteer present for every 8 children.

If there are young children (under 10 years of age) attending events, activities, coaching or playing sessions they will be supervised at all times.

At all Junior Events, a responsible adult will be appointed by BCLGA who will have access to the BCLGA Junior Profile Forms for all juniors participating in the event to be used in the case of emergency.

### **Other BCLGA Events**

Includes BCLGA competitions also open to adults, where a junior can enter as an individual, such as the County Championships.

At these events, parents must be informed that the levels of supervision applied at junior events will not be in place, however BCLGA will ensure a 'responsible adult' is appointed, who will have access to the BCLGA Junior Profile Form for any juniors participating in the event to be used in case of emergency.

### **Inter-Club Competitions organised by BCLGA**

Includes inter-club competitions and matches such as Bucks Shield, Winter and Summer Leagues and Interclub Foursomes.

Clubs who include juniors in their teams are reminded of their safeguarding responsibilities. Please be sure to follow the appropriate guidelines and ensure parental consent is obtained for those Juniors involved, particularly if the Junior is transported to an 'away' venue.

For each competition or match a 'responsible adult' must be nominated by the club (be it a parent, the team captain or another adult team member) who will be responsible for the junior for the duration of the match. The 'responsible adult' must have details of emergency contact information and any special medical needs of the junior. The captains of both teams, plus the junior and her opponent must be provided with the contact telephone number of the nominated 'responsible adult'.

### **Individual Competitions organised by BCLGA**

Includes individual knockouts such as Rose Bowl, Challenge Cup, Champion of Champions.

Juniors are welcome to enter county knockouts; however, parents/carers are reminded that it is their responsibility to arrange for safeguarding of their child.

For each match a 'responsible adult' must be nominated by the parent/carer (be it a parent or any other nominated adult) who will be responsible for the junior for the duration of the match. The 'responsible adult' must have details of emergency contact information and any special medical needs of the junior. The junior and her opponent must be provided with the contact telephone number of the nominated 'responsible adult'.

## **6. GOOD PRACTICE GUIDELINES**

### **6.1. Behaviour of adults and children**

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.

BCLGA requires that all volunteers working with children adhere to the standards set out in the Code of Conduct for relevant to their role. Similarly, children are expected to follow the Code of Conduct for Young Golfers to ensure the enjoyment of all participants and assist the County in ensuring their welfare is safeguarded.

BCLGA requires that all volunteers working with children adhere to the Guidelines on Managing Challenging Behaviour. (appendix 7)

Parents and carers should also work together with the County to ensure that the safety of all children is safeguarded. A sheet entitled "Parental Guidance" is provided to assist them in understanding how they can best assist the County. (appendix 12)

### **6.2. 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.

### **6.3. 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.

### **6.4. Transport**

The County believes it is primarily the responsibility of parents/carers 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.

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.

Children and young people are often involved in competition. When taking young people away, consideration and planning needs to be paramount to ensure the duty of care for the young people within the team is fulfilled.

### **6.5. Photography/Videoring**

BCLGA Junior Player Profile & Consent Form includes a photography consent form that must be completed by a parent and the child to gain permission for the publication of video or photographic images of the child, for instance in newspapers, websites or for coaching purposes. The personal details of the child will not be used in any promotional material. (Junior Player Profile & Consent Form - appendix 10)

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. (Photography Policy – appendix 19)

### **6.6.Social Media**

Social media provides unique opportunities for the county to engage and develop relationships with people in a creative and dynamic forum where users are active participants. It is important that all volunteers, coaches, officials/referees, board members, or anyone working on behalf of the county are aware of the county Social Media Policy. (Social Media Guidance – appendix 14)

### **6.7.Anti-Bullying Procedures**

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 Volunteers & Coaches will not tolerate bullying in any of its forms during County matches, competitions, coaching or at any other time during County activity. (Anti-Bullying Policy – appendix 20)

We will:

- Provide a point of contact where those being bullied can report their concerns in confidence (the County Welfare Officer)
- Take the problem seriously
- Investigate any and all incidents and accusations of bullying
- Talk to bullies and their victims separately along with their parents/carers
- Impose sanctions where appropriate
- Keep a written record of all incidents referred to England Golf and the action taken
- Have discussions about bullying and why it matters.

### **6.8.Confidentiality**

Details of all juniors will be kept on file by BCLGA and will not be shared with a third party without parent/carers consent.

All concerns/allegations will be dealt with confidentially by BCLGA 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.

### **6.9.Changing Rooms**

Changing rooms at golf clubs 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/carers 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.

**7.****USEFUL CONTACTS****7.1.Golf Contacts**

<b>County Welfare Officer</b> Cathy Armstrong	01844 351293 07814 238615 <a href="mailto:welfare@bclga.org.uk">welfare@bclga.org.uk</a>
<b>England Golf Lead Safeguarding Officer</b> Ash Wilson	01526 351824 <a href="mailto:safeguarding@englandgolf.org">safeguarding@englandgolf.org</a>
<b>County Secretary</b> Fiona Robb	07765 973882 <a href="mailto:secretary@bclga.org.uk">secretary@bclga.org.uk</a>

**7.2.Local Contacts**

Buckinghamshire County Council's First Response Team In an emergency, the Samaritans will hold the Duty Officer's contact number	0845 4600 001 Out of Hours: 0800 999 7677
Local Authority Designated Officer (LADO)	01296 382070 <a href="mailto:secure-LADO@buckscc.gov.uk">secure-LADO@buckscc.gov.uk</a>
Samaritans	08457 90 90 90
Local Police child protection teams In an emergency: 999	101
NSPCC Freephone24 hour Helpline	0808 800 5000

**7.3.National Contacts**

The NSPCC	0808 800 5000 <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
ChildLine UK	0800 1111
NSPCC Child Protection in Sport Unit	0116 234 7278 <a href="mailto:cpsu@nspcc.org.uk">cpsu@nspcc.org.uk</a>

**8.****APPENDICES**

1. Volunteer Role Application Form
2. Self-Disclosure Form
3. References
4. Code of Conduct for Coaches and Volunteers
5. Code of Conduct for Young Golfers
6. Code of Conduct for Parents/Carers
7. Managing Challenging Behaviour
8. Incident Report Form
9. Accident Report Form
10. Junior Profile and Parental Consent Form
11. Photography Consent
12. Parental Guidance
13. Managing Young People on Away Trips
14. Social Media Guidance
15. Whistleblowing Policy
16. England Golf DBS Flowchart
17. Categories of Child Abuse
18. Safeguarding Children and Young people – a short guide
19. Photography Policy
20. Anti-Bullying Policy



**8.1.Appendix 1 - Volunteer Role Application Form****Position Applied for:****Personal Details**

Title: Mr/Mrs/Miss/Dr/Other (please specify) \_\_\_\_\_

Full Name: \_\_\_\_\_

Any previous surname: \_\_\_\_\_

Date and place of birth: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Present Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

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

Email address: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Name and address of Organisation: \_\_\_\_\_

\_\_\_\_\_

Role: \_\_\_\_\_

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

**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 (one personal, one professional – current or previous employer, who are not related to you) whom we can contact to obtain a reference:

**Name:****Address:****Telephone Number:****Name:****Address:****Telephone Number:****Data Protection Notification:**

Information you have provided in completing this form will be used to process your application. BCLGA will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

**Authorisation:**


I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 2018, GDPR and all relevant data protection legislation.

**Signed:****Date:****Declaration:**

I confirm that the information I have provided is correct and that any false or misleading information may lead to the termination of my appointment.

**Signed:****Date:**

**8.2.Appendix 2 - Self-Disclosure Form**

	<h2 style="text-align: center;">Self-Disclosure Form</h2> <p style="text-align: center;">Buckinghamshire County Ladies Golf Association (BCLGA)</p> <p style="text-align: center;"><b>Private and Confidential</b> For roles involving contact with children (under 18 year olds)</p>			
<p>All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.</p>				
<table border="1" style="width: 100%;"><tr><td data-bbox="197 638 1343 705"><b>Position Applied for:</b></td></tr><tr><td data-bbox="197 705 1343 1041"><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: _____</td></tr><tr><td data-bbox="197 1041 1343 1344"><b>Present Address:</b> _____ _____  <b>Post Code:</b> _____  <b>Telephone Numbers:</b> _____  <b>Email address:</b> _____</td></tr></table>		<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>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> _____				
<p>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).</p> <p>Evaluation of information is based strictly on confidentiality and discretion.</p> <p><b>If you require confidential advice in relation to completion of this form, please call England Golf Compliance department on 01526 351813</b></p>				
<p>BCLGA Self Disclosure Form - April 2020 <span style="float: right;">Page 1</span></p>				



## Self-Disclosure Form

### Buckinghamshire County Ladies Golf Association (BCLGA)

**Private and Confidential**  
For roles involving contact with children (under 18 year olds)

Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES / NO (if Yes, provide information below):
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 (if Yes, provide information below):
<b>Confirmation of Declaration (tick box below)</b>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment (including volunteer positions) may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently comes to BCLGA's attention.
<input type="checkbox"/>	In accordance with BCLGA procedures if required I agree to provide a valid DBS certificate and consent to BCLGA clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform BCLGA 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.
<input type="checkbox"/>	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 BCLGA to other persons or organisations in circumstances where this is considered necessary to safeguard children.
<input type="checkbox"/>	I agree to abide by the BCLGA Code of Conduct and Safeguarding Policy and Procedures and confirm that the information I have supplied in completing this form is correct and true.
<b>Print name:</b>	<b>Signature:</b>
<b>Date:</b>	

**When complete, this form should be returned to the County Welfare Officer.**

<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>	

**8.3. Appendix 3 – Reference form**

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

has expressed an interest in becoming a 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: \_\_\_\_\_

## 8.4. Appendix 4 - Code of Conduct for coaches & volunteers



### Code of Conduct for Coaches & Volunteers

Buckinghamshire County Ladies Golf Association  
(BCLGA)

- 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 BCLGA 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 Governance Department
- 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 & 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 BCLGA

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

**8.5. Appendix 5 - Code of Conduct for Young Golfers**

## Code of Conduct for Young Golfers

Buckinghamshire County Ladies Golf Association  
(BCLGA)

As a young golfer taking part in a BCLGA 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 \_\_\_\_\_

## 8.6.Appendix 6 - Code of Conduct for Parents/Carers of Young Golfers



### Code of Conduct for Parents/Carers of Young Golfers

Buckinghamshire County Ladies Golf Association  
(BCLGA)

As parents/carers you are expected to:

- Positively reinforce your child and show an interest in their chosen activity
- Do not place your child under pressure or push them in to activities they do not want to do
- Be realistic and supportive
- Promote your child's participation in playing sport for fun
- Complete and return the Player Profile Form and Consents pertaining to your child's participation in BCLGA activities
- Report and update BCLGA with any changes relevant to your child's health and wellbeing
- Deliver and collect your child punctually before and after coaching sessions/competitions
- Ensure your child has clothing and kit appropriate to the weather conditions
- Ensure your child has appropriate equipment, plus adequate food and drink
- Ensure that your child understands the rules of Golf
- Teach your child that they can only do their best
- Ensure that your child understands their Code of Conduct
- Behave responsibly at BCLGA events and on the golf course; do not embarrass your child
- Show appreciation and support the coaches and volunteers at BCLGA
- Accept the decision and judgement of the officials during events and competition

As a parent/carer you have the right to:

- Be assured that your child is safeguarded during their participation in the sport
- Be informed of problems or concerns relating to your child
- Be informed if your child is injured
- Have consent sought for issues such as trips and photography
- Contribute to the decisions of the county
- Have any concerns about any aspect of your child's welfare listened to and responded to

Any breaches of this code of conduct will be dealt with immediately by BCLGA. Persistent concerns or breaches may result in you being asked not to attend games if your attendance is considered detrimental to the welfare of young participants.

The ultimate action should a parent/carer continue to breach the code of conduct may be BCLGA regrettably asking your child to leave the session, event or county team.

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



## **8.7. Appendix 7 - Managing Challenging Behaviour**

Volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and are based on the following principles:

- The welfare of the child is the paramount consideration.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- The specific needs a child may have (e.g. communication, behaviour management, comprehension and so on) should be discussed with their parent/carer and where appropriate the child, before activities start. Where appropriate it may be helpful to record the details of any agreed plan or approach and provide copies to all parties.
- Every child should be supported to participate. Consideration to exclude a child from activities should apply only as a last resort and after all efforts to address any challenge have been exhausted, in exceptional circumstances where the safety of that child or of other children cannot be maintained.

### **Planning Activities**

Planning for activities should include consideration of whether any child involved may need additional support or supervision to participate safely. This should address:

- Assessment of additional risk associated with the child's behaviour
- Appropriate supervision ratios and whether numbers of adults should be increased
- Information sharing for all/volunteers on managing any challenging behaviour to ensure a consistent approach
- Specialist expertise or support that may be needed from carers or outside agencies. This is particularly relevant where it is identified that a child may need a level of physical intervention to participate safely. (see below)

### **Agreeing Acceptable and Unacceptable Behaviours**

Volunteers, children, young people and parents/carers should be involved in developing an agreement about:

- what constitutes acceptable and unacceptable behaviour (code of conduct)
- the range of sanctions which may be applied in response to unacceptable behaviour.

This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp. It should involve the views of children and young people to encourage better buy in and understanding.

Where challenges are anticipated in light, for example of a child's impairment or other medical condition, a clear plan/agreement should be established and written down.

Ensure that parents/carers understand the expectations on their children and ask them to reinforce this ahead of any trip or activity.

### **Managing Challenging Behaviour**

In responding to challenging behaviour the response should always be:

- Proportionate to the actions you are managing.
- Imposed as soon as is practicable.
- Fully explained to the child and their parents/carers.

In dealing with children who display negative or challenging behaviours, volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking with the child and distracting them from challenging behaviour.
- Increased supervision by volunteers.
- Use of individual 'contracts' or agreements for the child's future or continued participation.
- Sanctions or consequences e.g. missing an outing or match
- Seeking additional/specialist support through working in partnership with other agencies.
- Temporary or permanent exclusion.

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Volunteers should consider the risks associated with employing physical intervention compared with the risks of not employing physical intervention.

The use of physical intervention should always:

- Be avoided unless it is absolutely necessary to prevent a child injuring themselves or others or causing serious damage to property.
- Aim to achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern
- Form part of a broader approach to the management of challenging behaviour.
- Be the result of conscious decision-making and not a reaction to an adult's frustration.
- Employ the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time
- Used only after all other strategies have been exhausted
- Be recorded as soon as possible using the appropriate organisational reporting form and procedure.

Parents should always be informed following an incident where a coach/volunteer has had to physically intervene with their particular child.

Physical intervention must not:

- Involve contact with buttocks, genitals and breasts.
- Be used as a form of punishment.

- Involve inflicting pain

**Views of the child**

A timely de-brief for volunteers, the child and parents should always take place in a calm environment following an incident where physical intervention has been used. Even children who haven't directly been involved in the situation may need to talk about what they have witnessed.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

**8.8. Appendix 8 - Incident Report Form**

## Incident Report Form

Buckinghamshire County Ladies Golf Association  
(BCLGA)

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.]



## Incident Report Form

Buckinghamshire County Ladies Golf Association  
(BCLGA)

England Golf Compliance department notified (01526 351824)

Case Number (if allocated):

Name of person spoken to:

Date:

Time:

Action taken:

Date:

Time:

Signature of Recorder:

Signature of Complainant:

Data protection:

BCLGA and England Golf Governance Department may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with their Children and Young People Safeguarding Policy and Procedures.

Strict confidentiality will be maintained and information will only be shared on a "need to know" basis in the interests of safeguarding. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs and County bodies, individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Children's Social Care.

**8.9. Appendix 9 - Accident Report Form**

## Accident Report Form

Buckinghamshire County Ladies Golf Association  
(BCLGA)

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.]	



## Accident Report Form

Buckinghamshire County Ladies Golf Association  
(BCLGA)

Were any other Agencies involved: [e.g. Ambulance service?]	
Have the Parents / Carers been contacted? YES NO [Please circle.]	
Does the accident need to be referred to England Golf Compliance Dept? YES NO [Please circle.]	
Date:	Time:
Signature of Recorder:	
<p><b>Data protection:</b></p> <p>BCLGA and England Golf Governance Department may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with their Children and Young People Safeguarding Policy and Procedures.</p> <p>Strict confidentiality will be maintained and information will only be shared on a "need to know" basis in the interests of safeguarding. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs and County bodies, individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Children's Social Care.</p>	

## 8.10. Appendix 10 - Junior Profile and Parental Consent Forms



### Junior Player Profile & Consent Form

Buckinghamshire County Ladies' Golf Association  
(BCLGA)

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.

In compliance with the Data Protection Act 2018, GDPR and all relevant data protection legislation, all efforts will be made to ensure that information is accurate, kept up to date and secure and that it is used only in connection with the purposes and activities of BCLGA. Information will be disclosed only to those members of BCLGA for whom it is appropriate, and will be deleted when the junior is no longer registered as a junior by BCLGA, or, if still registered, when consent to hold their data is withdrawn.

It is the responsibility of the Junior and their parent/carer to notify the County Junior Organiser or a member of the Junior Committee if any of the details change at any time.

#### Contact Details

Child's Name	
Child's Date of Birth	
Child's Address	

#### Parents/Carers

	Parent/Carer 1	Parent/Carer 2
<b>Name</b>		
Address (If different to above)		
Home Telephone		
Mobile Telephone		
Work Telephone		
Email Address		

#### Other Emergency Contacts

	Other Contact 1	Other Contact 2
<b>Name</b>		
Relationship to Child		
Home Telephone		
Mobile Telephone		
Work Telephone		





## Junior Player Profile & Consent Form

Buckinghamshire County Ladies' Golf Association  
(BCLGA)

### Medical Information

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

1. Does your child experience any conditions requiring medical treatment and/or medication?

Yes / No

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

2. Does your child have any allergies?

Yes / No

\*If yes please give details.

3. Does your child have any specific dietary requirements?

Yes / No

\*If yes please give details.

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

5. Does your child have any communication needs e.g. non-English speaker/ hearing impairment/ sign language user/ dyslexia?

Yes / No

\*If yes, please tell us what we need to do to enable her to communicate with us.



## Junior Player Profile & Consent Form

Buckinghamshire County Ladies' Golf Association  
(BCLGA)

### 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?

- ☐ Hearing impairment    ☐ Learning disability    ☐ Multiple disabilities  
☐ Physical disability    ☐ Other (Please specify):

### Use of Photographic and Recorded Images

BCLGA 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.

BCLGA will follow the guidance for the use of images of children as detailed within the respective Child Protection Policy and Procedures.

BCLGA 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 BCLGA. This may include (but is not limited to):

- Publication in local newspapers, BCLGA or England Golf Newsletters, golfing magazines
- Television publicity
- Posting in public places (e.g. club noticeboards)
- Publication on the BCLGA website ([www.bclga.org.uk](http://www.bclga.org.uk))

IF YOU BECOME AWARE THAT IMAGES ARE BEING USED INAPPROPRIATELY, YOU SHOULD INFORM THE COUNTY WELFARE OFFICER IMMEDIATELY

If at any time either the parent/ guardian or the child wishes any images that may be made available on the BCLGA website to be removed, 7 days' notice must be given to the County Welfare Officer or a member of the Junior Committee, after which time the data will be removed.



## Junior Player Profile & Consent Form

Buckinghamshire County Ladies' Golf Association  
(BCLGA)

### Declarations

#### 1 TO BE COMPLETED BY PARENT/CARER

I confirm that I am the legal parent/carer of the child named above and am entitled to give these consents.

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 BCLGA of any changes.

Being parent/carer of the above-named child, I hereby give permission for the BCLGA 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 signature below denotes that my child has my permission to be on a golf club's premises for the purposes of coaching, matches and competitions. Yes / No
- I acknowledge that BCLGA is not responsible for providing adult supervision for my child except for formal junior golf coaching, matches or competition. Yes / No
- I consent to BCLGA photographing or videoing my child under the stated rules and conditions. Yes / No
- \* I consent to the data provided on this form being held on the BCLGA junior database. Yes / No
- \* I consent to our email addresses being used to keep us informed of BCLGA activities and events. Yes / No

Signed – Parent/Guardian	
Print name	
Date	

\* To withdraw consent for data to be held on the BCLGA Junior Database or for email addresses to be used to keep you informed of events, please contact the BCLGA County Junior Organiser.

#### 2 TO BE COMPLETED BY CHILD


I consent to BCLGA photographing or videoing my involvement in golf under the stated conditions.

Signed – Child	
Date	

### **8.11.Appendix 11 - Photography Consent**

This form is included as part of the BCLGA Junior Player Profile & Consent Form

## 8.12.Appendix 12 - Guidance for Parent & Carers



### Guidance for Parents & Carers

Buckinghamshire County Ladies Golf Association  
(BCLGA)

BCLGA 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.

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.

- Become familiar with the BCLGA Safeguarding Policy and Procedures and be aware of contact details for the County Welfare Officer.
- Complete the BCLGA Junior Player Profile Form promptly and notify BCLGA of any amendments so that we may care for your child as well as possible.
- Read the BCLGA Code of Conduct for Young Golfers and discuss this with your child.
- Introduce yourself to the member(s) of the BCLGA County Junior Committee organising the events your child is participating in.
- 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 so that you can be contacted in an emergency.
- Be punctual when dropping off and picking up your children for/from coaching and competitions.
- Volunteers cannot leave your child alone at the venue and must stay until the last child leaves. If you are likely to be late, please contact the Junior Organiser to discuss what to do.
- Make sure that your child knows what time they will be collected, where they are being met, and by whom.
- Take an interest in your child's activity and progress and be supportive.
- 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.
- Discuss any particular requirements your child has that may affect the ability of your child to enjoy the sessions or the ability of coaches and volunteers to meet their needs effectively.
- Raise any concerns you have about the care that your child receives with the County Welfare Officer so that we may address them appropriately and promptly.
- BCLGA volunteers work very hard on behalf of you and your children and need to be able to contact you quickly and reliably. It is your responsibility to ensure that we have valid email and contact numbers for you and to respond promptly to messages and requests from BCLGA organisers.

The transporting of children to and from venues for matches, competitions and coaching is the responsibility of parents. Parents are welcome to contact the parents of other junior girls and make private arrangements to share transport, but this does not fall within the responsibility of BCLGA.

BCLGA Guidance for Parents & Carers - April 2020

Page 1 of 1

### **8.13.Appendix 13 - Managing Young People on Away Trips**

The following provides good practice guidance for taking teams on an away fixture for a day (not overnight).

- appoint a team manager with clear roles and responsibilities
- appoint a designated safeguarding lead contact (not the team manager) who is appropriately trained and competent for the role and responsibilities
- establish well in advance where the fixture is
- ensure you have sufficient volunteers to manage and look after the Young People
- obtain written permission from the parents/carers for participation, transporting and supervising. An up to date photograph of each child must be attached to the child's consent form (for use in the event of any child going missing)
- ensure that a welfare plan has been written and communicated to volunteers, participants and carers
- ensure all volunteers responsible for the young people have been DBS checked to the appropriate level and have had appropriate safeguarding training
- ensure that a risk assessment has been conducted
- ensure that there is a contact available e.g. a volunteer who is not travelling away, who will act as the key contact point if required.

#### **Accommodation**

Whatever the accommodation, the team manager should ensure that the children are safe. Discuss your code of conduct and discipline policy with the staff at the accommodation. All children must know which rooms volunteers are in and how to contact them if required.

If rooms are equipped with satellite TV, inappropriate programmes may be available. It may be possible to have these programmes disconnected.

If rooms have fridges, all alcohol must be removed.

Check the accommodation policy for extras on bills, breakages and lost keys. All accommodation must be clean and with access to sufficient toilet and bathing facilities.

It is not acceptable:

- For children to share a bed
- For male and female children to share a room
- For volunteers to share a room with children

Checks must be made to ensure that the needs of children with disabilities are met. For wheelchair users, it is important to check access to the building, room and bathroom facilities

#### **Overnight Stays**

Those responsible for organising overnight stays should establish the purpose of the trip, confirm the dates, location, and duration. You should also conduct a risk assessment, identify suitable venues and facilities for both fixtures and accommodation and consider the following:

- Purpose of the trip.
- Who will be going, children? Volunteers?
- How much will it cost? How much spending money is required?

- What insurance cover is required?
- Supervision of children, both playing and non-playing time.
- Catering for all food requirements.
- Communication with parents (see above)
- Ensure a list of the team and volunteers is left, with contact number and address of the accommodation
- Ensure that there are emergency contact numbers for all the team and volunteers.
- An itinerary giving as much detail as possible.
- Emergency procedures and telephone contacts.
- Codes of contact for both volunteers and children.
- Welfare and child protection procedures.

### **8.14.Appendix 14 - Social Media Guidance**

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

#### **Advice for Individuals**

- 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.
- 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.

#### **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 county, raise this with your County Welfare Officer. Alternatively contact your National Governing Body Lead Safeguarding Officer (England Golf Tel: 01526 351851). 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.



**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.

**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 county or volunteers, raise this with the County Welfare Officer. They will look into the matter and take appropriate action. Alternatively contact England Golf Lead Safeguarding Officer Tel 01526 351824.
- 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 or volunteers. If you have concerns about a person, these should be raised using appropriate channels within the county 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.

### **8.15.Appendix 15 - Whistleblowing Policy**

Safeguarding children, young people and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability.

As a county, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

You may be the first to recognise that something is wrong but feel that you cannot express your concerns as this may be disloyal to your colleagues or you may that you will be the victim of harassment or victimisation as a result.

Children, Young People and Adults at risk need someone like you to safeguard their welfare.

#### **What is whistle blowing?**

In the context of safeguarding, "whistle blowing" is when someone raises a concern about the well-being of a child or an adult at risk.

A whistle blower may be:

- a player;
- a volunteer;
- a coach;
- an official;
- a parent;
- a member of the public.

#### **Reasons for whistle blowing:**

Those involved in sport must acknowledge their individual responsibilities and bring matters of concern to the attention of the relevant people and/or agencies. Although this can be difficult it is particularly important where the welfare of children may be at risk.

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour:

- To protect or reduce risk to others
- To prevent a problem from becoming worse or more widespread
- To prevent becoming implicated yourself

#### **What prevents those individuals from whistle blowing?**

- Starting a chain of events that they have no control of
- Disrupting work or training
- Fear of getting it wrong or making a mistake
- Fear of repercussions
- Fear of damaging careers
- Fear of not being believed.

If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.

Where a child or an adult at risk is not in immediate danger the first person you should report your suspicion or allegation to is your County Welfare Officer. If for any

reason you cannot, or do not wish to report the matter to your County Welfare Officer please contact the England Golf Lead Safeguarding Officer Ash Wilson on 01526 351 824 or email [safeguarding@englandgolf.org](mailto:safeguarding@englandgolf.org)

Alternatively you can contact the Local Authority Designated Officer (LADO) or the NSPCC on 0808 800 5000.

### **Information to include when raising a concern**

The whistle blower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- their name and contact details (unless they wish to remain anonymous);
- names of individuals involved;
- date, time and location of incident/circumstance; and
- whether any witnesses were present.

BCLGA assures that all involved will be treated fairly and that all concerns will be properly considered. In cases where suspicions prove to be unfounded, no action will be taken against those who report their concerns, provided they acted in good faith and without malicious intent.

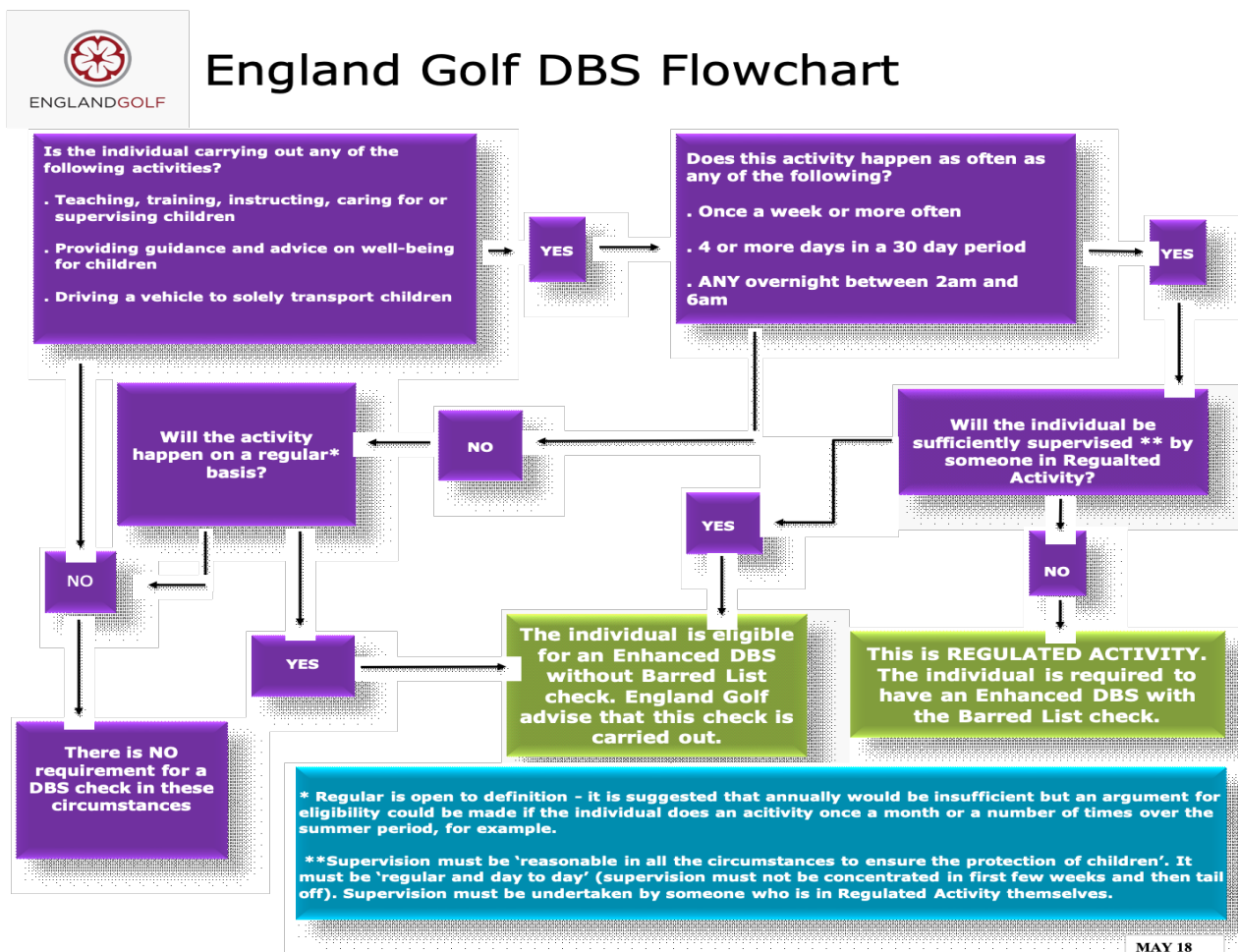
### **What happens next?**

- You should be given information on the nature and progress of any enquiries – this may vary depending on the nature and result of the investigations.
- All concerns will be treated in confidence. During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern to the minimum number of individuals practicable.
- Your County has a responsibility to protect you from harassment or victimisation. No action will be taken against you if the concern proves to be unfounded and was raised in good faith.
- Malicious allegations may be considered a disciplinary offence.

The Public Interest Disclosure Act 1998 protects whistle blowers from victimisation, discipline or dismissal where they raise genuine concerns of misconduct or malpractice.

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the county or the England Golf Governance Department the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

## 8.16.Appendix 16 – England Golf DBS Flowchart



### 8.17. Appendix 17 – Categories of Child Abuse

Abuse can happen on any occasion or in any place where children and young people are present.

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Children can be abused by adults, either male or female, or by other children.

Safeguarding is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances.

Child Protection is the activity that is undertaken to protect specific children who are suffering or are likely to suffer significant harm.

There are 4 main types of abuse: neglect, physical abuse, sexual abuse and emotional abuse. Children and young people can also be harmed through poor practice and bullying within a sport setting.

**Neglect** is when adults consistently or repeatedly fail to meet a child's basic physical and/or psychological needs which could result in the serious impairment of the child's health or development e.g. failure to provide adequate food, shelter and clothing; failing to protect a child from physical harm or danger; or the failure to ensure access to appropriate medical care or treatment. It may also include refusal to give love, affection and attention.

Examples in sport could include a coach or supervisor repeatedly failing to ensure children are safe, exposing them to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration; exposing them to unnecessary risk of injury e.g. by ignoring safe practice guidelines, failing to ensure the use of safety equipment, or by requiring young people to participate when injured or unwell.

**Physical abuse** is when someone physically hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after.

Examples in sport may be when the nature and intensity of training or competition exceeds the capacity of the child's immature and growing body; where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty; if athletes are required to participate when injured; or when sanctions used by coaches imposed involve inflicting pain.

**Sexual abuse** is where children and young people are abused by adults (both male and female) or other children who use them to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, kissing and sexual fondling. Showing children pornographic material (books, videos, pictures) or taking pornographic images of them are also forms of sexual abuse.

Sexual abusers groom children, protective adults and counties/organisations in order to create opportunities to abuse and reduce the likelihood of being reported.

Examples in sport may include coaching techniques involving physical contact with children creating situations where sexual abuse can be disguised and may therefore go unnoticed. The power and authority of, or dependence on, the coach if misused,

may also lead to abusive situations developing. Contacts made within sport and pursued e.g. through texts, Facebook or Twitter have been used to groom children for abuse.

**Child Sexual Exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity

(a) in exchange for something the victim needs or wants, and/or

(b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**Emotional abuse** is the persistent emotional ill-treatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children or even the over protection of a child. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child.

Examples in sport may include children who are subjected to constant criticism, name-calling, sarcasm, bullying, racism or pressure to perform to unrealistically high expectations; or when their value or worth is dependent on sporting success or achievement.

## **8.18. Appendix 18 - Safeguarding Children and Young People – A Short Guide**

BCLGA is committed to ensure that the sport of golf is one within which children and young people involved can thrive and flourish in a safe environment and that all children, young people and adults at risk have a fun, safe and positive experience when playing golf.

BCLGA follows the England Golf Safeguarding Children and Young People Policy and procedures.

You might be thinking “**What has safeguarding got to do with me?**”

Government guidance makes it clear that ‘Safeguarding is everyone’s responsibility’.

Anyone who has a negative experience of sport at a young age is less likely to become a regular long-term participant. It’s important for the future of the sport as a whole that children and young people have an enjoyable experience.

### **Everyone has a part to play in making that happen.**

All adults should contribute to the county meeting its overall duty of care, be aware of our county’s safeguarding policy, and know what to do if they are concerned about a young person.

BCLGA asks everyone to

- **Familiarise yourself with BCLGA Safeguarding Policy.**

*The full copy of BCLGA Safeguarding Children and Young People Policy is available on our website [www.bclga.org.uk](http://www.bclga.org.uk)*

- In particular familiarise yourself with:

#### **1. BCLGA Codes of Conduct**

*Adults should always be aware that age related differences exist and conduct themselves in a manner that both recognises this and prioritises the welfare of children and young people.*

#### **2. Anti-Bullying Policy**

*BCLGA believe that every effort must be made to eradicate bullying in all its forms. The County will not tolerate bullying in any of its forms during county matches, competitions, coaching or at any other time.*

#### **3. Transport Policy**

*The county believes it is primarily the responsibility of parents/carers to transport their child/children to and from events.*

#### **4. Changing Room Policy**

*The changing rooms are used by all members & visitors. 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. Where a parent/carer 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.*

## **5. Photography, Videoing and the use of Social Media Policies**

*Think very carefully before contacting a young person via mobile phone, e-mail or social media.*

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

*In general stick to group communications, copy the communication to a parent and only communicate about organisational matters.*

### **What should I do if I'm concerned about a child or young person?**

A concern may involve the behaviour of an adult towards a child, or something that has happened to the child outside county activities/events.

Children and young people may confide in adults they trust, in a place where they feel comfortable.

An allegation may range from verbal bullying, to inappropriate contact online, to neglect or emotional abuse, to physical or sexual abuse.

If you are concerned about a child, it is not your responsibility to investigate further, but it is your responsibility to act on your concerns and share them.

Pass the information to BCLGA Welfare Officer who will follow the county's Safeguarding procedures.

Name: Cathy Armstrong

Email Address: [welfare@bclga.org.uk](mailto:welfare@bclga.org.uk)

If you believe the child is at immediate risk of harm, call the Police.

Other useful contacts:

- NSPCC 24-hour helpline Tel: 0808 800 5000
- England Golf Lead Safeguarding Officer 01526 351824



### **8.19.Appendix 19 – Photography Policy**

Whilst BCLGA does not seek to prohibit those with a legitimate interest in filming or photographing children participating in sporting activities it recognises that such activity should take place within an appropriate policy framework.

This policy applies at any BCLGA event at which children under the age of 18 are participating.

#### **POLICY**

BCLGA policy is as follows;

The welfare of children taking part in golf is paramount.

Children and their parents/carers and or BCLGA should have control over the images taken of children at BCLGA events.

The golfing activity should not be misused purely for the purpose of obtaining images of children.

Images should not be sexual or exploitative in nature or open to misinterpretation and misuse.

The identity of children in a published image should be protected so as not to make the children vulnerable. (If the name of an individual golfer is published with their photograph to celebrate an achievement other personal contact details should never accompany the picture).

#### **PROCEDURE**

##### **Official/professional photographers and those using 'professional' equipment**

BCLGA requires that anyone wishing to take photographic or video images, at any BCLGA event at which children under the age of 18 are participating, in an official or professional capacity or using 'professional' camera or video equipment registers their details with the BCLGA Championship Office. This must be done before carrying out any such activity on the golf course (including the practice ground) or surrounding area or in the clubhouse.

Once registered an identification label will be issued as confirmation of registration. Anyone found using photographic or video equipment without an appropriate identification label will be questioned.

BCLGA reserves the right to refuse to grant permission to take photographic or video images if it sees fit.

Photographers must obtain consent from parents to take and use their child's image.

##### **Parents/carers/family members of competitors**

Parents, carers and family members taking occasional informal photographs with mobile devices of their own child, ward or family member at a BCLGA event do not need to register their details with BCLGA.

If such photographs include other children (e.g. at a prize presentation) they should not be publicly displayed or published on social media unless the prior permission of the parents/carers of all the children in the photographs has been obtained.

#### **CONCERNS**

If competitors or parents have any concerns they should raise them by contacting the BCLGA organisers of the event immediately.

BCLGA will notify the relevant authorities should it have any doubts as to the authenticity of any individual taking photographs.

## **8.20.Appendix 20 – Anti-Bullying Policy**

### **BCLGA will:**

- recognise its duty of care and responsibility to safeguard all participants from harm
- promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- seek to ensure that bullying behaviour is not accepted or condoned
- require all members of BCLGA to be given information about, and sign up to, this policy
- take action to investigate and respond to any alleged incidents of bullying
- encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- ensure that volunteers and coaches are given access to information, guidance and/or training on bullying.

### **Each participant, coach, volunteer or official will:**

- respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others
- recognise that everyone is important and that our differences make each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress
- be committed to the early identification of bullying, and prompt and collective action to deal with it
- ensure safety by having rules and practices carefully explained and displayed for all to see
- report incidents of bullying they see – by doing nothing you are condoning bullying.

### **Bullying**

- all forms of bullying will be addressed
- everybody in BCLGA has a responsibility to work together to stop bullying
- bullying can include online as well as offline behaviour
- bullying can include:
  - physical pushing, kicking, hitting, pinching etc.
  - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
  - posting of derogatory or abusive comments, videos or images on social network sites
  - racial taunts, graffiti, gestures, sectarianism - sexual comments, suggestions or behaviour

- unwanted physical contact
- children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

### **Support to the child**

- children should know who will listen to and support them
- systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them
- potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- children should have access to helpline numbers
- anyone who reports an incident of bullying will be listened to carefully and be supported
- any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- those who bully will be supported and encouraged to stop bullying
- sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

### **Support to the parents/carers**

- parents/carers to be advised on BCLGA bullying policy and practice
- any incident of bullying will be discussed with the child's parents/carers
- parents/carers will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- information and advice on coping with bullying will be made available
- support should be offered to the parents/carers including information on other agencies or support lines.

### **Useful contacts**

BCLGA Welfare Officer, Cathy Armstrong, email [welfare@bclga.org.uk](mailto:welfare@bclga.org.uk)

NSPCC Helpline 0808 800 5000

ChildLine 0800 1111 / [www.childline.org.uk](http://www.childline.org.uk)

Kidscape [www.kidscape.org.uk](http://www.kidscape.org.uk)

Anti-Bullying Alliance [www.antibullyingalliance.org.uk](http://www.antibullyingalliance.org.uk)

England Golf Lead Safeguarding Officer 01526 351824