



Druids Heath Golf Club Ltd

Safeguarding Children and Young People Policy and Procedures

Contents

Implemented 2015 Revised March 2020 Adopted October 2020	Page
Safeguarding Children and Young People Policy Statement: Principles, Objectives, Responsibilities and Implementation	3
Procedures:	
1. Recruitment and training	5
2. Complaints, concerns and allegations	6
3. Flow Charts – concerns procedure	7
4. Emergencies and incidents	9
5. Supervision	10
6. Good Practice Guidelines	10
7. Useful Contacts	13
8. Appendices – listed on page 2	15 - 54

8. Appendices		Page
1.	Application form	15
2.	Self-disclosure form	17
3.	Reference form	19
4.	Codes of conduct	
	a) Coaches/PGA professionals, Staff and Volunteers	20
	b) Young Golfers/Children	21
	c) Parents/Carers of Young Golfers	23
5.	Managing Challenging Behaviour	24
5.	Incident Report Form	27
6.	Accident Report Form	29
7.	Junior Player Profile & Parental Consent Forms	31
8.	Guidance for parents/carers	35
9.	Photography Consent Form	37
10.	Managing Young People on Away Trips	38
11.	Social Media Guidance	40
12.	Whistle-blowing Policy	42
13.	Regulated activity (DBS requirements)	44
14.	Categories of Child Abuse	45
15.	Photography Policy	47
16.	Anti-bullying Policy	49
17.	Safeguarding Children and Young People – A Short Guide for Members	52
18.	Club Welfare Officers Poster	54

Safeguarding Children and Young People Policy

Whilst children and young people are participating in golf activities in our care, Druids Heath Golf Club has a responsibility to ensure their safety and well-being.

Druids Heath Golf Club 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.

Everyone working with children and young people has a responsibility for keeping them safe, irrespective of their role, whether they are paid members of staff or volunteers.

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
- Druids Heath Golf Club 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 documentation which supersedes these.
- Druids Heath Golf Club is committed to working in partnership with other key UK Golf Bodies to continually improve and to promote safeguarding initiatives across the sport.
- Druids Heath Golf Club 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.

OBJECTIVES

Druids Heath Golf Club aim to:

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

RESPONSIBILITIES AND IMPLEMENTATION

Druids Heath Golf Club 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 club 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 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 club staff, volunteers & coaches to appropriate safeguarding training, where this is appropriate to their role.

1. RECRUITMENT AND TRAINING

Druids Heath Golf Club 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 14**)

Details of the requirements and the qualifications and checks of individuals will be recorded by the General Manager 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. Druids Heath Golf Club recommends attendance at the safeguard workshops advised by the affiliated Golf Union or PGA (for professionals) and will ensure that all volunteers and staff who have significant contact with children attend. Training will be repeated every 3 years for those involved in regulated activity which can be either online update or attendance at a training session.

All Staff, Volunteers & PGA Coaches working with children and young people will be asked to read and become familiar with the Druids Heath Golf Club Safeguarding Policy and Procedures.

All volunteers & coaches involved with children will be asked to read the Druids Heath Golf Club Code of Conduct for Adults, and sign to indicate their agreement to act in accordance with the code. The code is linked to the Druids Heath Golf Club Disciplinary Procedures. (**Appendix 4**)

Druids Heath Golf Club is 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. Druids Heath Golf Club acknowledges the additional vulnerability of some groups of children (e.g. disabled, looked after children, those with communication differences). Druids Heath Golf Club 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.

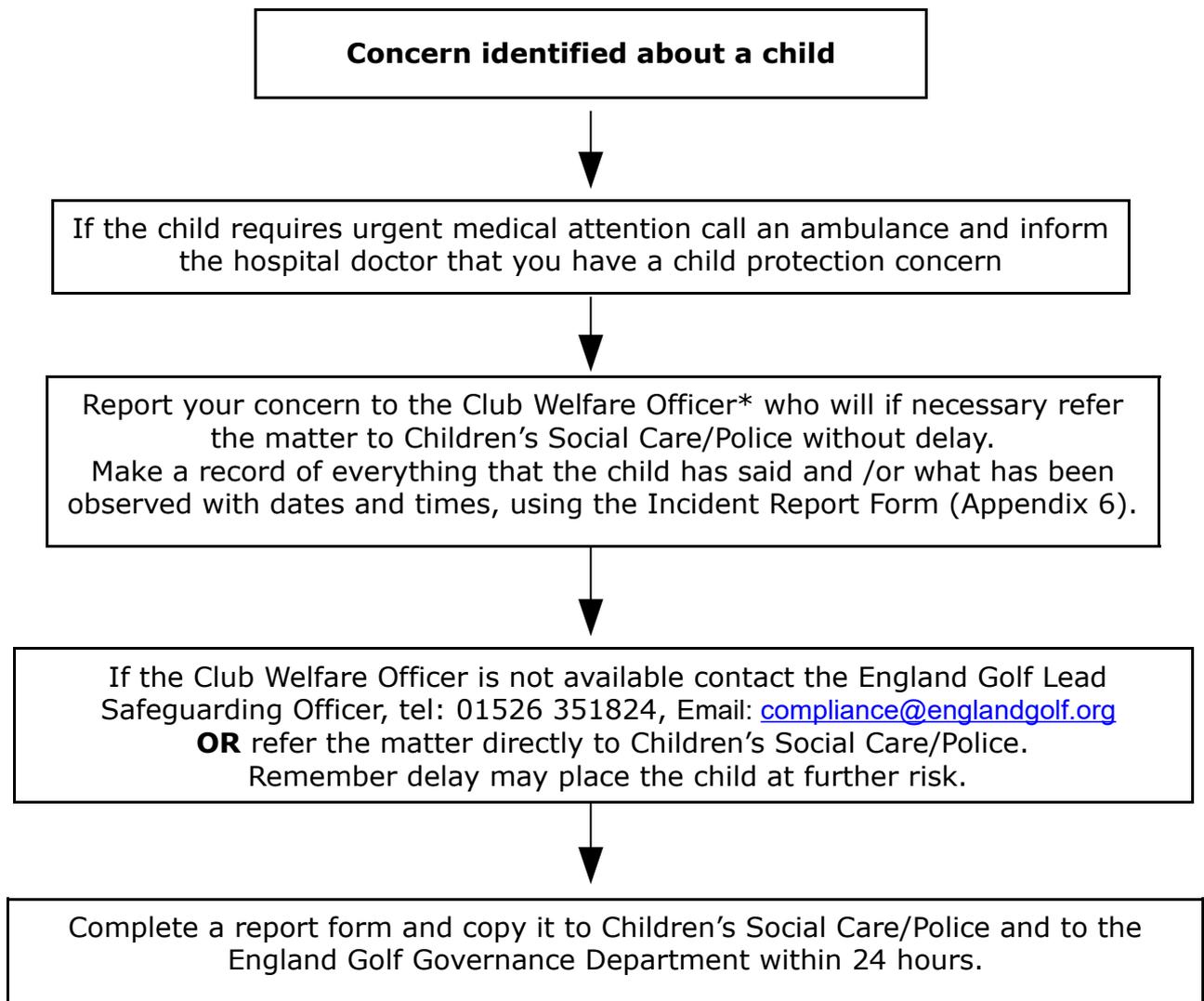
2. COMPLAINTS, CONCERNS AND ALLEGATIONS

- 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 the Club 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 in Section 3, pages 7 & 8.
- 2.2** 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.
- 2.3** Concerns will be recorded on an Incident Report Form (**appendix 6**) and sent to the England Golf Lead Safeguarding Officer and retained confidentially within the club. England Golf Lead Safeguarding Officer can assist with completion of this form if required, tel: 01526 351824.
- 2.4** Druids Heath Golf Club will work with England Golf and other external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice. Druids Heath Golf Club disciplinary procedures will be applied and followed where possible and applicable.
- 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.
 - Listen carefully.
 - Do not make promises that cannot be kept, such as promising not to tell anyone else.
 - Do not seek to actively 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 questions to clarify your understanding where needed e.g. can you tell me what you mean by the word xxxx?
 - Record what the child has said as soon as possible on an incident report form (**Appendix 6**).
 - 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. If in doubt or the child/young person declines consent, seek advice from the England Golf Lead Safeguarding Officer 01526 351824.

- 2.6** 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.
- 2.7** Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. Druids Heath Golf Club supports an environment where staff, volunteers, parents/carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who reports a legitimate concern to the organisation (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously. **(Whistle-blowing Policy- Appendix 13)**

3. FLOWCHART 1

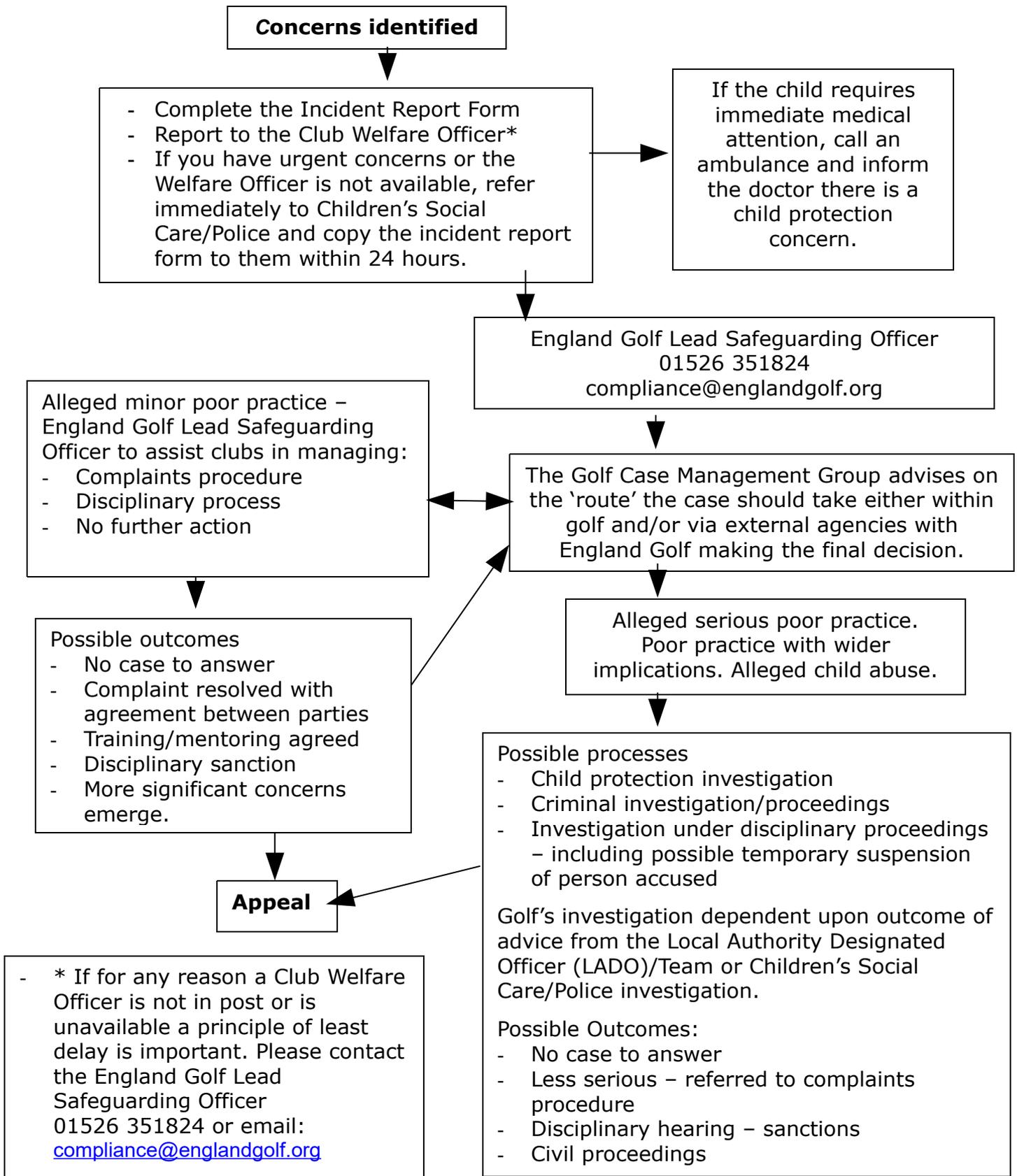
What to do if you are worried about what is happening to a child outside of the Club/County (but the concern is identified through the child's involvement in golf)



* If for any reason a Club Welfare Officer is not in post or is unavailable please contact the England Golf Lead Safeguarding Officer as given above.

3. 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



4. EMERGENCIES AND INCIDENTS

4.1 Parental Consent Forms (**appendix 8**) will be obtained and retained by Druids Heath Golf Club for all children who are participating in events or activities, or attending coaching organised by the club. These forms will be treated in confidence and only shared with those who require the information they contain to perform their role effectively.

4.2 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 club representative to act in loco parentis.
- An adult club 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 club representative.

4.3 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 one of the Club'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.

5. SUPERVISION

- 5.1** During coaching/playing sessions there will be in minimum of two adults to a group of 20 or less children and a minimum of three adults for a group between 20-40 children. Regardless of these minimum adults to child recommendations, coaches should conduct a risk assessment to inform decision making as to whether higher levels are required. For a group higher than 40 the lead organiser/coach will do a risk assessment to determine whether more than three adults are required.
- 5.2** Parents/carers may be encouraged to stay for coaching/competitions & other events where it is assessed that their supervision is required. For children under 10 the parent/carer is advised to remain on the premises when the child is engaged in coaching/playing sessions. For any other activity, event or occasion, children under 10 **MUST** be supervised by the parent/carer.
- 5.3** 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.
- 5.4** 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 club cannot accept supervisory responsibility.
- 5.5** 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. **(Appendix 11)**

6. GOOD PRACTICE GUIDELINES

6.1 Behaviour of adults and children

- 6.1.1** 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 junior members & adults working with them to promote good practice. **(Appendix 4)**
- 6.1.2** Druids Heath Golf Club requires that all staff and volunteers working with children adhere to the standards set out in the Code of Conduct **(Appendix 4a)**. Similarly, children are expected to follow their own code of conduct to ensure the enjoyment of all participants and assist the club in ensuring their welfare is safeguarded **(Appendix 4b)**.
- 6.1.3** Parents/carers should also work together with the club to ensure that the welfare of all children is safeguarded. A sheet on "Guidance for Parents/Carers" **(Appendix 9)** is provided to assist them in understanding how they can best assist the club. They will also have to adhere to the Club Code of Conduct **(Appendix 4c)**.

6.1.4 Druids Heath Golf Club requires that all staff and volunteers working with children adhere to the guidelines on Managing Challenging Behaviour. **(Appendix 5).**

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 club activities. Adults should always be aware however that age related differences do exist and conduct themselves in a manner that recognises this and prioritises the welfare of any children involved.

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

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

6.4.2 The club 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.

6.4.3 Children and young people are often involved in competitions. When taking young people away from their home club, consideration and planning needs to be paramount to ensure the duty of care for the young people within the team is fulfilled **(Appendix 11).**

6.5 Photography/Videoring

6.5.1 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. **(Appendix 16).**

6.5.2 Any press/official photographers attending events will be required to seek permission from the club before taking photographs and also permission of parents to use the images. **(Appendix 16).**

6.6 Social Media

Social media provides unique opportunities for the club to engage and develop relationships with people in a creative and dynamic forum where users are active participants. It is important that all staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of the club are aware of the club Social Media policy. **(Appendix 12)**

6.7 Anti Bullying Procedures

6.7.1 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 Club and its Staff, Volunteers & Coaches will not tolerate bullying in any of its forms during club matches, competitions, coaching or at any other time while at the club **(Appendix 17)**.

6.7.2 We are intent that we will:

- Provide a point of contact where those being bullied can report their concerns in confidence – The Club Welfare Officers, Secretary/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/carers
- Impose sanctions, which may include expulsion from the club for bullies
- Inform all members of the club, if appropriate and where it would not be detrimental to the child, about the incident and action taken
- Keep a written record of all incidents and the action taken
- Have discussions about bullying and why it matters.

6.8 Confidentiality

- 6.8.1** Details of all juniors will be kept on file in the office and will not be shared with a third party without parent/carers consent. Access to this information will be granted to Club Welfare Officers/General Manager/Secretary, the Junior Organiser(s) and the PGA Golf Professional(s). Details will be passed onto the County Organisations, as requested, when juniors have reached an ability level that meets the relevant county criteria.
- 6.8.2** 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.

6.9 Changing rooms

The changing rooms are used by all members & visitors, juniors will only be supervised if needed at club organised events. Parents will be made aware that adults use the changing rooms throughout the day for changing & showering. 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.

7. Useful Contacts

Golf Contacts		
Name	Address	Number
Club Welfare Officer – Miss Bernadette Cook OR	Druids Heath GC Ltd Stonnall Road Aldridge, WS9 8JZ	Mob:07889 247770 Email: safeguarding@druidsheathgc.co.uk
Club Welfare Officer – Mrs Elizabeth Hughes	DHGC Ltd as above	Mob:07714 894133 Email: safeguarding@druidsheathgc.co.uk
General Manager – Mr Gareth Anthony	DHGC Ltd as above	Tel: 01922 455595 Extension 1 Email: admin@druidsheathgc.co.uk
England Golf Lead Safeguarding Officer	England Golf National Golf Centre The Broadway Woodhall Spa Lincolnshire, LN10 6PU	Tel: 01526 351824 Email: compliance@englandgolf.org

Local Contacts		
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	Walsall Childrens Service Walsall Council The Civic Centre Darwall Street Walsall WS1 1TP	01922 658170 (or 650000) After 5pm or at the weekends please contact The Emergency Social Work Duty Team
Samaritans		08457 90 90 90
Local Police child protection team	Bloxwich Police Station 1 Station Road Bloxwich, Walsall WS3 2PD	101 In an emergency contact 999
NSPCC Free-phone 24 hour Helpline		0808 800 5000
NSPCC Whistle-blowing Helpline for Professionals		0808 028 0285

National Contacts		
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0808 800 5000 help@nspcc.org.uk
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 1111
NSPCC Child Protection in Sport Unit	Online	Web: thecpsu.org.uk Email: cpsu@nspcc.org.uk



Appendix 1

Application Form – Druids Heath Golf Club Ltd

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: _____

<p>Relevant Experience including any previous experience of working with children, young people and adults <i>(if applicable)</i>.</p>	
<p>Reasons for applying:</p>	
<p>References:</p> <p>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:</p>	
<p>Name:</p> <p>Address:</p> <p>Telephone Number:</p>	<p>Name:</p> <p>Address:</p> <p>Telephone Number:</p>
<p>Data Protection Notification:</p> <p>Information you have provided in completing this form will be used to process your application. Druids Heath Golf Club 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.</p> <p>Authorisation:</p> <p>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.</p> <p>I agree to abide by the Club Code of Conduct and Safeguarding Policy and Procedures, and confirm that the information I have supplied in completing this form is correct and true.</p> <p>Signed:</p> <p>Date:</p>	



Appendix 2

Self-Disclosure Form –Druids Heath Golf Club Ltd

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

Private and Confidential. For roles involving contact with children (under 18 years).

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.

Part One

For completion by the Druids Heath Golf Club:	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
Identification (tick box below)	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
Either	
UK Passport Number and Issuing Office	
UK Driving Licence Number (<i>with picture</i>)	
Plus	
National Insurance Card or current Work Permit Number	
Signature of authorised Employing Officer:	
Print name:	
Date:	

Part Two

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 governance Department on 01526 351824

For completion by individual (named in Part one):	
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):
Confirmation of Declaration (tick box below)	
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<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 the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.	<input type="checkbox"/>
Print name:	Signature:
General Manager or Club Secretary	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 Governance Department for a risk assessment and advice.
Print name:	Signature:
	Position:
Date:	



Appendix 3

Reference form (please provide two) – Druids Heath Golf Club Ltd

(Name) _____

has expressed an interest in becoming a club member of staff/volunteer/coach/welfare officer* (*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: **01922 455595 extension 1**

Name: **GARETH ANTHONY** – General Manager

Organisation: **DRUIDS HEATH GOLF CLUB LTD**

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: _____



Appendix 4 a)

DRUIDS HEATH GOLF CLUB LTD CODE OF CONDUCT FOR COACHES/PGA PROFESSIONALS, STAFF AND VOLUNTEERS

All young golfers have the right to be treated with dignity and respect. The promotion of good practice will help reduce the possibility of abusive situations occurring and actions of adults being misinterpreted. A good and caring coach/volunteer/club official/member of staff will continually reflect upon their own coaching/supervisory style, philosophy and practices to ensure the safety and well-being of the participants at all times.

The following are examples of good practice, which will create a safe and enjoyable environment:

- Always be publicly open when working with children and young people.
- 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, religion, sexual orientation or disability.
- If you see any form of discrimination, do not condone it or allow it to go unchallenged.
- Be an excellent role model.
- Do not smoke, drink or use recreational drugs while actively working with young people in the club. This reflects a negative image and could compromise the safety of the young people.
- Display high standards of language, manner, punctuality, preparation and presentation.
- Always put the welfare of each young person first, before winning or achieving goals.
- Build a balanced relationship based on mutual trust, which empowers young people to share in the decision-making process.
- Ensure that if any form of manual/physical contact is required, it should be provided openly and to provide genuine support to improve skills or to prevent or treat an injury.
- Do not exceed the level of your competence and qualifications.
- Be aware of and report any conflict of interest as soon as it becomes apparent.
- Have open and regular communication with the young golfers' parents/carers.
- Ensure that activities are appropriate for the age, maturity, experience and ability of the young golfer.
- Inform players and parents of the requirements of golf.
- Promote the positive aspects of golf e.g. Fair play, honesty and participation.
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment).
- Know and understand Druids Heath Child Safeguarding Policies and Procedures.
- Report any concerns you may have in relation to a young person, follow reporting procedures laid down by Druids Heath Golf Club. For concerns not related to the Club contact Social Services or Police Safeguarding or NSPCC.

Coaches, volunteers and staff should never:

- Take children to their home or other secluded places where they will be alone with the child.
- Engage in rough, physical or sexually provocative games.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive remarks to a child or young people.
- Reduce a child to tears as a form of control.
- Allow children to use inappropriate language unchallenged.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Depart from the club/facility until the safe dispersal of the young golfers has been supervised.
- Abuse their position of power or trust with children or adults.
- Resort to bullying tactics or verbal abuse.
- Cause a participant to lose self-esteem by embarrassing, humiliating or undermining the individual.
- Spend excessive amounts of time alone with children away from others.
- Do things of a personal nature for young people that they can do for themselves.
- Engage in a sexual relationship with a young golfer in their care.
- Give young people alcohol when they are under the care of the club.

I agree to follow the above code of conduct whilst involved with children at Druids Heath Golf Club

Signature:

Name (printed):

Date:



Appendix 4 b)

**DRUIDS HEATH GOLF CLUB LTD
CODE OF CONDUCT FOR YOUNG GOLFERS/CHILDREN**

Appreciate that you are valued for the role that you have at DHGC.

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 that promotes the concept of a balanced attitude.
- Treat others as you would wish to be treated yourself.
- Respect physical, cultural and racial differences, challenge or report if you observe any form of discrimination and prejudice.
- Look out for yourself and for the welfare of others.
- Speak out if you consider that you or others have been poorly treated.
- Report behaviour that appears to fall below the expected standards of the club.
- Be organised and on time.
- Tell someone in authority if you are leaving a venue or competition.
- Accept that these guidelines are in place for the well-being of all concerned.
- Treat organisers and coaches with respect.
- Observe instructions or restrictions required by appropriate members of staff,

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

- Consuming alcohol or illegal or performance-enhancing drugs or stimulants
- Smoking
- Using foul language
- Publicly using critical or disrespectful descriptions of others, including posting hurtful comments on social networking sites.

Child Signature _____ Print Name _____

Parent/Carer Signature _____ Print Name _____



Appendix 4 c)

DRUIDS HEATH GOLF CLUB LTD CODE OF CONDUCT FOR PARENTS/CARERS OF YOUNG GOLFERS

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 activities at Druids Heath Golf Club.
- Report and update Druids Heath Golf Club with any changes relevant to your child's health and well-being.
- 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 Druids Heath Golf Club and on the golf course; do not embarrass your child.
- Show appreciation and support the coaches, volunteers and staff at Druids Heath Golf Club.
- Accept the decision and judgement of the officials during events and competitions.

As a parent/carer you have the right to:

- Be assured that your child is safeguarded during their participation in the sport.
- Have any concerns about any aspect of your child's welfare listened to and responded to.
- 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.

Any breaches of this code of conduct will be dealt with immediately by the General Manager at Druids Heath Golf Club. 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 the Druids Health Golf Club regrettably asking your child to leave the session, event or club.

Signature _____

Print Name _____

Date: _____



Appendix 5

DRUIDS HEATH GOLF CLUB LTD

Managing Challenging Behaviour

Staff/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

Staff, 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, staff and 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 staff/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.

Staff/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 staff/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.



Appendix 6

Incident Report Form - Druids Heath Golf Club Ltd

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 Governance department notified (01526 351824)	
Case Number (if allocated)	
Date:	Time:
Action taken:	
Date:	Time:
Signature of Recorder:	
Signature of Complainant:	

Data protection:

Druids Heath Golf Club 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 and in accordance with the company's data protection policy. 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.



Appendix 7

Accident Report Form - Druids Heath Golf Club Ltd

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 Governance Dept? YES NO	
Date:	Time:
Signature of Recorder:	

Data protection:

Druids Heath Golf Club 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 and in accordance with the company’s data protection policy. 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.



Appendix 8

**DRUIDS HEATH GOLF CLUB LTD
Junior Player Profile and Parental Consent Forms**

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 (see data protection compliance note below).

It is the responsibility of the junior and their parent to notify the General Manager or Club Secretary if any of the details change at any time.

NOTE: When not engaged in coaching/playing children under 10 years of age MUST be supervised by a parent/carer at ALL times.

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

Contact 2 Name	
Relationship to child	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	

Please confirm details of all those with Parental Responsibility for the Child	
--	--

Medical Information

Child's Doctor's name	
Doctor's Surgery Address	
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.

Data Protection Compliance note:

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 purpose and activities of the organisation. Information will not be kept once a person is no longer a member of the organisation. The information will be disclosed only to those members of the organisation for whom it is appropriate and relevant officers of England Golf where necessary.

Consent from Parent/Legal Carer:

- 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 Druids Heath Golf Club of any changes.
- I,, being parent/carer of the above named child, hereby give permission for the Druids Heath Golf 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. I also understand that in such an occurrence all reasonable steps will be taken to contact me or the alternative adult(s) named in this form.

• **The attached signature will denote that my child has my permission to be on the golf club’s premises.**

(Please tick the box if agreed)

• **I acknowledge that the club is not responsible for providing adult supervision for my child (aged 10 or over) except for formal junior golf coaching, matches or competitions.**

(Please tick the box if agreed)

• **When involved in coaching/playing I acknowledge that for children under 10 the parent/carer is advised to remain on the premises. For any other activity/event/occasion the child MUST be supervised by the parent/carer.**

(Please tick the box if agreed)

- **I also agree to my child being transported by club representatives to and from venues when he/she is representing the golf club.**

(Please tick the box if agreed)

<p>By signing this document I confirm that I have legal responsibility for ; I am entitled to give this consent and I am aware of how the information I have provided may be used.</p>	
Signed – Parent/Carer	
Print name	
Date	



Appendix 9

Guidance for Parents/Carers

Druids Heath Golf Club 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/carer, 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.

- Take an interest in your child's activity and progress and be supportive
- Familiarise yourself with the Druids Heath Golf Club Safeguarding Policy (attached)
- Familiarise yourself with:
 - A. Codes of Conduct for parents, coaches, children and young people.
 - B. Sections 6.4, 6.5, 6.6, 6.8 & 6.9 of the Safeguarding Policy in relation to, transport, photography, social media, anti-bullying and changing rooms.
 - C. Appendices 11, 12, 16 & 17 in connection with 'B' above.
- Complete the attached Parental/Carer 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.
- When you have gone through the 'Young Golfer Code of Conduct' with your child please 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.
- Please ensure that your mobile is switched on when you are away from the club, so that you can be contacted in an emergency.
- Ensure your child has the necessary, equipment, clothing and provisions for the day, including the ability to meet the requirements of changing weather conditions.

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

As a parent/carer you are encouraged to:

- Discuss any concerns regarding the organisation of activities or the behaviour of adults towards your child with the Club Welfare Officer, who will treat any concerns you or your child may have in the strictest confidence
- England Golf Governance department are also available for confidential advice: 01526 351824

Club Officials in relation to safeguarding

Club Welfare Officers: Bernadette Cook, Mob: 07889 247770 and
Elizabeth Hughes, Mob: 07714 894133
Email: safeguarding@druidsheatgic.co.uk

PGA Professionals: Glenn Williams
Tel: 01922 459523

General Manager: Gareth Anthony
Club Tel: 01922 455595

Club Email: admin@druidsheatgic.co.uk



Appendix 10

Photography Consent - Druids Heath Golf Club Ltd

This form is to be signed by the legal carer 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.

Druids Heath Golf Club 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 (except where some incidental inclusion may not be possible to avoid) or used without your consent.

Druids Heath Golf Club will ensure that any image of a child where consent has not been obtained will not be published.

Druids Heath Golf Club will follow the guidance for the use of images of children as detailed within the Club's Safeguarding Children and Young People Policy.

Druids Heath Golf Club 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 Druids Heath Golf Club.

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

The photographs may be available on the website <http://www.druidsheathgc.co.uk> for the relevant golf year. If at any time either the parent/carer or the child wishes the data to be removed from the website, 7 days' notice must be given to the General Manager or Club Secretary after which the data will be removed.

To be completed by parent/carer

I _____ (Parent full name) consent to Druids Heath Golf Club 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 Druids Heath Golf Club photographing or videoing me under the stated rules and conditions.

Signature _____ Date _____



Appendix 11

Managing Young People on Away Trips – Druids Heath Golf Club Ltd

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 staff to manage and look after the young people.
- obtain written permission from the parents/carers or 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 staff, participants and carers.
- ensure all staff responsible for the young people have been DBS checked to the appropriate level and staff have had appropriate safeguarding training.
- ensure that a risk assessment has been conducted.
- ensure that there is a contact available e.g a staff member 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 staff 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 staff 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? Staff?
- 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 staff is left, with contact number and address of the accommodation.
- Ensure that there are emergency contact numbers for all the team and staff.
- An itinerary giving as much detail as possible.
- Emergency procedures and telephone contacts.
- Codes of contact for both staff and children.
- Welfare and child protection procedures.



Appendix 12

Social Media Guidance – Druids Heath Golf Club Ltd

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

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.
- 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 and 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 National Governing Body Lead Safeguarding Officer (England Golf 01526 351824). 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. 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 golf club, volunteers or members of staff, raise this with the Club 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 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.



Appendix 13

Whistle-blowing Policy – Druids Heath Golf Club Ltd

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 club, 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 feel 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;
- other member of staff;
- 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 Club Welfare Officer. If for any reason you cannot, or do not wish to report the matter to your Club Welfare Officer please contact England Golf Lead Safeguarding Officer on 01526 351824 or email: compliance@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.

Druids Heath Golf Club 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 Club 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.

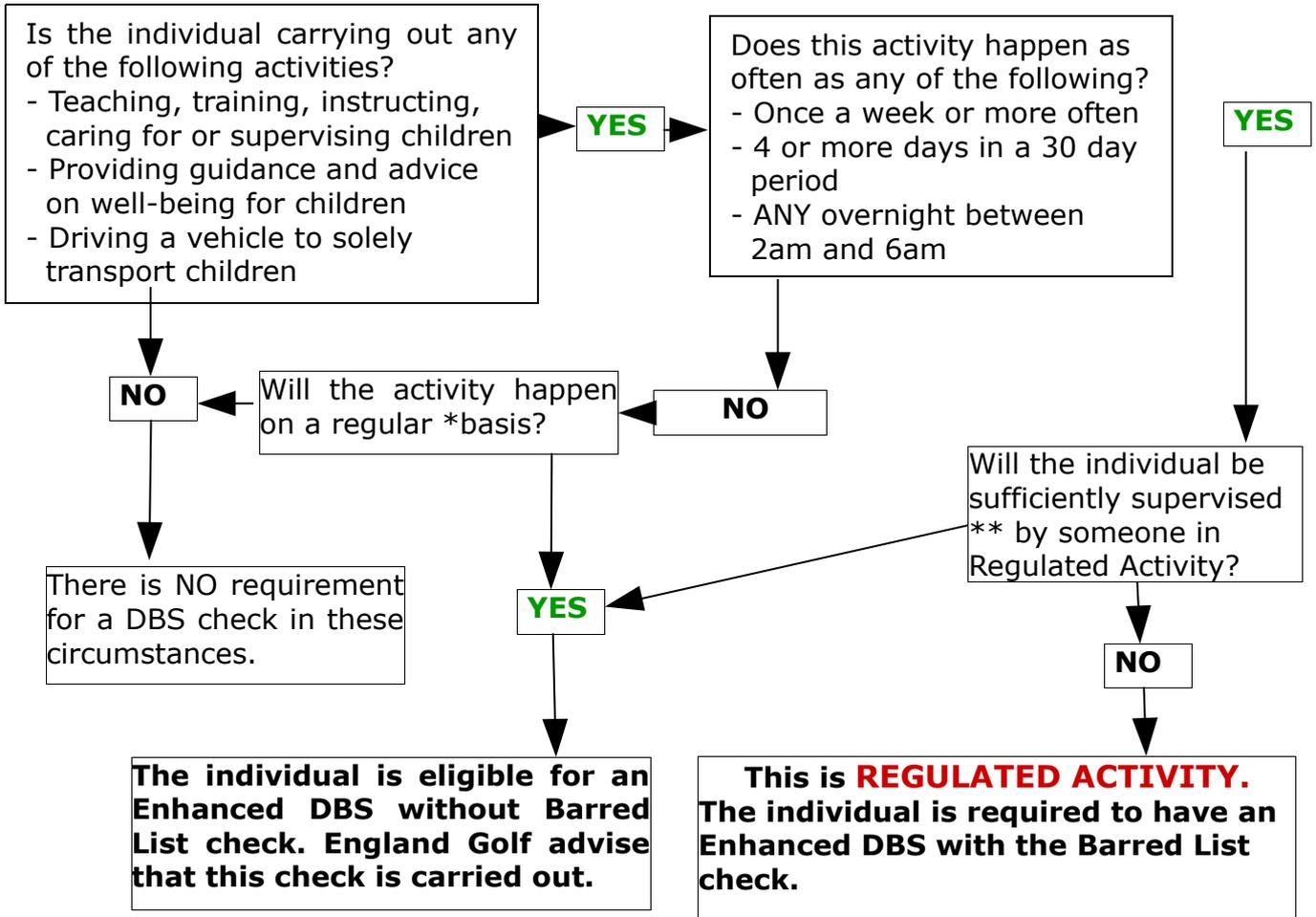
The Public Interest Disclosure Act 1998 protects whistle blowers from victimisation, discipline or dismissal where they raise genuine concerns of misconduct or malpractice.

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the club or the England Golf Governance Department the NSPCC Whistle-blowing advice line should be contacted on 0800 028 0285 or by emailing help@nspcc.org.uk.



Appendix 14

Regulated Activity (DBS requirements) – Druids Heath Golf Club Ltd



* Regular is open to definition - it is suggested that annually would be insufficient but an argument for eligibility could be made if the individual does an activity once a month or a number of times over the summer period, for example.

**Supervision must be 'reasonable in all the circumstances to ensure the protection of children'. It must be 'regular and day to day' (supervision must not be concentrated in first few weeks and then tail off). Supervision must be undertaken by someone who is in Regulated Activity themselves.



Appendix 15

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 clubs/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.



Appendix 16

Photograph Policy – Druids Heath Golf Club Ltd

Whilst Druids Heath Golf Club 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 Druids Heath Golf Club event at which children under the age of 18 are participating.

Policy

The Druids Heath Golf Club policy is as follows;

The welfare of children taking part in golf is paramount.

Children and their parents/carers and/or Druids Heath Golf Club should have control over the images taken of children at Druids Heath Golf Club 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

Druids Heath Golf Club requires that anyone wishing to take photographic or video images, at any Druids Heath Golf Club 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 General Manager or Club Secretary. 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.

Druids Heath Golf Club 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 Druids Heath Golf Club event do not need to register their details with the Club.

If such photographs include other children (eg 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 Druids Heath Golf Club Office or Pro shop immediately.

Druids Heath Golf Club will notify the relevant authorities should it have any doubts as to the authenticity of any individual taking photographs.



Appendix 17

Anti-bullying Policy – Druids Heath Golf Club Ltd

Druids Heath Golf Club 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 Druids Heath Golf Club 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 staff, 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 Druids Heath Golf Club has a responsibility to work together to stop bullying
- bullying can include online as well as offline behaviour

- bullying can include:
 - a) physical pushing, kicking, hitting, pinching etc.
 - b) name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
 - c) posting of derogatory or abusive comments, videos or images on social network sites
 - d) racial taunts, graffiti, gestures, sectarianism - sexual comments, suggestions or behaviour
 - e) 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 Druids Heath Golf Club 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

Druids Heath Golf Club Welfare Officers:

Miss Bernadette Cook, Mob:07889 247770 Email: safeguarding@druidsheathgc.co.uk

Mrs Elizabeth Hughes, Mob:07714 894133 Email: safeguarding@druidsheathgc.co.uk

NSPCC Helpline 0808 800 5000

ChildLine 0800 1111 / www.childline.org.uk

Kidscape www.kidscape.org.uk

Anti-Bullying Alliance www.antibullyingalliance.org.uk

England Golf Lead Safeguarding Officer 01526 351824



Appendix 18

DRUIDS HEATH GOLF CLUB LTD

Safeguarding Children and Young People – A Short Guide for Club Members

Druids Heath Golf Club is committed to ensuring 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.

The Club is an affiliated member of England Golf and follows the organisation's Policies and Procedures on Safeguarding Children/Young People and Safeguarding Adults.

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

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

Whilst children and young people are participating in golf activities in our care, Druids Heath Golf Club has a responsibility to ensure their safety and well-being.

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 our club and the sport as a whole that children and young people have an enjoyable experience.

All club members have a part to play in making that happen.

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

Druids Heath Golf Club asks our members to:

- **Familiarise yourself with Druids Heath Golf Club Safeguarding Policy.**

The full copy of Druids Heath golf Club Safeguarding Children and Young People Policy is available on our website www.druidsheathgc.co.uk under policies.

In particular:

- Our three **Codes of Conduct** : **Section 4 a)** Coaches/PGA Professionals, Staff and Volunteers; **b)** Young Golfers/Children and **c)** Parents/Carers.

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.

- **Photography/videoing: Section 6.5** and our Photography Policy, **appendix 16**. Parental and Child/Young person consent is required for children to be photographed/videoed, consent may also be restricted.

- **Social Media: Section 6.6** and our Social Media Policy, **appendix 12**.

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. Best practice is to contact the parent/carer.

- **Changing room protocol: Section 6.8**

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.

- **Transport protocol: Section 6.4** and Managing Young people on Away Trips, **appendix 11**. The club believes it is primarily the responsibility of parents/carers to transport their child/children to and from events.

- **Anti-bullying Policy: Section 6.7** and **appendix 17**.

Druids Heath Golf Club believe that every effort must be made to eradicate bullying in all its forms. The Club will not tolerate bullying in any of its forms during club matches, competitions, coaching or at any other time while at the club.

What should I do if I'm concerned about a child, young person or adult?

A concern may involve the behaviour of an adult or child, towards a child, young person or adult at the club, or something that has happened to the child outside the club. It may also be a concern about the general safety of an adult at the Club.

Children and young people may confide in adults they trust, in a place where they feel comfortable. Adults may also confide in others they trust or may not be aware they are putting themselves at risk.

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, young person or adult 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 one of Druids Heath Golf Club Welfare Officers who will follow the Club's Safeguarding Procedures.

Name:	Miss Bernadette Cook	Mrs Elizabeth Hughes
Email:	safeguarding@druidsheathgc.co.uk	safeguarding@druidsheathgc.co.uk
Tel:	Mob: 07889 247770	Mob:07714 894133

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 Tel: 01526 351824



Golf should be fun!

You should feel safe and enjoy your sport

Is something worrying you?
Do you need someone to talk to?

Speak to one of our Club Welfare Officers



Miss Bernadette Cook

Mob: 07889 247770



Mrs Elizabeth Hughes

Mob: 07714 894133

Email: safeguarding@druidsheathgc.co.uk

Alternatively, you can speak to someone at

**ChildLine 0800 1111
NSPCC 0808 800 5000
England Golf 01526 351824
Adult Social Care Access 0300 555 2922**