

## **BALMORE GOLF CLUB**



### **CHILD PROTECTION POLICY**

Baltimore Golf Club is committed to a rights based approach to golf. The Club recognises and works within the general principles of the United Nations Convention on the Rights of the Child (UNCRC) for the best interests of the child, non discrimination, participation, survival and development.

For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy applies to children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstances.

#### **Baltimore Golf Club will:**

- Respect the rights of children as paramount
- Provide opportunities for every child interested in playing golf to gain a positive experience
- Include and involve children in decision making, providing opportunities for children to be heard
- Promote and implement policies and procedures to safeguard the wellbeing of children and protect them from abuse, ensuring they know what to do and who they can speak to if they need help.
- Promote and implement policies and guidelines to prevent and respond to bullying, ensuring they know what to do and who they can speak to if they need help.
- Require members of staff and volunteers to adopt and abide by this policy.
- Train, support and supervise its members of staff and volunteers to adopt best practice in embedding children's rights and promoting and respecting these rights to children.
- Respond to any concerns raised where a child's rights are being denied.
- Regularly monitor and evaluate the implementation of this policy, these procedures and associated safeguards in developing our child rights based approach and include children's views in this process.

#### **This policy and these procedures will be regularly reviewed:**

- In accordance with changes in legislation and guidance on children's rights or following any changes within Baltimore Golf Club
- Following any issue or concern raised about children's rights being denied within Baltimore Golf Club
- In all other circumstances, at least every three years

### **BALMORE GOLF CLUB CHILD PROTECTION – POLICY STATEMENT**

Baltimore Golf Club is fully committed to promoting, supporting and safeguarding the welfare of all children in its care. Child protection means protecting a child from child abuse or neglect, as stated within the National Guidance for child Protection in Scotland 2014. We recognise the responsibility to promote safe practice and to protect children from harm, abuse and exploitation.

Staff and volunteers will work together to embrace differences and diversity and respect the rights of children and young people. This document outlines Balmore Golf Club's commitment to protecting children.

**These guidelines are based on the following principles:**

- The welfare of children is the primary concern
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility
- Children have the right to express views on all matters which affect them, should they wish to do so
- Organisations shall work in partnership together with children and parents to promote the welfare, health and development of children.

**Balmore Golf Club will:**

- Promote the health and welfare of children by providing opportunities for them to participate in golf safely
- Respect and promote the rights, wishes and feelings of children
- Promote and implement appropriate procedures to safeguard the wellbeing of children and protect them from abuse
- Recruit, train, support and supervise staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

**Review**

This policy and these procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on protection of children or following any changes within Balmore Golf Club
- Following any issues or concerns raised about the protection of children within Balmore Golf Club
- In all other circumstances, at least every three years.

## **BALMORE GOLF CLUB ANTI-BULLYING – POLICY STATEMENT**

Baltimore Golf Club is fully committed to safeguarding the wellbeing of all children in its care. We understand that children's wellbeing can be seriously impacted by bullying behaviour. Baltimore Golf Club therefore recognises the information provided for children by "Respect Me", Scotland's Anti-bullying Service: "Bullying is never acceptable; it doesn't make a child better or stronger to get through it and should never be seen as a normal part of growing up.

Bullying is a behaviour that can make a child feel frightened, threatened, left out and hurt. Something only has to happen once to make a child feel worried or scared to go to school or other places they enjoy going". For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

### **Baltimore Golf Club will:**

- Respect the rights of children as paramount
- Work together to develop positive relationships amongst children and adults which are mutually respectful, responsible and trusting: and promote their emotional health and wellbeing.
- Seek to prevent, reduce and respond effectively to bullying behaviour, through the implementation of this policy and guidelines
- Require members of staff, volunteers and members of Council to adopt and abide by this policy.
- Train, support and supervise its members of staff, volunteers and members of Council to adopt best practice to prevent, reduce and respond to bullying.
- Address the needs of children who are bullied as well as those who bully within a framework of respect, responsibility, resolution and support.
- Respond to any concerns raised either in the experiences of children of poor practice/ misconduct or abuse caused by an adult's bullying behaviour.
- Highlight bullying based on prejudice and perceived differences, to ensure our practices are effective in dealing with these issues.
- Regularly monitor and evaluate the implementation of this policy and guidelines and include children's views in this process.

## **BALMORE GOLF CLUB SOCIAL MEDIA AND DIGITAL COMMUNICATION – POLICY STATEMENT**

Baltimore Golf Club recognises the significant benefits of setting up and utilising social networking sites as this is one of the most direct forms of communication with children. There is also recognition that this method of communication poses a number of risks as social networking sites, chat rooms and instant messaging systems are increasingly being used by online predators to "groom" children. In addition, digital communication is also being used more and more by children as a means of bullying their peers.

### **BALMORE GOLF CLUB WILL:**

- Advise that adults do not communicate with children on a one to one basis by text, email, instant messaging or through social network sites, group messages shall always be recommended.
- Obtain parental consent from anyone under the age of 18 when communicating via text, email, instant messaging or social networking sites.

- Highlight that coaches, staff, volunteers, parents and members should always behave responsibly and respectfully when posting content on line.
- Advise that adults should not add or accept children as their “friend” on social networking sites within the primary reason for the relationship is golf
- Ensure that anyone interacting with a child on behalf of Balmore Golf Club via social networking sites does not discuss any other topic than golf.
- Remind all those who are using social networking sites that these are restricted to people aged 13 years and over
- Ensure that both children and adults are aware of the procedures for reporting any concerns they have relating to online materials. This will involve informing the club or governing bodies Safeguarding Officer in the first instance.

## **BALMORE GOLF CLUB LONE WORKING POLICY – POLICY STATEMENT**

Balmore Golf Club recognises that due to the nature of the sport there may be instances where coaches are providing one to one coaching with a child. In order to safeguard all parties Balmore Golf Club has produced the lone working policy which will guide those involved in the one to one coaching.

For the purposes of this policy a child is recognised as someone under the age of 18 years.

### **Balmore Golf Club will:**

- Ensure that all coaches understand, abide and have signed up to the code of conduct for the protection of children in sport
- Promote the need for activity to take place in the open environment with others around and any on-course sessions in view of the clubhouse or other golfers/members
- Involve parents and encourage them to attend whenever possible
- Ensure that all adults behave in an appropriate manner, respecting the rights of the child and treating them with respect, dignity and fairness
- Advise that coaching techniques are delivered by demonstration and avoid physical contact
- Remind all those working with children alone to have a copy of the child’s emergency contact number and access to a phone.
- Provide children with information on what to do and who to contact if they feel uncomfortable at any time during a one to one coaching session.
- Ensure parents are aware of all formal arrangements such as the structure, the location and the length of a one to one session and they are provided with guidance on who to speak to if they have any concerns.

### **Codes of conduct**

A code of conduct for working with children is used to make it clear;

- What behaviour is acceptable and unacceptable
- The standard of practise expected when working on behalf of the Club.
- The basis for challenging and improving practice.

Everyone working with children on behalf of the Club should sign up to your Club’s code of conduct. Members of the sports volunteers/ staff must be clear about the expectations on them when involved in activities with children. Children and the parents/ carers involved in activities should also be clear

about what they can expect from the adults working with them. The Club's code of conduct is most useful if shared publicly and widely.

The sports volunteers/staff, children and parents/carers support and understand codes of conduct best when they are involved in drawing them up and have the opportunity to discuss regularly what is acceptable and unacceptable behaviour.

Concerns about breach of the code of conduct should be taken seriously and responded to in line with the complaints policy, performance management policy disciplinary procedure and/or procedures for responding to concerns.

### **Codes of conduct for parents/carers and children**

Children and their parents/carers should also be clear about the expectations placed upon them.

It can be very beneficial to ask children as a group to discuss this in their group/team and to agree what the consequences of breaking these rules should be. This could be done at the start of a season, before a trip away from home or as part of a welcome session at a residential camp.

## **TEMPLATE CODE OF CONDUCT FOR COACHES**

### **Good Practice**

- Remember you are a role model – be welcoming, positive, encouraging and respectful
- Make gold fun, enjoyable and promote fair play
- Implement Balmore Golf Club's Good Practice Guidelines
- Treat all children equally, with respect dignity and fairness
- Involve parents/carers wherever possible
- Build balanced relationships based on mutual trust
- Include children in the decision making process whenever possible
- Work with children in a public place, wherever possible
- Put the wellbeing of each child first before winning or achieving performance goals
- Give enthusiastic and constructive feedback
- Recognise the developmental needs and capacity of children
- Challenge instances of poor practise, abuse or bullying

### **Unacceptable Practice**

- Putting excessive pressure on children, pushing children against their will
- Giving only negative feedback
- Unequal treatment that could lead to resentment, jealousy or misinterpretation
- Spending a lot of time alone with children away from others
- Assisting with bathing or dressing tasks that children can do for themselves
- Smoking, drinking alcohol misuse of illegal substances or the use of foul or offensive language
- Taking photographs without the appropriate consent
- Unofficial communication with a child through telephone or social media
- Allowing allegations or observations of bullying or abuse to go unchallenged, unrecorded or not acted upon
- Failing to pass on a disclosure from a child about potential abuse
- Rough physical contact or games between adults and children

- Forming intimate emotional, physical or sexual relationships with children
- Touching a child in a sexually suggestive way, playing sexually provocative games or making sexually suggestive comments to a child, even in fun
- Allowing the use of swearing, sexualised, racist or homophobic language by staff/volunteers or children
- Threatening, coercing or bullying a child or deliberately reducing a child to tears as a form of control
- Inviting or allowing children to stay with you at your home or sharing a bedroom alone with a child.

## **TEMPLATE CODE OF CONDUCT FOR YOUNG PEOPLE**

**As a junior member you are expected to abide by the following code of conduct**

- Participate within the rules and respect the coaches and their decisions
- Treat others as you wish to be treated yourself and respect your opponents
- Keep to the agreed times for coaching sessions and competitions and inform coaches when you are going to be late
- Demonstrate fair play and apply golf's standards both on and off the course
- Respect physical, cultural and racial differences
- Tell someone in authority if you are leaving a venue or competition
- Treat organisers coaches, staff and peers with respect
- Have a positive commitment to coaching and attend as many of the sessions as possible to maintain a high standard

**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 social media)
- Actions which may endanger the Health and Safety of another member or guest/child of the club
- Improper conduct including fighting, victimisation and harassment
- Deliberate damage to club or members property

## **TEMPLATE CODE OF CONDUCT FOR PARENTS/CARERS**

**As a parent/carer of a junior member you are expected to abide by the following code of conduct**

**You should:**

- Encourage your child to learn the rules and play within them
- Discourage unfair play and arguing with club staff/officials
- Help your child to recognise good performance and effort, not just results

- Never force your child to take part in golf
- Set a good example by recognising fair play and applauding good performances of all
- Never punish or belittle a child for losing or making mistakes
- Publicly accept officials' judgements
- Support your child's involvement and help them enjoy their golf
- Use correct and proper language at all times
- Never use threatening or abusive behaviour towards children, officials, coaches or other parents
- Always notify the Junior Organiser if you will not be attending or going to be late for a coaching session/competition
- Ensure that coaches are made aware of any pre-existing medical conditions you child has
- Ensure that all correspondence and consent forms are replied to by the due date
- Ensure that you child is dropped off and picked up on time before and after each session

Balmore Golf Club  
10 April 2023