

Greenisland Golf Club

Safeguarding Policy and Procedures

**Document Compiled 2017**

**Amended 06/19**

**GC/JUVS/AA19**

Amended 6/19

GGC/JUVSG/AA/19

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**Greenisland Golf Club**

**Code of Ethics**

The guidelines in this document are based on the national guidelines as outlined in the following documents:

GREENISLAND GOLF CLUB has also adopted the principles for child protection as defined in the Code of Ethics and Good Practice for Golf for Young People which has been compiled by the Golfing Union of Ireland, the Irish Ladies’ Golf Union and the Professional Golfers Association (Irish Region). This document is available for inspection in the Clubs General Office or can be viewed on the club website.

[www.greenislandgolfclub.co.uk](http://www.greenislandgolfclub.co.uk)

* Code of Ethics and Good Practice for Children’s Sport, Irish Sports Council & Sports Council
* Northern Ireland, 2006
* Code of Ethics for Golf for Young People, GUI, ILGU & PGA, 2006, revised 2010
* Children First: National Guidelines for the Protection and Welfare of Children, Dept. of Health & Children 1999, revised 2009
* Our Duty to Care, Dept. of Health & Children 2002
* Children in Golf: protecting the future. Children in Golf Strategy group with the NSPCC, 2005
* Children (NI) Order, 1995
* Co-operating to Safeguard Children, 2003
* Area Child Protection Committee Regional Policy and Procedures, 2005

**Greenisland Golf Club**

**Core Values in Sport for Young People**

Junior golf is based on the following principles that will guide the development of young people within golf, (as outlined in *Code of Ethics and Good Practice for Children's Sport).* Young People’s experience of sport should be guided by what is best for the young person. The stages of development and the ability of the young person should guide the types of activity provided within the club/organisation. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal.

**Integrity in relationships**

Adults interacting with young people in sport should do so with integrity and respect for the child. There is a danger that sporting contexts can be used to exploit or undermine children. All adult actions in sport should be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within sport.

**Quality atmosphere and ethos**

Sport for young people should be conducted in a safe, positive and encouraging atmosphere. A child-centered ethos will contribute to a safe and enjoyable atmosphere within the organisation.

**Equality**

All children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Children with disability should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other children.

**Fair Play**

Fair play is the guiding principle of the *Code of Ethics and Good Practice for Children's Sport.* All sport for young people should be conducted in an atmosphere of fair play. Ireland has contributed and is committed to the European Code of Sports Ethics, which defines fair play as: “***much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption.”***

(European Sports Charter and Code of Ethics, Council of Europe, 1993).

**Competition**

A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. However, competitive demands are often placed on children too early, which results in excessive levels of pressure on them. This can contribute to a high level of drop out from sport. Sports leaders should aim to put the welfare of the child first and competitive standards second. A child-centered approach will help to ensure that competition and specialisation are kept in their appropriate place.

 **GREENISLAND GOLF CLUB**

**SAFEGUARDING POLICY**

*Policy Statement Golfing Union of Ireland Irish Ladies’ Golf Union, The PGA in Ireland & CGI From here on will be represented by the term golf The GUI, ILGU, The PGA in Ireland and CGI are fully committed to safeguarding the wellbeing of their members. Every individual in golf should at all times, show respect and understanding for member’s rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the Code of Ethics and Good Practice for Children’s Sport and Golf’s Safeguarding Policy.*

*In working with young people in golf our first priority is the welfare of the young people and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from bullying and intimidation.*

The term child protection has been changed to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. It may be defined as “**Doing everything possible to minimise the risk of harm to children and young people.”**

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This could include:

* Ensuring staff are properly checked when they are recruited;
* Guidelines for people who come into contact with children as part of their role to ensure they know what they need to do to keep children safe; and
* Guidelines for planning an event or activity with children and putting measures in place to minimise the risk of safeguarding issues occurring.

**POLICY STATEMENT**

**Greenisland Golf Club** has considered its responsibilities to the children participating in golf at our premises and within our club very carefully, and has produced the following Safeguarding and Child Protection Policy and underpinning procedures in order to set out the standards we wish to uphold in providing activities for children and safeguarding the welfare of children in our care.

**Greenisland Golf Club** affiliates to ILGU and GUI, CGI and our professional coaching staff are members of the Professional Golfers’ Association. The Club recognises the policies of these Governing Bodies, as set in out in the policy statement of **Greenisland Golf Club**.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children

* have a positive and enjoyable experience of golf at **Greenisland Golf Club** in a safe and child centred environment
* are protected from abuse whilst participating in golf at **Greenisland Golf Club** or outside of the activity.

**Greenisland Golf Club** acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy **Greenisland Golf Club** will

* promote and prioritise the safety and wellbeing of children and young people
* ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
* ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
* ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
* prevent the employment/deployment of unsuitable individuals
* ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in **Greenisland Golf Club**. Failure to comply with the policy and procedures will be addressed immediately.

**Greenisland Golf Club** acknowledges its duty of care to safeguard the welfare of all children (defined as those under 18) involved in golf within the club. All children have a right to protection, and have their particular needs taken into account.

**Greenisland Golf Club** will therefore endeavour to ensure the safety and protection of all children involved with the club through the Child Protection guidelines adopted by the Management Committee of the club. It is the responsibility of all adults within the club to assist the Junior Committee in this endeavour.



**Greenisland Golf Club**

**Child Safeguarding Statement**

***Greenisland Golf Club*** is fully committed to safeguarding the wellbeing of juniors. Every individual in golf should at all times, show respect and understanding for all member’s rights, safety and welfare and conduct themselves in a way that reflects the principles of **Greenisland Golf Club** and the guidelines contained in the *Code of Ethics and Good Practice for Children’s Sport and* ***Greenisland Golf Club’s*** *Safeguarding Policy.*

***Greenisland Golf Club***’s first priority is the welfare of juniors and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from neglect, emotional, physical and sexual abuse, bullying and intimidation. All leaders within **Greenisland Golf Club** undergo the necessary Access NI checks, sign Codes of Conduct and complete the appropriate safeguarding training as required by legislation and best practice.

***Greenisland Golf Club*** have written Risk Assessment document which indicates the areas of potential risk of harm, the likelihood of the risk occurring and gives the required policy, guidance and procedures required to alleviate these risks.

In addition to our risk assessment document described above, there are further procedures that support our intention to safeguard children whilst they are availing of our activities. ***Greenisland Golf Club*** has the following procedures in place as part of our Safeguarding Policies:

* Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities
* Procedures for the safe recruitment of staff and volunteers to work with children in our activities
* Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm
* Procedure for reporting of child protection or welfare concerns to Statutory Authorities

For further information in relation to safeguarding juniors or if you have a concern please contact our **Club Children’s Officer/Johnny Greer or Designated Liaison Person/Alison Allen.** If you feel that a junior is in immediate danger contact Gateway NI or PSNI

**Club Children’s Officer –** **Johnny Greer**, [johnnygreer33@gmail.com](mailto:johnnygreer33@gmail.com), 07885289636

**Designated Liaison Person – Alison Allen**. [alisonallen8@icloud.com](mailto:alisonallen8@icloud.com), 07775724273

This Child Safeguarding Statement will be reviewed before 11th March 2020

On behalf of **Greenisland Golf Club:**

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

**Position: Junior Convenor/Club Children’s Officer Date:** 18 June 2019

**Phone no:** 02890862236

**Policy Aims**

* We will aim to provide children with appropriate safety and protection whilst in the care of the club and also help them to enjoy their experience of the sport
* We will aim to reassure parents that their children will receive the best practicable care possible whilst participating in activities within the club
* We will to provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively

**Principles**

* The welfare of children is paramount
* All children, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse
* All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
* All staff and volunteers working in golf have a responsibility to report concerns to the Club Welfare Officers **Jonathon Greer, Junior Convenor and Alison Allen, Junior Committee, both Greenisland Golf Club.**
* Adults – staff, volunteers, coaches, and members will be supported to understand their role and responsibility with regard to the duty of care and protection of children and young people
* Individuals will receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.

**Greenisland Golf Club** will work in partnership with parents to review and implement child protection and welfare procedures **Greenisland Golf Club’s** policy and procedures are based on the above principles and international legislation and government guidance and take the following into consideration:

The Children Act 1989 and 2004

* The Data Protection Act 1994 & 1998
* The Police Act 1997
* The Human Rights Act 1998
* The Protection of Children Act 1999
* Caring for the young and vulnerable - Home Office Guidance for preventing the abuse of trust 1999
* The Criminal and Court Services Act 2000
* What to do if you are worried a child is being abused 2005
* Working Together to Safeguard Children 2010)
* The UN Convention on the Rights of the Child
* Any subsequent legislation relating to child protection would implicitly be incorporated into this document.

**Responsibilities and Communication**

* **Greenisland Golf Club’s** Safeguarding and Child Protection Policy will be available to all members, parents, staff, volunteers and participants
* The Policy will be reviewed every three years by the **Junior Committee**, and amended as appropriate. Guidance from golf’s governing bodies will be sought as part of the review process
* **The Junior Committee** has responsibility for ensuring that the policy and procedures are implemented, including taking any appropriate disciplinary action necessary
* **The Club Welfare Officer**s **Jonathan Greer** and **Alison Allen** have responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate National Governing Body Lead Child Protection Officer.
* Parents have a responsibility to work together with the club in implementing procedures and providing their children with the necessary information to safeguard themselves

**Promoting Good Practices**

Adults involved with children should:

* Set a good example of good behaviour and avoid drinking and using foul language when in contact with children.
* Set realistic targets for children.
* Know the rules and encourage good etiquette and correct sporting behaviour.
* Encourage children and avoid embarrassing them or shouting at them.
* When involved with a group of boys and girls, male and female adults should be present.

**Situations to avoid**

Adults should avoid all situations that may lead to allegations of abuse. Adults should also avoid all situations that may place children in any danger or exposure to fear. These could include the following:

* Being left alone with children especially in the changing rooms or toilets.
* Trips involving overnight stays require written parental consent. Adults should not enter the bedrooms of children unless accompanied by another adult.
* On overnight trips do not share rooms with children.
* Avoid unnecessary physical contact, including minimum contact during coaching.
* Avoid spending excessive time alone with a child e.g. always try to have two children in your car instead of only one.
* Avoid horseplay, using suggestive remarks and inappropriate language.
* Do not allow children to use unacceptable language.
* Do not let an allegation go unchallenged, no matter how frivolous.
* Do not make any sexually suggestive comments to or within earshot of a child.

**WE WILL Never restrain a child/young person unless the restraint is to:**

(a) Prevent physical injury of the child/other children/others/yourself;

(b) Prevent damage to any property;

(c) Prevent the commission of a criminal offence.

In all circumstances, physical restraint must be appropriate and reasonable, otherwise your action can be deemed as assault.

**Mobile Phones**

Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. Young people value their phones highly as it offers them a sense of independence. In addition, mobile phones allow quick and easy contact, which can make a safe and efficient way to carry out club business. However, such technology has also allowed an increase in direct personal contact with young people, in some cases used to cross personal boundaries and cause harm to young people. Within clubs there is a need to encourage responsible and secure use of mobile phones by adults and young people. WhatsApp will be set up to contact juniors.

**As a young golfer**

If you receive an offensive message, email or photo don’t reply to it, save it, make a note of times and dates and tell a parent, lead officer or responsible adult that you trust

Be careful about whom you give your number or email address to and don’t respond to unfamiliar numbers

Don’t use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera

Treat your phone as you would any valuable item so that you can guard against theft

**Anti-Bullying Policy and Guidance**

What is Bullying Behaviour?

Bullying behaviour can be defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

Types of Bullying Behaviour

Bullying behaviour exists in many different forms, some are not as obvious as others, but are just as damaging to the victim. Listed below are some of the more common types of bullying, one or more method may be used by the person displaying bullying behaviour.

Physical

Physical bullying includes any physical contact that would hurt or injure a person like pushing, hitting, kicking, punching, tripping, etc. Physical bullying can put the person experiencing bullying behaviour at risk of injury and makes them feel powerless. Taking something that belongs to someone else and destroying it would also be considered a type of physical bullying.

Verbal

Verbal bullying usually takes the form of name-calling or making nasty remarks or jokes about a person's religion, gender, appearance, sexuality, ethnicity, socio-economic status, or the way they look. It can also include freezing the victim out by exclusion or spreading rumours. Making threats against a person or their property is also a type of bullying. It can be a threat to damage or take something belonging to the victim or to hurt them physically. Often the threat is not actually carried out, but the fear created by the threat can be enough to upset the person experiencing bullying behaviour.

Cyber/Social

Cyber bullying is done by sending messages, pictures, or information using electronic media, computers (email & instant messages), mobile phones (text messaging & voicemail) and social networking websites. This activity can be upsetting and harmful to the person targeted. This type of bullying can allow the person who is displaying bullying behaviour to hide their identity which may have a bigger impact on the person experiencing bullying behaviour.

Homophobic

Homophobic bullying is motivated by prejudice against a person’s actual or perceived sexual orientation and gender identity- lesbians, gay males, bisexual, transsexual, or transgender people.

Racist

Racist bullying is motivated by prejudice against a person’s skin colour, cultural or religious background or ethnic origin. The Impact of Bullying behaviour The damage inflicted by bullying behaviour can frequently be underestimated. It can cause considerable distress to juniors, to the extent it effects their health and development, or at the extreme, causes them significant harm.

Recognising Bullying Behaviour

There are a number of signs that may indicate a person is being bullied:

• Reluctance to come to a venue or take part in activities

• Physical signs (unexplained bruises, scratches, or damage to belongings)

• Stress-caused illness – headaches, and stomach aches which seem unexplained

• Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven)

• Frequent loss of, or shortage of, money with vague explanations

• Having few friends or drop out of newer members

• Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed, not eating, reduced concentration, drop in performance)

• Anxiety (shown by nail-biting, fearfulness, tics)

**How to react if a situation occurs**

The following procedure is strongly recommended as the way to react if a situation arises that is linked to any type of abuse that involves children or young people.

Listen to them – a child will often be confused and frightened and feel vulnerable.

Reassure them that they are correct to speak about it and they are not to blame.

You must inform the designated officer.

Do not interrupt them and allow them to speak freely.

A member who suspects that a child has been abused is bound to follow the above procedures which have been adapted from the Children (NI) Order 1995.

Confidentiality must be offered to either a staff member or a child in this situation.

**General Supervision**

Ensure adequate Adult: Child ratios. Good practice dictates that a leader should try to ensure that more than one adult is present. This will help to ensure the safety of the children as well as protect adults • Adult:Child ratios will depend on the nature of the activity, the age of the participants and any special needs of the group, a general guide might be 1:8 for under 12 years of age and 1:10 for over 12 years of age • There should be at least one adult of each gender with mixed parties

* Where there are mixed groups on a regular basis there should be leaders of both genders
* Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others
* Supervision of changing rooms if necessary, (where children are very young or need special assistance), should be in pairs of appropriate gender
* Clearly state time for start and end of training sessions or competitions, leaders should remain in pairs until all participants have been collected
* Keep attendance records and record of any incidents / injuries that arise
* Facilitate parents who wish to stay and supervise sessions, (for safety and supervision, not necessarily for their ‘technical’ expertise)

**Late Collection**

If a parent is late to collect a child, we will contact the parent using the emergency contact number. If there is no answer we will ask the child if there is another family member to contact. We will wait with the young person at the club or venue, preferably with other staff or volunteers. We will remind parents of the policy in relation to good practice and supervision.

**Missing/Lost Child**

Safeguarding Policy ratio numbers will be adhered too.

In event that a child gets lost or goes missing a search will take place of club and surrounding grounds. Parents and PSNI will be informed if the child is not found.

**CLUB CHILDREN’S OFFICER ROLE**

**Children’s Officer in Greenisland Golf Club : Johnny Greer**

Greenisland Golf Club - Club Children's Officer – Johnny Greer is child centred in focus and has as the primary aim, the establishment of a child centred ethos within the club. he is the link between the children and the adults in the club. He also takes responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and Sports Leaders.

***People***

The Children's Officer should be a member of or have access to, the Club Management Committee and should be introduced to the young people in an appropriate forum. The Children's Officer should have the following role:

* To promote awareness of the code within the club, among young members and their

parents/guardians. This could be achieved by: - the production / distribution of information leaflets, the establishment of children's/age-group specific notice boards, regular information meetings for the young people and their parents/guardians

* Familiarisation with all relevant documents and legislation
* Undertake training in relation to child protection (Safeguarding 1 Basic Awareness & Safeguarding 2 Children’s Officer workshops)
* To influence policy and practice within the club in order to prioritise children's needs
* Establish contact with the National Children’s Officer at governing body level.
* To ensure that children know how to make concerns known to appropriate adults or agencies.
* To encourage the appropriate involvement of parents/guardians in the club activities
* To act as an advisory resource to Sports Leaders on best practice in children's sport
* To report regularly to the Club Management Committee
* To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Sports Leaders
* To ensure that the children have a voice in the running of their club and ensure that there are steps young people can take to express concerns about their sports activities / experiences.
* Establish communication with other branches of the club, e.g. facilitate parent’s information sessions at the start of the season
* Keep records on each member on file, including junior members, their contact numbers and any special needs of the child that should be known to leaders
* Ensure each member signs an annual membership form that includes signing up to the code of conduct
* Ensure all volunteers successfully complete Garda Vetting or Access NI vetting process, sign codes of conduct annually and undertake the appropriate safeguarding training and keep records of same.
* Ensure that the club rules and regulations include:-

\* complaints, disciplinary and appeals procedures

\* an anti-bullying policy

\* safety statement

\* rules in relation to traveling with children

\* supervision and recruitment of leaders

**CLUB DESIGNATED LIAISON PERSON ROLE**

**Designated Liaison Person in Greenisland Golf Club : Alison Allen**

Greenisland Golf Club - DESIGNATED LIAISON PERSON a person to be responsible for dealing with any concerns about the protection of children. The designated liaison person – Alison Allen is responsible for reporting allegations or suspicions of child abuse to Social Services (NI) / PSNI.

The organisation’s child protection policy and procedures should include the name and contact details of the designated person and the responsibilities attached to the role.

The Designated Liaison Person should have the following role:

* Have knowledge of the Code of Ethics and statutory guidelines
* Have a knowledge of categories and indicators of abuse
* Undertake training in relation to child protection (Safeguarding 1 Basic Awareness & Safeguarding 3 Designated Liaison Person workshops)
* Be familiar with and able to carry out reporting procedures as outlined in the code
* Communicate with parents and/or agencies as appropriate
* Assist with the ongoing development and implementation of the organisation’s child protection training needs
* Liaise with the national children’s officer in relation to child protection training needs
* Be aware of local contacts and services in relation to child protection, i.e. principal and duty social workers and their contacts
* To inform local duty social worker in local Social Services /PSNI of relevant concerns about individual children, using the Standard Reporting Form. Keep a copy of this form and ensure acknowledgement of receipt of this form
* Report persistent poor practice to the National Mandated Person
* Advise club administrators on issues of confidentiality, record keeping and data protection

***Children's Officers/Designated Persons do not have the responsibility of investigating or validating child protection concerns within the club/organisation and have no counselling or therapeutic role. These roles are filled by the Statutory Authorities as outlined in Children First and Our Duty to Care. It is, however, possible that child protection concerns will be brought to the attention of the Children's Officer. In this event, it is essential that the correct procedure is followed.***

**Child Welfare and Protection Procedures**

**Greenisland Golf Club** accepts that organisations, which include young people among its members, are vulnerable to the occurrence of child abuse. Below are the procedures for dealing with any welfare or protection issue that may arise. Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the club.

If there are grounds for concern about the safety or welfare of a young person golf clubs should react to the concern. Persons unsure about whether or not certain behaviours are abusive and therefore reportable, should contact the duty social worker in the local health services executive or social services department where they will receive advice. Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with abuse.

A report may be made by any member in the club but should be passed on to Johnny Greer or Alison Allen who may in turn have to pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within golf clubs, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Everyone should follow both procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern.

Response to a Child Disclosing Abuse

When a young person discloses information of suspected abuse you should:

1. Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened
2. Stay calm and don’t show any extreme reaction to what the child is saying. Listen compassionately and take what the child is saying seriously
3. Understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation
4. Be honest with the child and tell them that it is not possible to keep information a secret
5. Make no judgmental statements against the person whom the allegation is made
6. Do not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as “Can you explain to me what you mean by that”
7. Check out the concerns with the parents/guardians before making a report unless doing so would endanger the child
8. Give the child some indication of what would happen next, such as informing parents/guardians, police or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
9. Carefully record the details
10. Pass on this information to the Lead Officer
11. Reassure the child that they have done the right thing in telling you

**Reporting Suspected or Disclosed Child Abuse**

The following steps should be taken in reporting child abuse to the statutory authorities:

1. Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information
2. Report the matter as soon as possible to the Lead Officer within the organisation who has responsibility for reporting abuse. If the Lead Officer has reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to the local social services who have statutory responsibility to investigate and assess suspected or actual child abuse
3. In cases of emergency, where a child appears to be at immediate and serious risk and the Lead Officer is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities
4. If the Lead Officer is unsure whether reasonable grounds for concern exist s/he can informally consult with the local social services. S/he will be advised whether or not the matter requires a formal report

A Lead Officer reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation

In Northern Ireland there is legislation, the Criminal Law Act **(NI)** 1967 which places the responsibility on everyone to report offences or to forward information to the police by emphasising the, *‘duty of every other person, who knows or believes, (a) that the offence or some other arrestable offence has been committed: and (b) that he has information which is likely to secure, or to be material assistance in securing, the apprehension, prosecution or conviction of any person for that offence’* **Allegations against Sports Leaders**

Golf clubs should have agreed procedures to be followed in cases of alleged child abuse complaints concerning Leaders. If such an allegation is made against a Sports Leader working within the organisation, two procedures should be followed:

* The reporting procedure in respect of suspected child abuse (reported by the Lead Officer), see previous page
* The procedure for dealing with the Sports Leader (carried out by the club’s secretary manger or senior officer, (a person not already involved with the child protection concern)

The safety of the child making the allegation should be considered and the safety of any other children who may be at risk. The club should take any necessary steps that may be needed to protect children in its care.

The issue of confidentiality is important. Information is on a need to know basis and the Sports Leader will be treated with respect and fairness.

While the Lead Officer makes the report to the local statutory authorities, the senior officer of the organisation should deal with the Leader in question.

* The secretary manager/senior officer will privately inform the Leader that (a) an allegation has been made against him / her and (b) the nature of the allegation. He / she should be afforded an opportunity to respond. His / her response should be noted and passed on to the social services
* The Leader should be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings

Disciplinary action on the Leader should be considered but this should not interfere with the investigation of the Statutory Authorities. The outcome of the investigation and any implications it might have should be considered. The fact that the alleged abuser has not been prosecuted or been found guilty does not automatically mean that they are appropriate to work with young people in the future.

Irrespective of the findings of the Statutory Authorities, the disciplinary committees should assess all individual cases to decide whether a member of staff or volunteer should continue or be reinstated and if so how this can be sensitively handled. This may be a difficult decision, especially where there is insufficient evidence to uphold any action by the statutory authorities. In such case the disciplinary committee should reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true, and the implications of this for the safety of children. The welfare of the child should remain of paramount importance throughout. The club may need to disclose information to ensure the protection of young people in its care, in NI clubs are obliged to pass information to the ISA, (for further information contact CGI).

**Anonymous Complaints / Rumours**

Anonymous complaints can be difficult to deal with but will not be ignored. Rumours should not be allowed to hang in the air. All concerns relating to inappropriate behaviour should be brought to the attention of the Lead Officer and any such complaints brought to the attention of the Lead Officer should be dealt with. The information should be checked out and handled in a confidential manner. In all cases the safety and welfare of the child/children is paramount.

**Confidentiality is vital**

**Confidentiality**

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare or poor practice. It is important that the rights of both the junior and the person about whom the complaint has been made are protected.

The following points should be kept in mind:

A guarantee of secrecy cannot be given, as the welfare of the junior will supersede all other considerations but confidentiality will be maintained.

All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know

Information should be conveyed to the parents / guardians of the child in a sensitive way following consultation with the Golf DLP and statutory agencies

Giving information to others on a ‘need to know’ basis for the protection of a junior is not a breach of confidentiality

All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family, Leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure

Information should be stored in a secure place, with limited access only to designated people and/or National Children’s Officer & DLP

The requirements of the Data Protection laws should be adhered to

Breach of confidentiality is a serious matter

**Anonymous Complaints**

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the junior/juniors is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the National Children’s Officer & DLP. The information should be checked out and handled in a confidential manner.

**Rumours**

Rumours should not be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the National Children’s Officer & DLP and checked out without delay.

**Child Welfare and Protection Procedures**

**Greenisland Golf Club** accepts that organisations, which include young people among its members, are vulnerable to the occurrence of child abuse. Below are the procedures for dealing with any welfare or protection issue that may arise. Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the club.

If there are grounds for concern about the safety or welfare of a young person golf clubs should react to the concern. Persons unsure about whether or not certain behaviours are abusive and therefore reportable, should contact the duty social worker in the local health services executive or social services department where they will receive advice. Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with abuse.

A report may be made by any member in the club but should be passed on to Johnny Greer or Alison Allen who may in turn have to pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within golf clubs, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Everyone should follow both procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern.

Child Protection Officers

Child protections officers are:-

**Jonathon Greer**

**Alison Allen**

**Monitoring**

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

* changes in legislation and/or government guidance
* as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and CGI, GUI, ILGU
* as a result of any other significant change or event.

18 June 2019

DESIGNATED SAFEGURDING CHILDREN OFFICERs (DSCO)

The DSCO’s within Greenisland Golf Club are:

**NAME CONTACT DETAILS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Alison Allen 07775724273**

**NAME CONTACT DETAILS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Jonathon Greer 07885289636**

**Safeguarding Complaints**

The majority of concerns will be poor practice issues and should be dealt with by the club with advice sought from the Union if required, but for those complaints that cause serious grounds for concern (contact National DLP for further advice) the Golf Safeguarding Policy reporting procedures will be followed.

• Complaints should be received in writing/email by CGI or the PGA Lead Compliance Officer. (see appendix 11 for contact details)

• The complaint should outline all relevant details about the parties involved

• If the complaint involves the possibility of a criminal offence, will follow the Policy’s reporting procedure. The Statutory Authorities will then be informed.

• While maintaining confidentiality the appropriate disciplinary committee with safeguarding knowledge should hear the case of all parties involved and decide if behaviour has breached Golf’s Safeguarding Policy.

• They should, in writing inform those involved of the sanctions to be imposed. Written notification should be given to parents if the complaint is against a junior member

• Records of poor practice complaints should be kept on file by the Unions until the young person concerned becomes a full member within golf. The PGA will hold appropriate case management records in relation to their own members and staff at their national headquarters in accordance with data protection legislation and UK Child Protection legislation

**This is the process for the GUI, ILGU, PGA and CGI**.

Any safeguarding concerns within golf clubs should be made to their CCO Johnny Greer or Alison Allen.

**Greenisland Golf Club**

Access NI guidance

**Section 1**

**VOLUNTEER / COACH APPLICATION FORM**

All information received in this form will be treated confidentially

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Maiden Name (if applicable): | Telephone No: | Mobile: |
| D.O.B: |
| Current Address: | | | |

**Are you** (Please tick):

Employed □ Unemployed □ Student □

Homemaker □ Retired □ Other □

**Previous work/voluntary experience & relevant qualifications:**

|  |
| --- |
|  |

**Have you previously been involved in voluntary work?** YES □ / NO □

If yes, give details:

|  |
| --- |
|  |

**Do you agree to abide by the Leaders Code of Conduct?** Yes [ ] No [ ]

Any other relevant information?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please supply the names of two responsible people (not relatives) whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | | Name: | |
| Address: | | Address: | |
|  | |  | |
|  | |  | |
| Tel: | Position: | Tel: | Position: |

**Section 2**

**DISCLOSURE OF CRIMINAL CONVICTIONS FOR ELIGIBLE POSITIONS**

**Statement of non-discrimination**

This club is affiliated to Name Governing Body and is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing members, volunteers and employees. This organisation will adhere to NVB and Access NI guidance on the recruitment of ex-offenders.

For the purpose of your application for the post of:

We require all coaches/volunteers in positions of responsibility for managing the safety and development of young people to consent to a NVB or Access NI disclosure process and sign the declaration and return in marked confidential to *(Name Governing Body Designated Liaison Person (DLP) to clarify who to return this form to in your sport)*

Should you require further information, please contact Name Governing Body DLP

This organisation will adhere to NVB or Access NI’s Code of Practice

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please read this information carefully

The purpose of the check is to make sure that people are not appointed who might be a risk to children or vulnerable adults.

The check will tell us whether you have a criminal record, caution, or whether any other information about you held on barred lists may have a bearing on your suitability. Any information which we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information returned from Access NI will be destroyed.

**Advice to Applicants**

**Northern Ireland applicants:** You have applied for a role which falls within the definition of an “excepted” position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore ALL convictions including SPENT convictions that are not protected by the 2014 amendments MUST be disclosed. The disclosure of a criminal history information will not debar you from participating as a volunteer unless the Name Governing Body case management group considers that the information renders you unsuitable for the role applied for. In making this decision the Name Governing Body case management group will consider the nature of the offence/caution, how long ago it was committed and what age you were at the time and other factors which may be relevant. This information will be verified through an appropriate Access NI Enhanced Disclosure check. If you are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role.

Thank you for your co-operation.

Do you have any convictions/caution that are not “protected” as defined by the Rehabilitation of Offenders (Exception) (amendment) Order (Northern Ireland) Order 2014. Been barred by the Disclosure and Barring Service (formally the Independent Safeguarding Authority) which would prevent you from working with children and/or vulnerable adults or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

Yes No

If so, please state below the nature, date(s) and sentence of the offence(s), date prevented from working in this area or allegations

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide any other information you feel may be of relevance such as:

The circumstances of the offence/cautions/incident

A comment on the sentence received

Any relevant developments in your situation since then

Whether or not you feel the conviction has relevance to this post

*Please continue on a separate page if necessary.*

(If you require further information on what information to disclose please contact NIACRO Helpline Tel: 028 90 320157)

Declaration

I understand that I must also complete a NVB or Access NI Disclosure Certificate Application Form and that this check must be carried out before my application for registration/appointment can be confirmed. This has been explained to me and I am aware that spent convictions/cautions may be disclosed. I declare that the information I have given is accurate.

Have you ever been known to any Social Service department as being a risk or potential risk to children?

Yes (*if yes, please provide further information below):* No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?

Yes (*if yes, please provide further information)* No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirmation of Declaration *(tick box below)*

|  |  |
| --- | --- |
|  | I agree that the information provided here may be processed in connection with my volunteer/paid role and I understand that any role may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation’s attention. |
|  | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. |
|  | I understand that the information contained on this form and information supplied by third parties may be supplied by the Name of Governing Body to other persons or organisations in circumstances where this is considered necessary to safeguard other children. |

I declare that any answers are complete and correct to the best of my knowledge and I will inform the ORGANISATION of any future convictions or charges.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Contact Information for New Junior Member**

Name of Junior: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Male / Female): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone/Home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone/Mobile (in case of emergency):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Mobile of Junior Golfer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEDICAL INFORMATION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please include all medical details that might be relevant in dealing in with your child in a safe manner, such as allergies, medication, special needs, etc.*

**PARENTAL/GUARDIAN CONSENT**

I am the Parent/Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby consent to the above child participating in golf activities at Greenisland Golf Club in line with the Code of Ethics for Golf for Young People. I will inform the leader of any changes to the information above. I confirm that all details are correct and I am able to give parental consent for my child to participate in and travel to all activities.

I understand that photographs will be taken during or at golf related events and may be used in the promotion of golf

If selected for representative teams, I confirm I am happy with the travel arrangements the club may arrange for my child

I acknowledge that the club is not responsible for providing adult supervision for my child except for formal junior coaching, matches and competitions and more particularly when any junior leaves the premises.

**SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Code of Conduct & Guidelines for Parents/Guardians**

Golf and its affiliated organisations believe that parents/guardians should:

Be a role model for your child and maintain the highest standards of conduct when interacting with young people, other parents, officials and organisers.

Always behave responsibly and do not seek to unfairly affect a player or the outcome of the game.

Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks.

Always recognise the value and importance of the officials and volunteers who provide sporting and recreational opportunities for your child. Do not publicly question the judgement or honesty of referees, coaches or organisers. Respect convenors, professionals, coaches, referees, organisers and other players. Parents are welcome to attend events and coaching sessions but should not interfere with the coach or professional while working with the player.

Encourage your child to play by the rules. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.

Set a good example by applauding good play on all sides. Encourage mutual respect for other junior members, teammates and opponents.

Parents should support all efforts to remove abusive behaviour and bullying behaviour in all its forms. Please refer to bullying policy within Golf’s guidelines.

**Parents/Guardians Code of Conduct:**

1. I will respect the rules and procedures set down by Golf.
2. I will respect my child’s teammates and leaders as well as players, parents and coaches from opposing teams. I will encourage my child to treat other participants, professionals, coaches, convenors, selectors and managers with respect.
3. I will give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
4. I will respect my child’s leader(s) and support his/her efforts.
5. I will respect the officials and their authority during sessions and events within the organisation and under the auspice of Golf.
6. I will never demonstrate threatening or abusive behaviour or use foul language.

**I have read, understand and agree to abide by the above Code of Conduct**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Dated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guidelines for GGC Committee Members/Convenor /Professional/Volunteers**

**Leaders Code of Conduct**

Leaders should familiarise themselves with Golf’s Safeguarding Policy, in particular this code of conduct. Leaders should read and agree to abide by these terms. Leaders must complete this Code of Conduct annually.

**As a leader in golf I agree that I should:**

• Be positive during sessions and competitions, praise and encourage effort as well as results

• Put the welfare of young person first, strike a balance between this and winning / results

• Encourage fair play and treat participants equally

• Recognise developmental needs, ensuring activities are appropria

te for the individual

• Plan and prepare appropriately

• Have experience relevant to working with juniors or hold up-to-date qualifications and be committed to the guidelines in the Safeguarding Policy

• Involve parents where possible and inform parents of progress as well as when problems arise

• Keep a record of attendance at training and competitions

• Keep a brief record of injury(s) and action taken

• Keep a brief record of problem/action/outcomes, if behavioural problems arise

• Report any concerns in accordance with this Code’s reporting procedures

**Where possible I will avoid:**

• Spending excessive amounts of time with children away from others

• Taking sessions alone

• Taking children to my home

• Taking children on journeys alone in my car

Sports Leaders should not:

• Use any form of physical punishment or physical force on a child

• Use any form of abusive language

• Exert undue influence over a participant in order to obtain personal benefit or reward

• Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms

• Take measurements or engage in certain types of fitness testing without the presence of another adult

• Undertake any form of therapy (hypnosis etc.) in the training of children

**Communication with Parents**

To continue to ensure a child reaches their full potential and enjoys their time at the club officials/coaches need to encourage parents to consider;

• What do they want their child to get out of golf? Is it the same as what the parent wants?

• Does the parent understand what their child is trying to achieve and what support they need to achieve it?

• Is the parent being the best role model they can be to help their child enjoy their golfing experience?

• Is the parent focused on their child’s development and enjoyment?

**Emergency Action/First Aid**

All officials/coaches, leaders working directly with juniors should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures.

This will include:

• Access to First Aid equipment

• Telephone contact if the participant is a minor

• Telephone contact to the Emergency Services

**Self-Declaration**

Do you agree to abide by the guidelines contained

in Greenisland Golf’s Safeguarding Policy? Yes [ ] No [ ]

Have you ever been asked to leave a sporting organisation? Yes [ ] No [ ]

(If you have answered yes, we will contact you in confidence)

Is there any reason you should not be working with young Yes [ ] No [ ]

people?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name of Junior Convener

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

­­­­­­­­­­­­­­­­­­­­­

Printed name of Junior volunteer

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

Code of Conduct for Young People

Greenisland Golf Club wishes to provide the best possible environment for all young people involved in the sport. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and sports leaders with fairness and respect.

**Young players are entitled to:**

* Be safe and to feel safe
* Be listened to
* Be believed
* Have fun and enjoy golf
* Have a voice in relation to their activities within golf
* Be treated with dignity, sensitivity and respect
* Participate on an equitable and fair manner, irrespective of ability, disability, gender, religion, social class, etc.
* Experience competition at a level at which they feel comfortable
* Make complaints and have them dealt with
* Get help against bullies
* Say No
* Protect their own bodies
* Confidentiality

**Young players should always:**

* Treat Sports Leaders with respect, (including professionals, coaches, convenors, club officials, etc.)
* Look out for themselves and the welfare of others
* Play fairly at all times, do their best
* Be organised and on time, tell someone if you are leaving a venue or competition
* Respect team members, even when things go wrong
* Respect opponents, be gracious in defeat
* Abide by the rules set down by team managers when travelling to away events, representing the club, school, province or country, etc.
* Behave in a manner that avoids bringing golf into disrepute
* Talk to the Lead Officer within the club if they have any problems

**Young players should never:**

* Cheat
* Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour
* Shout or argue with officials, team mates or opponents
* Harm team members, opponents or their property
* Bully or use bullying tactics to isolate another player or gain advantage
* Take banned substances, drink alcohol, smoke or engage in sexual behaviour
* Keep secrets, especially if they have been caused harm
* Tell lies about adults / young people
* Spread rumours
* Discriminate against other players on the basis of gender, age, disability, social class, religion, race, etc.

**Juniors must always inform Golf Leaders before they leave Greenisland Golf Club. We will not be responsible for any juniors who leave the premises.**

**I agree to abide by the above code of conduct for young people.**

**Signed**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Volunteer Registration Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Week | Activity | Time Required | Name & Contact Number |
|  | Putting Activities |  |  |
|  | PGA (volunteer supervisor ) |  |  |
|  | 9 holes on course |  |  |
|  | 9 holes on course |  |  |
|  | 9 holes on course |  |  |
|  | 9 holes on course |  |  |
|  | 9 holes on course |  |  |
|  | 9 holes on course |  |  |
|  | 6 holes on course |  |  |
|  | 6 holes on course |  |  |
|  | 6 holes on course |  |  |

# Useful Numbers

Moble Email

* **JOHNNY GREER (JUNIOR CONVENOR) 07885289636**  [johnnygreer33@gmail.com](https://mail.aol.com/webmail-std/en-gb/suite)
* **ALISON ALLEN 07775724273** jgaryallen@aol.com
* **MICHAEL JACKSON 07505629294** michaelntlworld.com
* **MARGARET BROWN 028 90853940** [brown.margaret7@gmail.com](https://mail.aol.com/webmail-std/en-gb/suite)
* **CLARE WINNING 07739428004**  [c.law1066@icloud.com](https://mail.aol.com/webmail-std/en-gb/suite)
* **SUZANNE LOGAN 07445239715** [suzanne\_logan@hotmail.com](mailto:suzanne_logan@hotmail.com)
* **JUDITHE ALLEN 07547138948** [Juditheallen@hotmail.co.uk](mailto:Juditheallen@hotmail.co.uk)
* **GREENISLAND GOLF CLUB 028 90862236**   greenislandgc@gmail.com

greenislandgolf@btconnect.com

CGI National Children’s Officer &DLP – Fiona Power fiona@cgigolf.org +353(0)1 505 2070

GUI National Children’s Officer & DLP – Barbara Creggy barbara@gui.ie +353(0)1 505 4000

ILGU National Children’s Officer & DLP - Audrey Quinn audrey@ilgu.ie +353(0)1 293 4833

PGA Lead Compliance and Safeguarding Officer – Andy Wright andy.wright@pga.org.uk +44(0)1675 477 897

ISPCC/Childine www.childline.ie 1800 66 66 66

NSPCC/Childline www.childline.org.uk 0800 11 11

Northern Health and Social Care Trust

Child Protection Services, Antrim, Moyle, Ballyclare, Ballymena, Ballymoney, Carrickfergus, Coleraine, Cookstown, Glengormley, Larne, Magherafelt, Newtownabbey areas.

If you are concerned about the safety or wellbeing of a child call Gateway to Children’s Social Work Service:

During Office Hours

0300 1234 333

Out of hours, weekends and public holidays 028 9446 8833 or 028 9504 9999

Western Health and Social Care Trust

Child Protection Services, Derry, Limavady, Strabane, Omagh and Enniskillen areas.

If you are concerned about the safety or wellbeing of a child call Gateway to Children’s Social Work Service: During Office Hours 028 7131 4090 Out of hours, weekend and public holidays

028 95 049 999

**JUNIOR SECTION**

**JULY/AUGUST CONTACT FORM**

**2019**

Name of Junior \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mob Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide details of two additional contacts the club could use in the event of an emergency

Contact 1

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mob Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact 2

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mob Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Doctor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doctor’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doctor’s Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state any Medical information about your child which may be of relevance to the coach/volunteers (it is the responsibility of the parents to administer and medication) please *include all medical details that might be relevant in dealing with your child in a safe manner, such as allergies, medication, special needs, etc*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENTAL CONSENT (to be signed for competitors under 18 years)

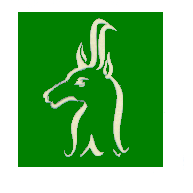
I, being parent/guardian of the above named child, hereby give permission for a designated person to give the immediate necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter’s interest, in the doctor’s medical opinion, for any delay to be incurred by seeking my personal consent.

I consent to my child being photographed or videotaped by people nominated by the junior committee in accordance with the club’s child protection policy.

I agree to abide by the rules and procedures as stated in the Child Protection & Welfare Policy.

Policy can be viewed online, it is also available in the junior room or from the any committee member.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/guardian)



# GREENISLAND GOLF CLUB

**Junior Section Competition Fee Form**

Name of Junior: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

£20 representing the above-named child’s fee for all Wednesday competitions during July and August 2019.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian

156 Upper Road, Greenisland

Carrickfergus, Co. Antrim. BT38 8RW

Telephone: (028) 9086 2236 Email: [greenislandgolf@btconnect.com](mailto:greenislandgolf@btconnect.com)

Website: www.greenislandgolfclub.co.uk

# j0251275

**GREENISLAND GOLF CLUB**

**JUNIOR BRANCH**

# 18 Hole Competitions

Each Wednesday the 18 hole competition will start at 9.00 a.m. This is open to all Junior members with a maximum handicap of 28 for boys and 36 for girls. If you do not have a handicap but wish to play 18 holes please try to get three cards marked and signed by someone who has already a handicap or speak to Johnny Greer. (Junior Convenor)

Please note all the competitions details and dates on the Junior Calendar attached.

# 9 & 6 Hole Competitions & Lesson Format

Please note that only **Junior members 8 years and over on or before 1st July are permitted to come along on Wednesday mornings during July and August** – no exceptions can be made to this rule due to insurance and safety standards. Junior members under 8 years of age will be allowed to take part in a fun competition on Gerald Wilson Day and Junior Captain’s Day.

Golf lessons will start at 11.00 a.m. for 9 and 6 hole players. Please note that Colin Farr (PGA Professional) can only take a maximum of 12 players at one time. Please fill out and return the enclosed ‘Participation/Supervision Form’ to ensure a place is reserved. Places will be allocated on a first come first served basis, therefore please return forms required as soon as possible.

Following the lesson 9 hole players will play in competition followed by the 6 hole players.

**N. B. Can we please ask that any 9 or 6 hole golfers do NOT arrive before 10.00am.**

# When Can Juniors Play?

During July and August Juniors must observe the following restrictions on use of the course.

Monday Juniors with handicaps over 16 must be accompanied

Tuesday by a full member or lady associate after 6.00 p.m.

Friday N.B. Please give way to matches.

**Unaccompanied Junior (over 16 handicap) must be off the course by 6.00 p.m.**

Wednesday Junior Golf Day – all Juniors to be off course by 4.30 p.m. for men’s Competition.

Thursday Ladies Day – 18 Holers may play when there are gaps in the ladies time sheet but must give way to ladies.

Saturday Men’s Day – Juniors may play after 5.00 p.m. Juniors with a handicap of over 16 must be accompanied by a full member after 6.00pm.

Sunday Unrestricted – however, please check notice board in back hall for society outings, opens and club competitions.

# Knock-Out Cups

The Johnstone Cup and Dolly Martin Cup are two knock - out Matchplay competitions played for by selected juniors over the summer months. Juniors selected to play in these competitions will be emailed with the draw and relevant dates for completing the matches.

Can I please ask anyone who is not receiving emails or text messages from the club to contact Johnny Greer to ensure we have the correct details.

Notices giving details of the above cups will also be posted on the Junior Notice Board. Any queries regarding either of these competitions please contact Michael Campbell.

# Moral Support

We ask that each junior member be represented by an adult (designated by his/her parent) on at least two occasions throughout the summer break to help with walking the younger members and/or with supervision at the lessons. Please state on the attached ‘Participation/Supervision Form’ the two dates that you will be available to help.

On both Junior Captain’s Day and particularly Gerald Wilson Day we would ask that each parent supply a tray-bake. These are given out after their meal on both days.

# Dress Code

Children are permitted to wear jeans at Greenisland Golf Club up to 18 years of age. Please note that this is exceptional to Greenisland. In most other golf clubs proper dress code applies i.e. trousers or shorts (acceptable length), shirt/tee-shirt with sleeves and collar. Denims and track suits are not acceptable on the course although denims are permitted in the clubhouse. Please follow this dress code if playing in open days or representing Greenisland in home/away matches etc.

Baseball caps are permitted on the golf course but must be removed within the clubhouse.

Gerald Wilson Day and Junior Captains Day proper dress code applies; we would also ask that you bring a change of clothes for the dinner and prize presentation on both of these days.

Proper golf shoes should be worn on the course and a change of shoes for the clubhouse. If golf shoes are not available please bring a change of shoes for wet days. It is also advisable to carry waterproofs in your golf bag.

# Useful Numbers

Moble Email

* **JOHNNY GREER (JUNIOR CONVENOR) 07885289636**  [johnnygreer33@gmail.com](https://mail.aol.com/webmail-std/en-gb/suite)
* **ALISON ALLEN 07775724273** jgaryallen@aol.com
* **MARGARET BROWN 028 90853940**   [brown.margaret7@gmail.com](https://mail.aol.com/webmail-std/en-gb/suite)
* **CLARE WINNING 07739428004**  [c.law1066@icloud.com](https://mail.aol.com/webmail-std/en-gb/suite)
* **SUZANNE LOGAN 07445239715** [suzanne\_logan@hotmail.com](mailto:suzanne_logan@hotmail.com)
* **JUDITHE ALLEN 07547138948** [Juditheallen@hotmail.co.uk](mailto:Juditheallen@hotmail.co.uk)
* **MICHAEL JACKSON 07505629294** michaelhj@ntlworld.com
* **GREENISLAND GOLF CLUB 028 90862236**   greenislandgc@gmail.com greenislandgolf@btconnect.com

**INCIDENT/ ACCIDENT REPORT FORM**

*Greenisland Golf Club*

Name of person in charge of session/competition:

Site where incident/accident took place:

Date of incident/accident:

Time of incident/accident:

Name of injured person:

Address of injured person:

Nature of incident/accident and extent of injury:

Give details of how and precisely where the incident/accident took place.

Describe what activity was taking place, eg training game, getting changed, etc.

Give full details of the action taken including any first aid treatment and

the name(s) of the first aider(s):

Were any of the following contacted:

Police: Yes ❒ No ❒

Ambulance: Yes ❒ No ❒

Parent/carer: Yes ❒ No ❒

What happened to the injured person following the incident/accident? (eg went home, went to hospital, carried on with session)

All of the above facts are a true and accurate record of the incident/accident.

SIGNED: DATE:

NAME:

*In the event of accident occurring through insufficient training or faulty equipment/facilities*

*follow up action to include completion of Risk assessment form*