

## Safeguarding Children and Young People Policy and Procedures

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## Safeguarding Children and Young People Policy

Whilst children and young people are participating in golf activities in our care, Bishopswood Golf Club and Bishopswood Golf Ltd. (later referred to as Bishopswood) has a responsibility to ensure their safety and wellbeing.

Bishopswood recognises the policies of the National Governing bodies, as set out on the children in golf website. The policy and supporting procedures set out a framework to fulfil our commitment to good practice and the protection of children in our care.

### Principles

- A child is defined by law as a person under the age of 18 years
- The welfare of children is paramount
- All children, regardless of their age, race, religion or belief, disability, sex or sexual orientation, have the right to protection from abuse
- All concerns and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- All children have the right to be safe
- All children have the right to be treated with dignity and respect
- Bishopswood will work with children, their parents/guardians and external organisations to safeguard the welfare of children participating in golf
- We recognise the authority of the statutory agencies and are committed to complying with Local Safeguarding Children Board Guidelines (LSCB) and any documentation which supersedes these.

### Objectives

Bishopswood aim to:

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

## Responsibilities and implementation

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

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

### 1. Recruitment and training

Bishopswood will endeavour to ensure that all volunteers and staff working with children are suitable to do so, and that they have all the information they require to perform their job effectively and appropriately.

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

- An application form (Appendix 1)
- A self-disclosure form (Appendix 2)
- References from 2 people if possible (Appendix 3)
- A signed Code of Conduct (Appendix 4)
- A Disclosure & Barring Service (DBS) check on people involved in 'regulated activity' with children. (Appendix 10). England Golf/the PGA will conduct the risk assessment of the individual's suitability to work in the relevant role where DBS checks are sought.

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

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

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

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

## **2. Complaints, concerns and allegations**

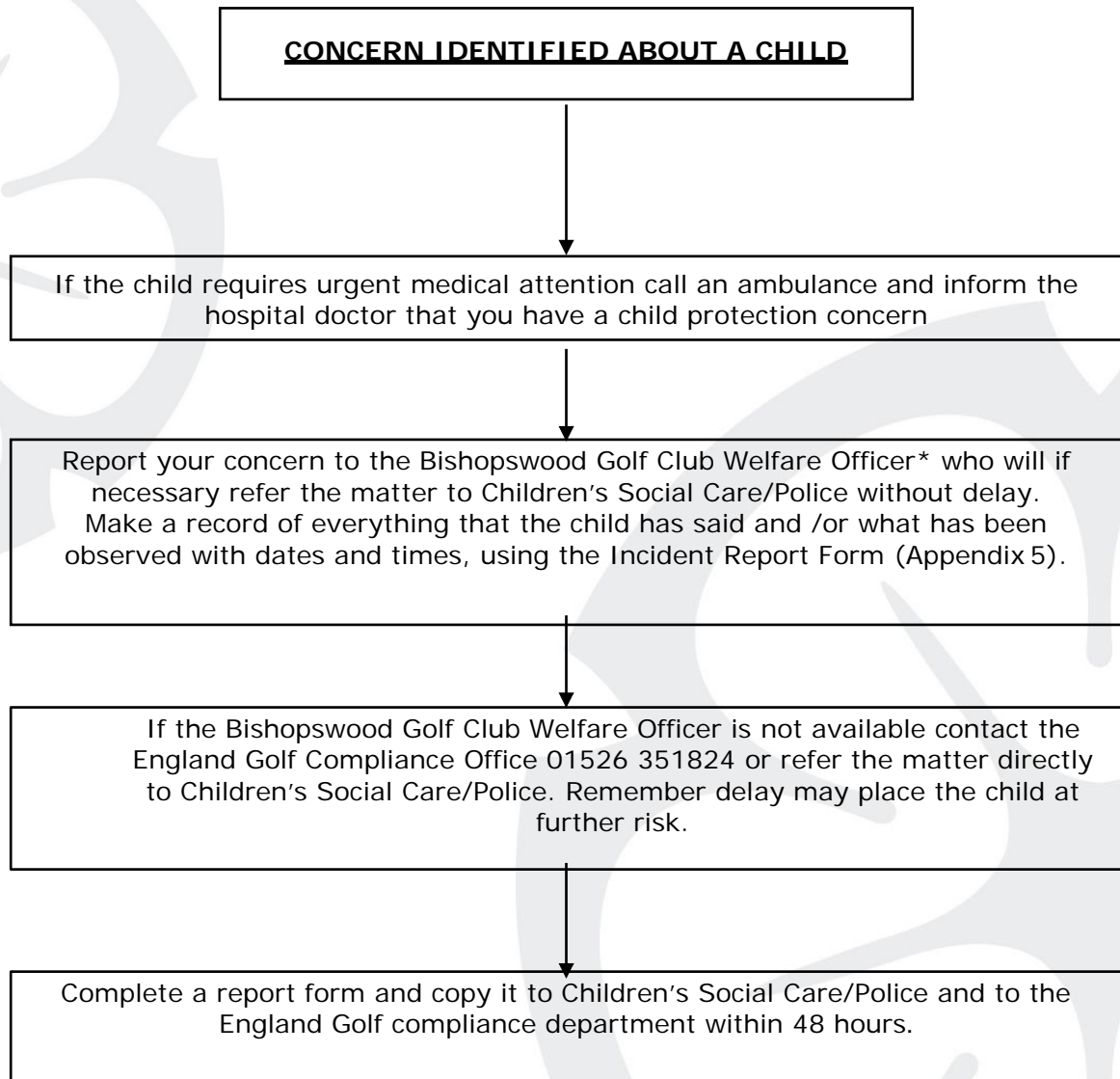
- 2.1 If a player, parent/carer/guardian, member of staff or volunteer has a concern about the welfare of a child, or the conduct of another child/young person or an adult (whether they are a parent, coach, member, or otherwise), these concerns should be brought to the attention of the Bishopswood Golf Club Welfare Officer forthwith. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Bishopswood Golf Club Welfare Officer. Please refer to Flowcharts 1 & 2 for further details. If it cannot be reported to the Bishopswood Golf Club Welfare Officer then it should be reported to the Bishopswood Golf Club Secretary/Bishopswood Golf Ltd. Manager or England Golf Compliance Department.
- 2.2 All concerns will be treated in confidence. Details should only be shared with those who can help with the management of the concern.
- 2.3 Concerns will be recorded on an Incident Report Form (appendix 5) and sent to the England Golf Compliance department and retained confidentially within Bishopswood. *England Golf Compliance department will assist with completion of this form on Bishopswood's behalf if required, tel: 01526 351824.*
- 2.4 Bishopswood will work with England Golf and other external agencies to take appropriate action in the case of abuse or serious poor practice. Bishopswood disciplinary procedures will be applied and followed where possible.
- 2.5 In the event of a child making a disclosure of any type of abuse, the following guidance is given:
- Reassure the child that they have done the right thing to share the information
  - Do not make promises that cannot be kept, such as promising not to tell anyone else
  - Do not question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action
  - Record what the child has said as soon as possible on an incident report form.

Do not notify the parents/guardians unless you have first sought advice from the England Golf Compliance Office 01526 351824

- 2.6 The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public. No referrals are made from the calls. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.

### Flowchart 1

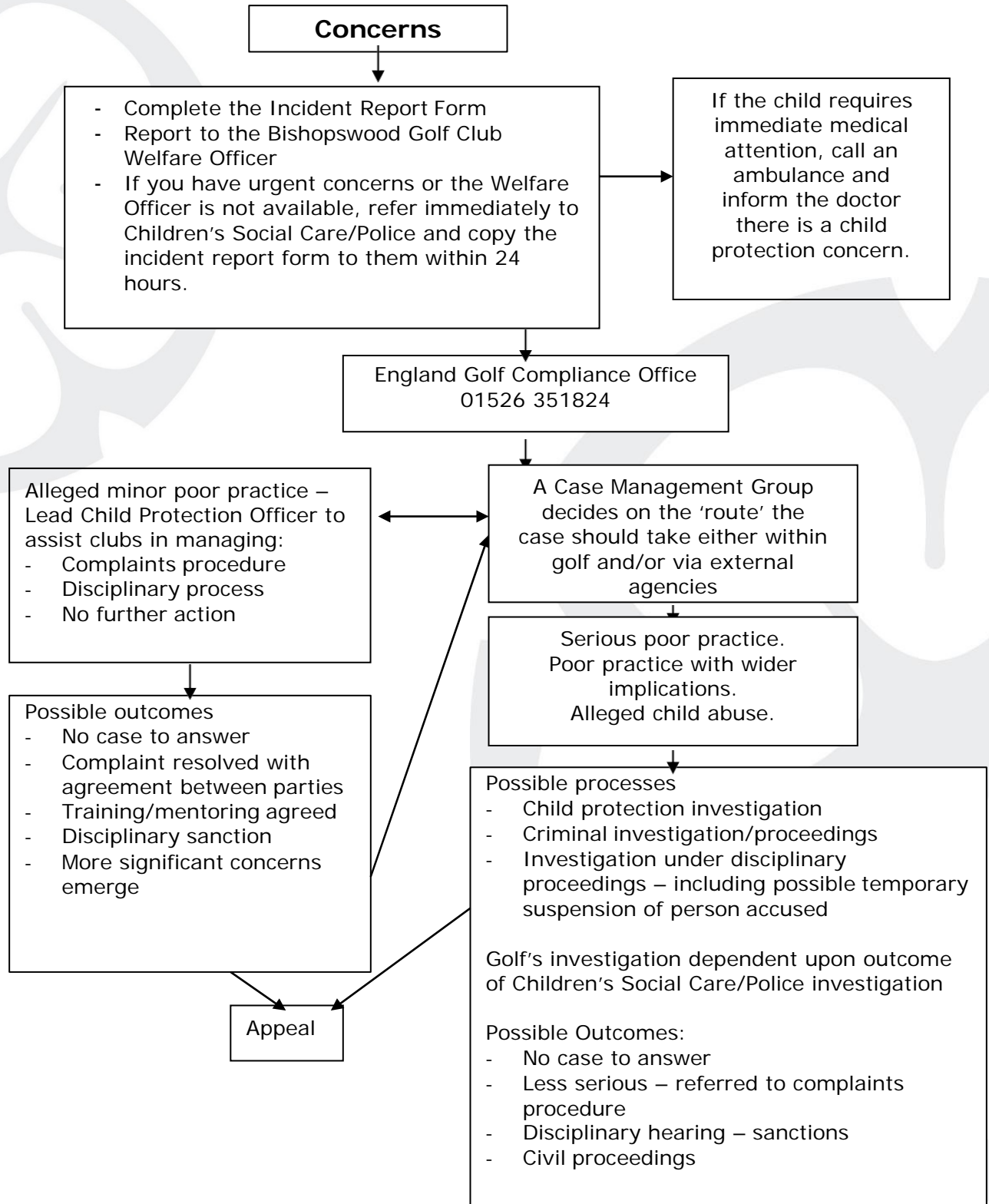
What to do if you are worried about what is happening to a child outside of Bishopswood/County (but the concern is identified through the child's involvement in golf)



\* If for any reason The Bishopswood Golf Club Welfare Officer is not in post or cannot be contacted, contact the England Golf Compliance Office 01526 351824

**Flow chart 2**

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



### 3. Emergencies and incidents

3.1 Parental Consent Forms (appendix 7) will be obtained and retained by Bishopswood for all children who are participating in events or activities, or attending coaching organised by Bishopswood. These forms will be treated in confidence and only shared with those who require the information they contain to perform their role effectively.

3.2 In the event of a child requiring medical attention:

- The parents/guardians will be contacted immediately.
- In the event of failure to contact parents/guardians, the alternative emergency contacts will be used.
- The consent form will be consulted to establish whether parents/guardians have given their consent for a club representative to act in loco parentis.
- An adult club representative will accompany the child to seek medical attention, if appropriate, ensuring that they take the consent form with them.
- A record of the action taken will be made and retained by a club representative.

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

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

Staff, Volunteers & PGA Pros should try to avoid:

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

#### **4. Supervision**

- 4.1 During coaching sessions and other activities the professional will endeavour to ensure that the coach/volunteer to children ratio is appropriate, having considered the age of the participants, their level of experience and ability, the type of activity and the environment.
- 4.2 Parents/guardians will be encouraged to stay for coaching/competitions & other events where their children are of an age where their supervision is required.
- 4.3 If there are young children (under 10 years of age) attending events, activities, coaching or playing sessions they will be supervised at all times.

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

- 4.4 Parents/guardians should be aware that if children are left at a venue unsupervised, other than to attend specific coaching sessions, competitions, or other organised events, Bishopswood cannot accept supervisory responsibility.
- 4.5 Special arrangements will be made for away trips. Parents/guardians will receive full information about arrangements for any such trip and will be required to provide their consent for their child's participation. Away matches will always have a Bishopswood representative at the venue at the appropriate levels until all children have gone.

#### **5. Good practice guidelines**

- 5.1 Behaviour of adults and children
  - 5.1.1 Adults who work with children are placed in a position of trust in relation to children, and therefore it is important they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from false allegations of poor practice. Codes of conduct will be issued to junior members & adults working with them to promote good practice.
  - 5.1.2 Bishopswood requires that all staff and volunteers working with children adhere to the standards set out in the Code of Conduct (appendix 4). Similarly, children are expected to follow their own code of conduct to ensure the enjoyment of all participants and assist Bishopswood in ensuring their welfare is safeguarded (appendix 4).
  - 5.1.3 Parents/guardians should also work together with Bishopswood to ensure that the safety of all children is safeguarded. A sheet on "Parental/Guardian Guidance" (appendix 8) is provided to assist them in understanding how they can best assist Bishopswood.



## 5.2 Adults and Children playing golf together

One of the reasons for the popularity of golf is that the game is not restricted by ability, age or gender. Responsible interaction between adults and children helps bring mutual respect and understanding and will be encouraged as part of Bishopswood activities. Adults should always be aware however that age related differences do exist and conduct themselves in a manner that recognises this.

One of the reasons for the popularity of golf is that the game is not restricted by ability, age or gender. Responsible interaction between adults and Juniors helps bring mutual respect and understanding and will be encouraged as part of Bishopswood activities. Both adults and juniors should always be aware, however, that age related differences do exist and conduct themselves in a manner that recognises this.

Because of the need to protect lone adults who are on the course with one or more juniors, and to protect lone juniors playing with one or more adults, Bishopswood has identified the following restrictions for juniors and adults playing golf together.

Where juniors wish to play in a competition, parents/guardians should assure themselves that they are content for a junior to play with the adults with whom the juniors are drawn. If two juniors are drawn to play with a lone adult, the parents/guardians must confirm that the adult is content with the arrangement; alternative arrangements must be made if any concerns are expressed.

If a junior is playing with an adult in a two-ball a parent/guardian should assure themselves they are content with the arrangements and that the adult concerned has no reservations. If reservations are expressed the parent/guardian must provide an appropriate adult to accompany the match.

Juniors who are at primary school may play unaccompanied with the permission of their parent/guardian.

For young people under 18 who are not members of the club, it is stressed from the outset that they remain the responsibility of a parent/guardian or other accompanying adult when on the course.

It is recommended that juniors/young people carry a mobile phone with them at all times when on the golf course. The phone is for emergency use only and should be switched to "silent" when playing.

## 5.3 Physical Contact

Physical contact with children by coaches or volunteers should always be intended to meet the needs of the child and the sport, not the adult. That is, to develop golf technique, to protect the child from injury, to provide first aid or treat an injury. It should always take place in an open environment, and should not, as a general principle, be made gratuitously or unnecessarily and remain within appropriate boundaries.

## 5.4 Transport

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

5.4.2 Bishopswood may make arrangements for transport in exceptional circumstances, such as team events. Where this is the case, the written permission of the

parents/guardians of the relevant children will be sought. The drivers used will be checked for their suitability to supervise children (see Section 1 Recruitment and Training) and their insurance arrangements verified.

## 5.5 Photography/ Videoing

5.5.1 Permission will be sought from parents/guardians prior to the publication or use of any video or photographic images of their child, for instance in newspapers, websites or for coaching purposes. The personal details of the child will not be used in any promotional material.

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

## 5.5 Anti-Bullying Procedures

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

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

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

All forms of bullying include;

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

Bullying behaviour may also include;

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

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

5.5.2 We are intent that we will:

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

## 5.6 Confidentiality

5.6.1 Details of all juniors will be kept on file in the office and will not be shared with a third party without parent/guardian consent. Access to this information will be granted to the Bishopswood Golf Club Secretary & Bishopswood Golf Limited General Manager, Bishopswood Golf Club Welfare Officer, the Junior Organiser(s) and the PGA Golf professional(s). Details will be passed onto the county organisations as requested when juniors have reached an ability level that meets the relevant county criteria.

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

## 5.7 Changing rooms

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

## 5.8 Concern about the behaviour of Juniors

To safeguard the interests of all parties, if any member of Bishopswood Golf Club has any concerns or issues relating to the behaviour of Junior members, either on the course, or in the general environs of Bishopswood Golf course, they must not raise these directly with the Junior member, but should report them to either the Secretary, to the Junior Organiser, or a Committee Member, who will ensure they are addressed appropriately.

Approved on behalf of the Bishopswood Golf Club Committee

Date:

Signed:

Club President and Committee Chair

Approved on behalf of Bishopswood Golf Ltd

Date:

Signed:

K Pickett Bishopswood Golf Ltd General Manager

## 6. Useful contacts

Golf Contacts		
Name	Address	Number
Bishopswood Golf Club Welfare Officer – Jeanie McMullin		Tele No: 01189 817876 Email: jeanie.mcmullin@btinternet.com
England Golf Compliance Office	England Golf National Golf Centre The Broadway Woodhall Spa Lincolnshire LN10 6PU	01526 351824  compliance@englandgolf.org
Club Secretary – Kevin Fleet	Bishopswood Lane Tadley Hants RG264AT	Tele no : 01189 408600 (op 3) Email: secretary@bishopswoodgolfclub.co.uk

Local Contacts		
Local Children's Social Care (including out of office hours contact) NB. In an emergency, the Samaritans will hold the Duty Officer's contact number	Children's Services Department Hampshire County Council Elizabeth II Court North The Castle Winchester SO23 8UG	Office Hours 0300 555 1384  OUT OF HOURS  0300 555 1384  After 5pm or at the weekends please contact The Emergency Social Work Duty Team
Samaritans		08457 90 90 90
Local Police child protection teams  In an emergency contact 999	Basingstoke Police Jays Close RG22 4BS	For both office and out of office hours call  101
NSPCC Freephone 24 hour Helpline		0808 800 5000

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

## 7. Appendices

The forms set out in the appendix do not have logos attached to them, enabling any of the partner organisations or Bishopswood to utilise them, adding their own logos, as required.

All forms should be completed and returned to: Martin Smith  
Details to be added by Bishopswood.

- 1) Application form – page 13
- 2) Self-disclosure – page 15
- 3) References – page 16
- 4) Codes of Conduct
  - a. Code of Conduct for staff, PGA Professionals and volunteers – page 17
  - b. Code of Conduct for Young Golfers – page 19
- 5) Incident Report Form – page 20
- 6) Accident Report Form – page 22
- 7) Junior Profile and Parental Consent Forms – page 24
- 8) Parental Guidance – page 28
- 9) Photography consent – page 30
- 10) Regulated activity and DBS – page 31

**Appendix 1****Application Form - Bishopswood**

Position Applied for:
Personal Details
Title: Mr/Mrs/Miss/Dr/Other (please specify) _____
Full Name: _____
Any previous surname: _____
Date and place of birth: _____
National Insurance Number: _____
Present Address: _____ _____
Post Code: _____
Telephone Numbers: _____
Email address: _____
Current Occupation: _____
Name and address of Organisation: _____ _____
Role: _____
Start Date: _____
Relevant Experience including any previous experience of working with children and young people:

Reasons for applying:

References:

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

Name:

Address:

Telephone Number:

Name:

Address:

Telephone Number:

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

Signed:

Date:



## Appendix 2

### Self-Disclosure Form - Bishopswood

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

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

Evaluation of information is based strictly on confidentiality and discretion.

**If you require confidential advice in relation to completion of this form, please call England Golf Compliance department on 01526 351824**

Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES / NO <i>(if Yes, provide information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, provide information below):</i>

Confirmation of Declaration *(tick box below)*

	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.		
	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.		
	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.		
	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.		
<b>Print name:</b>		<b>Signature:</b>	
<b>Club Welfare Officer</b>	I have seen and checked the above responses, if any of the boxes above are ticked YES, I have referred this form to England Golf Compliance Department for a risk assessment and advice.		
<b>Print name:</b>		<b>Signature:</b>	
<b>Date:</b>			

### Appendix 3

#### Reference form

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

has expressed an interest in becoming a club member of staff, volunteer / coach\*  
(\*delete as appropriate) and has given your name as a referee.

As this post involves substantial access to children and as an organisation committed to safeguarding children, it is important that if you have any reason to be concerned about this applicant that you do not complete the following form, but please contact me on:

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

\_\_\_\_\_ Organisation: \_\_\_\_\_

Any information disclosed in this reference will be treated in confidence and in accordance with relevant legislation and guidance, and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he or she is offered the position in question.

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

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

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

## Appendix 4a

### Bishopswood

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

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

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

Signed:	Date:
PRINT NAME:	

## Appendix 4b

### Bishopswood

#### Code of Conduct for Young Golfers

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

- Help create and maintain an environment free of fear and harassment
- Demonstrate fair play and apply golf's standards both on and off the course
- Understand that you have the right to be treated as an individual
- Respect the advice that you receive
- Treat others as you would wish to be treated yourself
- Respect other people and their differences
- Look out for yourself and for the welfare of others
- Speak out (to your parents/guardians or a club representative) if you consider that you or others have been poorly treated
- Be organised and on time
- Tell someone in authority if you are leaving the venue
- Accept that these guidelines are in place for the well-being of all concerned
- Treat organisers and coaches with respect
- Observe instructions or restrictions requested by the adults looking after you

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

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

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

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

### Appendix 5

#### Incident Report Form - Bishopswood

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

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

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

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

England Golf Compliance department notified (01526 351824)

Case Number (if allocated)

Date:

Time:

Action taken:

Date:

Time:

Signature of Recorder:

Signature of Complainant:

**Appendix 6****Accident Report Form - Bishopswood**

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



Were any other Agencies involved: [e.g. Ambulance service?]	
Have the Parents / Guardians been contacted? YES NO [Please circle.]	
Does the accident need to be referred to England Golf Compliance Dept? YES NO	
Date:	Time:
Signature of Recorder:	

### Appendix 7

#### Junior Profile and Parental Consent Forms - Bishopswood

The safety and welfare of juniors in our care is paramount, and it is therefore important that we are aware of any illness, medical condition and other relevant health details so that their best interests are addressed.

Please complete this form with our assurance that the information will be treated as confidential.

It is the responsibility of the junior and their parent to notify Bishopswood Golf Club Welfare Officer or Bishopswood Golf Club Secretary if any of the details change at any time.

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

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

### Medical Information

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

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

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

Does your child have any allergies? YES  NO

\*If yes please give details.

Does your child have any specific dietary requirements? YES  NO

\*If yes please give details.

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

#### Disability

The Equality Act 2010 defines a disabled person as 'anyone with a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'.

Do you consider your child to have a disability? YES  NO

\*If yes what is the nature of the disability?

Hearing Impediment  Learning Disability

Multiple Disabilities  Physical Disability  Other (Please Specify)

Does your child have any communication needs e.g. non-English speaker/ hearing impairment/ sign language user/ dyslexia? If yes, please tell us what we need to do to enable him/her them to communicate with us fully.

- I confirm to the best of my knowledge that my child does not suffer from any medical condition other than those detailed above.
- I agree to notify Bishopswood of any changes.
- I, ....., being parent/guardian of the above named child, hereby give permission for Bishopswood responsible person to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my child's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.
- The attached signature will denote that my child has my permission to be on the golf club's premises.

(Please tick the box if agreed)

- I acknowledge that Bishopswood is not responsible for providing adult supervision for my child except for formal junior golf coaching, matches or competition.

(Please tick the box if agreed)

• Signed – Parent/Guardian	
• Print name	
• Date	

## Appendix 8

### Guidance for parents/guardians

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

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

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

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

There is a wealth of supportive information and advice on the Children in Golf website

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

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

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

As a parent/guardian you are encouraged to:

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

Bishopswood Golf Club Welfare Officer  
[Jeanie McMullin](#)

## Appendix 9

### Photography Consent

#### Bishopswood

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

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

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

Bishopswood will take steps to ensure these images are used solely for the purposes for which they are intended i.e. the promotion and celebration of the activities of (County/Club)

If you become aware that these images are being used inappropriately you should inform Bishopswood Golf Club's Welfare Officer immediately.

The photographs may be available on the website <http://bishopswoodgolfclub.co.uk/> for the golf season 2017 & 2018. If at any time either the parent/guardian or the child wishes the data to be removed from the website, 7 days' notice must be given to Bishopswood Golf Club's Welfare Officer after which the data will be removed.

To be completed by parent/guardian

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

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

To be completed by child

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

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



## Appendix 10

### Regulated Activity

#### DISCLOSURE AND BARRING SERVICE ELIGIBILITY FOR CHECKS

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

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

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

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

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

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

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

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

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

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

If you require any additional information please contact  
Margaret Reed or Andy Wright at England Golf on 01526 351824