



## **ALSAGER GOLF AND COUNTRY CLUB CHILD SAFEGUARDING POLICY**

Alsager Golf and Country 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 Child Safeguarding Policy and 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.

Alsager Golf and Country Club affiliates to ENGLAND GOLF, and our professional coaching staff are members of the Professional Golfers' Association.

The Club recognises the policies of these Governing Bodies and adopted them within this policy.

### **POLICY STATEMENT**

Alsager Golf and Country 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.

Alsager Golf and Country 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 Management Committee in this endeavour.

### **POLICY AIMS**

- 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.
- To reassure parents that their children will receive the best practicable care possible whilst participating in activities within the club.
- 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 children have the right to be safe.
- All children have the right to be treated with dignity and respect.
- All staff and volunteers working in golf have a responsibility to report concerns to the Club Welfare Officer: Mrs Teresa Rushton, Audley Rd, Alsager, Stoke-on-Trent ST7 2UR. Telephone: 01270 875700
- Adults staff, volunteers, coaches, referees 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.
- Alsager Golf and Country Club will work in partnership with parents to review and implement safeguarding and welfare procedures of the Golf Club's policy and procedures. These policies are based on the above principles and UK 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 & COMMUNICATION**

- The Alsager Golf and Country Club Safeguarding Policy will be available to all members, parents, staff, volunteers and participants
- The Policy will be reviewed every three years by the Management Committee, and amended as appropriate. Guidance from golf's governing bodies will be sought as part of the review process
- The Management Committee has responsibility for ensuring that the policy and procedures are implemented, including taking any appropriate disciplinary action necessary
- The Club Welfare Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate National Governing Body Lead Child Protection Officer and informing the appropriate club staff

- Parents have a responsibility to work together with the club in implementing procedures and providing their children with the necessary information to safeguard themselves

## RECRUITMENT AND TRAINING

- Alsager Golf and Country Club will endeavour to ensure that all volunteers and staff working with children are suitable to do so, and that they have all the information they require to perform their job effectively and appropriately.
- Each role which involves an element of responsibility with regard to children, particularly those involving the regular supervision of children, whether voluntary or paid, will be assessed to establish which qualifications, checks and other requirements are necessary

## COMPLAINTS, CONCERNS AND ALLEGATIONS

- If a player, parent/carer, member of staff or volunteer has a concern about the welfare of a child, or the conduct of another child/young person or an adult (whether they are a parent, coach, member, or otherwise), these concerns should be brought to the attention of the Clubs 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 Welfare Officer. Please refer to Flowcharts 1 & 2 for further details (see below).
- All concerns will be treated in confidence. Details should only be shared with those who can help with the management of the concern.
- In the event of a child making a disclosure of any type of abuse, the following guidance is given:

1.Reassure the child that they have done the right thing to share the information

2.Do not make promises that cannot be kept, such as promising not to tell anyone else

3. 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

4.Record what the child has said as soon as possible on an incident report form.

Do not notify the parents unless you have first sought advice from **If the Club Welfare Officer is not available contact the England Golf Lead Safeguarding Officer:** Ashley Wilson tel :01526 351851 - email: a.wilson@englandgolf.org or refer the matter directly to Children's Social Care/Police.

Remember - delay may place the child at further risk. England Golf Union 01633 436040

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.

## **SUPERVISION**

- During coaching sessions, the club will endeavour to ensure that there is at least one Coach/volunteer present for every 8 children.
- Parents will be encouraged to stay for coaching/competitions & other events where their children are of an age where their supervision is required.
- 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 will be made aware that with limited changing room space there will be occasions when adults and children may need to share the facilities.
- Parents should be aware that if children are left at a venue unsupervised, other than to attend specific coaching sessions, competitions, or other organised events, the club cannot accept supervisory responsibility.
- Special arrangements will be made for away trips. Parents will receive full information about arrangements for any such trip and will be required to provide their consent for their child's participation.

## **GOOD PRACTICE GUIDELINES**

### Behaviour of adults and children

- Adults who work with children are placed in a position of trust in relation to children, and therefore it is important they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from false allegations of poor practice. Codes of conduct should be within the core values of the club and adopted by junior members & adults working with them to promote good practice.

### Adults and Children playing golf together

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

### 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.

### Transport

- The club believes it is primarily the responsibility of parents/guardians to transport their child/children to and from events. It is not the responsibility of club volunteers or coaches to transport children and young people to and from events, activities, tournaments or matches.
- The club may make arrangements for transport in exceptional circumstances, such as team events. Where this is the case, the written permission of the parents of the relevant children will be sought. The drivers used will be checked for their suitability to supervise children and their insurance arrangements verified.

#### Photography/ Videoing

- Permission will be sought from parents prior to the publication or use of any video or photographic images of their child, for instance in newspapers, websites or for coaching purposes. The personal details of the child will not be used in any promotional material.
- Any press/official photographers attending events will be required to seek permission from the club before taking photographs and also permission of parents to use the images.

#### Confidentiality

- Details of all juniors will be kept on file in the club administration records and will not be shared with a third party without parent/guardian consent. Access to this information will be granted to Secretary, CWO, the Junior Organiser(s) and the PGA Golf Professional(s). Details will be passed onto the County/Regional/National Organisations, as requested when juniors have reached an ability level that meets the relevant criteria.
- All concerns/allegations will be dealt with confidentially by the club and information will only be shared on a need to know basis, either internally or externally depending on the nature/seriousness of the concern/allegation.

#### Changing rooms

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

#### **Anti Bullying Procedures**

- We believe that every effort must be made to eradicate bullying in all its forms.
- Bullying can be difficult to define and can take many forms which can be categorised as;
  1. Physical – hitting, kicking, theft
  2. Verbal – homophobic or racist remarks, threats, name calling
  3. Emotional – isolating an individual from activities or a group

All forms of bullying include;

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

Bullying behaviour may also include;

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

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

We are intent that we will:

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

## **EMERGENCIES AND INCIDENTS**

In the event of a child requiring medical attention:

- The parents will be contacted immediately.
- In the event of failure to contact parents, the alternative emergency contacts will be used.
- An adult club representative will accompany the child to seek medical attention.
- A record of the action taken will be made and retained by a club representative.

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

- Attempt to contact the parent/carer using the contact details on the Parental Consent Form
- Attempt to contact the first, then the second emergency contact nominated on the Consent Form
- Wait with the young person(s) at the venue with wherever possible other staff/volunteers or parents.
- If no one is reachable, contact the Club Welfare Officer for advice.

- If all attempts to make contact fail, consideration should be given to contacting the police for their advice.

Staff, Volunteers & PGA Pros should try to avoid:

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

### Useful Contacts

- England Golf Contacts Name Address Number Lead Safeguarding Officer  
Ashley Wilson England Golf National Golf Centre The Broadway Woodhall  
Spa Lincolnshire LN10 6PU 01526 351824 07801 541 907  
a.wilson@englandgolf.org Or [compliance@englandgolf.org](mailto:compliance@englandgolf.org)
- Local Children's Social Care ( NB. In an emergency, the Samaritans will hold the Duty Officer's contact number )

Cheshire Children's Social Care: [CHECS@cheshireeast.gov.uk](mailto:CHECS@cheshireeast.gov.uk)

Tel 0300 123 5012 9-5

Tel 0300 123 5022 – Emergency Duty Team (Out of Hours)

- Samaritans 08457 90 90
- Local Police child protection teams In an emergency contact 999 101 In an emergency 999
- NSPCC Freephone 24-hour Helpline 0808 800 5000 NSPCC Whistleblowing Helpline for Professionals 0808 028 02
- The NSPCC National Centre 42 Curtain Road London, EC2A 3NH Tel: 0808 800 5000 [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- Childline UK Freepost 1111 London N1 0BR Tel: 0800 1111
- NSPCC Child Protection in Sport Unit 3 Gilmour Close Beaumont Leys Leicester LE4 1EZ Tel: 0116 234 7278 [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

