



GOLF CLUB SAFEGUARDING AND CHILD PROTECTION POLICY

Crompton and Royton Golf Club has considered its responsibilities to the children participating in golf at our premises and within our club very carefully and therefore has produced the following safeguarding and child protection policy and underpinning procedures in order to set out the standards we wish to uphold in running activities for children and in safeguarding the welfare of children in our care.

Crompton and Royton Golf Club affiliates to the English Golf Union and our professional coaching staff are members of the Professional Golfers' Association, therefore the club recognises the policies of these governing bodies as set out in the "Children in Golf Resource Pack".

POLICY STATEMENT

Crompton and Royton 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.

Crompton and Royton 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 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 staff and volunteers working in sport have a responsibility to report concerns to the Club Welfare Officer.
- Adults – staff, volunteer members, 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.

- Crompton and Royton Golf Club will work in partnership with parents to review and implement child protection and welfare procedures.

Crompton and Royton Golf Club's policy and procedures are based on the above principles and UK and international legislation and government guidance and take into consideration :

- **The Children Act 1989 and 2004**
- **The Data Protection Act 1994 and 1998**
- **The Police Act 1997**
- **The Human Rights Act 1998**
- **The Protection of Children Act 1999**
- **The Criminal and Court Services Act 2000**
- **The UN Convention on the Rights of the Child**
- **Caring for the young and vulnerable – Home Office Guidance for preventing the abuse of trust 1999**
- **What to do if you are worried a child is being abused 2005**
- **Working Together to Safeguard Children 2006**
- **Any subsequent legislation relating to child protection would implicitly be incorporated into this document.**

RESPONSIBILITIES AND COMMUNICATION

- The Crompton and Royton Child Protection 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.

Dated : 1st June 2009
(Review Period – 3 years)

CROMPTON AND ROYTON GOLF CLUB

CHILD PROTECTION POLICY

UNDERPINNING PROCEDURES

The following procedures underpin our child protection policy document as taken from sections of the Children in Golf Guidelines for Safeguarding Children in Golf book.

Communication of the policy

This policy will be available for all members of the golf club to view as it will be displayed on the notice board and on the club's website.

All parents shall receive a copy when their child joins as a member of the golf club. A signature will be required on the Junior Profile Form to confirm receipt.

A signed log sheet can be found in the appendices.

Types of Abuse

Abuse can occur and does occur inside and outside of sport, indicators of a child being abused can be difficult to recognise. As a club there is a duty of care to respond to inappropriate behaviour, poor practise as well as reporting suspicions, allegations or disclosures. Some children also abuse other children and there is growing evidence to suggest that peer abused is an increasing concern.

There are four main forms of abuse : Neglect, Physical Abuse, Sexual Abuse and Emotional Abuse.

Details of these definitions can be found in the CIG Guidelines book on Page 46.

Bullying

Bullying is deliberate hurtful behaviour repeated over a period of time. The club's Anti Bullying Procedure can be found in the appendices. Any form of bullying should be reported to the Child Welfare Officer, who will then record the details o the incident report form.

Harassment

It is for individuals to determine what behaviour is acceptable to them and what they regard as offensive. It is the unwanted nature of the conduct that distinguishes harassment from acceptable behaviour (this is an extract from the CIG Book)

Child Protection Responsibilities

The club's responsibilities are outlined in the policy at the front of this document.

Club members are to be aware of the policy and content.

Parents and juniors will be issued with a copy on becoming a member and will be asked to sign the Junior Profile Form to confirm receipt.

Volunteers and PGA Professionals will also be issued with a copy and asked to confirm receipt by signing a log sheet (Log sheet can be found in the appendices).

Child Welfare Officer (CWO)

The CWO will be responsible for recording all incidents, suspicions, allegations and disclosures and will report to the NGB Lead CWO Officer where necessary or local services, i.e. police or social services, depending on the incident. The role description for the CWO can be found in the CIG Book Page 69.

Crompton & Royton's CWO is in the Club's Handbook and on the Club's Notice Boards.

Recruitment of Volunteers

Any volunteers wishing to work with juniors from the date of this policy will be required to complete a personal details form (copy in appendices). The information required includes:-

Name and Address

Contact details

Skills/Experience of working with children

Coaching qualifications where necessary

References

Self-disclosure

Permission to allow an Enhanced CRB check to take place.

All volunteers regularly working with juniors will be required to undergo an enhanced CRB check.

The Junior Organiser will ensure this procedure is followed and copies of forms will be kept by the Secretary. A blank copy can be found in the appendices.

Training of Volunteers

Anyone regularly working with juniors will be required to attend a Safeguarding and Protecting Children Workshop. This training will need to be reviewed every three years under the guidance of CIG strategy group.

Codes of Conduct

All juniors, parents, staff, volunteers and PGA coaches working with juniors will be required to sign a code of conduct.

The CIG codes of conduct will be adopted (CIG guidelines pack pages 64 – 66). Copies of these will be kept with the secretary.

Reporting Procedures

All complaints, suspicions, allegations, disclosures will be reported to the Child Welfare Officer and will be recorded on an incident report form (copy in appendices). The Child Welfare Officer will then follow the procedures as details in the flow chart (in appendices) as to whom should then be passed the information. All emergency contact details can be found on the incident report form.

Emergency Procedures

Where there are juniors using facilities, they shall be inducted what to do in the event of an emergency.

Should there be an emergency whilst out on the course, juniors will be encouraged to have the following numbers programmed into their mobiles. Permission will be granted for mobiles to be used whilst on the golf course for emergencies only:

Clubhouse/Pro Shop numbers

Their parents'/carers home and mobile numbers

For first aid emergencies, you should refer to the club's health and safety policy and procedures.

Confidentiality

Details of juniors shall be kept on file by secretary, Junior Organiser, PGA Golf Professionals and the CWO. From time to time the county bodies may also ask for details of promising juniors. These will be passed on as part of our commitment to developing a junior member's golfing talent.

Photograph/Video Recording

Where there are organised junior sessions (competitions/coaching) parental permission will be granted to use these 2 methods of imagery. Where there is a competition, anyone wishing to take pictures will be required to register (see page 78 in the CIG guidelines pack for a sample form) with the organiser and will be issued with an Official Photographer badge. It is encouraged that anyone at an organised event without an official badge should be reported to the event organiser. Club Event registration form can be found in the appendices.

Transportation

Crompton and Royton officials will not be responsible for organising transportation to away events. All parents/carers will be required to organise this amongst themselves. Where a club official is also a parent, they assume the role of a parent and not as a club official.

When it may be necessary to organise transport, parental permission will be sought as well as the recommended documentation will be completed. (see Guidelines pack pages 74 and 75).

Changing Rooms

Parents will be made aware that their children will be sharing the facilities where adults may get showered and changed. Parental consent will be sought.

Where a parent does not consent to their child accessing the changing facilities, it is their responsibility to ensure that they do not use the facilities.

Junior Profile Forms

When all new junior members join the golf club they will be asked to complete a personal details form as well as their application form. The profile form will detail the following :

Personal details

Emergency contact details

Medical Information (medical conditions, medication and GP information)

Parental permission for :- medical consent, changing rooms, photography, video imagery and confidentiality.

There will also be a signature required to say that they have read and understood the child protection policy and junior handbook as well as codes of conduct.

Supervision Ratios

Juniors will be supervised during all competitions and coaching sessions by at least 1 professional coach or volunteer. Coaching ratios will be determined by the PGA Professional in accordance to their session.

Late Collection Guidelines

Emergency contact details will be used in the event of a child not being collected 30 minutes after the agreed time. A child will not be asked to provide an alternative number should the emergency numbers not be contactable. If after an hour a child has still not been collected and the emergency details still uncontactable the local police shall be called. Whenever possible a child will not be left unattended, but may be located in the clubhouse.

This policy will be reviewed every three years or earlier should legislation/guidance change.

This policy has been approved by :-

PRINT NAME:
POSITION:

Sign:

Date:

WITNESS NAME:
POSITION:

Sign:

Date:

Date of Meeting held to communicate the adopted policy by The Club's Council:

APPENDICES

Copy of Signed CIG Policy
Volunteer Personal Details form
Junior Profile Form
Incident Report Form
Abuse Definitions
Child Welfare Officer (Job Description)
Codes of Conduct
Parental guidance

