



@ ST. PIERRE PARK HOTEL SPA & GOLF RESORT

SAFEGUARDING CHILDREN POLICY

THE GOLF CLUB @ ST PIERRE PARK BELIEVES IN SAFEGUARDING AND PROVIDING FOR THE INTERESTS AND WELLBEING OF CHILDREN BY TAKING ALL REASONABLE STEPS TO PROTECT THEM FROM HARM, DISCRIMINATION OR DEGRADING TREATMENT WHILST RESPECTING THEIR RIGHTS, WISHES AND FEELINGS.

Content

- Policy statement
- Promoting good practice
- Good practice guidelines
- Use of photographic/filming equipment
- Recruitment and training of staff and volunteers
- Responding to allegations or suspicions
- Contacting Social Services

Policy statement

The Golf Club @ St Pierre Park acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, States of Guernsey guidance and complies with best practice requirements.

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 The Golf Club @ St Pierre Park in a safe and child centred environment.
- are protected from abuse whilst participating in The Golf Club @ St Pierre Park activities.

The Golf Club @ St Pierre Park 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 The Golf Club @ St Pierre Park 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 the Golf Club @ St Pierre Park. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

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 or UK Sport.
- as a result of any other significant change or event.

A child is defined as a person under the age of 18 (Except for Part V of the criminal law, dealing with remand, where the age is under 17) (The Children (Guernsey and Alderney) Law 2008).

Promoting good practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and will be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

Golf is great fun and help children in many parts of their physical and mental development. Golf attracts people from all parts of Guernsey's community and helps bring people together. The Golf Club @ St Pierre Park must work to ensure the child receives the most appropriate support to come and enjoy participating in golf related activities.

Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treat all children & young people with respect and dignity.
- Always put the welfare of each young person first, before achieving goals or winning.
- Maintain a safe and appropriate distance (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Build relationships based on mutual trust, which empowers children to share in the decision-making process.
- Make activities fun, enjoyable and promoting fair play, without prejudice.

- Ensure that if any form of manual/physical support is required, it should be provided openly and appropriately. Care is needed, as it is difficult to position hands appropriately in certain circumstances. Children & Young people should be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Involving parents/carers whenever appropriate. For example, engaging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, try to ensure that parents, instructors or volunteers work in pairs.
- Ensure that where possible, a male and female member of staff should always accompany mixed groups. However, remember that same-gender abuse can also occur.
- Ensure that during residential events, adults should avoid entering children's bedrooms and should never invite children into their private rooms.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of young people with and without disabilities – avoiding excessive physical activity or competition and not pushing them against their will.
- Secure parental consent in writing for the child's participation, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any incident or accident that occurs, along with the details of any treatment given.
- Being an excellent role model – this includes not smoking, drinking alcohol or using inappropriate language in the company of young people.

Practices to be avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of the activity leader or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending excessive amounts of time alone with children away from others.
- Avoid taking a child in a private vehicle. (Except in the case of work experience students where students are shadowing a member of staff. In these cases students and parents have been informed, and have consented to this, prior to the work experience commencing).

Practices never to be sanctioned

The following should **never** be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children, which they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, spotting, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the team leader or to another colleague and record the incident. It may also be appropriate to ensure the parents of the child are informed:

- If you accidentally hurt a child.
- If he/she seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.

Use of photographic/filming and digital imaging equipment

All staff and volunteers should be vigilant to ensure that sporting/physical activity events are not used as an opportunity to take inappropriate photographs or film footage of children and young people, and any concerns should be reported to the nominated Welfare Officer.

Videoing/photography as a coaching aid

Children and their parents/carers should be made aware that this is part of the intended coaching programme and such films should be stored safely or destroyed after use. This is also the case when being photographed or videoed for promotional reasons.

Videoing/photography as promotional material

- Where possible do not include the name of a child whose image is being used.
- If naming a child or group of children in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside of The Golf Club @ St Pierre Park.
- Avoid the inclusion of other detailed information about individual children.
- Ask for parental permission to use an image of a young person. This ensures that parents are aware of where and how the image of their child will be used to represent The Golf Club @ St Pierre Park.
- Only use images of young people in suitable golf clothing to reduce the risk of inappropriate use.
- Images should positively reflect young people's involvement in the activity (e.g. showing smiling participants rather than anxious or unhappy ones) and promote the best aspects of golf.
- With regard to actual content it is difficult to specify exactly what is appropriate given the wide diversity of golfing activities. The image should focus on the activity and should avoid full face and body shots.

- Any abuse of images or the use of inappropriate images should be reported to the Child Welfare Officer who will in turn report this to Children’s Social care and/or the Police.
- Images will be stored in line with The Golf Club @ St Pierre Park’s “Data Protection Policy” and “Retention of Data and Sharing of Data Policy”.

Recruitment and training of staff or volunteers

The Golf Club @ St Pierre Park recognises that anyone may have the potential to abuse children in some way and that reasonable steps should be taken to ensure unsuitable people are prevented from working with children.

Where a member of The Golf Club @ St Pierre Park is required to work unsupervised and in a nature that leaves opportunity for abuse, the following checks must be made:

- A Criminal Records Check must be carried out.
- Where we consider it necessary to seek further information, consent should be obtained from an applicant to seek a verbal or written personal and/or professional reference from up to 2 individuals or organisations.

Where a member of The Golf Club @ St Pierre Park is required to work supervised and in a nature that leaves minimal opportunity for abuse, the following processes must be carried out:

- A risk assessment must be carried out to highlight the times/places in a person’s duties it may be possible to carry out abusive behaviour. Additional controls will then be added to make sure The Golf Club @ St Pierre Park do our utmost to safeguard children and vulnerable adults.
- Where we consider it necessary to seek further information, consent should be obtained from an applicant to seek a verbal or written personal and/or professional reference from up to 2 individuals or organisations.

Induction

All staff and volunteers should receive formal or informal induction, during which:

- Their qualifications and experience should be substantiated.
- Our requirements and their responsibilities should be clarified.
- They should agree to work within the The Golf Club @ St Pierre Park policies and procedures, including this Safeguarding Children Policy in which procedures are explained.

Training

In addition to pre-selection checks, the safeguarding process includes raising awareness through discussion to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

The Golf Club @ St Pierre Park requires that:

- All staff and volunteers, including board members, read the advisory information here in outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person or one young person to another;
- All staff and volunteers, including board members, complete the States of Guernsey online child protection training (to be renewed every 3 years).
- All staff who have direct contact with children and young people complete the UK Coaching “Safeguarding & Protecting Children training” (to be renewed every 3 years).
- A member of staff or volunteer at each event has first aid training.

Responding to allegations or suspicions

It is not the responsibility of anyone working within The Golf Club @ St Pierre Park in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns initially through liaison with the Welfare Officer and then through contact with the appropriate authorities.

The Golf Club @ St Pierre Park will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that another person is, or may be, abusing a child.

Where there is a complaint against a member of The Golf Club @ St Pierre Park there may be three types of investigation:

- A criminal investigation.
- A child protection investigation.
- An internal disciplinary or misconduct investigation.

Action if there are concerns

1. Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice, the nominated Child Welfare Officer will deal with it as a misconduct issue.
- If the allegation is about poor practice by the nominated Welfare Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant manager who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

2. Concerns about suspected abuse

By The Golf Club @ St Pierre Park Staff

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the nominated Child Welfare Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The nominated Child Welfare Officer will refer the allegation to the social services department who may involve the police, or go directly to the police if out-of-hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

- If the nominated Child Welfare Officer is the subject of the suspicion/allegation, the associate making the allegation must decide whether direct feedback is sufficient (e.g. possibly in the case of inappropriate handling during an activity without breach of trust or confidence) or whether the report should be made to Social Services or the Police.
- If the child is deemed to be at immediate risk, call the police.

By someone outside of the GSC (by disclosure or suspicion)

- Any suspicion that a child has been abused through suspicion or a disclosure made by that child, must be reported to the nominated Child Welfare Officer, who will take the necessary steps to ensure the safety of the child at risk.
- The nominated Child Welfare Officer will refer the allegation to the social services department who may go to the police, or go directly to the police if out-of-hours.
- If the child is deemed to be at immediate risk, call the police.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The nominated Welfare Officer (Andrew Myers).
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Social services/police.
- The alleged abuser (and parents if the alleged abuser is a child).

Recorded information will be stored in a secure place with limited access to designated people, in line with the Data Protection (Bailiwick of Guernsey) Law, 2017 and the Guernsey Sports Commission "Data Protection Policy" and "Retention of Data and Sharing of Data Policy". (e.g. that information is accurate, relevant and secure).

Internal inquiries and suspension

The Golf Club @ St Pierre Park nominated Welfare Officer and senior management will make an immediate decision about whether any individual accused of abuse should be temporarily suspended from operation pending further inquiries.

- Irrespective of the findings of the social services or police inquiries The Golf Club @ St Pierre Park nominated Child Welfare Officer will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. The welfare of the child will remain of paramount importance throughout.

Support to deal with the aftermath of abuse:

- Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings can help to maintain an open culture and help the healing process. Social Services within the local area will be able to provide advice.

- Consideration should also be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse

- Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).
- Where such an allegation is made, we should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside The Golf Club @ St Pierre Park, schools, education and sports coaching, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.

Concerns outside the immediate environment (e.g. a parent, teacher or carer):

- Report your concerns to the nominated Welfare Officer who should decide whether to contact social services or the police as soon as possible.
- If the nominated Child Welfare Officer is not available, the person being told of or discovering the abuse should consider whether to contact social services or the police immediately.
- Social Services and the nominated Welfare Officer will decide how to involve the parents, carer or teacher.
- Maintain confidentiality on a need to know basis only.

Information for social services or the police about suspected abuse:

To ensure that this information is as helpful as possible, a detailed record should always be made, ideally at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If you are worried about sharing concerns about abuse within The Golf Club @ St Pierre Park, to the nominated Child Welfare Officer about a customer, client or colleague, you can contact social services or the police direct, or the NSPCC Child Protection Helpline on 0808 800 5000, or Childline on 0800 1111.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in Responding to suspicions or allegations above.

Advice and action to help the victim and prevent bullying:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (it is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the Team Leader and the Nominated Child Welfare Officer and the party leader where appropriate. Create and maintain an open communication environment.
- The Nominated Child Welfare Officer must investigate all allegations appropriately and take action to ensure the victim is safe. This may involve speaking with the victim and the perpetrator(s) separately, offering reassurance that you can be trusted and will help them, although you cannot promise not to tell others.
- Record the incident or suspected incident and keep records of what is said (what happened, by whom, when).
- Report any concerns to the Nominated Child Welfare Officer (wherever the bullying is occurring).

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get them to understand the consequences of their behaviour. Consider whether seeking an apology to the victim(s) is appropriate.
- Inform the team leader and/or parents.
- Insist on the return of any 'borrowed' items and that the bully(ies) compensate the victim where appropriate.
- Provide support for the victim's team leader or parent.
- Impose sanctions as you think appropriate or necessary.
- Encourage and support the bully(ies) to change behaviour and offer opportunities for re-engagement within the group and activity.
- Share progress with accompanying team leaders and parents and report as required to the Child Welfare Officer
- Inform all Key associates of action taken if they are to work with either the perpetrator or the victim.
- Record action taken on an incident report form

Contacting Social Services

Contact details for organisations in Guernsey:

- **Multi Agency Support Hub**, Services for Children and Young People – **01481 223182**
- **Emergency Duty Social Worker for Children's Services** (out of hours) 365 days per year, weekends and overnight 5pm to 9am – **01481 725111** (hospital switchboard and ask for duty social worker for children's services).
- **Guernsey Police** - **01481 725111 (non emergency) 999 (emergency)**

This Policy is intended to be readable, easily understood and to offer a clear statement of our intentions and actions. It is important that all associates are able to implement this policy. Please contact Andy Myers (andy@golf.gg) if you wish for further clarification or have concerns around the wording of this policy document.

Incident Report Form

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

Name of Identified Adult:	
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.]
Have you discussed your concerns with the adult? What are their views?

England Golf Safeguarding department notified (01526 351824)

Case Number (if allocated):

Name of person spoken to:

Date:

Time:

Action taken:

Date:

Time:

Signature of Recorder:

Signature of Complainant:

Data protection:

England Golf Safeguarding Department may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with their Safeguarding Adults Policy and Procedures.

Strict confidentiality will be maintained and information will only be shared on a "need to know" basis in the interests of safeguarding. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs and County bodies, individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Adult Social Care.

Appendix 1

Volunteer / Staff Job Application Form – The Golf Club @ St Pierre Park

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:

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References:

Please provide the names and addresses of two people who know you well (one personal, one professional – current or previous employer, who are not related to you) whom we can contact to obtain a reference:

<p>Name:</p> <p>Address:</p> <p>Telephone Number:</p>	<p>Name:</p> <p>Address:</p> <p>Telephone Number:</p>
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Data Protection Notification:
Information you have provided in completing this form will be used to process your application. The Golf Club @ St Pierre Park will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

Authorisation:
I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 2018, GDPR and all relevant data protection legislation.

Signed: _____ **Date:** _____

Declaration:
I confirm that the information I have provided is correct and that any false or misleading information may lead to the termination of my appointment.

Signed: _____ **Date:** _____

Appendix 2

Self-Disclosure Form – The Golf Club @ St Pierre Park

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

Private and Confidential

For roles involving contact with children (under 18 year olds).

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

Part One

<i>For completion by the organisation:</i>	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
Identification (<i>tick box below</i>):	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
<i>Either</i>	

UK Passport Number and Issuing Office	
UK Driving Licence Number (<i>with picture</i>)	
Plus	
National Insurance Card or current Work Permit Number	
Signature of authorised Employing Officer:	
Print name:	
Date:	

Part Two

NOTE: If the role you 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).

<i>For completion by the individual (named in Part one):</i>	
Have you ever been known to any Children's Services department as being a risk or potential risk to children?	YES / NO <i>(if Yes, please provide further 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, please provide further information)</i>
Confirmation of Declaration <i>(tick box below)</i>	
	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 dismissal may result 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 other children.
Signature:	
Print name:	
Date:	

Club Welfare Officer	
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 Governance Department for a risk assessment and advice.	
Signed:	date:

Appendix 3

Reference form – The Golf Club @ St Pierre Park

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 4

The Golf Club @ St Pierre Park

Code of Conduct for staff, 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 The Golf Club @ St Pierre Park Child Safeguarding Policies and Procedures
- Respect young people's opinions when making decisions about their participation in golf
- Inform players and parents 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 the club. 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 the club
- Hold relevant qualifications and insurance cover. All Staff, Volunteers & Coaches who work regularly with children must have current DBS clearance, approved by England Golf Governance Department
- 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 Club Procedures & 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 The Golf Club @ St Pierre Park.

Signed:	Date:
PRINT NAME:	

Appendix 5

The Golf Club @ St Pierre Park

Code of Conduct for Young Golfers

As a young golfer taking part in a The Golf Club @ St Pierre Park 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 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
- Use of facilities outside the remit of any coaching or playing session

Child Signature _____ Print Name _____

Parent/Carer Signature _____ Print Name _____

Appendix 6

The Golf Club @ St Pierre Park

Code of Conduct for Parents/Carers of Young Golfers

As parents you are expected to:

- Positively reinforce your child and show an interest in their chosen activity
- Do not place your child under pressure or push them in to activities they do not want to do
- Be realistic and supportive
- Promote your child's participation in playing sport for fun
- Complete and return the Player Profile Form and Consents pertaining to your child's participation in activities at The Golf Club @ St Pierre Park
- Report and update The Golf Club @ St Pierre Park with any changes relevant to your child's health and wellbeing
- Deliver and collect your child punctually before and after coaching sessions/competitions
- Ensure your child has clothing and kit appropriate to the weather conditions

- Ensure your child has appropriate equipment, plus adequate food and drink
- Ensure that your child understands the rules of Golf
- Teach your child that they can only do their best
- Ensure that your child understands their Code of Conduct
- Behave responsibly at The Golf Club @ St Pierre Park and on the golf course; do not embarrass your child
- Show appreciation and support the coaches, volunteers and staff at The Golf Club @ St Pierre Park
- Accept the decision and judgement of the officials during events and competition

As a parents/carer you have the right to:

- Be assured that your child is safeguarded during their participation in the sport
- Be informed of problems or concerns relating to your child
- Be informed if your child is injured
- Have consent sought for issues such as trips and photography
- Contribute to the decisions of the club
- Have any concerns about any aspect of your child's welfare listened to and responded to

Any breaches of this code of conduct will be dealt with immediately by Andy Myers at The Golf Club @ St Pierre Park. Persistent concerns or breaches may result in you being asked not to attend games if your attendance is considered detrimental to the welfare of young participants.

The ultimate action should a parent/carer continue to breach the code of conduct may be The Golf Club @ St Pierre Park regrettably asking your child to leave the session, event or club.

Signed:	Date:
PRINT NAME:	

Appendix 7

The Golf Club @ St Pierre Park

Managing Challenging Behaviour

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and are based on the following principles:

- The welfare of the child is the paramount consideration.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- The specific needs a child may have (e.g. communication, behaviour management, comprehension and so on) should be discussed with their parent/carer and where appropriate the child, before activities start. Where appropriate it may be helpful to record the details of any agreed plan or approach and provide copies to all parties.
- Every child should be supported to participate. Consideration to exclude a child from activities should apply only as a last resort and after all efforts to address any challenge have been exhausted, in exceptional circumstances where the safety of that child or of other children cannot be maintained.

Planning Activities

Planning for activities should include consideration of whether any child involved may need additional support or supervision to participate safely. This should address:

- Assessment of additional risk associated with the child's behaviour
- Appropriate supervision ratios and whether numbers of adults should be increased

- Information sharing for all/volunteers on managing any challenging behaviour to ensure a consistent approach
- Specialist expertise or support that may be needed from carers or outside agencies. This is particularly relevant where it is identified that a child may need a level of physical intervention to participate safely (see below).

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children, young people and parents/carers should be involved in developing an agreement about:

- what constitutes acceptable and unacceptable behaviour (code of conduct)
- the range of sanctions which may be applied in response to unacceptable behaviour.

This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp. It should involve the views of children and young people to encourage better buy in and understanding.

Where challenges are anticipated in light, for example of a child's impairment or other medical condition, a clear plan/agreement should be established and written down.

Ensure that parents/carers understand the expectations on their children and ask them to reinforce this ahead of any trip or activity.

Managing Challenging Behaviour

In responding to challenging behaviour the response should always be:

- Proportionate to the actions you are managing.
- Imposed as soon as is practicable.
- Fully explained to the child and their parents/carers.

In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.

- De-escalation of the situation - talking with the child and distracting them from challenging behaviour.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for the child's future or continued participation.
- Sanctions or consequences e.g. missing an outing or match
- Seeking additional/specialist support through working in partnership with other agencies.
- Temporary or permanent exclusion.

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Staff/volunteers should consider the risks associated with employing physical intervention compared with the risks of not employing physical intervention.

The use of physical intervention should always:

- Be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property.
- Aim to achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Form part of a broader approach to the management of challenging behaviour.
- Be the result of conscious decision-making and not a reaction to an adult's frustration.
- Employ the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time.
- Used only after all other strategies have been exhausted.
- Be recorded as soon as possible using the appropriate organisational reporting form and procedure.

Parents should always be informed following an incident where a coach/volunteer has had to physically intervene with their particular child.

Physical intervention must not:

- Involve contact with buttocks, genitals and breasts.
- Be used as a form of punishment.
- Involve inflicting pain.

Views of the child

A timely de-brief for staff/volunteers, the child and parents should always take place in a calm environment following an incident where physical intervention has been used. Even children who haven't directly been involved in the situation may need to talk about what they have witnessed.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

Appendix 8

Incident Report Form – The Golf Club @ St Pierre Park

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 Governance department notified (01526 351824)

Case Number (if allocated):

Name of person spoken to:

Date:

Time:

Action taken:

Date:

Time:

Signature of Recorder:

Signature of Complainant:

Data protection:

The Golf Club @ St Pierre Park and England Golf Governance Department may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with their Children and Young People Safeguarding Policy and Procedures.

Strict confidentiality will be maintained and information will only be shared on a “need to know” basis in the interests of safeguarding and in accordance with the company’s data protection policy. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs and County bodies, individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Children’s Social Care.

Appendix 9

Accident Report Form – The Golf Club @ St Pierre Park

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 / Carers been contacted? YES NO [Please circle.]	
Does the accident need to be referred to England Golf Governance Dept? YES NO	
Date:	Time:
Signature of Recorder:	
<p>Data protection:</p> <p>The Golf Club @ St Pierre Park and England Golf Governance Department may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with their Children and Young People Safeguarding Policy and Procedures.</p> <p>Strict confidentiality will be maintained and information will only be shared on a “need to know” basis in the interests of safeguarding and in accordance with the company’s data protection policy. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs and County bodies, individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Children’s Social Care.</p>	

Appendix 10

Junior Profile and Parental Consent Forms – The Golf Club @ St Pierre Park

Player profiles forms enable those responsible for children to have the information they need to deal effectively with any emergency situation that arises.

Although information obtained on these forms must be treated as confidential (and only given to those who need it to fulfil a duty of care for the child), it is also critically important this information is readily to hand at sessions and matches.

Clubs should devise their own workable system that achieves both objectives. A player profile form template is attached below for clubs to use should they wish:

Player Profile Form Template The Golf Club @ St Pierre Park

(For Players Under the age of 18)

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.

In compliance with the Data Protection Act 2018, GDPR and all relevant data protection legislation, all efforts will be made to ensure that information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the organisation. Information will not be kept once a person is no longer a member of the organisation. The information will be disclosed only to those members of the organisation for whom it is appropriate and relevant officers of England Golf where necessary.

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

Junior Name		
Date of Birth		
Address		
Telephone Number		
Parents' 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	

Please confirm details of all those with Parental Responsibility for the Child.	
---	--

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?

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.

Consent from Parent/Legal Carer:

- 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 the Club of any changes to this information.

- I give my consent that in an emergency situation, the club may act in my place (loco parentis), if the need arises for the administration of emergency first aid and/or other medical treatment which, in the opinion of a qualified medical practitioner, may be necessary. I also understand that in such an occurrence all reasonable steps will be taken to contact me or the alternative adult named in this form.

- The attached signature will denote that my child has my permission to be on the GC's premises.

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

- I agree to my child being transported by club representatives to and from venues when he/she is representing the club.

(Please tick the boxes if agreed)

<p>By signing this document I confirm that I have legal responsibility for</p> <p>..... ; I am entitled to give this consent and I am aware of how the information I have provided may be used.</p>	
Signed – Parent/Carer	
Print name	
Date	

Appendix 11

Photography Consent

This form is to be signed by the legal carer 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.

The Golf Club @ St Pierre Park 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 (except where some incidental inclusion may not be possible to avoid) or used without your consent.

The Golf Club @ St Pierre Park will ensure that any image of a child where consent has not been obtained will not be published.

The Golf Club @ St Pierre Park will follow the guidance for the use of images of children as detailed within the Club's Safeguarding Children and Young People Policy.

The Golf Club @ St Pierre Park 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 the club.

If you become aware that these images are being used inappropriately you should inform the Club Welfare Officer immediately.

The photographs may be available on the website www.thegolfclub.gg for the golf season 2021. If at any time either the parent/ carer or the child wishes the data to be removed from the website, 7 days' notice must be given to the Club Welfare Officer after which the data will be removed.

To be completed by parent/carer

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 12

Guidance for parents

The Golf Club @ St Pierre Park 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.

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 The Golf Club @ St Pierre Park Safeguarding Policy (attached).
- Familiarise yourself with
 - A. Codes of Conduct for parents, coaches, children and young people.
 - B. Transport Policy.
 - C. Changing Room Policy.
 - D. Photography, Videoing and the use of Social Media Policies.
- 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 club/event organiser.
- Be punctual when dropping off and picking up your child from coaching/ events. It is important to communicate with the club if collecting your child after an event/coaching session 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 the club, 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/carer you are encouraged to:

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

Club Welfare Officer

Andy Myers

Appendix 13

Managing Young People on Away Trips – The Golf Club @ St Pierre Park

The following provides good practice guidance for taking teams on an away fixture for a day (not overnight)

- appoint a team manager with clear roles and responsibilities
- appoint a designated safeguarding lead contact (not the team manager) who is appropriately trained and competent for the role and responsibilities
- establish well in advance where the fixture is
- ensure you have sufficient staff to manage and look after the young people
- obtain written permission from the parents/carers or carers for participation, transporting and supervising. An up to date photograph of each child must be attached to the child's consent form (for use in the event of any child going missing)
- ensure that a welfare plan has been written and communicated to staff, participants and carers
- ensure all staff responsible for the young people have been DBS checked to the appropriate level and staff have had appropriate safeguarding training
- ensure that a risk assessment has been conducted
- ensure that there is a contact available e.g a staff member who is not travelling away, who will act as the key contact point if required.

Accommodation

Whatever the accommodation, the team manager should ensure that the children are safe. Discuss your code of conduct and discipline policy with the staff at the accommodation. All children must know which rooms staff are in and how to contact them if required.

If rooms are equipped with satellite TV, inappropriate programmes may be available. It may be possible to have these programmes disconnected.

If rooms have fridges, all alcohol must be removed.

Check the accommodation policy for extras on bills, breakages and lost keys. All accommodation must be clean and with access to sufficient toilet and bathing facilities.

It is not acceptable:

- For children to share a bed
- For male and female children to share a room
- For staff to share a room with children

Checks must be made to ensure that the needs of children with disabilities are met. For wheelchair users, it is important to check access to the building, room and bathroom facilities

Overnight Stays

Those responsible for organising overnight stays should establish the purpose of the trip, confirm the dates, location, and duration. You should also conduct a risk assessment, identify suitable venues and facilities for both fixtures and accommodation and consider the following:

- Purpose of the trip.
- Who will be going, children? Staff?
- How much will it cost? How much spending money is required?
- What insurance cover is required?
- Supervision of children, both playing and non-playing time.
- Catering for all food requirements.
- Communication with parents (see above)
- Ensure a list of the team and staff is left, with contact number and address of the accommodation
- Ensure that there are emergency contact numbers for all the team and staff.
- An itinerary giving as much detail as possible.
- Emergency procedures and telephone contacts.
- Codes of contact for both staff and children.
- Welfare and child protection procedures.

Appendix 14

Social Media Guidance - The Golf Club @ St Pierre Park

This guidance gives procedures that will support and underpin the use of social networking and other online services within The Golf Club @ St Pierre Park . It is important that all members, staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of The Golf Club @ St Pierre Park are aware of this policy and agree to the following terms.

Advice for Individual

- Do not accept children as contacts on social networking sites if you hold a position of trust with children/young people.
- Where contact through social networking sites is used for professional reasons, restrict the communication to professional content and obtain written consent from parents prior to establishing contact.
- Include a third party in any communications to children, e.g. copy parents into communications.
- Use the privacy settings on the various sites to ensure that your content will only be viewed by appropriate people.
- Ensure that any content you place on a social networking site is age-appropriate. Do not use the site to criticise or abuse others.
- Know where to direct junior members and their parents for information.
- Know how to report concerns.
- Know how to keep data safe and secure. This should include the personal contact data of individuals, such as mobile numbers, email addresses and social networking profiles.

Advice for Children

- Consider carefully who you invite to be your friend online and make sure they are who you actually think they are.
- There are websites that offer advice about protecting yourself online, such as www.ceop.gov.uk and www.childnet.com
- Make sure you use privacy settings so that only friends can view your profile.
- Remember that anything you post on websites may be shared with people you don't know.

- Never post comments, photos, videos, etc., that may upset someone, that are untrue or that are hurtful. Think about whether you may regret posting the content at a later date.
- If you are worried or upset about something that's been posted about you, or by texts you receive from other juniors or adults involved with the club, raise this with your Club Welfare Officer. Alternatively contact your National Governing Body Lead Safeguarding Officer (England Golf 01526 351824). Do not suffer alone. You will be listened to and your concerns will be taken seriously.
- If you want to talk to someone anonymously, call Childline on 0800 1111, or contact them on the web at www.childline.org.uk. You can also call the NSPCC on 0808 800 5000.

Advice for Parents

- Make yourself knowledgeable about social networking platforms and how they work.
- Go on the internet with your child and agree what sites are acceptable to visit. Regularly check that they are staying within the agreed limits.
- Encourage your child to talk to you about what they have been doing on the internet.
- Make sure they feel able to speak to you if they ever feel uncomfortable, upset or threatened by anything they see online.
- Encourage children to look out for each other when they're online. Explain that it's all part of staying safe and having fun together.
- Explain to children that it's not safe to reveal personal information, such as their name, address or phone number on the internet. Encourage them to use a cool nickname rather than their own name.
- Attachments and links in emails can contain viruses and may expose children and young people to inappropriate material. Teach children to only open attachments or click on links from people they know.

Further Advice for Parents of Young Golfers

- If you are concerned about any texts, social networking posts or any other use of communication technology by members of the GC, volunteers or members of staff, raise this with the Club Welfare Officer. They will look into the matter and take appropriate action. Alternatively contact England Golf Lead Safeguarding Officer Tel 01526 351824.

- In addition to reporting concerns to England Golf (National Governing Body), you should immediately report possible online abuse to the Child Exploitation and Online Protection Centre (CEOP) or the police. Law enforcement agencies and the internet service provider may need to take urgent steps to locate a child and/or remove the content from the internet. Where a young person may be in immediate danger, dial 999.
- Do not post/send negative or critical comments or messages about other children in the club, staff or volunteers. If you have concerns about a person, these should be raised using appropriate channels within the club and not using social media.
- If you wish to speak to an external organisation for advice, you can contact the NSPCC helpline on 0808 800 5000.

Appendix 15

Whistleblowing Policy - The Golf Club @ St Pierre Park

Safeguarding children, young people and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability.

As a club, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

You may be the first to recognise that something is wrong but feel that you cannot express your concerns as this may be disloyal to your colleagues or you may think that you will be the victim of harassment or victimisation as a result.

Children, Young People and Adults at risk need someone like you to safeguard their welfare.

What is whistle blowing?

In the context of safeguarding, “whistle blowing” is when someone raises a concern about the well-being of a child or an adult at risk.

A whistle blower may be:

- a player;
- a volunteer;
- a coach;
- other member of staff;
- an official;
- a parent;
- a member of the public.

Reasons for whistle blowing:

Those involved in sport must acknowledge their individual responsibilities and bring matters of concern to the attention of the relevant people and/or agencies. Although this can be difficult it is particularly important where the welfare of children may be at risk.

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour:

- To protect or reduce risk to others
- To prevent a problem from becoming worse or more widespread
- To prevent becoming implicated yourself

What prevents those individuals from whistle blowing:

- Starting a chain of events that they have no control of
- Disrupting work or training
- Fear of getting it wrong or making a mistake
- Fear of repercussions
- Fear of damaging careers
- Fear of not being believed.

If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.

Where a child or an adult at risk is not in immediate danger the first person you should report your suspicion or allegation to is your Club Welfare Officer. If for any reason you cannot, or do not wish to report the matter to your Club Welfare Officer please contact Ash Wilson England Golf Lead Safeguarding Officer on 01526 351824 or email safeguarding@englandgolf.org

Alternatively you can contact the Local Authority Designated Officer (LADO) or the NSPCC on 0800 800 5000.

Information to include when raising a concern

The whistle blower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- their name and contact details (unless they wish to remain anonymous);
- names of individuals involved;
- date, time and location of incident/circumstance; and
- whether any witnesses were present.

The Golf Club @ St Pierre Park assures that all involved will be treated fairly and that all concerns will be properly considered. In cases where suspicions prove to be unfounded, no action will be taken against those who report their concerns, provided they acted in good faith and without malicious intent.

What happens next?

- You should be given information on the nature and progress of any enquiries – this may vary depending on the nature and result of the investigations.
- All concerns will be treated in confidence. During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern to the minimum number of individuals practicable.
- Your Club has a responsibility to protect you from harassment or victimisation
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith
- Malicious allegations may be considered a disciplinary offence

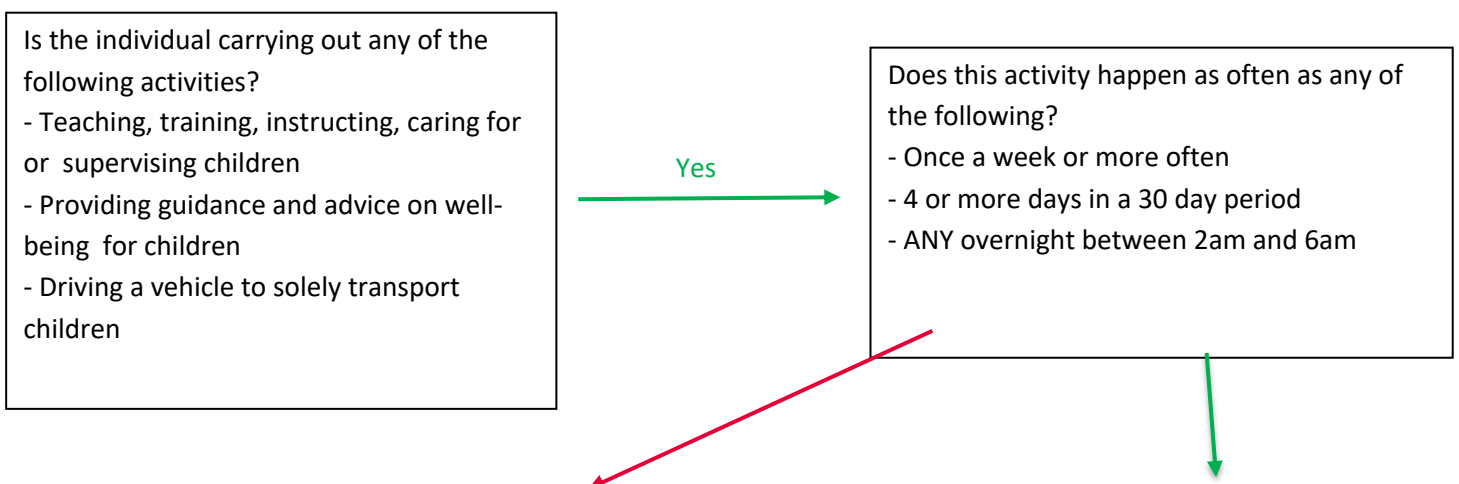
The Public Interest Disclosure Act 1998 protects whistle blowers from victimisation, discipline or dismissal where they raise genuine concerns of misconduct or malpractice.

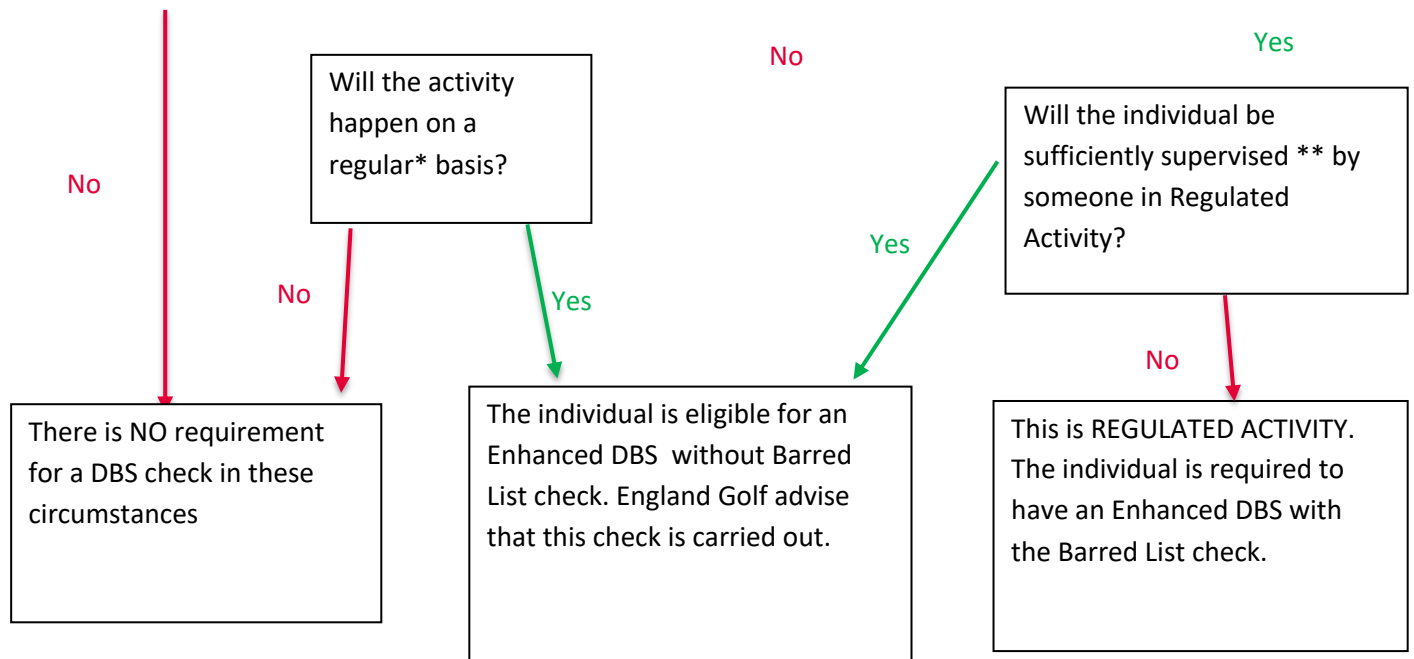
If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the club or the England Golf Governance Department the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing

help@nspcc.org.uk.

Appendix 16

England Golf DBS Flowchart





* Regular is open to definition - it is suggested that annually would be insufficient but an argument for eligibility could be made if the individual does an activity once a month or a number of times over the summer period, for example.

**Supervision must be 'reasonable in all the circumstances to ensure the protection of children'. It must be 'regular and day to day' (supervision must not be concentrated in first few weeks and then tail off). Supervision must be undertaken by someone who is in Regulated Activity themselves.

Appendix 17

Categories of child abuse

Abuse can happen on any occasion or in any place where children and young people are present.

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Children can be abused by adults, either male or female, or by other children.

Safeguarding is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances.

Child Protection is the activity that is undertaken to protect specific children who are suffering or are likely to suffer significant harm.

There are 4 main types of abuse: neglect, physical abuse, sexual abuse and emotional abuse. Children and young people can also be harmed through poor practice and bullying within a sport setting.

Neglect is when adults consistently or repeatedly fail to meet a child's basic physical and/or psychological needs which could result in the serious impairment of the child's health or development e.g. failure to provide adequate food, shelter and clothing; failing to protect a child from physical harm or danger; or the failure to ensure access to appropriate medical care or treatment. It may also include refusal to give love, affection and attention.

Examples in sport could include a coach or supervisor repeatedly failing to ensure children are safe, exposing them to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration; exposing them to unnecessary risk of injury e.g. by ignoring safe practice guidelines, failing to ensure the use of safety equipment, or by requiring young people to participate when injured or unwell.

Physical abuse is when someone physically hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after.

Examples in sport may be when the nature and intensity of training or competition exceeds the capacity of the child's immature and growing body; where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty; if athletes are required to participate when injured; or when sanctions used by coaches imposed involve inflicting pain.

Sexual abuse is where children and young people are abused by adults (both male and female) or other children who use them to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, kissing and sexual fondling. Showing children pornographic material (books, videos, pictures) or taking pornographic images of them are also forms of sexual abuse.

Sexual abusers groom children, protective adults and clubs/organisations in order to create opportunities to abuse and reduce the likelihood of being reported.

Examples in sport may include coaching techniques involving physical contact with children creating situations where sexual abuse can be disguised and may therefore go unnoticed. The power and authority of, or dependence on, the coach if misused, may also lead to abusive situations developing. Contacts made within sport and pursued e.g. through texts, Facebook or Twitter have been used to groom children for abuse.

Child Sexual Exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity

(a) in exchange for something the victim needs or wants, and/or

(b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Emotional abuse is the persistent emotional ill-treatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children or even the over protection of a child. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child.

Examples in sport may include children who are subjected to constant criticism, name-calling, sarcasm, bullying, racism or pressure to perform to unrealistically high expectations; or when their value or worth is dependent on sporting success or achievement.

Golf should be fun!

You should feel safe and enjoy your sport

Is something worrying you?
Do you need someone to talk to?



Speak to your club welfare officer

Club Welfare Officers Name:
Andy Myers

Email address:
andy@golf.gg

Telephone Number:
07781173869

Alternatively, you can speak to someone at

ChildLine 0800 1111 | NSPCC 0808 800 5000 | England Golf 01526 351851

Appendix 19



@ ST PIERRE PARK HOTEL SPA & GOLF RESORT

The Golf Club @ St Pierre Park

The purpose of this document is to make all Club members aware of their safeguarding responsibility, identify particular areas of the Safeguarding Policy that they should be aware of and give some guidance on reporting procedures if a concern is identified. A club may choose to display this on a notice board or give a copy to all new/existing members.

Safeguarding Children and Young People – A Short Guide for Club Members

The Golf Club @ St Pierre Park is committed to ensure that the sport of golf is one within which children and young people involved can thrive and flourish in a safe environment and that all children, young people and adults at risk have a fun, safe and positive experience when playing golf.

The Golf Club @ St Pierre Park is an affiliated member of England Golf and follows the England Golf Safeguarding Children and Young People Policy and procedures.

You might be thinking “**What has safeguarding got to do with me?**”

Government guidance makes it clear that ‘Safeguarding is everyone’s responsibility’.

Anyone who has a negative experience of sport at a young age is less likely to become a regular long-term participant. It’s important for the future of your club and the sport as a whole that children and young people have an enjoyable experience.

All club members have a part to play in making that happen.

All adults should contribute to the club meeting its overall duty of care, be aware of our club’s safeguarding policy, and know what to do if they are concerned about a young person.

The Golf Club @ St Pierre Park asks our members to

- **Familiarise yourself with The Golf Club @ St Pierre Park Safeguarding Policy.**

The full copy of The Golf Club @ St Pierre Park Safeguarding Children and Young People Policy is available on our website www.thegolfclub.gg

- In particular familiarise yourself with: *(GCs can add relevant information from their Safeguarding Policy in each section)*

1. The Golf Club @ St Pierre Park Codes of Conduct

For example - Adults should always be aware that age related differences exist and conduct themselves in a manner that both recognises this and prioritises the welfare of children and young people.

2. Anti-Bullying Policy

For example – The Golf Club @ St Pierre Park believe that every effort must be made to eradicate bullying in all its forms. The Club will not tolerate bullying in any of its forms during club matches, competitions, coaching or at any other time while at the club.

3. Transport Policy

For example - The club believes it is primarily the responsibility of parents/carers to transport their child/children to and from events.

4. Changing Room Policy

For example - The changing rooms are used by all members & visitors. 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. Where a parent/carer 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. Photography, Videoing and the use of Social Media Policies

Think very carefully before contacting a young person via mobile phone, e-mail or social media.

Do not accept children as contacts on social networking sites if you hold a position of trust with children/young people.

In general stick to group communications, copy the communication to a parent and only communicate about organisational matters.

What should I do if I'm concerned about a child or young person?

A concern may involve the behaviour of an adult towards a child at the club, or something that has happened to the child outside the club.

Children and young people may confide in adults they trust, in a place where they feel comfortable.

An allegation may range from verbal bullying, to inappropriate contact online, to neglect or emotional abuse, to physical or sexual abuse.

If you are concerned about a child, it is not your responsibility to investigate further, but it is your responsibility to act on your concerns and share them.

Pass the information to The Golf Club @ St Pierre Park Welfare Officer who will follow the club's Safeguarding procedures.

Name: Andy Myers

Email Address: andy@golf.gg

Telephone Number: 07781173869

If you believe the child is at immediate risk of harm, call the Police.

Other useful contacts:

NSPCC 24-hour helpline Tel: 0808 800 5000 | England Golf Lead Safeguarding Officer 01526 351824

Appendix 20

Photography Policy – The Golf Club @ St Pierre Park

Whilst The Golf Club @ St Pierre Park does not seek to prohibit those with a legitimate interest in filming or photographing children participating in sporting activities it recognises that such activity should take place within an appropriate policy framework.

This policy applies at any The Golf Club @ St Pierre Park event at which children under the age of 18 are participating.

Policy

The Golf Club @ St Pierre Park policy is as follows;

The welfare of children taking part in golf is paramount.

Children and their parents/carers and/or The Golf Club @ St Pierre Park should have control over the images taken of children at The Golf Club @ St Pierre Park events.

The golfing activity should not be misused purely for the purpose of obtaining images of children.

Images should not be sexual or exploitative in nature or open to misinterpretation and misuse.

The identity of children in a published image should be protected so as not to make the children vulnerable. (If the name of an individual golfer is published with their photograph to celebrate an achievement other personal contact details should never accompany the picture).

Procedure

Official/professional photographers and those using 'professional' equipment

The Golf Club @ St Pierre Park requires that anyone wishing to take photographic or video images, at any The Golf Club @ St Pierre Park event at which children under the age of 18 are participating, in an official or professional capacity or using 'professional' camera or video equipment registers their details with The Golf Club @ St Pierre Park Championship Office. This must be done before carrying out any such activity on the golf course (including the practice ground) or surrounding area or in the clubhouse.

Once registered an identification label will be issued as confirmation of registration. Anyone found using photographic or video equipment without an appropriate identification label will be questioned.

The Golf Club @ St Pierre Park reserves the right to refuse to grant permission to take photographic or video images if it sees fit.

Photographers must obtain consent from parents to take and use their child's image.

Parents/carers/family members of competitors

Parents, carers and family members taking occasional informal photographs with mobile devices of their own child, ward or family member at a The Golf Club @ St Pierre Park event do not need to register their details with The Golf Club @ St Pierre Park.

If such photographs include other children (eg at a prize presentation) they should not be publicly displayed or published on social media unless the prior permission of the parents/carers of all the children in the photographs has been obtained.

Concerns

If competitors or parents have any concerns they should raise them by contacting The Golf Club @ St Pierre Park Office immediately.

The Golf Club @ St Pierre Park will notify the relevant authorities should it have any doubts as to the authenticity of any individual taking photographs.

Appendix 21

Anti-bullying policy – The Golf Club @ St Pierre Park

The Golf Club @ St Pierre Park will:

- recognise its duty of care and responsibility to safeguard all participants from harm
- promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- seek to ensure that bullying behaviour is not accepted or condoned
- require all members of The Golf Club @ St Pierre Park to be given information about, and sign up to, this policy
- take action to investigate and respond to any alleged incidents of bullying
- encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- ensure that staff, volunteers and coaches are given access to information, guidance and/or training on bullying.

Each participant, coach, volunteer or official will:

- respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others

- recognise that everyone is important and that our differences make each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress
- be committed to the early identification of bullying, and prompt and collective action to deal with it
- ensure safety by having rules and practices carefully explained and displayed for all to see
- report incidents of bullying they see – by doing nothing you are condoning bullying.

Bullying

- all forms of bullying will be addressed
- everybody at The Golf Club @ St Pierre Park has a responsibility to work together to stop bullying
- bullying can include online as well as offline behaviour
- bullying can include:
 - physical pushing, kicking, hitting, pinching etc.
 - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
 - posting of derogatory or abusive comments, videos or images on social network sites
 - racial taunts, graffiti, gestures, sectarianism - sexual comments, suggestions or behaviour
 - unwanted physical contact
- children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

Support to the child

- children should know who will listen to and support them
- systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them
- potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help

- children should have access to helpline numbers
- anyone who reports an incident of bullying will be listened to carefully and be supported
- any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- those who bully will be supported and encouraged to stop bullying
- sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

Support to the parents/carers

- parents/carers to be advised on The Golf Club @ St Pierre Park bullying policy and practice
- any incident of bullying will be discussed with the child's parents/carers
- parents/carers will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- information and advice on coping with bullying will be made available
- support should be offered to the parents/carers including information on other agencies or support lines.

Useful contacts

The Golf Club @ St Pierre Park Welfare Officer: Andy Myers

Email Address: andy@golf.gg

Telephone Number: 07781173869

NSPCC Helpline 0808 800 5000

ChildLine 0800 1111 / www.childline.org.uk

Kidscape www.kidscape.org.uk

Anti-Bullying Alliance www.antibullyingalliance.org.uk

England Golf Lead Safeguarding Officer 01526 351824

