



## Child Protection Policy

### **Bentham Golf Club Child Protection Policy Statement**

Bentham Golf Club is committed to the following:-

- That the safety and welfare of children should always be of paramount importance, whatever the circumstances.
- That everyone with a role in working with or supervising children has a responsibility to safeguard and promote a child's welfare, protecting them from harm and to provide a safe environment in which they can participate.
- That all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- That all staff/members/volunteers/PGA Professionals who work with children will be recruited with regard to their suitability for that responsibility and that they will be provided with appropriate guidance and training to assist them in their role in relation to child protection.
- That all involved in golf and golf clubs should be aware of their role and responsibility with regard to child protection and this should be communicated throughout all affiliated clubs.
- That all affiliated clubs and county unions will similarly accept a duty of care for the welfare of children at their clubs in line with the above policy statement and incorporate it in their constitutions.

**PRINCIPLES:** The following principles underpin Bentham Golf Club's Child Protection Policy Statement:

- All children and young people within Golf, regardless of age, gender, ability, disability, race, religious belief or sexual orientation have the right to be protected.
- All suspicions and allegations will be taken seriously and responded to swiftly and appropriately.
- All children/young people have the right to be safe and to be treated with dignity and respect.
- Adults – staff, volunteers, PGA professionals, coaches, referees and members will be supported to understand their role and responsibility with regard to the duty of care and protection of children and young people.

- Individuals will receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.
- Individuals will receive access to advice through their governing body, to understand best practice and how to manage welfare or child protection issues that may come to light.

**This policy is underpinned by government guidance and current legislation including the Children Act 1989 which states that anyone who is involved in the care of children should “Do what is reasonable in the circumstances for the purpose of safeguarding or promoting the child’s welfare”.**

Signed by (Proprietor):

Date:

Signed by (Club Manager):

Date:

#### Communication of the policy

This policy will be communicated to all members of the golf club as well as PGA Professionals and volunteers working with juniors. All volunteers and professionals will be required to sign a document to say they have read & understood the policy.

#### Definition of a child

United conventions define a child as being under 18 years old

#### 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. All staff, volunteers & coaches will learn more about Safeguarding and protection of children in the said named workshop. This is compulsory for everyone working with juniors.

There are 4 main forms of abuse:-

Neglect

Physical Abuse

Sexual abuse

Emotional abuse

#### Bullying

Any form of bullying will be recorded on an incident report form (Copy can be found in the appendices) Details of bullying can be found in the CIG guidelines pack page 45

#### Harassment

Harassment will be dealt with in the same way as bullying.

### Child Protection Responsibilities:-

#### *Bentham Golf Club*

The golf club and management will ensure that the child protection policy is communicated to all members, will ensure that the policy is adhered to and will also review the policy every year and will make changes as and when required by law.

#### *Club Members*

To be aware of the policy and adhere to the procedures.

#### *Parents/Juniors*

To be aware of the policy and the responsibilities required to be adhered to.

#### *Staff and Professional Coaches*

To be aware of the policy and where regular contact is applicable will sign to say that the policy has been understood

### Child Welfare Officer

Where there is a CWO appointed, they will be responsible for reporting all allegations, suspicions, disclosures and concerns. They will also ensure that the policy is reviewed and updated in accordance with guidance from the NGB lead officers

Where there is no CWO Detail (your procedure here, suggest your initial contact should be the lead NGB officers).

CWO details will be displayed along with the policy on club notice boards.

***The CWO of Bentham Golf Club is Isabel Marshall.***

### 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. The information on this form will include

Name & address

Telephone numbers

Skills/Experience of working with juniors

Coaching qualifications where necessary

Details of at least 1 reference

Self-disclosure section

Permission to allow an Enhanced DBS check to take place

All volunteers regularly working with juniors will be required to undergo an enhanced DBS 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 & Protecting Children workshop. This training will need to be reviewed every 3 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.

### Reporting Procedures

All complaints, suspicions, allegations, disclosures will be reported to the Child Welfare Officer (CWO) and will be recorded on an incident report form. The child welfare officer will then follow the procedures as detailed 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 – 015242 62455

For first aid emergencies, you should refer to the clubs health & safety policy & procedures

### Confidentiality

Details of juniors shall be kept on file by secretary, Junior Organiser and PGA Golf Professionals. 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 members golfing talent

### Photography/Video Imaging

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 with the organiser and will be issued with an Official Photographer badge. It is encouraged that if there is anyone, at an organised event, that appears to be taking video/pictures without an official badge should be reported to the event organiser.

Club Event registration form can be found in the appendices

Permission must be obtained from parents before using any photography or video imaging.

Permission includes use of photographs and videos on our website and social media platforms as well as printed material.

### Transportation

Bentham Golf Club officials will not be responsible for organising transportation to away events. All parents 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.

### 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 juniors 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 & confidentiality

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

### Supervision Ratio's

Juniors will be supervised during all competitions and coaching sessions by at least 1 professional coach or volunteer. Coaching ratio's 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 mins 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 in contactable 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 year or earlier should legislation/guidance change.

The policy has been approved by:-

Print Name: -

Sign:-

Date:-

Position:-

Witness Name: -

Sign:-

Date:-

Position in:-