

# Prenton Golf Club:- Child Protection & Safeguarding Policy

Prenton Golf Club has considered its responsibilities to the children participating in golf at our premises and within our Club very carefully, and has produced this child protection policy and accompanying procedures taking into account its circumstances and the recommendations and guidance as detailed in the '**Guidelines for Safeguarding Children in Golf**' document approved by the Children In Golf Strategy Group, to promote good practice to all in dealing with children.

Prenton Golf Club has a statutory responsibility under the provisions of the Children Act 1989 which provides 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.

A child is a person under the age of 18 years on Jan 1<sup>st</sup>.

It is emphasised that this is a working document and will be updated as and when required.

This policy replaces any previous policies adopted.

## Policy Statement

Prenton Golf Club acknowledges its duty of care to safeguard the welfare of all children involved in golf within all Club activities. All children have the right to protection, and to have their particular needs taken into account.

Prenton Golf Club will therefore endeavour to ensure the safety and protection of all children involved within our Club through the Child Protection guidelines adopted by the Board of Directors of Prenton Golf Club, and a nominated Welfare Officer.

It is the responsibility of all adults within Prenton Golf Club to assist the Board of Directors in this endeavour.

## Policy Aims

- To provide children with appropriate safety and protection whilst in the care of the Prenton Golf Club and also to help them to enjoy their experience of the sport.
- To reassure parents that their children will receive the best practicable care possible whilst participating in activities within and organised by the Club.
- To provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

## Principles

- The welfare of the children is paramount.
- All children, regardless of age, gender, racial origin, religious belief, sexual identity, and any disability have a right to enjoy sport free from all forms of abuse or poor practice.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

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- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers working in golf have a responsibility to report concerns to the General Manager.
- Adults:- staff, volunteers, coaches, referees and members will be supported to understand their role and responsibility with regard to the duty of care and protection of children and young people.
- Individuals will receive support through education and training, in order 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 support to understand best practice and how to manage any welfare procedures.
- Prenton Golf Club will work in partnership with parents to review and implement child protection and welfare procedures.

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

- The Children Act 1989 and 2004
  - The Data Protection Act 1994 & 1998
  - The Police Act 1997
  - The Human Rights Act 1998
  - The Protection of Children Act 1999
  - Caring for the young and vulnerable – Home Office Guidance for preventing the abuse of trust 1999
  - The Criminal and Court Services Act 2000
  - What to do if you are worried a child is being abused 2005
  - Working Together to Safeguard Children 2010
  - The UN Convention on the Rights of the Child
- Any subsequent legislation relating to child protection would implicitly be incorporated into this document

### **RESPONSIBILITIES & COMMUNICATION**

- The Prenton Golf Club Safeguarding and Child Protection Policy will be available to all members, parents, staff, volunteers and participants. Displayed in the clubhouse and available on the web site.

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- The Policy will be reviewed every three years by the Board of Directors, and amended as appropriate. Guidance from golf's governing bodies will be sought as part of the review process.
- The Board of Directors has responsibility for ensuring that the policy and procedures are implemented, including taking any appropriate action necessary.
- The General Manager has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate National Governing Body Lead Child Protection Officer, Club Chairman and informing the appropriate Club staff.
- Parents have a responsibility to work together with the club in implementing procedures and providing their children with the necessary information to safeguard themselves.

### Definitions of Abuse and Poor Practice

Understanding what kind of behaviour constitutes poor practice and abuse will help you understand the purpose behind our policy and help you to respond appropriately when concerns are raised

Anyone involved with children in golf should avoid putting themselves in situations where their conduct is questionable.

The following guidelines are adapted from those issued by Department of Health 2010.

- **Harassment:-** Individuals should determine what behaviour is acceptable to them and what they regard as offensive. It is the **unwanted** nature of the conduct that distinguishes harassment from acceptable behaviour.
- **Bullying:-** Bullying is deliberate hurtful behaviour, usually repeated over a period of time, in situations where it is difficult for those bullied to defend themselves. Bullying can occur between adult and child, and child to child. In either case it is not acceptable within golf.
- **Neglect:-** This is when an adult persistently fails to meet a child's basic physical and/or psychological need. May involve failing to
  - Provide adequate food, clothing and shelter
  - Protect a child from physical and emotional harm or danger
  - Ensure adequate supervision
  - Ensure access to appropriate medical care or treatment
- **Physical:-** Where someone physically hurts a child. In golf this could be when the nature and intensity of training/competition exceeds the capacity of the young person's immature body

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- **Sexual:-** involves forcing or enticing a young person to take part in sexual activities, whether or not the child is aware of what is happening. This includes noncontact activities such as involving children in looking at, or production of sexual images.
- **Emotional:-** May involve conveying to a child that they are worthless, unloved or inadequate. In golf it may occur if young people are subjected to constant criticism, name calling, sarcasm, bullying, racism or the unrealistic pressure to perform to high expectations consistently.

## Child Protection Procedures

### 1. Recruitment and selection of staff/volunteers

1.1 All reasonable steps will be taken to ensure unsuitable people are prevented from working with children. It is essential that the following procedure be used consistently when selection or recruiting staff or volunteers.

When undertaking pre-selection checks the following will be carried out.

- Verify the person's identity
- Check the person's qualifications
- Take up references
- Obtain a self-declaration of criminal record

1.2 **Application Form:** All volunteers /staff working within Prenton Golf Club who have regulated activity with young people will complete the application form as at **appendix (1)** and make application for a Disclosure and Barring Certificate.

1.3 **References:** Provide names and addresses of at least two people (not relatives) who are willing to provide references that comment upon the candidate's previous work and experience with children and any former involvement in sport. Enquires will be made of referees, when necessary. Reference Forms **Appendix (2)**.

### 2. Application for Disclosure and Barring Service "disclosure certificate" ('DBS')

2.1 Recruiters of staff and volunteers are advised by England Golf to take all reasonable steps to ensure that unsuitable people are prevented from working with children.

2.2 The use of "disclosure certificates" from the Disclosure and Barring Service is one step that should be taken in the recruitment process. The Disclosure and Barring Service produces "disclosure certificates" for applicants working in "regulated activities" which contain information, which should enable informed decisions about an individual's risk to children to be made.

The Application Form is only available on line, and should the applicant require such a certificate they should contact **England Golf Compliance on 01526 351824** in the first instance.

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“Regulated activity” includes teaching, training, instructing, caring for or supervising children or driving a vehicle only for children where that activity is done unsupervised and on a regular basis.

“Regular” means once a week or more, or on 4 or more days in a 30 day period or any overnight period.

2.3 Any person performing the role of Junior Organiser, Coach, or any other person specified by the Board of Directors will be required to obtain a **DBS check**.

## 3. Responding to Complaints, Concerns and Allegations

3.1 It is not the responsibility of anyone working for Prenton Golf Club, to investigate or decide whether or not child abuse is taking place. However, there is a responsibility to protect children in order that the appropriate agencies can then make enquiries and take any necessary action to protect the child. **All information received and discussed must be treated as confidential and only shared with those who are able to manage and resolve the situation.**

3.2 If a member, parent, member of staff or volunteers has a concern about the welfare of a child, or the conduct of an adult, these concerns should be brought to the notice of the General Manager and/or Welfare Officer, even if the person concerned does not consider the concern to require immediate attention.

3.3 Adults in golf have a duty of care to respond to inappropriate behaviour, abuse or bullying.

3.4 The Child Social Care Department has a statutory duty under The Children Act 1989 to ensure the welfare of the child. When a child protection referral is made, their staff have a legal responsibility to investigate.

3.5 Making a Detailed Record Information should include:

- a) The nature of the allegation
- b) A description of any visible bruising or other injuries
- c) The child’s account, if it can be given, of what happened and how the bruising or other injuries occurred.
- d) Any times, dates or other relevant information
- e) A clear distinction between what is fact, opinion or hearsay.
- f) Complete a report form as at **(Appendix 3)**

See Flow Chart 1 (What to do when a concern is raised regarding alleged abuse outside golf) **(Appendix 4)**

3.6 Confidentiality should be maintained in respect of all issues and people involved in concerns about the welfare of a child or bad practice within the Club.

3.7 It is important that the rights of both the child and the person about whom the

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complaint has been made are protected.

## 3.8 Referring Allegations

- a) If following consideration the allegation is clearly about poor practice the person in charge (Prenton Golf General Manager) will deal with this as a misconduct issue.
- b) Any suspicion that a child has been abused either by a member of staff or a volunteer, will be reported to the Club Chairman via the General Manager.
- c) The General Manager will refer the allegation to the Child Social Care Department or the Police.
- d) The parents or carers of the child will be contacted as soon as possible following advice from Social Services Department.
- e) In all instances, the General Manager will also notify the England Golf nominated Compliance Officer.
- g) **Every effort should be made to ensure that confidentiality is maintained for all concerned.**

***Refer to flow charts 1 & 2 for the referral process. (Appendix 4 & 5)***

Telephone Numbers: -

Prenton Golf Club General Manager:- Richard Kilshaw 0151 609 3426

Welfare Officer:- Maggie Watson 0151 342 2862

NSPCC Helpline:- 0808 800 5000

The E.G. Compliance Officer:- 01526 351824

## 4 Dealing with Allegations

### Reporting Concerns.

- 4.1 Any concerns or complaints raised against a member/individual of the golf club must be reported to The General Manager immediately.
- 4.2 All concerns will be dealt with in the strictest of confidence.
- 4.3 Such complaints will be dealt with without delay and the complaint will be dealt with under Prenton Golf Club's rules, section 15 (Conduct of Members) or staffing statutory disciplinary procedures.
- 4.4 The complaint will be referred to a sub-committee comprising of, a member of the Management Board and a Trustee of Prenton Golf Club.
- 4.5 The sub-committee will report to the Management Board who shall have the power to warn, reprimand, disbar from office, suspend membership or expel the person concerned.

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4.6 If the General Manager has any concerns about suspicious behaviour towards children and young people to the Child Exploitation and Online Protection Centre ('CEOP'), and England Golf Compliance Officer.

## 5. Welfare and Good Practice Guidelines

### 5.1 Behaviour of Adults and Children

a) Adults who work with children are placed in a position of trust in relation to children, and therefore it is important they behave appropriately and provide a strong role model for children, both to protect children and those working with children from false allegations of poor practice.

b) Prenton Golf Club requires all officials and volunteers working with children to adhere to the standards set out in the **Code of Conduct**. Similarly children are expected to follow their own **Code of Conduct** to ensure the enjoyment of all participants and assist the Club in ensuring their welfare is safeguarded (**Appendix 6 & 7**).

c) Parents should also work together with the Club to ensure that the safety of all children is safeguarded. Guidance for parents is provided to assist them identifying the responsibilities of the Club in relation to the child, and how they can best assist. (**Appendix 8**)

### 5.2 Bullying

Prevention of bullying is a key priority at Prenton Golf Club. There is a clear commitment from the Board of Directors to ensure any bullying is swiftly dealt with and eradicated with the following procedures in place.

- **Contacts:** Juniors to be encouraged to confide in the Junior Organiser, General Manager, volunteers and older and more responsible juniors.
- **Recording:** Every reported instance must be recorded. A detailed record at the time of the disclosure or concern will help to ensure all relevant details can be reported (**Appendix 3**)
- **Responding to the allegation:** The response to any such allegation will be detailed in section 4

### 5.2 Physical Contact

Physical contact with children by coaches or volunteers should always be intended to meet the needs of the child and the sport, not the adult. That is, to develop golf technique, to protect the child from injury, to provide first aid or treat an injury. It should

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always take place in an open environment, and should not as a general principal, be made gratuitously or unnecessarily.

### 5.3 Events, Trips & Transportation.

The Club recognises the immense value young people gain from the many external club fixtures and events that take place. However the following procedures must take place in order to ensure our young people's safety and to support our safeguarding policy.

1. Prenton Golf Club General Manager to be informed of every off site event (hard copy or on line form available appendix 9) giving details of:
  - Lead adult name
  - Date, departure & ETA times
  - Venue
  - List of children taking part
  - List of adult volunteers
  - Transport details
2. On registration and at the Annual Junior AGM parents will be asked to complete a Parental Consent Form for each child giving details of emergency contact numbers and medical details. **It is the parent's responsibility to ensure details are updated should medical circumstance/ contact numbers change throughout the year. Appendix 10**

Parental Consent Forms completed for each junior member will be kept on file in the office. Copies for each participant will be taken on the trip by the lead adult.

3. Where ever possible the Club will ensure at least one adult supervisor to be trained in emergency first aid.

### Transporting Children

The policy of Prenton Golf Club for transporting junior members to events is that wherever possible parents should ideally make their own arrangements for transport, whether they're driving just their own children or carpooling.

However it is recognised that this is not always possible.

Volunteers of the Club are advised by England Golf Safeguarding not to transport single junior members in their cars in order to comply with Child Protection best practice. The following principles help form our policy.

4. Parents unable to arrange transport to an event must contact the lead adult for the event.

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5. If volunteers are required to transport juniors, the meeting point and drop off point will be the club house. This is to avoid situations where a volunteer is placed in the situation of having one child in their car.
6. Parents must provide written consent for children to be transported by Club representatives.
7. Parents should be aware of times for return and collection from the club house.
8. All parties should have relevant emergency contact numbers.
9. Children should wear seat belts. By law they should have a booster seat if they are less than 135 cm tall.
10. Adults who are driving must be suitable. Volunteers within the Club must be DBS checked. It is the driver's responsibility to check they have suitable insurance, this may necessitate them contacting their insurance company to check they are covered for these circumstances.
11. In an emergency situation if a driver must transport an individual child, they should sit in the rear of the vehicle.

**Most events take place within the Wirral area, when events are further afield or involve large numbers of young people, hiring transport will be considered.**

### 5.4 Photography/Videoining:

Photos of young people enjoying golf can be great promotional tools. But when personal information is added to photographs, these images can be used to identify children and put their safety and privacy at risk. Parents and children have the right to decide whether images will be taken and how they will be used

- Parents must give written permission for their child's image to be taken and used within the promotion of Prenton Golf Club appendix 11
- Prenton Golf Club must ensure images reflect the positive aspects of children's enjoyment, fun, competition and special achievements in golf.

*Use of Video as a Teaching Aid* There is no intention to prevent Club Professionals or Assistant Professionals using video equipment as a legitimate coaching aid. However, the parents of junior members must provide written consent for the use of video and photographic analysis. (Appendix 11)

Young members of our Club are asked to respect the above principles when participating in the "Selfie" and posting images on social media

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## 5.5 Changing Rooms

One of the areas children are most vulnerable is the locker/changing/shower room. To avoid possible misunderstandings and embarrassing situations, members and visitors need to exercise care when in the changing room at the at all times.

## 5.6 Inclement Weather

In the event of lightning being in the area it is **VERY IMPORTANT** that junior members immediately leave the course and return to the clubhouse.

## 5.7 Parents' Responsibilities

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

A Junior Player Profile Form (**Appendix 10**) will be completed annually by parents in respect of each junior member.

The information provided will be confidential and accessible to Prenton Golf Club officials only i.e. General Manager, Junior Organisers and Golf Professional .

## 6 Social Media

### 6.1 Background.

The Internet, mobile phones, social networking and other interactive technologies such as Facebook, Twitter and Whats App are increasingly used as a communication tool. These sites permit users to chat on line, post pictures, send messages, write blogs and so on.

With all emerging technologies there is a potential for misuse. Potential risks include cyberbullying, which must not be tolerated, inappropriate language, threatening, offensive, or upsetting material. Prenton Golf Club will encourage children to behave responsibly on line.

Advice for children on text and e-mailing guidelines is available at [www.nspcc.org.uk/inform/cpsu/resources/briefings/text](http://www.nspcc.org.uk/inform/cpsu/resources/briefings/text)

Parents and Carers are advised to take time to read this information

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### Volunteer Team

| Name | Contact Number | Elected | DBS Status |
|------|----------------|---------|------------|
|      |                |         |            |
|      |                |         |            |
|      |                |         |            |
|      |                |         |            |

### First Aiders on Site

| Name | Contact Number | Elected | First Aid Status |
|------|----------------|---------|------------------|
|      |                |         |                  |
|      |                |         |                  |
|      |                |         |                  |
|      |                |         |                  |