



## **SEATON CAREW GOLF CLUB SAFEGUARDING AND CHILD PROTECTION POLICY**

Seaton Carew Golf Club has considered its responsibilities to the children participating in golf at our premises and within our club very carefully, and has produced the following Safeguarding and Child Protection Policy and underpinning procedures in order to set out the standards we wish to uphold in providing activities for children and safeguarding the welfare of children in our care.

Seaton Carew Golf Club affiliates to the Golf Union/Association, and our professional coaching staff are members of the Professional Golfers' Association. The Club recognises the policies of these Governing Bodies, as set in out in Guidelines for Safeguarding Children in Golf.

### **POLICY STATEMENT**

Seaton Carew Golf Club acknowledges its duty of care to safeguard the welfare of all children (defined as those under 18) involved in golf within the club. All children have a right to protection, and have their particular needs taken into account.

Seaton Carew Golf Club will therefore endeavour to ensure the safety and protection of all children involved with the club through the Child Protection guidelines adopted by the Management Committee of the club. It is the responsibility of all adults within the club to assist the Management Committee in this endeavour.

### **POLICY AIMS**

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

### **PRINCIPLES**

- The welfare of children is paramount.
- All children, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers working in golf have a responsibility to report concerns to the Club Welfare Officer.  
Adults – staff, volunteers, coaches, referees and members will be supported to understand their role and responsibility with regard to the duty of care and protection of children and young people.
- Individuals will receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.

- Seaton Carew Golf Club will work in partnership with parents to review and implement child protection and welfare procedures.
- Seaton Carew 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 Justice and Court Services Act 2000.
  - What to do if you are worried a child is being abused 2005.
  - Working Together to Safeguard Children 2006.
  - The UN Convention on the Rights of the Child.
  - Any subsequent legislation relating to child protection would implicitly be incorporated into this document.

## RESPONSIBILITIES AND COMMUNICATION

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

THE SEATON CAREW GOLF CLUB HAS	Y E S	N O	ACTION REQUIRED	BY WHOM	BY WHEN	GUIDELINES & POLICIES COMMUNICATED TO STAFF & VOLUNTEERS
A designated Welfare Officer	Y					L Marr
A Child Protection Policy in line with CiG Principles	Y					Done
A Recruitment Policy for all staff and volunteers	Y					Covered by club procedures
A Health and Safety policy	Y					Included in child policy
An Equity Policy	Y					Included in child policy

A photography and video recording policy	Y					Included in players profile
An anti-bullying policy	Y					Included in child policy
A "whistle-blowing" policy	Y					To follow the flowchart
Obtained the relevant Player Profile Forms	Y					Club secretary obtains and holds on junior files
Guidelines on transportation	Y					Included in child policy
Guidelines on children playing together, and with adults	Y					Included in child policy
Guidelines for taking children on away fixtures and overnight stays	Y					Included in child policy. Over night stays are n/a
Clear guidelines on the supervision of children	Y					Included in child policy
A clear understanding of the procedures for safeguarding children	Y					Included in child policy
A Code of Conduct for all adults working with children	Y					Covered by PGA training for club professional
A Code of Conduct for children	Y					Included in child policy
Adopted either the NGB Disciplinary Procedures or their own Disciplinary Procedures	Y					Club has specific procedures to deal with complaints and discipline
Established a late Collection procedure	Y					Included in child policy
Undertaken a Risk Assessment both for adults and juniors	Y					Discussion taken by D Orley and B Conley to assess
Made parents aware of the Child Protection Policies and Procedure	Y					Information available in office from club secretary
Explained to parents how they can be involved in their child's golf	Y					Discussed at junior induction meeting with JLO
Ensured that all staff, PGA Professionals, coaches and	Y					Covered by club procedures

volunteers have access to appropriate training						
To have the relevant contact details for the following and made available to all: <ul style="list-style-type: none"> <li>• Golf NGB Lead Officer</li> <li>• County Welfare Officer</li> <li>• Club Welfare Officer</li> <li>• Local Child Social Care</li> <li>• Local Police</li> <li>• NSPCC</li> <li>• Child Line</li> <li>• Local Safeguarding Children's Board</li> </ul>			Club secretary to arrange			

### SEATON CAREW GOLF CLUB Policies in practice

**The club- its members, the general committee, staff and volunteers shall:**

Responsibilities	Actions
<b>HEALTH, SAFETY AND WELFARE</b>	
Ensure that the welfare of the children, and their protection from harm, is a paramount concern.	The club shall: <ul style="list-style-type: none"> <li>- provide appropriate accommodation for use by the junior members (junior locker room).</li> <li>- To provide access to support through the club secretary and the JLO</li> </ul>
Act as role models for the children	Club members and employees shall conduct themselves appropriately at all times and set high standards in matters such as behaviour, attitude, appearance, fairness, moderation, organisation and punctuality. All who have contact with children should seek to ensure their behaviour cannot be compromised.
Build a sound working relationship with children based on mutual respect and trust	The club will consult with junior members on matters relating to their involvement in club matters. This will be carried out by the JLO and reported to the committee as necessary.
Inform parents/guardians of any matters relating to their child's welfare	The JLO or club secretary will inform parents/guardians of any incidents/matters involving or relating to their children. Induction meetings for junior members will include the provision of this document along with an explanation of the clubs procedures.
Address any alleged poor practice or inappropriate physical contact, bullying or abuse in accordance with adopted procedures	If any club official or member is aware of an incident or any matter involving a junior is reported to the club officials, the facts of any suggested inappropriate situation must be reported on an incident report from (see appendix 3). Depending on the circumstances of the allegation the JLO and/or club secretary will investigate and, if

	necessary, may refer the matter either to the committee or to an appropriate agency. Confidentiality will be strictly observed at every stage.
Ensure as far as it is reasonable that no child is placed in danger or potential harm	The presence of the junior members at the club will be considered with safety in mind and they will be kept informed of any safety procedures, risks or hazards on club premises.
Avoid situations where there is a possibility of misinterpretation of any physical contact or behaviour	Contact with children should generally be in an open environment especially, for example, whilst waiting for parents to arrive to pick up their child or in the locker room. No child should be left alone to make their way home. Transporting children, on their own, should be avoided. If absolutely necessary to transport children in a vehicle, parental consent should be sought. In this instance a colleague should be informed and the route details and estimated time of arrival should be communicated. All safety measures should be observed.
Take reasonable actions to ensure the health and safety of junior members	All children who suffers accidental injury or temporary illness whilst on the club premises or any event organised by the club should be treated by a competent person who is qualified to do so
<b>EQUALITY</b>	
Treat all children fairly and equally	This will hold true no matter what the children's age, culture, ability and disability, gender, language, racial origin and/or sexual orientation.
<b>TRANSPORTATION</b>	
Transportation to and from events on behalf of the club are the responsibility of the parent	The club does not provide transport for any juniors. However if a junior is to travel with the JLO/Club representative parental consent must be obtained (written parental consent is provided in the junior player profile) Whenever possible transportation by the JLO/Club representative on their own should be avoided. In all instances the JLO/Club representative should inform another person of their route details and estimated time of arrival should be communicated. Also return details should be provided. All safety measures should be observed. If travel arrangements are made between parents this is outside the clubs responsibilities.
<b>COLLECTION PROCEDURES</b>	
Juniors should be aware of collection arrangements with parents	Juniors must remain on the club premises waiting for collection by parents either after a match or competition. If the match is at another club the junior must contact their parents to arrange the time of collection and wait on the premises.
<b>PLAYING GOLF WITH ADULTS</b>	
Juniors and adults may play golf together in team events and club competitions.	In club competitions adults should be aware of the age-related differences between themselves and juniors and should conduct themselves in a manner which recognises this.  In team events, juniors will be supervised wherever possible by team managers and club representatives.  In club competitions juniors should play with at least two adults wherever possible (subject to the club rules).

	In club competitions when only one adult is present with the junior, the club officials must make an assessment and consider if any supervision is required.
<b>PLAYING GOLF</b>	
Juniors may play golf on their own or as a group on the course	The junior(s) must conduct themselves appropriately on the course. Parents must be aware that their children are on the course and have arrangements in place to collect their child. Parents must be aware that this is an unsupervised activity and the club is not responsible for any accidents.
	Adults must be aware of juniors on the course, and conduct themselves accordingly and in an appropriate manner. If any incident does occur with a junior, it should be reported to the Club Secretary/JLO and the adult should not deal with the matter.
<b>CODE OF CONDUCT FOR CHILDREN</b>	
The juniors should-	<ul style="list-style-type: none"> <li>• Help create and maintain an environment free of fear and harassment</li> <li>• Demonstrate fair play and apply golf standards on and off the course</li> <li>• Understand that you have a right to be treated as an individual</li> <li>• Respect the advice that you receive that promotes the concept of a balanced attitude</li> <li>• Treat others and you would wish to be treated yourself</li> <li>• Respect physical, cultural and racial differences</li> <li>• Challenge or report if you observe any form of discrimination and prejudice</li> <li>• Look out for yourself and the welfare others</li> <li>• Speak out if you consider that you and others have been poorly treated</li> <li>• Report behaviour that appears to fall below the expected standards of the club</li> <li>• Be organised and on time</li> <li>• Tell someone in authority if you are leaving a venue or competition</li> <li>• Accept that these guidelines are in place for the well-being of all concerned</li> <li>• Treat organisers and coaches with respect</li> <li>• Observe instructions or restrictions required by appropriate members of staff</li> </ul> <p>You should not take part in any irresponsible, abusive, inappropriate or illegal behaviour which includes-</p> <ul style="list-style-type: none"> <li>• Consuming alcohol</li> <li>• Smoking</li> <li>• Using foul language</li> <li>• Publicly using critical or disrespectful descriptions of others</li> </ul>