



DURHAM COUNTY GOLF UNION

CHILD PROTECTION POLICY

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CHILD PROTECTION

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DURHAM COUNTY GOLF UNION

CHILD PROTECTION

POLICY STATEMENT

The Durham County Golf Union acknowledges its responsibilities in matters relating to the protection of children at all events organised by the Union. The Union expects that all who have contact with children at its events will observe and be guided by the procedures and policies contained in this document.

NB: For the purposes of this document a 'child' refers to any young person below the age of 18.

The Durham County Golf Union is committed to the following policies:

1. **Children should be able to take part in golf events safely at all times.** *The Union will take all measures, as far is reasonable, to provide and consistently maintain a safe and caring environment and that they enjoy the experience.*
2. **Should any suspicions or allegations of abuse be made – including, for example, such matters as alleged bullying, harassment, neglect, mistreatment and violence – the Union undertakes to treat the allegation seriously, and investigate the matter with understanding and sensitivity to all concerned.**
3. **All members of the Executive, professional coaches and volunteers have recourse to the services of the Union in any event where allegations are made against them.**
4. **All who wish to work with children in the care of the Union may be subject to procedures which aim to protect the children.**
This process may include, for example, a CRB check, undertaken by the County Secretary, a self disclosure form, any other checks thought necessary. (See Appendix 2)
5. **We will work in partnership with children and their parents/carers, and external local agencies as well as the national governing bodies of golf to safeguard the welfare of children participating in golf, and protect the volunteers and staff.**
6. **We recognise the authority of statutory agencies and are committed to complying with Local Safeguarding and Protecting Children Board Guidelines.**
7. **We recognise and endorse the Children in Golf Policy and procedures as published in the CiG Resource pack.**

All personnel should be fully aware of their responsibilities, but should also have the confidence and competence to deal with child protection issues as they might arise.

The County Secretary will maintain records of the recruitment of personnel.

Reassure parents that their children will receive the best care possible whilst participating in golfing activities within the County.

The Union's policies are based upon the following principles:

- The safety and well being of the children is central to all considerations. *The Union has a duty of care to seek to protect children at all Union - organised activities.*
- All children can expect that those representing the Union will treat them with respect and dignity.
- The children should have the confidence to rely upon members of the Executive, PGA professionals, other coaching staff and volunteers, and to be able to trust them, whatever the circumstances.
- Parents/guardians should be made aware of the Union's policies, and understand and appreciate the Union's Child Protection policies and procedures. *They have the right to be informed of any matter which may impinge upon the welfare of their child.*
- All those working with children are expected to set a good example to the children in their charge.

The Policies in practice:

a) Responsibilities:

Members of the Executive, PGA professionals and volunteers.

They are expected:

- i) **To take their responsibilities seriously, knowing that the welfare of children, and their protection from harm, is the paramount concern.**
- ii) **To be conscious of the fact that adults are role models for the children.** *Those who have contact with children should conduct themselves appropriately at all times. They are required to set high standards in such matters as behaviour, attitude, appearance, fairness, moderation, organisation and punctuality.*

- iii) **To treat all children fairly and equally.**
This should hold true, no matter what the children's age, culture, ability or disability, gender, language, racial origin, and / or sexual orientation.
- iv) **To build a sound working relationship with the children, based on mutual respect and trust.**
- v) **To inform parents of any matters relating to their child's welfare, either directly, or through the Junior Committee Chairman, or the County Secretary.**
- vi) **To report to the County Secretary or the Junior Committee Chairman, any instance of alleged 'poor practice', or inappropriate physical contact, or abuse.**
The facts of the situation must be recorded on an Incident Report form. (see Appendix 3)
Depending on the circumstances of the allegation, the County Secretary will investigate, and, if necessary, may refer the matter either to the Executive Committee, or a sub-committee, or to an appropriate agency.
Confidentiality will be strictly observed at every stage.
All who have contact with children should seek to ensure that their behaviour cannot be compromised.
- vii) **To ensure, as far as is reasonable, that no child is placed in danger or potential harm.**
Events should be organised with safety in mind, and the children should be kept informed of any safety procedures, risks or hazards on the course.
- viii) **To avoid situations where there is 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 or be left to make his way home.
Transporting children on their own should be avoided, if at all possible. If it is absolutely necessary to transport a child in your 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.
- ix) **To ensure that any child who suffers accidental injury or temporary illness at any event organised by the Union is treated by a person competent and qualified to do so.**
- x) Review the County Safeguarding Policy and procedures every three years or whenever there is a major change in relevant legislation.

- xi) Conduct a risk assessment of the activities of Durham County Golf Union with regard to safeguarding and take appropriate action to address the identified issues within suitable timescales.
- xii) Encourage Clubs affiliating to Durham County Golf Union to introduce and implement safeguarding procedures in line with Children in Golf recommended guidance.

If no qualified person is immediately available, the criterion is to respond to that situation by using common sense, as would a caring parent or guardian, until professional help arrives.

The matter should be recorded on an Accident Report Form, which should be passed to the County Secretary. (See Appendix 4)

Parents/guardians must be informed of the action that has been, or is intended to be, taken.

b) Responsibilities of the children:

They should:

Observe the highest of standards of behaviour, appearance, punctuality, attitude, restraint, moderation and sportsmanship on and off the course.
Alcohol, unlawful performance-enhancing substances, smoking, sexual behaviour and foul language are forbidden.

Children are expected to act with courtesy and politeness at all times.

Not engage in any irresponsible, inappropriate or illegal behaviour.

Play by the Royal & Ancient's Rules of Golf, and the Etiquette of golf.

Observe the finer courtesies of the game.

Observe instructions or restrictions requested by appropriate members of the Executive, professional coaches, tournament officials, club members of staff.

In the event of any disagreement, dispute or problem, children should consult the County Coaching Chairman, or appointed delegate, or any Executive member, rather than seeking to resolve the matter themselves.

Remain on the premises - clubhouse, golf course, hotel - unless given specific permission by the appropriate Union official.

c) Parents'/guardians' responsibilities:

They should:

Know the Union's policy on child protection.

They should seek to support the Union's officials in creating and maintaining a safe and amenable environment for children in which to enjoy their golf at a competitive level.

They should be at ease with the system in place for the protection of their child, but be ready to raise any matters which may give rise to concern.

Complete the Consent and Player Profile form. (See Appendix 1)

Signify that they accept the conditions of the Union's procedures relating to their child's participation in an event.

Occasionally for, for training, coaching or publicity purposes, children may be photographed or videoed. Parents/guardians who do not wish their child to be photographed for these purposes should inform the Union on the Consent form. (See Appendix 2)

Arrange transport for their child to arrive punctually at a match, tournament or coaching session.

It is important to communicate with the County Coaching Chairman, or his delegate, if there are likely to be any difficulties arising from transporting children to a venue – picking them up or dropping them off. Parents/guardians should leave emergency contact numbers with officials at an event, especially if there may be problems.

They should inform the County Coaching Chairman of any matters, such as medical or dietary concerns, or any other physical problems which may affect the child.

Encourage and foster the right spirit of fair competitive play in one's child, without pressuring him to play beyond his physical, mental and emotional capabilities. Children are not robots, and should be treated as vulnerable young adults – no matter what their bravado.

Coaching is best left to the professionals.

CONCLUDING REMARKS - FURTHER HELP

It is to be understood that these procedures are guidelines for the protection of all who participate in events organised by the Durham County Golf Union. The procedures will be reviewed on a regular basis.

However, not all circumstances may be covered in this document. It is important to recognise that, while every effort will be made to ensure the well being of every child, things can go wrong, by accident or human error.

Any problems that may arise in the course of an event will be dealt with thoroughly, carefully investigated, and the appropriate agencies contacted, where necessary.

At every stage parents/guardians will be informed.

If any problem cannot be resolved within the Durham County Golf Union, recourse may be had to the EGU Lead Protection Officer, the RDO, Social Services, the Police, or to the NSPCC Helpline (0800 800 5000).

Appendix 1

PARENTAL CONSENT FORM AND PLAYER PROFILE

Child's Forename **Surname** **D.O.B**/...../.....

Emergency Contact 1 **Name** **Relationship to child**

Home Address

Tel Home

Tel Work

Mobile

Emergency Contact 2 **Name** **Relationship to child**

Address

Tel Home

Tel Work

Mobile

Child's Doctor

Contact No.

I give consent for my child to receive essential medical treatment when administered by a person qualified to do so

I am aware of the Durham County Golf Union's Child Protection Policies and guidelines relating to Union-organised events

I give consent to my child taking part in the events organised by the Union

I agree to be at the pick-up and drop-off points at the agreed time

I agree to my child being photographed as described for the purpose stated

Please indicate any medical, dietary or other physical requirements that the County Coaching Chairman, or his delegate, may need to be aware of

.....
.....
.....
.....

Signed

Print Name

Date

Appendix 2

Self-Disclosure Form for Volunteers

Part 1

Title First Names
Surname

Previous names
By which you may have been known

Address

Postcode
Tel No
Date of Birth/...../.....

Current Employment
Previous Employment

Part 2

Have you ever been convicted of a criminal offence?
If yes, give brief details
.....

Are you a person known to any Social Services Department as being an actual
or potential risk to children, or currently under investigation for a child
protection related incident? Yes/No
If yes, give details
.....
.....

Have you ever been subject to any disciplinary action or investigation relating
to child abuse or poor practice?
If yes, give details
.....
.....

I certify that all information in this form is true and correct, to the best of my
knowledge, and realise that false information or omissions may lead to the
termination of my services

Signed
Print Name
Date

Appendix 3

Incident Report Form

1. Recorders details

Name

Address

Postcode

Tel no.

2. Details of child

Name

Address

Postcode

Tel no.

Information regarding complaint

Name

Address

Postcode

Details of the allegations

(Include date, time, location and nature of the incident)

Additional information / witnesses / corroborative statements

Action taken

**Date? Time? To whom was this incident referred? E.g. County Coaching
Chairman, County Secretary, Disciplinary Committee etc.**

Signature of Complainant

Signature of Recorder

Appendix 4

ACCIDENT / INJURY FORM

Recorder's Name
Position held

Name of person injured
Address

Tel No.

Type/nature of injury sustained

Where did the accident/injury occur?

State briefly how the injury occurred

Were others involved? Give names and, if possible, contact numbers

Were there any witnesses to this accident? If so, give details

What action was taken/treatment administered?
State by whom treatment was given

Were other agencies involved? (E.g. ambulance service)

Have the parents/guardians been contacted? Yes/No

Was the incident referred to the County Secretary? Yes/No

Recorder's signature

Date Time