Safeguarding Children and Young People Policy and Procedures

Contents

	Page
Safeguarding Policy Statement	
Procedures:	
1. Recruitment and training	3 & 4
2. Complaints, concerns and allegations	4 & 5
3. Flow Charts	6 & 7
4. Emergencies and incidents	8
5. Supervision	9
6. Good Practice Guidelines	9 - 12
7. Useful Contacts and Date of Adoption	13 & 14
Supporting Documents 1. Volunteer/Staff Job Application form 2. Self-disclosure 3. References 4. Code of Conduct for coaches and volunteers 5. Code of Conduct for Young Golfers 6. Code of Conduct for Parents/Carers 7. Managing Challenging Behaviour 8. Incident Report Form 9. Accident Report Form 10. Junior Profile and Parental Consent Forms 11. Photography Consent 12. Parental Guidance 13. Managing Young People on Away Trips 14. Social Media Guidance 15. Whistleblowing Policy 16. England Golf DBS Flowchart 17. Categories of Child Abuse 18. Safeguarding Children and Young People – a short guide 19. Photography Policy 20. Anti-Bullying Policy	

To be reviewed annually

Issue 3

Safeguarding Children and Young People Policy

INTRODUCTION

Whilst children and young people are participating in golf activities in our care, **Hertfordshire Golf** has a responsibility to ensure their safety and wellbeing.

Hertfordshire Golf recognises the policies of the National Governing Body, as set in out in the "England Golf Safeguarding Children and Young People Policy and Procedures".

The policy and supporting procedures set out a framework to fulfil our commitment to good practice and the protection of children in our care.

KEY PRINCIPLES

- The welfare of children is paramount.
- A child is defined by law in England and Wales as a person under the age of 18 years.
- All children, regardless of their Age, Race, Religion or Belief, Disability, Gender identity or Sexual Orientation, have the right to protection from abuse.
- All concerns and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All children have the right to be safe.
- All children have the right to be treated with dignity and respect.
- **Hertfordshire Golf** will work with children, their parents/carers and external organisations to safeguard the welfare of children participating in golf.
- We recognise the authority of the statutory agencies and are committed to complying with Local Safeguarding Children Board Guidelines (LSCB), Working Together under the Children Act 2004, and any legislation and statutory guidance that supersedes these.
- **Hertfordshire Golf** is committed to working in partnership with other key UK Golf bodies to continually improve and to promote safeguarding initiatives across the sport.
- **Hertfordshire Golf** owes a legal duty of care to children on their premises or engaged in their activities. That duty is to take reasonable care to ensure their reasonable safety and the duty is higher than it would be for adults.

OBJECTIVES

Hertfordshire Golf aims to:

- Provide a safe environment for children and young people participating in golfing activities and try to ensure that they enjoy the experience.
- Ensure robust systems are in place to manage any concerns or allegations.
- Support adults (staff, volunteers, PGA Professionals, coaches, members and visitors) to understand their roles and responsibilities with regard to their duty of care and protection of children.

- Provide appropriate level training, support and resources for staff, volunteers & coaches to make informed and confident responses to specific safeguarding issues and fulfill their role effectively.
- Ensure that children and their parents/carers are informed and consulted and, where appropriate, fully involved in decisions that affect them.
- Reassure parents and carers that all children and young people will receive the best care possible whilst participating in county activities and communicate Policy and Procedure to them through website/letter/consents.

RESPONSIBILITIES AND IMPLEMENTATION

Hertfordshire Golf will seek to promote the principles of safeguarding children by:

- Reviewing their policy and procedures every three years or whenever there is a major change in legislation. Guidance from England Golf will be sought as part of the review process.
- Conducting a risk assessment of county activities with regard to safeguarding and take appropriate action to address the identified issues within suitable timescales.
- Using appropriate recruitment procedures to assess the suitability of volunteers and staff working with children and young people in line with guidance from England Golf.
- Following National Governing Body (NGB) procedures to report concerns and allegations about the behaviour of adults and ensuring that all staff, volunteers, parents and children are aware of these procedures.
- Directing staff, volunteers & coaches to appropriate safeguarding training and learning opportunities, where this is appropriate to their role.

1. RECRUITMENT AND TRAINING

Hertfordshire Golf will endeavour to ensure that all volunteers and staff working with children and young people are appropriate and suitable to do so, and that they have all the information they require to undertake their job effectively and appropriately.

Each role which involves an element of responsibility with regard to children, particularly those involving the regular supervision of children, whether voluntary or paid, should be assessed by the recruiting body to establish which qualifications, checks and other requirements are necessary. These will include the following:

- An application form **(Appendix 1)**
- A self-disclosure form **(Appendix 2)**
- References from 2 people **(Appendix 3)**
- A signed Code of Conduct **(Appendix 4)**
- A Disclosure & Barring Service (DBS) check on people involved in 'regulated activity' with children **(Guidance on Regulated Activity & DBS- Appendix 16)**

Details of the requirements and the qualifications and checks of individuals will be recorded by the County Welfare Officer/Secretary who will also hold copies of the necessary Safeguarding and Protecting Children (SPC) certificates. The nominated person will possess all relevant and appropriate contact details of all staff / volunteers and other relevant bodies.

All staff, volunteers & coaches will be offered access to appropriate child protection training. **Hertfordshire Golf** recommends attendance at the UK Coaching Safeguarding and Protecting Children (SPC) workshop and will ensure that all volunteers and staff who have significant contact with children attend. An online UK Coaching refresher course should be completed and repeated every three years for those involved in "Regulated Activity."

All staff, volunteers & coaches working with children and young people will be asked to read and become familiar with the **Hertfordshire Golf** Safeguarding Policy and Procedures.

All staff, volunteers & coaches involved with children and young people will be asked to read the **Hertfordshire Golf** Code of Conduct relevant to their role, and sign to indicate their understanding and agreement to act in accordance with the code. The code is linked to the **Hertfordshire Golf** Disciplinary Procedures. **(Codes of Conduct-Appendix 4, 5, 6)**

Hertfordshire Golf are committed to the fact that every child and participant in golf should be afforded the right to thrive through being involved in sporting activity for life, in an enjoyable, safe environment, and be protected from harm. **Hertfordshire Golf** acknowledges the additional vulnerability of some groups of children (e.g. disabled, looked after children, those with communication differences). **Hertfordshire Golf** will ensure that the environment is appropriate for the child, and tailored to their needs so that they have a positive experience of their sport without risk of harm.

2. COMPLAINTS, CONCERNS AND ALLEGATIONS

2.1 If a player, parent/carer, member of staff or volunteer has a concern about the welfare of a child, or the conduct of another child/young person or an adult (whether they are a parent, coach, member, or otherwise), these concerns should be brought to the attention of the County Welfare Officer without delay. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass their concerns and any relevant information to the Welfare Officer. Please refer to Flowcharts 1 & 2 for further details (see below).

2.2 All concerns will be treated in confidence. Details should only be shared on a "need to know" basis with those who can help with the management of the concern.

2.3 Concerns will be recorded on an Incident Report Form and sent to the England Golf Lead Safeguarding Officer and retained confidentially. *The England Golf Lead Safeguarding Officer will assist with completion of this form if required, tel: 01526 351851.* **(Incident Report Form-Appendix 8)**

2.4 **Hertfordshire Golf** will work with England Golf and other external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice. Hertfordshire Golf disciplinary procedures will be applied and followed where possible.

2.5 In the event of a child making a disclosure of any type of abuse, the following guidance is given:

- Reassure them that they have done the right thing to share the information
- Listen carefully
- Do not make promises that cannot be kept, such as promising not to tell anyone else
- Do not seek to actively question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action. Only ask to clarify your understanding where needed e.g. Can you tell me what you mean by the word xxxxx?
- Record what the child has said as soon as possible on an incident report form.

Do not notify the parents or carers unless you have first sought advice from England Golf Lead Safeguarding Officer tel: 01526 351851.

If the England Golf Lead Safeguarding Officer is not available and a delay cannot be justified then seek advice from the local Children's Social Care department, the Police, the LADO (the Local Authority Designated Officer) or the NSPCC. **(Useful contacts page 13)**

2.6 The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public who need support. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.

2.7 Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. **Hertfordshire Golf** supports an environment where staff, volunteers, parents/carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who reported a legitimate concern to the organisation (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously. **(Whistleblowing Policy- Appendix 15)**

FLOWCHART 1

What to do if you are worried about what is happening to a child outside of the County (but the concern is identified through the child's involvement in golf)

Concern identified about a child

↓

If the child requires urgent medical attention call an ambulance and inform the hospital doctor that you have a child protection concern

↓

Report your concern to the County Welfare Officer* who will if necessary refer the matter to Children's Social Care/Police without delay.
Make a record of everything that the child has said and /or what has been observed with dates and times, using the Incident Report Form.

↓

If the County Welfare Officer is not available contact the England Golf Lead Safeguarding Officer, tel :01526 351851
email : compliance@englandgolf.org
or refer the matter directly to Children's Social Care/Police.
Remember - delay may place the child at further risk.

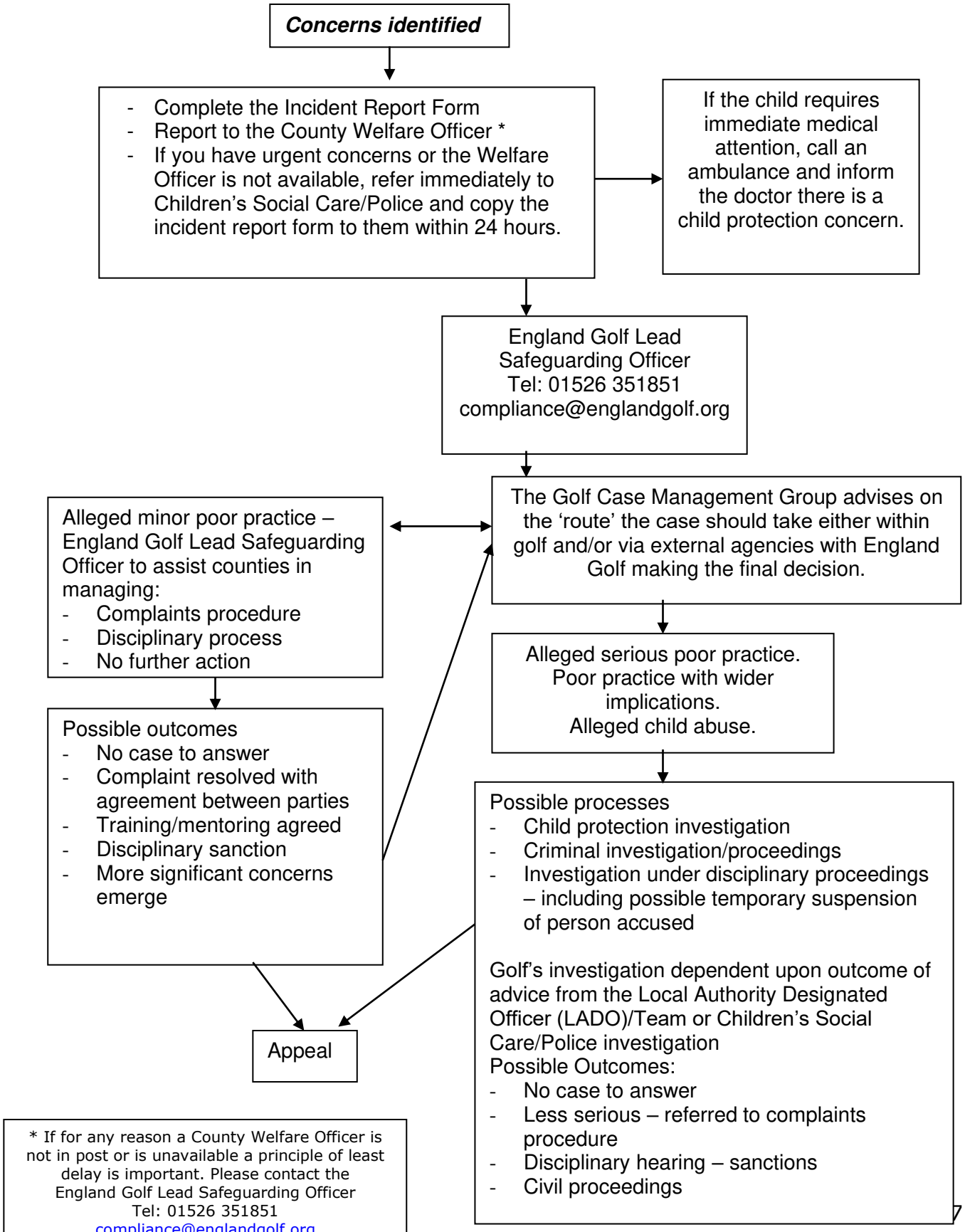
↓

Complete a report form and copy it to Children's Social Care/Police and to the England Golf Governance Department within 24 hours.

* If for any reason a County Welfare Officer is not in post or is unavailable a principle of least delay is important. Please contact the
England Golf Lead Safeguarding Officer
01526 351851
compliance@englandgolf.org

FLOW CHART 2

What to do if you are worried about the behaviour of any member, parent/carer, volunteer, staff, Professional, coach or official in golf or affiliated organisations



3. EMERGENCIES AND INCIDENTS

3.1 Parental Consent Forms will be obtained and retained by **Hertfordshire Golf** for all children who are participating in events or activities, or attending coaching organised by the county. These forms will be treated in confidence and only shared with those who require the information they contain to perform their role effectively. **(Junior Profile and Parental Consent Forms-Appendix 10)**

3.2 In the event of a child requiring medical attention:

- The parents will be contacted immediately.
- In the event of failure to contact parents, the alternative emergency contacts will be used.
- The consent form will be consulted to establish whether parents have given their consent for a county representative to act in loco parentis.
- An adult county representative will accompany the child to seek medical attention, if appropriate, ensuring that they take the consent form with them.
- A record of the action taken will be made and retained by a county representative.

3.3 Where a parent is late in collecting their child the following procedure will apply:

- Attempt to contact the parent/carer using the contact details on the Parental Consent Form
- Attempt to contact the first, then the second emergency contact nominated on the Consent Form
- Wait with the young person(s) at the venue with, wherever possible, other staff/volunteers or parents.
- If no one is reachable, contact the County Welfare Officer for advice.
- If all attempts to make contact fail, consideration should be given to contacting the police for their advice.

Staff, volunteers and coaches should try to avoid:

- Taking the child home or to another location without consent.
- Asking the child to wait in a vehicle or the venue with them alone.
- Sending the child home with another person without permission.

4. SUPERVISION

4.1 During coaching sessions, coaches should conduct a risk assessment to inform decision making about appropriate supervision levels. Regardless of the recommended ratio of adults to participants, it is recommended that a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity.

4.2 Parents may be encouraged to stay for coaching/competitions & other events where their children are of an age where greater levels of parental supervision are required.

4.3 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.

4.4 Parents should be aware that if children are left at a venue unsupervised, other than to attend specific coaching sessions, competitions, or other organised events, the county cannot accept supervisory responsibility.

4.5 Special arrangements will be made for away trips. Parents will receive full information about arrangements for any such trip and will be required to provide their consent for their child's participation. **(Managing Young People on Away Trips-Appendix 13)**

5. GOOD PRACTICE GUIDELINES

5.1 Behaviour of adults and children

5.1.1 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 positive role model for children, both to protect children and those working with children from false allegations of poor practice. Codes of conduct will be issued to junior members & adults working with them to promote good practice.

5.1.2 **Hertfordshire Golf** requires that all staff and volunteers working with children and young people adhere to the standards set out in the Code of Conduct relevant to their role. Similarly, children are expected to follow their own Code of Conduct to ensure the enjoyment of all participants and assist the county in ensuring their welfare is safeguarded.

5.1.3 **Hertfordshire Golf** requires that all staff and volunteers working with children adhere to the guidelines on Managing Challenging Behaviour. **(Managing Challenging Behaviour-Appendix 7)**

5.1.4 Parents and carers should also work together with the county to ensure that the welfare of all children is safeguarded. A sheet on "Parental Guidance" is

provided to assist them in understanding how they can best assist the county **(Parental Guidance-Appendix 12)**

5.2 Adults and Children playing golf together

One of the reasons for the popularity of golf is that the game is not restricted by ability, age or gender. Responsible interaction between adults and children helps bring mutual respect and understanding and will be encouraged as part of county activities. Adults should always be aware however that age related differences do exist and conduct themselves in a manner that both recognises this and prioritises the welfare of any children involved.

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

5.4 Transport

5.4.1 The county believes it is primarily the responsibility of parents/carers to transport their child/children to and from events. It is not the responsibility of county volunteers or coaches to transport children and young people to and from events, activities, tournaments or matches.

5.4.2 The county may make arrangements for transport in exceptional circumstances, such as team events. Where this is the case, the written permission of the parents of the relevant children will be sought. The drivers used will be checked for their suitability to transport and supervise children (see Section 1 Recruitment and Training) and their insurance arrangements verified.

5.4.3 Children and young people are often involved in competition. When taking young people away, consideration and planning needs to be paramount to ensure the duty of care for the young people within the team is fulfilled.

5.5 Photography/ Videoing

5.5.1 Permission will be sought from parents prior to the publication or use of any video or photographic images of their child, for instance in newspapers, websites or for coaching purposes. The personal details of the child will not be used in any promotional material. **(Photography Consent-Appendix 11)**

5.5.2 Any press/official photographers attending events will be required to seek permission from the county before taking photographs and also permission of parents to use the images. **(Photography Policy – Appendix 20)**

5.6 Social Media

Social media provides unique opportunities for the county to engage and develop relationships with people in a creative and dynamic forum where users are active participants. It is important that all staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of the county are aware of the county Social Media policy **(Social Media Guidance–Appendix 14)**

5.7 Anti Bullying Procedures

5.7.1 We believe that every effort must be made to eradicate bullying in all its forms.

Bullying can be difficult to define and can take many forms which can be categorised as;

- Physical – hitting, kicking, theft
- Verbal – homophobic or racist remarks, threats, name calling
- Emotional – isolating an individual from activities or a group

All forms of bullying include;

- Deliberate hostility & aggression towards an individual(s)
- A victim who is weaker and less powerful than the bully or bullies
- An outcome which is always painful & distressing for the victim

Bullying behaviour may also include;

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive or offensive comments of a sexual nature.

The county and its staff, volunteers & coaches will not tolerate bullying in any of its forms during county matches, competitions, coaching or at any other time. **(Anti-Bullying Policy -Appendix 21)**

5.7.2 We will:

- Provide a point of contact where those being bullied can report their concerns in confidence – The County Welfare Officer.
- Take the problem seriously.
- Investigate any and all incidents and accusations of bullying.
- Talk to bullies and their victims separately along with their parents/carers.
- Impose sanctions where appropriate
- Keep a written record of all incidents referred to England Golf and the action taken.
- Have discussions about bullying and why it matters.

5.8 Confidentiality

5.8.1 Details of all juniors will be kept on file in the office and will not be shared with a third party without parent/carer consent.

5.8.2 All concerns/allegations will be dealt with confidentially by the county and information will only be shared on a need to know basis, either internally or externally depending on the nature/seriousness of the concern/allegation.

5.9 Changing rooms

The changing rooms are used by all members & visitors. Juniors will only be supervised if needed at county organised events. Parents will be made aware that adults use the changing rooms throughout the day for changing & showering. 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.

6. Useful Contacts

Golf Contacts		
Name	**Address**	**Number**
County Welfare Officer – Kim Bristow	HG Ltd Office, Knebworth Golf Club, SG3 6NL	Mob: 07984 694273 Email: kimbo.bristow@googlemail.com
England Golf Lead Safeguarding Officer	England Golf National Golf Centre The Broadway Woodhall Spa Lincolnshire LN10 6PU	01526 351851 compliance@englandgolf.org
County Secretary – Louis Matamala	HG Ltd Office, Knebworth Golf Club, SG3 6NL	Mob:07947777156 Email: secretary@hertfordshiregolf.org

Local Contacts		
Local Children's Social Care (including out of office hours contact) NB. In an emergency, the Samaritans will hold the Duty Officer's contact number	HSBC Office Room 127,County Hall.Hertford,SG13 8DF 01992 58821 Children Services Emergency Service 0300 123 4043	OUT OF HOURS 0300 123 4042 After 5pm or at the weekends please contact The Emergency Social Work Duty Team
Samaritans		08457 90 90 90
Local Police child protection teams In an emergency contact 999	Non-Emergency phone 101 Emergency Phone 999	Non-Emergency phone 101 Emergency Phone 999
NSPCC Freephone 24 hour Helpline		0808 800 5000
NSPCC Whistleblowing Helpline for Professionals		0808 028 0285

National Contacts		
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0808 800 5000 help@nspcc.org.uk
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 1111
NI Childline	74 Duke Street Londonderry	Tel: 028 90 327773
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel: 0116 234 7278 cpsu@nspcc.org.uk

Responsible Person: Bobby Kendall, Chair
Adopted: 7th March 2022
Review: Annually, first Board Meeting following the AGM

7. Appendix

Supporting Documents:

1. Volunteer/Staff Job Application Form – **page 16**
2. Self-disclosure – **page 18**
3. References – **page 21**
4. Code of Conduct for Coaches and Volunteers – **page 22**
5. Code of Conduct for Young Golfers – **page 24**
6. Code of Conduct for Parents/Carers – **page 26**
7. Managing Challenging Behaviour – **page 28**
8. Incident Report Form – **page 31**
9. Accident Report Form – **page 33**
10. Junior Profile and Parental Consent Forms – **page 35**
11. Photography Consent **– page 39**
12. Parental Guidance – **page 41**
13. Managing Young People on Away Trips – **page 43**
14. Social Media Guidance – **page 45**
15. Whistleblowing Policy – **page 47**
16. England Golf DBS Flowchart **– page 50**
17. Categories of Child Abuse - **page 51**
18. Safeguarding Children and Young People - a short guide **– page 53**
19. Photography Policy – **page 56**
20. Anti-Bullying Policy – **page 58**

Appendix 1

Hertfordshire Golf

Volunteer / Staff Job Application Form

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:

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:

Name: **Address:** **Telephone Number:**	**Name:** **Address:** **Telephone Number:**

Data Protection Notification:
Information you have provided in completing this form will be used to process your application. **Hertfordshire Golf** 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 1998.

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

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 1998.

Part One

For completion by the organisation:	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
Identification *(tick box below):*	
	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.
Either	
UK Passport Number and Issuing Office	
UK Driving Licence Number (*with picture*)	
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).

For completion by the individual (named in Part one):	
Have you ever been known to any Children's Services department as being a risk or potential risk to children?	YES / NO *(if Yes, please provide further information below)*:
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 *(if Yes, please provide further information)*
Confirmation of Declaration *(tick box below)*	
	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:	

County 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

Hertfordshire Golf

Reference form

(Name) _____

has expressed an interest in becoming a 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

Hertfordshire Golf

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 county role with the juniors and should not engage in regular communication through text, email or social network sites
- Know and understand the **Hertfordshire Golf** 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 county. 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 county

- 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 County 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 **Hertfordshire Golf**

Signed:	**Date:**
PRINT NAME:	

Appendix 5

Code of Conduct for Young Golfers

As a young golfer taking part in a Hertfordshire Golf 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 Hertfordshire Golf 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

1 **Priorities**
When a conflict of priorities arises it should be resolved in the following order:
Country first, then County, then Club, and lastly Self.

2 **General Behaviour**
a) Ensure the appropriate authority is told as soon as possible if you are unable to participate in any event you have previously entered, or which you have been invited to attend.
b) Do not swear audibly or abuse clubs, ball, equipment, course or course furniture in temper.
c) Smoking is forbidden on the course and in the clubhouse at all junior events.
d) Playing of fruit machines and the consumption of alcoholic beverages is forbidden at all junior events.

e) Win or lose, after your round is over come out on the course and support your fellow team members still playing.

3 **Dress**

a) At each event find out and obey the dress rules of the Club, both on the course and in the clubhouse.
b) Always bring jacket and tie to County events unless you have been told they are not needed.
c) If you have been given County uniform it should be kept clean and in good order and only worn when requested for County matches and training.
d) The wearing of jeans, T-shirts, shorts (unless agreed); reversed hats, earrings and such like are not allowed on the course or in the clubhouse.
e) Particularly in hot weather, you should change out of your playing clothes before entering the lounge or dining area of a club after completion of the day's golf.

4 **Courtesy on the Course**

a) Before making a stroke or practice swing ensure that nobody is in a position to be hit by club, ball or any stones, twigs or the like, which may be moved in making the stroke or practice swing.
b) Watch where your playing partner's ball lands and help him find it if necessary.
c) If a putt is conceded hand the ball to your opponent, do not knock it away with your putter or throw it to him.
d) Always thank the starter before leaving the first tee, and your fellow competitors or opponents after your game is over, and take off your hat when you do so.

5 **Care of the Course**

a) Look for and obey any notices governing conduct on the golf course.
b) In taking practice swings avoid causing damage to the course, particularly the tees, by removing divots.
c) Do not take trolleys onto greens or tees, or between green side bunkers and greens.
d) Replace any divots taken immediately and press them down. Make sure you use sand & seed boxes, where provided, to fill your divots on the tees, especially on par 3's.
e) Rake over holes and footprints made in bunkers and replace the rake in a position similar to that in which you found it, and where it will be least likely to affect play.
f) Repair pitch marks on the green by levelling with a pitch mark repairer, or tee peg, and tapping down with a putter.
g) Ensure that neither you nor your caddie causes any damage to the green, or Hole, standing close to it, in handling the flag stick, or in removing the ball from the hole.
h) After completion of the hole, repair any spike mark damage as a courtesy to those coming behind.

6 **Speed of Play**

a) Play without delay. Slow play is one of the game's most undesirable aspects and you may be penalised if you do not keep pace with the game in front of you.
b) Walk quickly between shots and be ready to play when it is your turn.
c) Play a provisional ball if there is any chance that your ball may be lost or out of bounds but not in a water hazard.
d) Be ready to call the following game through as soon as it is apparent that your ball is not going to be found easily.
e) Leave your bag on the side of the green in the direction of the next tee.
f) Do not mark your card on the green after the hole is finished, or when it is your turn to drive.
g) In stroke play try to hole out short putts, unless you will be standing on another players line.

To be completed and submit on line using the following link:

www.hertfordshiregolf.org/code_of_conduct

Appendix 6

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 **Hertfordshire Golf**
- Report and update **Hertfordshire Golf** 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 you child has appropriate equipment, plus adequate food and drink
- Ensure that you 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 **Hertfordshire Golf** and on the golf course; do not embarrass your child
- Show appreciation and support the coaches, volunteers and staff at **Hertfordshire Golf**
- 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 county
- 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 **Hertfordshire Golf**. 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 require **Hertfordshire Golf** regrettably asking your child to leave the session, event or county team.

To be completed and submitted on line using the following link:

www.hertfordshiregolf.org/parent_code_of_conduct

Appendix 7



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 has 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-briefs 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

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 351851) Case Number (if allocated): Name of person spoken to: Date: Time:
Action taken: Date: Time:
Signature of Recorder: Signature of Complainant:
Data protection: **Hertfordshire Golf** 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. 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

Hertfordshire Golf

Accident Report Form

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:
Data protection: **Hertfordshire Golf** 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. 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 10

Hertfordshire Golf

Junior Profile and Parental Consent Forms

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.**

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

Player Profile Form to be completed and submitted on line using the following link: https://www.hertfordshiregolf.org/parental_consent_form_(restored_1)

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 1998, 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 County 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 County of any changes to this information. ☐
- I give my consent that in an emergency situation, the county 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 premises where county activities are taking place. ☐
- I acknowledge that the county 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 county representatives to and from venues when he/she is representing the county. ☐

(Please tick the boxes if agreed)

By signing this document I confirm that I have legal responsibility for …… ; I am entitled to give this consent and I am aware of how the information I have provided may be used.	
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.

Hertfordshire Golf 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.

Hertfordshire Golf will ensure that any image of a child where consent has not been obtained will not be published.

Hertfordshire Golf will follow the guidance for the use of images of children as detailed within the Safeguarding Children and Young Peoples Policy.

Hertfordshire Golf 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 county.

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

The photographs may be available on the website http://www.hertfordshiregolf.org for the current golf season. If at any time the parent/ carer or the child wishes the data to be removed from the website, 7 days' notice must be given to the County 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 _____

To be completed and submitted on line using the following link:-

https://www.hertfordshiregolf.org/photography_consent_(restored)

Appendix 12

Guidance for parents

Hertfordshire Golf 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 behavior 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 **Hertfordshire Golf** 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 county/event organiser.
- Be punctual when dropping off and picking up your child from coaching/ events. It is important to communicate with the county representative 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 so that you can be contacted in an emergency.
- Encourage your child to take part and support county activities such as coaching & competitions.
- Help your child to arrange golf with other juniors away from county 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 County 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 351851

County Welfare Officer

Kim Bristow
Mob: 07984 694273
Email: kimbo.bristow@googlemail.com

Appendix 13

Hertfordshire Golf

Managing Young People on Away Trips

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 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 room's 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

This guidance gives procedures that will support and underpin the use of social networking and other online services within **Hertfordshire Golf**. It is important that all members, staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of **Hertfordshire Golf** 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 county, raise this with your County Welfare Officer. Alternatively contact your National Governing Body Lead Safeguarding Officer (Victoria Brown at England Golf Tel: 01526 351851). 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 county, volunteers or members of staff, raise this with the County Welfare Officer. They will look into the matter and take appropriate action. Alternatively contact England Golf Lead Safeguarding Officer Tel 01526 351851.
- 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, staff or volunteers. If you have concerns about a person, these should be raised using appropriate channels within the county 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 –

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 county, 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 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 County Welfare Officer. If for any reason you cannot, or do not wish to report the matter to your County Welfare Officer please contact the England Golf Lead Safeguarding Officer on 01526 351 851 or email compliance@englandgolf.org

Alternatively you can contact the Local Authority Designated Officer (LADO) or the NSPCC on 0808 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.

Hertfordshire Golf 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 County 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.

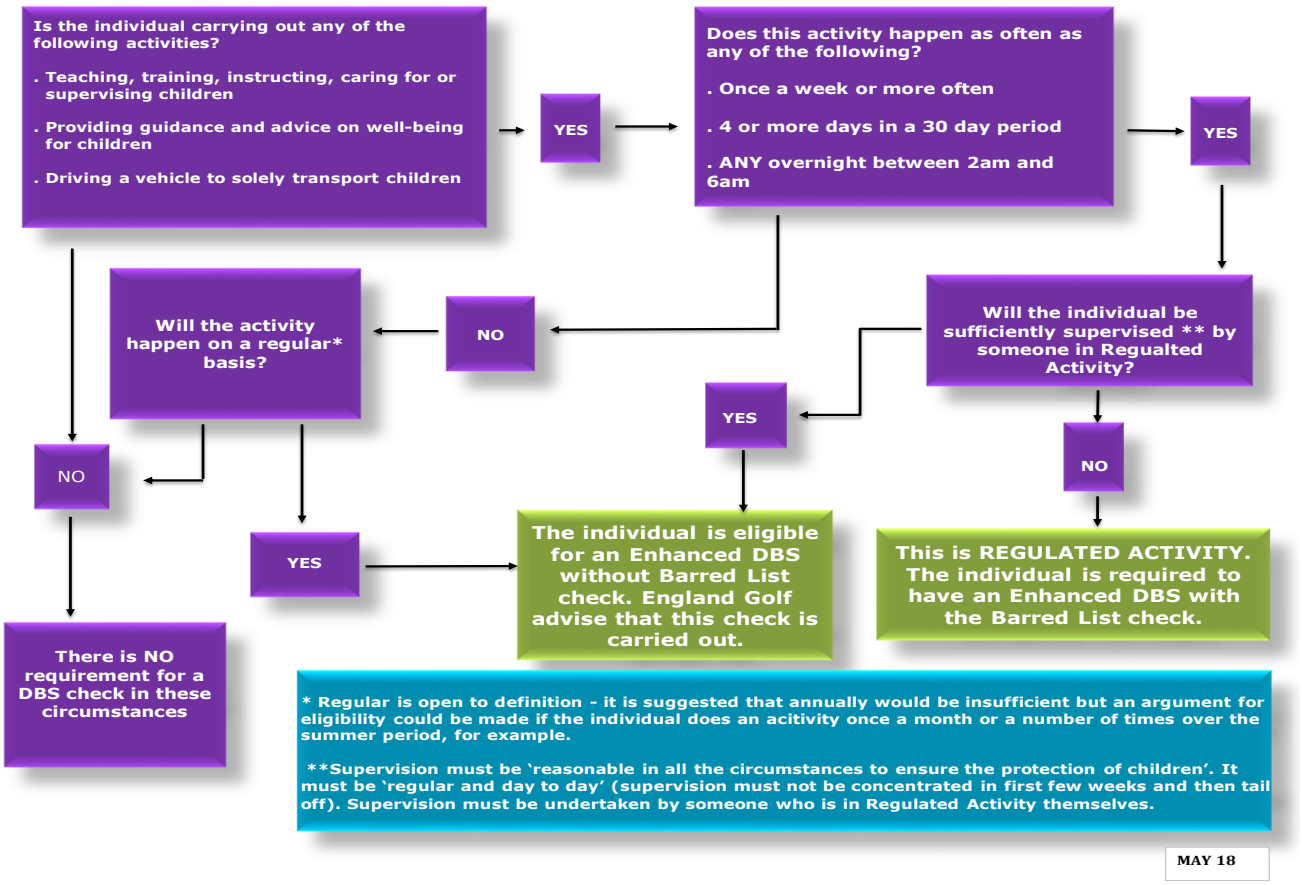
If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the county or the England Golf Governance Department the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing help@nspcc.org.uk.

Appendix 16

Hertfordshire Golf

ENGLANDGOLF

England Golf DBS Flowchart



Appendix 17

Hertfordshire Golf

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, and 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 counties/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, and racism or pressure to perform to unrealistically high expectations; or when their value or worth is dependent on sporting success or achievement.

Appendix 18

The purpose of this document is to make all County 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 county 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

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

Hertfordshire Golf 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 the sport as a whole that children and young people have an enjoyable experience.

Everyone has a part to play in making that happen.

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

Hertfordshire Golf asks everyone to

- **Familiarise yourself with the Hertfordshire Golf's Safeguarding Policy.**

  The full copy of the Hertfordshire Golf Safeguarding Children and Young People Policy is available on our website www.hertfordshiregolf.org

- **In particular familiarise yourself with:**
-

1. **Hertfordshire Golf 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 – Hertfordshire Golf believe that every effort must be made to eradicate bullying in all its forms. The County will not tolerate bullying in any of its forms during county matches, competitions, coaching or at any other time.

3. **Transport Policy**
   For example - Hertfordshire Golf 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 behavior of an adult towards a child, or something that has happened to the child outside county activities/events.

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, and 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 **Hertfordshire Golf** Welfare Officer who will follow the county's Safeguarding procedures.

Name: Kim Bristow

Email Address: kimbo.bristow@googlemail.com

Telephone Number: Mob: 07984 694273

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 351851

Appendix 19

PHOTOGRAPHY POLICY

Whilst **Hertfordshire Golf** 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 **Hertfordshire Golf** event at which children under the age of 18 are participating.

POLICY

Hertfordshire Golf policy is as follows;

The welfare of children taking part in golf is paramount.

Children and their parents/carers and or **Hertfordshire Golf** should have control over the images taken of children at **Hertfordshire Golf** 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

Hertfordshire Golf requires that anyone wishing to take photographic or video images, at any **Hertfordshire Golf** 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 **Hertfordshire Golf** 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 identification label will be issued as confirmation of registration. Anyone found using photographic or video equipment without an appropriate identification label will be questioned.

Hertfordshire Golf 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 **Hertfordshire Golf** event do not need to register their details with the **Hertfordshire Golf** county office.

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 **Hertfordshire Golf** county Office immediately.

Hertfordshire Golf will notify the relevant authorities should it have any doubts as to the authenticity of any individual taking photographs.

Appendix 20

ANTI-BULLYING POLICY

Hertfordshire Golf 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 **Hertfordshire Golf** 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 in **Hertfordshire Golf** 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 **Hertfordshire Golf** 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

Hertfordshire Golf Welfare Officer, Kim Bristow
Mob: 07984 694273
Email: kimbo.bristow@googlemail.com

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 351851