



# **Buckinghamshire County Ladies Golf Association**

## **Safeguarding Children and Young People Policy and Procedures**

**Version 1  
Issued May 2017**

**To be reviewed in May 2020**

## Contents

CHILD PROTECTION POLICY STATEMENT .....	3
Principles .....	3
Objectives .....	3
Responsibilities and Implementation.....	4
RECRUITMENT AND TRAINING.....	5
COMPLAINTS, CONCERNS AND ALLEGATIONS .....	6
FLOWCHART 1 .....	7
FLOWCHART 2 .....	8
EMERGENCIES AND INCIDENTS.....	9
SUPERVISION.....	10
General.....	10
Junior BCLGA Events .....	10
Other BCLGA Events.....	10
Inter-Club Competitions organised by BCLGA .....	11
Individual Competitions organised by BCLGA .....	11
GOOD PRACTICE GUIDELINES .....	12
Behaviour of adults and children .....	12
Adults and Children playing golf together .....	12
Physical Contact.....	12
Transport .....	12
Photography/Videoining.....	12
Anti-Bullying Procedures .....	13
CONFIDENTIALITY .....	14
CHANGING ROOMS .....	15
USEFUL CONTACTS .....	16
Golf Contacts.....	16
Local Contacts .....	16
National Contacts.....	16
REGULATED ACTIVITY .....	17
List of Forms .....	18
BCLGA Junior Player Profile Form .....	18
BCLGA Self Disclosure Form .....	18
BCLGA Code of Conduct for Volunteers .....	18
BCLGA Code of Conduct for Young Golfers.....	18
BCLGA Guidance for Parents.....	18
BCLGA Accident Report Form.....	18
BCLGA Incident Report Form .....	18

## CHILD PROTECTION POLICY STATEMENT

Whilst children and young people are participating in golf activities in our care, Buckinghamshire Ladies Golf Association (BCLGA) has a responsibility to ensure their safety and wellbeing.

BCLGA recognises the policies of the National Governing bodies, as set out in the "Guidelines for Safeguarding Children in Golf". The policy and supporting procedures set out a framework to fulfil our commitment to good practice and the protection of children in our care.

### Principles

- A child is defined by law as a person under the age of 18 years.
- The welfare of children is paramount.
- All children, regardless of their Age, Race, Religion or Belief, Disability, Sex 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.
- BCLGA will work with children, their parents 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) and any documentation which supersedes these.

### Objectives

BCLGA aims to:

- Provide a safe environment for children participating in golfing activities within the County and try to ensure that they enjoy the experience.
- Reassure parents (and guardians/carers) that their children will receive the best care possible whilst participating in County activities & communicate policy & procedure to them through website/letter/consents.
- Support adults (staff, volunteers, PGA Professionals, coaches, members and visitors) to understand their roles and responsibilities with regard to the Duty of Care and protection of children.
- Provide appropriate level training and support to staff, volunteers & coaches to make informed and confident responses to specific child protection issues and to fulfill their role effectively.
- Adopt the Children in Golf Safeguarding and Child Protection Policy and Procedures and any related policies where appropriate.

**Responsibilities and Implementation**

BCLGA 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 & Children in Golf Strategy Group 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 County volunteers and staff working with children, in line with guidance from Children in Golf.
- Following National Governing Body (NGB) procedures to report concerns and allegations about the welfare of children or the behaviour of adults and ensure that all staff, volunteers, parents and children are aware of these procedures.
- Directing County staff, volunteers & coaches to appropriate safeguarding training, where this is appropriate to their role.

## **RECRUITMENT AND TRAINING**

BCLGA will endeavour to ensure that all volunteers and staff working with children are suitable to do so, and that they have all the information they require to perform their job effectively and appropriately. They will be asked to read and become familiar with the BCLGA Safeguarding Policy and Procedures.

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

- A BCLGA Self-Disclosure Form
- A signed BCLGA Code of Conduct for PGA Professionals, Associate Coaches and Volunteers
- A Disclosure & Barring Service (DBS) check on people involved in 'regulated activity' with children

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

All Staff, Volunteers & PGA Coaches will be offered access to appropriate child protection training. BCLGA recommends attendance at the Sports Coach UK "SPC" workshop and will ensure that all volunteers and staff who have significant contact with children attend. Training will be repeated at the recommended interval for those involved in regulated activity.

All Staff, Volunteers & PGA Coaches working with children will be asked to read and become familiar with BCLGA Safeguarding Policy and Procedures.

All volunteers & coaches involved with children will be asked to read BCLGA Code of Conduct for Adults, and sign to indicate their agreement to act in accordance with the code. The code is linked to BCLGA's Disciplinary Procedures.

## COMPLAINTS, CONCERNS AND ALLEGATIONS

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 forthwith. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Welfare Officer. Please refer to Flowcharts 1 & 2 for further details (see below).

All concerns will be treated in confidence. Details should only be shared with those who can help with the management of the concern.

Concerns will be recorded on a BCLGA Incident Report Form and sent to the England Golf Compliance department and retained confidentially within BCLGA. *England Golf Compliance department will assist with completion of this form on the County's behalf if required, tel: 01526 354500 or 01526 351824.*

BCLGA will work with England Golf and other external agencies to take appropriate action in the case of abuse or serious poor practice. BCLGA Disciplinary Procedures will be applied and followed where possible.

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

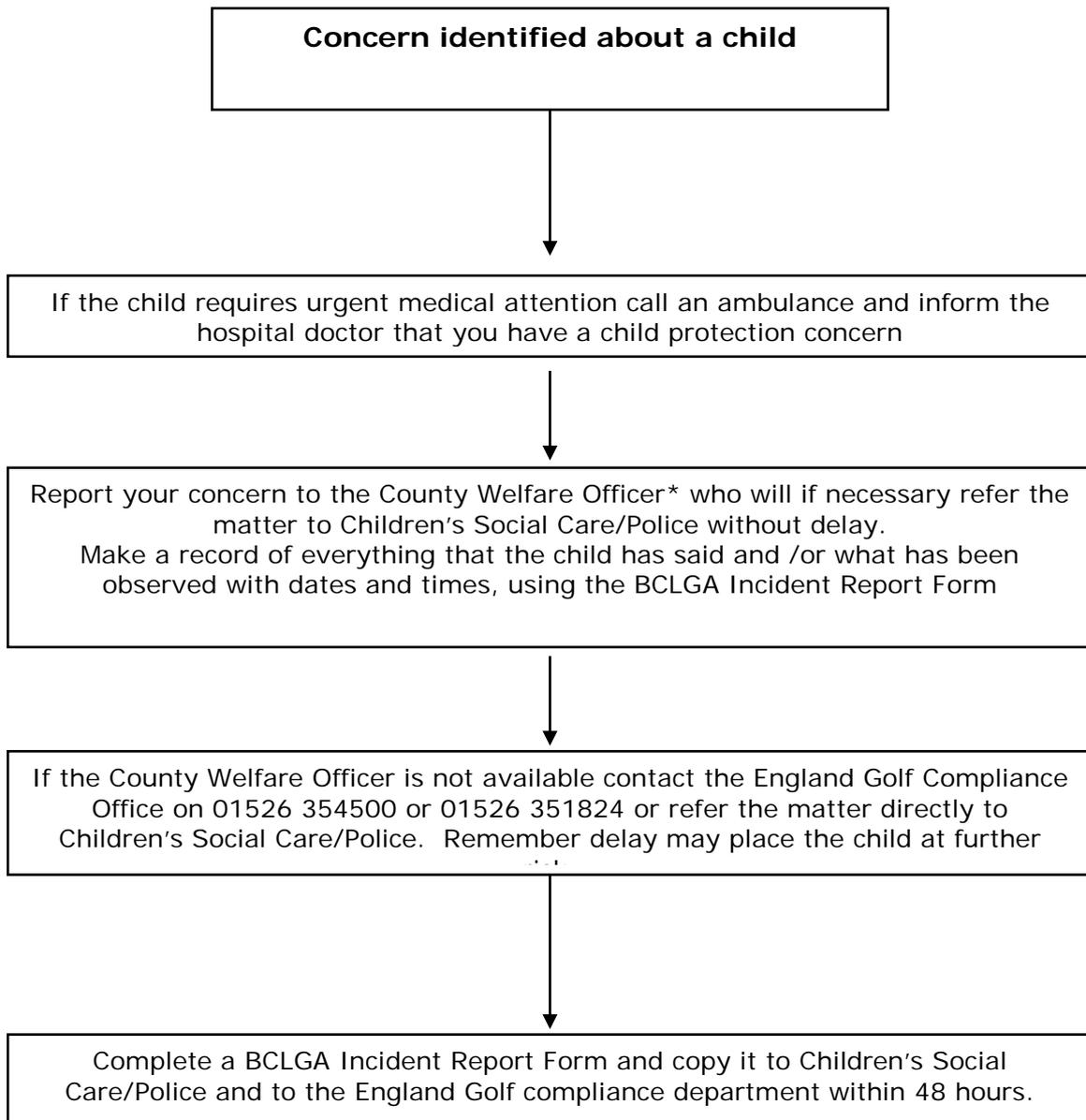
- Reassure the child that they have done the right thing to share the information
- Do not make promises that cannot be kept, such as promising not to tell anyone else
- Do not question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action
- Record what the child has said as soon as possible on a BCLGA Incident Report Form.

Do not notify the parents unless you have first sought advice from the England Golf Compliance Office 01526 354500 or 01526 351824.

The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public. No referrals are made from the calls. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.

**FLOWCHART 1**

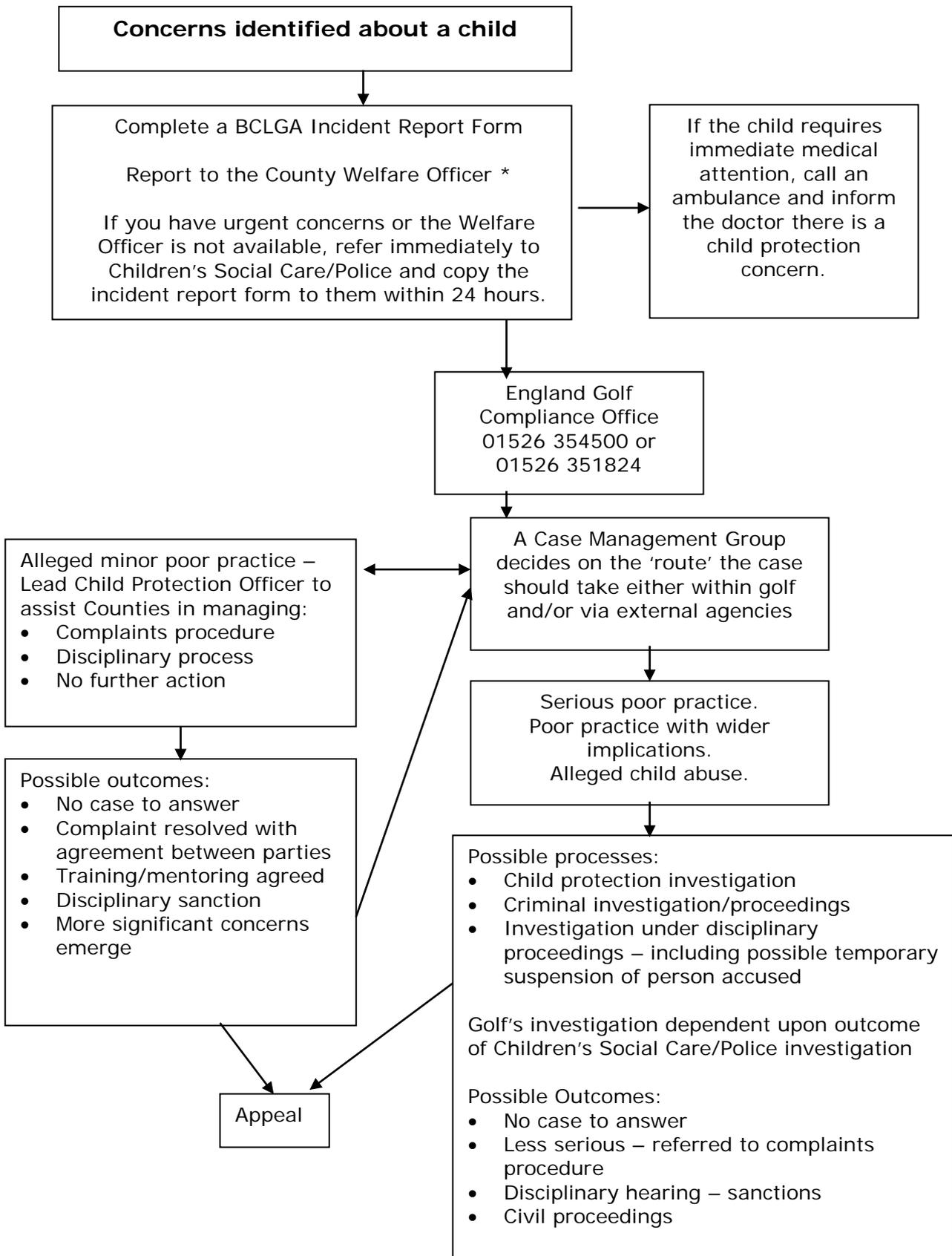
**What to do if you are worried about what is happening to a child outside of the County (but the concern is identified through the child's involvement in golf)**



**\* If for any reason a County Welfare Officer is not in post contact the England Golf Compliance Office 01526 354500 or 01526 351824.**

**FLOWCHART 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**



## EMERGENCIES AND INCIDENTS

BCLGA Junior Player Profile Forms will be obtained and retained by BCLGA for all children who are participating in events or activities, or attending coaching organised by the County. Responsibility for these forms lies with the following members of the BCLGA Junior Committee:

- Junior Development Officer for girls who participate in Academy Training
- Pre-Handicap Organiser for girls who participate in pre-handicap competitions
- Junior Competitions Organiser for other girls

New copies of these forms must be obtained every two years. These forms will be treated in confidence and only shared with those who require the information they contain to perform their role effectively.

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 Profile 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.

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 Profile Form
- Attempt to contact the first, then the second emergency contact nominated on the Profile 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's Welfare Officer for advice.
- If all attempts to make contact fail, consideration should be given to contacting the police for their advice.

PGA Professionals, associate coaches and volunteers should try to avoid:

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

## **SUPERVISION**

### **General**

Parents will be encouraged to stay for coaching/competitions & other events where their children are of an age where their supervision is required.

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.

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.

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.

For all events, supervision of a junior is required from the time a junior is dropped off by parents/guardians to their collection by parents/guardians.

### **Junior BCLGA Events**

Including all coaching sessions, junior competitions and junior matches (both home and away) organised by BCLGA or when a junior team from BCLGA is playing.

During coaching sessions and junior competitions organised by BCLGA, the County will endeavour to ensure that there is at least one Coach/volunteer present for every 8 children.

If there are young children (under 10 years of age) attending events, activities, coaching or playing sessions they will be supervised at all times.

At all Junior Events, a responsible adult will be appointed by BCLGA who will have access to the BCLGA Junior Profile Forms for all juniors participating in the event to be used in the case of emergency.

### **Other BCLGA Events**

Includes BCLGA competitions also open to adults, where a junior can enter as an individual, such as the County Championships.

At these events, parents must be informed that the levels of supervision applied at junior events will not be in place, however BCLGA will ensure a 'responsible adult' is appointed, who will have access to the BCLGA Junior Profile Form for any juniors participating in the event to be used in case of emergency.

**Inter-Club Competitions organised by BCLGA**

Includes inter-club competitions such as Bucks Shield, Winter and Summer Leagues and Interclub Foursomes.

Clubs who include juniors in their teams are reminded of their safeguarding responsibilities. Please be sure to follow the appropriate guidelines and ensure parental consent is obtained for those Juniors involved, particularly if the Junior is transported to an 'away' venue.

For each match a 'responsible adult' must be nominated (be it a parent, the team captain or another adult team member) who will be responsible for the junior for the duration of the match. The 'responsible adult' must have details of emergency contact information and any special medical needs of the junior. The captains of both teams, plus the junior and her opponent must be provided with the contact telephone number of the nominated 'responsible adult'.

**Individual Competitions organised by BCLGA**

Includes individual knockouts such as Rose Bowl, Challenge Cup, Champion of Champions.

Juniors are welcome to enter county knockouts; however, parents/guardians are reminded that it is their responsibility to arrange for safeguarding of their child.

For each match a 'responsible adult' must be nominated (be it a parent or any other nominated adult) who will be responsible for the junior for the duration of the match. The 'responsible adult' must have details of emergency contact information and any special medical needs of the junior. The junior and her opponent must be provided with the contact telephone number of the nominated 'responsible adult'.

## **GOOD PRACTICE GUIDELINES**

### **Behaviour of adults and children**

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 juniors & adults working with them to promote good practice.

BCLGA requires that all staff and volunteers working with children adhere to the standards set out in the Code of Conduct for PGA Professionals, Associate Coaches and Volunteers. Similarly, children are expected to follow the Code of Conduct for Young Golfers to ensure the enjoyment of all participants and assist the County in ensuring their welfare is safeguarded.

Parents should also work together with the County to ensure that the safety of all children is safeguarded. A sheet entitled "Parental Guidance" is provided to assist them in understanding how they can best assist the County.

### **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 and Club activities. Adults should always be aware however that age related differences do exist and conduct themselves in a manner that recognises this.

### **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.

### **Transport**

The County believes it is primarily the responsibility of parents/guardians 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.

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 supervise children (see Section 1 Recruitment and Training) and their insurance arrangements verified.

### **Photography/Videoining**

The BCLGA Junior Player Profile Form includes a photography consent form that must be completed by a parent and the child to gain permission for the publication of video or photographic images of the child, for instance in newspapers, websites or for coaching purposes. The personal details of the child will not be used in any promotional material.

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.

**Anti-Bullying Procedures**

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 during County activity.

We are intent that we will:

- Provide a point of contact where those being bullied can report their concerns in confidence (the CWO)
- Take the problem seriously
- Investigate any and all incidents and accusations of bullying
- Talk to bullies and their victims separately along with their parents/guardians
- Impose sanctions, which may include expulsion from the County for bullies
- Inform all members of the County about the incident and action taken if appropriate
- Keep a written record of all incidents and the action taken

**CONFIDENTIALITY**

Details of all juniors will be kept on file by BCLGA and will not be shared with a third party without parent/guardian consent.

Access to this information will be granted to the BCLGA County Welfare Officer and members of the BCLGA Junior Committee.

All concerns/allegations will be dealt with confidentially by BCLGA 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.

## **CHANGING ROOMS**

Changing rooms at golf clubs 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/guardian 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.

**USEFUL CONTACTS****Golf Contacts**

<b>County Welfare Officer</b> Cathy Armstrong	01844 351293 07814 238615  cathy.armstrong5@btinternet.com
<b>England Golf Compliance Office</b>	01526 354500 or 01526 351824  compliance@englandgolf.org
<b>County Secretary</b> Maura Spencer	07764 184266  mauraspencer22@gmail.com

**Local Contacts**

Buckinghamshire County Council's First Response Team  In an emergency, the Samaritans will hold the Duty Officer's contact number	0845 4600 001  Out of Hours: 0800 999 7677
Samaritans	08457 90 90 90
Local Police child protection teams  In an emergency: 999	101
NSPCC Freephone 24 hour Helpline	0808 800 5000

**National Contacts**

The NSPCC	0808 800 5000  help@nspcc.org.uk
ChildLine UK	0800 1111
NSPCC Child Protection in Sport Unit	0116 234 7278  cpsu@nspcc.org.uk

**REGULATED ACTIVITY****DISCLOSURE AND BARRING SERVICE  
ELIGIBILITY FOR CHECKS**

The eligibility for requesting DBS checks has changed under recent legislation.

**Checks can only be requested if the work that a volunteer or member of staff does fits within the following definition of "Regulated Activity".**

*"Regulated activity" is defined as where someone is teaching, training, instructing, caring for or supervising children, or providing advice or guidance on well-being or driving a vehicle only for children, when this activity is done regularly and unsupervised.*

*"Regularly" is considered to be at least once a week. If the activity was taking place on 4 or more days in a 30 day period, this would also fall within the definition.*

*If the activity involves **any** overnight responsibility between 2 am and 6 am then this is also classed as Regulated Activity.*

*Supervision must be by a person who is working in a regulated activity, must be day to day and must be "reasonable in all the circumstances to ensure the protection of children".*

*"regulated activity" would also cover people involved in transporting children as part of their role on behalf of the County, (not parents or with parental consent).*

If the activity meets the requirements of the definition, but is supervised, then the club/county will still be able to request a DBS check but the disclosure information will be limited.

**IF THE ROLE DOES NOT MEET THE CRITERIA OF WORKING IN A REGULATED ACTIVITY, WHETHER SUPERVISED OR NOT, YOU MUST NOT APPLY FOR A DBS CHECK**

There is further guidance on the England Golf Website under For Golf Clubs – Safeguarding Children – Vetting Staff and Volunteers.

**If you require any additional information please contact the England Golf Compliance Office on 01526 354500 or 01526 351824**

### **List of Forms**

**BCLGA Junior Player Profile Form**

**BCLGA Self Disclosure Form**

**BCLGA Code of Conduct for Volunteers**

**BCLGA Code of Conduct for Young Golfers**

**BCLGA Guidance for Parents**

**BCLGA Accident Report Form**

**BCLGA Incident Report Form**