



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

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## Children and Young People Safeguarding Policy

### Introduction

Everyone working with children and young people has a responsibility for keeping them safe, irrespective of their role, whether they are paid members of staff or volunteers.

Tandridge Golf Club is committed to ensure that the sport of golf is one within which all participants can thrive in a safe environment and that all children and young people have an enjoyable and positive experience when playing golf.

### 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.
- Tandridge Golf Club 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.
- Tandridge Golf Club is committed to working in partnership with other key UK Golf Bodies to continually improve and to promote safeguarding initiatives across the sport.
- Tandridge Golf Club 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

Tandridge Golf Club 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, Members and PGA Professionals) to understand their roles and responsibilities with regard to their duty of care and protection of children.
- Provide appropriate training, support and resources for staff and volunteers 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 Club activities and communicate Policy and Procedures to them through the Club's website, joining information and consent forms.

## Responsibilities and implementation

Tandridge Golf Club 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 Club 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 England Golf 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 and volunteers to appropriate safeguarding training and learning opportunities, where this is appropriate to their role.

## 1. Recruitment and training

Tandridge Golf Club 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 and young people, particularly those involving the regular supervision of children, whether voluntary or paid, will be assessed by Tandridge Golf Club 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 General Manager who will also hold copies of the necessary Safeguarding and Protecting Children (SPC) certificates. The General Manager will possess all relevant and appropriate contact details of all staff and volunteers and other relevant bodies.

All staff and all volunteers working with children and young people will be offered access to appropriate child protection training. Tandridge Golf Club recommends attendance at the UK Coaching Safeguarding and Protecting Children (SPC) workshop and will ensure that all volunteers and staff who have regular 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 and volunteers working with children and young people will be asked to read and become familiar with the Tandridge Golf Club Safeguarding Policy and Procedures.

Staff and volunteers involved with children and young people will be asked to read the Tandridge Golf Club 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 Tandridge Golf Club Disciplinary Procedures. **(Codes of Conduct-Appendix 4,5,6)**

Tandridge Golf Club are committed to the fact that every child and young person participating 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. Tandridge Golf Club acknowledge the additional vulnerability of some groups of children (e.g. disabled, looked after children, those with communication differences). Tandridge Golf Club 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/young person, or the conduct of another child/young person or an adult (whether they are a parent, member or member of staff or otherwise), these concerns should be brought to the attention of the Club 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 within the Club. The England Golf Lead Safeguarding Officer can assist with

completion of this form if required, tel: 01526 351824. **(Incident Report Form-Appendix 8)**

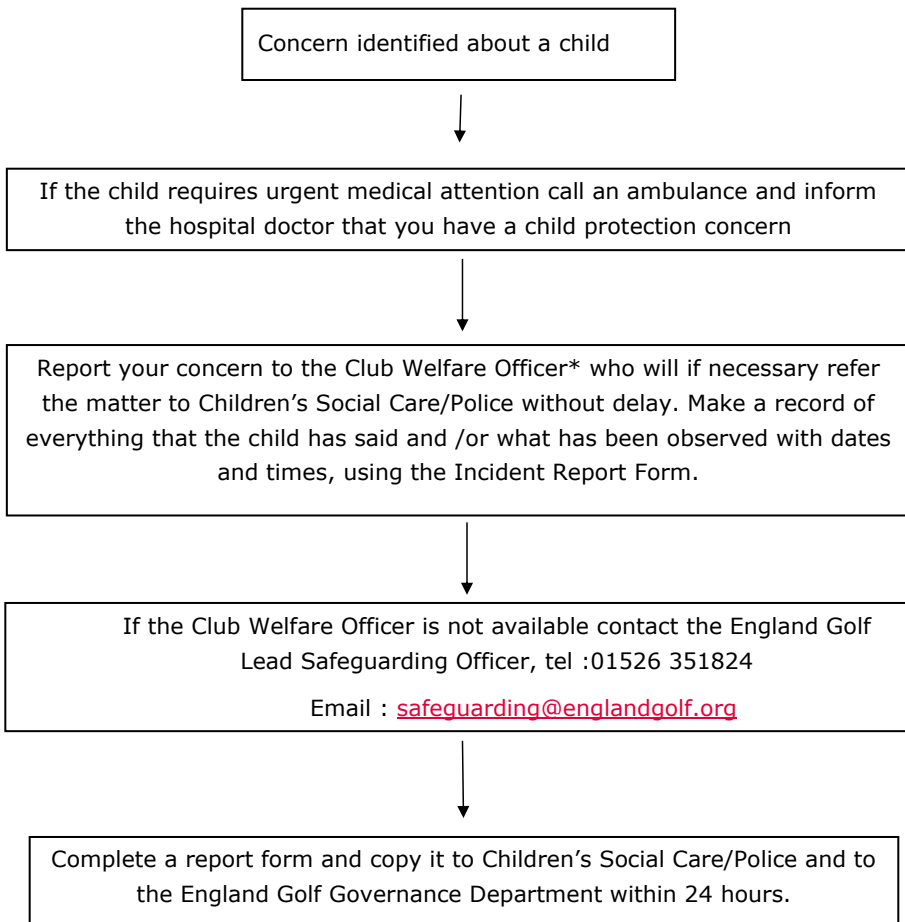
- 2.4** Tandridge Golf Club will work with England Golf and other external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice. The Tandridge Golf Club disciplinary procedures will be applied and followed where possible.
- 2.5** In the event of a child 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 questions to clarify your understanding where needed e.g. can you tell me what you mean by the word XXXX ?
  - Record what the child has said as soon as possible on an incident report form.
  - You should explain to children, young people and families at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement.
  - Parents or Carers should be informed if the allegation does not involve them.
- 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. Tandridge Golf Club supports an environment where staff, volunteers, members and parents/carers 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)**



### 3. FLOWCHART 1

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



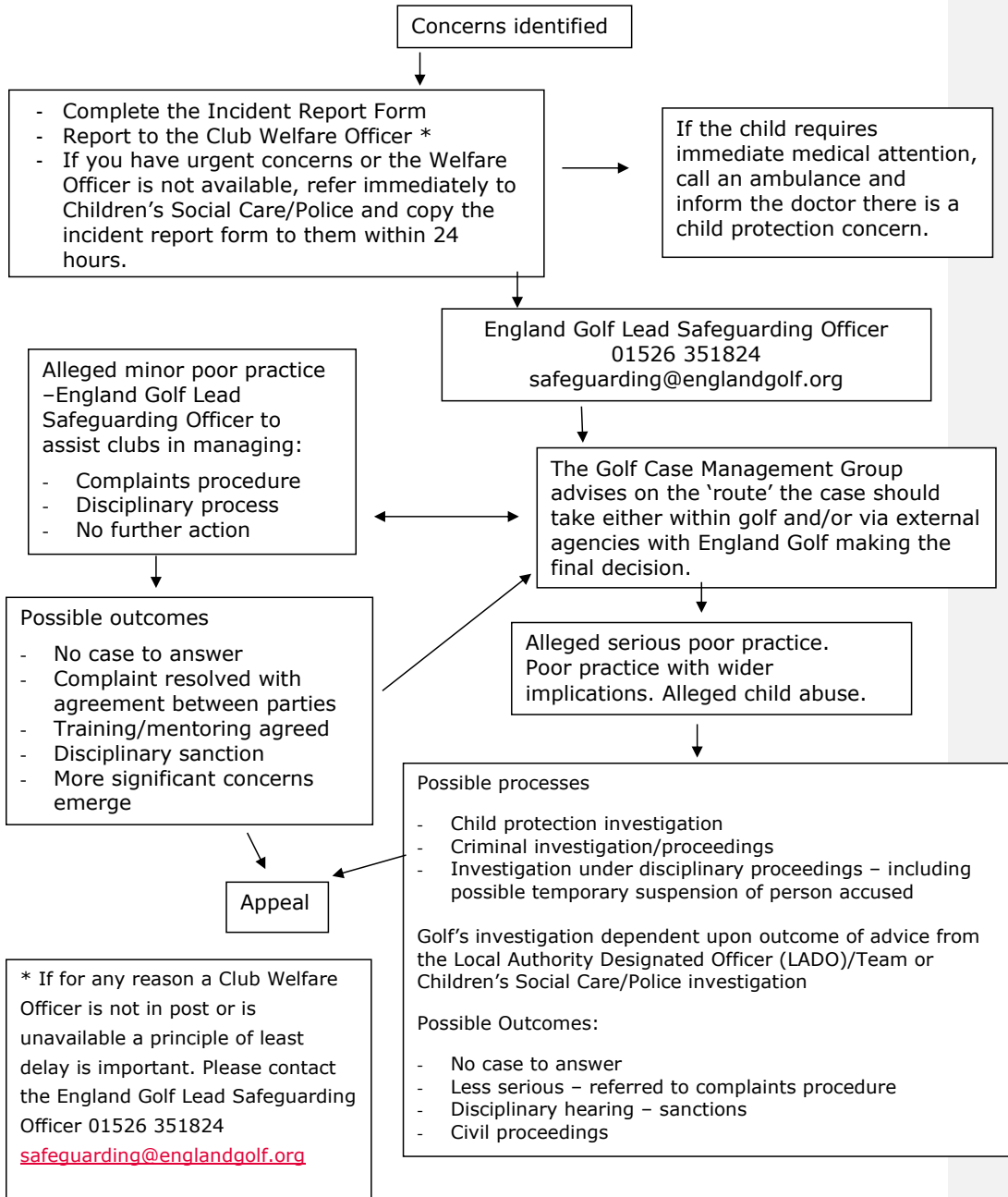
\* If for any reason a Club Welfare Officer is not in post or is unavailable a principle of least delay is important.

Please contact the  
England Golf Lead Safeguarding Officer  
01526 351824

[safeguarding@englandgolf.org](mailto:safeguarding@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



## 4. Emergencies and incidents

- 4.1** Parental Consent Forms will be obtained and retained by Tandridge Golf Club for all children who are participating in events or activities. 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 and Appendix 12)**
- 4.2** 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 club representative to act in loco parentis.
  - An adult Club 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 Club representative.
- 4.3** 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 Club's 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 Club with them alone.
- Sending the child home with another person without permission.

## 5. Supervision

- 5.1. Competitions, matches and other organised events will be supervised by an Adult in Charge, who will be DBS checked and will have attended SPC training. It is recommended that a minimum of two adults should be present but if this is not possible, arrangements will be made to ensure that either a Trained Member of Staff or the Club Professional or one of his team are available and can be immediately called to assist, in the event of something impacting on the availability of the Adult in Charge during the activity
- 5.2. For formal coaching provided by the Club Professional or one of his team, either one-to-one or on a group basis, it is normal practice for this to be conducted by one of the Professional's team on his/her own. They will ensure that another member of the Club Professional's team or a Trained Member of Staff are available and can be immediately called to assist, in the event of something impacting on their availability during the activity.
- 5.3. 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.
- 5.4. The changing rooms are used by all members & visitors. Parents should be aware that adults use the changing rooms throughout the day for toilet facilities, changing & showering. Where a parent/carer does not consent to their child accessing the changing rooms, it is your responsibility to either supervise the child while in the changing rooms or ensure that they do not use them.
- 5.5. Parents should be aware that if children are left at a venue unsupervised, other than to attend pre-booked coaching sessions, competitions, matches or other organised Junior events, the Club cannot accept supervisory responsibility.
- 5.6. The Club cannot accept supervisory responsibility for a child who enters and plays in an adult competition at the Club.

- 5.7. Special arrangements will be made for trips involving an overnight stay. 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)**

### **Trained Member of Staff**

A Trained Member of Staff is:

1. Someone whose role will regularly bring them into contact with children and young people while working at Tandridge Golf Club but do not meet the criteria for performing a Regulated Activity.
2. Someone who should sign the Club's Code of Conduct for Staff and Volunteers.
3. Someone who should receive SPC training.
4. Someone who is suitable to support an Adult in Charge during a competition, match or other organised activity if the need arises but not act as Adult in Charge.

Members of Staff who have completed first aid training may only assist children in the event of accident or illness if they have signed the Club's Code of Conduct for Staff and Volunteers and undertaken SPC training.

A list of the Trained Members of Staff will be retained and kept up to date by the General Manager. The General Manager will be responsible for ensuring training and documentation is refreshed at required intervals.

### **Volunteers**

Volunteers fall into two categories:

1. Those performing Regulated Activity and are permitted to act as Adult in Charge, who will be required to:
  - a. Complete the DBS process
  - b. Sign the Club's Code of Conduct for Staff and Volunteers
  - c. Undertake SPC training
2. Those not performing Regulated Activity and are not permitted to act as the Adult in Charge, who will be required to:
  - a. Sign the Club's Code of Conduct for Staff and Volunteers
  - b. Asked to undertake SPC training

It is the responsibility of the Junior Organiser to assess into which category volunteers fall and to ensure the appropriate procedures have been completed before they undertake any relevant activities with children and young people.

A list of Volunteers will be retained detailing the relevant documentation and training and kept up to date by the General Manager. The General Manager will be responsible for ensuring training and documentation is refreshed at required intervals.

## 6. Good practice Guidelines

### 6.1 Behaviour of adults and children

- 6.1.1** 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.
- 6.1.2** Tandridge Golf Club requires that all relevant staff (see 6.1.3) 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 Club in ensuring their welfare is safeguarded.
- 6.1.3** Tandridge Golf Club will identify those staff who regularly come into contact with children and young people, these will be required to undertake appropriate safeguarding training and sign the relevant Code of Conduct. A register of these staff will be kept.
- 6.1.4** Tandridge Golf Club requires that all relevant staff and volunteers working with children adhere to the guidelines on Managing Challenging Behaviour. **(Managing Challenging Behaviour-Appendix 7).**
- 6.1.5** Parents and carers should also work together with the Club to ensure that the welfare of all children is safeguarded. A "Notes for Parents" is provided to assist them in understanding how they can best assist the Club **(Notes for Parents -Appendix 12)**

## **6.2 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 club 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.

Tandridge Golf Club will assume that a child who enters and plays in an adult competition has sought and received parental consent.

## **6.3 Physical Contact**

Physical contact with children by staff 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.

## **6.4 Transport**

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

**6.4.2** The Club 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.

**6.4.3** Children and young people are often involved in competition. When taking young people away from their home club, consideration and planning will be paramount to ensure the duty of care for the young people within the team is fulfilled.

## **6.5 Photography/ Videoing**

**6.5.1** 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 or external publications, the Club's website or internal member communications or social media. The personal details of the child

will not be used in any promotional material. **(Photography Consent-Appendix 11)**

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

**6.5.3** Video can play a useful and important role in coaching. We will ask for permission for this in our General Consent Form. Videos taken during coaching sessions will not be used in any other purpose unless with specific parental consent.

## **6.6 Social Media**

Social media provides unique opportunities for the club 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, officials/referees, Management Committee members, or anyone working on behalf of the Club are aware of the club Social Media policy **(Social Media Guidance–Appendix 14)**

## **6.7 Anti-Bullying Procedures**

**6.7.1** 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

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 Club, its Staff and Volunteers will not tolerate bullying in any of its forms during club matches, competitions, coaching or at any other time while at the Club. **(Anti-Bullying Policy -Appendix 21)**

#### **6.7.2** We will:

- Provide a point of contact where those being bullied can report their concerns in confidence – The Club 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.

### **6.8 Confidentiality**

**6.8.1** Details of all juniors will be kept on file in the office and will be shared with the Club Professional and his team but with no-one else without parent/carer consent.

**6.8.2** All concerns/allegations will be dealt with confidentially by the Club 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.

### **6.9 Changing rooms**

The changing rooms are used by all members & visitors. Parents will be made aware that adults use the changing rooms throughout the day for toilet facilities, 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.

## 7. Useful Contacts

Golf Contacts		
Name	Address	Number
Club Welfare Officer – Judith Halliday	Tandridge Golf Club	Email: <a href="mailto:Judith.hall@ntlworld.com">Judith.hall@ntlworld.com</a> Mobile: 07767 396005
England Golf Lead Safeguarding Officer	England Golf National Golf Centre The Broadway Woodhall Spa Lincolnshire LN10 6PU	01526 351824 <a href="mailto:safeguarding@englandgolf.org">safeguarding@englandgolf.org</a>
Club General Manager Luke Edgcumbe	Tandridge Golf Club	Office:01883 712274 Mob:07775 737380 Email: <a href="mailto:gm@tandridgegolfclub.com">gm@tandridgegolfclub.com</a>

Local Contacts		
Surrey Children’s Single Point of Access  NB. In an emergency, the Samaritans will hold the Duty Officer’s contact number	0300 470 9100	OUT OF HOURS Emergency Duty Team Team  01483 517898
Local Authority Designated Officer (LADO)	Fairmount House	0300 470 9100

Via Children's Single Point of Access	Leatherhead	Out of Hours: 01483 517898  E: <a href="mailto:cspa@surreycc.gov.uk">cspa@surreycc.gov.uk</a> (young persons)  E: <a href="mailto:acsmash@surreycc.gov.uk">acsmash@surreycc.gov.uk</a> (adults)
Samaritans		08457 90 90 90
Local Police child protection teams In an emergency contact 999	Chequer Mead Arts Centre, De La Warr Rd, East Grinstead, RH19 3BS	0845 607 0999
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 <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
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 <a href="mailto:cpsu@nspcc.org.uk">cpsu@nspcc.org.uk</a>

## Appendix 1

Volunteer / Staff Job Application Form – Tandridge Golf Club

<b>Position Applied for:</b>
<b>Personal Details</b>
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: _____
<b>Relevant Experience including any previous experience of working with children and young people:</b>

**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. Tandridge Golf Club 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 2018, GDPR and all relevant data protection legislation.

**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 – Tandridge Golf Club

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 2018.

#### Part One

<b><i>For completion by the organisation:</i></b>	
<b>Name:</b>	
<b>Address and Postcode:</b>	
<b>Telephone/Mobile No:</b>	
<b>Date of Birth:</b>	
<b>Gender:</b>	<b>Male / Female</b>
<b>Identification (<i>tick box below</i>):</b>	

	<b>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.</b>	
<b><i>Either</i></b>		
<b>UK Passport Number and Issuing Office</b>		
<b>UK Driving Licence Number (<i>with picture</i>)</b>		
<b><i>Plus</i></b>		
<b>National Insurance Card or current Work Permit Number</b>		
<b>Signature of authorised Employing Officer:</b>		
<b>Print name:</b>		
<b>Date:</b>		

## **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).



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

<b>Club Welfare Officer .....</b>	
<b>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.</b>	
<b>Signed:</b>	<b>date:</b>

## Appendix 3

Reference form – Tandridge Golf Club

(Name)

has expressed an interest in becoming a Club member of staff, volunteer \*  
(\*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



### **Code of Conduct for Staff & 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 or bullying, 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 contact outside your Club role with the Juniors and should not engage through text, email or social network sites for any other purpose

- Know and understand the Tandridge Golf Club 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 club. 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 club
- Staff whose role has been identified as coming into contact with Juniors should undertake appropriate training.
- Volunteers who act as Adult in Charge must have current DBS clearance, approved by England Golf Governance Department, and have undertaken appropriate training.
- Volunteers who assist on a casual, infrequent basis should undertake appropriate training.
- 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 Club 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 or another child, following reporting procedures laid down by Tandridge Golf Club

<b>Signed:</b>	<b>Date:</b>
<b>PRINT NAME:</b>	

## Appendix 5



### **Code of Conduct for Young Golfers**

As a young golfer taking part in a Tandridge Golf Club 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 club representative) if you consider that you or others have been subjected to poor treatment or bullying.
- Be organised and on time
- There is a signing-in/out book in the ProShop please use it every time you visit the Club, whether playing or practising.
- 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
- Ensure you have talked to your parents and received their consent before entering and playing in adult competitions at the Club.

You should not take part in any irresponsible, abusive, inappropriate or illegal behaviour which includes:

- Failing to take care when playing holes where the public footpath crosses or is close to the course. Do not play if there is even a small risk your shot may hit users of the footpath.
- Failing to take appropriate care using the Club's practice range (including failing to respect the limit on hitting distance) and other practice facilities.
- 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

Child Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Date



## Appendix 6



### **Code of Conduct for Parents/Carers of Young Golfers**

#### **As parents/carer 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 Tandridge Golf Club
- Report and update Tandridge Golf Club with any changes relevant to your child's health, wellbeing, specific needs or any other information you think the Club should be aware of.
- Deliver and collect your child punctually before and after competitions, matches, lessons, any organised event or general play.
- There is a signing-in/out book in the ProShop please remind your child to complete it or help them do so, on every occasion they are at the Club.
- 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 Tandridge Golf Club and on the golf course; do not embarrass your child
- Show appreciation and support the volunteers and staff at Tandridge Golf Club
- Accept the decision and judgement of the officials during events and competition

**As 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 club
- 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 the Junior Organiser at Tandridge Golf Club. 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 be that Tandridge Golf Club regrettably asks your child to leave the session, event or Club.

Signed:	Date:
PRINT NAME:	

## 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 have 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-brief 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 – Tandridge Golf Club

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 351824)

Case Number (if allocated):

Name of person spoken to:

Date:

Time:

Action taken:

Date:

Time:

Signature of Recorder:

Signature of Complainant:



**Data protection:**

Tandridge Golf Club 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 and in accordance with the company's data protection policy. 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

### Accident Report Form – Tandridge Golf Club

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:**

Tandridge Golf Club 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 and in accordance with the company's data protection policy. 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



### Junior Profile and Parental Consent Form

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 2018, GDPR and all relevant data protection legislation, 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 Tandridge Golf Club. 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 Tandridge Golf Club 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 General Manager if any of the details change at any time.

Junior Name		
Date of Birth		
Address		
Telephone Number		
<b>Parents' Names</b>		

Address		(If different)
Home Telephone No		
Mobile Telephone No		
Work Telephone No		

**Emergency Contacts**

<b>Contact 1 Name</b>	
Relationship to child	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	
<b>Contact 2 Name</b>	
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 Club of any changes to this information.

I give my consent that in an emergency situation, the club 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.

(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.

<b>Signed – Parent/Carer</b>	
------------------------------	--

<b>Print name</b>	
<b>Date</b>	



## Appendix 11



### **JUNIOR MEMBER PARENTAL CONSENT FORM**

**The attached signature will denote that my child has my permission to be on the Golf Club's premises.**

**I acknowledge that the Club is not responsible for providing adult supervision for my child, except for formal coaching, Junior matches, Junior competitions or other organised Junior events.**

#### **Transport**

- See Section 6.4 of The Club's Children's and Young People Safeguarding Policy for full details.
- The Club may make arrangements for transport in exceptional circumstances, such as team events. Where this is the case, I agree to my child being transported by Club Volunteers.

#### **Video and Photography**

- See Section 6.5 of The Club's Children's and Young People Safeguarding Policy for full details.
- I agree to the use of video for coaching purposes only.

#### **Contact Information**

- I agree to the contact information for my child given below being shown on the contacts list on the Club's website.
- I agree to the Junior Organiser sharing my child's contact information with other Juniors for the purposes of arranging casual play.

E-mail address :

Commented [DB1]:

Mobile Phone Number :

In compliance with the Data Protection Act 2018, GDPR and all relevant data protection legislation, 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 Tandridge Golf Club. The information will be disclosed only to those members of Tandridge Golf Club for whom it is appropriate and relevant officers of England Golf where necessary.

SIGNATURE BOX/NAME/DATE ETC

## Appendix 12



### NOTES FOR PARENTS

Tandridge Golf Club is delighted to welcome you and your child to what we will try to make an enjoyable experience as a Junior Member of Tandridge Golf Club.

#### General Notes for Parents/Carers

**Golf can be a difficult game** - the positive effect of your support, as a parent, can't be overstated. Your behaviour has real influence on the way your child experiences golf. Please try to encourage the effort as well as the result.

**Fear of failure** – your child should never be frightened of playing poorly because of the way others may react to a poor result.

**Injuries** – keep a watchful eye for injuries, as well as burnout. It is possible to play too much golf.

**Not just golf** – golf can be addictive, encourage your child to play other sports, especially team sports, to develop a well-rounded experience.

**Coaching** – avoid coaching from the sidelines. This often causes confusion and may be contrary to the advice they have received from the Professional.

**Golfing Etiquette** – your son or daughter will have been given a booklet on etiquette for both on and off the course, dress and honesty with regards to the rules and scoring. It is important that transgressions are dealt with promptly, as turning a blind eye, even with the best of intentions, is not fair to your child. Etiquette is no more than good manners.

**Guests** - Juniors are welcome to invite guests on the following basis :

- A Junior without a handicap may not introduce another guest
- Guests should have a handicap from another club, ie no complete beginners
- Junior members are responsible for ensuring their guests observe the same standards of overall behaviour that are applicable to themselves

### **Notes on Safety for Parents/Carers**

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.

Familiarise yourself with the Tandridge Golf Club Children and Young People Safeguarding Policy (attached).

Familiarise yourself and return :

- A. Code of Conduct for Parents/Carers and Code of Conduct for Children and Young People,
- B. Emergency First Aid and Medical Consent Form.
- C. General Consent Form.

Go through the Code of Conduct for Children and Young People with your child to ensure they understand it before returning the signed copy to the Club.

Update Tandridge Golf Club with any changes relevant to your child's health, wellbeing, specific needs or any other information you think the Club should be aware of.

Be punctual when dropping off and picking up your child from organised events and after general play. It is important to communicate with the Club if you may be delayed in collecting your child at the expected time.

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 food and drink and the ability to meet the requirements of changing weather conditions. Please ensure that your mobile is switched on when you are away from the club, so that you can be contacted in an emergency.

Encourage your child to take part and support club activities such as competitions, matches and other organised events.

Help your child to arrange golf with other Juniors away from Club organised activities so they have someone to play golf with. The Junior Organiser can help by providing contact details of other Juniors.

The Club's insurance policy provides public liability cover for all Members of Tandridge Golf Club, including Juniors, to cover the risk of injury to other players, members of staff and members of the public, while playing golf at Tandridge Golf Club. It does not provide cover for personal injury, loss or damage to equipment etc or public liability while playing at other courses.

If your child reaches the required handicap level he/she will be entitled to play in some adult competitions, where he/she may play unaccompanied with adult Members of the Club. If your child enters an adult competition, the Club will assume your child has sought and been given your consent.

Coaching is provided by the Club Professional and his team, who are closely affiliated but separate from the Club. We work closely with the Club Professional to ensure that equivalent safeguarding procedures are applied at all times. We share contact information and consents which apply to both the Club and the Club Professional and his team.

The changing rooms are used by all members & visitors. Parents should be aware that adults use the changing rooms throughout the day for toilet facilities, changing & showering. Where a parent/carer does not consent to their child accessing the changing rooms, it is your responsibility to either supervise the child while in the changing rooms or ensure that they do not use them.

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 Club 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 351824

**Above all keep in touch, come and talk to the Junior Organiser and Club Professional staff. We are enthusiastic about the capabilities of all the Juniors and are only too keen to talk about them.**

## Appendix 13



### **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 or 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 rooms 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 Tandridge Golf Club. It is important that all members, staff, volunteers, Management Committee members, or anyone working on behalf of Tandridge Golf Club are aware of this policy and agree to the following terms.

### **Advice for Individual**

- Think very carefully before contacting a Junior Member via mobile phone, e-mail, messaging services or social media. Limit any communication to Golf Club related content, for example arranging a knockout match. If in doubt copy a parent and/or contact the Office for advice/assistance.
- Where contact through social networking sites or messaging services is used for Club purposes by volunteers or members of staff, restrict the communication to relevant content only 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](http://www.ceop.gov.uk) and [www.childnet.com](http://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 club, raise this with your Club Welfare Officer. Alternatively contact your National Governing Body Lead Safeguarding Officer (England Golf 01526 351824). 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](http://www.childline.org.uk). You can also call the NSPCC on 0808 800 5000.

### **Advice for Parents**

- The Club uses social networking platforms primarily to promote the image of the Club to Members and visitors, never to provide information or instructions for Juniors. If your child wishes to visit any of the Club's sites please satisfy yourself that it is suitable for them.

- 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 Tandridge Golf Club, volunteers or members of staff, raise this with the Club Welfare Officer. They will look into the matter and take appropriate action. Alternatively contact England Golf Lead Safeguarding Officer Tel 01526 351824.
- 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 in the club, staff or volunteers. If you have concerns about a person, these should be raised using appropriate channels within the Club 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 – Tandridge Golf Club**

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 club, 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 Club Welfare Officer. If for any reason you cannot, or do not wish to report the matter to your Club Welfare Officer please contact the England Golf Lead Safeguarding Officer on 01526 351824 or email [safeguarding@englandgolf.org](mailto:safeguarding@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.

Tandridge Golf Club 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?**

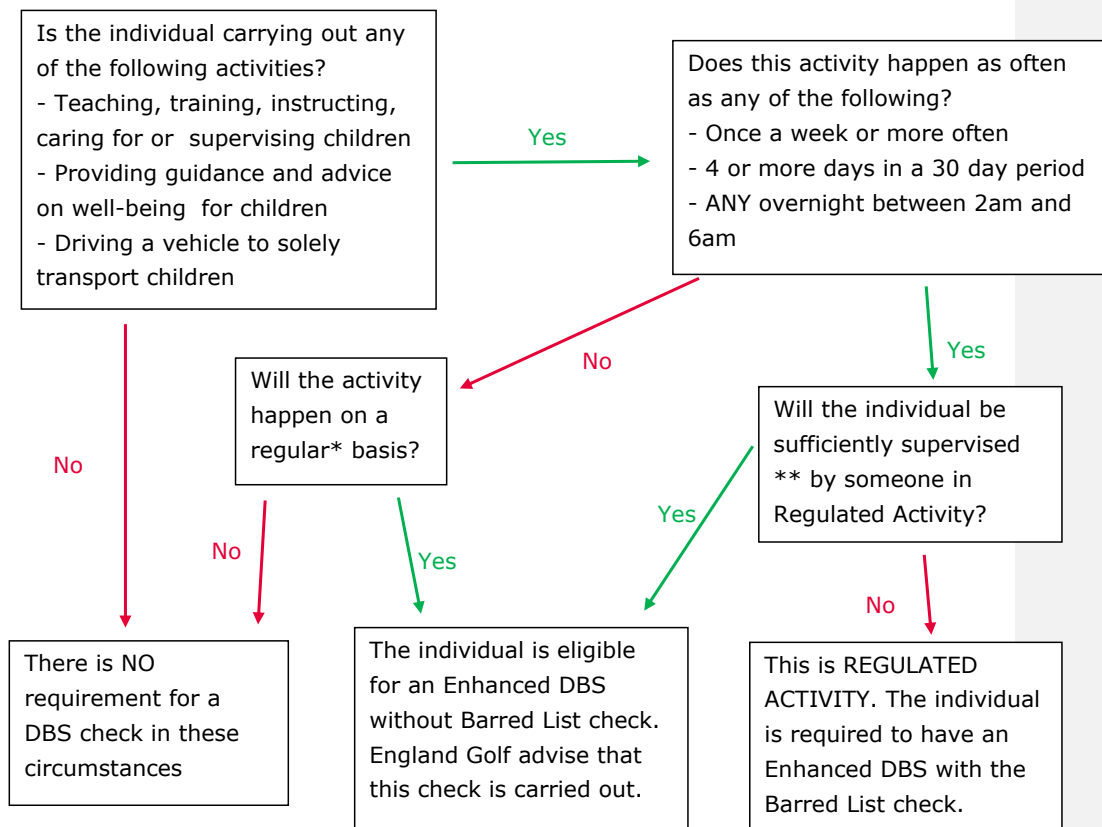
- You should be given information on the nature and progress of any enquiries – this may vary depending on the nature and result of the investigations.
- All concerns will be treated in confidence. During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern to the minimum number of individuals practicable.
- Your Club 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 club 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](mailto:help@nspcc.org.uk).

## Appendix 16

### England Golf DBS Flowchart



\* Regular is open to definition - it is suggested that annually would be insufficient but an argument for eligibility could be made if the individual does an activity once a month or a number of times over the summer period, for example.

\*\*Supervision must be 'reasonable in all the circumstances to ensure the protection of children'. It must be 'regular and day to day' (supervision must not be concentrated in first few weeks and then tail off). Supervision must be undertaken by someone who is in Regulated Activity themselves.



## Appendix 17

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

## Appendix 18

Please add a picture of your CWO, so they are easily identifiable, as well as their name, contact information and a short summary about them. You can download this editable poster from our website [here](#).

 ENGLAND GOLF

 SafeGolf

**Committed to delivering a safe environment for golf**

**Club WELFARE officer**

Is something worrying you?  
Do you need someone to talk to?

Speak to your club welfare officer

PHOTO  
Click to add photo

Alternatively, you can speak to someone at  
ChildLine 0800 1111  
NSPCC 0808 800 5000  
England Golf 01526 351851

WELFARE OFFICER NAME HERE

WELFARE OFFICER MOBILE NUMBER HERE

WELFARE OFFICER EMAIL HERE

ABOUT ME  
A BRIEF INTRODUCTION, ABOUT YOU HERE...

[www.safegolf.org](http://www.safegolf.org)

## Appendix 19



### **Safeguarding Children and Young People – A Short Guide for Club Members**

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

Tandridge Golf Club is an affiliated member of England Golf and follows the England Golf Safeguarding Children and Young People Policy and procedures.

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 our Club and the sport as a whole that children and young people have an enjoyable experience.

#### **All Club Members have a part to play in making that happen.**

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

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.

**We ask Members to familiarise yourself with the Tandridge Golf Club Children and Young People Safeguarding Policy.**

*The full copy is available on our website <https://tandridge.hub.clubv1.com>*

**In particular familiarise yourself with:**

**1. Anti-Bullying Policy**

Tandridge Golf Club believes that every effort must be made to eradicate bullying in all its forms. The Club will not tolerate bullying in any of its forms during club matches, competitions or at any other time while at the Club.

**2. Changing Room Policy**

The changing rooms are used by all members & visitors. Parents will be made aware that adults use the changing rooms throughout the day for toilet facilities, 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.

**3. Photography, Videoing, Messaging and the use of Social Media**

Think very carefully before contacting a Junior Member via mobile phone, e-mail, messaging services or social media. Limit any communication to Golf Club related content, for example arranging a knockout match. If in doubt copy a parent and/or contact the Office for advice/assistance.

**What should I do if I'm concerned about a child or young person?**

A concern may involve the behaviour of an adult or another child towards a child at the Club, or something that has happened to the child outside the Club.

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, 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 Tandridge Golf Club Welfare Officer who will follow the club's Safeguarding procedures.

Name: Judith Halliday

Email Address: [Judith.hall50@ntlworld.com](mailto:Judith.hall50@ntlworld.com)

Mobile: 07767 396005

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 351824

## Appendix 20

### **Photography Policy – Tandridge Golf Club**

Whilst Tandridge Golf Club 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 Tandridge Golf Club event at which children under the age of 18 are participating.

#### **Policy**

The Tandridge Golf Club policy is as follows;

The welfare of children taking part in golf is paramount.

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

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

Tandridge Golf Club 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 Tandridge Golf Club event do not need to register their details with Tandridge Golf Club.

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 Tandridge Golf Club Championship Office immediately.

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

## Appendix 21

### **Anti-bullying policy – Tandridge Golf Club**

#### **Tandridge Golf Club 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 Tandridge Golf Club to be given information about 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 Tandridge Golf Club 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 the Tandridge Golf Club 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**

Tandridge Golf Club Welfare Officer – Judith Halliday 07767 396005

NSPCC Helpline 0808 800 5000

ChildLine 0800 1111 / [www.childline.org.uk](http://www.childline.org.uk)

Kidscape [www.kidscape.org.uk](http://www.kidscape.org.uk)

Anti-Bullying Alliance [www.antibullyingalliance.org.uk](http://www.antibullyingalliance.org.uk)

England Golf Lead Safeguarding Officer 01526 351824