



Styal Golf Club
Child Protection Policy
Underpinning Procedures

The following procedures underpin our child protection policy document, as taken from sections of the Children In Golf Guidelines for Safeguarding Children in Golf book

Communication of the policy

This policy will be available for all members of the golf club to view as it will be displayed on the notice board (s)

All parents shall receive a copy when their child joins as a member of the golf club. A signature will be required on the Junior Profile Form to confirm receipt.

All volunteers and PGA Professionals will be issued with a copy and will also be required to sign to confirm receipt.

Types of abuse

Abuse can occur and does occur inside and outside of sport. Indicators of a child being abused can be difficult to recognise. As a club there is a duty of care to respond to inappropriate behaviour, poor practise as well as reporting suspicions, allegations or disclosures. Some children also abuse other children and there is growing evidence to suggest that peer abuse is an increasing concern.

There are 4 main forms of abuse:-

Neglect, Physical Abuse, Sexual abuse & Emotional abuse

Details of these definitions can be found in the CIG guidelines book on page 46

Bullying

Bullying is deliberate hurtful behaviour repeated over a period of time. The clubs Anti bullying Procedure can be found in the appendices. Any form of bullying should be reported to the Child Welfare Officer, who will then record the details on the incident report form. A copy can be found in the appendices.

Harassment

It is for individuals to determine what behaviour is acceptable to them and what they regard as offensive. It is the unwanted nature of the conduct that



distinguishes harassment from acceptable behaviour (this is an extract from the CIG book page 45)

Child Protection Responsibilities:-

The club responsibilities are outlined in the policy at the front of this document.

Club members are to be aware of the policy and content

Parents & juniors will be issued with a copy on becoming a members and will be asked to sign the Junior Profile Form to confirm receipt.

Volunteers and PGA Professionals will also be issued with a copy and asked to confirm receipt by completing the Volunteer/PGA Professional Personal Details form.

Child Welfare Officer (CWO)

The CWO will be responsible for recording all incidents, suspicions, allegations & disclosures and will report to the NGB Lead CWO Officer where necessary or local services i.e. police or social services, depending on the incident. The role description for the CWO can be found in the CIG book page 69

Child Welfare Officers contact details can be found in the appendices.

Recruitment of Volunteers

Any volunteers wishing to work with juniors from the date of this policy will be required to complete a personal details form (copy in appendices). The information required includes:-

Name & address

Contact details

Skills/Experience of working with children

Coaching qualifications where necessary

References

Self-disclosure

Permission to allow an Enhanced CRB check to take place

Confirmation that they are in receipt of the Child Protection Policy &

Procedures as well as codes of conduct.

All volunteers regularly working with juniors will be required to undergo an enhanced CRB check via EWGA. All PGA Professional must go through the PGA.

The junior organiser will ensure this procedure is followed and copies of forms will be kept by the Secretary. A blank copy can be found in the appendices

Training of volunteers

Anyone regularly working with juniors will be required to attend a Safeguarding & Protecting Children workshop. This training will need to be reviewed every 3 years under the guidance of CIG strategy group.

Codes of Conduct

All juniors, parents, staff, volunteers and PGA coaches working with juniors will be required to sign a code of conduct.

The CIG codes of conduct will be adopted (CIG guidelines pack pages 64-66). Copies of these will be kept with the secretary

Reporting Procedures

All complaints, suspicions, allegations, disclosures will be reported to the Child Welfare Officer (CWO) and will be recorded on an incident report form (copy in appendices). The child welfare officer will then follow the procedures as detailed in the flow chart (in appendices) as to whom should then be passed the information. All emergency contact details can be found in the appendices.

Emergency procedures

Where there are juniors using facilities, they shall be inducted what to do in the event of an emergency.

Should there be an emergency whilst out on the course, juniors will be encouraged to have the following numbers programmed into their mobiles. Permission will be granted for mobiles to be used whilst on the golf course for emergencies only

Clubhouse/Pro shop

Driving Range

For first aid emergencies, you should refer to the clubs health & safety policy & procedures.

Confidentiality

Details of juniors shall be kept on file by secretary, Junior Organiser and PGA Golf Professionals. From time to time the county bodies may also ask for details of promising juniors, these will be passed on as part of our commitment to developing a junior members golfing talent. Parental permission shall be sought.

Photography/Video Imaging

Where there are organised junior sessions (competitions/coaching) parental permission will be granted to use these 2 methods of imagery. Where there is a competition, anyone wishing to take pictures will be required to register **(See page 78 in the CIG guidelines pack for a sample form)** with the organiser and will be issued with an Official Photographer badge. It is encouraged that if there is anyone, at an organised event, that appears to



be taking video/pictures without an official badge should be reported to the event organiser.

Club Event registration form can be found in the CiG book page 78.

Transportation

Styal Golf Club officials will not be responsible for organising transportation to away events. All parents will be required to organise this amongst themselves. Where a club official is also a parent, they assume the role of a parent and not as a club official.

When it may be necessary to organise transport, parental permission will be sought as well as the recommended documentation will be completed (See guidelines pack pages 74 & 75)

Changing Rooms

Parents will be made aware that their children will be sharing the facilities where adults may get showered and changed. Parental consent will be sought.

Where a parent does not consent to their child accessing the changing facilities, it is their responsibility to ensure that they do not use the facilities. All adults must be cautious when showering/changing in front of juniors.

Junior Profile Forms

When all new juniors members join the golf club they will be asked to complete a personal details form as well as their application form. The profile form will details the following:-

Personal details

Emergency contact details

Medical information (Medical conditions, medication and GP information)

Parental permission for:- Medical consent, changing rooms, photography, video imagery, confidentiality & transportation.

There will also be a signature required to say that they have read and understood the child protection policy and junior handbook (when applicable) as well as codes of conduct. A blank copy can be found in the appendices.

Supervision Ratio's

Juniors will be supervised during all competitions and coaching sessions by at least 1 professional coach or volunteer. Coaching ratio's will be determined by the PGA professional in accordance to their session.

Late Collection guidelines

Emergency contact details will be used in the event of a child not being collected 30 mins after the agreed time. A child will not be asked to provide an alternative number should the emergency numbers not be contactable.



If after an hour a child has still not been collected and the emergency details still uncontactable the local police shall be called. Whenever possible a child will not be left unattended, but may be located in the clubhouse.

This policy will be reviewed every year or earlier should legislation/guidance change.

The policy has been approved by:-

Print Name:-

Sign:-

Date:-

Position:-

Witness Name:-

Sign:-

Date:-

Position in:-

Date of meeting held to communicate the adopted policy by management:-



Emergency Contact Details for Styal Golf Club

Organisation	Name	Telephone Number
Club child Welfare Officer	Mark Johnson	07747 692 028
EGU Lead Child Protection Officer	Richard Brown	07803-661890
EWGA Lead Child Protection Officer	Kirstie Jennings	07949 111924
NSPCC		
Social Services		
Police		

Appendices

Volunteers/PGA Professional specifics log sheet

Volunteer Personal details form

Junior Codes of Conduct

Adult Codes of conduct

Junior Profile Form

Incident Report Form

Anti Bullying Policy