



KIBWORTH GOLF CLUB

Children in Golf Safeguarding and Protection Procedures

In recognition of the 'Guidelines for Safeguarding Children in Golf' Kibworth Golf Club adopts the Children in Golf Safeguarding and Child Protection Policy. This document is intended to support that policy statement with a series of procedures.

1. RECRUITMENT AND TRAINING

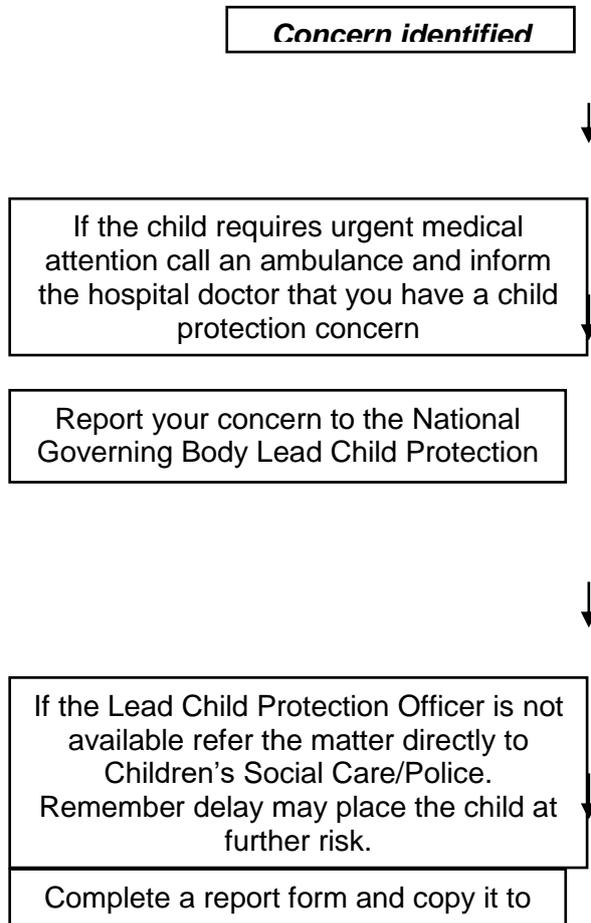
- 1.1** Kibworth Golf Club will endeavour to ensure that all volunteers and staff working with children are suitable to do so, and that they have all the information they require to perform their job effectively and appropriately.
- 1.2** We ask that all volunteers and staff who are in a position of responsibility with regard to children, particularly those who will supervise children, provide the following:
 - An application form
 - A self-disclosure form
 - A current Enhanced DBS check
 - References from 2 people, if possible
 - A signed Code of Conduct
- 1.3** All staff and volunteers will be offered access to appropriate child protection training. Kibworth Golf Club recommends attendance at the sportscoachuk "Safeguarding and Protecting Children" workshop and will ensure that all volunteers and staff who have significant contact with children attend.
- 1.4** All staff and volunteers working with children will be asked to read and become familiar with the "Guidelines for Safeguarding Children in Golf."

2. COMPLAINTS, CONCERNS AND ALLEGATIONS

- 2.1** If a member, parent, member of staff or volunteer has a concern about the welfare of a child, or the conduct of an adult (whether they are a parent, coach, member, or otherwise), these concerns should be brought to the attention of the National Governing Body Lead Child Protection Officer. **The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Lead Officer. Please refer to Flowcharts 1 & 2 for further details (see below).**
- 2.2** All concerns should be treated in confidence. Details should only be shared with those who can help with the management of the concern.
- 2.3** Concerns will be recorded on an Incident Report Form, sent to the National Governing Body Lead Child Protection Officer and retained confidentially within the club.
- 2.4** Kibworth Golf Club will work with the national governing body and other external agencies to take appropriate action in the case of abuse or serious poor practice. The EGU and EWGA disciplinary procedures will be applied and followed where possible.
- 2.5** In the event of a child making a disclosure, the following guidance is given:
- Reassure the child that they have done the right thing to share the information.
 - Do not make promises that cannot be kept, such as promising not to tell anyone else.
 - Do not question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action.
 - Record what the child has said as soon as possible on an incident report form.
- Do not notify the parents unless you have first sought advice from the National Governing Body Lead Child Protection Officer.
- 2.6** The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public. No referrals are made from the calls. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.

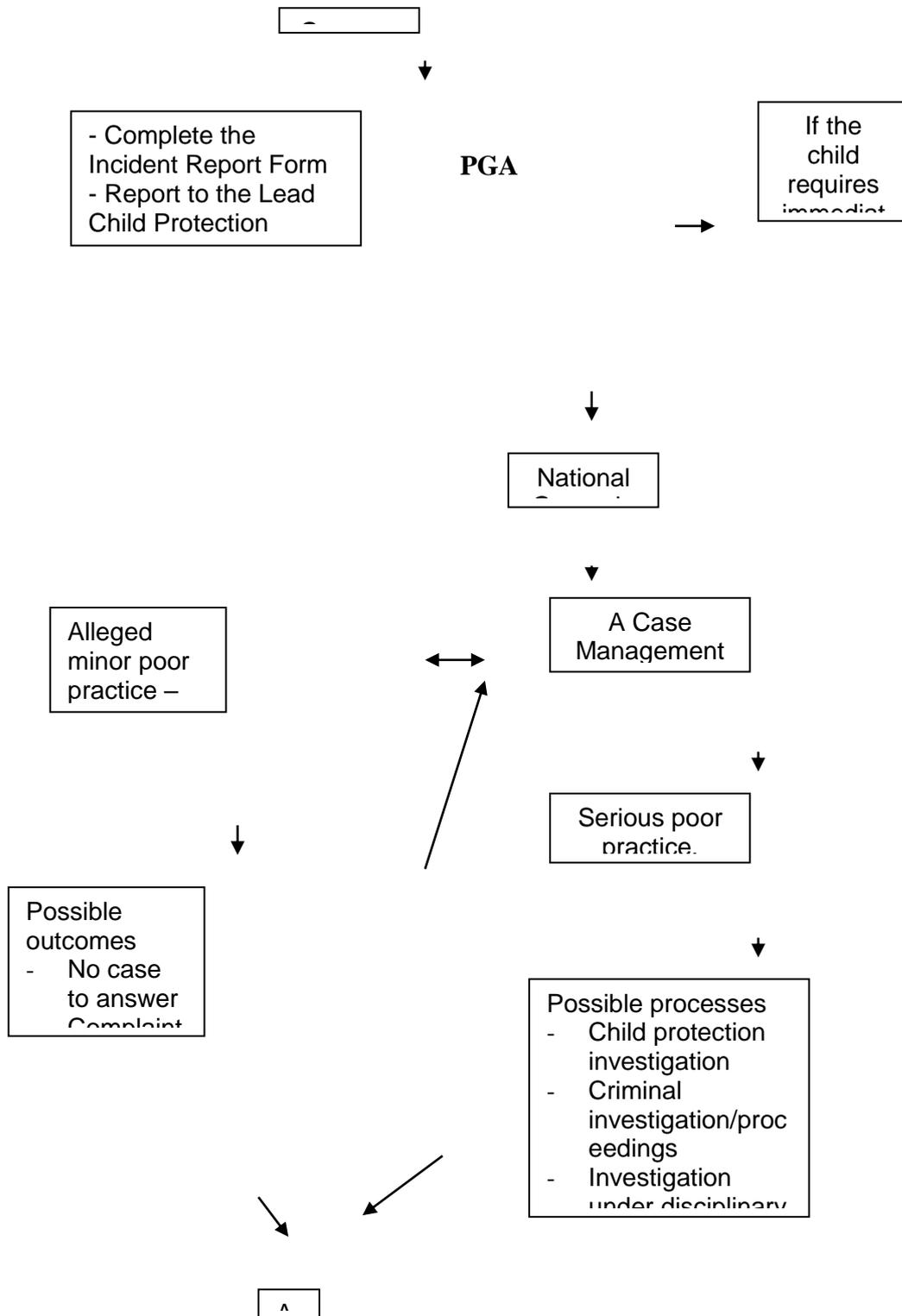
FLOWCHART 1

**What to do if you are worried that a child is being abused outside of the club
(but the concern is identified through the child's involvement in golf)**



Flowchart 2

What to do if you are worried about the behaviour of any member, volunteer, staff, Pro, coach or official in Golf or affiliated organisations



3. BULLYING, EMERGENCIES AND INCIDENTS

3.1 What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person and which results in pain and distress to the victim.

Bullying can be:

- Emotional - being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding equipment, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing

Not all cases of bullying are between children and adults are often responsible. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Some times they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture. Sometimes though the victim may completely contradict this generalization and may just be singled out by the jealousy of the bully. The competitive nature of sport makes it an ideal environment for the bully. The bully can be:

- A parent who pushes too hard
- A coach/team manager with a win-at-all-costs philosophy
- A player, coach or team who intimidates inappropriately
- An official who places unfair pressure on a person

3.2 Signs and Symptoms of Bullying

A child may indicate by signs or behavior that they are being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- says he is being bullied
- is unwilling to go to club sessions
- becomes withdrawn anxious
- is lacking in confidence
- feels ill before coaching sessions
- comes home with clothes or equipment damaged
- has possessions go “missing”
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- is frightened to say what’s wrong
- gives improbable excuses for any of the above

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

3.3 Recommended Procedures for responding to bullying

- (i) Bullying incidents should be reported to the Welfare Officer.
- (ii) Parents of both parties should be informed and will be asked to attend a meeting to discuss the problem.
- (iii) If necessary and appropriate, the relevant authorities will be consulted.
- (iv) The bullying behavior or threats of bullying must be investigated and the bullying stopped quickly
- (v) Suitable advice should be sought and attempts made to help the bully (bullies) change their behavior.
- (vi) If the bullying is seen to continue disciplinary action should be implemented under the relevant club policy.
- (vii) In cases of serious bullying, the incidents should be referred to the respective Lead Child Protection Officer for advice.

3.4 Player Profile Forms will be obtained and retained by Kibworth Golf Club for all children who are members or attending coaching at the club. These forms will be available at all times and reviewed each year. They will be treated in confidence and only shared with those who require the information they contain to perform their role effectively.

3.5 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.

3.6 A record of the action taken will be made and retained by the golf club

3.7 Where a parent is late in collecting their child from the club the following procedure will apply:

1. Attempt to contact the parent/carer using the contact details on the Player Profile Form
2. Attempt to contact the first, then the second emergency contact nominated on the Player Profile Form
3. Wait with the young person(s) at the club with, wherever possible, other staff/volunteers or parents.
4. If no one is reachable, contact the Secretary/Manager for advice.
5. If all attempts to make contact fail, consideration should be given to contacting the police for their advice.

Staff, members, PGA Pros and volunteers should avoid:

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

4. SUPERVISION

- 4.1 During coaching sessions, Kibworth Golf Club will endeavour to ensure that there is at least one club representative present for every 8 children.
- 4.2 Parents will be encouraged to attend all events where their children are present.
- 4.3 If there are young children (under 10 years of age) attending coaching or playing, they will be supervised at all times, including in the club changing rooms.
- 4.31 Wherever possible adults will avoid changing or showering at the same time as children but parents will be made aware that with limited changing room space there will be occasions when adults and children may need to share the facilities.
- 4.4 **Parents should be aware that if children are left on the club premises unsupervised, other than to attend club coaching sessions, competitions, or other club organised events, the club cannot accept supervisory responsibility.**
- 4.5 Special arrangements will be made for trips away from the Golf Club. Parents will receive full information about arrangements for any such trip and will be required to provide their consent on the Player Profile form for their child's participation.

5. GOOD PRACTICE GUIDELINES

5.1 Behaviour of adults and children

5.11 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.

5.12 Kibworth Golf Club requires that all staff and volunteers working with children adhere to the standards set out in the code of conduct. 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.

5.13 Parents should also work together with the club to ensure that the safety of all children is safeguarded. Guidance for parents is provided to assist them in identifying the responsibilities of the club in relation to the child, and how they can best assist the club.

5.2 Adults and Children playing golf together

5.21 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 at Kibworth Golf Club. Adults should always be aware however that age related differences do exist and conduct themselves in a manner that recognises this.

5.3 Physical Contact

5.31 Physical contact with children by coaches or volunteers should always be intended to meet the needs of the child and the sport, not the adult. That is, to develop golf technique, to protect the child from injury, to provide first aid or treat an injury. It should always take place in an open environment, and should not, as a general principle, be made gratuitously or unnecessarily.

5.4 Transport

5.41 Kibworth Golf Club believes it is primarily the responsibility of parents/carers to transport their child/children to and from the club. It is not the responsibility of Kibworth Golf Club staff, members, coaches or volunteers to transport children and young people to and from the club for activities, tournaments or matches.

5.42 If members wish to provide transport for juniors, they do so at their own risk, and are not acting on behalf of the golf club. They should receive permission from parents/carers for young people prior to the journey and any such journeys are made as a purely personal arrangement and not with the sanction of the golf club.

5.43 Kibworth Golf 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. The drivers used will be checked for their suitability to supervise children (see Section 1 Recruitment and Training) and their insurance arrangements verified.

5.5 Photography/ Videoing

- 5.51 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, magazines or websites (using the Photographic Consent Form). The personal details of the child will not be used in any promotional material.
- 5.52 Any press/official photographers attending events will be required to seek permission of the club before taking photographs and also permission of parents to use the images

Policy adopted by:- Kibworth Golf Club Ltd

Name:- Wendy Quilter

Position in Club:- Club Secretary

Date:- 01.03.18

Signature:-

USEFUL CONTACTS

Golf Contacts		
Name	Address	Number
EGU Lead Child Protection Officer – Richard Brown	34 Middlecave Road Malton North Yorkshire YO17 7JH	01653 697578
EGP Child Protection Compliance Manager – Kirstie Jennings	c/o EWGA 11 Highfield Road Edgbaston Birmingham B15 3EB	07949111924

Local Contacts		
Local Children’s Social Care (including out of office hours contact) NB. In an emergency, the Samaritans will hold the Duty Officer’s contact number		0116 4541004
Local Police child protection teams In an emergency contact 999		0116 222 2222

NSPCC Freephone 24 hour Helpline		0808 800 5000
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NATIONAL CONTACTS

The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0207 825 2500
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 L4 1EZ	Tel: 0116 234 7224