



Feltwell Golf Club

Safeguarding Children and Young People Policy and Procedures (reviewed February 2019)

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PURPOSE

This policy and the underlying procedures that support it are for the benefit of all participants, employees and volunteers at the Club and are intended to promote the objectives and principles set out below.

These Safeguarding Policies and Procedures apply to anyone under the age of 18 or to adults at risk of harm, which shall include anyone that is unable to look after their own wellbeing, property, rights or other interest; and is at risk of harm (either from another person's behaviour or their own behaviour); because they have a disability, mental disorder, illness or physical or mental infirmity, or are more vulnerable to being harmed than other adults.

Feltwell Golf Club has adopted this document from a series of templates provided by England Golf. England Golf may from time to time change and update these documents. They are not intended to create any legally enforceable obligation upon the Club.

Safeguarding and Child Protection Policy

Whilst children and young people are participating in golf activities in our care, Feltwell Golf Club acknowledges its duty to safeguard and promote the welfare of children and adults at risk of harm and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance, England Golf policies and complies with best practice.

The policy recognises that the welfare and interests of children and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all participants have a positive and enjoyable experience of sport at Feltwell Golf Club in a safe environment and are protected from abuse.

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

PRINCIPLES

- A child is defined by law as a person under the age of 18 years
- The welfare of children is paramount
- All children, regardless of their Age, Race, Religion or Belief, Disability, Sex or Sexual Orientation, have the right to protection from abuse
- All concerns and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- All children have the right to be safe
- All children have the right to be treated with dignity and respect

Feltwell Golf Club's policy and procedures are based on the above principles and UK and international legislation and government guidance and take the following into consideration:

- The Children Act 1989 and 2004
- The Data Protection Act 1994 & 1998
- The Police Act 1997
- The Human Rights Act 1998
- The Protection of Children Act 1999
- Caring for the young and vulnerable - Home Office Guidance for preventing abuse of trust 1999
- The Criminal and Court Services Act 2000
- What to do if you are worried a child is being abused 2005
- Working Together to Safeguard Children 2010

- The UN Convention on the Rights of the Child

OBJECTIVES

Feltwell Golf Club aims to:

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

RESPONSIBILITIES AND IMPLEMENTATION

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

- Reviewing their policy and procedures at least every three years or whenever there is a major change in legislation
- Ensuring everyone at the Club understands their roles and responsibilities in relation to safeguarding and that all relevant staff and volunteers are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, and other safeguarding concerns relating to children and young people
- 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
- Ensuring appropriate action is taken in the event of incidents/concerns of abuse and support is provided to the individual/s who raise or disclose the concern
- Ensuring that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Preventing the employment or membership of unsuitable individuals
- Following National Governing Body (NGB) procedures to report concerns and allegations about the welfare of children or the behaviour of adults and ensure that all staff, volunteers, parents and children are aware of these procedures
- Working with children, their parents and external organisations to safeguard the welfare of children participating in golf
- Directing Club staff, volunteers and coaches to appropriate safeguarding training, where this is appropriate to their role

1. RECRUITMENT AND TRAINING

Feltwell 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/role effectively, appropriately and safely.

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

- An Application Form (**Appendix 1**)
- A Self-Disclosure Form (**Appendix 2**)
- References from 2 people if possible (**Appendix 3**)
- A signed Code of Conduct (**Appendix 4**)
- A Disclosure & Barring Service (DBS) check on people involved in 'regulated activity' with children. (**Appendix 10**)
- A Barred List Check through England Golf will be undertaken for anyone carrying out Regulated Activity. This is work that a barred person must not do as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

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

All relevant staff, volunteers & coaches will be offered access to appropriate Child Protection Training. Feltwell Golf Club recommends attendance at the Sports Coach UK "SPC" workshop and will ensure that all personnel who have significant contact with children attend this workshop. Attendance at SPC training will be repeated every 3 years for those personnel involved in regulated activity. An online SPC refresher can be completed if physical attendance at an SPC workshop has occurred previously.

All staff, volunteers and coaches working with children will be asked to read and sign up to adhere to Feltwell Golf Club's Safeguarding Policy and Procedures.

All volunteers, staff & coaches working with children will be asked to read Feltwell Golf Club's Code of Conduct for Adults and sign to indicate their agreement to act in accordance with the code (**Appendix 4a**). The code is linked to Feltwell Golf Club's Disciplinary Procedures.

2. COMPLAINTS, CONCERNS AND ALLEGATIONS

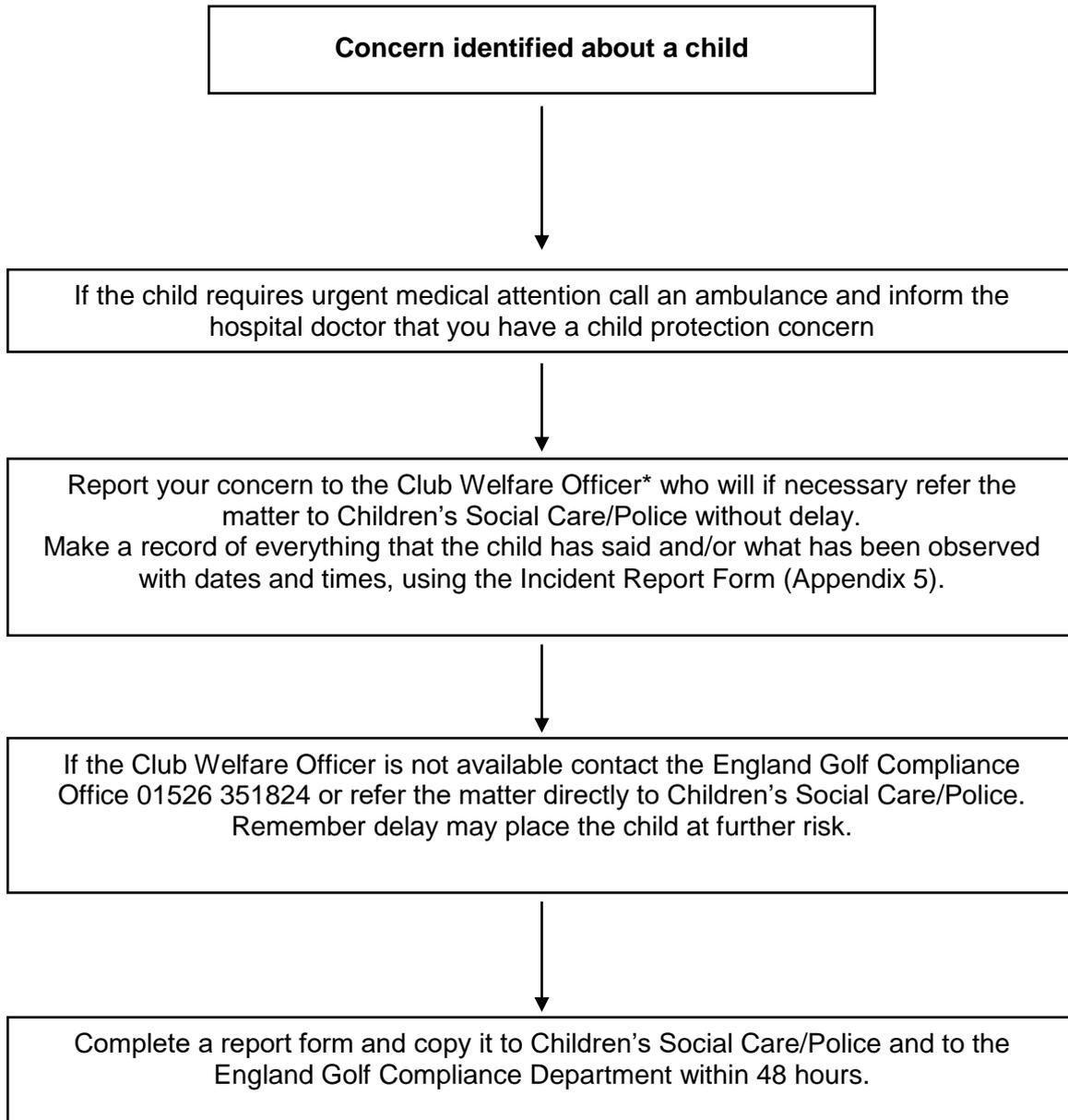
- 2.1** If a player, parent/carer, member of staff, coach or volunteer has a concern about the welfare of a child, or the conduct of another child/young person or an adult (whether they are a parent, volunteer, member of staff, coach, member, or otherwise), these concerns should be brought to the attention of the Club Welfare Officer forthwith. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Welfare Officer. Please refer to Flowcharts 1 & 2 for further details.
- 2.2** All concerns will 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 (**Appendix 5**) and sent to the England Golf Compliance Department and retained confidentially within the Club. **England Golf Compliance Department will assist with completion of this form on the Club's behalf if required, Tel: 01526 351824.**
- 2.4** Feltwell Golf Club will work with England Golf and other external agencies to take appropriate action in the case of abuse or serious poor practice. Feltwell Golf Club's 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 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 England Golf Compliance Office, Tel- 01526 351824.

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

FLOWCHART 1

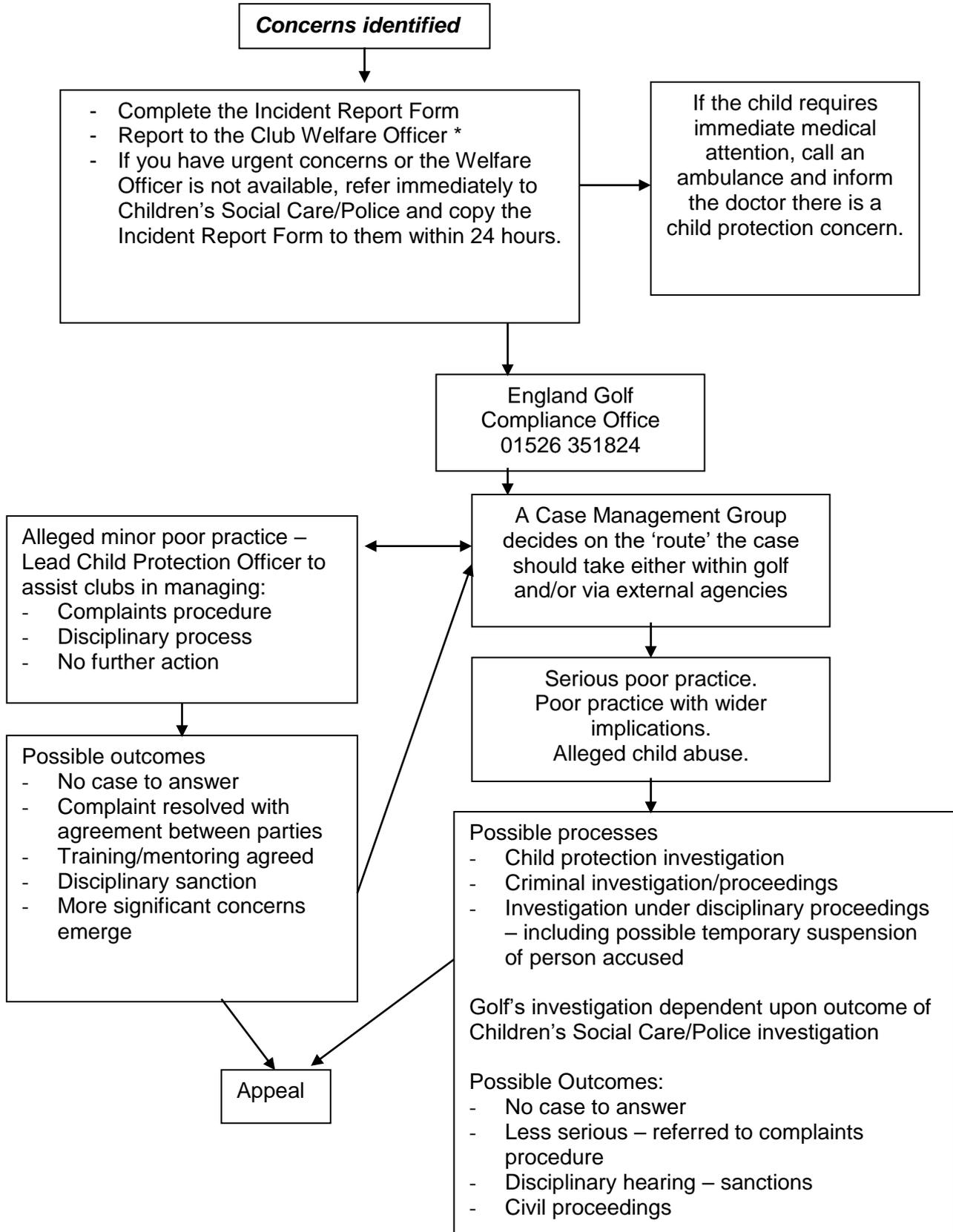
What to do if you are worried about what is happening to a child outside of the Club/County (but the concern is identified through the child's involvement in golf)



* If for any reason a Club Welfare Officer is not in post contact the England Golf Compliance Office 01526 351824

FLOW CHART 2

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



3. EMERGENCIES AND INCIDENTS

3.1 Parental Consent Forms (**Appendix 7**) will be obtained and retained by Feltwell Golf Club for all children who are participating in events or activities, or attending coaching organised by the Club. These forms will be treated in confidence and only shared with those who require the information they contain to perform their role effectively.

3.2 In the event of a child requiring medical attention:

- The parents will be contacted immediately
- In the event of failure to contact parents, the alternative emergency contacts will be used
- The Consent Form will be consulted to establish whether parents have given their consent for a 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

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

- Attempt to contact the parent/carer using the contact details on the Parental Consent Form
- Attempt to contact the first, then the second emergency contact nominated on the Consent Form
- Wait with the young person(s) at the venue with, wherever possible, other staff/volunteers or parents
- If no one is reachable, contact the 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 & PGA Pros 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

4. SUPERVISION

- 4.1** During coaching sessions the Club will endeavour to ensure that there is at least one adult coach/volunteer/staff member present for every 8 children.
- 4.2** Parents will be encouraged to stay for coaching/competitions & other events where their children are of an age where their supervision is required.
- 4.3** If there are young children (under 10 years of age) attending events, activities, coaching or playing sessions they will be supervised at all times.

Wherever possible adults will avoid changing or showering at the same time as children but parents should be aware that with limited changing room space there will be occasions when adults and children may need to share the facilities.

- 4.4** Parents should be aware that if children are left at Feltwell Golf Club unsupervised, other than to attend specific Club organised coaching sessions, competitions, or other scheduled events, this is a parental decision and Feltwell Golf Club cannot accept any supervisory responsibility.
- 4.5** Special arrangements will be made for away trips. Parents will receive full information about arrangements for any such trip and will be required to provide their consent for their child's participation.

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. Codes of conduct will be issued to junior members & adults working with them to promote good practice.
- 5.12** The Feltwell Golf Club requires that all staff and volunteers working with children adhere to the standards set out in the Code of Conduct (**Appendix 4**). 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 (**Appendix 4**).
- 5.13** Parents should also work together with the club to ensure that the safety of all children is safeguarded. A sheet on "Parental Guidance" (**Appendix 8**) is provided to assist them in understanding how they can best assist the Club.

5.2 Adults and Children Playing Golf Together

One of the reasons for the popularity of golf is that the game is not restricted by ability, age or gender. Responsible interaction between adults and children helps bring mutual respect and understanding and will be encouraged as part of Club activities. Adults should always be aware however that age related differences do exist and conduct themselves in a manner that recognises this. A DBS check is not required for an adult playing in a one-off game with a child and it is recognised that the adult does not accept supervisory responsibility for the child during this time.

5.3 Physical Contact

Physical contact with children by coaches, 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.

5.4 Transport

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

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

The following are common sense good practice examples:

- Always work in an open environment avoiding, where possible, private or unobserved situations, interactions or communications with unaccompanied children
- Treat all participants equally with respect and dignity
- Put the welfare of the participant first
- Adults should respect a participant's privacy and right to be safe from abuse and harm and not to do anything harmful or age inappropriate with or in front of them
- Always make sport fun and enjoyable, emphasising the importance of fair play
- Always ensure that you have the appropriate technical skills, valid qualifications and insurance cover
- Where manual/physical contact is required, it should be provided openly and with the consent of the participant. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the participant's consent has been given
- Endeavour to involve parents/carers wherever possible (for example, encouraging them to take responsibility for their children in the changing rooms). If groups have to be supervised in changing rooms always ensure parents, coaches etc. work in pairs
- Where teams are to be taken on overnight trips, staff should avoid spending time in children's rooms and should not invite or have children in their rooms
- Be an excellent role model, this includes not smoking, taking drugs or drinking alcohol in the company of young people
- Recognise the developmental needs and capacity of the child and do not risk sacrificing welfare in desire for Club or personal achievements. This means

avoiding excessive training or competition and not pushing them in training against their will

- Be positive, approachable and offer praise to promote the objectives of the Club at all times
- Respect and listen to the opinions of the participant.

The following should be avoided:

- Spending time alone in private with any child (other than your own) at the Club
- Taking young people alone in a car on journeys, however short, if another option is available
- Engaging in, allowing or encouraging rough physical or sexually provocative games, including horseplay
- Engaging in any form of inappropriate touching
- Striking any child
- Acting immodestly or engaging in any behaviours with sexual connotations in the presence of any child
- Engaging in exhibitionist behaviours involving nudity in the presence of participants
- Subjecting any participant to physical intimidation
- Use of inappropriate language in the presence of children, or allowing children's use of inappropriate language to go unchallenged
- Making sexually suggestive comments to or about a child or children
- Humiliating, shouting at a participant or reducing him or her to tears
- Allowing allegations relevant to this guidance made by a child to go unrecorded or not acted upon
- Doing things of a personal nature that the participant can do for themselves

When a case arises where it is impractical/impossible to avoid a certain situation e.g. transporting a young person alone in your car, the tasks should only be carried out with the full understanding and consent of the parent/carer and the young person involved or if there becomes more risk to the child or young person if you don't do this. A common sense approach should always be considered with the welfare of the child or young person at the heart of your decision making.

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, websites or for coaching purposes. 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 from the Club before taking photographs and also permission of parents to use the images.

5.6 Anti Bullying Procedures

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

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

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

All forms of bullying include:

- Deliberate hostility and 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 and its Staff, Volunteers & Coaches will not tolerate bullying in any of its forms during Club matches, competitions, coaching or at any other time while at the Club.

5.62 We are intent that we will:

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

5.7 Confidentiality

5.71 Details of all juniors will be kept on file in the office and will not be shared with a third party without parent/guardian consent. Access to this information will be granted to Sec/Manager/CWO, the Junior Organiser(s) and the PGA Golf Professional(s). Details will be passed onto the County Organisations as requested when juniors have reached an ability level that meets the relevant county criteria.

5.72 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.

5.8 Changing Rooms

The changing rooms are used by all members and visitors, juniors will only be supervised if needed at Club organised events. Parents will be made aware that adults use the changing rooms throughout the day for changing and showering. Where a parent/guardian does not consent to their child accessing the changing rooms, it is their responsibility to either supervise the child while in the changing rooms or ensure that they do not use them.

6. Useful Contacts

Golf Contacts		
Name	Address	Number
Club Welfare Officer – Kim Heybourne		Mob: 07812 580267 Email: feltwellgolfclub@btconnect.com
England Golf Compliance Office	England Golf National Golf Centre The Broadway Woodhall Spa Lincolnshire LN10 6PU	01526 351824 compliance@englandgolf.org

Local Contacts		
Local Children's Social Care (including out of office hours contact) NB. In an emergency, the Samaritans will hold the Duty Officer's contact number		0344 800 8020
Samaritans		08457 90 90 90
Local Police child protection teams In an emergency contact 999	Norfolk Constabulary Operations & Communications Jubilee House Wymondham NR18 0WW	01603 276156
NSPCC Freephone 24 hour Helpline		0808 800 5000

National Contacts		
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0808 800 5000 help@nspcc.org.uk
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 1111
NI Childline	74 Duke Street Londonderry	Tel: 028 90 327773
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester, L4 1EZ	Tel: 0116 234 7278 cpsu@nspcc.org.uk

7. Appendix

All forms should be completed and returned to: Welfare Officer (Kim Heybourne)
Details to be added by Feltwell Golf Club

Appendix 1

Application Form – Feltwell Golf Club

Position Applied for:
Personal Details Title: Mr/Mrs/Miss/Dr/Other (please specify) _____ Full Name: _____ Any previous surname: _____ Date and place of birth: _____ National Insurance Number: _____
Present Address: _____ _____
Post Code: _____
Telephone Numbers: _____
Email address: _____
Current Occupation: _____
Name and address of Organisation: _____ _____
Role: _____
Start Date: _____

Relevant Experience including any previous experience of working with children and young people:

Reasons for applying:

References:
Please provide the names and addresses of two people who know you well (who are not related to you) whom we can contact to obtain a reference:

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

I agree to abide by the Club Code of Conduct and Safeguarding Policy and Procedures, and confirm that the the information I have supplied in completing this form is correct and true.

Signed:

Date:

Appendix 2

Self-Disclosure Form – Feltwell Golf Club

To be completed at the same time as the application form:

If the role you are in or 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).

Evaluation of information is based strictly on confidentiality and discretion.

If you require confidential advice in relation to completion of this form, please call England Golf Compliance department on 01526 351824

Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children?	YES / NO <i>(if Yes, provide 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, provide information below):</i>		
Confirmation of Declaration <i>(tick box below)</i>			
	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 disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention.		
	In accordance with the organisation’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.		
	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.		
	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.		
Print name:		Signature:	
Club Welfare Officer	I have seen and checked the above responses, if any of the boxes above are ticked YES, I have referred this form to England Golf Compliance Department for a risk assessment and advice.		
Print name:		Signature:	
Date:			

Appendix 3

Reference Form

(Name) _____

has expressed an interest in becoming a Club member of staff, volunteer / coach*
(*delete as appropriate) and has given your name as a referee.

As this post involves substantial access to children and as an organisation committed to safeguarding children, it is important that if you have any reason to be concerned about this applicant that you do not complete the following form, but please contact me on:

Telephone: _____

Name: _____

Organisation: _____

Any information disclosed in this reference will be treated in confidence and in accordance with relevant legislation and guidance, and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he or she is offered the position in question.

• **How long have you known the person?**

• **In what capacity?**

• **What attributes does this person have which would make him/her suited to a role working with children?**

• **How would you describe his/her personality?**

Signed: _____

Date: _____

Appendix 4a



FELTWELL GOLF CLUB

Code of Conduct for PGA Professionals, Associate Coaches & Volunteers

- Respect the rights, dignity and worth of every person within the context of golf
- Treat everyone equally and do not discriminate on the grounds of age, gender, race, religion or belief, sexual orientation or disability
- If you see any form of discrimination, do not condone it or allow it to go unchallenged
- Place the well-being and safety of the young person above the development of performance
- Develop an appropriate working relationship with young people, based on mutual trust and respect
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment)
- Do not engage in any form of sexually related contact with a young player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms
- You should not have regular contact outside your Club role with the juniors and should not engage in regular communication through text, email or social network sites
- Know and understand Feltwell Golf Club's Child Safeguarding Policy 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

- Hold relevant qualifications and insurance cover. All Staff, Volunteers & Coaches who work regularly with children must have current DBS clearance, approved by England Golf Compliance Office
- 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 & CiG Good Practice Guidelines
- Ensure that you attend appropriate training to keep up-to-date with your role and the welfare of young people
- Report any concerns you may have in relation to a child or the behaviour of an adult, following reporting procedures laid down by Feltwell Golf Club

Signed:	Date:
PRINT NAME:	

Appendix 4b



FELTWELL GOLF CLUB

Code of Conduct for Young Golfers

As a young golfer taking part in a Feltwell Golf Club organised 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 poorly treated
- Be organised and on time
- Tell someone in authority if you are leaving the venue
- Accept that these guidelines are in place for the well-being of all concerned
- Treat organisers and coaches with respect
- Observe instructions or restrictions requested by the adults looking after you

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

- Smoking
- Using foul language
- Publicly using critical or disrespectful descriptions of others either in person or through text, email or social network sites
- Consuming alcohol, illegal performance-enhancing drugs or stimulants

Child Signature _____ Print Name _____

Parent/Guardian Signature _____ Print Name _____

Appendix 4c



FELTWELL GOLF CLUB

Code of Conduct for Parents/Carers of Young Golfers

As parents you are expected to:

- Positively reinforce your child and show an interest in their chosen activity
- Do not place your child under pressure or push them in to activities they do not want to do
- Be realistic and supportive
- Promote your child's participation in playing sport for fun
- Complete and return the Player Profile Form and Consents pertaining to your child's participation in activities at Feltwell Golf Club
- Report and update Feltwell Golf Club
- with any changes relevant to your child's health and wellbeing
- Deliver and collect your child punctually before and after coaching sessions/competitions
- Ensure your child has clothing and kit appropriate to the weather conditions
- Ensure your child has appropriate equipment, plus adequate food and drink
- Ensure that your 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 Feltwell Golf Club
- and on the golf course; do not embarrass your child
- Show appreciation and support the coaches, volunteers and staff at Feltwell Golf Club
- Accept the decision and judgement of the officials during events and competition

As a parents/carer you have the right to:

- Be assured that your child is safeguarded during their participation in the sport
- Be informed of problems or concerns relating to your child
- Be informed if your child is injured
- Have consent sought for issues such as trips and photography
- Contribute to the decisions of the 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 Junior Organiser. at Feltwell 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 the Feltwell Golf Club regrettably asking your child to leave the session, event or club.

Signed:	Date:
PRINT NAME:	

Appendix 5



FELTWELL GOLF CLUB

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 6

Incident Report Form – Feltwell 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 Compliance department notified (01526 351824)	
Case Number (if allocated)	
Date:	Time:
Action taken:	
Date:	Time:
Signature of Recorder:	
Signature of Complainant:	

Appendix 7

Accident Report Form – Feltwell 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 / Guardians been contacted? YES NO [Please circle.]	
Does the accident need to be referred to England Golf Compliance Dept? YES NO	
Date:	Time:
Signature of Recorder:	

Appendix 8

Junior Profile and Parental Consent Forms – Feltwell Golf Club

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.

Please complete this form with our assurance that the information will be treated as confidential.

It is the responsibility of the junior and their parent to notify the Club Welfare Officer (CWO) or Secretary if any of the details change at any time.

Junior Name		
Date of Birth		
Address		
Telephone Number		
Parents' Names		
Address		(If different)
Home Telephone No		
Mobile Telephone No		
Work Telephone No		
Emergency Contacts		
Contact 1 Name		
Relationship to child		
Home Telephone Number		
Mobile Telephone Number		
Work Telephone Number		

Contact 2 Name	
Relationship to child	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	

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.

- **I confirm to the best of my knowledge that my child does not suffer from any medical condition other than those detailed above.**
- **I agree to notify the County/Club of any changes.**

- **I,, being parent/guardian of the above named child, hereby give permission for the NGB/County/Club Responsible Person to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my child's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.**

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

(Please tick the box if agreed)

- **I acknowledge that the Club is not responsible for providing adult supervision for my child except for formal junior golf coaching, matches or competition.**

(Please tick the box if agreed)

- **I also agree to my child being transported by Club representatives to and from venues when he/she is representing the golf club.**

(Please tick the box if agreed)

Signed – Parent/Guardian	
Print name	
Date	

Appendix 9

Guidance for parents

The Feltwell Golf Club is delighted to welcome you and your child to what we hope is the first of many events that you will be taking part in.

The positive effect of your support, as a parent, can't be overstated. Your behaviour has a real influence on the way your child experiences golf.

First things first – why is your child showing an interest in the sport? Is it to learn a new game? To hang out with their friends? Because they did it in school and liked it? Or because you play?

Make sure they're playing for their own reasons, not yours.

There is a wealth of supportive information and advice on the Children in Golf website

<http://www.childreningolf.org/parents-guidance>

To enable us to provide the best possible experience for you and your child, we kindly request that you read through the following guidance and complete the attached forms.

- Take an interest in your child's activity and progress and be supportive
- Familiarise yourself with the Feltwell Golf Club Safeguarding Policy (attached)
- Complete the attached Parental Consent Form which will enable event organisers to cater for any particular needs that your child may have (e.g. medical conditions and medications, allergies, learning difficulties etc.), as well as contact you in the unlikely event of an emergency
- Go through the attached Code of Conduct **with** your child and return a signed copy to the event organiser
- Be punctual when dropping off and picking up your child for and from coaching / events. It is important to communicate with the event organiser if collecting your child after an event, may cause a problem
- Introduce yourself to the adults involved in the supervision of your child
- When leaving your child, make sure they have the necessary provisions for the day, including the ability to meet the requirements of changing weather conditions. Please ensure that your mobile is switched on 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 coaching & competitions
- Help your child to arrange golf with other juniors away from Club organised activities so they have someone to play golf with

As a parent/guardian 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 Compliance department are also available for confidential advice:
01526 351824

Club Welfare Officer
Kim Heybourne

Appendix 10

Photography Consent

Feltwell Golf Club

This form is to be signed by the legal guardian of a child under the age of 18, together with the child. Please note that if you have more than one child registered you will need to complete separate forms for each.

Feltwell Golf Club recognises the need to ensure the welfare and safety of all children in golf. As part of our commitment to ensure their safety we will not permit photographs, video images or other images of your child to be taken or used without your consent.

Feltwell Golf Club will follow the guidance for the use of images of children as detailed within the respective Child Protection Policy and Procedures (excerpt attached for information).

Feltwell Golf Club will take steps to ensure these images are used solely for the purposes for which they are intended i.e. the promotion and celebration of the activities of Feltwell Golf Club.

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

The photographs may be available on the website [http:// **Feltwell Golf Club**](http://Feltwell Golf Club) for the golf season 2017/18. If at any time either the parent/guardian or the child wishes the data to be removed from the website, 7 days' notice must be given to the Golf Welfare Officer after which the data will be removed.

To be completed by parent/guardian

I _____ (Parent full name) consent to _____

Feltwell Golf Club photographing or videoing _____ (name of child)

under the stated rules and conditions, and I confirm I have legal parental responsibility for this child and am entitled to give this consent.

Signature _____ Date _____

To be completed by child

I _____ (Child full name) consent to _____

(name of organisation) photographing or videoing child) under the stated rules and conditions.

Signature _____ Date _____

Appendix 11

Regulated Activity

DISCLOSURE AND BARRING SERVICE ELIGIBILITY FOR CHECKS

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

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

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

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

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

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

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

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

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

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

If you require any additional information please contact the Compliance Department at England Golf on 01526 351824

Appendix 12

Social Media Guidance – Feltwell Golf Club

This guidance gives procedures that will support and underpin the use of social networking and other online services within **Feltwell Golf Club**. It is important that all members, staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of **Feltwell Golf Club** are aware of this policy and agree to the following terms.

Advice for Individual

- Do not accept children as contacts on social networking sites if you hold a position of trust with children/young people.
- Where contact through social networking sites is used for professional reasons, restrict the communication to professional content and obtain written consent from parents prior to establishing contact.
- Include a third party in any communications to children, e.g. copy parents into communications.
- Use the privacy settings on the various sites to ensure that your content will only be viewed by appropriate people.
- Ensure that any content you place on a social networking site is age-appropriate. Do not use the site to criticise or abuse others.
- Know where to direct junior members and their parents for information.
- Know how to report concerns.
- Know how to keep data safe and secure. This should include the personal contact data of individuals, such as mobile numbers, email addresses and social networking profiles.

Advice for Children

- Consider carefully who you invite to be your friend online and make sure they are who you actually think they are.
- There are websites that offer advice about protecting yourself online, such as www.ceop.gov.uk and www.childnet.com
- Make sure you use privacy settings so that only friends can view your profile.
- Remember that anything you post on websites may be shared with people you don't know.
- Never post comments, photos, videos, etc., that may upset someone, that are untrue or that are hurtful. Think about whether you may regret posting the content at a later date.
- If you are worried or upset about something that's been posted about you, or by texts you receive from other juniors or adults involved with the club, raise this with your Club Welfare Officer. Alternatively contact your National Governing Body Lead Safeguarding Officer (Victoria Brown at England Golf Tel: 01526 351851). Do not suffer alone. You will be listened to and your concerns will be taken seriously.
- If you want to talk to someone anonymously, call Childline on 0800 1111, or contact them on the web at www.childline.org.uk . You can also call the NSPCC on 0808 800 5000.

Advice for Parents

- Make yourself knowledgeable about social networking platforms and how they work.
- Go on the internet with your child and agree what sites are acceptable to visit. Regularly check that they are staying within the agreed limits.
- Encourage your child to talk to you about what they have been doing on the internet.
- Make sure they feel able to speak to you if they ever feel uncomfortable, upset or threatened by anything they see online.

- Encourage children to look out for each other when they're online. Explain that it's all part of staying safe and having fun together.
- Explain to children that it's not safe to reveal personal information, such as their name, address or phone number on the internet. Encourage them to use a cool nickname rather than their own name.
- Attachments and links in emails can contain viruses and may expose children and young people to inappropriate material. Teach children to only open attachments or click on links from people they know.

Further Advice for Parents of Young Golfers

- If you are concerned about any texts, social networking posts or any other use of communication technology by members of the 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 351851.
- In addition to reporting concerns to England Golf (National Governing Body), you should immediately report possible online abuse to the Child Exploitation and Online Protection Centre (CEOP) or the police. Law enforcement agencies and the internet service provider may need to take urgent steps to locate a child and/or remove the content from the internet. Where a young person may be in immediate danger, dial 999.
- Do not post/send negative or critical comments or messages about other children 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 13

Whistleblowing Policy – Feltwell 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 351 851 or email compliance@englandgolf.org

Alternatively you can contact the Local Authority Designated Officer (LADO) or the NSPCC on 0808 800 5000.

Information to include when raising a concern

The whistle blower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- their name and contact details (unless they wish to remain anonymous);
- names of individuals involved;
- date, time and location of incident/circumstance; and
- whether any witnesses were present.

Feltwell 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.

Appendix 14

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 15

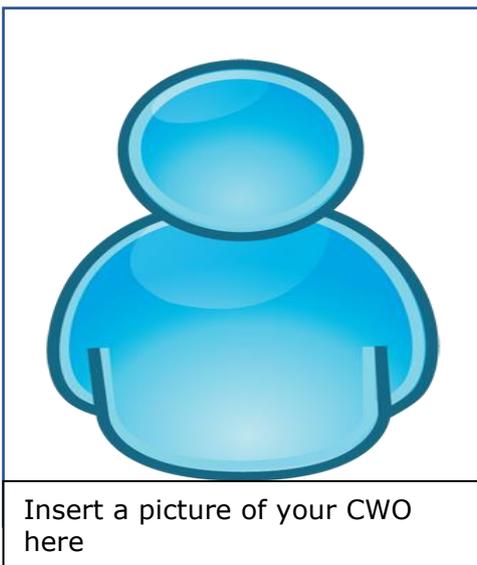
FELTWELL GOLF CLUB

Golf should be fun!

You should feel safe and enjoy your sport

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

Speak to your club welfare officer



Club Welfare Officers Name:
XXXXXXXXXX XXXXXXXX

Email address:
XXXXXXXXXXXXXXXXXXXXXX

Telephone Number:
XXXXXXXXXX

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



Safeguarding Children and Young People A Short Guide for Club Members (Page 1 of 2)

Feltwell Golf Club is committed to ensure 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.

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

You might be thinking **“What has safeguarding got to do with me?”**

Government guidance makes it clear that ‘Safeguarding is everyone’s responsibility’. Anyone who has a negative experience of sport at a young age is less likely to become a regular long-term participant. It’s important for the future of your 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.

Feltwell Golf Club asks its’ members to

- **Familiarise yourself with the Feltwell Golf Club Safeguarding Policy.**

The full copy of the Feltwell Golf Club’s Safeguarding Children and Young People Policy is available on our website www.feltwellgolfclub.com

1. Feltwell Golf Club Codes of Conduct

Adults should always be aware that age related differences exist and conduct themselves in a manner that both recognises this and prioritises the welfare of children and young people.

2. Anti-Bullying Policy

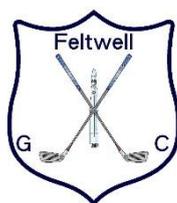
Feltwell Golf Club believes that every effort must be made to eradicate bullying in all its forms. The Club will not tolerate bullying in any of its forms during Club matches, competitions, coaching or at any other time while at the Club.

3. Transport Policy

The Club believes it is primarily the responsibility of parents/carers to transport their child/children to and from events.

4. Changing Room Policy

The changing rooms are used by all members & visitors. Wherever possible adults will avoid changing or showering at the same time as children but parents will be made aware that with limited changing room space there will be occasions when adults and children may need to share the facilities. Where a parent/carer does not consent to their child accessing the changing rooms, it is their responsibility to either supervise the child while in the changing rooms or ensure that they do not use them.



Safeguarding Children and Young People A Short Guide for Club Members (Page 2 of 2)

5. Photography, Videoing and the use of Social Media Policies

Think very carefully before contacting a young person via mobile phone, e-mail or social media.

Do not accept children as contacts on social networking sites if you hold a position of trust with children/young people.

In general stick to group communications, copy the communication to a parent and only communicate about organisational matters

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

- A concern may involve the behaviour of an adult 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 Feltwell Golf Club's Welfare Officer who will follow the Club's Safeguarding procedures
-

Name: Kim Heybourne
Email Address: feltwellgolfclub@btconnect.com
Telephone Number: 01842 827644

If you believe the child is at immediate risk of harm, call the Police

Other useful contacts:

NSPCC 24-hour helpline Tel: 0808 800 5000 | England Golf Lead Safeguarding Officer 01526 351851

Appendix 16

ANTI-BULLYING POLICY – Feltwell Golf Club

The Feltwell 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 the Feltwell Golf Club to be given information about, and sign up to, this policy
- take action to investigate and respond to any alleged incidents of bullying
- encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- ensure that staff, volunteers and coaches are given access to information, guidance and/or training on bullying.

Each participant, coach, volunteer or official will:

- respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others
- recognise that everyone is important and that our differences make each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress
- be committed to the early identification of bullying, and prompt and collective action to deal with it
- ensure safety by having rules and practices carefully explained and displayed for all to see
- report incidents of bullying they see – by doing nothing you are condoning bullying.

Bullying

- all forms of bullying will be addressed
- everybody in Feltwell 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 Feltwell 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

Feltwell Golf Club Welfare Officer, Kim Heybourne, 01842 827644

NSPCC Helpline 0800 800 5000

ChildLine 0800 1111 / www.childline.org.uk

Kidscape www.kidscape.org.uk

Anti-Bullying Alliance www.antibullyingalliance.org.uk

England Golf Lead Safeguarding Officer 01526 351851