



Norfolk County Golf Union

Safeguarding Children and Young People

Policy and Procedures (reviewed December 2017)

Contents

	Page
Safeguarding Children and Young People Policy	3 & 4
Procedures:	
1. Recruitment and training	5
2. Complaints, concerns and allegations	6
Flow Charts	7 & 8
3. Emergencies and incidents	9
4. Supervision	10
5. Good Practice Guidelines	11 - 14
6. Useful Contacts	15
7. Appendices	
1. Application form	17 & 18
2. Self-disclosure form	19
3. Reference form	20
4. Codes of conduct (Adult and Junior)	21 - 23
5. Incident Report Form	24 & 25
6. Accident Report Form	26 & 27
7. Junior Profile & Parental Consent Forms	28-31
8. Parental Guidance	32 & 33
9. Photography Consent	34
10. Regulated activity definition and DBS checks	35

This policy and the underlying procedures that support it are for the benefit of all participants, employees and volunteers at the Norfolk County Golf Union 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.

Norfolk County Golf Union 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 Norfolk County Golf Union.

Safeguarding and Child Protection Policy

Whilst children and young people are participating in golf activities in our care, Norfolk County Golf Union 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 venerable 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 Norfolk County Golf Union in a safe environment and are protected from abuse.

Norfolk County Golf Union 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

Norfolk County Golf Union'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:

The Norfolk County Golf Union aim 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 & 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:

Norfolk County Golf Union 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 Union 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 Union 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 Union staff, volunteers & coaches to appropriate safeguarding training, where this is appropriate to their role

1. RECRUITMENT AND TRAINING

Norfolk County Golf Union 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 Junior Manager 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. Norfolk County Golf Union 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 Norfolk County Golf Union's Safeguarding Policy and Procedures.

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

2. COMPLAINTS, CONCERNS AND ALLEGATIONS

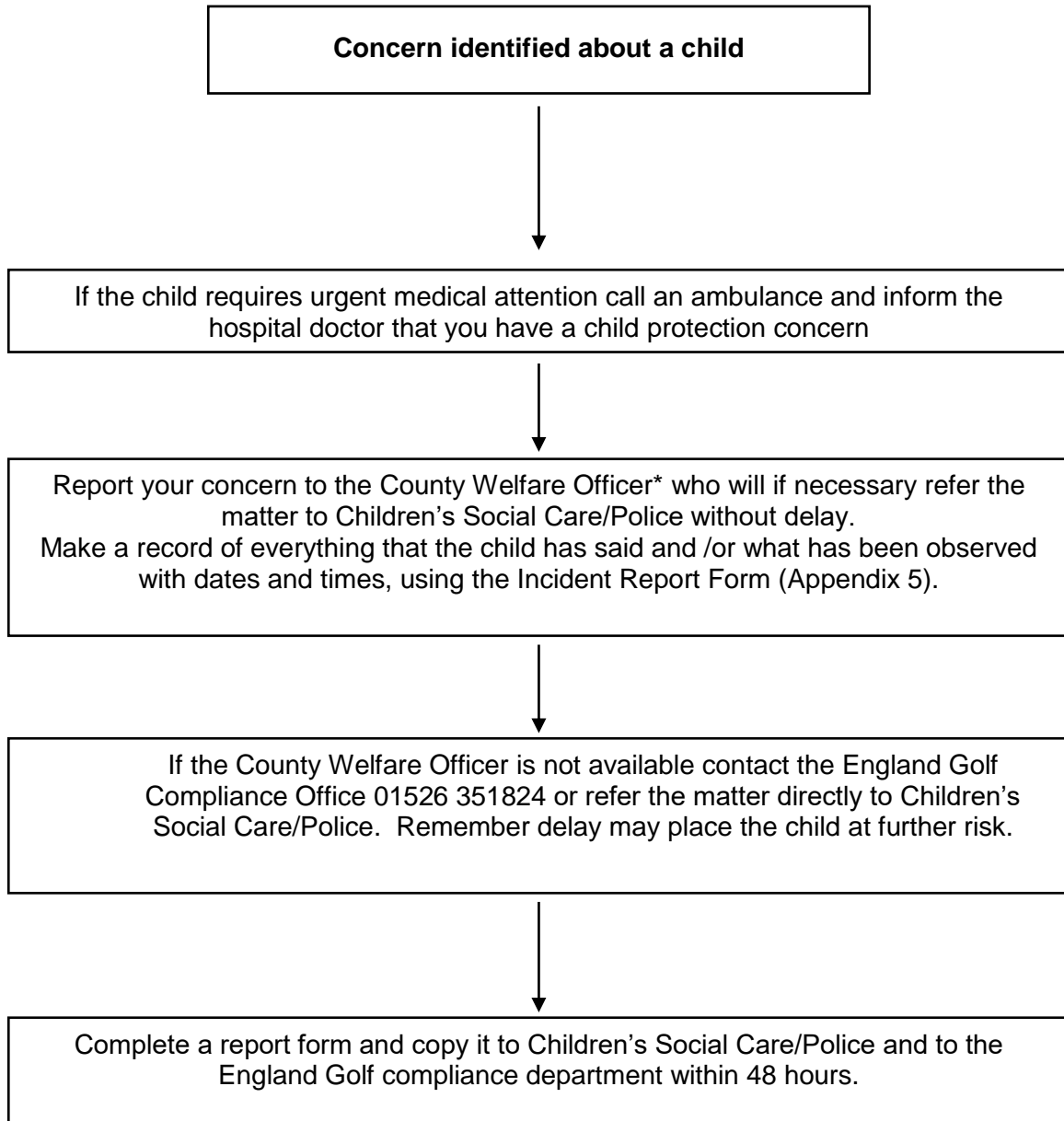
- 2.1** If a player, parent/carer, member of staff, coach or volunteer has a concern about the welfare of a child, or the conduct of another child/young person or an adult (whether they are a parent, volunteer, member of staff, coach, member, or otherwise), these concerns should be brought to the attention 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 Norfolk County Golf Union. ***England Golf Compliance department will assist with completion of this form on the Norfolk County Golf Union's behalf if required, tel: 01526 351824.***
- 2.4** Norfolk County Golf Union will work with England Golf and other external agencies to take appropriate action in the case of abuse or serious poor practice. Norfolk County Golf Union'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

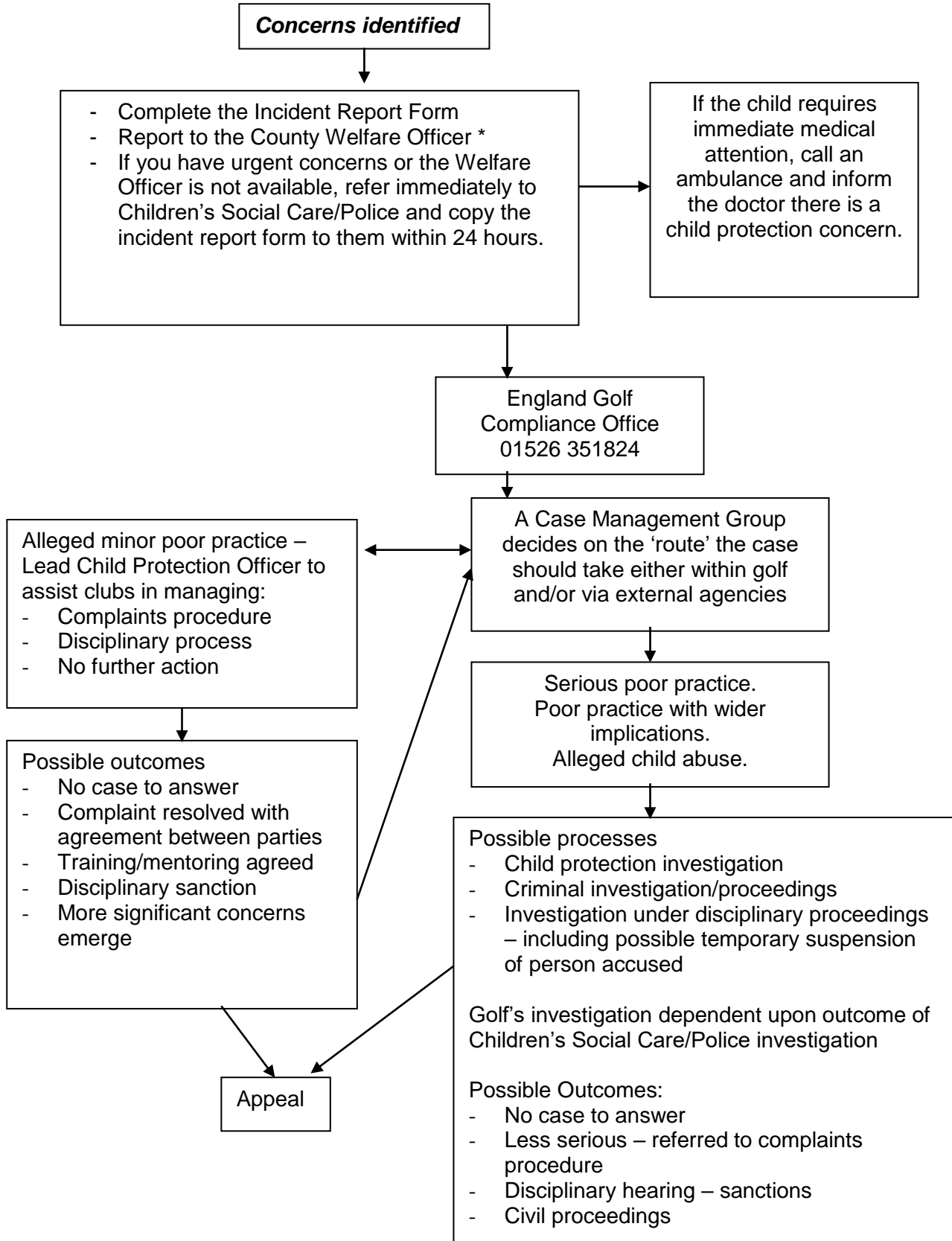
What to do if you are worried about what is happening to a child outside of the Club/County (but the concern is identified through the child's involvement in golf)



* If for any reason a County 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 Norfolk County Golf Union for all children who are participating in events or activities, or attending coaching organised by the Union. 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 Union 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 Union 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 Union'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 Norfolk County Golf Union unsupervised, other than to attend specific Union organised coaching sessions, competitions, or other scheduled events, this is a parental decision and Norfolk County Golf Union 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 Norfolk County Golf Union 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 Union 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 Union 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 Union 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 Union 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 Union 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 Union.
- 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 Union before taking photographs and also permission of parents to use the images.

5.5 Anti Bullying Procedures

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

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

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

All forms of bullying include;

- Deliberate hostility & aggression towards an individual(s)
- A victim who is weaker and less powerful than the bully or bullies
- An outcome which is always painful & distressing for the victim

Bullying behaviour may also include;

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive or offensive comments of a sexual nature.

The Union 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 Union.

5.52 We are intent that we will:

- Provide a point of contact where those being bullied can report their concerns in confidence – The County WO & Junior 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 Union for bullies
- Inform all members of the Union about the incident and action taken if appropriate
- Keep a written record of all incidents and the action taken

5.6 Confidentiality

5.61 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 County WO, 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.

5.62 All concerns/allegations will be dealt with confidentially by the Union 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.

5.7 Changing rooms

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

6. Useful Contacts

Golf Contacts		
Name	Address	Number
County Welfare Officer – Ian MacRae	Low Meadow Folgate Wreningham Norwich NR16 1AS	Mob: 01508 489649 Email: ianandmargmacrae@btinternet.com
England Golf Compliance Office	England Golf National Golf Centre The Broadway Woodhall Spa Lincolnshire LN10 6PU	01526 351824 Email: compliance@englandgolf.org
Junior Manager Norman Blanch	10, Hillside Crescent Wicklewood Wymondham Norfolk NR18 9QD	Mob: 01953 604394 Email: norman.blanch@btinternet.com

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	Norfolk County Council County Hall Martineau Lane Norwich Norfolk NR1 2DH	0344 800 8020 Email: information@norfolk.gov.uk
Samaritans		08457 90 90 90
Local Police child protection teams In an emergency contact 999	Norfolk Constabulary Operations and Communications Centre Jubilee House, Falconers Chase, Wymondham, Norfolk, NR18 0WW.	01953 424242 Email: enquiries@norfolk.pnn.police.uk
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: County Junior Secretary
Details to be added by Norfolk County Golf Union



Appendix 1

Application Form – Norfolk County Golf Union

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:

Address:

Telephone Number:

Name:

Address:

Telephone Number:

I agree to abide by the Norfolk County Golf Union 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 – Norfolk County Golf Union

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>			
	<input type="checkbox"/> I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention.		
	<input type="checkbox"/> In accordance with the organisation’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.		
	<input type="checkbox"/> I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.		
	<input type="checkbox"/> I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.		
Print name:		Signature:	
County 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 - Norfolk County Golf Union

(Name) _____

has expressed an interest in becoming a Norfolk County Golf Union 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

Norfolk County Golf Union

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 Norfolk County Golf Union'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 Union. 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 Norfolk County Golf Union 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 Norfolk County Golf Union

Signed:	Date:
PRINT NAME:	



Appendix 4b

Norfolk County Golf Union

Code of Conduct for Young Golfers

As a young golfer taking part in a Norfolk County Golf Union 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 Norfolk County Golf Union 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 5

Incident Report Form – Norfolk County Golf Union

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 6

Accident Report Form – Norfolk County Golf Union

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 7

Junior Profile and Parental Consent Forms – Norfolk County Golf Union

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 County Welfare Officer (CWO) or Junior Manager 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 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 8

Guidance for parents -Norfolk County Golf Union

The Norfolk County Golf Union 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 Norfolk County Golf Union 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 Norfolk County Golf Union activities such as coaching & competitions.
- Help your child to arrange golf with other juniors away from Norfolk County Golf Union 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 County 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

Ian MacRae



Appendix 9

Photography Consent - Norfolk County Golf Union

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.

Norfolk County Golf Union) 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.

The Norfolk County Golf Union) 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)

The Norfolk County Golf Union 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 (County/Club)

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

The photographs may be available on the website <http://www.norfolkcountygolfunion.co.uk> for the golf season 2016. 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 County Welfare Officer after which the data will be removed.

To be completed by parent/guardian

I _____ (Parent full name) consent to Norfolk County Golf Union 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 10

Regulated Activity – Norfolk County Golf Union

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