

CHARTHAM PARK

CHILD WELFARE POLICY

Policy Statement

The Children in Golf (CiG) generic child protection policy has been adopted and forms the basis for Chartham Park Golf and Country Club policy and procedures.

A copy of the policy can be found at Appendix A.

A signed version will be displayed on the wall.

CHILD PROTECTION POLICY STATEMENT

Chartham Park Golf and Country Club is committed to the following:

- That the safety and welfare of children should always be of paramount importance, whatever the circumstances.
- That everyone with a role in working with or supervising children has a responsibility to safeguard and promote a child's welfare, protecting them from harm and to provide a safe environment in which they can participate.
- That all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- That all staff/members/volunteers/PGA Professionals who work with children will be recruited with regard to their suitability for that responsibility and that they will be provided with appropriate guidance and training to assist them in their role in relation to child protection.
- That all involved in golf at Chartham Park Golf and Country Club will be aware of their role and responsibility with regard to child protection and this will be communicated throughout the organisation.

PRINCIPLES

The following principles underpin Chartham Park Golf and Country Club Child Protection Policy Statement:

- All children and young people using the golf club, regardless of age, gender, ability, disability, race, religious belief or sexual orientation have the right to be protected.
- All suspicions and allegations will be taken seriously and responded to swiftly and appropriately.
- All children/young people have the right to be safe and to be treated with dignity and respect.
- Adults – staff, volunteers, PGA professionals, coaches, referees and members will be supported to understand their role and responsibility with regard to the duty of care and protection of children and young people.
- Individuals will receive support to heighten their awareness and understanding of best practice and how to manage any welfare or child protection issues that may come to light.
- Individuals will receive access to advice through their governing body, to understand best practice and how to manage welfare or child protection issues that may come to light.

This policy has been drafted with reference to the CiG Guidelines for Safeguarding Children in Golf, which are underpinned by legislation and government guidance. The policy recognises the common law duty of care those offering services for children have to safeguard their welfare.

Signed by (Club Manager):



Date: 10/3/12

Print Name: Nicky Briggs

Communication of the policy

This policy will be communicated to all members of the golf club as well as Staff, PGA Professionals, parents, children and volunteers working with juniors. The policy and accompanying appendices will be published in the clubhouse, and on the club website. All volunteers and professionals will be required to sign a Policy Acknowledgment Log to say they have read & understood the policy (*see Appendix O*).

Definition of a child

United Nations Conventions of the Rights of the child as being Under 18 years old.

Types of abuse

Abuse can occur and does occur inside and outside of sport. Indicators of a child being abused can be difficult to recognise. As a club there is a duty of care to respond to inappropriate behaviour, poor practise as well as reporting suspicions, allegations or disclosures.

All staff, volunteers & coaches will learn more about Safeguarding and Protection of children by attending a local 'Safeguarding & Protecting Children' workshop. This is compulsory for everyone working with juniors.

The main forms of abuse are as follows (for definitions see *Appendix B*):

- Neglect
- Physical Abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Harassment

Any form of abuse will be recorded on an Incident Report Form (a copy can be found at *Appendix K*).

CHILD PROTECTION RESPONSIBILITIES

Chartham Park Golf and Country Club

The golf club and management will ensure that the child protection policy is communicated to all members, will ensure that the policy is adhered to and will also review the policy every year and will make changes as and when required by law. This will be completed by the Club Manager and/or Welfare Officer.

Club Members

To be aware of the policy and adhere to the procedures.

Parents/Juniors

To be aware of the policy and the responsibilities required to be adhered to.

Staff and Professional Coaches

To be aware of the policy and where regular contact is applicable will sign the Policy Acknowledgment Log (*Appendix O*) to say that the policy has been understood

Child Welfare Officer (CWO)

Hannah Redfern (Creche Manager) is the appointed CWO's responsible for reporting all allegations, suspicions, disclosures and concerns. They will also ensure that the policy is reviewed and updated in accordance with guidance from the National Governing Body (NGB) Lead Officers. As an alternative the Club Manager may be approached if there are any undue concerns.

The CWO's details are displayed along with the policy on club notice boards and on the website. A CWO Role Description is enclosed at *Appendix C*.

Contact Details for the CWO is: d.hobbs@theclubcompany.com

Recruitment of Staff and Volunteers

Any staff or volunteers wishing to work with juniors from the date of this policy will be required to complete a personal details form. The information on this form will include:

Name & address

Telephone numbers

Skills/Experience of working with juniors

Coaching qualifications where necessary

Details of at least 1 reference

Self-disclosure section

All staff and volunteers working as a regular part of their duties with children are required to provide an enhanced CRB disclosure and their suitability will also be confirmed by a letter from the EGU/EWGA for volunteers and the PGA for coaches.

The Child Welfare Officer/Club Manager will ensure this procedure is followed and copies of forms will be kept by the Club Manager. A sample copy can be found in at *Appendix D, E and F*.

Training of Staff and Volunteers

Anyone regularly working with juniors will be required to attend a Sports Coach UK 'Safeguarding & Protecting' Children workshop. This training will need to be reviewed every 3 years under the guidance of CiG Strategy Group.

Codes of Conduct

All juniors, parents, staff, volunteers and PGA coaches working with juniors will be required to sign a code of conduct (see *Appendices H and I*). The CiG codes of conduct will be adopted. Copies of which will be kept with the Club Manager. If these are breached either the club's disciplinary procedures will be followed or through the National Governing Bodies.

Reporting Procedures

All complaints, suspicions, allegations, disclosures will be reported to the CWO and will be recorded on an Incident Report Form (see *Appendix K*). The CWO will then follow the procedures as detailed in the flow chart (see *Appendix J*) as to who should then be passed the information. All emergency contact details can be found in the Incident Report Form. If a CWO is not present the incident will be forwarded directly to the National Governing Bodies.

Emergency Procedures

Where there are juniors using facilities, they shall be inducted what to do in the event of an emergency. Should there be an emergency whilst out on the course; juniors will be encouraged to have the following number programmed into their mobiles: Clubhouse/Pro Shop – 01342 870340

Permission will be granted for mobiles to be used whilst on the golf course for emergencies only.

In the event of a fire the following procedure will be adopted: Raise the alarm if possible and evacuate the building and go to the assembly point in the main car park.

In the event of a health related incident the following procedure will be adopted: Inform a member of staff who will get a first aider.

Confidentiality

Details of juniors shall be kept on file by the Membership Manager. Periodically the county bodies may ask for details of promising juniors; these will be passed on as part of our commitment to developing junior members golfing talent after parental permission has been acquired. If any incidents do occur they will be dealt with in strict confidence on a need to know basis (see Reporting Procedures).

Photography/Video Imaging

Where there are organised junior sessions (competitions/coaching) parental permission will be granted to use these 2 methods of imagery. Where there is a competition, anyone wishing to take pictures will be required to register with the organiser and will be issued with an Official Photographer badge (*for Registration Form see Appendix L*). It is encouraged that if there is anyone, at an organised event, that appears to be taking video/pictures without an official badge should be reported to the event organiser.

Transportation

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

When it may be necessary to organise transport, parental permission will be sought.

The club will organise transportation to official club matches only with the consent of the parents and through recognised people that have been correctly recruited (*for Transport Form see Appendix G*).

Changing Rooms

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

Where a parent does not consent to their child accessing the changing facilities, it is their responsibility to ensure that they do not use the facilities. No pressure will be placed on children if they feel uncomfortable changing or showering in public.

Wherever possible, adults should use discretion when changing or showering at the same time as children.

Junior Profile Forms

When all new junior members join the golf club, they will be asked to complete a personal details form as well as their membership form (see *Appendix L*). The profile form will detail the following:

Personal details

Emergency contact details

Medical information (Medical conditions, medication and GP information)

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

There will also be a signature required to say that they have received read and understood the child protection policy and junior handbook (when applicable) as well as codes of conduct.

Supervision Ratios

Juniors will be supervised during all competitions and coaching sessions by at least 1 professional coach or volunteer. Coaching ratios will be determined by the PGA professional in accordance to their session and environment (i.e. 10). This will be supported through the club's Health & Safety Procedure surrounding Risk Assessments.

Late Collection Guidelines

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

If after an hour a child has still not been collected and the emergency contacts still un-contactable, the local police shall be informed. Whenever possible a child will not be left unattended, but may be located in the clubhouse in the bar area.

NB: Staff and volunteers should avoid taking the child home, waiting alone with the child and sending the child home with an unauthorised person.

Guidance for Parents

Information will be given to parents to outline their overall responsibility for their child's behaviour and conduct (*see Appendix N*).

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

APPENDICES

A	Copy of signed Child Protection Policy (Signed version supplied separately)
B	Abuse Definitions
C	Child Welfare Officer Role Description
D	Application Form
E	Reference Form
F	Self Disclosure Form
G	Transport Form
H & I	Codes of Conduct
J	Procedure Flow Charts
K	Concern/Incident Report Form
L	Junior Profile Form
M	Anti-Bullying
N	Guidance for Parents
O	Policy Acknowledgment Log

APPENDIX A

CHILD PROTECTION POLICY STATEMENT

Chartham Park is committed to the following:

- That the safety and welfare of children should always be of paramount importance, whatever the circumstances.
- That everyone with a role in working with or supervising children has a responsibility to safeguard and promote a child's welfare, protecting them from harm and to provide a safe environment in which they can participate.
- That all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- That all staff/members/volunteers/PGA Professionals who work with children will be recruited with regard to their suitability for that responsibility and that they will be provided with appropriate guidance and training to assist them in their role in relation to child protection.
- That all involved in golf at Chartham Park should be aware of their role and responsibility with regard to child protection and this should be communicated throughout the organisation.

PRINCIPLES

The following principles underpin Chartham Park's Child Protection Policy Statement:

- All children and young people using the golf club, regardless of age, gender, ability, disability, race, religious belief or sexual orientation have the right to be protected.
- All suspicions and allegations will be taken seriously and responded to swiftly and appropriately.
- All children/young people have the right to be safe and to be treated with dignity and respect.
- Adults – staff, volunteers, PGA professionals, coaches, referees and members will be supported to understand their role and responsibility with regard to the duty of care and protection of children and young people.
- Individuals will receive support to heighten their awareness and understanding of best practice and how to manage any welfare or child protection issues that may come to light.
- Individuals will receive access to advice through their governing body, to understand best practice and how to manage welfare or child protection issues that may come to light.

This policy is underpinned by government guidance and current legislation including the Children Act 1989 which states that anyone who is involved in the care of children should "Do what is reasonable in the circumstances for the purpose of safeguarding or promoting the child's welfare".

APPENDIX B

DEFINITIONS OF ABUSE, BULLYING AND HARASSMENT

Abuse

Somebody may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Young people can be abused by adults or other young people. There is growing evidence to suggest that peer abuse is an increasing concern for young people. The effects of abuse can be so damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a young person may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution, attempt suicide or even abuse a young person in the future.

There are four main forms of abuse:

Neglect – where adults fail to meet a young person’s basic physical and/or psychological needs, likely to result in the serious impairment of the young person’s health or development (e.g. failure to provide adequate food, shelter and clothing, failing to protect a young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.) It may also include refusal to give young people love, affection and attention.

Neglect in golf could include a PGA Professional or coach not ensuring young people were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

Physical abuse – where someone physically hurts or injures a young person by hitting, shaking, throwing, poisoning, burning, biting, or scalding, suffocating, drowning or otherwise causing physical harm to a young person. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a young person whom they are looking after e.g. factitious illness by proxy or Munchausen’s syndrome by proxy.

Examples of physical abuse in Golf may be when the nature and intensity of training and competition exceeds the capacity of the young person’s immature and growing body; where drugs are used to enhance performance or delay puberty.

Sexual abuse – where girls and boys are abused by adults or other young people (both male and female) who use young people to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornographic material (books, videos, pictures) is also a form of sexual abuse.

In Golf, coaching techniques which involve physical contact with young people could potentially create situations where sexual abuse may go unnoticed. The power of the PGA Pro/coach over young performers, if misused, may also lead to abusive situations developing.

Emotional abuse – is the persistent emotional ill-treatment of a young person such as to cause severe and persistent adverse effects on the young person’s emotional development. It may involve conveying to young people 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 young people. It may involve causing young people to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a young person.

Emotional abuse in Golf may occur if young people are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.

The above definitions are adapted from Department of Health (1999) Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children.

Bullying

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, the three main types are:

- physical (e.g. hitting, kicking, theft)
- verbal (e.g. racist or homophobic remarks, threats, name calling)
- emotional (e.g. isolating an individual from the activities and social acceptance of the peer group)

Harassment

An essential characteristic of harassment is that it is unwanted by the recipient. It is for individuals to determine what behaviour is acceptable to them and what they regard as offensive. It is the unwanted nature of the conduct that distinguishes harassment from acceptable behaviour.

APPENDIX C

CHARTHAM PARK GOLF AND COUNTRY CLUB CLUB WELFARE OFFICER (CWO) JOB DESCRIPTION

Core Tasks

- Assist the club to put in place Children in Golf policies and procedures.
- Assist the club to put in place implementation plans for child protection.
- Be the first point of contact for club staff and volunteers, young people and parents for any issue concerning child welfare, poor practice or potential/alleged abuse.
- Ensure that all incidents are correctly reported and referred out in accordance with Children in Golf guidelines.
- Ensure that all relevant club members, volunteers and staff have the opportunity to access appropriate child protection training.
- Ensure that Children in Golf procedures for recruitment of staff and volunteers are followed and all appropriate existing staff or volunteers have up to date criminal records disclosures/self disclosures.
- Maintain local contact details for Social Services, the Police and NGB Lead Child Welfare Officer.
- Ensure that codes of conduct are in place for club staff, volunteers, coaches, young people and parents.
- Sit on the club management committee to advise on child protection issues or be in attendance as necessary.
- Ensure confidentiality is maintained and information is only shared on a “need to know” basis.

Core Skills

- Child centred approach.
- Basic administration and record maintenance.
- Communication skills.
- Confidence in relation to referring cases externally.
- Ability to ensure policy and procedures are effectively implemented.

Training Required

- Child Protection awareness, Safeguarding & Protecting Children workshop.
- Child Protection in Sport “Time to Listen” training for designated persons for child protection/welfare in sport.



APPENDIX D

APPLICATION FORM

PERSONAL DETAILS

Title: _____ Full Name: _____

Any previous surname: _____

Date of birth: _____ Place of Birth: _____

National Insurance Number: _____

Address: _____

Post Code: _____

Tel No: (h) _____ (m) _____

Email Address: _____

Previous Address: (if you have moved within the last five years)

EMPLOYMENT DETAILS

Current Occupation

Name of Company: _____

Employer's Address: _____

Role: _____

Start Date: _____

Previous Occupation

Name of Company: _____

Start Date: _____ Finish Date: _____

RELEVANT EXPERIENCE

Please detail any previous experience you have of working with children & young people:

QUALIFICATIONS

Academic: _____

Vocational: _____

Sporting: _____

REASON FOR APPLYING TO WANT TO WORK WITH THE JUNIORS

Please detail the main reason why you wish to be involved at the club: _____

REFERENCES

Please provide the names and addresses of two people who know you well (who are not related to you), who have first hand experience of you working with children, and who we can contact to obtain a reference. With your approval, we will also contact your employer (where appropriate) to obtain a reference.

REFEREE 1

Name: _____

Address: _____

Tel No: _____

REFEREE 2

Name: _____

Address: _____

Tel No: _____

DECLARATION

I agree to abide by the Codes of Conduct and confirm that the information I have supplied in completing this form is correct and true.

Signed: _____ Date: _____

Print Name: _____

APPENDIX E



REFERENCE FORM

(Name) has expressed an interest in working with Chartham Park Golf and Country Club. The post involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if there are any reasons to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, any information will be treated with due confidentiality 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. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

- How long have you known this person?
- In what capacity?
- What attributes does this person have which would make them suited to this work?
- How would you describe their personality?
- Please rate the person on the following- please tick one box for each question

	Poor	Average	Good	Very good	Excellent
Responsibility					
Self-motivation					
Can motivate others					
Energy					
Trustworthy					
Reliability					
Dealing with children					
Commitment					
Reliability					
Trustworthiness					

This post involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

Yes No

If you answered YES, we will contact you in confidence.

Name: _____ Organisation: _____

Contact Numbers: _____

Signed: _____

Date: _____



APPENDIX F

SELF-DISCLOSURE FORM

You have the right of access to any information held on you and additional rights under the Data Protection Act.

PART A	
Title:	
First Name(s):	
Surname	
Previous names by which you may have been known:	
Address:	
Postcode:	
Telephone No:	
E-Mail:	
Date of Birth:	Male/Female:
Club	
Please give details of the positions which you currently or wish to fulfil, or relevant job title:	
Start Date:	
Please give details of any other clubs you are or have been a member of and give details of any position you held	



SELF-DISCLOSURE FORM continued

The position for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974. All “spent” and “unspent” convictions must be declared. Having an “unspent” conviction will not necessarily impede your appointment within golf. This will depend on the circumstances and Background to your offence. Evaluation of information is based on strict confidentiality and discretion.

PART B		
1. Have you ever been convicted of any criminal offence?	YES	NO
If Yes, please supply details of any criminal convictions		
Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986, you should declare all convictions, cautions, reprimands and written warnings		
2. Are you a person known to any Social Services department as being an actual or potential risk to children or currently under investigation for a child protection related incident	YES	NO
If Yes, please supply details		
3. Have you had any disciplinary sanction (from a sports or other organisation’s governing body) relating to child abuse or poor practice?	YES	NO
If Yes, please supply details		
I certify that all information in this form is true and correct to the best of my knowledge, and realise that false information or omissions may lead to termination of my service. I have read and understood the “children in Golf – Child Protection Policy and Procedures. I hereby consent to a CRB Disclosure		
Signed:		
Date:		
Print Name:		



SELF-DISCLOSURE FORM continued

PART C: To be Completed By The General Manager	
I confirm that I have seen identification documents for the above person, and I confirm to the best of my ability that these are accurate.	
Please provide details of the documents	
Signature of official:	
Position:	
Print Name:	
Date:	

This form should be completed and returned to the Club Manager.

APPENDIX G



TRANSPORT FORM

This form must be completed by Volunteer Drivers. The purpose is to register the private vehicles used for the transport of children in connection with golf away fixtures or tours. This is also to inform drivers of the need to check and amend their insurance, if necessary, if they intend to use their vehicle on behalf of the organisation, and if the passengers are being carried in connection with the organisation's activities or events.

Driver Details

Full Name: _____

Address: _____

_____ Post Code: _____

Tel No. (home): _____ (Mob): _____

Vehicle Details

Registration No: _____

Name of Registered Keeper: _____

Colour: _____

Make: _____ Model: _____

Driving Licence Number and Type (e.g. Full): _____

Car Details

Other members authorised to drive the vehicle: _____

MOT Expiry Date: _____

Insurance Company: _____

Insurance Expiry Date: _____

Road Tax Expiry Date: _____

Declaration *(please tick each box):*

I have informed the insurance company of my intention to transport members on behalf of the County/Club. I have stated if I will be claiming expenses in connection with this additional use.

I have extended the policy and paid any additional premium as required by the insurance company.

- To the best of my knowledge my vehicle is roadworthy. **Yes No**
- I will inform all passengers of the legal requirements to wear seat belts. **Yes No**
- I will inform all passengers that smoking is not permitted in the vehicle. **Yes No**
- I understand it is not good practice to give children a lift on their own. **Yes No**
- I declare that the information stated here is correct and that I will inform the County / Club of any changes
- I have agreed to give sight of my driving licence to the CWO/Club Manager

Print Name: _____ Sign: _____ Date: _____

GOLF APPROVED DRIVER

Name: _____

Registration Number: _____

Signed: _____ **Date:** _____

County/Club/County Secretary/Chair

Original Driving Licence and paper seen _____ and driving offences listed

Signed: _____ **Date:** _____

APPENDIX H



CODE OF CONDUCT FOR STAFF, MEMBERS, PROFESSIONALS & 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, religion, 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.
- Know and understand the Chartham Park Golf and Country Club Child Protection Policies and Procedures.
- Respect young people's opinions when making decisions about their participation in golf.
- Inform players and parents of the requirements of golf.
- Be aware of and report any conflict of interest as soon as it becomes apparent.
- Display high standards of language, manner, punctuality, preparation and presentation.
- Do not smoke, drink or use recreational drugs while actively working with young people in the Club. This reflects a negative image and could compromise the safety of the young people.
- Do not give young people alcohol when they are under the care of the Club.
- Hold relevant qualifications and insurance cover.
- 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 Chartham Park Golf and Country Club guidelines set out in the Chartham Park Golf and Country Club Policy and any other relevant guidelines issued.
- 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 young person, follow reporting procedures laid down by CiG.

Signed: _____ **Date:** _____

APPENDIX I



CODE OF CONDUCT FOR YOUNG GOLFERS

This code of conduct has been designed to ensure that all Young Golfers have a point of reference providing the minimum standards expected when participating in golfing activity. All Young Golfers should ensure that they are fully conversant with the code and should strive to meet the code at all times.

- Ensure that all golfers are able to participate in golf without fear of ridicule, harassment or restriction.
- Treat other golfers with the same respect and fairness you would like them to show you.
- Demonstrate fair play on and off the course. Respect differences in gender, disability, culture, race, ethnicity, age, social orientation, and religious beliefs between yourself and others.
- Challenge discrimination and prejudice.
- Look out for yourself and the welfare of others.
- Do not engage in any irresponsible, abusive, inappropriate or illegal behaviour.
- Challenge behaviour that falls below the expected standards of the club.
- Speak out if you have concerns about anything, your own needs or the needs of others.
- Be organised and on time.
- You must not:
 - Consume alcohol or illegal and performance enhancing drugs.
 - Smoke.
 - Use foul language.
 - Engage in sexual behaviour.
 - Leave the facility for any reason.

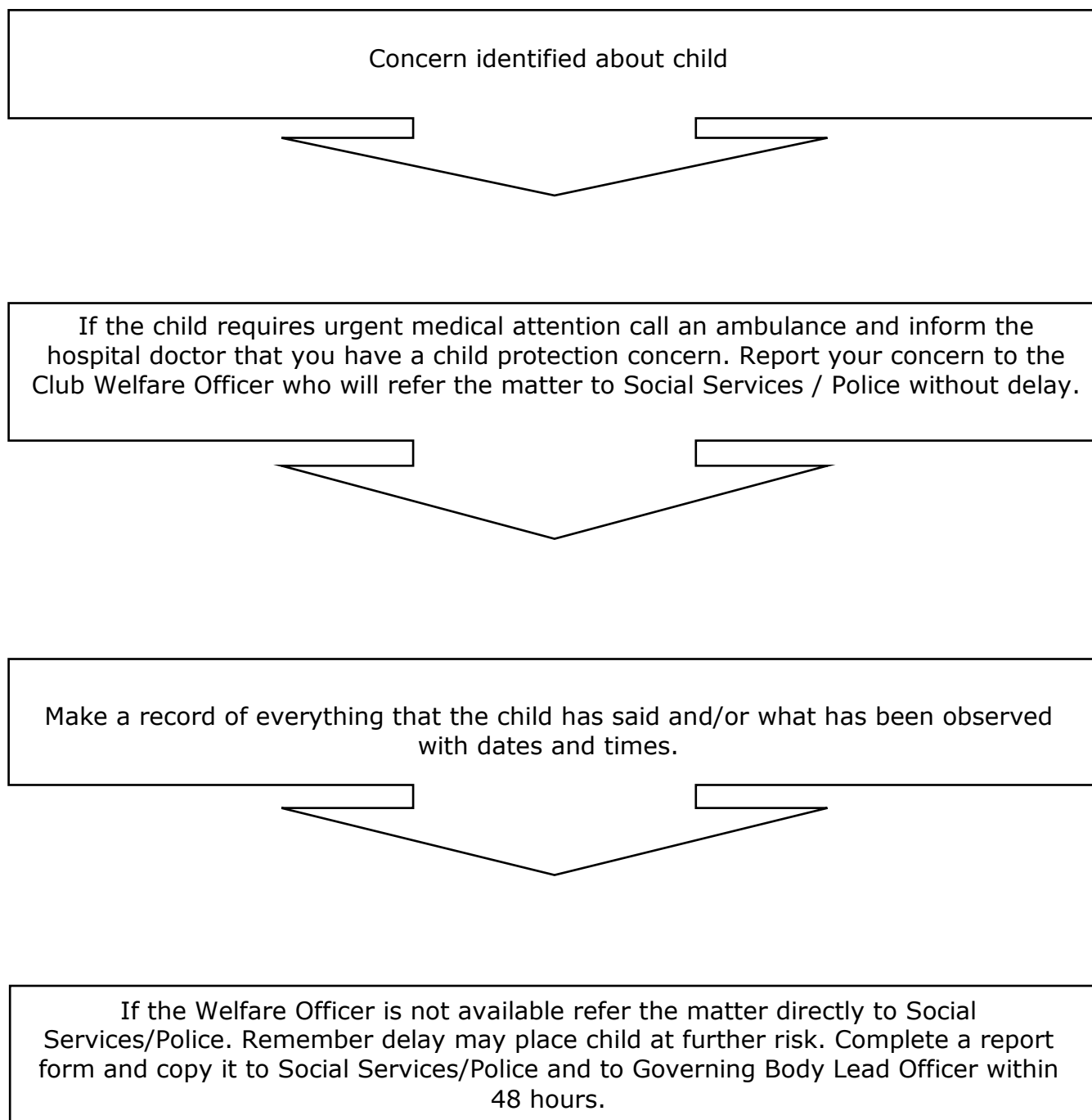
Signed: _____ **Date:** _____

Print Name: _____

APPENDIX J

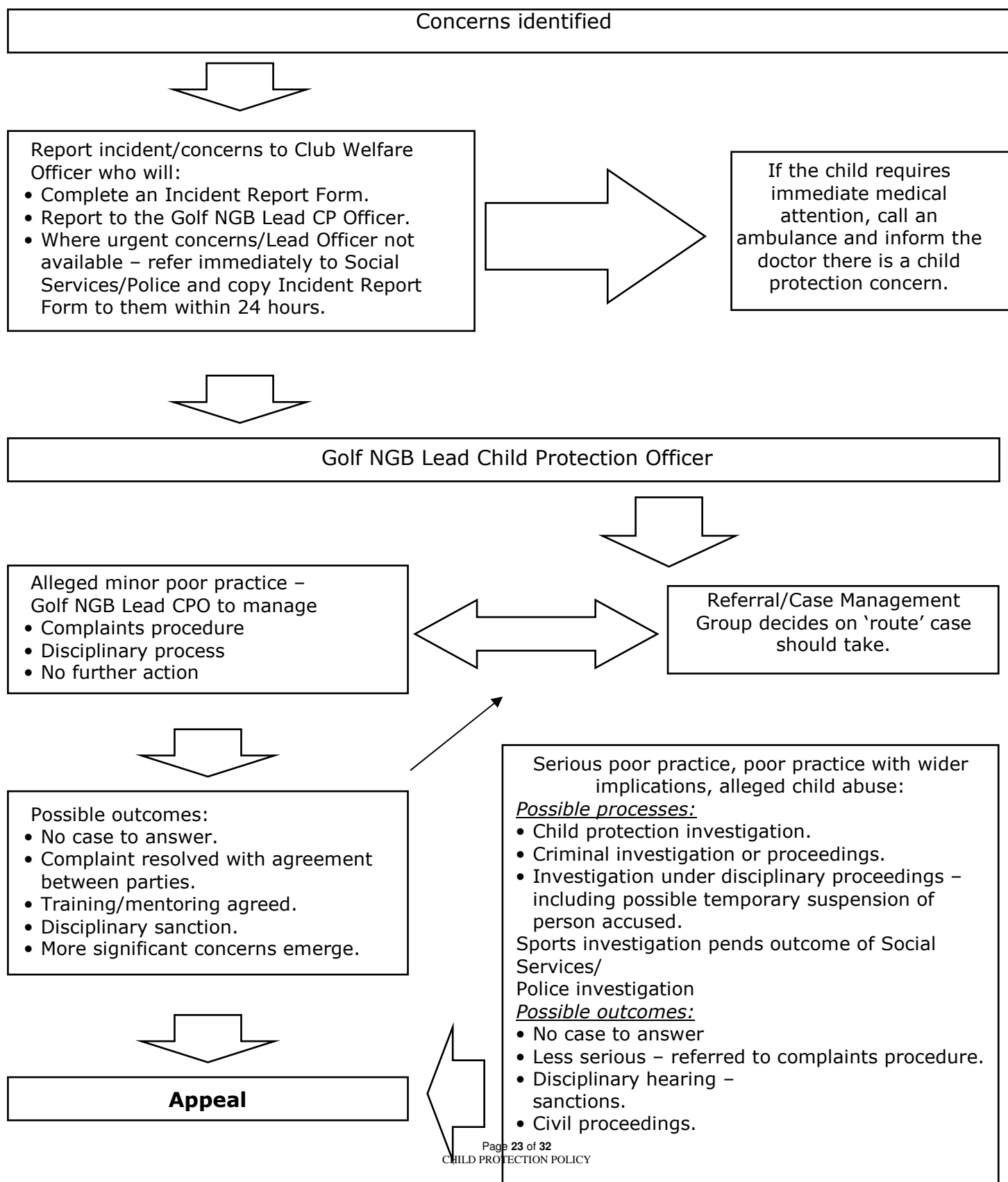
INCIDENT REPORTING PROCEDURE – FLOWCHART 1

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



INCIDENT REPORTING PROCEDURE – FLOWCHART 2

What to do if you are worried about the behaviour of any member, volunteer, staff member, PGA Professional, coach or club official.



APPENDIX K



CONCERN / INCIDENT FORM

Please ensure that confidentiality is maintained as far as possible.
Only discuss your concerns on a need to know basis.

1. RECORDERS DETAILS

Name: _____

Address: _____

Postcode: _____

Telephone: _____

Position: _____

Signature: _____ Date: _____

2. DETAILS OF YOUNG PERSON(S)

Name of young person: _____

Address: _____

Postcode: _____

Date of birth _____

Contact details of parents (if different from above): _____

3. DETAILS OF PERSON RELATING TO THE CONCERN/ALLEGATION

Name: _____

Address: _____

Position/relationship to young person/s: _____

4. SPECIFIC DETAILS OF THE CONCERN/ALLEGATION

Date/Time/Location of any incidents: _____

How did the concern/allegation come to your attention? _____

Nature of allegation/concern: _____

Observations made by you or to you: _____
(e.g. changes in behaviour, inappropriate actions, injuries, etc.)

5. RECORD OF CONVERSATION

Record details of exactly what was said to you, what was said by you.

6. ACTION TAKEN:

7. CONTACTS MADE:

Child Protection Officer contacted: _____

Date: _____ Time: _____

Name: _____ Contact No: _____

Advice received: _____

Other persons contacted: (please note name and position)

Signature: _____ Name: _____

Date: _____ Time: _____

*You may wish to discuss your concerns with someone outside of the organisation to gain reassurance.
The NSPCC Helpline can help with this, and is confidential.
NSPCC Helpline: 0808 800 5000.*



APPENDIX L

JUNIOR PROFILE FORM

This form must be completed by all juniors/parents when joining CHARTHAM PARK GOLF AND COUNTRY CLUB. Without this form, junior members may not be accepted onto coaching programmes nor have the opportunity to represent the club in competitions.

This has been completed under the guidance of the Children in Golf (CiG) resource pack.

Junior's Name: _____ D.O.B: _____

Address: _____

_____ Post Code: _____

Tel No. (home): _____ (mob): _____

Parents Name: _____

Mobile No: 1 _____ 2 _____

EMERGENCY CONTACT DETAILS

In the event of emergency, the following people are to be contacted in this order.

1. Name: _____ Tel No 1. _____

Relationship: _____ Tel No 2. _____

2. Name: _____ Tel No 1. _____

Relationship: _____ Tel No 2. _____

3. Name: _____ Tel No 1. _____

Relationship: _____ Tel No 2. _____

MEDICAL INFORMATION

GP Name: _____

Address: _____

_____ Tel No: _____



1. Does your child suffer with any medical conditions? **Yes No**

If **yes**, please list: _____

2. Does your child currently take any form of medication? **Yes No**

If **yes**, please list: _____

3. Does your child suffer with any allergies? **Yes No**

If **yes**, please list: _____

4. Are there any dietary requirements which we should be made aware of? **Yes No**

If **yes**, please detail: _____

- I confirm that my child does not suffer with any other medication condition than those stated above.
- I agree to notify the club of any change in medical information or allergies.
- I agree to give consent to a golf club representative to give immediate necessary authority on my behalf for any medical treatment that may be needed by approved medical physician.

Print Name: _____ Sign: _____ Date: _____

I consent to . . .

- My child to have access to and use of the clubs changing facilities. **Yes No**
- Use of photography by an authorised person or club personnel. **Yes No**
- The club organising transportation to official club matches with the consent of the parents **Yes No**
- Use of video imagery to provide development for their game of golf. **Yes No**
- Passing my child's personal details onto relevant club/county officials whereby their development is being considered. **Yes No**

Print Name: _____ Sign: _____ Date: _____



I confirm that both I and my child have read and understood the Adult Codes of Conduct and the Junior Codes of Conduct.

I also confirm that we have seen a copy of the child protection policy and have been issued with a copy of the Junior Handbook (where appropriate).

Print Name: _____ Sign: _____ Date: _____

To be completed by the Club Junior Organiser:

The above has been read and a copy taken by:

Name _____

Date _____

Sign _____



APPENDIX M

ANTI-BULLYING

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

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

In more extreme cases

- starts stammering
- cries themselves to sleep at night or has nightmares
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- attempts or threatens suicide or runs away

These signs and behaviours may indicate other problems, but bullying should be considered (for definitions please see page 9).

Recommended Procedures responding to Alleged Breaches

Bullying incidents should be reported to an EGU/EWGA official, the CWO, Club Manager or a member of the committee of the club.

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



APPENDIX N

GUIDANCE FOR PARENTS

Chartham Park Golf and Country Club recognises its responsibility to safeguard the welfare of children participating in club activities, and therefore has a child protection policy and comprehensive child protection procedures to contribute towards the aim of ensuring that all children at Chartham Park have an enjoyable and safe experience of golf. We wish to work in partnership with parents and therefore would ask that they assist Chartham Park by considering the following points:

- Take an interest in your child's activity and progress and be supportive
- Praise the effort as well as the results of your child's participation
- Introduce yourself to the Junior Organiser, coaches and Child Welfare Officer
- Find out what the club has to offer in terms of coaching and junior competitions, and become familiar with the rules of the club, including any playing restrictions for children
- Become familiar with the Chartham Park's Child Protection Policy and Procedures
- Read the child's code of conduct and discuss this with your child
- Be punctual when dropping off and picking up your children for/from coaching and competitions- volunteers can not leave your child alone at the venue and must stay at the club until the last child leaves. If you are likely to be late, please contact the Junior Organiser to discuss what to do
- Take an interest in who your son/daughter is playing with, introduce yourself if it is an adult you do not know
- If leaving your son/daughter at the club please make sure they have some spending money, appropriate clothing (e.g. a hat and sun protection cream to protect them from the sun or waterproofs), a drink to take in their bag, dehydration occurs even if it is not that warm
- Complete the Player Profile Form promptly, and notify the club of any amendments so that we may care for your child as well as possible
- Discuss any particular requirements your child has that may effect the ability of your child to enjoy the sessions or the ability of coaches and volunteers to meet their needs effectively
- Have clear lines of communication to keep up with your child's progress
- Ensure that the club has an emergency contact number for you when you are away from the club, a mobile would be preferable and that you leave your mobile switched on so that you can be contacted in an emergency
- Raise any concerns you have about the coaching, club procedures, or care that your child receives with either the Child Welfare Officer or the Junior Organiser so that we may address them appropriately and promptly
- Make sure that your child knows what time they will be collected, where they are being met, and by whom
- Check your household insurance policy to ensure that your child has adequate and appropriate cover, particularly public liability insurance
- The transporting of children to and from the club for matches, competitions and coaching is the responsibility of parents. The club will only become involved in these arrangements in exceptional circumstances. Parents are welcome to contact the parents of other junior members and make private arrangements to share transport, but this does not fall within the responsibility of the club

APPENDIX O

POLICY ACKNOWLEDGMENT AND CHILD PROTECTION TRACKING LOG

Name of Staff/Volunteers that work with the juniors	Role	Application Form or Personal Details (Including relevant experience & qualifications)	CRB Check		Self Disclosure	References Obtained	Read and understood Child Protection Policy (and all procedures contained within)		Date when Signed Adult Code of Conduct	Child Protection Training (if applicable)	
		Tick	Number	Date Expires?	Tick	Tick	Signed	Dated	Date	Attended (date)	Date Expires?