

# **Kenwick Park Golf Club Child Protection Policy**

Kenwick Park Golf Club has considered its responsibilities to the children participating in golf at our premises and within our club very carefully, the following safeguarding and child protection policy and underpinning procedures set out the standards we wish to uphold in running activities for children and in safeguarding the welfare of children in our care.

Kenwick Park Golf Club affiliates to the English Golf Union (EGU) and the English Women's Golf Association (EWGA) and our professional coaching staff are all members of the Professional Golfers' Association (PGA), therefore the club recognises the policies of these governing bodies, as set in out in the "Children in Golf Resource Pack".

## **Policy Statement**

Kenwick Park Golf Club acknowledges its duty of care to safeguard the welfare of all children (defined as those under 18) involved in golf within the club. All children have a right to protection, and have their particular needs taken into account. Kenwick Park Golf Club will therefore endeavour to ensure the safety and protection of all children involved with the club through the Child Protection guidelines adopted by the Golf Club committee. I

## **Kenwick Park Golf Club is committed to the following:-**

- To provide children with appropriate safety and protection whilst in the care of the club and also help them to enjoy their experience of Golf.
- To reassure parents that their children will receive the best practicable care possible while participating in activities within the club.
- To provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.
- 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 should be aware of their role and responsibility with regard to child protection and this should be communicated to all club members by way of the policy being displayed in the members website and on the junior notice board.

## **The following principles underpin Kenwick Park Golf Club's Child Protection Policy Statement:**

- All children and young people within Golf, 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.
- Staff, volunteers, PGA professionals, coaches 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 are able to access advice through their governing body, to understand best practice and how to manage welfare or child protection issues that may come to light.

Kenwick Park 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
- The Criminal and Court Services Act 2000
- The UN Convention on the Rights of the Child
- Caring for the young and vulnerable - Home Office Guidance for preventing the abuse of trust 1999
- What to do if you are worried a child is being abused 2005
- Working Together to Safeguard Children 2006

Any subsequent legislation relating to child protection would implicitly be incorporated into this document

### **Responsibilities and Communication**

- The Kenwick Park Golf Club Child Protection Policy will be communicated to all members of the club as well as parents, staff, PGA Professionals and volunteers working with juniors. All volunteers and professionals will be required to sign the Child Protection Tracking Sheet (Appendix 1.) to say they have read & understood the policy.
- The Policy will be reviewed every three years by the Golf Club Committee, and amended as appropriate. Guidance from golf's governing bodies will be sought as part of the review process.
- The Golf Club Committee has responsibility for ensuring that the policy and procedures are implemented, including taking any appropriate disciplinary action necessary.
- The Club Welfare Officers have responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate National Governing Body Lead Case Management Officers and informing the appropriate club staff.
- Parents have a responsibility to work together with the club in implementing procedures and providing their children with the necessary information to safeguard themselves.

**Signed by (Golf Club Committee Chairman):**

**Date:**

### **Kenwick Park Golf Club Golf Club Child Protection Policy Procedures**

## **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 practice as well as reporting suspicions, allegations or disclosures.

All staff, volunteers & coaches will learn more about Safeguarding and protection of children in the said named workshop. This is compulsory for everyone who has significant contact with juniors.

There are 4 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).
- **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.
- **Sexual abuse** - 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.
- **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.

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 can be psychological, verbal, or physical in nature. Both adults and children can bully others. Examples of bullying behaviour can include:

- A parent who pushes too hard
- A coach who adopts a win-at-all costs philosophy
- An official who places unfair pressure on a person
- Being called names or being verbally abused
- Being deliberately embarrassed and humiliated in front of others
- Being lied about
- Being physically assaulted or threatened with violence

Any form of bullying will be recorded on an incident report form (See Appendix 2).

## **When to be Concerned about a young person**

It can be difficult to recognise when a child is being abused, but there are some signs, that often occur in clusters. These include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The young person describes what appears to be an abusive act involving him/her
- Someone else expresses concern about the welfare of a young person
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with other young people
- Displaying variations in eating patterns including overeating or loss of appetite
- Loss of weight for no apparent reason
- The young person becoming increasingly dirty or unkempt

## **Club Welfare Officer (CWO)**

The appointed CWO's will be 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 Lead Case Management Officers. CWO details will be displayed along with the policy on the club notice boards. Role description can be found in CIG resource pack section 4.1.

## **Recruitment of Staff/Volunteers**

Kenwick Park Golf Club will endeavour to ensure that all volunteers and staff working with children are suitable to do so, and that they have all the information they require to perform their job effectively and appropriately.

We ask that all volunteers and staff who are in a position of responsibility with regard to children, particularly those who will supervise children, provide the following:

- Name & address
- Telephone numbers
- Skills/Experience of working with juniors
- Coaching qualifications where necessary
- Details of at least 2 references
- A Self-disclosure of their Criminal Record

All staff/volunteers who have significant contact with children will be required to undergo an enhanced CRB check which should be updated every 12 months in accordance with guidance from Children in Golf and the NSPCC.

Other staff / volunteers will be requested to complete a self disclosure form where appropriate, (Appendix 3).

The junior organiser/secretary will ensure this procedure is followed and copies of forms will be kept by the club secretary/manager.

## **Training of Volunteers/Golf Professionals**

All staff and volunteers will be offered access to appropriate child protection training. The Sportscoach UK "Safeguarding and Protecting Children" workshop is recognised by the Children in Golf Strategy Group as the most appropriate training for coaching staff and volunteers within golf clubs. Kenwick Park Golf Club recommends this workshop and will ensure that all volunteers and staff who have significant contact with children attend.

All staff and volunteers involved within children will be asked to read and become familiar with the club child protection policy and procedures and will sign the Child Protection tracking sheet.

## **Behaviour of adults and children**

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.

Kenwick Park Golf Club requires that all staff and volunteers working with children adhere to the standards set out in the Adult Code of Conduct. Similarly, children are expected to follow their own Junior Code of Conduct to ensure the enjoyment of all participants and assist the club in ensuring their welfare is safeguarded.

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

## **Physical Contact**

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

## **Reporting Procedures**

If a member, parent, member of staff or volunteer has a concern about the welfare of a child, or the conduct of an adult (whether they are a parent, coach, member of Kenwick Park Golf Club, or otherwise), these concerns should be brought to the attention of the Club Welfare Officer (CWO), even if the person concerned does not consider the concern to require immediate attention.

The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Club Welfare Officer. All complaints, suspicions, allegations and disclosures will be recorded on an incident report form (Appendix 2). The child welfare officer will then follow the procedures as detailed in the flow chart (Appendix 4) as to whom the information should then be passed. All emergency contact details can be found in the incident report form.

- All concerns should be treated in confidence. Details should only be shared with those who can help with the management of the concern. The number of club personnel involved will be kept to a minimum.

- The CWO will report concerns to the relevant National Governing Body Lead Case Management Officer and will seek advice on further action. The EGU/EWGA reporting process will be followed in the handling and referral of concerns and allegations.
- Concerns will be recorded on the concern/allegation recording form, sent to the EGU/ EWGA Lead Case Management Officer and retained confidentially within the club.
- Kenwick Park Golf Club will work with the national governing body and other external agencies to take appropriate action in the case of abuse or serious poor practice. The EGU, EWGA and PGA disciplinary procedures apply and will be followed where possible by Kenwick Park Golf Club.

In the event of a child making a disclosure, the following guidance is given:

- Reassure the child that they have done the right thing to share the information
- Do not make promises that cannot be kept, such a 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
- Report the information to the Club Welfare Officer in the first instance
- Do not notify the parents unless you have first sought advice from the Kenwick Park Golf Club CWO or the EGU/ ELGA Lead Case Management Officer.

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

### Emergency procedures

Player Profile/ Medical Consent Forms (Appendix 5).will be obtained and retained by Kenwick Park Golf Club for all children who are members or attending coaching at the club. These forms will be available at all times and reviewed each year. The details of these forms will be recorded on the Child Protection Juniors Spreadsheet (Appendix 6), they will be treated in confidence and only shared with those who require the information they contain to perform their role effectively.

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.
- An adult club representative will accompany the child to seek medical attention, if appropriate

A record of the action taken will be made and retained by Kenwick Park Golf Club. Where there are juniors using facilities, they shall be inducted about what to do in the event of an emergency. Should there be an emergency whilst out on the course; juniors will be encouraged to have the following numbers programmed into their mobile phones. Permission is granted for mobiles to be used whilst on the golf course for emergencies only:

- Secretary's office      01507 605134
- Pro shop                    01507 607161
- Clubhouse (Caterer)    01507 608210

## **Confidentiality**

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

## **Photography/Video & other forms of Publicity**

Parental consent will be requested in the junior player profile form and the appropriate response will be annotated on the Child Protection Juniors Spreadsheet (Appendix 6).

## **Transportation**

Kenwick Park Golf Club staff, members, coaches or volunteers will not be responsible for organising transportation to and away from the club or specific away events. If members wish to provide transport for juniors, they do so at their own risk, and are not acting on behalf of Kenwick Park Golf Club. They should receive permission from parents/carers for young people prior to the journey and any such journeys are made as a purely personal arrangement and not with the sanction of Kenwick Park Golf Club. Where a club official is also a parent, they assume the role of a parent and not as a club official.

Kenwick Park Golf Club may make arrangements for transport in exceptional circumstances, such as team events, and where this is the case, the written permission of the parents of the relevant children will be sought. The drivers used will be asked to complete a self disclosure form and a Children in Golf (CIG) private vehicle registration form (Appendix 7).

## **Changing Rooms**

Parents will be made aware that their children will be sharing the facilities where adults of the same sex may get showered and changed. Parental consent will be sought on the Junior Player Profile form and response will be annotated on the Child Protection Juniors Spreadsheet (Appendix 6).

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.

## **Junior Profile Forms**

When all new juniors members join the golf club they will be asked to complete a profile form as well as their application form. The Junior 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 read and understood the child protection policy and junior handbook which incorporates the junior code of conduct. as well as codes of conduct

## **Supervision Ratio's**

During competitions and coaching sessions, Kenwick Park Golf Club will endeavour to ensure that there is at least one club representative present for every 10 children. Coaching ratios will be determined by the PGA professional in accordance with the size of their session. Parents will be encouraged to attend all events where their children are present.

If there are young children (under 12 years of age) attending coaching or playing, they will be supervised at all times, including in the club changing rooms. Parents should be aware that if children are left on the club premises unsupervised, other than to attend club coaching sessions, competitions, or other club organised events, the club cannot accept supervisory responsibility.

## **Late Collection guidelines**

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

1. Attempt to contact the parent/carer using the contact details on the Junior Profile Form
2. Attempt to contact the first, then the second emergency contact nominated on the Junior Profile Form, a child will not be asked to provide an alternative number should the emergency numbers not be contactable
3. Wait with the young person(s) at the club with, wherever possible, other staff/volunteers or parents.
4. If no one is reachable, contact the Club Welfare Officer or the Secretary for advice.
5. If after an hour a child has still not been collected and the emergency details still uncontactable the local police will be contacted to enquire about the best course of action.

Staff, members, PGA Pros and volunteers should avoid:

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

**The policy has been approved by:**

**Print Name: Clive James**

**Sign:**

**Date:**

**Position: General Manager**

**Witness Name: Diana Watkinson Sign:**

**Date:**

**Position: Assistant to the Director of Golf**

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

## **Appendices**

- 1. Child Protection Tracking Sheet
- 2. Incident Reporting Form
- 3. Self Disclosure Form & Volunteer Reference Form
- 4. Flowchart for reporting of Incidents (inside Golf)
- 5. Junior Player profile Form
- 6. Child Protection Junior Spreadsheet.
- 7. CIG Private vehicle registration Form
- 8. Junior Handbook
- 9. Code of Conduct for Professional Coaches, Volunteers & Staff

## **Contacts**

### **Kenwick Park Golf Club Welfare Officer:**

**Peter Rogers            01507 327381**  
**(Child Welfare officer Jenny Rickett            01472 388301)**

**EGU lead Case Management Officer: Richard Brown 01653 697578**

**EWGA lead Case Management Officer: Kirstie Jennings 07949 111924**

**The NSPCC Helpline: 0808 800 5000**

**Louth Police Station Switchboard: 01507 604744**