



WESTRIDGE GOLF CENTRE

CHILDREN IN GOLF

WESTRIDGE GC SAFEGUARDING POLICY

Westridge Golf Centre acknowledges its responsibility to safeguard the welfare of children taking part in golfing activities organised and operated by the county, and is committed to providing a safe and welcoming environment for all junior participants.

Westridge GC has considered its responsibilities towards children in the context of the guidance contained within the Children in Golf Resource Pack, and supports the approach adopted by Children in Golf and therefore the English Golf Union and the English Women's Golf Association.

Key Principles

- The welfare of children and young people is paramount
- 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 and young people have the right to be safe and treated with dignity and respect.
- We will work in partnership with children and their parents/carers, and external local agencies as well as the national governing bodies of golf to safeguard the welfare of children participating in golf, and protect the volunteers and staff.
- We recognise the authority of statutory agencies and are committed to complying with Local Safeguarding and Protecting Children Board Guidelines.
- We recognise and endorse the Children in Golf Policy and procedures as published within the CiG Resource Pack.

Objectives

This policy aims to:

- Provide a safe environment for children participating in golfing activities within the county and ensure that they enjoy their experience.
- Reassure parents that their children will receive the best care possible whilst participating in golfing activities.
- Support adults (Staff, volunteers, PGA Professionals, coaches, referees and members) to understand their roles and responsibilities with regard to the safeguarding of children.
- Provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

Responsibilities and Implementation

Westridge GC undertakes to:

- Review the Safeguarding Policy and procedures every three years or whenever there is a major change in relevant legislation.
- Conduct a risk assessment of the activities with regard to safeguarding and take appropriate action to address the identified issues within suitable timescales.
- Use appropriate recruitment procedures to assess the suitability of Westridge GC volunteers and staff working with children, in line with guidance from Children in Golf.
- Follow the English Golf Union/ English Women's Golf Association procedures to report concerns and allegations about the welfare of children or the behaviour of adults to the appropriate agencies, and ensure that all volunteers, staff, parents and children are made aware of these procedures.
- Appoint a Welfare Officer who will be responsible for the implementation of safeguarding procedures within county activities.
- Direct staff and volunteers towards appropriate safeguarding training opportunities, where this is appropriate to their role.

Encourage clubs affiliated to the County Union to introduce and implement safeguarding procedures in line with Children in Golf recommended guidance.



WESTRIDGE GOLF CENTRE

CODE OF CONDUCT FOR STAFF, MEMBERS, PGA PROFESSIONALS, COACHES AND VOLUNTEERS

- Respect the rights, dignity and worth of every person within the context of golf
- Treat everyone equally - 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 your clubs 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 guidelines set out in the 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 the Club.

I.....CONFIRM I HAVE READ THE ABOVE STATEMENT AND AGREE TO ADHERE TO IT.

SIGNED.....

POSITION WITHIN CLUB.....

DATE.....



WESTRIDGE GOLF CENTRE

CODE OF CONDUCT FOR JUNIOR 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 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 county or club
- Speak out if you have concerns about anything, your own needs or the needs of others
- Be organized and on time
- You must not:**
 - o Consume alcohol or illegal and performance enhancing drugs
 - o Smoke
 - o Use foul language
 - o Engage in sexual behaviour
 - o Leave the facility for any reason

| | |
|---------------------------------|--|
| SIGNED - PARENT/GUARDIAN | |
| PRINT NAME OF CHILD | |
| DATE | |



WESTRIDGE GOLF CENTRE

PARENTAL CONSENT FORM- USE OF VIDEO/PHOTOGRAPHIC IMAGES

This form is to be signed by both the parent/carer of a child or young person under the age of 18 and the child or young person concerned.

Westridge Golf Centre recognises the need to ensure the welfare and safety of all young people in golf. As part of our commitment to ensure the safety of young people, we will not permit photographs, video images or other images of young people, to be taken, or used, Without the consent of the parents/carers and the young person.

WGC will take steps to ensure that these images are used solely for the purposes they are intended, which is the promotion and celebration of the activities of the Club.

Please refer to WGC Child Protection Procedures regarding the use of images of children.

If you become aware that these images being used inappropriately, you should inform the Club immediately:

Tel 01983 613131

If, at any time, either the parent/carer, or the young person, wishes their image to be removed from the WGC website, 7 days notice must be given to the Secretary, after which time the image will be removed

To be completed by the parent/carer

_____ (full name of parent/carer) consent to

WESTRIDGE Golf Club photographing, _____ (name of young person) , under the stated rules and conditions and I confirm I have legal parental responsibility for this child and am entitled to give consent. I also confirm that there are no restrictions related to taking photographs .

Signed _____

Date _____

Tel. No. _____

To be completed by the child/young person

I, _____ (name of young person), consent to WESTRIDGE Golf Club photographing my involvement in golf under the stated rules and conditions.

Signed _____

Date _____



WESTRIDGE GOLF CENTRE

CONCERN/ALLEGATION RECORDING FORM

If you suspect that a child may be being abused, whether physically, or emotionally, it is not your responsibility to take control of the situation, or to decide whether the abuse is actually taking place. However, you do have a responsibility to inform the appropriate people about your concerns, so that they may make enquiries and take any action necessary for the well being of the child.

However small your concern, you should share it with the EGC Child Protection Officer, who will take responsibility for any referrals to outside agencies that are necessary. Please ensure that confidentiality is maintained as far as possible. Only discuss your concerns on a need to know basis and do not disclose the identity of those involved, unless absolutely necessary.

PERSONAL AND CONTACT DETAILS

| | Of person reporting concern/allegation | Of Child (alleged victim) |
|----------------------------------|--|---------------------------|
| Name | | |
| Position | | |
| Date of Birth Age | | |
| Address | | |
| Tele | | |
| Mobile | | |
| Club | | |
| County | | |
| School | | |
| Date of Allegation Received | | |
| Name of Person Receiving details | | |

DETAILS OF PERSON INVOLVED IN CONCERN/ALLEGATION (the accused)

| | |
|-----------------------------------|--|
| Name | |
| Address | |
| Tele | |
| Mobile | |
| Position in relation to the child | |

DETAILS OF THE CONCERN/ALLEGATION

| | |
|-----------------------------|--|
| Date/Time | |
| Location | |
| Persons involved/ witnesses | |

Nature of concern/allegation

How did the concern/allegation come to your attention?

Observations—e.g. changes in behaviour, inappropriate actions, injuries, etc

Record of conversation—details of exactly what was said to you.

Action taken

CONTACTS MADE

| | |
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| Child Protection Officer's name | |
| Date/time contacted | |
| Other persons contacted (provide details of name and position and organisation) | |
| | |

SUMMARY (use additional sheets if required)

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ETHNIC GROUP

Please choose the categories that best describes the child's ethnic group from the following list and tick the appropriate box

| | |
|------------------------------------|-------------------------------|
| White | |
| A1 British | A2 Irish |
| A3 Any other white background | |
| Mixed | |
| B1 White & Black Caribbean | B2 White & Black African |
| B3 White & Asian | B4 Any other mixed background |
| Asian | |
| C1 Indian | C2 Pakistani |
| C3 Bangladeshi | C4 Any other Asian background |
| Black or Black British | |
| D1 Caribbean | D2 African |
| D3 Any other Black background | |
| Chinese or other Ethnic Background | |
| E1 Chinese | |
| E2 Any other (please write in) | |

DISABILITY

The Disability Discrimination Act 1995 defines a disabled person as anyone with a "physical or mental impairment that has a substantial and long term adverse effect upon his/her ability to carry out normal day-to-day activities.

Please choose the description that best describes the nature of the child's disability and tick the appropriate box.

| | |
|-----------------------|---------------------------|
| A Visually impaired | D Learning disability |
| B Hearing impaired | E Multiple disability |
| C Physical disability | F Other (please write in) |

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

ADDITIONAL INFORMATION

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WESTRIDGE GOLF CENTRE

MEDICAL INFORMATION

1 Does your child experience any conditions requiring medical treatment and/or medication ? Yes /No

If yes please give details, including medication, dose and frequency.

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2 Does your child have any allergies? Yes /No

If yes please give details

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3 Does your child have any specific dietary requirements? Yes /No

If yes please give details

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Please provide any other information you may feel is necessary

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Disability

The Disability Discrimination Act 1995 defines a disabled person as 'anyone with a physical or mental impairment, which has substantial and long term adverse effects on his or her ability to carry out normal day to day activities

Do you consider your son/daughter to have a disability? Yes /No

If yes what is the nature of the disability? Visual impairment/Hearing impairment/ Physical disability/
Learning disability/ Multiple disabilities

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 your child to communicate with us fully.

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-I confirm, to the best of my knowledge, that my son/daughter does not suffer from any medical condition other than those detailed above.

-I agree to notify Westridge Golf Club should the above details need to be updated/changed.

-I agree to notify Westridge Golf Club if my son/daughter should not be participating in an event/activity due to illness or injury.

I,, being the parent/guardian of the above named child, hereby give permission for the NGC 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 son/daughter's best interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

I agree/do not agree (delete as appropriate) to the name and home telephone number of my child appearing in the Club diary.

| | |
|------------------------|--|
| Signed Parent/Guardian | |
| Name | |
| Date | |



WESTRIDGE GOLF CENTRE

PARENTAL CONSENT FORM AND PLAYER PROFILE

Details of Child

Forename(s).....Surname.....D.o.b.....

Emergency Contact 1

Name.....Relationship to Child.....

Address.....

.....Post Code.....

Tel: Home.....Work.....Mobile.....

Emergency Contact 2

Name.....Relationship to Child.....

Address.....

Tel:Home.....Work..... Mobile.....

Child's Doctor

Name..... Tel.....

Please indicate any medical, dietary or other requirements:

I give consent for my child to receive essential medical treatment.

I am aware of the Child Protection Policies and Guidelines relating to events organized by Westridge golf centre

I give consent to my child taking part in these organized events.

I agree to be at the pick-up and drop-off points at the agreed time.

I agree to my child being photographed as described for the purposes stated.

Signed.....

Print Name.....

Date



WESTRIDGE GOLF CENTRE

SELF DISCLOSURE FORM

Part 1

Title: | Forename: | Surname:

Date of Birth:

Previous Names by which you have been known:

Address:

Post Code:

Tel: Home: | Work: | Mobile:

Details of Current Employment:

Details of Previous Employment:

Reasons for applying

References

Please provide the names and addresses of two people who know you well (who you are not related to) 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.

**Name
Address**

**Name
Address**

Tel number

Tel number

Part 2

Have you ever been convicted of a criminal offence? Yes / No

If yes provide details of offence:

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 provide details:

Have you ever been subject any disciplinary action or investigation relating to child abuse or poor practice? Yes / No

If yes provide 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.

Signed:

Print Name:

Date: