



BEDFORDSHIRE COUNTY GOLF UNION

CHILD PROTECTION POLICY

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POLICY STATEMENT

The Bedfordshire County Golf Union acknowledges its responsibilities in matters relating to the protection of children at all events organised by the Union. The Union expects that all who have contact with children at its events will observe and be guided by the procedures and policies contained in this document.

NB: For the purposes of this document a 'child' refers to any young person below the age of 18.

The Bedfordshire County Golf Union is committed to the following policies:

1. Children should be able to take part in golf events safely at all times. The Union will take all measures, as far as is reasonable, to provide and consistently maintain a safe and caring environment to try to ensure that they enjoy the experience.
2. Should any suspicions or allegations of abuse be made – including, for example, such matters as alleged bullying, harassment, neglect, mistreatment and violence – the Union undertakes to treat the allegation seriously, and investigate the matter with understanding and sensitivity to all concerned.
3. All members of the Executive, professional coaches and volunteers have recourse to the services of the Union in any event where allegations are made against them.
4. All who wish to work on behalf of the Union, with children in their care, will be subject to procedures which aim to protect the children. This process will include, a CRB check, undertaken by the County Secretary, a self disclosure form, or any other checks thought necessary. (See Appendix 3)
5. 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.
6. We recognise the authority of statutory agencies and are committed to complying with Local Safeguarding and Protecting Children Board Guidelines.
7. We recognise and endorse the Children in Golf Policy and procedures as published in the Children in Golf Resource pack

All personnel should be fully aware of their responsibilities, but should also have the confidence and competence to deal with child protection issues as they might arise.

The County Secretary will maintain records of the recruitment of personnel to reassure parents that their children will receive the best care possible whilst participating in golfing activities within the County.

The Union's policies are based upon the following principles:

The safety and well being of the children is central to all considerations.

The Union has a duty of care to seek to protect children at all Union organised activities.

All children can expect that those representing the Union will treat them with respect and dignity.

The children should have the confidence to rely upon members of the Executive, PGA professionals, other coaching staff and volunteers, and to be able to trust them, whatever the circumstances.

Parents/guardians should be made aware of the Union's policies, and understand and appreciate the Union's Child Protection policies and procedures.

They have the right to be informed of any matter which may impinge upon the welfare of their child.

All those working with children are expected to set a good example to the children in their charge.

The Policies in practice:

a) Responsibilities of Members of the Executive, PGA professionals and volunteers.

They are expected:

i) To take their responsibilities seriously, knowing that the welfare of children, and their protection from harm, is the paramount concern.

ii) To be conscious of the fact that adults are role models for the children.

Those who have contact with children should conduct themselves appropriately at all times. They are required to set high standards in such matters as behaviour, attitude, appearance, fairness, moderation, organisation and punctuality.

iii) To treat all children fairly and equally.

This should hold true, no matter what the children's age, culture, ability or disability, gender, language, racial origin, and / or sexual orientation.

iv) To build a sound working relationship with the children, based on mutual respect and trust.

v) To inform parents of any matters relating to their child's welfare, either directly, or through the Junior Manager, or the County Secretary.

vi) To report to the Junior Manager or County Secretary, any instance of alleged 'poor practice', or inappropriate physical contact, or abuse. The facts of the situation must be recorded on an Incident Report form. (See Appendix 4)

Depending on the circumstances of the allegation, the County Secretary will investigate, and, if necessary, refer the matter either to the Executive Committee, the Child Welfare Officer, or to an appropriate agency. Confidentiality will be strictly observed at every stage. All who have contact with children should seek to ensure that their behaviour cannot be compromised.

vii) To ensure, as far as is reasonable, that no child is placed in danger or potential harm. Events should be organised with safety in mind, and the children should be kept informed of any safety procedures, risks or hazards on the course.

viii) To avoid situations where there is possibility of misinterpretation of any physical contact or behaviour. Contact with children should generally be in an open environment, especially, for example, whilst waiting for parents to arrive to pick up their child, or in the locker room. No child should be left alone or be left to make his way home.

Transporting children on their own should be avoided, if at all possible. If it is absolutely necessary to transport a child in your vehicle, parental consent should be sought. In this instance, a colleague should be informed, and the route, details and estimated time of arrival should be communicated. All safety measures should be observed.

ix) To ensure that any child who suffers accidental injury or temporary illness at any event organised by the Union is treated by a person competent and qualified to do so.

x) Review the County Safeguarding Policy and procedures every three years or whenever there is a major change in relevant legislation.

xi) Conduct a risk assessment of the activities of Bedfordshire County Golf Union with regard to safeguarding and take appropriate action to address the identified issues within suitable timescales.

xii) Encourage Clubs affiliating to Bedfordshire County Golf Union to introduce and implement safeguarding procedures in line with Children in Golf recommended guidance.

If no qualified person is immediately available, the criterion is to respond to that situation by using common sense, as would a caring parent or guardian, until professional help arrives. The matter should be recorded on an Accident Report Form, which should be passed to the County Secretary. (See Appendix 5) Parents/guardians must be informed of the action that has been, or is intended to be, taken.

b) Responsibilities of the children:

They should:

Observe the highest of standards of behaviour, appearance, punctuality, attitude, restraint, moderation and sportsmanship on and off the course.

Know that alcohol, unlawful performance-enhancing substances, smoking, sexual behaviour and foul language are forbidden.

Know that they are expected to act with courtesy and politeness at all times.

Not engage in any irresponsible, inappropriate or illegal behaviour.

Play by the Royal & Ancient's Rules of Golf, and the Etiquette of golf.

Observe the finer courtesies of the game.

Observe instructions or restrictions requested by appropriate members of the Executive, professional coaches, tournament officials, club members of staff.

In the event of any disagreement, dispute or problem, children should consult the Junior Manager, or appointed delegate, or any Executive member, rather than seeking to resolve the matter themselves.

Remain on the premises - clubhouse, golf course or hotel - unless given specific permission by the appropriate Union official.

c) Responsibilities of the Parents'/guardians':

They should:

Know the Union's policy on child protection.

Seek to support the Union's officials in creating and maintaining a safe and amenable environment for children in which to enjoy their golf at a competitive level.

Be at ease with the system in place for the protection of their child, but be ready to raise any matters which may give rise to concern.

Complete the Consent and Player Profile form. (See Appendix 1) to signify that they accept the conditions of the Union's procedures relating to their child's participation in an event. Occasionally for training, coaching or publicity purposes, children may be photographed or videoed. Parents/guardians who do not wish their child to be photographed for these purposes should inform the Union on the Consent form.

Arrange transport for their child to arrive punctually at a match, tournament or coaching session.

Know the importance of communicating with the Junior Manager, or his delegate, if there are likely to be any difficulties arising from transporting children to a venue – picking them up or dropping them off.

Leave emergency contact numbers with officials at an event, especially if there may be problems.

Inform the Junior Manager of any matters, such as medical or dietary concerns, or any other physical problems which may affect the child.

Encourage and foster the right spirit of fair competitive play in one's child, without pressuring him to play beyond his physical, mental and emotional capabilities. Children are not robots, and should be treated as vulnerable young adults – no matter what their bravado.

Know that Coaching is best left to the professionals.

CONCLUDING REMARKS

It is to be understood that these procedures are guidelines for the protection of all who participate in events organised by the Bedfordshire County Golf Union. The procedures will be reviewed on a regular basis. However, not all circumstances may be covered in this document. It is important to recognise that, while every effort will be made to ensure the well being of every child, things can go wrong, by accident or human error. Any problems that may arise in the course of an event will be dealt with thoroughly, carefully investigated, and the appropriate agencies contacted, where necessary.

At every stage parents/guardians will be informed.

FURTHER HELP

If any problem cannot be resolved within the Bedfordshire County Golf Union, recourse may be had to the following:

English Golf Union Lead Protection Officer. Tel: 01526 354500

BCGU Child Welfare Officer. Mr Roger Willis, Tel: 01525 861762

NSPCC 24 Hour Helpline. Tel: 0808 800 5000

Childline UK. Tel: 0800 1111

Social Services. Local number varies according to location.

Police. Local number varies according to location. '999' if appropriate.



Appendix 1

PARENTAL CONSENT FORM AND PLAYER PROFILE

Child's Forename Surname D.O.B/...../.....

Emergency Contact 1

Name Relationship to child

Home Address

Tel Home Tel Work

Mobile

Emergency Contact 2

Name Relationship to child

Home Address

Tel Home Tel Work

Mobile

Child's Doctor Contact No.

I give consent for my child to receive essential medical treatment when administered by a person qualified to do so. I am aware of the Bedfordshire County Golf Union's Child Protection Policies and guidelines relating to Union-organised events. I give consent to my child taking part in the events organised by the Union 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 purpose stated.

Please indicate any medical, dietary or other physical requirements that the Junior Manager, or his delegate, may need to be aware of

.....

Signed

Print Name

Date



Appendix 2

PARENTAL GUIDANCE NOTE

Whilst there is no doubt that representing their County is an occasion of great pride to both parents and players, parents may also feel a little apprehensive on behalf of their son. This can sometimes lead to an over involvement in the game and to avoid any accusations of giving advice, or influencing players, parents are asked to abide by the following guidelines:

- During matches parents should not get at all involved with their son or with his game or his opponent(s) or their game(s) including giving any rulings.
(If they wish to spectate then it is recommended that they walk ahead of the game and act as “ball spotters” for all players.)
- Please stay at least 25 metres from players at all times during matches, and do not encroach onto tees or greens. This guideline may be dispensed with when helping to search for a ball or handing over refreshments but they must be mindful of any discussions with players.
- Please do not converse with players at any time whilst the match is in progress – applause and gentle encouragement are fine though.
- Please show equal respect and appreciation for good shots to all players from all Counties.
- Please do not make any contact (other than the usual pleasantries) with any of your son’s playing opponents either before or during the matches.
- Ensure all players including your son are given some ‘space’ before tee-off to compose their thoughts. The County Managers will make sure they have everything they need in relation to their match.

If parents have any queries or concerns, please do not hesitate to speak to the Team Manager or his assistant.

Approved by BB&O, Bedfordshire, Hertfordshire & Middlesex

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Appendix 3

SELF-DISCLOSURE FORM FOR VOLUNTEERS

TitleFirst Names Surname

Previous names by which you may have been known

Address

Postcode Tel No

Date of Birth/...../.....

Current Employment

Previous Employment

Have you ever been convicted of a criminal offence?

If yes, give brief details

.....

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?

If yes, give details

.....

.....

Have you ever been subject to any disciplinary action or investigation relating to child abuse or poor practice?

If yes, give 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 the termination of my services

Signed

Print Name

Date



Appendix 4

INCIDENT REPORT FORM

1. Recorders details

Name Address
Postcode Tel no.

2. Details of child

Name Address
Postcode Tel no.

3. Information regarding complainant

Name Address
Postcode Tel. no.

Details of the allegations (Include date, time, location and nature of the incident)

Additional information / witnesses / corroborative statements

Action taken

Date? Time? To whom was this incident referred?
E.g. Junior Manager, County Secretary, Disciplinary Committee etc.

Signature of Complainant

Signature of Recorder

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Appendix 5

ACCIDENT / INJURY FORM

Recorder's Name

Position held

Name of person injured

Address

Tel No.

Type/nature of injury sustained

Where and how did the accident/injury occur?

Were others involved? Give names and, if possible, contact numbers

Were there any witnesses to this accident? If so, give details

What action was taken/treatment administered?

State by whom treatment was given

Were other agencies involved? (E.g. ambulance service)

Have the parents/guardians been contacted? Yes/No

Was the incident referred to the County Secretary? Yes/No

Recorder's signature

Date Time

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