

# NORFOLK LADIES' COUNTY GOLF ASSOCIATION



## Safeguarding Children and Young People Policy and Procedures

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## Safeguarding Children and Young People Policy and Procedures

Whilst children and young people are participating in golf activities in our care, Norfolk Ladies' County Golf Association (NLCGA) has a responsibility to ensure their safety and wellbeing.

The NLCGA recognises the policy of England Golf, as set out in the "Guidelines for Safeguarding Children in Golf". The policy and supporting procedures set out a framework to fulfil our commitment to good practice and the protection of children in our care.

### PRINCIPLES

- A child is defined by law as a person under the age of 18 years
- The welfare of children is paramount
- All children, regardless of their Age, Race, Religion or Belief, Disability, Sex or Sexual Orientation, have the right to protection from abuse
- All concerns and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- All children have the right to be safe
- All children have the right to be treated with dignity and respect
- The NLCGA will work with children, their parents and external organisations to safeguard the welfare of children participating in golf
- We recognise the authority of the statutory agencies and are committed to complying with Local Safeguarding Children Board Guidelines (LSCB) and any documentation which supersedes these

### OBJECTIVES

NLCGA aims to:

- Provide a safe environment for children participating in NLCGA golfing activities and try to ensure that they enjoy the experience
- Reassure parents (and carers) that their children will receive the best care possible whilst participating in NLCGA activities and communicate policy and procedure to them through website/letter/consents
- Support adults (volunteers, PGA coaches, members) to understand their roles and responsibilities with regard to the Duty of Care and protection of children.
- Provide appropriate level training and support to volunteers and PGA coaches to make informed and confident responses to specific child protection issues and to fulfill their role effectively
- Adopt the Children in Golf Safeguarding and Child Protection Policy and Procedures and any related policies where appropriate

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### RESPONSIBILITIES AND IMPLEMENTATION

NLCGA and partner organisations will seek to promote the principles of safeguarding children by:

- Reviewing their policy and procedures every 3 years or whenever there is a major change in legislation. Guidance from England Golf and Children in Golf Strategy Group will be sought as part of the review process.
- Conducting a risk assessment of NLCGA activities with regard to safeguarding and take appropriate action to address the identified issues within suitable timescales.
- Using appropriate recruitment procedures to assess the suitability of county volunteers and PGA coaches working with children, in line with guidance from Children in Golf.
- Following National Governing Body (NGB) procedures to report concerns and allegations about the welfare of children or the behaviour of adults and ensure that all volunteers, parents and children are aware of these procedures.
- Directing volunteers and PGA coaches to appropriate safeguarding training, where this is appropriate to their role.

### 1. RECRUITMENT AND TRAINING

- 1.1 NLCGA 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.
- 1.2 Each role which involves an element of responsibility with regard to children, particularly those involving the regular supervision of children, whether voluntary or paid, will be assessed to establish which qualifications, checks and other requirements are necessary. These will include the following:
  - An application form (Appendix 1)
  - A self-disclosure form (Appendix 2)
  - References from 2 people if possible (Appendix 3)
  - A signed Code of Conduct (Appendix 4)
  - A Disclosure and Barring Service (DBS) check on people involved in 'regulated activity' with children. (Appendix 9)
- 1.3 Details of the requirements and the qualifications and checks of individuals will be recorded by the NLCGA Hon Secretary who will also hold copies of the necessary Safeguarding and Protecting Children (SPC) certificates and England Golf Compliance approval letters. The nominated person will possess all relevant and appropriate contact details of all volunteers and PGA coaches, and other relevant bodies.

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- 1.4 All volunteers and PGA coaches will be offered access to appropriate child protection training. NLCGA recommends attendance at the sportscoachuk "SPC" workshop and will ensure that all volunteers and PGA coaches who have significant contact with children attend. Attendance at the training will be repeated every 3 years for those involved in regulated activity.
  - 1.5 All volunteers and PGA coaches working with children will be asked to read and become familiar with the NLCGA Safeguarding Policy and Procedures.
  - 1.6 All volunteers and PGA coaches involved with children will be asked to read the NLCGA Code of Conduct for Adults, and sign to indicate their agreement to act in accordance with the code. The code is linked to the NLCGA's Disciplinary Procedures.
2. COMPLAINTS, CONCERNS AND ALLEGATIONS
- 2.1 If a player, parent/carer, PGA coach has a concern about the welfare of a child, or the conduct of another child/young person or an adult (whether they are a parent, coach, member, or otherwise), these concerns should be brought to the attention of the NLCGA Welfare Officer forthwith. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Welfare Officer. Please refer to Flowcharts 1 & 2 for further details (see below).
  - 2.2 All concerns will be treated in confidence. Details should only be shared with those who can help with the management of the concern.
  - 2.3 Concerns will be recorded on an Incident Report Form (appendix 5) and sent to the England Golf Compliance department and retained confidentially by NLCGA. England Golf Compliance department will assist with completion of this form on NLCGA's behalf if required, tel: 01526 351824.
  - 2.4 NLCGA will work with England Golf and other external agencies to take appropriate action in the case of abuse or serious poor practice. NLCGA disciplinary procedures will be applied and followed where possible.
  - 2.5 In the event of a child making a disclosure of any type of abuse, the following guidance is given:
    - Reassure the child that they have done the right thing to share the information
    - Do not make promises that cannot be kept, such as promising not to tell anyone else
    - Do not question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action

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- Record what the child has said as soon as possible on an incident report form.

Do not notify the parents unless you have first sought advice from the England Golf Compliance Office 01526 351824

- 2.6 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.

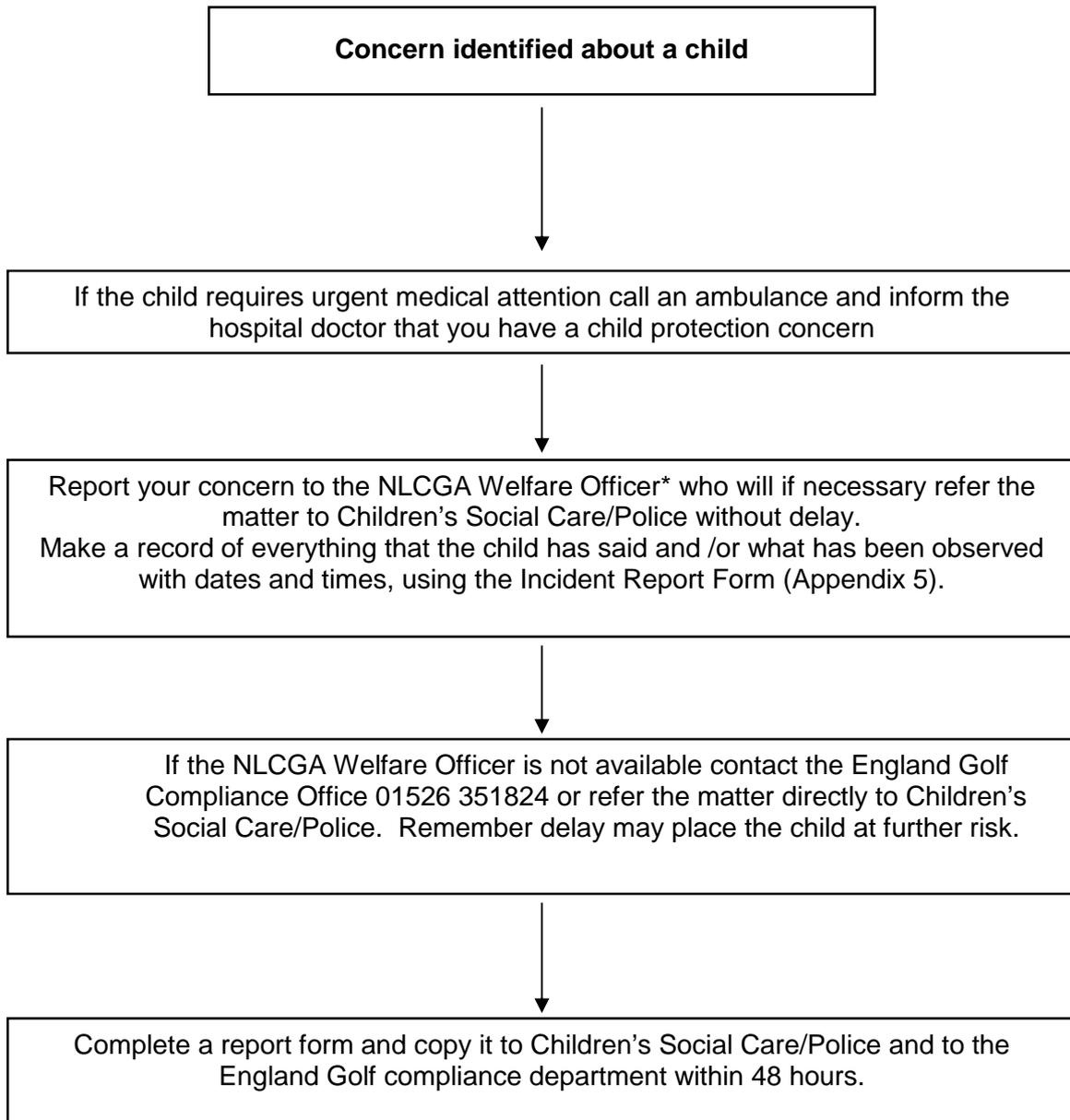
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### FLOWCHART 1

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



\* If for any reason an NLCGA Welfare Officer is not in post contact the England Golf Compliance Office 01526 351824

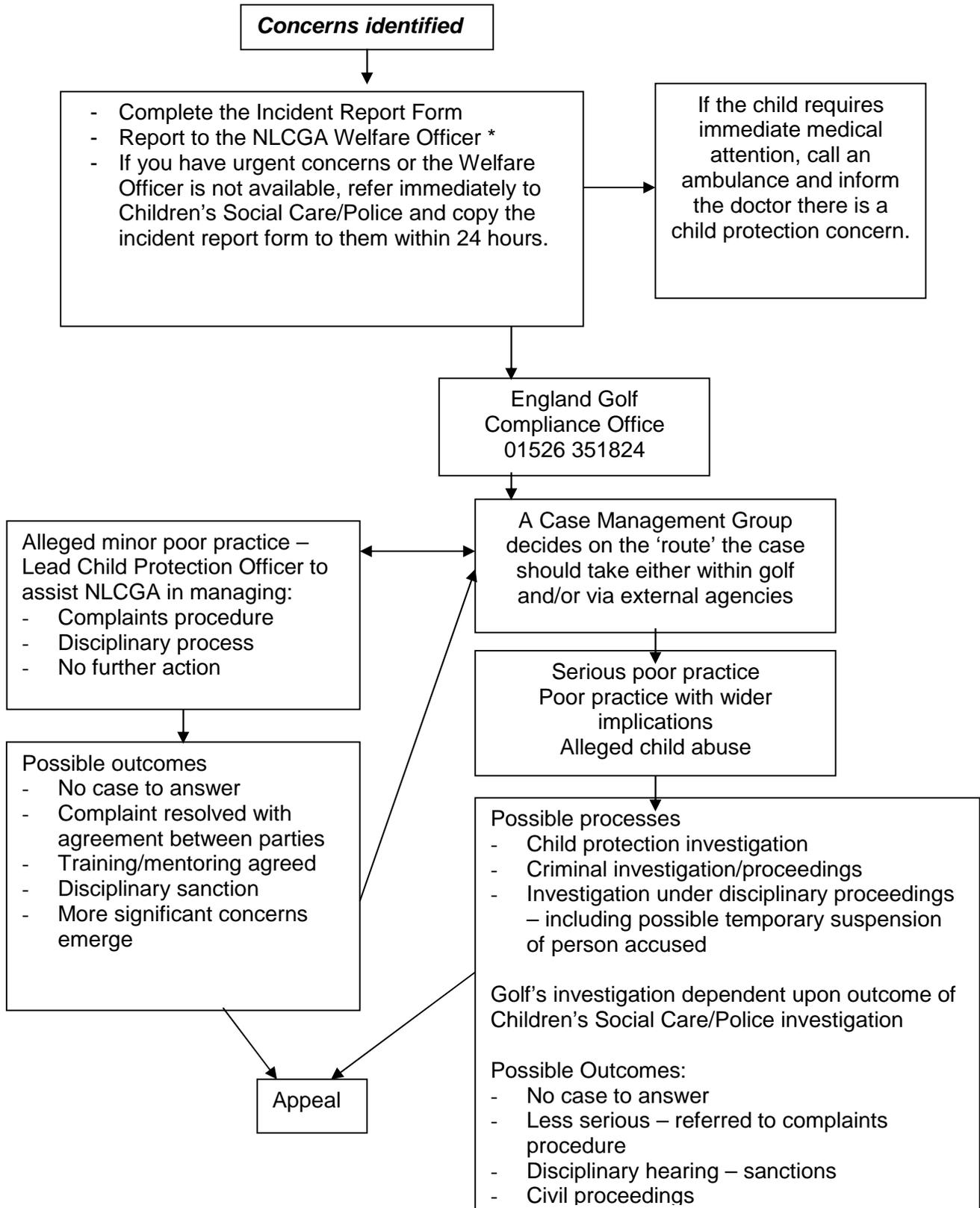
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### FLOW CHART 2

What to do if you are worried about the behaviour of any member, parent/carer, volunteer, PGA coach or official in golf or affiliated organisations



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### 3. EMERGENCIES AND INCIDENTS

3.1 Parental Consent Forms (appendix 7) will be obtained and retained by the NLCGA for all children who are participating in events or activities, or attending coaching organised by NLCGA. These forms will be treated in confidence and only shared with those who require the information they contain to perform their role effectively.

3.2 In the event of a child requiring medical attention:

- The parents will be contacted immediately
- In the event of failure to contact parents, the alternative emergency contacts will be used
- The consent form will be consulted to establish whether parents have given their consent for an NLCGA representative to act in loco parentis
- An adult NLCGA representative will accompany the child to seek medical attention, if appropriate, ensuring that they take the consent form with them
- A record of the action taken will be made and retained by an NLCGA representative

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

- Attempt to contact the parent/carer using the contact details on the Parental Consent Form
- Attempt to contact the first, then the second emergency contact nominated on the Consent Form
- Wait with the young person(s) at the venue with, wherever possible, other volunteers or parents
- If no one is reachable, contact the NLCGA Welfare Officer for advice
- If all attempts to make contact fail, consideration should be given to contacting the police for their advice

Volunteers and PGA coaches should try to avoid:

- Taking the child home or to another location without consent
- Asking the child to wait in a vehicle or at the host facility with them alone
- Sending the child home with another person without permission

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### 4. SUPERVISION

- 4.1 During coaching sessions NLCGA will endeavour to ensure that there is at least one coach/volunteer present for every 8 children.
- 4.2 Parents will be encouraged to stay for coaching/competitions and other events where their children are of an age where their supervision is required.
- 4.3 If there are young children (under 10 years of age) attending events, activities, coaching or playing sessions they will be supervised at all times.

Wherever possible adults will avoid changing or showering at the same time as children but parents will be made aware that with limited changing room space there will be occasions when adults and children may need to share the facilities.

- 4.4 Parents should be aware that if children are left at a venue unsupervised, other than to attend specific NLCGA coaching sessions, competitions, or other NLCGA organised events, NLCGA cannot accept supervisory responsibility.
- 4.5 Special arrangements may be made for away trips. Parents will receive full information about arrangements for any such trip and will be required to provide their consent for their child's participation.

### 5. GOOD PRACTICE GUIDELINES

#### 5.1 Behaviour of adults and children

- 5.11 Adults who work with children are placed in a position of trust in relation to children, and therefore it is important they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from false allegations of poor practice. Codes of conduct will be issued to juniors and adults working with them to promote good practice.
- 5.12 NLCGA requires that all volunteers and PGA coaches working with children adhere to the standards set out in the NLCGA Code of Conduct (appendix 4). Similarly, children are expected to follow their own code of conduct to ensure the enjoyment of all participants and assist NLCGA in ensuring their welfare is safeguarded (appendix 4).
- 5.13 Parents should also work together with NLCGA to ensure that the safety of all children is safeguarded. A sheet on "Guidance for Parents" (appendix 8) is provided to assist them in understanding how they can best assist the NLCGA.

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### 5.2 Adults and Children playing golf together

One of the reasons for the popularity of golf is that the game is not restricted by ability, age or gender. Responsible interaction between adults and children helps bring mutual respect and understanding and will be encouraged as part of NLCGA activities. Adults should always be aware however that age related differences do exist and conduct themselves in a manner that recognises this.

### 5.3 Physical Contact

Physical contact with children by PGA 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.

### 5.4 Transport

5.41 NLCGA believes it is primarily the responsibility of parents/guardians to transport their child/children to and from events. It is not the responsibility of NLCGA volunteers or PGA coaches to transport children and young people to and from events, activities, tournaments or matches.

5.42 NLCGA may make arrangements for transport in exceptional circumstances, such as team events. Where this is the case, the written permission of the parents of the relevant children will be sought. The drivers used will be checked for their suitability to supervise children (see Section 1 Recruitment and Training) and their insurance arrangements verified.

### 5.5 Photography/ Videoing

5.51 Permission will be sought from parents prior to the publication or use of any video or photographic images of their child, for instance in newspapers, websites or for coaching purposes. The personal details of the child will not be used in any promotional material.

5.52 Any press/official photographers attending events will be required to seek permission from NLCGA before taking photographs and also permission of parents to use the images.

### 5.6 Anti Bullying Procedures

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

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

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

All forms of bullying include:

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

Bullying behaviour may also include:

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

NLCGA and its volunteers and PGA coaches will not tolerate bullying in any of its forms during NLCGA matches, competitions, coaching or at any other time while engaged with NLCGA activities.

5.62 NLCGA is intent that it will:

- Provide a point of contact where those being bullied can report their concerns in confidence – the NLCGA Welfare Officer (WO) and NLCGA County Junior Organiser (CJO)
- Take the problem seriously
- Investigate any and all incidents and accusations of bullying
- Talk to bullies and their victims separately along with their parents/guardians
- Impose sanctions, which may include expulsion from NLCGA activities for bullies
- Inform all members of NLCGA about the incident and action taken if appropriate
- Keep a written record of all incidents and the action taken

5.7 Confidentiality

5.71 Details of all juniors will be kept on file and will not be shared with a third party without parent/guardian consent. Access to this information will be granted to NLCGA CJO/ NLCGA WO and the PGA coaches delivering NLCGA activity. Details will be passed onto the Norfolk County Golf Partnership and England Golf as

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requested when juniors have reached an ability level that meets the relevant player pathway criteria.

5.72 All concerns/allegations will be dealt with confidentially by NLCGA and information will only be shared on a need to know basis, either internally or externally depending on the nature/seriousness of the concern/allegation.

### 5.8 Changing rooms

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

### 6. Useful Contacts

Golf Contacts		
Name	Address	Number
NLCGA Welfare Officer – Ian Grange	Active Norfolk Easton College Easton Norwich NR9 5DX	Tel: 01603 731568 Email: <a href="mailto:ian.grange@activenorfolk.org">ian.grange@activenorfolk.org</a>
England Golf Compliance Office	England Golf National Golf Centre The Broadway Woodhall Spa Lincolnshire LN10 6PU	Tel: 01526 351824 Email: <a href="mailto:compliance@englandgolf.org">compliance@englandgolf.org</a>
CDO – Karen Woodrow	Norfolk County Golf Development Group	Email: Karen Woodrow <a href="mailto:k.woodrow@englandgolf.org">k.woodrow@englandgolf.org</a>

Local Contacts		
Local Children's Social Care (including out of office hours contact) NB. In an emergency, the Samaritans	Norfolk County Council Children's Services <a href="http://www.norfolk.gov.uk/Childrens_services/Family_children_and_young_people_support/Child_protection">www.norfolk.gov.uk/Childrens_services/Family_children_and_young_people_support/Child_protection</a>	03448008014  OUT OF HOURS  After 5pm or at the weekends please contact The

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will hold the Duty Officer's contact number		Emergency Social Work Duty Team
Samaritans		08457909090
Local Police child protection teams  In an emergency contact 999	Police Child Protection unit <a href="http://www.norfolk.police.uk/safetyadvice/victimandwitnesssupport/childprotection.aspx">www.norfolk.police.uk/safetyadvice/victimandwitnesssupport/childprotection.aspx</a>	01603 276313
NSPCC Freephone 24 hour Helpline		0808 800 5000

National Contacts		
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0808 800 5000 Email: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a> <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 1111
NI Childline	74 Duke Street Londonderry	Tel: 028 90 327773
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester L4 1EZ	Tel: 0116 234 7278  Email: <a href="mailto:cpsu@nspcc.org.uk">cpsu@nspcc.org.uk</a> <a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a>

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### 7. Appendices

All forms should be completed and returned to:  
Carol Delf, NLCGA CJO  
Thurne Cottage, Thurne, Norfolk NR

1. Volunteer Application form – page 15
2. Self-disclosure – page 17
3. Volunteer References – page 18
4. Codes of Conduct
  - a. Code of Conduct for staff, PGA Professionals and volunteers – page 19
  - b. Code of Conduct for Young Golfers – page 21
5. Incident Report Form – page 22
6. Accident Report Form – page 24
7. Junior Profile and Parental Consent Forms – page 26
8. Guidance for Parents – page 31
9. Regulated activity and DBS – page 33

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Appendix 1

Volunteer Application Form

Position Applied for: _____
Personal Details Title: Mr/Mrs/Miss/Dr/Other (please specify) _____ Full Name: _____ Any previous surname: _____ Date and place of birth: _____ National Insurance Number: _____
Present Address: _____ _____ Post Code: _____ Telephone Numbers: _____ Email address: _____
Current Occupation: _____ Name and address of Organisation: _____ _____ Role: _____ Start Date: _____

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<p>Relevant Experience including any previous experience of working with children and young people:</p>	
<p>Reasons for applying:</p>	
<p>References:</p> <p>Please provide the names and addresses of two people who know you well (who are not related to you) whom we can contact to obtain a reference:</p>	
<p>Name:</p> <p>Address:</p> <p>Telephone Number:</p> <p>Email address:</p>	<p>Name:</p> <p>Address:</p> <p>Telephone Number:</p> <p>Email address:</p>
<p>I agree to abide by the NLCGA Code of Conduct and Safeguarding Policy and Procedures, and confirm that the information I have supplied in completing this form is correct and true.</p> <p>Signed:</p> <p>Date:</p>	

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### Self-Disclosure Form

To be completed at the same time as the application form.

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 strictly on confidentiality and discretion.

**If you require confidential advice in relation to completion of this form, please call England Golf Compliance department on 01526 351824**

<b>1. Have you ever been convicted of any criminal offence?</b> <b>YES</b> <b>NO</b>
If YES, please supply details of any criminal convictions:  <i>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 including "spent" convictions, cautions, reprimands and written warnings.</i>
<b>2. Are you a person known to any Child Social Care Department as being an actual or potential risk to children or currently under investigation for a child protection incident?</b> <b>YES</b> <b>NO</b>
If YES, please supply details:
<b>3. Have you had any disciplinary sanction (from a sports or other organisation's Governing Body) relating to child abuse or poor practice?</b> <b>YES</b> <b>NO</b>
If YES, please supply details:
<i>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 services.</i>
<b>I hereby consent to a DBS disclosure (if required):</b>  <b>PRINT NAME:</b> _____  <b>SIGNED:</b> _____ <b>Date:</b> _____  <b>NLCGA Welfare Officer:</b> <b>I have seen and checked the above responses, if any of the boxes above are ticked YES, I have referred this form to England Golf Compliance Department for a risk assessment and advice.</b>  <b>Signed:</b> _____ <b>date:</b> _____

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Appendix 3

Volunteer Reference form

(Name) \_\_\_\_\_

has expressed an interest in becoming a volunteer / coach\* (\*delete as appropriate) and has given your name as a referee.

As this post involves substantial access to children and as an organisation committed to safeguarding children, it is important that if you have any reason to be concerned about this applicant that you do not complete the following form, but please contact the County Junior Organiser on:

- Telephone: 01692 670292
- Organisation: Norfolk Ladies' County Golf Association

Any information disclosed in this reference will be treated in confidence and in accordance with relevant legislation and guidance, and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he or she is offered the position in question.

- How long have you known the person?
- In what capacity?
- What attributes does this person have which would make him/her suited to a role working with children?
- How would you describe his/her personality?

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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### Appendix 4a

#### Code of Conduct for PGA Coaches, Associate Coaches and Volunteers

- Respect the rights, dignity and worth of every person within the context of golf
- Treat everyone equally and do not discriminate on the grounds of age, gender, race, religion or belief, sexual orientation or disability
- If you see any form of discrimination, do not condone it or allow it to go unchallenged
- Place the well-being and safety of the young person above the development of performance
- Develop an appropriate working relationship with young people, based on mutual trust and respect
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval
- Always work in an open environment (eg avoid private or unobserved situations and encourage an open environment)
- Do not engage in any form of sexually related contact with a young player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms
- You should not have regular contact outside your NLCGA role with the juniors and should not engage in regular communication through text, email or social network sites
- Know and understand the NLCGA Child Safeguarding 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 at NLCGA activities. This reflects a negative image and could compromise the safety of the young people

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- Do not give young people alcohol when they are under the care of the NLCGA
- Hold relevant qualifications and insurance cover. All volunteers and PGA coaches who work regularly with children must have current DBS clearance, approved by England Golf Compliance Office
- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual
- Promote the positive aspects of golf eg fair play
- Display high standards of behaviour and appearance
- Follow NLCGA Procedures and CiG Good practice guidelines
- Ensure that you attend appropriate training to keep up-to-date with your role and the welfare of young people
- Report any concerns you may have in relation to a child or the behaviour of an adult, following reporting procedures laid down by the NLCGA

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### Appendix 4b

#### Code of Conduct for Young Golfers

As a young golfer taking part in an NLCGA activity, you should:

- Help create and maintain an environment free of fear and harassment
- Demonstrate fair play and apply golf's standards both on and off the course
- Understand that you have the right to be treated as an individual
- Respect the advice that you receive
- Treat others as you would wish to be treated yourself
- Respect other people and their differences
- Look out for yourself and for the welfare of others
- Speak out (to your parents or an NLCGA representative) if you consider that you or others have been poorly treated
- Be organised and on time
- Tell someone in authority if you are leaving the venue
- Accept that these guidelines are in place for the well-being of all concerned
- Treat organisers and PGA coaches with respect
- Observe instructions or restrictions requested by the adults looking after you

You should not take part in any irresponsible, abusive, inappropriate or illegal behaviour which includes:

- Smoking
- Using foul language
- Publicly using critical or disrespectful descriptions of others either in person or through text, email or social network sites
- Consuming alcohol, illegal performance-enhancing drugs or stimulants

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### Appendix 5

### Incident Report Form

Recorder's Name:	
Address:	
Post Code:	Telephone No:

Child's Name:	
Address:	
Post Code:	Telephone No:

Complainant's Name:	
Address:	
Post Code:	Telephone No:

Details of the allegations: [include: date; time; location; and nature of the incident.]
Additional information: [include: witnesses; corroborative statements; etc.]

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England Golf Compliance department notified (01526 351824)	
Case Number (if allocated)	
Date:	Time:
Action taken:	
Date:	Time:
Signature of Recorder:	
Signature of Complainant:	

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### Appendix 6

### Accident Report Form

Recorder's Name:	
Address:	
Post Code:	Telephone No:
Name of Injured Person [s]:	
Address:	
Post Code:	Telephone No:
Nature of Injury Sustained:	
Where did the Accident occur: [include: date; time; location; and nature of the accident.]	
How did the Accident occur: [include: names; telephone numbers; etc.]	
Were there any witnesses to the Accident: [include: names; statements, etc.]	

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What action was taken: [include: treatment administered, by whom, etc.]	
Were any other Agencies involved: [eg Ambulance service?]	
Have the Parents / Guardians been contacted? YES NO [Please circle.]	
Does the accident need to be referred to England Golf Compliance Dept? YES NO	
Date:	Time:
Signature of Recorder:	

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### Appendix 7

#### Junior Profile and Parental Consent Forms

The safety and welfare of juniors in our care is paramount, and it is therefore important that we are aware of any illness, medical condition and other relevant health details so that their best interests are addressed.

Please complete this form with our assurance that the information will be treated as confidential.

It is the responsibility of the junior and their parent to notify the NLCGA CWO or NLCGA CJO if any of the details change at any time.

Junior Girl's Name		
Date of Birth		
Address		
Postcode		
Telephone Number		
Parent / Guardians' Names		
Address		(If different)
Postcode		
Home Telephone No		
Mobile Telephone No		
Work Telephone No		
Email address		

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## Safeguarding Children and Young People Policy and Procedures

Emergency Contacts (other than parent/guardian above)	
Contact 1 Name	
Relationship to child	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	
Email address	
Contact 2 Name	
Relationship to child	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	
Email address	

### Medical Information

Child's Doctor's name	
Doctor's Surgery Address	
Telephone Number	

Does your child experience any conditions requiring medical treatment and/or medication? **YES**      **NO**

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

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## Safeguarding Children and Young People Policy and Procedures

Does your child have any allergies? **YES** **NO**

\*If yes please give details.

Does your child have any specific dietary requirements? **YES** **NO**

\*If yes please give details.

What additional needs, if any, does your child have. eg needs help to administer planned medication, assistance with lifting or access, regular .snacks?

### Disability

The Equality Act 2010 defines a disabled person as 'anyone with a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'.

Do you consider your child to have a disability? **YES** **NO**

\*If yes what is the nature of the disability?

Does your child have any communication needs. eg non-English speaker/ hearing impairment/ sign language user/ dyslexia? If yes, please tell us what we need to do to enable him/her them to communicate with us fully.

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## Safeguarding Children and Young People Policy and Procedures

- I confirm to the best of my knowledge that my child does not suffer from any medical condition other than those detailed above and if my child should not be participating in an event/activity due to illness or injury.
- I agree to notify the NLCGA of any changes.
- I, ....., being parent/guardian of the above named child, hereby give permission for the NLCGA responsible person to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my child's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.
- I hereby give permission for my child's details to be shared as necessary within the NLCGA and its partners, affiliated Norfolk golf clubs and England Golf. All data will be stored securely and will only be used for the purposes of supporting the named child's progress in golf.
- I acknowledge that my child has my permission to be at activities and events organised by the NLCGA in the 2015 playing season.
- I acknowledge that the NLCGA is responsible for providing adult supervision only for my child for County Coaching, Matches and Competitions.
- I acknowledge that specific permission will be sought to cover situations such as County Match Week which involve overnight stays.
- I agree to my child being transported by the County representatives to and from venues when she is representing the County
- I agree that photographs and /or film can be taken of my daughter during England/ Regional/ County events and that these can be used or provided to a third party for their use for transmission in a publication, display in public place, or on the Association's website.
- I agree that NLCGA shall expect full co-operation of my child with all reasonable requests concerning conduct of events including transport arrangements. In the event that this co-operation is not forthcoming, I will make arrangements immediately to assume responsibility for my child's welfare.
- I acknowledge that I am aware that this parental consent form is part

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## Safeguarding Children and Young People Policy and Procedures

of the policy followed by NLCGA in accordance with England Golf Guidelines on Safeguarding and Child Protection.

Signed – Parent/Guardian	
Print name	
Date	

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## Safeguarding Children and Young People Policy and Procedures

### Appendix 8

#### Guidance for parents

The NLCGA is delighted to welcome you and your child to what we hope is the first of many events that you will be taking part in.

The positive effect of your support, as a parent, can't be overstated. Your behaviour has a real influence on the way your child experiences golf.

First things first – why is your child showing an interest in the sport? Is it to learn a new game? To hang out with their friends? Because they did it in school and liked it? Or because you play?

Make sure they're playing for their own reasons, not yours.

There is a wealth of supportive information and advice on the Children in Golf website

<http://www.childreningolf.org/parents-guidance>

To enable us to provide the best possible experience for you and your child, we kindly request that you read through the following guidance and complete the attached forms.

- Take an interest in your child's activity and progress and be supportive
- Familiarise yourself with the NLCGA Safeguarding Policy (attached)
- Complete the attached Parental Consent Form which will enable event organisers to cater for any particular needs that your child may have (eg medical conditions and medications, allergies, learning difficulties etc), as well as contact you in the unlikely event of an emergency
- Go through the attached Code of Conduct with your child and return a signed copy to the event organiser
- Be punctual when dropping off and picking up your child for and from coaching / events. It is important to communicate with the event organiser if collecting your child after an event, may cause a problem
- Introduce yourself to the adults involved in the supervision of your child
- When leaving your child, make sure they have the necessary provisions for the day, including the ability to meet the requirements of changing weather conditions Please ensure that your mobile is switched on when you are away from the NLCGA activity, so that you can be contacted in an emergency

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- Encourage your child to take part and support NLCGA activities such as coaching and competitions
- Help your child to arrange golf with other juniors away from NLCGA organised activities so they have someone to play golf with

As a parent/guardian you are encouraged to:

- Discuss any concerns regarding the organisation of activities or the behaviour of adults towards your child with the NLCGA Welfare Officer, who will treat any concerns you or your child may have in the strictest confidence
- England Golf Compliance department is also available for confidential advice:  
01526 351824

NLCGA Welfare Officer  
Ian Grange, 01603 731568

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## Safeguarding Children and Young People Policy and Procedures

### Appendix 9

#### Regulated Activity

##### DISCLOSURE AND BARRING SERVICE ELIGIBILITY FOR CHECKS

The eligibility for requesting DBS checks has changed under recent legislation.

Checks can only be requested if the work that a volunteer or member of staff does fits within the following definition of "Regulated Activity".

"Regulated activity" is defined as where someone is teaching, training, instructing, caring for or supervising children, or providing advice or guidance on well-being or driving a vehicle only for children, when this activity is done regularly and unsupervised.

"Regularly" is considered to be at least once a week. If the activity was taking place on 4 or more days in a 30 day period, this would also fall within the definition.

If the activity involves any overnight responsibility between 2 am and 6 am then this is also classed as Regulated Activity.

Supervision must be by a person who is working in a regulated activity, must be day to day and must be "reasonable in all the circumstances to ensure the protection of children".

"regulated activity" would also cover people involved in transporting children as part of their role on behalf of the NLCGA, (not parents or with parental consent).

If the activity meets the requirements of the definition, but is supervised, then the NLCGA will still be able to request a DBS check but the disclosure information will be limited.

**IF THE ROLE DOES NOT MEET THE CRITERIA OF WORKING IN A REGULATED ACTIVITY, WHETHER SUPERVISED OR NOT, YOU MUST NOT APPLY FOR A DBS CHECK**

There is further guidance on the England Golf Website under For Golf Clubs – Safeguarding Children – Vetting Staff and Volunteers.

If you require any additional information please contact Margaret Reed or Andy Wright at England Golf on 01526 351824