# SKIPTON GOLF CLUB

# Safeguarding Children and Young People Policy and Procedures

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# Skipton Golf Club

# Safeguarding Children and Young People Policy Statement

### Introduction

Everyone working with children and young people has a responsibility for keeping them safe, irrespective of their role, whether they are staff, contractors, volunteers or participants.

Skipton Golf Club is committed to ensuring that the sport of golf is one within which all participants can thrive in a safe environment, and that all children and young people have an enjoyable and positive experience when playing golf.

**Key principles**

- The welfare of children is paramount.
- A child is defined by law in England and Wales as a person under the age of 18.
- All children, regardless of their age, race, religion or belief, disability, gender identity 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.
- Skipton Golf Club will work with children, their parents/carers 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 Partnership (LSP) guidelines, Working Together to Safeguard Children 2023, and any legislation that supersedes these.
- Skipton Golf Club owes a legal duty of care to children on their premises or engaged in their activities.

**Objectives**

Skipton Golf Club aims to:

- Provide a safe environment for children and young people participating in golfing activities and try to ensure that they enjoy the experience.
- Ensure robust systems are in place to manage any concerns or allegations.
- Support adults (staff, volunteers, contractors, members of the public) to understand their roles and responsibilities with regard to their duty of care towards children.
- Provide appropriate level training, support and resources for staff, volunteers and contractors to make informed and confident responses to specific safeguarding issues and fulfil their role effectively.
- Ensure that children and their parents/carers are consulted and, where appropriate, fully involved in decisions that affect them.
- Reassure parents/carers that all children and young people will receive the best care possible while participating in Skipton Golf Club activities.
- Proactively communicate safeguarding policies and procedures by making these readily available to all.

**Responsibilities and implementation**

Skipton Golf Club will seek to promote the principles of safeguarding children by:

- Reviewing their policy and procedures every three years or whenever there is a major change in legislation. Guidance from England Golf will be sought as part of the review process.

- Conducting a risk assessment of 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 staff, contractors and volunteers working with children and young people (in line with guidance from England Golf).

- Following National Governing Body (NGB) procedures to report concerns and allegations about the behaviour of adults – and, where applicable, other children – and ensuring that all staff, volunteers, contractors and participants are aware of these procedures.

- Directing staff, volunteers and contractors to appropriate safeguarding training where this is relevant to their role.

## 1. Recruitment and Training

**1.1** Skipton Golf Club will endeavour to ensure that all volunteers and staff working with children and young people are appropriate and suitable to do so, and that they have all the information they require to undertake 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, should be assessed by the recruiting body to establish which qualifications, checks and other requirements are necessary. These will include the following:

- An application form **(Appendix 7)**
- A self-disclosure form **(Appendix 8)**
- References from two people **(Appendix 9)**
- A signed Code of Conduct **(Appendix 4)**
- A Disclosure and Barring Service (DBS) check for people involved in 'regulated activity' with children **(Appendix 10)**

**1.3** Details of the requirements, qualifications and checks of individuals will be recorded and maintained by a suitable nominated person at Skipton Golf Club. Records of staff and volunteer contact details will also be kept up to date.

**1.4** All staff, volunteers and contractors will be offered access to appropriate child protection training. Skipton Golf Club recommends attendance at the UK Coaching Safeguarding and Protecting Children (SPC) workshop and will ensure that all staff, volunteers and contractors who have significant contact with children attend. An online UK Coaching refresher course should be completed and repeated every three years by those involved in "Regulated Activity."

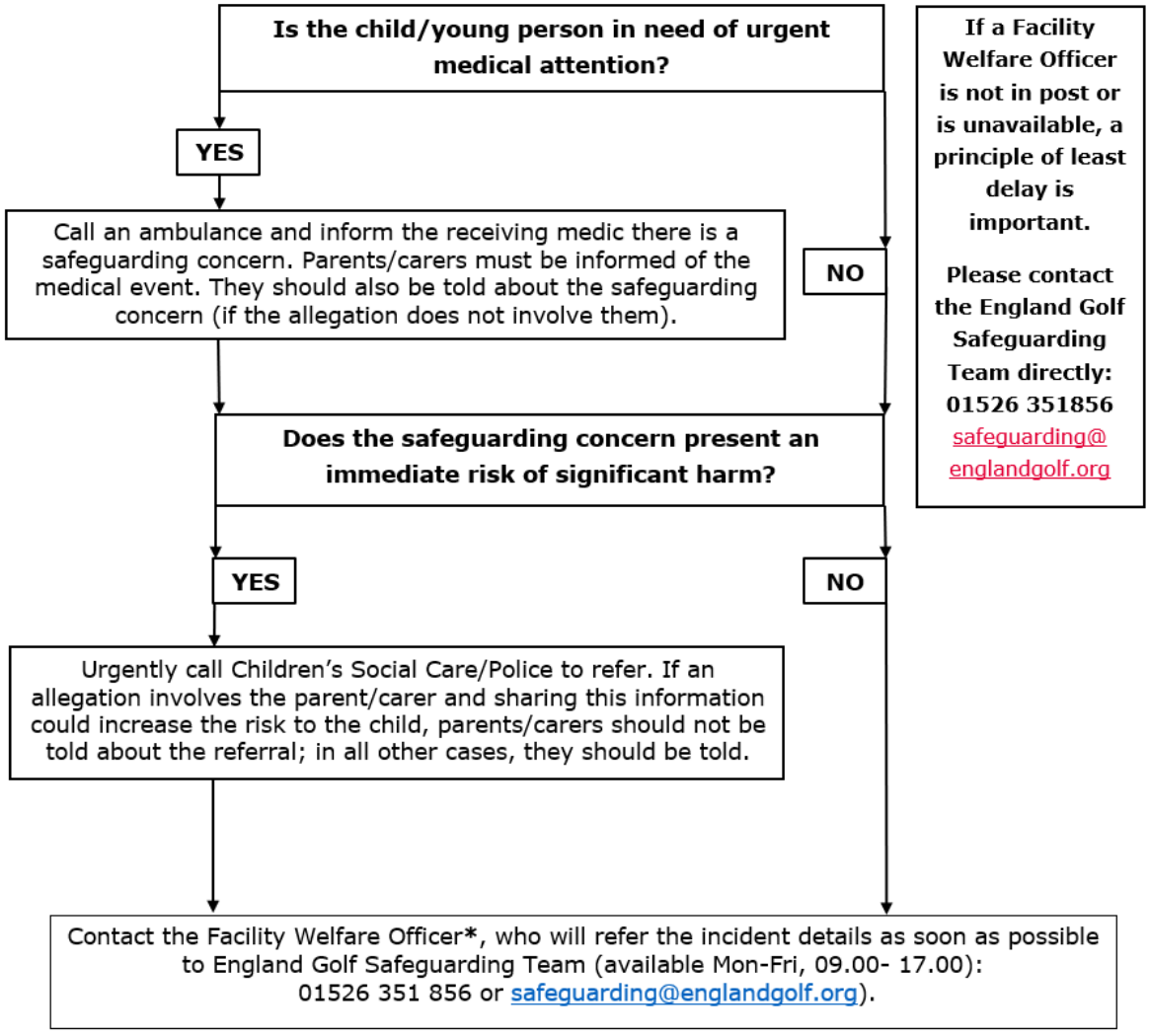
**1.5** All staff, volunteers and contractors working with children and young people will be asked to read and become familiar with Skipton Golf Club Safeguarding Children and Young People Policy and Procedures.

**1.6** All staff, volunteers and contractors involved with children and young people will be asked to read Skipton Golf Club's Code of Conduct relevant to their role, and sign to indicate their understanding and agreement to act in accordance with the code. **(Appendix 4)**. The code is linked to Skipton Golf Club's Disciplinary Procedures.

**1.7** Skipton Golf Club is committed to the fact that every child and participant in golf should be afforded the right to thrive through being involved in sporting activity for life, in an enjoyable, safe environment, and be protected from harm. Skipton Golf Club acknowledge the additional vulnerability of some groups of children (e.g. disabled, looked after children, those with communication differences). Skipton Golf Club will ensure that the environment is appropriate for the child, and tailored to their needs, so that they have a positive experience of their sport without risk of harm.

## 2. Complaints, Concerns and Allegations

### Flowchart: How to Report a Concern




* If, for any reason, the Club Welfare Officer is not in post or is unavailable a principle of least delay is important. Please contact the

England Golf Lead Safeguarding Officer

01526 351856

safeguarding@englandgolf.org

**2.1** If a player, parent/carer, member of staff, contractor or volunteer has a concern about the welfare of a child, or the conduct of an adult/another young person, these concerns should be reported without delay and in accordance with the reporting process flowchart on Page 6.

**2.2** The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass on their concerns and any relevant information.

**2.3** To share concerns with the England Golf Safeguarding Team, concerns should be reported on 01526 351856 and recorded on an Incident Report Form **(Appendix 3)**. The completed Incident Report Form should be sent to England Golf Safeguarding Team for review, assessment and retention. All concerns will be treated in confidence. Details should only be shared on a 'need-to-know' basis with those who can help with the management of the concern.

**2.4** England Golf will work with other agencies to take appropriate action where concerns relate to potential abuse or serious poor practice. Disciplinary procedures will be applied and followed where applicable.

**2.5** The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse, in confidence, with members of the public who need support. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.

**2.6** Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. Skipton Golf Club supports an environment where staff, volunteers, parents/carers and the public are encouraged to raise safeguarding concerns. Anyone who reports a legitimate concern to the organisation (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously. **(Appendix 11 – Whistleblowing policy)**

## 3. Responding to a disclosure of abuse

3.1 If a child indicates that they are being abused, the person receiving the information should:

- Stay calm
- Listen carefully to what is being said, allowing the child to continue at their own pace, and take it seriously
- Explain that it is likely the information will have to be shared with others
- Keep questions to a minimum, asking questions only to identify/clarify what the child is saying
- Reassure the person that they have done the right thing in sharing the information
- At the outset, openly and honestly explain to the child, and their parents/carers (where appropriate), how information could or will be shared, and why
- Seek agreement to share the information, but be aware that any objection raised should not prevent the information being shared (consent to share is not mandatory in terms of child safeguarding)
- Accurately record in writing what was said, using the child's own words, as soon as possible

3.2 The adult responding to the concern SHOULD NOT:

- Dismiss the concern
- Panic or allow emotion to show
- Make promises that cannot be kept
- Lead the child or encourage them to disclose more information than they are comfortably able to – this could compromise any future action
- Make comments about the alleged perpetrator/s
- Conduct an investigation of the case

**If the matter is urgent and relates to the immediate safety of a child, then contact the police immediately.**

**Complete an Incident Report Form and email this to the England Golf Safeguarding Team within 24 hours.**

## 4. Emergencies and Incidents

**4.1** Parental consent (explicit, or implied as per Skipton Golf Club's Terms and Conditions) will be obtained and retained by Skipton Golf Club for all children who are participating in events or activities, or attending coaching organised by Skipton Golf Club. Information collected will be treated in confidence and only shared with those who require the information to perform their role effectively.

**4.2** Parents/carers should be aware that if children are left at the facility unsupervised, other than to attend specific coaching sessions, competitions, or other organised events, the facility cannot accept supervisory responsibility.

**4.3** In the event of a child requiring medical attention:

- The parents/carers will be contacted immediately.
- In the event of failure to contact parents, alternative emergency contacts will be used (if provided).
- The Junior Application form will be consulted to establish whether parents have given their consent for a representative of Skipton Golf Club to act in *loco parentis*.
- An adult Skipton Golf Club representative will accompany the child to seek medical attention, if appropriate, ensuring that they take the child's information with them.
- A record of the action taken will be made and retained by a facility representative.

**4.3** Where a parent/carer is late in collecting their child the following procedure will apply:

- Attempt to contact the parent/carer using the contact details provided at the point of booking (or in the Junior Profile Form, if applicable)
- Attempt to contact the first, then the second emergency contact (if provided)
- Wait with the child at the venue with, wherever possible, other staff, volunteers, contractors or parents.
- If no one is reachable, contact the Facility Welfare Officer for advice.
- If all attempts to make contact fail, consideration should be given to contacting the police for their advice.

Staff, volunteers and contractors should avoid:

- Taking the child home or to another location without consent.

- Asking the child to wait alone with them in a vehicle or at the facility.

- Sending the child home with another person without explicit permission from the Parent / carer.

## 5. Supervision

**5.1** During activity sessions, staff, volunteers and contractors should conduct a risk assessment to inform decision making about appropriate supervision levels. Regardless of the recommended ratio of adults to participants, it is recommended that a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity.

**5.2** Parents could be encouraged to stay for coaching/competitions and other events where their children are of an age where greater levels of parental supervision are required.

## 6. Professional Boundaries

**6.1** Adults who work / volunteer with children are expected to behave appropriately and represent a positive role model for children. Skipton Golf Club requires that all staff, volunteers and contractors adhere to the standards set out in the Code of Conduct relevant to their role. Similarly, participants are expected to follow their own Code of Conduct to ensure the enjoyment of all participants and assist Skipton Golf Club in ensuring their welfare is safeguarded.

**6.2** All adults should clearly understand the need to maintain appropriate boundaries in their dealings with children and young people.

**6.3** Any sexual activity between adults and children under 16 is illegal and constitutes abuse.

**6.4** The Sexual Offences Act 2003 includes 'positions of trust' offences to protect young people aged 16 and 17 who, despite reaching the age of consent for sexual activity, are considered to be vulnerable to sexual abuse and exploitation (in defined circumstances).

This legislation was extended in June 2022 to include certain activities that take place in sport. The amendment protects 16 and 17-year-olds from potential abuse by adults with power and influence over them, by making intimate relationships (that were previously considered 'consensual') illegal.

AN ADULT WHO WORKS/VOLUNTEERS WITH CHILDREN MUST NOT ENTER INTO A SEXUAL RELATIONSHIP WITH ANYONE UNDER THE AGE OF 18 THAT THEY HAVE RESPONSIBILITY FOR. FAILURE TO ADHERE TO THIS RULE WILL RESULT IN THE ADULT INVOLVED BEING SUBJECT TO SAFEGUARDING AND DISCIPLINARY PROCEEDINGS.

IT IS **HIGHLY LIKELY** THE ADULT INVOLVED WILL BE
**REPORTED TO THE POLICE.**

## 7. Good Practice Guidelines

### 7.1 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 positive role model for children (to protect children, and to protect those working with children from false allegations of poor practice).

Skipton Golf Club requires that all staff, volunteers and contractors working with children and young people adhere to the standards set out in the Code of Conduct relevant to them. Similarly, participants are expected to follow their own Code of Conduct to ensure the enjoyment of all and assist the facility in ensuring their welfare is safeguarded.

Parents/carers should also work together with the facility to ensure that the welfare of all children is safeguarded.

### 7.2 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 facility activities. Adults should always be aware however that age related differences do exist and conduct themselves in a manner that both recognises this and prioritises the welfare of any children involved.

### 7.3 Physical contact

Physical contact with children by staff, contractors 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 only take place in an open (or otherwise supervised) environment.

### 7.4 Transport

The facility believes it is primarily the responsibility of parents/carers to transport their child/children to and from activities. It is not the responsibility of facility staff, contractors or volunteers to transport children and young people to and from the facility.

## 7.5 Photography/videoing

Any press/official photographers attending events will be required to seek permission from Skipton Golf Club before taking photographs, and also permission of parents/carers to use the images. **(Appendix 14)**

Permission has been sought from parents/carers on the Junior Application form in relation 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. **(Appendix 15)**

## 7.6 Social media

Social media provides unique opportunities for Skipton Golf Club to engage and develop relationships with people in a creative and dynamic forum where users are active participants. It is important that all staff, contractors, volunteers or anyone working on behalf of the facility are aware of the facility Social media guidance **(Appendix 6)**.

## 7.7 Confidentiality

Information about children submitted on the Junior Application form will be used appropriately and, unless a lawful exemption applies, will not be shared with a third party without parent/carer consent.

All concerns/allegations will be dealt with confidentially by the facility 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.

## 7.8 Changing rooms

The changing rooms are used by adults and children. Parents/carers will be made aware that adults use the changing rooms throughout the day for changing and/or showering. Where a parent/carer does not consent to their child accessing the changing rooms under these circumstances, it is their responsibility to either supervise the child while in the changing rooms or ensure that they do not use them.

## 8. Useful contacts

| Golf Contacts | | |
|---|---|---|
| Name | Address | Contact details |
| Club Welfare Officer –<br>Simon Hunt | N/A | Mob: 07885 036450<br>Email:<br>footymadjo1@outlook.com |
| England Golf<br>Safeguarding Team | England Golf<br>National Golf Centre<br>The Broadway<br>Woodhall Spa<br>Lincolnshire<br>LN10 6PU | 01526 351856<br>safeguarding@englandgolf.org |
| SGC Golf Manager –<br>Karen Chapman | Skipton Golf Club<br>Short Lee Lane<br>Skipton | Tel: 01756 795657 (option 2)<br>Email:<br>manager@skiptongolfclub.co.uk |

| National Contacts | | |
|---|---|---|
| Name | Address | Contact details |
| The NSPCC | National Centre<br>42 Curtain Road<br>London<br>EC2A 3NH | Tel: 0808 800 5000<br>help@nspcc.org.uk |
| Childline UK | Freepost 1111<br>London N1 0BR | Tel: 0800 1111 |
| NSPCC Child Protection in Sport Unit | 3 Gilmour Close<br>Beaumont Leys<br>Leicester<br>LE4 1EZ | Tel: 0116 234 7278<br>cpsu@nspcc.org.uk |

| Local Contacts | | |
|---|---|---|
| Name | Address | Contact details |
| Local Children's Social Care<br>(including out of office hours contact)<br><br>NB In an emergency the Samaritans will hold the Duty Officer's contact number | | DURING OFFICE HOURS<br>01609 780780<br><br>After 5pm or at the weekends please contact The Emergency Social Work Duty Team |
| Local Authority Designated Officer (LADO) | | 01609 533080 |
| Samaritans | | 116 123 |
| Local police child protection teams<br>(in an emergency call 999) | | 01904 618691 |
| NSPCC Freephone<br>24 hour Helpline | N/A | 0808 800 5000 |
| NSPCC Whistleblowing Helpline for Professionals | N/A | 0808 028 0285 |

## Appendix 1 – Categories of Child Abuse

**Abuse can happen on any occasion or in any place where children and young people are present.**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Children can be abused by adults, either male or female, or by other children.

Safeguarding is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances.

Child Protection is the activity that is undertaken to protect specific children who are suffering or are likely to suffer significant harm.

There are 4 main types of abuse: neglect, physical abuse, sexual abuse and emotional abuse. Children and young people can also be harmed through poor practice and bullying within a sport setting.

**Neglect** is when adults consistently or repeatedly fail to meet a child's basic physical and/or psychological needs which could result in the serious impairment of the child's health or development e.g. failure to provide adequate food, shelter and clothing; failing to protect a child from physical harm or danger; or the failure to ensure access to appropriate medical care or treatment. It may also include refusal to give love, affection and attention.

Examples in sport could include a coach or supervisor repeatedly failing to ensure children are safe, exposing them to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration; exposing them to unnecessary risk of injury e.g. by ignoring safe practice guidelines, failing to ensure the use of safety equipment, or by requiring young people to participate when injured or unwell.

**Physical abuse** is when someone physically hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

Examples in sport may be when the nature and intensity of training or competition exceeds the capacity of the child's immature and growing body; where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty; if athletes are required to participate when injured; or when sanctions used by coaches involve inflicting pain.

**Sexual abuse** is where children and young people are abused by adults (both male and female) or other children who use them to meet their own sexual needs. This could include sexual intercourse, masturbation, oral sex, anal intercourse, kissing and sexual fondling. Showing

children pornographic material (books, videos, pictures) or taking pornographic images of them are also forms of sexual abuse.

Sexual abusers groom children, protective adults and clubs/organisations in order to create opportunities to abuse and reduce the likelihood of being reported.

Examples in sport may include coaching techniques involving physical contact with children creating situations where sexual abuse can be disguised and may therefore go unnoticed. The power and authority of, or dependence on, the coach, if misused, may also lead to abusive situations developing. Contacts made within sport and pursued e.g. through texts, Facebook or Twitter have been used to groom children for abuse.

**Child Sexual Exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity:

(a) in exchange for something the victim needs or wants, and/or

(b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**Emotional abuse** is the persistent emotional ill-treatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children 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 children, or even the over-protection of a child. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted, which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child.

Examples in sport may include children who are subjected to constant criticism, name-calling, sarcasm, bullying, racism or pressure to perform to unrealistically high expectations; or when their value or worth is dependent on sporting success or achievement.

## Appendix 2 – Anti-Bullying Policy

**Skipton Golf Club will:**

- recognise its duty of care and responsibility to safeguard all participants from harm
- acknowledge that children with a disability, from ethnic minorities, young people who identify as LGBTQ+, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted
- promote and implement this anti-bullying policy in addition to their safeguarding policy and procedures
- seek to ensure that bullying behaviour is not accepted or condoned
- take action to investigate and respond to any alleged incidents of bullying
- ensure that staff, volunteers and coaches are given access to information, guidance and/or training on bullying

**Bullying**

All forms of bullying will be addressed. Everybody at Skipton Golf Club has a responsibility to work together to stop bullying. Bullying can include online as well as offline behaviour.

Examples include:

- physical pushing, kicking, hitting, pinching etc.
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos or images on social network sites
- racial taunts, graffiti, gestures, sexual comments, sexual suggestions or behaviour
- unwanted physical contact

**Support to children**

- children should know who will listen to and support them
- systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them
- potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- children should have access to helpline numbers
- any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved

- sanctions for those bullying others will be proportionate, age-appropriate, and not intended to harm

**Support to parents/carers**

- parents/carers to be advised on Skipton Golf Club's anti-bullying policy and practice

- any incident of bullying will be discussed with the child's parents/carers

- parents/carers will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken

- information and advice on coping with bullying will be made available

## Appendix 3 – Incident Report Form

**(Please populate this form with as much information as possible)**

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

| | |
|---|---|
| Name of Identified Child: | |
| Address: | |
| Post Code: | Telephone No: |

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

| |
|---|
| Details of the allegations: [date; time; location; nature of the incident.] |
| Additional information: [witnesses; supporting statements etc.] |
| Have you discussed your concerns with the child you are worried about?<br>What was their response? |

| |
|---|
| England Golf Safeguarding department notified (01526 351856)<br>Case Number (if allocated):<br>Name of person spoken to:<br>Date: Time: |
| Action taken:<br>Date: Time: |
| Signature of Recorder:<br>Signature of Complainant: |
| **Data protection:**<br>England Golf Safeguarding Team may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with their Safeguarding Children and Young People Policy and Procedures.<br>Strict confidentiality will be maintained and information will only be shared on a 'need-to-know' basis in the interests of safeguarding. This may involve disclosing certain information to a specific organisations and individuals, including external bodies/statutory agencies, and individuals that are the subject of an investigation. |

## Appendix 4 - Code of Conduct for staff, contractors and volunteers

As an employee, volunteer or contractor, Skipton Golf Club expects you to:

- Read and observe Skipton Golf Club's Safeguarding Children and Young People policy (and procedures detailed within).
- Read and observe Skipton Golf Club's Safeguarding Adults Policy (and procedures detailed within).
- Ensure that any concerns are reported to the Facility Welfare Officer, Simon Hunt (mobile 07885 036450 or email footymadjo1@outlook.com
- Consider your actions and words carefully and not engage in behaviours that constitute any form of abuse.
- Listen to any concerns that parents/carers or young people might have.
- Respect your position of trust and maintain appropriate boundaries and professional relationships with young people. **Sexual activity with anyone under the age of 16 is illegal. It is also illegal for an adult in a position of trust to engage in sexual activity with anyone under the age of 18 that they have a level of responsibility for.**
- Display high standards in your language, manner, punctuality, preparation and presentation to ensure that time spent with participants or colleagues is a positive experience.
- Help to keep young people in sessions safe by supervising appropriately, using correct methods and techniques and by putting children's safety first.
- Ensure there are appropriate adult-to-young person ratios before the session begins.
- Check equipment is fit for purpose, safe to use and accessible.
- Stop activity if injury occurs and ensure that necessary medical attention is received.
- Behave appropriately online in accordance with Skipton Golf Club's online safety and acceptable use policy and Skipton Golf Club's social media guidance.
- Communicate appropriately with young people in golf by following the best practice outlined in Skipton Golf Club's social media guidance.
- Respect the rights and trust of young people, being honest and open with them.
- Champion everyone's right to take part, and celebrate difference by not discriminating against anyone, regardless of race, age, gender reassignment, sex, sexual orientation, religion or belief, marriage and civil partnership, disability, pregnancy or maternity, or background.
- Challenge and address instances of poor, negative and aggressive or bullying behaviour amongst and/or towards young people.

- Use constructive and positive methods of developing young people's skills, without humiliating or harming them.

- Develop positive relationships with parents/carers and keep them informed regarding their child's development.

- Lead by example when it comes to good sportsmanship, positive behaviour and commitment to golf.

- Abstain from drinking alcohol, smoking, vaping, or consuming illegal substances while undertaking Skipton Golf Club duties.

- Keep any required qualifications, training and certification up to date.

- Help to make Skipton Golf Club a friendly and welcoming place and environment.

- Behave in such a way (either in person or online) that prevents bringing Skipton Golf Club, or the sport, into disrepute.

**As an employee, volunteer or contractor you can expect:**

- To be treated with fairness and respect. Skipton Golf Club is committed to ensuring that we are a sport which is inclusive and welcoming of diversity.
- Access on-going training and information on all aspects of leading/managing activities, particularly around promoting best practice and safeguarding.
- Support in responding to and reporting any concerns relating to the welfare of young people and adults at risk, suspected abuse or poor practice.
- To feel confident, competent and supported by clear guidance and access to appropriate resources when working with young people.
- Recognition and thanks.

I have read the above Code of Conduct and agree to abide by the code.

I understand that if I breach the Code, I may be subject to action in accordance with safeguarding and disciplinary procedures.

Signed: ……

Print name: ……

PLEASE SIGN AND RETURN TO THE OFFICE

## Appendix 5 – Code of Conduct for Participants

All golfers and spectators at Skipton Golf Club 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
- Speak out (to a facility representative) if you consider that you or others have been poorly treated
- Be organised, on time, and behave responsibly
- Respect the advice that you receive and treat organisers with respect
- Treat others as you would wish to be treated yourself
- Look out for yourself and for the welfare of others
- Observe instructions or restrictions requested by the organisers responsible for the activity
- Accept that these guidelines are in place for the wellbeing of all concerned

In addition, parents/carers/adult participants are expected to:

- Provide accurate information about your child at the point of booking
- Positively reinforce your child's efforts and show an interest in their chosen activity and remember that playing sport is supposed to be fun
- Be realistic and supportive
- Deliver and collect your child punctually before and after coaching sessions/competitions
- Ensure your child has clothing, kit and supplies appropriate to the weather conditions
- Ensure that your child understands the rules of the activity
- Observe the facility rules in relation to consumption of alcohol and other substances
- Ensure that your child understands the ways in which this Code of Conduct relates to them
- Behave responsibly at XXXX Facility Name; do not embarrass your child
- Accept the decision and judgement of officials during events and competition

**Any breaches of this Code of Conduct will be dealt with immediately by Skipton Golf Club. Persistent concerns or breaches may result in participants being asked not to attend. In the case of parents/carers, the ultimate action for continual breaches may be Skipton Golf Club regrettably asking your child to leave the session, event or facility.**

## Appendix 6 – Social Media Guidance

This guidance gives procedures which will support and underpin the use of social networking and other online services within Skipton Golf Club. It is important that staff, volunteers, contractors or anyone working on behalf of Skipton Golf Club are aware of this policy and agree to the following terms.

**Advice for staff, volunteers and contractors**

- Do not accept children as contacts on social networking sites if you hold a position of trust with children/young people.

- Where contact through social networking sites is used for professional reasons, restrict the communication to professional content and obtain written consent from parents prior to establishing contact.

- Include a third party in any communications to children, e.g. copy parents into communications.

- Use the privacy settings on the various sites to ensure that your content will only be viewed by appropriate people.

- Ensure that any content you place on a social networking site is age-appropriate. Do not use the site to criticise or abuse others.

- Know where to direct children and their parents for information.

- Know how to report concerns.

- Know how to keep data safe and secure. This should include the personal contact data of individuals, such as mobile numbers, email addresses and social networking profiles.

**Advice for Children**

- Consider carefully who you invite to be your friend online and make sure they are who you actually think they are. There are websites that offer advice about protecting yourself online, such as www.ceop.gov.uk and www.childnet.com

- Make sure you use privacy settings so that only friends can view your profile.

- Remember that anything you post on websites may be shared with people you don't know.

- Never post comments, photos, videos, etc. that may upset someone, that are untrue or that are hurtful. Think about whether you may regret posting the content at a later date.

- If you are worried or upset about something that's been posted about you, or by messages you receive from other children or adults involved with the facility, raise this with your Facility Welfare Officer. Alternatively, contact the England Golf National Governing Body Lead Safeguarding Officer (England Golf 01526 351856). Do not suffer alone. You will be listened to, and your concerns will be taken seriously.

- If you want to talk to someone anonymously, call Childline on 0800 1111, or contact them online at www.childline.org.uk. You can also call the NSPCC on 0808 800 5000.

**Advice for Parents**

- Learn about social networking platforms and how they work.

- Do not post/send negative or critical comments or messages about other children in the facility, staff or volunteers. If you have concerns about a person, these should be raised using appropriate channels within the facility and not using social media.

- Go online with your child and agree what sites are acceptable to visit. Regularly check that they are staying within the agreed limits.

- Encourage your child to talk to you about what they have been doing online.

- Make sure they feel able to speak to you if they ever feel uncomfortable, upset or threatened by anything they see online.

- Encourage children to look out for each other when they're online. Explain that it's all part of staying safe and having fun together.

- Explain to children that it's not safe to reveal personal information, such as their name, address or phone number on the internet. Encourage them to use a random username rather than a name that could identify them.

- Attachments and links in emails can contain viruses and may expose children and young people to inappropriate material. Teach children to only open attachments or click on links from people they know.

- If you are concerned about any messages, social networking posts or any other use of communication technology by participants of the facility, volunteers, members of staff or contractors (such as self-employed coaches), raise this with the Facility Welfare Officer. They will look into the matter and take appropriate action. Alternatively, contact England Golf Lead Safeguarding Officer Tel: 01526 351856.

- In addition to reporting concerns to England Golf (National Governing Body), you should report possible online abuse to the Child Exploitation and Online Protection Centre (CEOP) or the police. Law enforcement agencies and the internet service provider may need to take urgent steps to locate a child and/or remove the content from the internet. Where a young person may be in immediate danger, dial 999.

- If you wish to speak to an external organisation for advice, you can contact the NSPCC helpline on 0808 800 5000.

Appendix 7 – Staff/Volunteer application form

(for roles involving working with children)

**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: _____

**Relevant Experience including any previous experience of working with children and young people:**

**Reasons for applying:**

**References:**

Please provide the names and addresses of two people who know you well (one personal, one professional – current or previous employer, who are not related to you) whom we can contact to obtain a reference:

| | |
|---|---|
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Telephone Number:** | **Telephone Number:** |

**Data Protection Notification:**
Information you have provided in completing this form will be used to process your application. Skipton Golf Club will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

**Authorisation:**
I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 2018, GDPR and all relevant data protection legislation.

**Signed:** **Date:**

**Declaration:**
I confirm that the information I have provided is correct and that any false or misleading information may lead to the termination of my appointment.

**Signed:** **Date:**

Appendix 8 – Self-Disclosure Form

(for roles involving working with children – to be completed at the same time as Appendix 7 Application Form)

**Self-Disclosure Form – Skipton Golf Club**

Private and Confidential

For roles involving contact with children (under 18s).

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

**Part One (of two)**

| | |
|---|---|
| ***For completion by the organisation:*** | |
| **Name:** | |
| **Address and Postcode:** | |
| **Telephone/Mobile No:** | |
| **Date of Birth:** | |
| **Gender:** | |
| **Identification *(tick box below):*** | |
| | **I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.** |
| ***Either*** | |
| **UK Passport Number and Issuing Office** | |
| **UK Driving Licence Number (*with picture*)** | |
| ***Plus*** | |
| **National Insurance Card or current Work Permit Number** | |
| **Signature of authorised Employing Officer:** | |
| **Print name:** | |
| **Date:** | |

**Part Two (of two)**

**NOTE:** If the role you have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

| *For completion by the individual (named in Part One):* | |
|---|---|
| Have you ever been known to any Children's Services department as being a risk or potential risk to children? | YES / NO<br>*(if yes, please provide further information below)*: |
| | |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | YES / NO<br>*(if yes, please provide further information below)* |
| | |

| Confirmation of Declaration *(tick box below)* | |
|---|---|
| | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or dismissal may result, if information is not disclosed by me and subsequently comes to the organisation's attention. |
| | In accordance with the organisation's procedures, if required, I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. |
| | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. |
| | I understand that the information contained on this form, the results of the DBS check, and information supplied by third parties, may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children. |

| | |
|---|---|
| Signature: | |
| Print name: | |
| Date: | |

**Facility Welfare Officer ……: Simon Hunt**

**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 Governance Department for a risk assessment and advice.**

**Signed:** **Date:**

## Appendix 9 – Reference Request Form

## (for roles involving working with children)

(Name)

has expressed an interest in becoming a member of staff, volunteer/contractor* (*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 me on:

Telephone:

Name:

Organisation:

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 the applicant is offered the position in question.

How long have you known the person?

In what capacity?

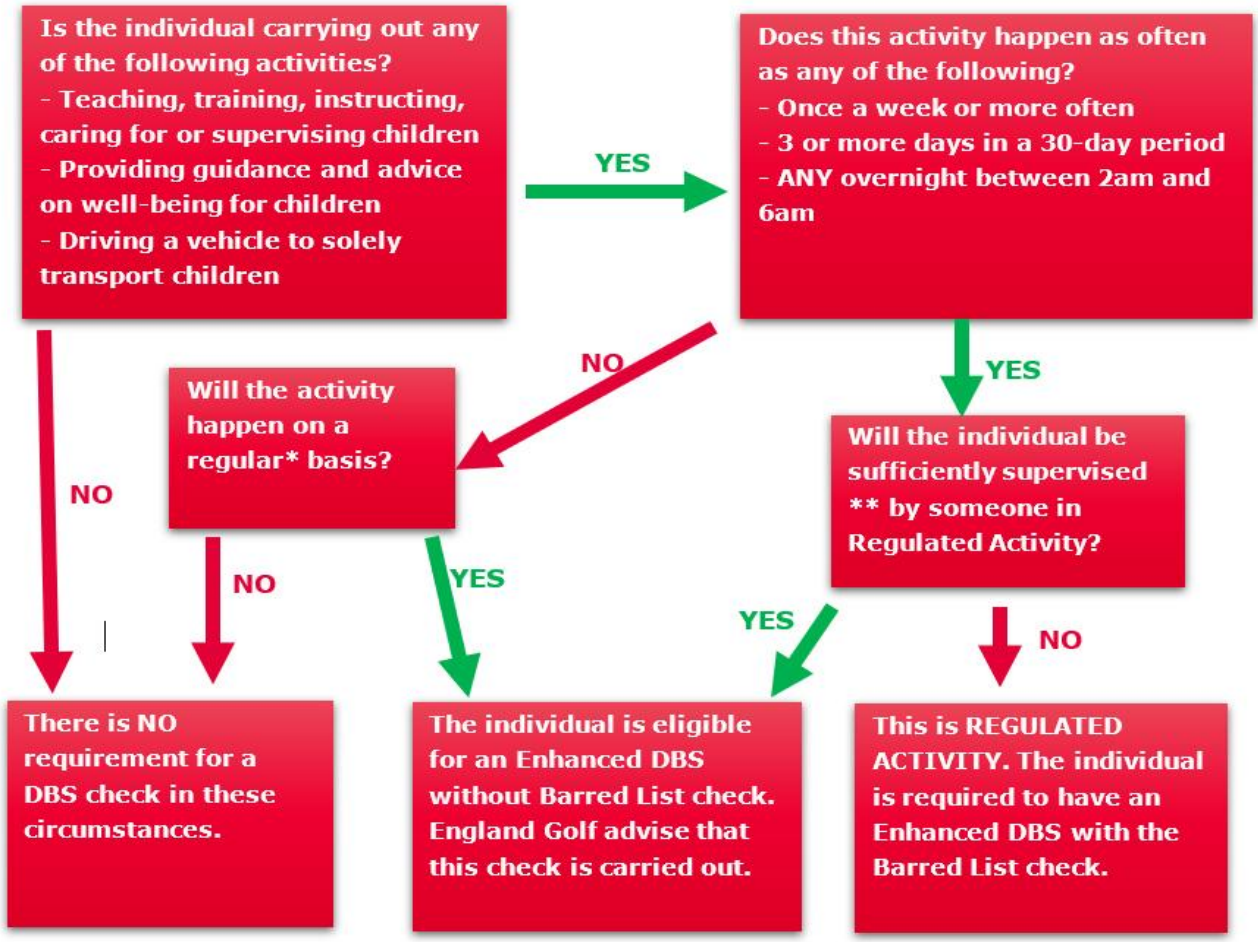
What attributes does this person have which would make them suited to a role working with children?

How would you describe their personality?

Signed:

Date:

## Appendix 10 – England Golf DBS Eligibility Information




* 'Regular' is open to definition – with the exception of overnight chaperone duties, annually would generally be insufficient, but an argument for eligibility could be made if the individual does an activity once a month or a number of times over the summer period, for example.

**Supervision must be 'reasonable in all the circumstances to ensure the protection of children'. It must be 'regular and day to day' (supervision must not be concentrated in the first few weeks and then tail off). Supervision must be undertaken by someone who is in Regulated Activity themselves.

## Appendix 11 – Whistleblowing policy

**Whistleblowing Policy – Skipton Golf Club**
Safeguarding children, young people and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability.

At Skipton Golf Club, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

You may be the first to recognise that something is wrong but feel that you cannot express your concerns as this may be disloyal to your colleagues, or you may fear that you will be the victim of harassment or victimisation as a result.

Children, young people and adults at risk need someone like you to safeguard their welfare.

**What is whistleblowing?**
In the context of safeguarding, "whistleblowing" is when someone raises a concern about the wellbeing of a child, or an adult at risk.

A whistleblower may be:

- a participant;
- a volunteer;
- a coach;
- another member of staff;
- an official;
- a parent/carer;
- a member of the public.

**Reasons for whistle blowing:**
Those involved in sport must acknowledge their individual responsibilities and bring matters of concern to the attention of the relevant people and/or agencies. Although this can be difficult it is particularly important where the welfare of children may be at risk.

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour:

- To protect or reduce risk to others
- To prevent a problem from becoming worse or more widespread
- To prevent becoming implicated yourself

If for any reason you cannot (or do not wish to) report the matter to your Facility Welfare Officer, please contact the England Golf Lead Safeguarding Officer on 01526 351856 or email safeguarding@englandgolf.org

Alternatively, you can contact the Local Authority Designated Officer (LADO), or the NSPCC on 0808 800 5000.

ENGLAND GOLF

SafeGolf

# Committed to delivering a safe environment for golf

# Club WELFARE Officer

Is something worrying you?
Do you need someone to talk to?

Speak to your club welfare officer

Alternatively, you can speak to someone at

ChildLine 0800 1111
NSPCC 0808 800 5000
England Golf 01526 351851


**Simon Hunt**

**07885 036450**

**E-Mail : footymadjo1@outlook.com**


I am a retired nurse working for 40 years for the NHS. I worked in many areas from care of the elderly, A & E, Renal and Haematology and Oncology. I have the knowledge and tools to be your Welfare Officer for Skipton Golf Club.

Born and brought up near Stonehenge in Wiltshire. I worked for the MOD prior to my nurse training and moved to Yorkshire in 1988 to work at Airedale Hospital and then afterwards worked in the Bradford Hospitals.

I have been married for 38 years to Alison and we have two children and two grandchildren.

I have been the Junior Organiser at the club and I have also been involved with the Rabbit's Section both with the club and with BDRGA & HARGA. I have been the President of the Bradford & District Rabbits Association. I enjoy playing golf and my Holidays to Tenerife.

## Appendix 14 – Photography policy

### Photography policy – Skipton Golf Club

While Skipton Golf Club does not seek to prohibit those with a legitimate interest in filming or photographing children participating in sporting activities, it recognises that such activity should take place within an appropriate policy framework.

This policy applies at any Skipton Golf Club event at which children under the age of 18 are participating.

**Policy**
Skipton Golf Club's policy is as follows;

- The welfare of children taking part in golf is paramount.

- Children and their parents/carers and/or Skipton Golf Club should have control over the images taken of children at Skipton Golf Club events.

- The golfing activity should not be misused purely for the purpose of obtaining images of children.

- Images should not be sexual or exploitative in nature or open to misinterpretation and misuse.

- The identity of children in a published image should be protected so as not to make the children vulnerable. (If the name of an individual golfer is published with their photograph to celebrate an achievement, other personal contact details should never accompany the picture).

**Procedure**

**Official/professional photographers and those using 'professional' equipment**

Skipton Golf Club requires that anyone wishing to take photographic or video images, at any Skipton Golf Club event at which children under the age of 18 are participating, in an official or professional capacity or using a 'professional' camera or video equipment registers their details with Skipton Golf Club. This must be done before carrying out any such activity at the facility.

Once registered, an identification label will be issued as confirmation of registration. Anyone found using photographic or video equipment without an appropriate identification label will be questioned.

Skipton Golf Club reserves the right to refuse to grant permission to take photographic or video images if it sees fit.

Photographers must obtain consent from parents/carers to take and use their child's image.

**Parents/carers/family members of competitors**

The Junior Application form contains a section for Photographs and Recorded Images which all parents / carers / guardians must read and sign.

Parents, carers and family members taking occasional informal photographs with mobile devices of their own child, ward or family member at a Skipton Golf Club event do not need to register their details with Skipton Golf Club.

If such photographs include other children (eg. at a prize presentation) they should not be publicly displayed or published on social media unless the prior permission of the parents/carers of all the children in the photographs has been obtained.

**Concerns**

If competitors or parents have any concerns, they should raise them by contacting Skipton Golf Club Office immediately.

Skipton Golf Club will notify the relevant authorities should it have any doubts as to the authenticity of any individual taking photographs.