

# South Wales Girls Golf Association

## Safeguarding Children and Young People Policy

### Statement of Intent

The safety and well being of all the girls at **South Wales Girls Golf Association (SWGGA)** is our highest priority.

It is our aim to provide a secure and caring environment for the girls to compete in. We expect respect, good manners and fair play to be shown by all girls and their parents/carers so that every girl has the opportunity to enjoy the event, develop their golf and forge lasting friendships.

### 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
- **SWGGA** will work with children, their parents/carers and external organisations to safeguard the welfare of children participating in golf
- **SWGGA** recognise the authority of the statutory agencies and are committed to complying with Golf Union of Wales (GUW) Safeguarding Children Guidelines and any documentation which supersedes these.

### Objectives

**SWGGA** aim to:

- Provide a safe environment for children participating in golfing activities and seek to ensure that they enjoy the experience.
- Reassure parents/carers that their children will receive the best care possible whilst participating in activities and communicate policies and procedures to them through the website/email.
- Support volunteers to understand their roles and responsibilities with regard to the Duty of Care and protection of children.
- Provide an appropriate level of training and support to volunteers to enable them 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.

## Responsibilities And Implementation

**SWGGA** 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 the Golf Union of Wales will be sought as part of the review process.
- Using appropriate recruitment procedures to assess the suitability of volunteers working with children, in line with guidance from Children in Golf.
- Following National Governing Body procedures to report concerns and allegations about the welfare of children or the behaviour of adults and ensure that all volunteers, parents/carers and children are aware of these procedures.
- Directing volunteers to appropriate safeguarding training, where this is appropriate to their role.

### **1 Recruitment And Training**

**SWGGA** will endeavour to ensure that all volunteers working with children are suitable to do so, and that they have all the information they require to perform their roles effectively and appropriately.

Each role which involves an element of responsibility with regard to children, will be assessed to establish which checks and other requirements are necessary. These will include the following:

- A self-disclosure form (**Appendix 1**)
- A signed Volunteer Code of Conduct (**Appendix 2**)
- A Disclosure & Barring Service (DBS) check on people involved in 'regulated activity' with children. (**Appendix 3**)

Details of the requirements and checks of individuals will be recorded by the **SWGGA** Committee who will also hold copies of the necessary Safeguarding and Protecting Children certificates. The **SWGGA** Committee will possess all relevant and appropriate contact details of all volunteers and other relevant bodies.

All Volunteers will be offered access to appropriate child protection training. The **SWGGA** recommends attendance at the Safeguarding and Protecting Children workshop. Attendance at the training will be repeated every 3 years for those involved in regulated activity.

All Volunteers working with children will be asked to read and become familiar with the **SWGGA** Safeguarding Policy and Procedures.

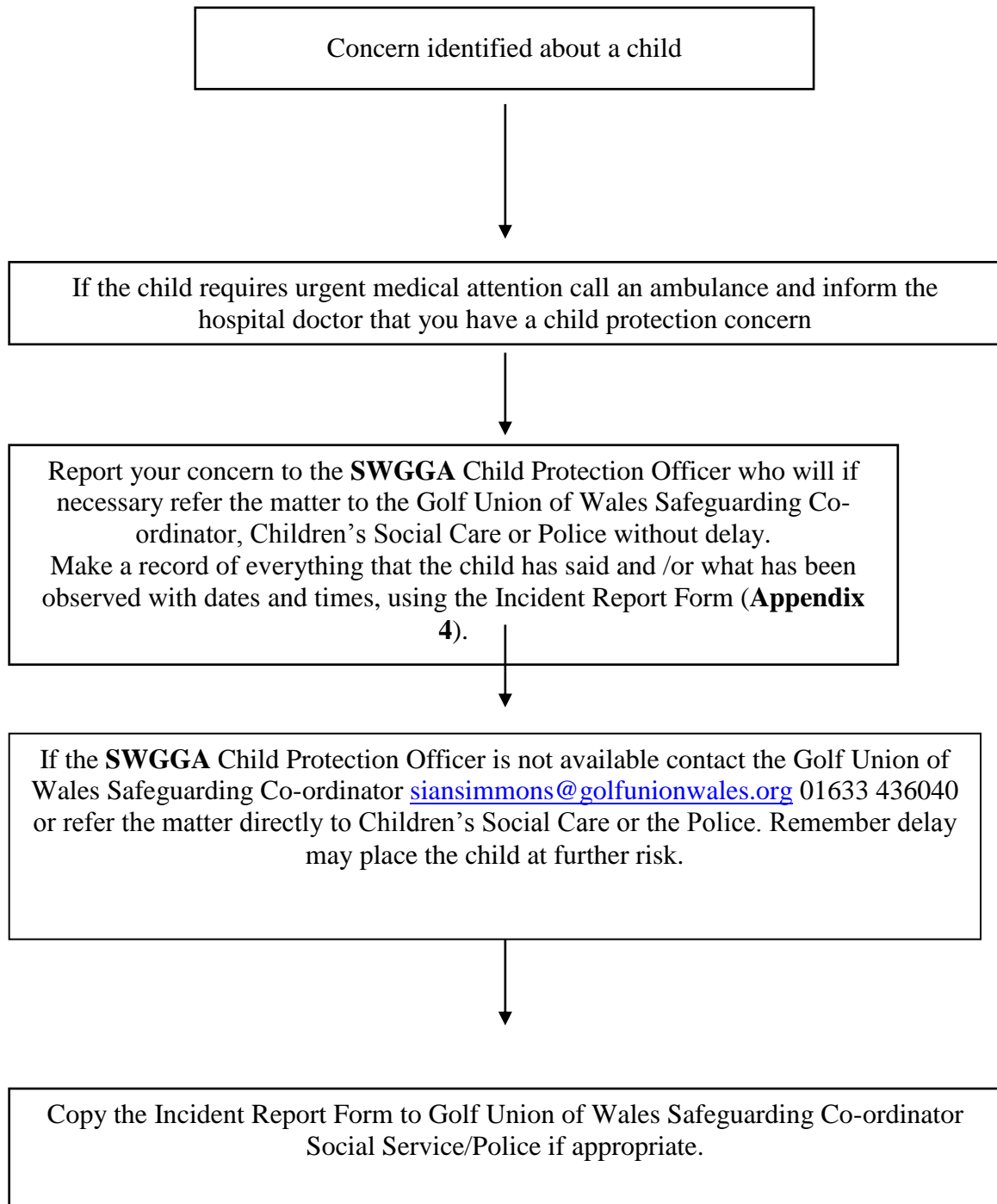
All volunteers involved with children will be asked to read the **SWGGA** Code of Conduct for Volunteers (**Appendix 2**), and sign to indicate their agreement to act in accordance with the code.

## **2 Complaints, Concerns and Allegations**

- 2.1** If a player, parent/carer, or volunteer 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, volunteer, or otherwise), these concerns should be brought to the attention of the **SWGGA** Child Protection Officer (**CPO**) as soon as possible. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the CPO. 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 4**) and sent to the Golf Union of Wales Safeguarding Co-ordinator and retained confidentially by **SWGGA**.
- 2.4** **SWGGA** will work with the Golf Union of Wales and other external agencies to take appropriate action in the case of abuse or serious poor practice.
- 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
  - Record what the child has said as soon as possible on an Incident Report Form.
- Parents/carers should not be notified until advice has been sought advice from the Golf Union of Wales 01633 436040.
- 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.

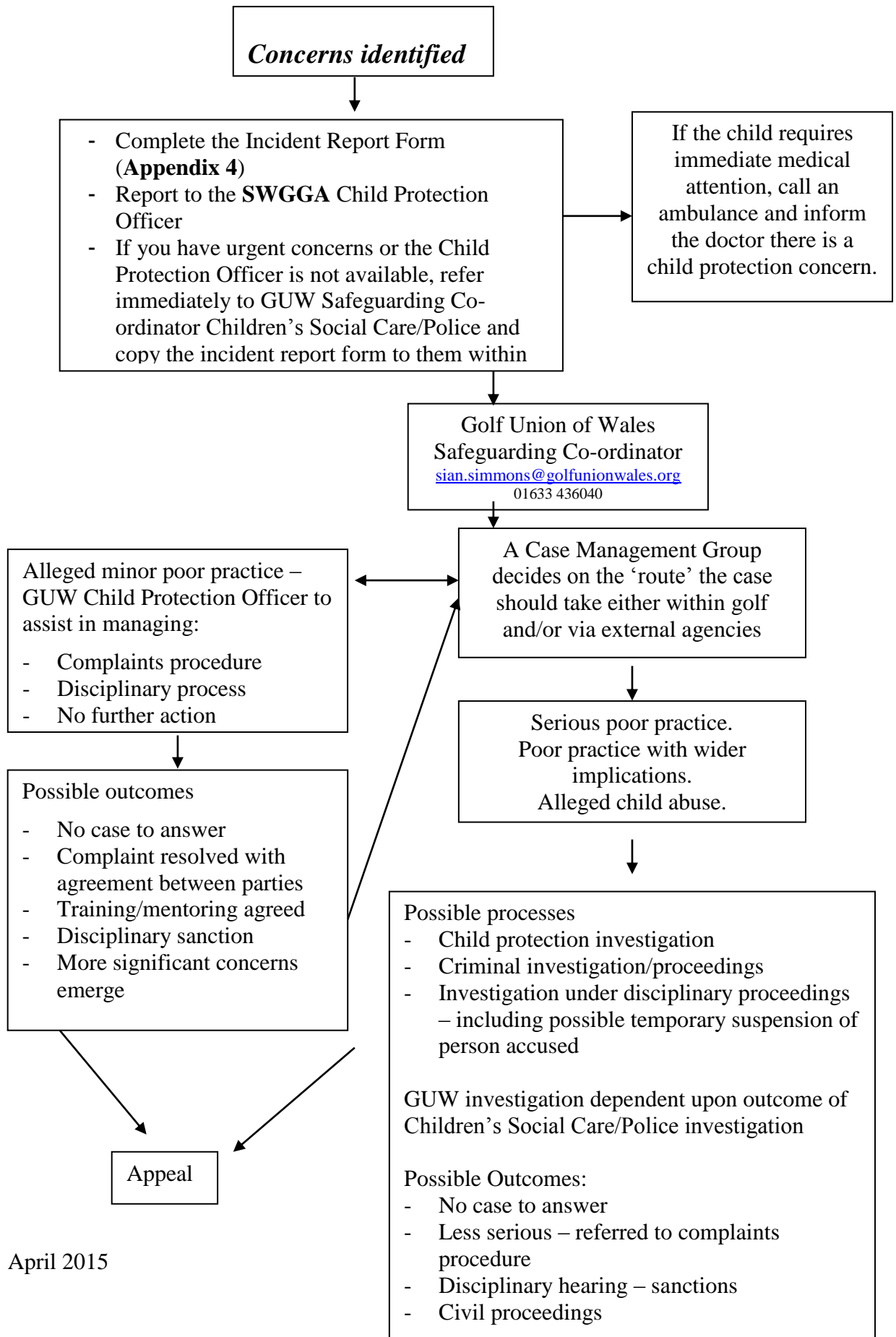
## FLOWCHART 1

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



## FLOW CHART 2

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



### **3. EMERGENCIES AND INCIDENTS**

**3.1** Parental Consent Forms (**Appendix 6**) will be obtained and retained by the **SWGGA** for all children who are participating in events or activities arranged by **SWGGA**. 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/carers 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 a **SWGGA** representative to act in loco parentis.
- A **SWGGA** 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 **SWGGA**.

**3.3** 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 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/carers.
- If no one is reachable, contact the **SWGGA** CPO for advice.
- If all attempts to make contact fail, consideration should be given to contacting the police for their advice.

Volunteers should try to avoid:

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

### **4. SUPERVISION**

Parents will be encouraged to stay for competitions & other events where their children are 12 years and under. Parents, or an accompanying adult are required to supervise all girls taking part in the 9 hole competitions

## **5. GOOD PRACTICE GUIDELINES**

### **5.1 Behaviour of adults and children**

**5.1a** 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 girls & adults working with them to promote good practice.

**5.1b** **SWGGA** requires that all volunteers working with children adhere to the standards set out in the Code of Conduct (**Appendix 2**). Similarly, children are expected to follow their own code of conduct to ensure the enjoyment of all participants and assist **SWGGA** in ensuring their welfare is safeguarded (**Appendix 7**).

**5.1c** Parents/carers should also work together with **SWGGA** to ensure that the safety of all children is safeguarded. A sheet on “Parental Guidance” (**Appendix 8**) is provided to assist them in understanding how they can best assist in achieving this.

### **5.2 Physical Contact**

Physical contact with children by 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.

### **5.3 Photography/ Videoing**

**5.3a** Permission will be sought from parents/carers, (**Appendix 9**) 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.

**5.3b** Any press/official photographers attending events will be required to seek permission from **SWGGA** before taking photographs and also the permission of parents/carers to use the images.

### **5.4 Anti Bullying Procedures**

**5.4a** **SWGGA** will not tolerate bullying and will make every effort to eradicate bullying in all its forms.

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

**SWGGA** will not tolerate bullying in any of its forms during events and competitions.

**5.4b** **SWGGA** are intent that it will:

- Provide a point of contact where those being bullied can report their concerns in confidence to the CPO
- Take the problem seriously
- Investigate any and all incidents and accusations of bullying
- Talk to bullies and their victims separately along with their parents/carers
- Impose sanctions, which may include expulsion from **SWGGA** events for bullies
- Keep a written record of all incidents and the action taken

## **5.5 Confidentiality**

**5.5a** Details of all juniors will be kept on file by **SWGGA** and will not be shared with a third party without parent/carers consent. Access to this information will be granted to the Organising team of **SWGGA**.

**5.5b** All concerns/allegations will be dealt with confidentially by **SWGGA** 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.

Information may be shared with the G UW, Social Services or Police where this is requested by any of these agencies.





**YES, I have referred this form to the Golf Union of Wales for a risk assessment and advice.**

**Signed:**

**Date:**

**South Wales Girls Golf Association (SWGGA)**

**Code of Conduct for 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 (e.g. avoid private or unobserved situations and encourage an open environment)
- Do not engage in any form of sexually related contact with a young player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms
- You should not have regular contact outside of SWGGA activities with the girls and should not engage in regular communication through text, email or social network sites
- Know and understand the SWGGA 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 in the club. This reflects a negative image and could compromise the safety of the young people
- Do not give young people alcohol when they are under the care of SWGGA
- Hold relevant qualifications and insurance cover. All Volunteers who work regularly with children must have current DBS clearance, approved by the Golf Union of Wales

- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual
- Promote the positive aspects of golf e.g. fair play
- Display high standards of behaviour and appearance
- 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 **SWGGA**

<b>Signed:</b>	<b>Date:</b>
<b>PRINT NAME:</b>	

**South Wales Girls Golf Association**

**Code of Conduct for Golfers**

As a golfer taking part in a SWGGA 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 a SWGGA 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 coaches with respect
- Observe instructions or restrictions requested by the adults looking after you
- At all times adhere to the spirit of golf
- HONESTY, INTEGRITY and COURTESY, both on and off the course
- Abide by the rules and dress code of the Golf Club hosting the SWGGA event
- Act, dress and behave in a professional manner at all times

You will not:

- Post messages, written comments or photographs on any social networking or public website which may be considered inappropriate or in any way detrimental to other players or SWGGA volunteers
- Display negative behaviour on or off the course. This includes foul or abusive language and wilful damage to kit, equipment or any part of the golf course.
- Take part in any irresponsible, abusive or illegal behaviour which includes:
  - Smoking
  - Consuming alcohol, illegal performance-enhancing drugs or stimulants

Child Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**South Wales Girls Golf Association**  
**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.]

Golf Union of Wales notified (01633 436040)

Case Number (if allocated)

Date:

Time:

Action taken:

Date:

Time:

Signature of Recorder:

Signature of Complainant:



**South Wales Girls Golf Association**  
**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.]	
What action was taken: [include: treatment administered, by whom, etc.]	

Were any other Agencies involved: [e.g. Ambulance service?]	
Have the Parents / Guardians been contacted? YES NO [Please circle.]	
Does the accident need to be referred to the Golf Union of Wales? YES NO	
Date:	Time:
Signature of Recorder:	

**South Wales Girls Golf Association****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 SWGGA if any of the details change at any time.**

Junior Name		
Date of Birth		
Address		
Telephone Number		
<b>Parents' Names</b>		
Address		(If different)
Home Telephone No		
Mobile Telephone No		
Work Telephone No		
<b>Emergency Contacts</b>		
<b>Contact 1 Name</b>		
Relationship to child		
Home Telephone Number		

Mobile Telephone Number	
Work Telephone Number	
<b>Contact 2 Name</b>	
Relationship to child	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	

### Medical Information

Child's Doctor's name	
<b>Doctor's Surgery Address</b>	
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.

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 e.g. 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 e.g. 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.

- **I confirm to the best of my knowledge that my child does not suffer from any medical condition other than those detailed above.**
  
- **I agree to notify the SWGGA of any changes.**
  
- **I, ....., being parent/guardian of the above named child, hereby give permission for the SWGGA 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.**
  
- **The attached signature will denote that my child has my permission to be in SWGGA activities**  
**(Please tick the box if agreed)**
  
- **I acknowledge that the SWGGA is not responsible for providing adult supervision for my child except for SWGGA competitions.**  
**(Please tick the box if agreed)**

<b>Signed – Parent/Guardian</b>	
<b>Print name</b>	
<b>Date</b>	

**South Wales Girls Golf Association**  
**Guidance for parents**

SWGGA 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 SWGGA Safeguarding Children Policy (attached).
- Complete the attached Parental Consent Form which will enable event organisers to cater for any particular needs that your child may have (e.g. 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 SWGGA 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 club, so that you can be contacted in an emergency.



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 Club Welfare Officer, who will treat any concerns you or your child may have in the strictest confidence
- Golf Union of Wales are also available for confidential advice: 01633 436040

**Jo Vineall**  
**Child Protection Officer**

**South Wales Girls Golf Association**

**Photography Consent**

**This** form is to be signed by the legal guardian of a child under the age of 18, together with the child. Please note that if you have more than one child registered you will need to complete separate forms for each.

**SWGGA** recognises the need to ensure the welfare and safety of all children in golf. As part of our commitment to ensure their safety we will not permit photographs, video images or other images of your child to be taken or used without your consent.

**SWGGA** will follow the guidance for the use of images of children as detailed within the respective Child Protection Policy and Procedures (excerpt attached for information)

**SWGGA** will take steps to ensure these images are used solely for the purposes for which they are intended i.e. the promotion and celebration of the **SWGGA** activities

If you become aware that these images are being used inappropriately you should inform the Child Protection Officer immediately.

The photographs may be available on the website <http://www.southwalesgirlsgolf.com> for. If at any time either the parent / guardian or the child wishes the data to be removed from the website, 7 days' notice must be given to the Child Protection Officer after which the data will be removed.

**To be completed by parent/guardian**

I \_\_\_\_\_ (Parent full name) consent to \_\_\_\_\_  
(name of organisation) photographing or videoing \_\_\_\_\_ (name of  
child) under the stated rules and conditions, and I confirm I have legal parental  
responsibility for this child and am entitled to give this consent.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by child**

I \_\_\_\_\_ (Child full name) consent to \_\_\_\_\_ (name  
of organisation) photographing or videoing child) under the stated rules and  
conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_



