



The Halifax, Huddersfield & District Union of Golf Clubs

CHILD PROTECTION

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1. POLICY STATEMENT

The Halifax, Huddersfield & District Union of Golf Clubs acknowledges its responsibilities in matters relating to the protection of children and is committed to creating and maintaining the safest possible environment for all children who attend its events. The Union also expects that those who have contact with children will observe and be guided by the procedures contained in this document.

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

The Halifax, Huddersfield & District Union is committed to the following:

- 1. The right of children to take part in golf events safely.**
The Union will take all reasonable measures to provide and maintain a safe and caring environment.
- 2. A swift and thorough investigation of any allegation of abuse or inappropriate behaviour, including such matters as alleged bullying, harassment, neglect, mistreatment and violence. The Union undertakes to treat all such allegations seriously and investigate the matter with understanding and sensitivity to all concerned.**
- 3. All members of the Executive, PGA Professionals and volunteers have recourse to the services of the Union where allegations are made against them.**
- 4. All who wish to work with children in the care of the Union will be subject to procedures which aim to protect the children.**
(This process is likely to include: a CRB check using the service provided by the E.W.G.A., a Self-Disclosure Form, or any other means thought necessary to protect children - see Appendix 2).
- 5. The training of all personnel to enable them to deal with such child protection issues as might arise.**
The Union Secretary will maintain records of the recruitment of personnel and of the training courses attended.
- 6. The safety and welfare of children relies upon a pro-active partnership among the Executive, PGA Professionals, volunteers and parents/carers.**

2. PRINCIPLES

The Union's policy is based upon the following principles:

- **The safety and well being of the children is central to all considerations.**
The Union has a duty of care to seek to protect children at all Union organised activities.
- **All children can expect that those representing the Union will treat them with respect and dignity.**
- **The children should have the confidence to rely upon members of the Executive, PGA professionals and volunteers and be able to trust them, whatever the circumstances.**
- **Parents/carers should be informed of the Union's policies, understand and appreciate the Union's Child Protection Policy and Procedure.**
They have the right to be informed of any matter which may impinge upon the welfare of their child.
- **All those working with children are expected to set a good example to the children in their charge.**

3. POLICIES IN PRACTICE

a) Responsibilities of Members of the Executive, PGA Professionals and volunteers

Members of the Executive, PGA professionals and volunteers are expected to:

- i) **To take their responsibilities seriously, knowing that the welfare of children and their protection from harm is the paramount concern.**
- ii) **To be conscious of the fact that adults are role models for the children.**
Those who have contact with children should conduct themselves appropriately at all times. They are required to set high standards in such matters as behaviour, attitude, appearance, fairness, moderation, organisation and punctuality.
- iii) **To treat all children fairly and equally.**
This should hold true, no matter what the children's age, culture, ability or disability, gender, language, racial origin, or sexual orientation.
- iv) **To build a sound working relationship with the children based on mutual respect and trust.**
- v) **To inform parents of any matters relating to their child's welfare, either directly, or through the Junior Team Manager, or the Union Secretary.**
- vi) **To report to the Union Secretary or Junior Team Manager, any instance of alleged 'poor practice', inappropriate physical contact, or abuse.**
*The facts of the situation must be recorded on an Incident Report Form (see Appendix 3).
Depending on the circumstances of the allegation, the Child Welfare Officer will investigate and if necessary refer the matter to the Executive Committee, a sub-committee, or to an appropriate agency. Confidentiality will be strictly observed at every stage.
All who have contact with children should seek to ensure that their behaviour cannot be compromised.*
- vii) **To ensure as far as is reasonable, that no child is placed in danger or potential harm.**
Events should be organised with safety in mind and the children should be kept informed of any safety procedures, risks or hazards on the course.
- viii) **To avoid situations where there is possibility of misinterpretation of any physical contact or behaviour.**
*Contact with children should generally be in an open environment, for example, whilst waiting for parents to arrive to pick up their child. No child should be left alone or be left to make his own way home.
Transporting children alone should be avoided, if at all possible. If it is necessary to transport a child in your vehicle, parental consent should be sought. In this instance, a colleague should be informed, the route, details and estimated time of arrival should be communicated.*

All safety measures should be observed.

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

If no qualified person is immediately available, the criterion is to respond to that situation by using common sense as would a parent or carer, until professional help arrives.

The matter should be recorded on an Accident Report form, which should be passed to the Union Secretary (see Appendix 4).

Parents/carers must be informed of the action that has been, or is intended to be taken.

b) **Responsibilities of Children**

All children representing or competing in Union organised events should:

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

Alcohol, performance-enhancing substances, smoking, sexual behaviour and foul language are forbidden.

Children are expected to act with courtesy and politeness at all times.

- ii) **Not engage in any irresponsible, inappropriate or illegal behaviour.**

- iii) **Play by the Royal & Ancient's Rules of Golf and the Etiquette of golf.**

Observe the finer courtesies of the game.

- iv) **Observe instructions or restrictions requested by appropriate members of the Executive, PGA Professionals, tournament officials, club members or staff.**

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

- v) **Remain on the premises e.g. clubhouse, golf course or hotel unless given permission by the appropriate Union official.**

c) **Responsibilities of Parents / Carers**

Parents / Carers should:

- i) **Know the Union's policy on child protection.**

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

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

- ii) **Complete the Emergency Contact and Medical Form.**
(See Appendix 1).

- iii) **Signify that they accept the conditions of the Union's procedures relating to their child's participation in an event.**
Occasionally, for training, coaching or publicity purposes, children may be photographed or videoed. Parents/Carers who do not wish for their child to be photographed for these purposes should inform the Union on the Photographic Images Consent Form (see Appendix 5).

- iv) **Arrange transport for their child to arrive punctually at a match, tournament or coaching session.**
*It is important to communicate with the Junior Team Manager, or his delegate, the likelihood of any difficulties arising from transporting children to a venue or picking them up.
Parents/Carers should leave emergency contact numbers with officials at an event, especially if there may be problems.
They should inform the Junior Team Manager of any matters such as, medical, dietary concerns, or other physical problems which may affect the child.*

- v) **Encourage and foster the right spirit of fair competitive play in one's child, without pressurising him to play beyond his physical, mental and emotional capabilities. Children are not robots and should be treated as vulnerable young adults – no matter what their bravado.**
Coaching is best left to the professionals.

4. CONCLUDING REMARKS - FURTHER HELP

It is to be understood that these procedures are merely guidelines for the protection of all who participate in events organised by the Halifax, Huddersfield & District Union of Golf Clubs.

The procedures will be reviewed on a regular basis. However, not all circumstances may be covered in this working document. It is important to recognise that, while every effort will be made to ensure the well being of every child, things can go wrong, by accident or human error.

Any problems that may arise in the course of an event will be dealt with thoroughly, carefully investigated and where necessary the appropriate agencies contacted. At every stage parents/carers will be informed.

If any problem cannot be resolved within the Halifax, Huddersfield & District Union recourse may be had to the EGU Lead Protection Officer, the Regional Development Officer, Social Services, the Police, or to the NSPCC Helpline (0800 800 5000).

APPENDIX 1

EMERGENCY CONTACT and MEDICAL FORM

| | | |
|---|------------------------|--------------------|
| Details of Child | | |
| Forename(s): | Surname: | DoB: |
| | | |
| Emergency Contact 1 | | |
| Name: | Relationship to Child: | |
| Address: | | |
| | | Post Code: |
| Tel: | | |
| Home: | Work: | Mobile: |
| | | |
| Emergency Contact 2 | | |
| Name: | Relationship to Child: | |
| Address: | | |
| | | Post Code: |
| Tel: | | |
| Home: | Work: | Mobile: |
| | | |
| Child's Doctor | | |
| Name: | Tel: | |
| | | |
| Please indicate any medical dietary or other physical requirements that the Junior Team Manager, or his delegate, may need to be aware of: | | |
| | | |
| I give consent for my child to receive essential medical treatment when administered by a person qualified to do so. I am aware of the Halifax, Huddersfield & District Union's Child Protection Policy and Guidelines relating to Union organised events. I give consent to my child taking part in the events organised by the Union. I agree to be at the pick-up and drop-off points at the agreed time. | | |
| Signed: | | Print Name: |
| Date: | | |

APPENDIX 2

SELF-DISCLOSURE FORM

| | | |
|---|--------------|-------------|
| PART 1 | | |
| | | |
| Title: | Forename(s): | Surname: |
| Dob: | | |
| | | |
| Previous Names by which you have been known: | | |
| | | |
| Address: | | |
| | | Post Code: |
| Tel: | | |
| Home: | Work: | Mobile: |
| | | |
| Details of Current Employment | | |
| | | |
| Details of Previous Employment | | |
| | | |
| | | |
| PART 2 | | |
| | | |
| Have you ever been convicted of a criminal offence? | | YES / NO |
| If Yes, provide details of offence: | | |
| | | |
| Are you a person known to any Social Services Department as being an actual or potential risk to children, or currently under investigation for a child protection related incident? | | YES / NO |
| If Yes, give details | | |
| | | |
| Have you ever been subject to any disciplinary action or investigation relating to child abuse or poor practice? | | YES / NO |
| If Yes, give details | | |
| | | |
| I certify that all information in this form is true and correct, to the best of my knowledge, and realise that false information or omissions may lead to the termination of my services. | | |
| Signed: | | Print Name: |
| | | |
| Date: | | |

NB: 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.

APPENDIX 3

INCIDENT REPORT FORM

| | |
|---|------------|
| Details of Recorder | |
| Name: | |
| Address: | |
| | Post Code: |
| | |
| Details of Child | |
| Name: | |
| Address: | |
| | Post Code: |
| | |
| Details of Complainant | |
| Name: | |
| Address: | |
| | Post Code: |
| | |
| Details of the Allegations (include date, time, location and nature of incident) | |
| | |
| Additional Information / Witnesses / Corroborative Statements | |
| | |
| Action Taken | |
| | |
| Date and Time of Notification: | |
| To whom was the Incident referred? (e.g. Junior Team Manager, Union Secretary etc) | |
| | |
| Signature of Complainant: | |
| Signature of Recorder: | |

APPENDIX 4

ACCIDENT / INJURY FORM

| | |
|--|------------|
| Name of Recorder: | |
| Position Held: | |
| | |
| Name of Person Injured: | |
| Address: | |
| | Post Code: |
| Tel: | |
| | |
| Type/Nature of injury sustained: | |
| | |
| Where did the injury occur? | |
| | |
| State briefly how the injury occurred: | |
| | |
| Were others involved? Give names and, if possible, contact numbers: | |
| | |
| Were there any witnesses to this accident? If so, give details: | |
| | |
| What action was taken / treatment administered? State by whom treatment was given: | |
| | |
| Were other agencies invoked? (e.g. Ambulance service) | |
| | |
| Have the parents/guardians been contacted? | YES / NO |
| Was the incident referred to the Union Secretary? | YES / NO |
| | |
| Signature of Recorder: | |
| | |
| Date: | Time: |