

# **Warkworth Golf Club**

## **Children and Young People Safeguarding Policy and Procedures**

# Children and Young People Safeguarding Policy

## 1. Introduction

Warkworth Golf Club along with England Golf 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. Warkworth Golf Club acknowledges the additional vulnerability of some groups of children (eg disabled, looked after children, those with communication differences) and will ensure that the environment is appropriate for the child, and tailored to his or her needs so that they have a positive experience without risk of harm.

## 2. Purpose of the Policy:

The purpose of this policy is to protect children and young people from experiencing abuse and harm, and to provide guidance and the overarching principles to members, staff and volunteers of the club's approach to child protection and safeguarding.

Everyone working with children and young people has a legal and moral duty of care for keeping them safe, irrespective of their role, whether they are members of staff, members or volunteers.

This policy has been drawn up in accordance with the following:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) code of practice – Guidance on the special education needs and disability system for children and young people aged 0 – 25 (1<sup>st</sup> September 2014)
- Working Together to safeguard children 2017
- General Data Processing Regulations 2018
- Children Act 2018
- England Golf Safeguarding Children and Young People Policy and Procedures 2019

## 3. 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 years and a vulnerable adult under the age of 25 years.
- 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.
- Warkworth 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 Children Board Guidelines (LSCB), Working Together under the Children Act 2004, and any legislation and statutory guidance that supersedes these.
- Warkworth Golf Club is committed to working in partnership with other key UK Golf Bodies to continually improve and to promote safeguarding initiatives across the sport.
- Warkworth Golf Club owes a legal duty of care to children on their premises or engaged in their activities. That duty is to take reasonable care to ensure their reasonable safety and the duty is higher than it would be for adults.

#### **4. Objectives:**

Warkworth 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, PGA Professionals, coaches, members and visitors) to understand their roles and responsibilities with regard to their duty of care and protection of children.
- Provide appropriate level training, support and resources for staff and volunteers to make informed and confident responses to specific safeguarding issues and fulfill their role effectively.
- Ensure that children and their parents/carers are informed and consulted and, where appropriate, fully involved in decisions that affect them.
- Reassure parents and carers that all children and young people will receive the best care possible whilst participating in club activities and communicate Policy and Procedure to them through website/letter/consents.

#### **5. Responsibilities and implementation:**

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

- Reviewing this 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 club 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 volunteers and staff 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 ensuring that all staff, volunteers, parents and children are aware of these procedures.
- Directing staff, volunteers and coaches to appropriate safeguarding training and learning opportunities, where this is appropriate to their role.

#### **6. Recruitment and training**

Warkworth 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.

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:

- Details of the requirements and the qualifications and checks of individuals will be recorded by the Club's Secretary who will also hold copies of the necessary Safeguarding and Protecting Children (SPC) certificates.
- All volunteers will be offered access to appropriate child protection training and required to undertake the UK Coaching Safeguarding and Protecting Children (SPC) workshop. (An online UK Coaching refresher course should be completed and repeated every three years for those involved in "Regulated Activity.")
- All volunteers working with children and young people will be asked to read and become familiar with Warkworth Golf Club's Safeguarding Policy and Procedures.

## **7. Complaints, concerns and allegations**

If a player, parent/carer, member of staff 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, coach, member, or otherwise), these concerns should be brought to the attention of the Safeguarding Officer without delay. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass their concerns and any relevant information to the Safeguarding Officer. (Please refer to Flowcharts 1 and 2 for further details).

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.

Concerns will be recorded on an Incident Report Form and sent to the England Golf Lead Safeguarding Officer and retained confidentially within the club. The England Golf Lead Safeguarding Officer can assist with completion of this form if required, tel: 01526 351824. **(Incident Report Form Appendix 5)**

Warkworth Golf Club will work with England Golf and other external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice. The Warkworth Golf Club disciplinary procedures will be applied and followed where possible. In the event of a child making a disclosure of any type of abuse, the following guidance is given:

- Reassure them that they have done the right thing to share the information.
- Listen carefully.
- Do not make promises that cannot be kept, such as promising not to tell anyone else.

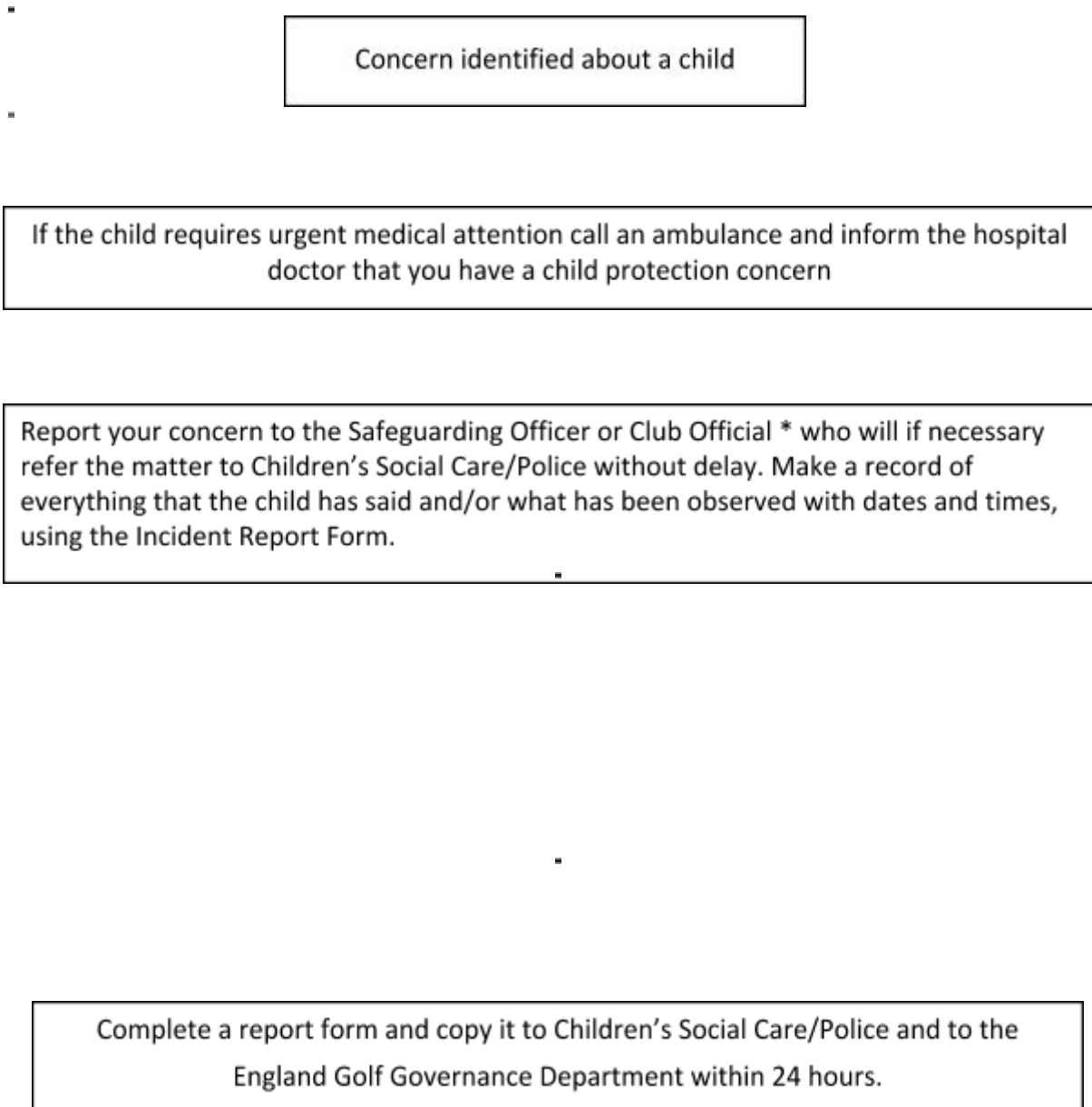
- Do not seek to actively question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action. Only ask questions to clarify your understanding where needed e.g. can you tell me what you mean by the word xxxx ?
- Record what the child has said as soon as possible on an incident report form.
- Explain to children, young people and families at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement.
- Parents or Carers should be informed if the allegation does not involve them.

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.

Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. Warkworth Golf Club supports an environment where everyone is encouraged to raise safeguarding and child protection concerns. Anyone who reported a legitimate concern to the organisation (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously.

## 8. FLOWCHART 1

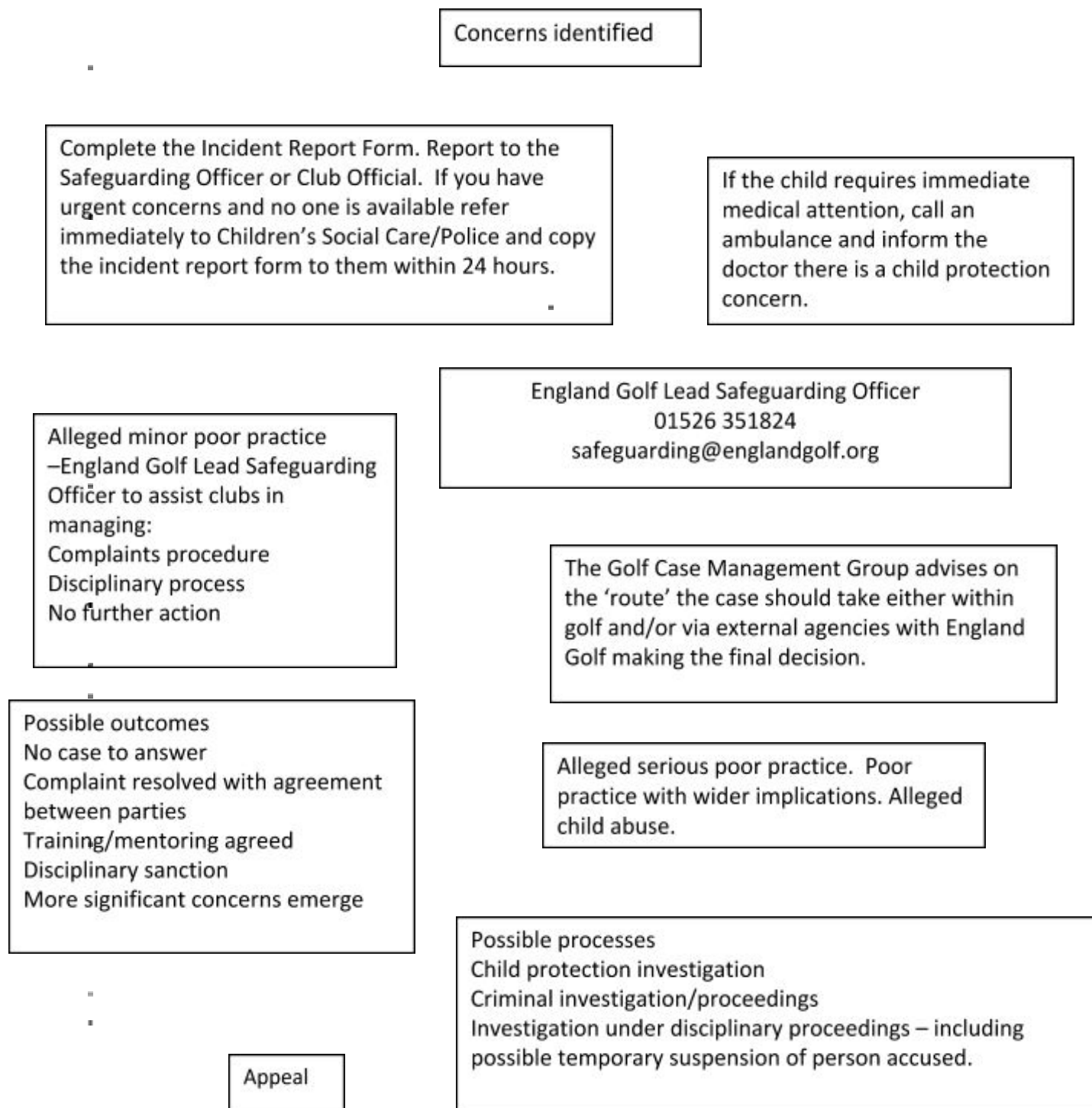
What to do if you are worried about what is happening to a child outside of the Club (but the concern is identified through the child's involvement in golf)



\* If the Safeguarding Officer or a Club Official is unavailable a principle of least delay is important.  
Please contact the  
England Golf Lead Safeguarding Officer  
01526 351824  
safeguarding@englandgolf.org

## 9. FLOW CHART 2

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



If the Safeguarding Officer or a Club Official is not available a principle of least delay is important.

Please contact the England Golf Lead Safeguarding Officer 01526 351824 or [safeguarding@englandgolf.org](mailto:safeguarding@englandgolf.org)

## 10. Emergencies and incidents

Parental Consent Forms will be obtained and retained by Warkworth Golf Club for all children who are participating in events or activities, or attending coaching organised by the club. These forms will be treated in confidence and only shared with those who require the information they contain to perform their role effectively. **(Junior Profile and Parental Consent Forms - Appendix 7)**

In the event of a child requiring medical attention:

- The parents will be contacted immediately.
- In the event of failure to contact parents, the alternative emergency contacts will be used.
- The consent form will be consulted to establish whether parents have given their consent for a club representative to act in loco parentis.
- An adult club 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 a club representative.

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

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

Staff, volunteers and coaches should try to avoid:

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

## 11. Supervision

During coaching sessions, coaches 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.

Parents may 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.



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

Parents should be aware that if children are left at a venue unsupervised, other than to attend specific coaching sessions, competitions, or other organised events, the club cannot accept supervisory responsibility.

Special arrangements will be made for away trips. Parents will receive full information about arrangements for any such trip and will be required to provide their consent for their child's participation.

## **12. 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 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 junior members & adults working with them to promote good practice.

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

Warkworth Golf Club requires that all staff and volunteers working with children adhere to the guidelines on Managing Challenging Behaviour. (**Managing Challenging Behaviour Appendix 4**).

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

## **13. 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 club 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.

## **14. Physical Contact**

Physical contact with children by coaches or volunteers should always be intended to meet the needs of the child and the sport, not the adult. That is, to develop golf technique, to protect the child from injury, to provide first aid or treat an injury. It should always take place in an open environment, and should not, as a general principle, be made gratuitously or unnecessarily.

## **12 Transport**

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

The club may make arrangements for transport in exceptional circumstances, such as team events. Where this is the case, the written permission of the parents of the relevant children will be sought. The drivers used will be checked for their suitability to transport and supervise children.

Children and young people are often involved in competition. When taking young people away from their home club, consideration and planning needs to be paramount to ensure the duty of care for the young people within the team is fulfilled.

## **13 Photography/Videoring**

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

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

## **13 Social Media**

Social media provides unique opportunities for the 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, volunteers, coaches, officials/referees, board members, or anyone working on behalf of the club are aware of the **Guidance on use of Social Media (Appendix 8)**.

## **14 Anti-Bullying Procedures**

We believe that every effort must be made 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

## **15 Changing Rooms**

The changing rooms and toilets are used by all members and visitors. Juniors will only be supervised if needed at club organised events. Parents will be made aware that adults use the changing rooms throughout the day. Where a parent/carer does not consent to their

child accessing the changing rooms, it is their responsibility to either supervise the child while in the changing rooms or ensure that they do not use them.

## 16. Useful Contacts

Club and Golf Contacts		
Name	Address	Number
Safeguarding Officer: Gareth Davies	Warkworth Golf Club	Mob: 07710679620 Email: gareth@alemar.myzen.co.uk
England Golf Lead Safeguarding Officer	England Golf National Golf Centre The Broadway Woodhall Spa Lincolnshire LN10 6PU	01526 351824 <a href="mailto:safeguarding@englandgolf.org">safeguarding@englandgolf.org</a>
Club Secretary: Tim Capron	Warkworth Golf Club	Mob: 07942006547 Email:secretary@warkworthgolf.club

Local Contacts		
Local Children's Social Care (including out of office hours contact).	Northumberland County Council	Emergency if child is in immediate danger: <b>999</b>  Non urgent: 24/7 Onecall telephone: 01670 536400
Local Authority Designated Officer (LADO)	Email: LADO@northumberland.gov.uk or Adam.hall01@northumberland.gov.uk	Adam Hall 01305 228327
Samaritans	NB. In an emergency, the Samaritans will hold the Northumberland County Council's Duty Officer's contact number	08457 90 90 90
Police Child Protection. In an emergency contact 999	For advice dial 101 select option 4 to speak to a member of the CAVA team	

National Contacts		
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	24 hr Helpline: 0808 800 5000  help@nspcc.org.uk
NSPCC Whistleblowing Helpline for Professionals		0808 028 0285
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel: 0116 234 7278  cpsu@nspcc.org.uk
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 1111

## Appendix 1

### Code of Conduct for staff, coaches and volunteers

- Respect the rights, dignity and worth of every person within the context of golf.
- Treat everyone equally and do not discriminate on the grounds of age, gender, race, religion or belief, sexual orientation or disability.
- If you see any form of discrimination, do not condone it or allow it to go unchallenged
- Place the well-being and safety of the young person above the development of performance.
- Develop an appropriate working relationship with young people, based on mutual trust and respect.
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval.
- Always work in an open environment (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 your club role with the juniors and should not engage in regular communication through text, email or social network sites.
- Know and understand the Warkworth Golf Club's 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 or drink alcohol 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 the club.
- Hold relevant qualifications and insurance cover. All Staff, Volunteers and Coaches who work regularly with children must have current DBS clearance, approved by England Golf Governance Department.
- 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.
- Follow Club Procedures and good practice guidelines.
- Ensure that you attend appropriate training to keep up to date with your role and the welfare of young people.
- Report any concerns you may have in relation to a child or the behaviour of an adult, following reporting procedures laid down by Warkworth Golf Club.

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

## Appendix 2

### Code of Conduct for Young Golfers

As a young golfer taking part in a Warkworth Golf Club 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 club 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

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

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

Child 's Signature: \_\_\_\_\_

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

Parent/Carer's Signature: \_\_\_\_\_

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

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

## Appendix 3

### Code of Conduct for Parents/Carers of Young Golfers

As parents you are expected to:

- Positively reinforce your child and show an interest in their chosen activity
- Do not place your child under pressure or push them in to activities they do not want to do
- Be realistic and supportive
- Promote your child's participation in playing sport for fun
- Complete and return the Player Profile Form and Consents pertaining to your child's participation in activities at Came Down GC
- Report and update Came Down GC with any changes relevant to your child's health and wellbeing
- Deliver and collect your child punctually before and after coaching sessions/competitions
- Ensure your child has clothing and kit appropriate to the weather conditions
- Ensure your child has appropriate equipment, plus adequate food and drink
- Ensure that your child understands the rules of Golf
- Teach your child that they can only do their best
- Ensure that your child understands their Code of Conduct
- Behave responsibly at Came Down GC and on the golf course; do not embarrass your child
- Show appreciation and support the coaches, volunteers and staff at Came Down GC
- Accept the decision and judgement of the officials during events and competition

As a parents/carer you have the right to:

- Be assured that your child is safeguarded during their participation in the sport
- Be informed of problems or concerns relating to your child
- Be informed if your child is injured
- Have consent sought for issues such as trips and photography
- Contribute to the decisions of the club
- Have any concerns about your child's welfare listened to and responded to
- Any breaches of this code of conduct will be dealt with immediately. Persistent concerns or breaches may result in you being asked not to attend games if your attendance is considered detrimental to the welfare of young participants.
- The ultimate action should a parent/carer continue to breach the code of conduct may be regrettably asking your child to leave the session, event or club.

Signed:

Date:

Print Name:



## **Appendix 4**

### **Managing Challenging Behaviour**

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and are based on the following principles:  
The welfare of the child is the paramount consideration.

Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.

The specific needs a child may have (e.g. communication, behaviour management, comprehension and so on) should be discussed with their parent/carer and where appropriate the child, before activities start. Where appropriate it may be helpful to record the details of any agreed plan or approach and provide copies to all parties.

Every child should be supported to participate. Consideration to exclude a child from activities should apply only as a last resort and after all efforts to address any challenges have been exhausted, in exceptional circumstances where the safety of that child or of other children cannot be maintained.

### **Planning Activities**

Planning for activities should include consideration of whether any child involved may need additional support or supervision to participate safely. This should address:

- Assessment of additional risk associated with the child's behaviour
- Appropriate supervision ratios and whether numbers of adults should be increased
- Information sharing for all/volunteers on managing any challenging behaviour to ensure a consistent approach
- Specialist expertise or support that may be needed from carers or outside agencies. This is particularly relevant where it is identified that a child may need a level of physical intervention to participate safely (see below).

### **Agreeing Acceptable and Unacceptable Behaviours**

Staff, volunteers, children, young people and parents/carers should be involved in developing an agreement about:

- what constitutes acceptable and unacceptable behaviour (code of conduct)
- the range of sanctions which may be applied in response to unacceptable behaviour.
- This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp. It should involve the views of children and young people to encourage better buy in and understanding.
- Where challenges are anticipated in light, for example of a child's impairment or other medical condition, a clear plan/agreement should be established and written down.
- Ensure that parents/carers understand the expectations on their children and ask them to reinforce this ahead of any trip or activity.

In responding to challenging behaviour the response should always be:

- Proportionate to the actions you are managing.
- Imposed as soon as is practicable.
- Fully explained to the child and their parents/carers.

In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking with the child and distracting them from challenging behaviour.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for the child's future or continued participation.
- Sanctions or consequences e.g. missing an outing or match
- Seeking additional/specialist support through working in partnership with other agencies.
- Temporary or permanent exclusion.

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Staff/volunteers should consider the risks associated with employing physical intervention compared with the risks of not employing physical intervention.

The use of physical intervention should always:

- Be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property.
- Aim to achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Form part of a broader approach to the management of challenging behaviour.
- Be the result of conscious decision-making and not a reaction to an adult's frustration.
- Employ the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time.
- Used only after all other strategies have been exhausted.
- Be recorded as soon as possible using the appropriate organisational reporting form and procedure.

Parents should always be informed following an incident where a coach/volunteer has had to physically intervene with their particular child.

### **Views of the child**

A timely de-brief for staff/volunteers, the child and parents should always take place in a calm environment following an incident where physical intervention has been used. Even children who haven't directly been involved in the situation may need to talk about what they have witnessed.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

## Appendix 5

### Incident Report Form

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

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

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

Details of the allegations: [include: date; time; location; and nature of the incident]
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Strict confidentiality will be maintained and information will only be shared on a “need to know” basis in the interests of safeguarding and in accordance with the company’s data protection policy. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs and County bodies, individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Children’s Social Care.

## Appendix 6

### Accident Report Form

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

Were any other Agencies involved?: [e.g. Ambulance service]	
Have the Parents / Carers been contacted? YES NO [Please circle.]	
Does the accident need to be referred to England Golf Governance Dept? YES NO	
Date:	Time:
Signature of Recorder:	
<p><b>Data protection:</b></p> <p>Warkworth Golf Club and England Golf Governance Department 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 Children and Young People Safeguarding Policy and Procedures.</p> <p>Strict confidentiality will be maintained and information will only be shared on a “need to know” basis in the interests of safeguarding and in accordance with the company’s data protection policy. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs and County bodies, individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Children’s Social Care.</p>	



## Appendix 7

### Junior Profile and Parental Consent Forms for players under the age of 18

Player profiles forms enable those responsible for children to have the information they need to deal effectively with any emergency situation that arises.

Although information obtained on these forms must be treated as confidential (and only given to those who need it to fulfil a duty of care for the child), it is also critically important this information is readily to hand at sessions and matches.

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.

In compliance with the Data Protection Act 2018, GDPR and all relevant data protection legislation, all efforts will be made to ensure that information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the organisation. Information will not be kept once a person is no longer a member of the organisation. The information will be disclosed only to those members of the organisation for whom it is appropriate and relevant officers of England Golf where necessary.

It is the responsibility of the junior and their parent to notify the Secretary 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		

Please confirm details of all those with Parental Responsibility for the Child.	
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**Medical Information**

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

Does your child experience any conditions requiring medical treatment and/or medication?

YES  NO

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

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.

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**Consent from Parent/Legal Carer:**

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 Club of any changes to this information.
- I give my consent that in an emergency situation, the club may act in my place (loco parentis), if the need arises for the administration of emergency first aid and/or other medical treatment which, in the opinion of a qualified medical practitioner, may be necessary. I also understand that in such an occurrence all reasonable steps will be taken to contact me or the alternative adult named in this form.
- I acknowledge that the club is not responsible for providing adult supervision for my child, except for formal junior golfing coaching, matches or competition.
- I agree to my child being transported by club representatives to and from venues when he/she is representing the club.

<p>By signing this document I confirm that I have legal responsibility for</p> <p>.....</p> <p>..... ;</p> <p>and I am entitled to give this consent and I am aware of how the information I have provided may be used.</p>
<p><b>Signed – Parent/Carer</b></p>
<p><b>Print name</b></p>
<p><b>Date</b></p>

**Appendix 8**

**Social Media Guidance**

This guidance gives procedures that will support and underpin the use of social networking and other online services within Warkworth Golf Club. It is important that everyone working on behalf of Warkworth Golf Club is aware of this policy and agree to the following terms.

### **Advice for Individual**

- 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 junior members 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](http://www.ceop.gov.uk) and [www.childnet.com](http://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 texts you receive from other juniors or adults involved with the club, raise this with the Club's Safeguarding Officer. Alternatively you can contact the National Governing Body's Lead Safeguarding Officer (England Golf 01526 351824). 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 on the web at [www.childline.org.uk](http://www.childline.org.uk). You can also call the NSPCC on 0808 800 5000.

### **Advice for Parents**

- Make yourself knowledgeable about social networking platforms and how they work.

- Go on the internet 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 on the internet.
- 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 cool nickname rather than their own name.
- 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.

### **Further Advice for Parents of Young Golfers**

- If you are concerned about any texts, social networking posts or any other use of communication technology by members of the Warkworth Golf Club, volunteers or members of staff, raise this with the Club's Safeguarding Officer. The matter will deal with confidentially and if necessary appropriate action taken. As an alternatively YOU CAN contact England Golf Lead Safeguarding Officer Tel 01526 351824.
- In addition to reporting concerns to England Golf (National Governing Body), you should immediately 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.
- Do not post/send negative or critical comments or messages. If you have concerns about a person, these should be raised using appropriate channels within the club and not BY using social media.
- If you wish to speak to an external organisation for advice, you can contact the NSPCC helpline on 0808 800 5000.