

Safeguarding Children Policy

Organisation: Salisbury Golf Centre

Policy Title: Safeguarding Children Policy

Effective Date: 1st January 2025

Review Date: 1st January annually

Approved By: Management

1. Policy Statement

Salisbury Golf Centre is committed to safeguarding and promoting the welfare of children and young people. We recognise our responsibility to take all reasonable steps to protect children from harm, abuse, neglect, and exploitation.

This policy reflects our commitment to creating a safe environment for children who visit, participate in activities, coaching, events, or lessons at Salisbury Golf Centre.

2. Scope

This policy applies to: - All employees and casual staff - Coaches and instructors - Volunteers - Contractors and third parties - Anyone working on behalf of Salisbury Golf Centre

For the purpose of this policy, a **child** is defined as any person under the age of 18.

3. Legal Framework

This policy is informed by relevant UK legislation and guidance, including: - Children Act 1989 and 2004 - Working Together to Safeguard Children (HM Government) - Keeping Children Safe in Education (where applicable) - Safeguarding Vulnerable Groups Act 2006

4. Principles of Safeguarding

Salisbury Golf Centre will: - Place the welfare of the child above all other considerations - Provide a safe and welcoming environment - Treat all children with respect and dignity - Take concerns seriously and act promptly - Work in partnership with parents, carers, and relevant agencies where required

5. Roles and Responsibilities

Management Responsibilities

Management will: - Appoint a **Designated Safeguarding Lead (DSL)** - Ensure safeguarding procedures are implemented and followed - Provide safeguarding information and training where appropriate - Ensure concerns are recorded and reported correctly - Review safeguarding arrangements regularly

Staff and Volunteer Responsibilities

All staff and volunteers must: - Act in the best interests of children at all times - Follow this policy and safeguarding procedures - Be alert to signs of abuse or neglect - Report concerns immediately to the Designated Safeguarding Lead - Maintain appropriate professional boundaries

6. Code of Conduct When Working With Children

When working with or around children, staff and volunteers must: - Treat all children fairly and with respect - Avoid unnecessary physical contact - Never be alone with a child where possible - Avoid inappropriate language, jokes, or behaviour - Not communicate with children via personal social media or private messaging - Not take photographs or videos of children without parental consent

7. Types of Abuse (Awareness)

Staff should be aware of the main types of abuse, including: - Physical abuse - Emotional abuse - Sexual abuse - Neglect

Signs may include unexplained injuries, changes in behaviour, fear, withdrawal, or inappropriate knowledge or behaviour.

8. Reporting Safeguarding Concerns

If you are concerned about the safety or welfare of a child:

1. **Report the concern immediately** to the Designated Safeguarding Lead
2. Record the concern factually (what was seen or said, dates, times)
3. Do not investigate or promise confidentiality

If a child is in immediate danger, **call 999**.

9. Dealing With Allegations Against Staff or Volunteers

Any allegation or concern regarding the behaviour of a member of staff, coach, or volunteer must be reported immediately to management.

Appropriate action will be taken in line with safeguarding guidance and, where necessary, external authorities.

10. Photography and Media

Photographs or videos of children: - Must only be taken with parental or guardian consent - Must be used appropriately and securely - Must not be used for personal purposes

11. Confidentiality and Records

Safeguarding information will be: - Treated as confidential - Shared only on a need-to-know basis - Stored securely in line with data protection requirements

12. Training and Awareness

Salisbury Golf Centre will: - Ensure staff are aware of safeguarding responsibilities - Provide appropriate guidance or training where required - Display safeguarding information clearly where relevant

13. Policy Review

This policy will be reviewed: - Annually - Following any safeguarding incident - When there are changes to legislation or guidance
