Stockley Park Golf Club

Children and Young People Safeguarding Policy and Procedures

Contents

Children and Young People Safeguarding Policy

Introduction

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

England Golf is committed to ensure 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 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.

The Stockley Park 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.

The Stockley Park 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.

The Stockley Park 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.

Objectives

The Stockley Park 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, volunteers & coaches 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.

Responsibilities and implementation

The Stockley Park 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 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 & coaches to appropriate safeguarding training and learning opportunities, where this is appropriate to their role.

Recruitment and training

The Stockley Park 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:

An application form (Appendix 1)

A self-disclosure form (Appendix 2)

References from 2 people (Appendix 3)

A signed Code of Conduct (Appendix 4)

A Disclosure & Barring Service (DBS) check on people involved in ‘regulated activity’ with children (Guidance on Regulated Activity & DBS- Appendix 16)

Details of the requirements and the qualifications and checks of individuals will be recorded by the Club Welfare Officer/Secretary/Manager who will also hold copies of the necessary Safeguarding and Protecting Children (SPC) certificates. The nominated person will possess all relevant and appropriate contact details of all staff / volunteers and other relevant bodies.

All staff, volunteers & coaches will be offered access to appropriate child protection training. The Stockley Park Golf Club recommends attendance at the UK Coaching Safeguarding and Protecting Children (SPC) workshop and will ensure that all volunteers and staff who have significant contact with children attend. An online UK Coaching refresher course should be completed and repeated every three years for those involved in “Regulated Activity.”

All staff, volunteers & coaches working with children and young people will be asked to read and become familiar with the Stockley Park Golf Club Safeguarding Policy and Procedures.

All staff, volunteers & coaches involved with children and young people will be asked to read the Stockley Park Golf Club Code of Conduct relevant to their role, and sign to indicate their

understanding and agreement to act in accordance with the code. The code is linked to the Stockley Park Golf Club's Disciplinary Procedures. (Codes of Conduct-Appendix 4,5,6)

The Stockley Park Golf Club are 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. The Stockley Park Golf Club acknowledge the additional vulnerability of some groups of children (e.g. disabled, looked after children, those with communication differences). The Stockley Park 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.

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 Club Welfare 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 Welfare Officer. Please refer to Flowcharts 1 & 2 for further details (see below).

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 8)

The Stockley Park 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 Stockley Park 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 held?

Record what the child has said as soon as possible on an incident report form.

You should 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. The Stockley Park Golf Club supports an environment where staff, volunteers, parents/carers and the public are 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. (Whistleblowing Policy-Appendix 15)

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 for any reason a 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 351824

safeguarding@englandgolf.org

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

PGA

Emergencies and incidents

Parental Consent Forms will be obtained and retained by the Stockley Park 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 10)

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 Club's 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 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.

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 & other events where their children are of an age where greater levels of parental supervision are required.

Wherever possible adults will avoid changing or showering 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. (Managing Young People on Away Trips-Appendix 13)

6. Virtual sessions

6.1 Safeguarding should be at the forefront of the planning and delivery of any virtual activity, in the same way as it would for a face-to-face event.

6.2 Organisers should ensure:

A risk assessment is undertaken

The activity is appropriate for the participant's age, ability and physicality

Consent has been obtained from the parents/carers for their child to participate

More than one adult is involved in the facilitation of the activity (with no one-to-one interaction between an adult and young person)

Event facilitators have the contact details of a designated person who will manage any concerns before, during and after the event (participants should also be given this information)

The environment in which the child/young person takes part is appropriate and that other family members or people are not in view

Anything that provides personal or identifying information (addresses, school or club logos etc) is out of sight – this applies to the participants and the facilitators

Participants know what the activity will entail, its duration, any equipment required, and that their usual Code of Conduct must be adhered to

6.3 In addition, the adults facilitating must be competent at running events virtually and there should be no online contact between adults and children outside of the activity itself.

6.4 The CPSU have produced a full guidance paper on this subject: visit https://thecpsu.org.uk/resource-library/best-practice/virtual-events-and-competitions-for-children/

7. Professional relationships

Adults who work/volunteer with children are expected to behave appropriately and represent a positive role model for children. Stockley Park Golf Club requires that all staff and volunteers working with children adhere to the standards set out in the Code of Conduct relevant to their role. Similarly, children and all participants are expected to follow their own Code of Conduct to ensure

the enjoyment of all participants and assist Stockley Park Golf Club in ensuring their welfare is safeguarded.

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

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

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 a child 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.

Parents and carers should work together with Stockley Park Golf Club to ensure that all children are safeguarded; information is made available to help them in understanding how they can best assist Stockley Park Golf Club.

Good practice Guidelines

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.

The Stockley Park Golf Club requires that all staff and volunteers working with children and young people adhere to the standards set out in the Code of Conduct 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.

The Stockley Park Golf Club requires that all staff and volunteers working with children adhere to the guidelines on Managing Challenging Behaviour. (Managing Challenging Behaviour-Appendix 7).

Parents and carers should also work together with the club to ensure that the welfare of all children is safeguarded. A sheet on “Parental Guidance” is provided to assist them in understanding how they can best assist the club (Parental Guidance-Appendix 12)

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.

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.

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 (see Section 1 Recruitment and Training) and their insurance arrangements verified.

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.

Photography/ Videoing

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. (Photography Consent-Appendix 11)

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. (Photography Policy – Appendix 20)

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 club Social Media policy (Social Media Guidance–Appendix 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

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.

The Club and its Staff, Volunteers & Coaches will not tolerate bullying in any of its forms during club matches, competitions, coaching or at any other time while at the club. (Anti-Bullying Policy -Appendix 21)

We will:

Provide a point of contact where those being bullied can report their concerns in confidence – The Club Welfare Officer.

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 where appropriate

Keep a written record of all incidents referred to England Golf and the action taken.

Have discussions about bullying and why it matters.

Confidentiality

Details of all juniors will be kept on file in the office and will not be shared with a third party without parent/carer consent.

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

Changing rooms The changing rooms are used by all members & 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 for changing & showering. 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.

Useful Contacts

Appendix 1

Volunteer / Staff Job Application Form – Stockley Park Golf Club

Appendix 2

Self-Disclosure Form – Stockley Park Golf Club

To be completed at the same time as the application form:

Private and Confidential

For roles involving contact with children (under 18 year olds).

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

Part 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).

Appendix 3

Reference form - Stockley Park Golf Club

Reference form

Appendix 4

Stockley Park Golf Club

Code of Conduct for staff, coaches & 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 Stockley Park Golf Club 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 the club

Hold relevant qualifications and insurance cover. All Staff, Volunteers & 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 & 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 the Stockley Park Golf Club

Appendix 5

Stockley Park Golf Club

Code of Conduct for Young Golfers

As a young golfer taking part in a Stockley Park 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

This paragraph is for individual golf clubs to insert specific risks pertinent to their own circumstances. Dangerous roads, footpaths, lakes, rivers, animals, chemicals, factories etc. Please delete if not required.

X need to mention the river

X

X

Child Signature Print Name

Parent/Carer Signature Print Name

Appendix 6

Stockley Park Golf Club

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 Stockley Park Golf Club

Report and update Stockley Park Golf Club 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 you child has appropriate equipment, plus adequate food and drink

Ensure that you 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 Stockley Park Golf Club and on the golf course; do not embarrass your child

Show appreciation and support the coaches, volunteers and staff at Stockley Park Golf Club

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 any aspect of your child's welfare listened to and responded to

Any breaches of this code of conduct will be dealt with immediately by Kieran Miller at Stockley Park Golf Club. 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 the Stockley Park Golf Club regrettably asking your child to leave the session, event or club.

Appendix 7

Stockley Park Golf Club

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 challenge 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.

Managing Challenging Behaviour

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.

Physical intervention must not:

Involve contact with buttocks, genitals and breasts.

Be used as a form of punishment.

Involve inflicting pain.

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 8

Incident Report Form - Stockley Park Golf Club

Appendix 9

Accident Report Form – Stockley Park Golf Club

Appendix 10

Junior Profile and Parental Consent Forms - Stockley Park Golf Club

A player profile form template is attached below for clubs to use should they wish:

Player Profile Form Template Stockley Park Golf Club

(For Players Under the age of 18)

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 Club Welfare Officer (CWO) or Secretary if any of the details change at any time.

Medical Information

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.

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.

The attached signature will denote that my child has my permission to be on the golf club's premises.

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.

(Please tick the boxes if agreed)

Appendix 11

Photography Consent

This form is to be signed by the legal carer 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.

Stockley Park Golf Club 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 (except where some incidental inclusion may not be possible to avoid) or used without your consent.

Stockley Park Golf Club will ensure that any image of a child where consent has not been obtained will not be published.

Stockley Park Golf Club will follow the guidance for the use of images of children as detailed within the Club's Safeguarding Children and Young People Policy.

Stockley Park Golf Club 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 activities of the club.

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

The photographs may be available on the website http://_____ for the golf season 20xx. If at any time either the parent/ carer or the child wishes the data to be removed from the website, 7 days' notice must be given to the Club Welfare Officer after which the data will be removed.

To be completed by parent/carer

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 _____

Appendix 12

Guidance for parents

The Stockley Park Golf Club 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.

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 Stockley Park Golf Club Safeguarding Policy (attached).

Familiarise yourself with

Codes of Conduct for parents, coaches, children and young people.

Transport Policy.

Changing Room Policy.

Photography, Videoing and the use of Social Media Policies.

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 club/event organiser.

Be punctual when dropping off and picking up your child from coaching/ events. It is important to communicate with the club if collecting your child after an event/coaching session 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.

Encourage your child to take part and support club activities such as coaching & competitions.

Help your child to arrange golf with other juniors away from club organised activities so they have someone to play golf with.

As a parent/carer 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

England Golf Lead Safeguarding Officer is also available for advice: 01526 351824

Club Welfare Officer

Kieran Miller

Appendix 13

Managing Young People on Away Trips – Stockley Park Golf Club

The following provides good practice guidance for taking teams on an away fixture for a day (not overnight)

appoint a team manager with clear roles and responsibilities

appoint a designated safeguarding lead contact (not the team manager) who is appropriately trained and competent for the role and responsibilities

establish well in advance where the fixture is

ensure you have sufficient staff to manage and look after the young people

obtain written permission from the parents/carers or carers for participation, transporting and supervising. An up to date photograph of each child must be attached to the child's consent form (for use in the event of any child going missing)

ensure that a welfare plan has been written and communicated to staff, participants and carers

ensure all staff responsible for the young people have been DBS checked to the appropriate level and staff have had appropriate safeguarding training

ensure that a risk assessment has been conducted

ensure that there is a contact available e.g a staff member who is not travelling away, who will act as the key contact point if required.

Accommodation

Whatever the accommodation, the team manager should ensure that the children are safe. Discuss your code of conduct and discipline policy with the staff at the accommodation. All children must know which rooms staff are in and how to contact them if required.

If rooms are equipped with satellite TV, inappropriate programmes may be available. It may be possible to have these programmes disconnected.

If rooms have fridges, all alcohol must be removed.

Check the accommodation policy for extras on bills, breakages and lost keys. All accommodation must be clean and with access to sufficient toilet and bathing facilities.

It is not acceptable:

For children to share a bed

For male and female children to share a room

For staff to share a room with children

Checks must be made to ensure that the needs of children with disabilities are met. For wheelchair users, it is important to check access to the building, room and bathroom facilities

Overnight Stays

Those responsible for organising overnight stays should establish the purpose of the trip, confirm the dates, location, and duration. You should also conduct a risk assessment, identify suitable venues and facilities for both fixtures and accommodation and consider the following:

Purpose of the trip.

Who will be going, children? Staff?

How much will it cost? How much spending money is required?

What insurance cover is required?

Supervision of children, both playing and non-playing time.

Catering for all food requirements.

Communication with parents (see above)

Ensure a list of the team and staff is left, with contact number and address of the accommodation

Ensure that there are emergency contact numbers for all the team and staff.

An itinerary giving as much detail as possible.

Emergency procedures and telephone contacts.

Codes of contact for both staff and children.

Welfare and child protection procedures.

Appendix 14

Social Media Guidance - Stockley Park Golf Club

This guidance gives procedures that will support and underpin the use of social networking and other online services within Stockley Park Golf Club. It is important that all members, staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of Stockley Park Golf Club are 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 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 texts you receive from other juniors or adults involved with the club, raise this with your Club Welfare Officer. Alternatively contact your National Governing Body 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. 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 golf club, volunteers or members of staff, raise this with the Club Welfare Officer. They will look into the matter and take appropriate action. Alternatively 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 about other children in the club, staff or volunteers. If you have concerns about a person, these should be raised using appropriate channels within the club and not using social media.

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

Appendix 15

Whistleblowing Policy - Stockley Park 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.

As a 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 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 whistle blowing?

In the context of safeguarding, “whistle blowing” is when someone raises a concern about the well-being of a child or an adult at risk.

A whistle blower may be:

a player;

a volunteer;

a coach;

other member of staff;

an official;

a parent;

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

What prevents those individuals from whistle blowing:

Starting a chain of events that they have no control of

Disrupting work or training

Fear of getting it wrong or making a mistake

Fear of repercussions

Fear of damaging careers

Fear of not being believed.

If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.

Where a child or an adult at risk is not in immediate danger the first person you should report your suspicion or allegation to is your Club Welfare Officer. If for any reason you cannot, or do not wish to report the matter to your Club Welfare Officer please contact the England Golf Lead Safeguarding Officer on 01526 351824 or email safeguarding@englandgolf.org

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

Information to include when raising a concern

The whistle blower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

their name and contact details (unless they wish to remain anonymous);

names of individuals involved;

date, time and location of incident/circumstance; and

whether any witnesses were present.

Stockley Park Golf Club assures that all involved will be treated fairly and that all concerns will be properly considered. In cases where suspicions prove to be unfounded, no action will be taken against those who report their concerns, provided they acted in good faith and without malicious intent.

What happens next?

You should be given information on the nature and progress of any enquiries – this may vary depending on the nature and result of the investigations.

All concerns will be treated in confidence. During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern to the minimum number of individuals practicable.

Your Club has a responsibility to protect you from harassment or victimisation

No action will be taken against you if the concern proves to be unfounded and was raised in good faith

Malicious allegations may be considered a disciplinary offence

The Public Interest Disclosure Act 1998 protects whistle blowers from victimisation, discipline or dismissal where they raise genuine concerns of misconduct or malpractice.

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the club or the England Golf Governance Department the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing help@nspcc.org.uk.

Appendix 16

England Golf DBS Flowchart

* Regular is open to definition - it is suggested that annually would be insufficient but an argument for eligibility could be made if the individual does an acitivity 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 first few weeks and then tail off). Supervision must be undertaken by someone who is in Regulated Activity themselves.

Appendix 17

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 whom 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 imposed 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 full 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 18

Please add a picture of your CWO, so they are easily identifiable, as well as their name, contact information and a short summary about them. You can download this editable poster from our website here.

Appendix 19

Safeguarding Children and Young People – A Short Guide for Club Members

Stockley Park Golf Club is committed to ensure that the sport of golf is one within which children and young people involved can thrive and flourish in a safe environment and that all children, young people and adults at risk have a fun, safe and positive experience when playing golf.

Stockley Park Golf Club is an affiliated member of England Golf and follows the England Golf Safeguarding Children and Young People Policy and procedures.

You might be thinking "What has safeguarding got to do with me?"

Government guidance makes it clear that 'Safeguarding is everyone's responsibility'.

Anyone who has a negative experience of sport at a young age is less likely to become a regular long-term participant. It's important for the future of your club and the sport as a whole that children and young people have an enjoyable experience.

All club members have a part to play in making that happen.

All adults should contribute to the club meeting its overall duty of care, be aware of our club's safeguarding policy, and know what to do if they are concerned about a young person.

Stockley Park Golf Club asks our members to

Familiarise yourself with the Stockley Park Golf Club Safeguarding Policy.

The full copy of the Stockley Park Golf Club Safeguarding Children and Young People Policy is available on our website https://www.spgolfcentre.com

In particular familiarise yourself with: (Golf Clubs can add relevant information from their Safeguarding Policy in each section)

Stockley Park Golf Club Codes of Conduct

Adults should always be aware that age related differences exist and conduct themselves in a manner that both recognises this and prioritises the welfare of children and young people.

Anti-Bullying Policy

Stockley Park Golf Club believe that every effort must be made to eradicate bullying in all its forms. The Club will not tolerate bullying in any of its forms during club matches, competitions, coaching or at any other time while at the club.

Transport Policy

The club believes it is primarily the responsibility of parents/carers to transport their child/children to and from events.

Changing Room Policy

The changing rooms are used by all members & visitors. Wherever possible adults will avoid changing or showering 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. 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.

Photography, Videoing and the use of Social Media Policies

What should I do if I'm concerned about a child or young person?

A concern may involve the behaviour of an adult towards a child at the club, or something that has happened to the child outside the club.

Children and young people may confide in adults they trust, in a place where they feel comfortable.

An allegation may range from verbal bullying, to inappropriate contact online, to neglect or emotional abuse, to physical or sexual abuse.

If you are concerned about a child, it is not your responsibility to investigate further, but it is your responsibility to act on your concerns and share them.

Pass the information to Stockley Park Golf Club Welfare Officer who will follow the club's Safeguarding procedures.

Name: Kieran Miller

Email Address: kieran@spgolfcentre.com

Telephone Number: 07305 362341

If you believe the child is at immediate risk of harm, call the Police.

Other useful contacts:

NSPCC 24-hour helpline Tel: 0808 800 5000 | England Golf Lead Safeguarding Officer 01526 351824

Appendix 20

Photography Policy – Stockley Park Golf Club

Whilst the Stockley Park 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 Stockley Park Golf Club event at which children under the age of 18 are participating.

Policy

The Stockley Park Golf Club policy is as follows;

The welfare of children taking part in golf is paramount.

Children and their parents/carers and/or the Stockley Park Golf Club should have control over the images taken of children at Stockley Park 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

The Stockley Park Golf Club requires that anyone wishing to take photographic or video images, at any Stockley Park Golf Club event at which children under the age of 18 are participating, in an official or professional capacity or using ‘professional’ camera or video equipment registers their details with the Stockley Park Golf Club Championship Office. This must be done before carrying out any such activity on the golf course (including the practice ground) or surrounding area or in the clubhouse.

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.

The Stockley Park 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 to take and use their child’s image.

Parents/carers/family members of competitors

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

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

Appendix 21

Anti-bullying policy – Stockley Park Golf Club

Stockley Park Golf Club will:

recognise its duty of care and responsibility to safeguard all participants from harm

promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures

seek to ensure that bullying behaviour is not accepted or condoned

require all members of the Stockley Park Golf Club to be given information about, and sign up to, this policy

take action to investigate and respond to any alleged incidents of bullying

encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying

ensure that staff, volunteers and coaches are given access to information, guidance and/or training on bullying.

Each participant, coach, volunteer or official will:

respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available

respect the feelings and views of others

recognise that everyone is important and that our differences make each of us special and should be valued

show appreciation of others by acknowledging individual qualities, contributions and progress

be committed to the early identification of bullying, and prompt and collective action to deal with it

ensure safety by having rules and practices carefully explained and displayed for all to see

report incidents of bullying they see – by doing nothing you are condoning bullying.

Bullying

all forms of bullying will be addressed

everybody in the Stockley Park Golf Club has a responsibility to work together to stop bullying

bullying can include online as well as offline behaviour

bullying can 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, sectarianism - sexual comments, suggestions or behaviour

unwanted physical contact

children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

Support to the child

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

anyone who reports an incident of bullying will be listened to carefully and be supported

any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved

children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development

those who bully will be supported and encouraged to stop bullying

sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

Support to the parents/carers

parents/carers to be advised on Stockley Park Golf Club's 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

support should be offered to the parents/carers including information on other agencies or support lines.

Useful contacts

Stockley Park Golf Club Welfare Officer, Kieran Miller, kieran@spgolfcentre.com

NSPCC Helpline 0808 800 5000

ChildLine 0800 1111 / www.childline.org.uk

Kidscape www.kidscape.org.uk

Anti-Bullying Alliance www.antibullyingalliance.org.uk

England Golf Lead Safeguarding Officer 01526 351824