



WLGC Golf Club

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

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# 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.

White Lodge Golf Club fully supports the principles and objectives of safeguarding children, but excludes taking responsibility for the safeguarding aspects of this policy that fall within the control of the operator of the Richmond Park Golf Facilities (currently Glendale Richmond Park).

## 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 WLGC 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 WLGC is committed to working in partnership with other key UK Golf Bodies to continually improve and to promote safeguarding initiatives across the sport.

## Objectives

The WLGC aims to:

- Help ensure a safe environment for children and young people participating in golfing activities and try to ensure that they enjoy the experience.
- Help 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.

## Responsibilities and implementation

The WLGC 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.

## 1. Recruitment and training

The WLGC will endeavour to ensure that all White Lodge Golf Club volunteers (and, should it become applicable, 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 9**)

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 WLGC 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 WLGC Safeguarding Policy and Procedures.

All staff, volunteers & coaches involved with children and young people will be asked to read the WLGC 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 WLGC's Disciplinary Procedures. (**Codes of Conduct-Appendix 4**)

The WLGC 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 WLGC acknowledge the additional vulnerability of some groups of children (e.g. disabled, looked after children, those with communication differences).

## 2. Complaints, concerns and allegations

- 2.1** 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).
- 2.2** 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.
- 2.3** 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**)
- 2.4** The WLGC will work with England Golf and other external agencies to take appropriate action where concerns relate to potential abuse or serious

poor practice. The WLGC disciplinary procedures will be applied and followed where possible.

**2.5** In the event of a child making a disclosure of any type of abuse, the following guidance is given:

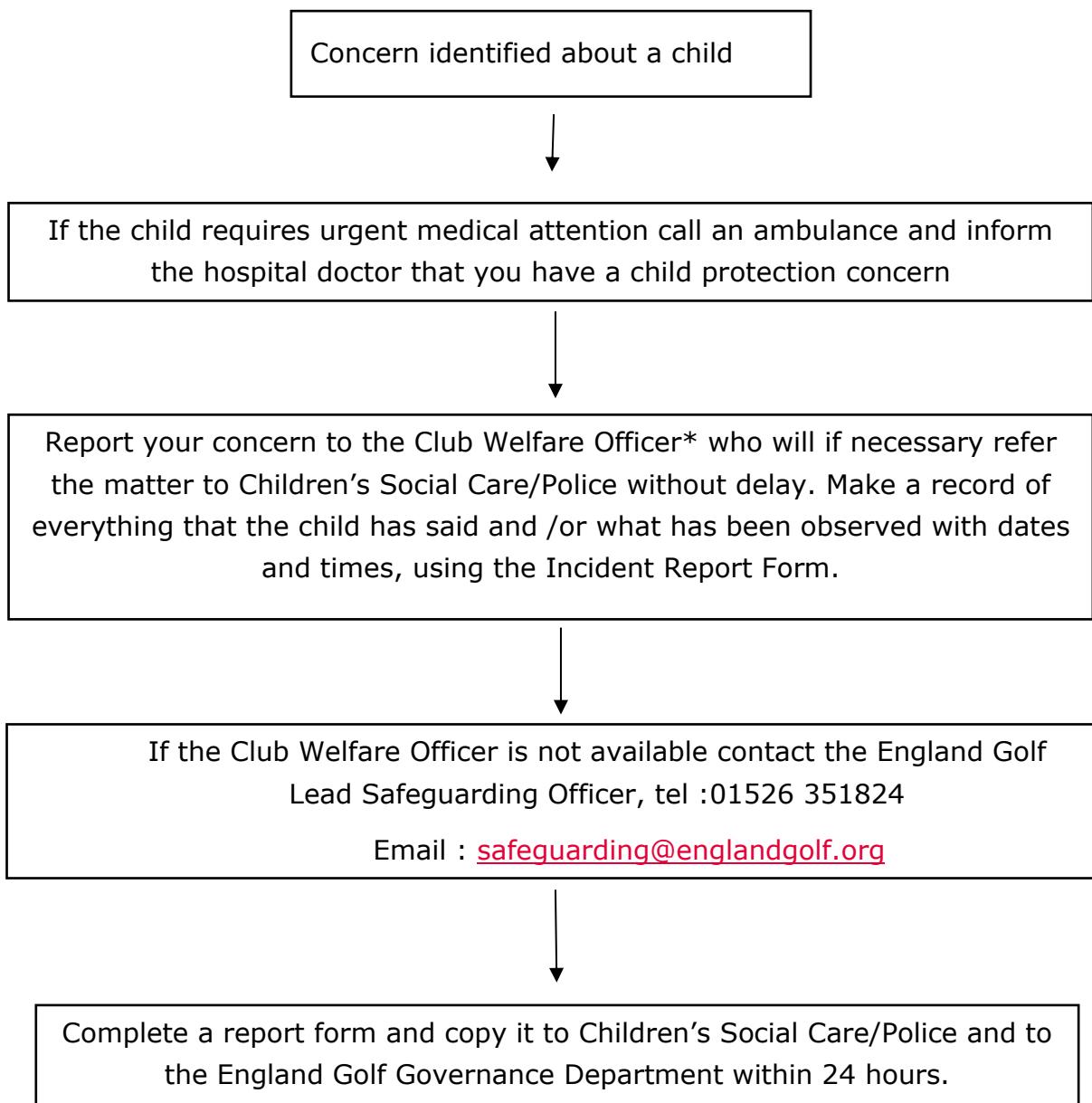
- Reassure them that they have done the right thing to share the information
- Listen carefully
- Do not make promises that cannot be kept, such as promising not to tell anyone else
- Do not seek to actively question the child or lead them in any way to disclose more information than they are comfortably 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 Friend?
- 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.

**2.6** 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.

**2.7** Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. The WLGC 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 8)**

### 3. FLOWCHART 1

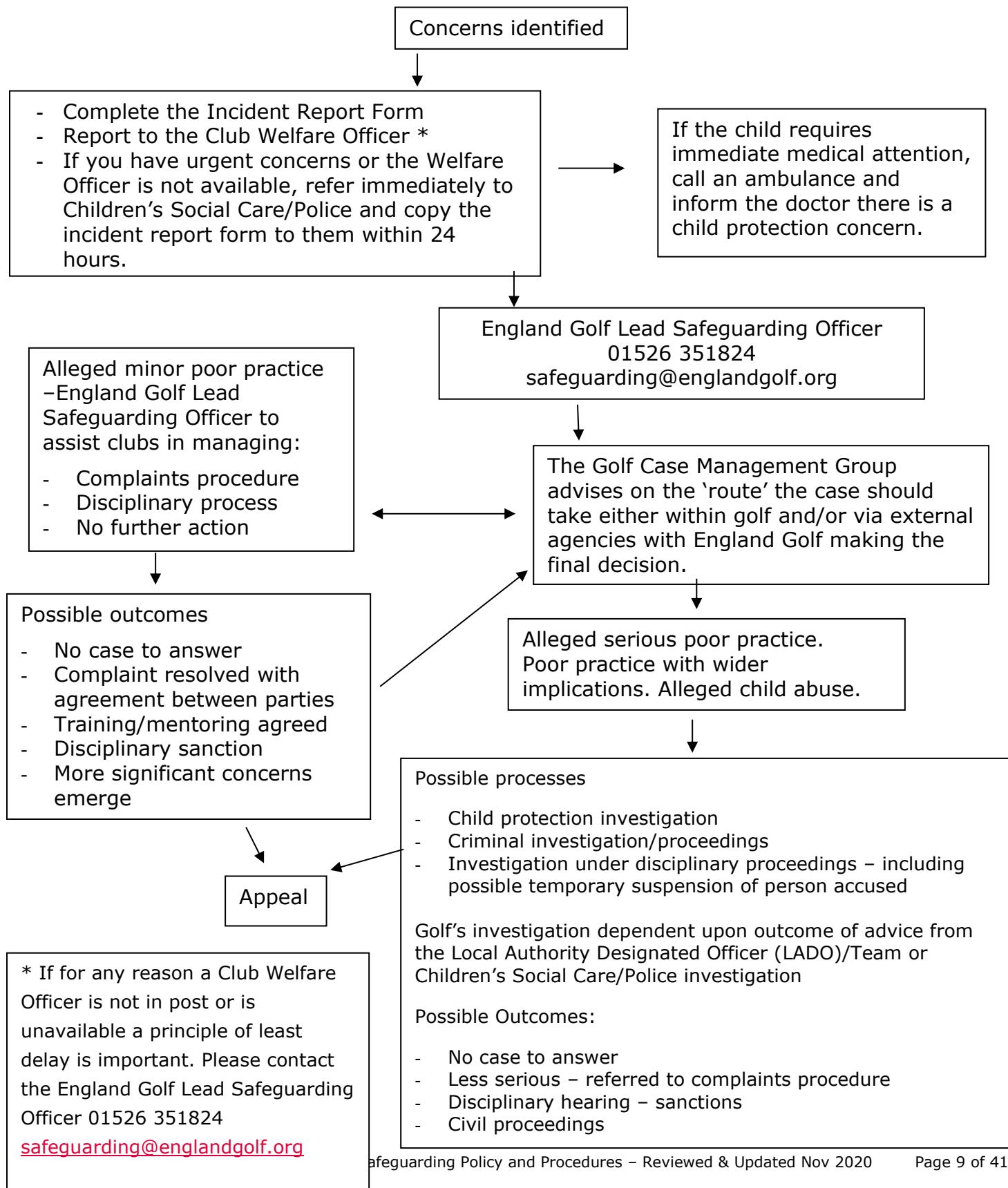
**What to do if you are worried about what is happening to a child outside of the Club (but the concern is identified through the child's involvement in golf)**



\* 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](mailto: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**



## 4. Emergencies and incidents

### **4.24.1** In the event of a child requiring medical attention:

- If a child appears to require emergency medical care, White Lodge Golf Club will call 999 and request an ambulance. White Lodge Golf Club will also attempt to contact Glendale Golf (the course operator).
- If a child appears to require first aid, White Lodge golf club will attempt to contact Glendale Golf (the course operator).
- A child requiring medical attention should not be left unaccompanied by a responsible adult; a member of White Lodge Golf Club may be required to wait with the child until their parent/s arrive, or a representative from Glendale Golf takes over the role of responsible adult.
- A record of the action taken will be made and retained by a club representative.

## 5. Good practice Guidelines

### **6.1 Behaviour of adults and children**

**6.1.1** 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.

**6.1.2** The WLGC 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.

### **6.36.2 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.

#### **6.46.3 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.

#### **6.56.4 Photography/ Videoing**

**6.5.16.4.1** There is currently no business need for White Lodge Golf Club to photograph/ video children for promotional purposes. However, should this need change, the SafeGolf Photography Policy and Photography Consent resources should be adopted. These are available on the [www.englandgolf.org](http://www.englandgolf.org) and can be found within the SafeGolf resource hub area.

#### **6.66.5 Social Media**

White Lodge Golf Club does not currently engage in social media at a club level as it has no social media platforms. Individuals connected with the club, however, may engage in social media for golfing purposes and should therefore be aware of what constitutes poor/ good practice. Appendix 7 – Social Media Guidelines provides an overview.

#### **6.76.6 Anti-Bullying Procedures**

**6.7.16.6.1** 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.

#### **6.86.7 Confidentiality**

**6.8.16.7.1** 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.

#### **6.96.8 Changing rooms**

The changing rooms at the site are the responsibility of Glendale Golf (the course operator) and are used by all members & visitors. White Lodge Golf Club will avoid using changing rooms while they are being used by children (when playing at home or away).

## **6. Useful Contacts**

### Golf Contacts

Name	Address	Number
Club Welfare Officer – Kevin Healy	XXXXXXX	Mob: 07948392994  Email: kevinhealy@blueyonder.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 – Men's section-Tony Ring Female Section- Jenny Lawrence	XXXXXX	Mob: 07764618074 Email: <a href="mailto:tony.ring@talktalk.net">tony.ring@talktalk.net</a>  Mob: 07801257576 Email: jennylawrence1@gmail.com

### Local Contacts

Local Children's Social Care (including out of office hours contact)  NB. In an emergency, the Samaritans will hold the Duty Officer's contact number	Children's Social Care  Civic Centre  44 York Street  Twickenham  TW1 3BZ	OUT OF HOURS  0208 547 5008  After 5pm or at the weekends please contact  The Emergency Social Work Duty Team
Local Authority Designated	0208 891 7370	0208 547 5008

Officer (LADO)		
Samaritans		08457 90 90 90
Local Police child protection teams In an emergency contact 999		0208 547 5008
NSPCC Freephone 24 hour Helpline		0808 800 5000
NSPCC Whistleblowing Helpline for Professionals		0808 028 0285

### National Contacts

The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0808 800 5000 <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 1111
NI Childline	74 Duke Street Londonderry	Tel: 028 90 327773
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel: 0116 234 7278 <a href="mailto:cpsu@nspcc.org.uk">cpsu@nspcc.org.uk</a>

## Appendix 1

### Volunteer / Staff Job Application Form – **WLGC**

<b>Position Applied for:</b>
<b>Personal Details</b>
Title: Mr/Mrs/Miss/Dr/Other (please specify) _____
Full Name: _____
Any previous surname: _____
Date and place of birth: _____
National Insurance Number: _____
Present Address: _____ _____
Post Code: _____
Telephone Numbers: _____
Email address: _____
Current Occupation: _____ Name and address of Organisation: _____ _____
Role: _____ Start Date: _____
<b>Relevant Experience including any previous experience of working with children and young people:</b>

**Reasons for applying:****References:**

Please provide the names and addresses of two people who know you well (one personal, one professional – current or previous employer, who are not related to you) whom we can contact to obtain a reference:

**Name:****Address:****Telephone Number:****Name:****Address:****Telephone Number:****Data Protection Notification:**

Information you have provided in completing this form will be used to process your application. **WLGC** will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

**Authorisation:**

I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 2018, GDPR and all relevant data protection legislation.

**Signed:****Date:****Declaration:**

I confirm that the information I have provided is correct and that any false or misleading information may lead to the termination of my appointment.

**Signed:****Date:**

## Appendix 2

### **Self-Disclosure Form – WLGC**

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**

<b><i>For completion by the organisation:</i></b>	
<b>Name:</b>	
<b>Address and Postcode:</b>	
<b>Telephone/Mobile No:</b>	
<b>Date of Birth:</b>	
<b>Gender:</b>	<b>Male</b> / <b>Female</b>
<b>Identification (tick box below):</b>	

	<b>I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.</b>
<b><i>Either</i></b>	
<b>UK Passport Number and Issuing Office</b>	
<b>UK Driving Licence Number (<i>with picture</i>)</b>	
<b><i>Plus</i></b>	
<b>National Insurance Card or current Work Permit Number</b>	
<b>Signature of authorised Employing Officer:</b>	
<b>Print name:</b>	
<b>Date:</b>	

## **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).

*For completion by the individual (named in Part one):*

<p>Have you ever been known to any Children's Services department as being a risk or potential risk to children?</p>		<p>YES / NO</p> <p><i>(if Yes, please provide further information below):</i></p>
<p>Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?</p>		<p>YES / NO</p> <p><i>(if Yes, please provide further information)</i></p>
<p><b>Confirmation of Declaration (tick box below)</b></p>		
	<p>I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.</p>	
	<p>In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.</p>	
	<p>I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.</p>	
	<p>I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is</p>	

	considered necessary to safeguard other children.
Signature:	
Print name:	
Date:	

**Club Welfare Officer .....**

**I have seen and checked the above responses, if any of the boxes above are ticked YES, I have referred this form to England Golf Governance Department for a risk assessment and advice.**

**Signed:**

**date:**

## Appendix 3

### Reference form - **WLGC**

#### Reference form

(Name)

has expressed an interest in becoming a club member of staff, volunteer / coach\* (\*delete as appropriate) and has given your name as a referee.

As this post involves substantial access to children and as an organisation committed to safeguarding children, it is important that if you have any reason to be concerned about this applicant that you do not complete the following form, but please contact me on:

Telephone:

Name:

Organisation:

Any information disclosed in this reference will be treated in confidence and in accordance with relevant legislation and guidance, and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he or she is offered the position in question.

- How long have you known the person?
- In what capacity?
- What attributes does this person have which would make him/her suited to a role working with children?
- How would you describe his/her personality?

Signed:

Date:

## Appendix 4

### **Insert Club Logo & Name**

#### **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
- 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
- Know and understand the WLGC 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
- 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
- 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 WLGC

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

## Appendix 5

### **Incident Report Form - WLGC**

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

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

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

Details of the allegations: [include: date; time; location; and nature of the incident]
---

Additional information: [include: witnesses; corroborative statements; etc.]

England Golf Governance department notified (01526 351824)

Case Number (if allocated):

Name of person spoken to:

Date:

Time:

Action taken:

Date:

Time:

Signature of Recorder:

Signature of Complainant:

**Data protection:**

WLGC 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.

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 – WLGC

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>WLGC 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

### **Social Media Guidance - WLGC**

This guidance gives procedures that will support and underpin the use of social networking and other online services within **WLGC**. It is important that all members, staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of **WLGC** 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](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 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](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 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 8

### **Whistleblowing Policy - WLGC**

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](mailto: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.

WLGC 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?**

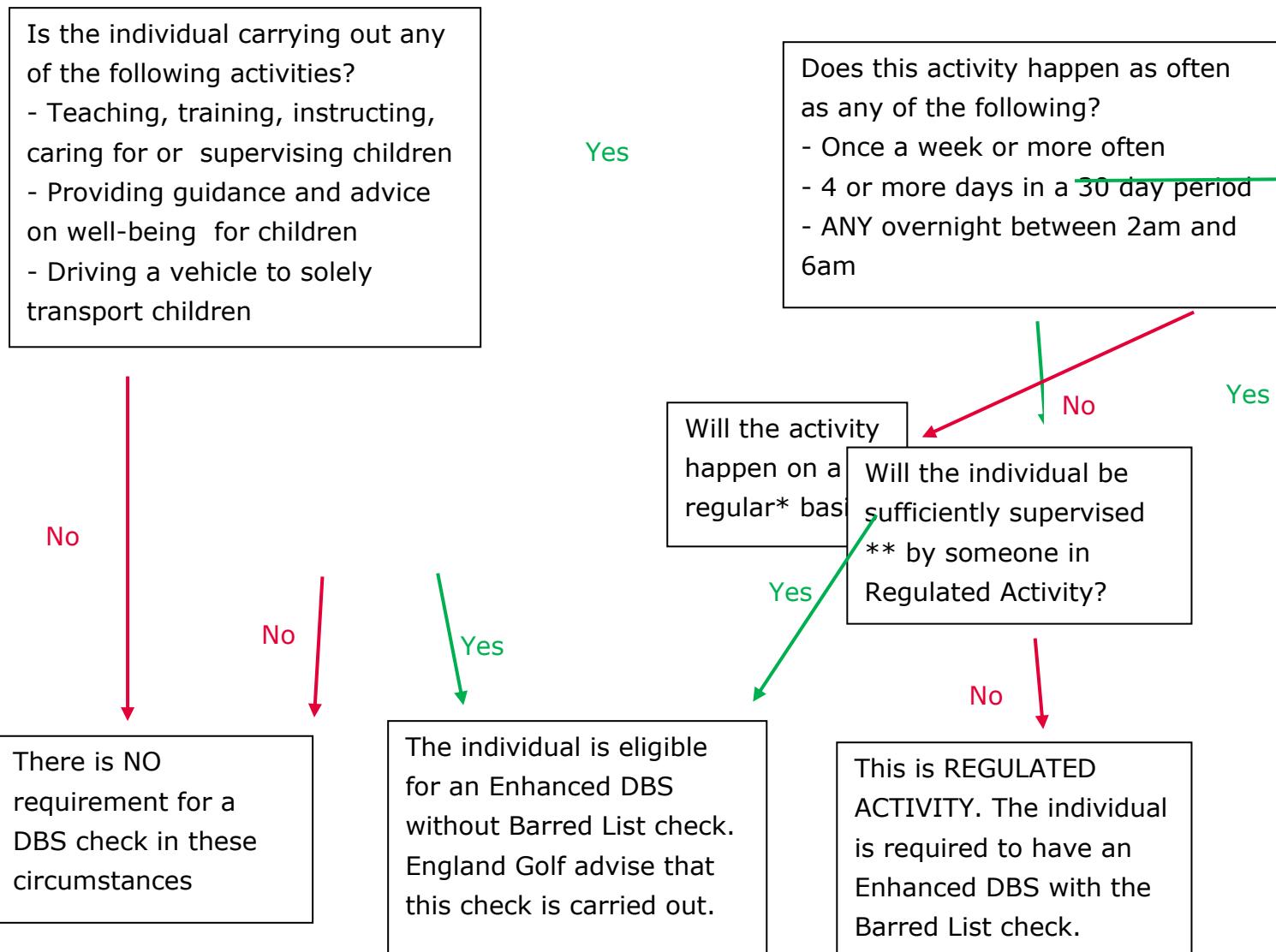
- You should be given information on the nature and progress of any enquiries – this may vary depending on the nature and result of the investigations.
- All concerns will be treated in confidence. During the process of investigating the matter, every effort will be made to keep the identity of those 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](mailto:help@nspcc.org.uk).

## Appendix 9

### 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 activity 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 10

### **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 11

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](#).

Additional appendices relating to the following areas can be accessed via



**Committed to delivering a safe environment for golf**

Is something worrying you?  
Do you need someone to talk to?

Speak to your club welfare officer

Club **WELFARE** officer

PHOTO  
Click to add photo

WELFARE OFFICER NAME HERE

WELFARE OFFICER MOBILE NUMBER HERE

WELFARE OFFICER EMAIL HERE

ABOUT ME  
A BRIEF INTRODUCTION, ABOUT YOU HERE...

Alternatively, you can speak to someone at

ChildLine 0800 1111  
NSPCC 0808 800 5000  
England Golf 01526 351851

[www.safegolf.org](http://www.safegolf.org)

[www.englandgolf.org](http://www.englandgolf.org) by visiting the SafeGolf resources hub area:

- Code of Conduct for Young Golfers

- Code of Conduct for Parents/ Carers of Young Golfers
- Managing Challenging Behaviour
- Junior Profile and Parental Consent Forms
- Photography Consent
- Guidance for Parents
- Managing Young People on Away Trips
- Safeguarding Children and Young People – a short guide for club members
- Anti-bullying Policy

While these appendices are not considered relevant by White Lodge Golf Club under their current composition (April 2021), they should be adopted if/ when this changes.