



**DerbyshireGolf**

# **Child Protection & Welfare Policy and Procedures**



**DUGC**



**DPGA**



**DLCGA**



# Derbyshire County Golf Partnership

## Child Protection & Welfare, Policy and Procedures

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This document along with specific guidance documents and individual forms for downloading can be found on the Derbyshire County Golf Partnership website: [www.derbyshiregolf.org](http://www.derbyshiregolf.org)

**Abbreviations used in this document:**

CGWO	County Golf Welfare Officer
CiG	Children in Golf
CPO	Child Protection Officer
CSC	Child Social Care (previously Social Services)
DBS	Disclosure and Barring Service - The CRB (Criminal Records Bureau) disclosure system and the Independent Safeguarding Authority (ISA) barring system merged 01 December 2012 to become the Disclosure and Barring Service. The merged organisation is responsible for both access to criminal records and for barring those deemed unsuitable to work with children and vulnerable adults.
DCGP	Derbyshire County Golf Partnership
DLCGA	Derbyshire Ladies’ County Golf Association
DPGA	Derbyshire Professional Golfers’ Association
DUGC	Derbyshire Union of Golf Clubs
EG	England Golf – the National Governing Body
LSCB	Local Safeguarding Children Board
NGB	National Governing Body
SCiG CMG	Safeguarding Children in Golf, Case Management Group

# Derbyshire County Golf Partnership

## Child Protection & Welfare, Policy and Procedures

The Derbyshire County Golf Partnership (DCGP) brings together the three Derbyshire bodies responsible for organising the game in the County:

- Derbyshire Union of Golf Clubs (DUGC) (representing the Men)
- Derbyshire Ladies' County Golf Association (DLCGA)
- Derbyshire Professional Golfers' Association (DPGA)

We are supported by: England Golf, Professional Golfers' Association, Golf Foundation, Sport England, Derbyshire Sport, and Derbyshire School Sport Partnerships.

Our overall aim is to encourage participation in the game at all levels and all ages in Derbyshire regardless of age, gender and background.

As we fund many coaching and other events we have developed our own Child Protection & Welfare, Policy and Procedures based on the Children in Golf (CiG) guidance (this can be viewed on the CiG website [www.childreningolf.org.uk](http://www.childreningolf.org.uk)) and nationally recognised examples of best practice.

The DUGC, DLCGA, and DPGA have signed up to this document and adopted it for their own organisations.

### Policy

#### Policy Statement

Derbyshire County Golf Partnership acknowledges its duty of care to safeguard the welfare of all children (defined as those under 18) involved in golf and endorses fully the safeguarding principles contained in the 'Guidelines for Safeguarding Children in Golf' to safeguard children's welfare by protecting them from poor practice, abuse and bullying. We will work across the County with governing bodies, clubs and others to promote best practice to safeguard the welfare of children participating in golf, and, secondly, to protect representatives and volunteers, thus providing a safe and enjoyable golfing experience for all. We will do this through:

- Producing and constantly reviewing our policy and guidance: and monitoring progress against our associated Action Plan.
- Raising awareness of our policy and procedures and posting a range of policy and guidance material on our website that can be downloaded.
- Encouraging and helping clubs to draw-up their own Child Protection Policy.
- Appointing a County Golf Welfare Officer.
- Having clear policy and procedures for the recruitment of staff and volunteers working with children including: self disclosures, references, and DBS checks.
- Conducting an induction for all staff and volunteers, this includes familiarisation with child protection policy and procedures.
- Having a code of conduct, consistent with CiG guidance and linked to DCGP disciplinary procedures, that all staff and volunteers are required to sign up to.

DCGP recognises the authority of the statutory agencies and is committed to complying with Local Safeguarding Children Board Guidelines (LSCB) and any documentation which supersedes these.

The DCGP policy is based on the principles below, UK and international legislation and government guidance and takes the following into consideration:

- The Children Act 1989 & 2004.
- The Data Protection Act 1994 & 1998.
- The Police Act 1997.
- The Human Rights Act 1998.

- The Protection of Children Act 1999.
- Caring for the young and vulnerable - Home Office Guidance for preventing the abuse of trust 1999.
- The Criminal Justice and Court Services Act 2000.
- What to do if you are worried a child is being abused 2005.
- Working Together to Safeguard Children 2010.
- The UN Convention on the Rights of the Child.
- Protection of Freedoms Act 2012

This Policy will be reviewed annually, and updated immediately on the introduction of any subsequent legislation or National Governing Body guidance relating to child protection.

## **Principles**

- A child's welfare is paramount in any DCGP funded activity and the DCGP will take all reasonable measures to provide and maintain a safe and caring environment.
- All children, regardless of age, gender, ability, disability, racial origin, religious belief or sexual orientation have a right to enjoy sport safely, free from all forms of abuse or poor practice and to be treated with dignity and respect.
- Children should have the confidence to rely upon representatives of the DCGP, PGA professionals and volunteers, and to be able to trust them, whatever the circumstances.
- All those working with children are expected to set a good example to the children in their charge.
- All suspicions and allegations of abuse, poor practice or inappropriate behaviour, such as bullying, harassment, neglect, mistreatment or violence will be taken seriously and responded to swiftly and appropriately.

The Management Committee has responsibility for ensuring that the policy and procedures are implemented, including taking any appropriate disciplinary action necessary.

The County Welfare Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate National Governing Body Lead Child Protection Officer and informing the appropriate club staff

Parents have a responsibility to work together with their children in implementing procedures and providing them with the necessary information to safeguard themselves.

## **Policies in Practice**

### **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/guardian 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.

### **County Golf Welfare Officer**

The County Golf Welfare Officer (CGWO) will undergo the required vetting procedure and access training through the CiG Education and Training Strategy. Their role is to:

- Advise the Management Committee on how to comply with the procedures described in the CiG Guidelines and implementation of their child protection plans.
- Be the first point of contact for staff, members, volunteers, children and parents for any issue concerning safeguarding children, poor practice, potential or alleged abuse.
- Ensure that all incidents and concerns are dealt with in accordance with policy guidelines.
- Ensure that all relevant members, volunteers and staff have the opportunity to access appropriate child protection training.

- Ensure that appropriate procedures for recruitment of staff and volunteers are in place and all existing staff or volunteers working with children have an up to date DBS disclosure/self disclosure.
- Maintain contact details for Child Social Care (CSC) (previously Social Services), the Police and NGB CPO.
- Ensure that Codes of Conduct are in place for staff, volunteers, PGA Professionals, coaches, and children and that there are guidelines for parents and they are communicated to the relevant parties.
- Have the primary responsibility to check that everyone who has significant access to children during activities is suitable for that role and has been vetted.

Whilst the County Golf Welfare Officer has responsibility for responding to any allegations, concerns or child protection incidents they are not required to make a judgement regarding an incident but to report the concerns to the England Golf Compliance Office 01526 351824.

The County Golf Welfare Officer for Derbyshire is Mrs Derren Payton, tel: 0114 2473381, email: countywelfareofficer@derbyshiregolf.org

### **Codes of Conduct & Behaviour**

Our Codes of Conduct and Behaviour are intended to protect children and those who come into contact with them from misunderstandings and false accusations.

All adults working with children will be required to sign-up to a Code of Conduct (see page 17). This has been drafted with reference to UK legislation and Government guidance, to ensure they are familiar with what is appropriate behaviour and will be held accountable to the standards within the code. Adherence to the Code of Conduct is embedded within disciplinary procedures to ensure that appropriate action may be taken, when or if necessary.

It is also important that parents and children understand their own responsibilities to help ensure that all participants enjoy and benefit in safety from the activities on offer. Guidelines for parents and a Code of Behaviour for children to sign-up to can be found on pages 20 and 19 respectively.

### **Communication**

Communicating with children by email is using addresses approved by parents and sent under the bcc section when sent to more than one child. On occasions where last minute information etc. is required to be passed on texting may be used but only when prior consent has been obtained from the parents and they are given the option to be copied into any texts their child will be sent. Anyone who contacts children on behalf of the DCGP will have been through relevant safeguarding checks and have undertaken a recognised safeguarding training (e.g. sports coach UK 'Safeguarding & Protecting Children' workshop or an equivalent). All emails and text messages sent to young people will be sent to the County Golf Welfare Officer, when parents have not requested to be copied in, to ensure that the email/text system is being used appropriately, and so they can respond to any concerns arising.

### **Data Protection**

The information held on children will be stored securely and only seen by those people who are responsible for their coaching and welfare. Children's details will never be sold to marketing companies or given out inappropriately. It may be necessary from time to time to pass on names and contact details to County and National Golfing Organisations in order to take advantage of special coaching, to play in county matches/competitions and access other benefits that may be available. Parents will be asked to confirm their agreement to this on the Junior Player Profile Form (page 41).

### **Disciplinary Procedures**

An allegation of abuse may give rise to a child protection investigation by the CSC department and/or a criminal investigation involving the police. In addition, if the abuse is alleged to have been committed in the course of a person's employment, he or she will be subject to DCGP/NGB disciplinary procedures and sanctions. See page 22 for the DCGP's Disciplinary Policy.

However, for volunteers, staff and PGA members, if the abuse is alleged to have occurred within the context of golf, it may also require separate disciplinary action by the DCGP and/or the NGB. In line

with the national bodies recommendations the DCGP will refer concerns about staff and volunteers' behaviour towards children to England Golf. If we withdraw permission for someone to work in a regulated activity, we must provide information to the DBS if we also consider that:

- We think the person has committed an offence that would lead to them being barred from working with children by the DBS
- We think the person's conduct endangers, or could endanger a child, or involves sexually explicit material relating to children or violence
- We think the individual may harm a child, cause a child to be harmed or put a child at risk of harm

Referrals must be made following an objective and fair assessment of the situation and facts. This could be as a result of our disciplinary process. It is important that we contact England Golf or the PGA if we consider that we may need to refer a matter to the DBS.

The NGB CPO, in consultation with the officers of the SCiG CMG, will make a recommendation as to whether any immediate action is required. If the Police and/or CSC are investigating the matter, the NGB may decide to await the outcome of these investigations, which may influence a disciplinary investigation, although not necessarily so.

The DCGP will consider whether to suspend the individual concerned while an investigation is taking place. This is not intended to prejudge the outcome of the investigation, but simply to remove the individual from contact with children until the investigation is concluded. England Golf have drafted guidance in handling suspensions in Child Protection matters for counties and clubs and these have been incorporated into the DCGP Disciplinary Policy.

Details of organisations that can support those against whom allegations have been made, children, their parents, and others involved in a child protection case can be found in the Support Services Contact List on page 34.

### **Junior Player Profile Forms**

The safety and welfare of children taking part in our funded activities is paramount. If a child falls ill or has an accident whilst attending an activity, it is important that information is available for medical staff or first aiders. Disabled children have particular requirements. Not all impairments, such as learning difficulties, are immediately apparent, but can affect the behaviour of the child or their ability to participate. It is therefore important that we are aware of any illness, medical condition and other relevant health details in order that their best interests are addressed.

Parents/carers of all children taking part in DCGP activities will be asked to complete a Junior Player Profile Form detailing existing illnesses/conditions; allergies etc, GP, emergency contact details and giving consent for DCGP representatives to act in loco parentis in an emergency (see page 41). This will help to ensure that accidents and emergencies can be handled effectively and that appropriate care can be provided. The form can be downloaded from the DCGP website [www.derbyshiregolf.org](http://www.derbyshiregolf.org).

This form must be handed to officials when signing in to an event. At the end of the event the form will be handed back ready for use at the next event. Forms will be held by a responsible adult at the event and access to the forms will be limited to those responsible for the supervision and welfare of children. A written record will be kept of any injury/illness that occurs, along with the details of any treatment given (see page 46). A copy of the form should be sent to the County Golf Welfare Officer as a precautionary backup.

### **Media Imaging**

As part of our commitment to the safety and welfare of children we do not permit photographs, video or other media images to be taken or used by representatives of the DCGP without the informed consent of the parent/guardian and the Junior Member on the Junior Player Profile Form (page 41).

Where consent is obtained, images of children could be used as part of the coaching programme; to celebrate success; to encourage other young people to take up golf; or promote DCGP activities. They may appear in local publications e.g. Derby Telegraph, Derbyshire Times, leaflets about the DCGP; shown in a public place e.g. Golf Club notice boards; or on the DCGP website. The name of the child in an image that is to be published will only accompany the image where specific consent has been obtained from the parents to do so.

## Physical Contact

Physical contact should only be used if the aim is to:

- Develop golf skills or techniques – although wherever possible alternative means should be used for example, by holding the club shaft rather than the child's hands or arms to correct alignment.
- To treat an injury.
- To prevent an injury or accident from occurring to the child or another person.

If physical contact is unavoidable the nature and reason for it must be explained and permission given for it by the young person. Young people should be encouraged to voice concerns they may have if any physical contact makes them feel uncomfortable or threatened.

Contact must not involve touching genital areas, buttocks, breasts or any other part of the body that might cause distress or embarrassment. If physical contact is unavoidable it must take place in an open or public environment in sight of other people.

## Recruitment and Child Protection Training

DCGP will endeavour to ensure that all representatives and volunteers working with children are suitable to do so, and that they have all the information they require to perform their job effectively and appropriately.

Recruitment for paid employment or volunteering will follow national guidelines in the Children in Golf guidance and be compliant with the Disclosure and Barring Service (DBS) regulations.

If the work that a volunteer or member of staff does fits within the definition of "regulated activity" then the club/county they work for is able to ask them to provide a current DBS check (via England Golf or the PGA only), renewable after 3 years, which will provide details of the person's criminal record and also will make clear whether they are barred from working with children.

"Regulated activity" is defined as where someone is teaching, training, instructing, caring for or supervising children, or providing advice or guidance on well-being or driving a vehicle only for children, when this activity is done regularly and unsupervised.

"Regularly" is considered to be at least once a week. If the activity was taking place on 4 or more days in a 30 day period, this would also fall within the definition.

Supervision must be by a person who is working in a regulated activity, must be day to day and must be "reasonable in all the circumstances to ensure the protection of children".

See Annex 5 (page 27 ) for a Flow Chart To Determine If An Individual Is In 'Regulated Activity'

See Annex 6 (page 29 ) for CRB/DBS Frequently Asked Questions

If the activity meets the requirements of the definition, but is supervised, then the club/county will only be able to request a DBS check with the criminal record information, NOT the barring information.

We require that all representatives and volunteers who fit into the above definition provide the following:

- A current Disclosure and Barring Service check
- A self-disclosure declaring any convictions or cautions, including all spent or unspent convictions.
- A Job Application Form or Volunteer Personal Details Form
- References from at least 2 people
- Basic personal details and information of their previous experience with children
- A signed Code of Conduct

All DBS applications are now processed online. To start the process, applicants or golf clubs/County Organisations must contact England Golf, email: [m.reed@englandgolf.org](mailto:m.reed@englandgolf.org) phone: 01526 351824 – Margaret Reed or contact the PGA for PGA members: 01675 470333.

All representatives and volunteers involved with children will attend an induction session and receive a copy of the DCGP Child Protection & Welfare, Policy and Procedures. They will be asked to confirm that they have read, understood and agree to abide by the Policy and Procedures.

Representatives and volunteers will be offered access to appropriate child protection training. The sportscoachUK 'Safeguarding and Protecting Children' course is recognised by the Children in Golf Strategy Group as the most appropriate training for coaching staff and volunteers. The DCGP

recommends this course and will ensure that all representatives and volunteers who have significant contact with children attend and continue to attend within 3 year intervals.

### **Responding to a Report of Abuse/Inappropriate Behaviour**

Inappropriate behaviour includes inappropriate physical contact, discussions, remarks or innuendo.

Everyone has a duty to make sure concerns are reported and acted on quickly but appropriately. All reports of abuse/inappropriate behaviour of whatever nature must be reported. All reports will be actioned in line with national guidance on safeguarding and disciplinary procedures.

### **Social Media**

The use of social networking sites such as Facebook, Twitter, etc. are a huge phenomenon and are increasingly used as a communication tool. These sites permit users to chat online, post pictures, send messages, write 'blogs' and so on, using an online profile that can be publicly available or restricted to an approved circle of online 'friends'.

With all emerging technologies, there is the potential for misuse. Potential risks include cyberbullying (bullying online), grooming and potential abuse by online predators, identity theft and exposure to inappropriate content.

Safety online is an integral part of child welfare today, rather than an isolated issue. Our procedures address the safeguarding of children and young people online, including how to report concerns and deal with any incidents.

### **Supervision**

During coaching sessions the club will endeavour to ensure that there is at least one Coach/volunteer present for every 8 children.

Parents will be encouraged to stay for coaching/competitions & other events where their children are of an age where their supervision is required.

If there are young children (under 10 years of age) attending events, activities, coaching or playing sessions they will be supervised at all times.

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.

### **Transport**

It is the responsibility of the parent/carer to organise the transport of their child/ren to and from organised activities.

Where it is necessary for representatives of the DCGP to transport children to events they must have written permission from parents/carers to do so. Details of the driver, car, destination, route, and estimated time of collection/return will be communicated to the parents/carers.

All parties should have the relevant emergency contact numbers.

All drivers of vehicles should ensure that their vehicle is roadworthy and that they have valid road licence and insurance and ensure that all passengers obey the law during journeys.

Vehicles and drivers must be registered with the club or the Derbyshire Ladies' County Golf Association or the Derbyshire Union of Golf Clubs depending on which organization you are provided transportation for. The registration form is on pages x and x.

Children should wear seatbelts. They should have a booster seat if they are under 12 and less than 135cm tall.

Vehicles must conform with current no smoking legislation.

Anyone, other than the parent/carer, transporting children should avoid:

- Waiting alone with a child in a vehicle. If this is unavoidable, drivers should ensure that the young person is in the back of the car.
- Taking the child to the driver's home or to another location.
- Sending a child home with another person without permission of parent/carer.

Where a child is awaiting collection the supervising adult should wait with the child, wherever possible, with other DCGP representatives, volunteers or parents.

Where a child has not been collected as arranged the DCGP representative will attempt to contact the parent and the person nominated as the emergency contact. If this fails consideration should be given to contacting the police for their advice.

### **Vetting of Activities and Venues**

DCGP requires that risk assessments are conducted for all DCGP funded activities and venues used (see page 47).

### **Whistle Blowing**

Everyone has the right and the responsibility to raise genuinely held concerns about abuse or inappropriate behaviour without fear of reprisal. Staff, volunteers, PGA Professionals, coaches, parents and other juniors may be the first to have concerns about a child's safety and welfare. However, they may be reluctant to express their concerns as speaking up may be difficult. They may also fear harassment or victimisation. In these circumstances it may seem easier to ignore the concern rather than report what may just be a suspicion of poor practice.

All instances should be referred to the County Golf Welfare Officer for action. When individuals feel unable to follow the normal reporting procedures (see Flowcharts 1 or 2, on pages 32 and 33) or have already followed the procedure and consider that the issues have not been adequately addressed, they are encouraged to contact the NGB CPO where they can share their concerns, in confidence, without fear of victimisation, subsequent discrimination or disadvantage.

Whilst it is not required that 'whistle blowers' provide absolute proof that their suspicions are well founded they should have reasonable grounds for their suspicions. Individuals will be encouraged to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they will be actioned.

All concerns will be taken seriously and managed accordingly within the CiG Safeguarding and Child Protection Policy. Disclosures will be treated in a confidential and sensitive manner. The DCGP will fully support and protect those, who, in good faith, report their concern that someone has demonstrated poor practice or has abused, or may be, abusing a child. The identity of the individual making the allegation will be kept confidential so long as it does not hinder or frustrate any investigation. However, depending on the seriousness of the allegation, particularly when it may be necessary to seek advice or inform the Police or Children's Social Care, it may not be possible to keep the source of the information hidden as they may need to provide a statement as part of the evidence required. The individual will be given prior notice of this and a chance to discuss the consequences. The DCGP will ensure that support is available both during and following an incident or allegation.

## Guidance

### Recognising and Handling Poor Practice, Harassment, Bullying and Abuse

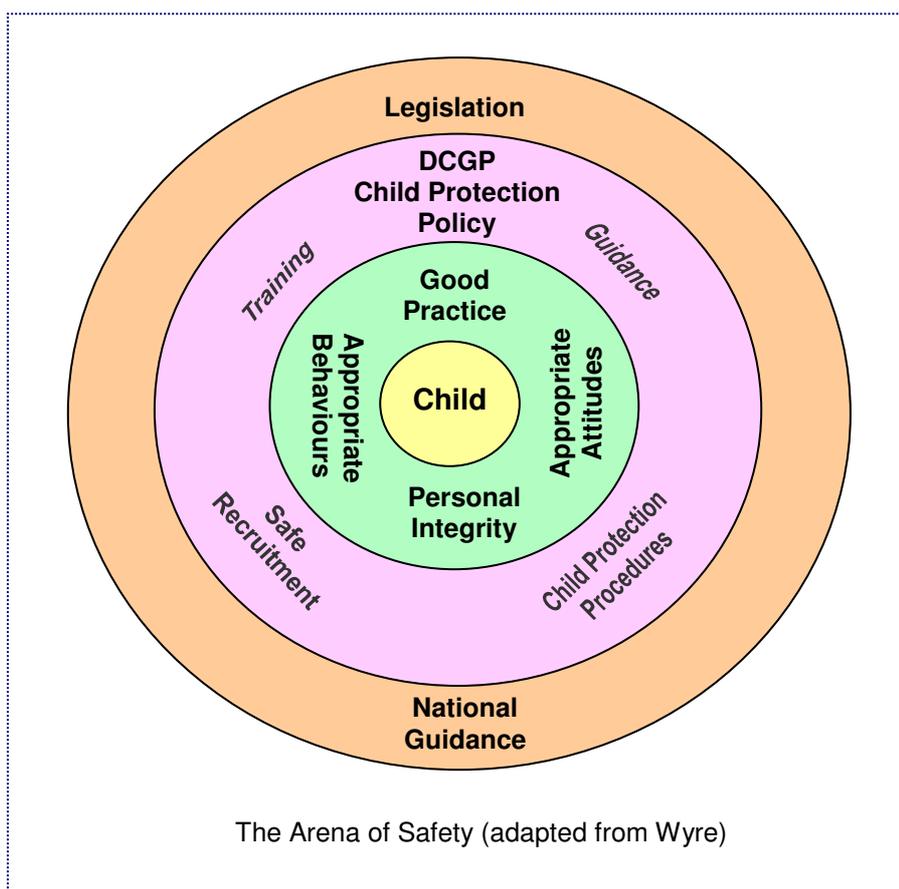
#### Introduction

The Derbyshire County Golf Partnership (DCGP) aims to ensure that all representatives, whether directly employed or volunteers have an appropriate understanding of, and are alert to, potential indicators of child abuse and neglect.

The following guidance addresses the recognition of abuse in its various forms and how concerns and disclosures should be handled. Through these mechanisms DCGP aims to establish an arena of safety for young people to prevent abuse from occurring and where abuse is suspected or does occur ensuring that it is effectively identified and managed.

The concept of an Arena of Safety, developed by Ray Wyre<sup>1</sup>, provides a model of good practice to protect children. The Arena of Safety places the young person at the centre of a series of concentric circles representing protective mechanisms surrounding the young person.

Closest to the young person are protective adults, within and outside of the family, including those within golf. Surrounding the protective adults are best professional practices, policies, procedures, guidance, and training ensuring clear professional boundaries and the effective processing and dealing of concerns when they arise. In the outer circle is legislation and national guidance.



The Arena of Safety *'is a place of safety for not just for children but also for adults. It's a place where the staff have appropriate attitudes and life style. Where the behaviours are appropriate and where the regime and cultural practices are safe'* (Wyre). The model ensures that the breaches of boundaries are identified, with the responsibility being on the person breaching the boundaries to justify their actions.

<sup>1</sup> *The 'Arena of Safety' and the Aware Culture* – The Practitioner Guide Series, Ray Wyre Publishing

All adults working with children will be required to sign-up to a Code of Conduct (see page 17).

Our Codes of Conduct are intended to protect children and those who come into contact with them from misunderstandings and false accusations. The majority of misunderstandings can be avoided if you ask yourself the following questions:

- Does this contravene the DCGP Child Protection & Welfare Policy and Procedures?
- Is this in the child's best interest?
- Whose needs are being served - does this action benefit me rather than the child?
- Will this have an impact on the coaching I am delivering?
- Am I treating this child differently from others (e.g., more coaching, more individual attention)?
- Does this young person mean something 'special' to me?
- Am I taking advantage of the young person?
- How would the child's family or a colleague view this?
- How would I feel telling a colleague about this?
- Am I comfortable in documenting my behaviour?
- Should I make a note of my concerns or consult with a colleague?

### **Definitions and Recognising the Signs**

The following definitions are adapted from Department of Health (2006) 'Working Together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children' and Guidelines for Safeguarding Children in Golf.

### **Social Media**

With all emerging technologies, there is the potential for misuse. Potential risks include cyberbullying (bullying online), grooming and potential abuse by online predators, identity theft and exposure to inappropriate content. The internet may expose children to inappropriate content including self-harm, racism, hate or adult pornography, or encourage them to post inappropriate content themselves. The latest mobile telephone technology means that access to this media is becoming ever easier and can be almost instantaneous.

Developing a basic knowledge of the technology used within the club/organisation can help staff members, coaches, volunteers and members manage risks and deal with incidents, as well as support junior members and parents who seek advice. Further information, including a range of online guides for children, parents/carers and professionals about the benefits and risks of various technologies, are available from:

Childnet – A 'know it all' guide, [www.childnet.com](http://www.childnet.com).

Teach Today – A useful guide to the technologies, [www.teachtoday.eu/en/technology-today/key-technologies.aspx](http://www.teachtoday.eu/en/technology-today/key-technologies.aspx).

Thinkuknow – The Child Exploitation and Online Protection Centre (CEOP), a UK law enforcement agency, provides awareness resources for parents, young people and professionals, [www.thinkunow.co.uk](http://www.thinkunow.co.uk).

### **Poor Practice**

This is behaviour that falls short of abuse but is nevertheless unacceptable. Such behaviour, however, may sit within the bounds of poor practice. For example, a seemingly quite insignificant disciplinary action directed at a child may in certain circumstances be misinterpreted.

All those involved with children are advised to try to avoid placing themselves in situations where their conduct may be open to question.

### **Harassment**

It is for individuals to determine what behaviour is acceptable to them and what they regard as offensive. It is the unwanted nature of the conduct that distinguishes harassment from acceptable behaviour.

## **Bullying**

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, in situations where it is difficult for those bullied to defend themselves. It can take many forms. The main types are:

- Physical e.g. hitting, kicking, theft etc.
- Verbal e.g. racist or homophobic remarks, threats, name-calling etc.
- Emotional e.g. isolating an individual from the activities and social acceptance of the peer group; vindictive emails and texts etc.
- Cyberbullying is one of the worst, most menacing forms of bullying because it can be so hard to escape. It can follow children and young people around 24 hours a day, targeting them whenever they are online, even at home. Bullying online is as serious as bullying in the real world and must not be tolerated.

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.

Bullying can occur between an adult and child, and child to child. In either case it is not acceptable within golf. The competitive nature of golf can create an environment that provides opportunities for bullying. The bully may be:

- A parent who pushes too hard
- A coach who adopts a win-at-all-costs philosophy
- Another child or older player who intimidates
- An official who places unfair pressure on a person.

There are a number of signs that may indicate that children are being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, a reluctance to go to school, training or sports club.
- A drop in performance at school or standard of play
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and comfort bingeing (e.g. food, cigarettes or alcohol)
- A shortage of money or frequent loss of possessions
- Drop-out of newer members

These examples are not exhaustive and the presence of one or more of the indicators is not proof that bullying or harassment is actually taking place.

It is not the responsibility of those working in golf to decide that bullying or harassment is occurring but it is their responsibility to act on any concerns.

## **Abuse**

Abuse or neglect of a young person may be caused by inflicting harm or by failing to act to prevent harm. Children may be abused in a family, institutional or community setting by those known to them, or more rarely, by a stranger. Some children also abuse other children and there is growing evidence to suggest peer abuse is an increasing concern.

There are four main forms of abuse:

**Neglect** - occurs where adults persistently fail to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve failing to:

- Provide adequate food, clothing and shelter
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision
- Ensure access to appropriate medical care or treatment

Neglect in golf could include a coach failing to ensure that children are safe and comfortable, or exposing them to undue cold or to unnecessary risk of injury.

**Physical abuse** - where someone physically hurts or injures a child. Examples of physical abuse in golf may be when the nature and intensity of training and competition exceeds the capacity of the young person's immature and growing body or when drugs are used to enhance performance.

**Sexual abuse** – involves forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of what is happening. They may include non-contact activities, such as involving children in looking at, or, in the production of sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

An example of perceived sexual abuse in golf is where a coach fails to explain the need for physical contact (e.g. for safety reasons) at the outset with parents and children.

There are a growing number of cases in sport where adults have used social networking sites as a means of grooming children and young people for sexual abuse. The internet can be an environment where children lower their guard, as they may not see it for the public forum it is. If an adult is able to discover information about a young person's interests and social habits, they can figure out ways to appeal to them and gain their trust. Any personal information offered may also allow them to identify and locate them offline.

There have also been a number of cases in sport where adults have used a child's online identity (i.e. identity theft) in order to groom another child for sexual abuse.

Online grooming

The CPSU briefing provides more information about the potential indicators of online grooming and the sexual exploitation of children:

[www.nspcc.org.uk/Inform/cpsu/resources/briefings/social\\_networking\\_services\\_wdf69029.pdf](http://www.nspcc.org.uk/Inform/cpsu/resources/briefings/social_networking_services_wdf69029.pdf).

Online grooming techniques may include:

- gathering personal details such as age, name, address, mobile phone number, name of school and photographs;
- promising meetings with sports idols or celebrities;
- offering cheap tickets to sports or other events, gifts including electronic games or software, or merchandise;
- paying a child/young person to appear naked or perform sexual acts;
- bullying and intimidating behaviour, such as threatening to tell a child/young person's parents about their communications, or saying they know where the child lives, plays golf, or goes to school.
- Asking sexual-themed questions such as 'Do you have a boyfriend?' or 'Are you a virgin?'
- Sending sexual-themed images to a child, depicting adult content of abuse of other children.
- Masquerading as a minor or assuming a false online identity in order to deceive a child.
- Using school or hobby websites (including sports) to gather information about a child's interests, likes and dislikes.

**Emotional abuse** – is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as their self-worth is dependent upon sporting success. It may involve age or developmentally inappropriate expectations being imposed upon children. It may involve causing children to feel frightened, nervous, withdrawn, or in danger by

being constantly shouted at, threatened or taunted. Some level of emotional abuse is involved in all types of ill treatment of children.

Emotional abuse in golf may occur, directly or through social media, if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.

### ***Indications That a Child May Be Being Abused***

These may be difficult to recognise but there are signs that could alert you. These include:

- Unexplained or suspicious injuries, such as bruising, cuts or burns, particularly where situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expresses concern about the welfare of another child.
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Being prevented from socialising with other children.
- Displaying variations in eating patterns including overeating or loss of appetite.
- Loss of weight for no apparent reason.
- The child becoming increasingly dirty or unkempt.

This list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. Some changes in behaviour can be caused by changes at home, for example, bereavement and parents are encouraged to inform the PGA Professional, coach or CGWO of any such circumstances.

## **Responding to a Child's Disclosure of Abuse or Inappropriate Behaviour**

### **Introduction**

Children will often disclose abuse when they feel safe and can trust the person to whom they are talking. This is both a privilege and responsibility and it is therefore essential for you to be clear about your role and responsibilities.

**It is not your responsibility to investigate abuse/inappropriate behaviour or decide if it has taken place. You must pass all information to the County Welfare Officer for further action (see page 34 for contact details).**

Abuse can and does occur in a variety of situations, which may include sport or other social activities. but most often takes place at home. It's rarely a one-off occurrence in these cases, so it's crucial those involved in golf are aware of this, and understand that all allegations should be taken seriously. and appropriate action taken.

There is a responsibility to inform appropriate agencies of possible abuse so that they can then make enquires and take any action necessary to protect the child. This applies to both suspicions of abuse occurring within the context of golfing activities and to allegations that abuse is taking place elsewhere.

Be aware that questioning a child may act to 'contaminate' the child's evidence if the matter later results in court proceedings. Questioning may also deter a child from repeating their allegation to the police or social workers.

Where it is felt necessary to ask a child questions in order to clarify what they have said, the questions should be 'open'. For example you may ask: "can you tell me what happened?" rather than "Did XXXX hit you?"

## Action

If a child alleges abuse/inappropriate behaviour or information is received which gives cause for concern, you should keep calm and keep an open mind:

### Listen

- Listen carefully to what is said and take the child seriously
- Do not interrupt or try to silence a child
- Do not express surprise, shock, anger or moral judgement

### Clarify

- Do not jump to conclusions
- Keep questions to a minimum only to clarify whether you have understood what you have been told. Avoid asking leading questions or saying things like:
  - “What, why, how, when, where, who?”
  - “Are you sure”
  - “Why didn’t you say before?”
  - “I don’t believe it”
- **Do not ask for further details about the abuse/inappropriate behaviour** – this is the role of the police and social services and can cause problems if the wrong questions are asked.

### Explain

- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others and who they may be – do not keep secrets.

### Reassure

- Reassure the child that they have done the right thing in telling you.
- Be honest – don’t promise things that are outside of your power to deliver.
- As appropriate, explain to the child that you will support them.

### Record and Report

Always make a clear written record of your concerns, observations and conversations, using the child’s own words, as soon as is practicable after the event. The incident Report Form (see page 43) will help you to ensure that all relevant details can be reported. All records must be signed and dated. Report your concerns in line with the guidance below.

## Reporting and Managing Concerns

When an allegation or concern has been made, it is important that the correct reaction and procedure about how to report that concern is followed. The points below will assist:

### Outside of Golf

There may be occasions when a concern is raised regarding alleged abuse outside of golf.

If the referral relates to an incident outside golf:

- The County Golf Welfare Officer (CGWO) should be notified.
- CGWO may notify CSC or the Police.
- No further action will be taken under golf procedures.
- In partnership with the appropriate agencies, golf may need to provide support for the child and person making the referral.

Working in a school – you must inform the designated teacher, who will follow the Local Safeguarding Children’s Board (LSCB) procedures.

Working on a local authority programme – you must inform the Local Authority Designated Officer for Derbyshire on 01629 532169.

(See Flowchart 1, page 32)

### **Inside Golf**

There may be occasions when a concern is raised regarding alleged abuse inside golf.

If the referral relates to incidents of possible child abuse within golf:

- The CGWO should be notified.
- The CGWO must notify the local CSC and/or the Police and England Golf Compliance.
- England Golf Compliance will notify the SCiG Case Management Group (CMG), as required.
- England Golf Compliance should seek guidance from the local CSC officer with respect to consulting with parents and keep you informed of progress.
- Advice from CSC and/or Police should be taken into account when determining the timing of any investigation, which may be being considered under the England Golf Disciplinary Procedures.

**If the CGWO or England Golf Compliance is not available, delay must be avoided and advice sought from the local CSC, the Police, the LSCB or the NSPCC. As soon as possible, inform England Golf Compliance and explain action taken to date.**

(See Flowchart 2, page 33)

An adult, who was abused as a child by a person who is still working with children, may make allegations of abuse, some time after the incident, for example. Where such an allegation is made, you should follow the set procedures. This is because other children, either within the sport or outside it, may be at risk from this person.

**NB: Anyone who has a previous criminal conviction for offences related to abuse is legally prohibited from working with children.**

In all instances if an incident is reported, ensure that England Golf Compliance is made aware. It is essential that any concerns or allegations are dealt with centrally, rather than just within the DCGP. The concern or allegation may be one part of a much wider picture concerning that child or adult.

To protect a child from any further potential risk and also to protect the person against whom the allegation is made, it is essential that any concerns or allegations are dealt with confidentially. Until such time as the allegations are substantiated, only those who can assist with the handling of the case should be informed. Even if the allegation is after investigation unfounded, the rules of confidentiality are to be adhered to.

In line with data protection principles, all records kept by the DCGP and England Golf Compliance must be kept securely, with limited access to authorised people.

### **Reporting concerns about possible online abuse**

Illegal images of child sexual abuse should be reported to the Internet Watch Foundation ([www.iwf.org.uk](http://www.iwf.org.uk)) and to the police.

Reports about suspicious behaviour towards children and young people in an online environment should be made to the Child Exploitation and Online Protection Centre, CEOP ([www.ceop.gov.uk](http://www.ceop.gov.uk)). Law enforcement agencies and the service provider may need to take urgent steps to locate the child and/or remove the content from the internet.

If potentially illegal material or activity is found or suspected on technology provided by the club, or that the club has access to, the evidence should be made secure and preserved. The police or the IWF can provide further advice on this when a report is made. In the case of reports about suspected illegal material held on personal devices owned by members, the report should include where the suspected illegal material can be found, for example a website address.

Potentially illegal material should not be circulated or distributed within the club. The number of people involved in making a report should be kept to an absolute minimum, and ideally should include the Club Welfare Officer.

Where a child or young person may be in immediate danger, always dial 999 for police assistance.

## Dealing with Concerns and Allegations

**It is not the responsibility of the CGWO or those working in Golf to make judgements as to whether or not child abuse is occurring. However, it is their responsibility under a duty of care to respond to inappropriate behaviour, abuse or bullying and act on any concerns. If the issue concerns abuse it is the CWO's responsibility to act on any concern and refer it to CSC and/or police and England Golf Compliance. The NSPCC Helpline (0800 800 5000) can talk through any concerns anonymously.**

If action needs to be taken urgently, contact the police by dialling 999. The police and CSC provide out of hours service.

When a disclosure is made to CSC, they are legally bound to make enquiries where a child may be at risk of 'significant harm'. If a criminal offence is suspected, the CSC will always work in partnership with the police. Their primary duty is to ensure the welfare of the child.

All information received and discussed must be treated in confidence and only shared with those individuals within the organisation who will be able to manage and resolve the situation.

## Dealing with Allegations

Any allegations involving inappropriate behaviour towards a child must be taken seriously, investigated and treated confidentially. . If an allegation is made against a particular person, the outcome may include any or all of the following:

- They will be asked to stop working with children in golf immediately whilst a full investigation is carried out. This is to protect all parties involved. There may be three types of investigation, each of which may have some level of England Golf Compliance involvement:
  - Disciplinary or misconduct – England Golf Compliance may be involved.
  - Criminal – the Police are involved.
  - Child protection – CSC are involved (possibly involving the Police).
- On completion of the investigation England Golf Compliance will help assess whether it is appropriate for the person to return to work with children in golf, and how this will be managed.
- Grievance, disciplinary and appeals procedures will be conducted in accordance with the DCGP's recognised procedures (see page 22).

England Golf Compliance will assess on a case-by-case basis any support needed for the person about whom the allegations have been made. They may choose to appoint an independent person to provide this support.

When a disclosure is made to CSC, they are legally bound to make enquiries where a child may be at risk of "significant harm". If a criminal offence is suspected, the CSC will always work in partnership with the Police. Their primary duty is to safeguard and ensure the welfare of the child and to work within the LSCB Procedures.

Information passed to the CSC or the Police must be as helpful as possible – hence the necessity for making a detailed record at the time of the disclosure or concern. Good contemporaneous and detailed record keeping is essential in child protection in order to:

- Assure reliability.
- Support you if the matter should go to court.

Reporting the matter to the Police or CSC should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to CSC must be confirmed in writing within 24 hours.

A record must also be made of the name and designation of the CSC officer or Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. A copy of this information should be sent to England Golf Compliance.

If after consideration and investigation by the CSC or the Police, the incident is deemed to be poor practice, bullying or harassment, the DCGP or England Golf Compliance are empowered to deal with this as misconduct, and apply their Disciplinary Policy and Procedures.

If you have any queries or would like to discuss any issue related to child protection, please contact the England Golf compliance department telephone: 01526 351824. Other sources of advice are:

- NSPCC 24 hour Freephone helpline 0808 800 5000. [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

NSPCC have a Child Protection In Sport Unit (CPSU ) telephone 0116 234 7224

CHILDLINE UK 0800 1111

- You can access any of the information through the NGB website [www.englandgolf.org](http://www.englandgolf.org) or visit [www.childreningolf.org](http://www.childreningolf.org)

Every effort will be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate to children, parents, members of staff and volunteers.

**GOLDEN RULE: Do Something Now – The child's welfare is paramount and any referral should not incur unnecessary delay.**

### **Safeguarding Children in Golf Case Management Group (SCiG CMG)**

The SCiG CMG is made up of people who have been trained to respond to referrals of child welfare issues. Each NGB has a dedicated Case Management Officer who is part of this group.

Where a concern is reported relating to child protection, the Case Management Officer will be able to advise the club. This advice will mainly relate to the 'route' a case should take via golf processes and/or external agencies. When a case is referred to the CMG, the Officer is likely to undertake some preliminary investigation to determine the level of support and direction that will be needed. For example, allegations of 'low risk' poor practice would be referred back to club complaints/disciplinary procedures with advice, whilst suspected child abuse would be dealt with at a national level via disciplinary procedures and statutory agencies. One of the functions of the SCiG CMG is to complement and coordinate any action being taken by external agencies.

The CMG group comprises members who have experience, understanding and awareness of child welfare issues, decision-making processes, criminal justice, and best practice in golf. The group will ensure that the decision-making process is consistent and fair across golfing organisations, and separated from the process of investigation

## **Annex 1: Code of Conduct for Those Involved in Coaching or Other Activities**

### **Responsibilities and Rights**

- Respect the rights, dignity and worth of every person and the rights of all children to be treated as individuals.
- Help create and maintain an environment, free of fear and harassment, where all children have an equal opportunity to participate and are empowered to achieve. Ensure that activities are appropriate for the age, experience and ability of the individual.
- Be familiar with the DCGP's Child Protection & Welfare Policy and Procedures.
- Do not discriminate on the grounds of gender, marital status, ethnicity, disability, sexuality, age, religion or political opinion.
- Do not condone or allow to go unchallenged any form of discrimination or prejudice.
- Ensure that allegations made by or regarding a young person are challenged sensitively, recorded and acted upon promptly.
- Report any concerns you may have in relation to a child or the behaviour of an adult, and follow reporting procedures.
- Do not meet children alone in their home or invite a child to your home, and never share a room with a child.
- Ensure that any physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval. For example: never use physical restraint (e.g. holding) unless necessary to prevent personal injury to the child, other people, or serious damage to property.
- Always try to work in an open environment (e.g. avoid private or unobserved situations).
- Arrange to transfer a child to another personal coach if it is clear that an inappropriate relationship is developing.
- Promote the welfare and best interests of children and the concept of a balanced attitude, supporting the well-being of the child both in and out of golf.
- Be aware of the physical limits of children and ensure that training loads and intensities are appropriate for the age, maturity, experience and ability of the individual.
- Recognise the rights of parents and children to confer with other coaches and experts.
- Always emphasise that the well being and safety of the child is more important than the development of performance, winning or achieving goals.
- Never leave the coaching/event venue until all children have been dispersed safely. No child should be left alone or be left to make their way home alone. If you have to wait with a child for parents to arrive do so in the company of others.
- Make golf fun, enjoyable and promote the positive aspects of golf (e.g. fair play, honesty and etiquette).
- Hold relevant qualifications and attend appropriate training to enable you to keep up-to-date with your role and matters relating to the welfare of children..
- Hold appropriate insurance cover.
- All Staff, Volunteers and coaches who work regularly with children must have a current DBS clearance, approved by England Golf Compliance Office.

### **Communication Standards**

- Develop working relationships with parents and children based on openness, honesty, mutual trust and respect.
- Communicate with children in a manner that reflects fairness, honesty, respect and care; encourage them to give you feedback and to express their views without fear of ridicule.

- Give enthusiastic and constructive feedback rather than negative criticism.
- Consider the child's opinions when making decisions about their participation.
- Explain to parents, as appropriate, the potential impact of the coaching programme on the child.
- Be clear about the length of sessions and finishing times to assist parents/carers to know when to drop off and collect their children.
- Inform parents and children of the etiquette and practical considerations when playing golf.
- Inform parents of any potential financial implications.
- 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.
- Copy parents into communications to children if they have so requested. When parents have not so requested include the CGWO in any communications.
- Use the privacy settings on the various sites to ensure that your content will only be viewed by appropriate people. For example emails should be sent under the bcc section when sent to more than one child.
- 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 on using social media safely.
- 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.
- Ensure you follow text and email safeguarding guidelines:  
[http://www.nspcc.org.uk/Inform/cpsu/resources/briefings/text\\_and\\_email\\_messaging\\_wdf66628.pdf](http://www.nspcc.org.uk/Inform/cpsu/resources/briefings/text_and_email_messaging_wdf66628.pdf)

### **Personal Standards**

- Be a positive role model by demonstrating high standards of proper personal behaviour, conduct, language, manner, punctuality, preparation, presentation and appearance at all times.
- Never use any kind of physical punishment/chastisement or resort to: bullying tactics, abuse (physical, sexual, verbal, or emotional) or embarrassing, humiliating or undermining a child.
- Do not engage in any form of sexually-related contact with children. Sexual innuendo, flirting or inappropriate gestures and terms are also unacceptable.
- Do not smoke, drink alcohol or use recreational or performance-enhancing drugs while actively working with children. This reflects a negative image and could compromise the safety of the children.
- Do not use inappropriate and unprofessional language or publicly criticise or engage in demeaning descriptions of others.

I confirm that I have read the DCGP Child Protection & Welfare Policy and Procedures and will comply with this Code of Conduct,

Signed: ..... Date:.....

Please print your name in full:.....

## Annex 2: Code of Behaviour for Children

- 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.
- Respect physical, cultural and racial differences, and be polite to all those you come into contact with at all times – treat others as you would like to be treated.
- Do not engage in any irresponsible, abusive, inappropriate or illegal behaviour, this includes:
  - Consuming alcohol, illegal or performance enhancing drugs or stimulants.
  - Smoking.
  - Using foul language.
  - Publicly using critical or disrespectful descriptions of others.
- If you use social media such as Facebook etc.
  - 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 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 DCGP, raise this with the County Golf Welfare Officer, secretary, or coach. 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.
  -
- Look out for yourself and the welfare of others and speak out if you have concerns about anything, your own needs or the needs of others.
- Challenge or report if you observe any form of discrimination or prejudice or if you consider that you or others have been poorly treated.
- Understand that you have the right to be treated as an individual.
- Be organised and on time.
- Obey instructions or restrictions.
- Tell someone of authority if you are leaving a venue or a competition.
- Listen and learn – and improve.
- Be an ambassador for golf.
- Accept that these guidelines are in place for the well being of all concerned.

I confirm that I understand my responsibilities and will comply with this Code of Behaviour.

Signed: ..... Date:.....

Please print your name in full:.....

## Annex 3: Good Practice Guidance for Parents

Parents / Guardians should:

- Know the DCGP policy on child protection.
- Support DCGP representatives in creating and maintaining a safe and amenable environment for children in which to enjoy their golf.
- Be at ease with the system in place for the protection of their child, but be ready to raise any matters which may give rise to concern.
- Complete the Junior Player Profile form making sure that all relevant information has been included to ensure that their child may experience the best possible care and attention when under the responsibility of the DCGP. Ensure that it is handed in to officials when their child is signing in to an event (at the end of the event the form will be handed back ready for use at the next event) and send a copy to the County Golf Welfare Officer as a precautionary backup.
- Signify that you accept the conditions of the DCGP's procedures relating to their child's participation in an event. Occasionally, for training, coaching or publicity purposes, children may be photographed or videoed. Parents/Guardians who do not wish for their child to be photographed for these purposes should inform the DCGP on the Junior Player Profile form.
- Make yourself knowledgeable about social networking platforms and how they work.
- Go on the internet with your child and agree what sites are OK 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.
- 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, club secretary, or junior organiser. They will look into the matter and take appropriate action. Alternatively contact England Golf compliance department telephone: 01526 351824 email [compliance@englandgolf.org](mailto:compliance@englandgolf.org)
- In addition to reporting concerns to the England Golf compliance department, you should immediately report possible online abuse to the Child Exploitation and Online Protection Centre (CEOP) [www.ceop.gov.uk](http://www.ceop.gov.uk) 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 organisation for advice, you can contact the NSPCC helpline on 0800 800 5000.
- Arrange transport for your child to arrive punctually at a match, tournament or coaching session.
- Communicate with the organisers if there are likely to be any difficulties arising from transporting children to or from a venue.

- When leaving a child at an event make sure they have some spending money, appropriate clothing (i.e. a hat to protect them from the sun or waterproofs in the winter), a drink to take in their bag - dehydration can occur even if it is not that warm.
- Encourage and foster the right spirit of fair competitive play in one's child, without pressure to play beyond their physical, mental or emotional capabilities. Children are not robots, and should be treated as vulnerable young adults – no matter what their bravado.
- Leave coaching to the professionals.

I confirm that I am aware of my responsibilities and will assist the DCGP as outlined above.

Signed: ..... Date: .....

Please print your name in full:.....

## Annex 4: Derbyshire County Golf Partnership Disciplinary Procedures

### Policy

- 1 The DCGP Disciplinary Procedures are based on the disciplinary procedures of the England Golf and will be applied in cases where allegations of abuse or inappropriate behaviour are made, including breaches of the Codes of Conduct. The DCGP will consider suspending representatives and volunteers and/or prohibit them from working with children where that work is part of employment with or volunteering for the DCGP.
- 2 The DCGP will suspend those who are under investigation by Police or Child Social Care for any offence against a child covered by the Children in Golf (CiG) Child Protection Policy. Suspensions may also be necessary where an individual is being investigated for other serious crimes or breaches of rules.
- 3 If a club suspends a member, the DCGP will also apply this suspension, provided the club has applied sound procedures. In the event of the DCGP suspending a club member the club will be notified and encouraged to undertake appropriate risk assessments for its own purposes.
- 4 The following information shows how the DCGP would approach the issue of suspending an individual. Several factors are considered when determining whether a suspension is necessary, including the following:
  - Are children at risk?
  - Does the accused need protection?
  - Do the allegations amount to gross misconduct?
  - Would the reputation of the DCGP be harmed?
  - Would the continued presence of the accused impede any enquiries/investigation?
- 5 If a representative or volunteer is charged with an offence pursuant to the England Golf Anti-Doping, Child Protection or Equity Policies then the disciplinary provisions of the relevant policy will apply.
- 6 There is a right of appeal to the relevant Appeal Committee of England Golf, or DCGP arising from a decision of the Disciplinary Committee of England Golf, or DCGP.
- 7 There is no right of appeal (a) against the decision of a Tournament Committee regarding a breach of the Rules in any competition or match, or (b) against the decision of the Handicap Committee under Clause 19 of the Scheme (adjustment of handicap).
- 8 The Instructions are incorporated herein.
- 9 Any breach of the Rules of Amateur Status shall be referred to the Royal and Ancient Golf Club of St Andrews.
- 10 In these Instructions the following expressions shall bear the following meanings:

Expression	Meaning
England Golf	The National Governing Body
Handicap Committee	The body appointed by a Member Club to administer the Scheme within that club
Instructions	Instructions for the Procedure and Conduct of Disciplinary Committees
Member Club	A Club affiliated to the DLGGA or the DCGU
Rules	Collectively the Rules of Golf, any local Rules made by the Tournament Committee under Rule 33-8a and Appendix 1 of the Rules of Golf, and the specifications on clubs and the ball in Appendices II and III of the Rules of Golf.
Tournament Committee	The tournament or organising committee, by whatever name called, in charge of a golf match or competition in Derbyshire
Appeals Committee	Three or more Impartial Members of the DCGP Management Committee

D.C. Chairman	The Chairman of the DCGP Disciplinary Committee
D.C. Secretary	The Secretary to the DCGP Disciplinary Committee
Disciplinary Committee	A committee of not less than three Impartial Members (appointed to conduct a particular Inquiry) of which one member shall act as D.C. Chairman
Governing Committee	The main DCGP Management Committee in which is constitutionally vested the care and control of the affairs of the body concerned
Impartial Member (IM)	In relation to an Inquiry, a person who has no personal interest in or involvement with the subject matter of the Inquiry or with the Inquiree and who is appointed in accordance with these Instructions to be a member of a Disciplinary Committee or Appeal Committee
Inquiree	Any person who is the subject of an Inquiry
Inquirer	The DCGP
Inquiry	An Inquiry held by England Golf or DCGP

## Grievance Procedures

- 11 If a person has a complaint or grievance concerning a player/member/staff, volunteer, it must be set out in writing and sent, or a copy of it, to the Chairman of the DCGP (Peter McGrath, 36 Ilkeston Road, Stapleford, Notts, NG9 8JL, email: [pmcg020147@aol.com](mailto:pmcg020147@aol.com)).
- 12 The DCGP will appoint an impartial member (“IM”) from its Management Committee.
- 13 The (“IM”) will invite the Inquiree to attend a meeting to discuss the grievance. The Inquiree may be assisted at such meeting by a colleague.
- 14 The meeting must not take place unless the representative or volunteer has had a reasonable opportunity to consider their response to the complaint/grievance.
- 15 The Inquiree must take all reasonable steps to attend the meeting. If they do not attend the meeting then the IM may consider the grievance in their absence, adjourn the hearing or take such other action as deemed necessary.
- 16 After the meeting, the IM will inform the Inquiree of the decision concerning the complaint/grievance and that decision is final.

## Disciplinary Committee

- 17 The grievance procedure may be invoked at the sole discretion of the DCGP. The purpose of the grievance procedure is to sort out, in an informal manner, minor misunderstandings or unintended offensive behaviour. If an Inquiry is to be conducted, the DCGP shall appoint a Panel for Discipline (the “Panel”).
- 18 The DCGP’s Panel shall consist of at least three members of its Managing Committee. The Chairman of the Managing Committee shall nominate three Impartial Members to act as the Disciplinary Committee for any Inquiry to be conducted by the DCGP and shall appoint one of the three members to be the D.C. Chairman.
- 19 If, in respect of any Inquiry, it is not possible for an Inquirer to find amongst the Panel enough Impartial Members to form a Disciplinary Committee, the Panel shall appoint other impartial or suitable persons to constitute the Disciplinary Committee. A person shall not be appointed to serve on the Disciplinary Committee if he has any personal interest in or involvement with the subject matter of the Inquiry or the Inquiree.
- 20 At any Inquiry the members of the Disciplinary Committee must be Impartial Members. The Disciplinary Committee must discharge its responsibilities in accordance with the principles of natural justice.
- 21 The person nominated as Secretary of the Disciplinary Committee shall attend and serve the Disciplinary Committee as its clerk, but shall not be a member thereof, nor act in a judicial capacity or have a vote.

- 22 The Disciplinary Committee shall:
- a be unbiased;
  - b be familiar with the procedures outlined in these instructions;
  - c act within their Constitutional powers and not be afraid to seek advice on any matter about which they are unsure; and
  - d have consideration and respect for all parties to an Inquiry including witnesses.
- 23 An Inquiry may be initiated by either:
- a the complainant sending to the Inquirer a written report identifying the Inquiree and giving details of the conduct in respect of which the complaint is made; or
  - b the Inquirer's Management Committee referring any complaint to its Secretary in writing, identifying the Inquiree and giving details of the conduct in respect of which the complaint is made.
- 24 On receipt of a report under paragraph 23, the Secretary of the Inquirer shall as soon as practicable:
- a inform the Chairman of the Inquirer's Management Committee who may exercise the power set out in paragraphs 17 and 18;
  - b assemble such facts as are reasonably available;
  - c notify the Inquiree in writing of the complaint made against them and inform the Inquiree that if they wish they may submit in writing any observations on the complaint. It must be made clear that the Inquiree is under no obligation to make any statement but that any statement which the Inquiree wishes to make should be submitted within seven days;
  - d on the expiration of seven days from the date of notification to the Inquiree, convene a meeting of the Disciplinary Committee by serving not less than 14 days notice of the date, time and place of the hearing on the members of the Disciplinary Committee, the Inquiree and such other bodies or persons as the D.C. Chairman decides are appropriate.
- 25 There shall be annexed to the notice given to the Inquiree under paragraph 24c a copy of these Instructions, a copy of the report referred to in paragraph 23, a copy of any statement submitted by the Inquiree and a statement of any other facts of which the Secretary of the Inquirer is aware and which are likely to assist the Disciplinary Committee and the parties to the Inquiry.
- 26 At every Inquiry, the Inquiree shall have the right:
- a to be present in person;
  - b to state their case, call witnesses and furnish evidence; and
  - c to be assisted at the hearing by a colleague of their choosing.
- 27 Evidence of the conduct being considered may be in writing or given orally.
- 28 Anonymous or unattributed opinions are inadmissible as evidence. Hearsay evidence is admissible but the Disciplinary Committee will treat it with caution. The Inquiree has the right to:
- a be given access to the evidence;
  - b respond to the evidence;
  - c know the name of the person(s) giving evidence;
  - d challenge the evidence; and
  - e expect that the evidence will be presented systematically and thoroughly.
- 29 The D.C. Chairman shall have discretion to proceed with the Inquiry in the absence of the Inquiree if notification has been given to the Inquiree in accordance with these Instructions but the Inquiree has failed to attend the meeting of the Disciplinary Committee or give any reasonable explanation for such failure.
- 30 The standard of proof in all cases shall be the balance of probabilities
- 31 The Chairman may in appropriate cases give directions for the hearing.

- 32 The Disciplinary Committee may appoint a solicitor to attend an Inquiry and advise the Disciplinary Committee. Such solicitor shall not have a vote.
- 33 An Inquiry shall be conducted as follows:
- a The D.C. Secretary shall confirm that the Inquiree has copies of all the relevant documents.
  - b The Inquiree shall be advised by the D.C. Chairman that he may either submit a written statement or make a verbal statement to the Disciplinary Committee or remain silent. The Inquiree shall be further advised that if he makes a verbal statement to the Disciplinary Committee it will carry more weight than remaining silent. An Inquiree will be liable to be asked questions by the Disciplinary Committee about any written or verbal statement.
  - c Witnesses may be called, make statements and be questioned by the Disciplinary Committee or Inquiree.
  - d The Disciplinary Committee shall consider its decision. Only members of the Disciplinary Committee shall be present when it is considering its decision, but the Disciplinary Committee may invite its legal adviser to attend and advise the Disciplinary Committee but who should then retire to allow the Disciplinary Committee to reach its decision.
  - e The Chairman may announce the decision and reasons in open session immediately or adjourn the Inquiry to allow the Disciplinary Committee further time to make enquiries or deliberate. The Inquiree shall have the right to respond to any matters arising out of any further enquiries carried out. If a response is required then the Inquiree shall be given written notice of matters arising out of the further enquiries and given seven days to respond in writing. The Chairman may if he considers it necessary reconvene the hearing to allow the Inquiree to respond. The Disciplinary Committee will make a decision within seven days of the conclusion of the final hearing.
  - f The D.C. Secretary shall take minutes of the proceedings of the Disciplinary Committee. The Inquiree appealing against the decision of the Disciplinary Committee is entitled to a copy of the minutes.
  - g The D.C. Chairman may admit such other matters as are relevant to the subject matter of an Inquiry. The D.C. Chairman may decide the procedure and order of the Inquiry (including any adjournment thereof) as he may deem appropriate, bearing in mind the requirement at all times to give the Inquiree a fair hearing.

## **Penalties**

- 34 A Disciplinary Committee may, on finding the Inquiree guilty of an offence, impose one or more of the following penalties:
- a A reprimand
  - b Suspension from DCGP activities
  - c Suspension or loss of the Inquiree's membership
  - d A penalty pursuant to clause 24 of the Council of National Golf Unions (CONGU) Unified Handicapping System
- 35 The Disciplinary Committee shall on a finding of guilt invite the Inquiree to make submissions on penalty and take into account any such submissions, the gravity of the offence and any previous examples of misconduct by the Inquiree.
- 36 Within seven days of the announcement of the Disciplinary Committee's decision, the D.C. Secretary shall serve written notice of that decision and the reasons for it on the Inquiree and all other persons and authorities concerned.
- 37 A record of all Inquiries and decisions of Disciplinary Committees and the minutes of their meetings must be maintained by the Inquirer for a minimum period of three years.
- 38 An Inquiree may by written notice appeal against the decision of the Disciplinary Committee to the Inquirer's Management Committee. Such notice shall be served on the Inquirer within 14 days of the date of the service of the decision on the Inquiree under paragraph 7. If such notice of appeal, together with the deposit under paragraph 42, is not served within the said 14-day period the Inquiree's right of appeal shall lapse. In giving notice of appeal, the Inquiree shall

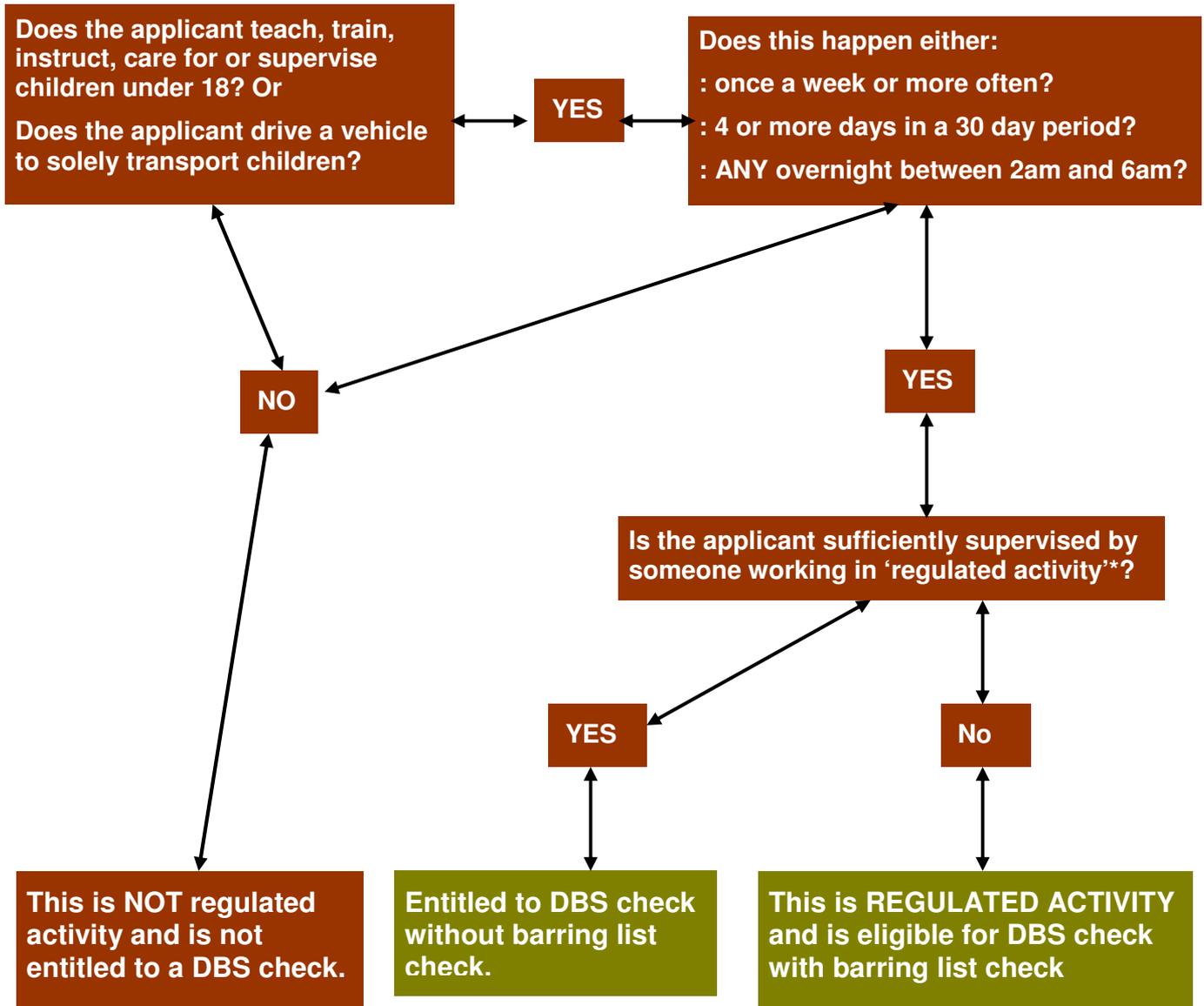
provide a written statement indicating the grounds for the appeal, together with such accompanying documents as he feels are appropriate.

- 39 On receipt of a notice of appeal the Secretary of the Inquirer shall inform the Inquirer's Management Committee which shall as soon as possible appoint an Appeal Committee for the purpose of dealing with the appeal.
- 40 From the date of receipt by the Inquirer of a notice of appeal until the determination of the appeal the decision of the relevant Disciplinary Committee shall be suspended except in the following circumstances:
  - a If the Inquiree has been penalised pursuant to clause 10 of England Golf Anti-Doping Policy then the decision of the Anti-Doping Disciplinary Committee will remain in force pending the appeal.
  - b If the Inquiree has been suspended pursuant to any relevant clause contained in the Child Protection or Equity Policy then that suspension will remain in place pending the appeal.
- 41 If the said decision involves any suspension of the Inquiree's handicap or the Inquiree's right to play golf, the Inquiree may not play in any competition.
- 42 An Inquiree shall, when sending a notice of appeal under paragraph 38, contemporaneously lodge with the Inquirer a cash deposit. Such cash deposit shall be the then current fee per Playing Member (paid by Member Clubs to England Golf in accordance with Rule 2 of England Golf Rules [adopted by the Union under Article 5 of the Union's Memorandum & Articles of Association]) multiplied by a multiplier from time to time determined by England Golf. Currently such multiplier is as follows:
  - a Appeal against a decision by a Member Club 25
  - b Appeal against a decision by a Member County 30
  - c Appeal against a decision of a Disciplinary Committee of England Golf 50
- 43 If the appeal is unsuccessful, the relevant Appeal Committee may (at its discretion) apply the cash deposit to defray the expenses of the appeal. If the cash deposit is not sufficient to defray the expenses of the appeal, the Inquirer shall absorb the deficit.
- 44 The appeal shall be heard by the duly appointed Appeal Committee. The D.C. Secretary shall act as Secretary to the Appeal Committee. Paragraph 17 and paragraphs 24 to 37 (inclusive) shall apply to the conduct of an appeal subject only to the substitution of "Appeal Committee" for "Disciplinary Committee" and "Appeal" for "Inquiry" throughout.
- 45 The decision of an Appeal Committee shall be final and there shall be no right of appeal by the Inquiree or any other person or body against it.
- 46 All notices to be given or served by any person or body under the provisions of these Rules shall be served by hand on, or sent by recorded delivery or first-class pre-paid post to, the addressee at his or its last address known to the sender. Notices delivered by hand shall be deemed to be served at the time of delivery. Notices sent by first-class pre-paid post shall be deemed to be delivered on the second day following posting. Recorded delivery notices are deemed received when the delivery of the same has been recorded by the relevant postal official. The relevant notice period shall commence with the deemed date of receipt.

**Annex 5: Flowchart – To Determine If An Individual Is In ‘Regulated Activity’**



# England Golf DBS Flowchart



\* Government guidance states that supervision must be ‘reasonable in all the circumstances to ensure the protection of children’.  
 This means that it

- is ‘regular and day to day’ (supervision must not be concentrated in first few weeks and then tail off)
- and is undertaken by someone who is in Regulated Activity themselves.



## **Annex 6: – CRB/DBS Frequently Asked Questions**

### **1. What is the CRB/DBS and what does it do?**

The Criminal Records Bureau (CRB) merged with the Independent Safeguarding Authority in December 2012, to become the Disclosure and Barring Service (DBS). The DBS provides access to criminal and Police Records for employers so that they may make informed decisions about the suitability of individual members of staff and volunteers to work with children and vulnerable adults in specific roles.

The DBS also makes decisions regarding whether a person should be barred from working with children. In the case of some criminal convictions, that will lead to the guilty person being automatically barred from working with children, in other cases the DBS has to make a risk assessment decision. They also make decisions where there has been no criminal conviction, but there is sufficient information and grounds to warrant their decision.

The DBS produces “disclosures” for applicants working in “regulated activities” (see Q2 below), which contain information about criminal convictions, cautions and in some cases, Police intelligence information which should enable informed decisions about an individual’s risk to children to be made. It also states whether the individual has been barred from working with children.

### **2. What is “regulated activity”?**

Regulated activity includes teaching, training, instructing, caring for or supervising children, providing advice or guidance on well-being or driving a vehicle only for children where that activity is done unsupervised and on a regular basis.

“Regular” means once a week or more, or on 4 or more days in a 30 day period or overnight.

A person is deemed to be acting under supervision if that supervision is done by a person who is acting in a regulated activity themselves, and to the extent that the supervision is reasonable in all the circumstances to ensure the protection of children. It must therefore be regular and day to day and should not be remote.

### **3. Who should obtain DBS disclosures?**

People working in regulated activity, whether for payment or as a volunteer. In golf, this may include:

- Coaches
- Junior Organisers
- Volunteers transporting children to matches
- Families offering hospitality to players
- Volunteers supervising children on the course

There are strict rules about access to disclosures so it is important that clubs/counties consider carefully who they must check- it is not a case of checking everyone, or “if in doubt, check”.

If the activity the person is undertaking falls within the definition of “regulated activity” but they are acting under supervision, then you may still request a limited version of the DBS check- it will not contain information about whether they are barred from working with children but will provide information about any convictions, cautions and Police intelligence.

### **4. Who is unlikely to need a DBS disclosure?**

- Adults simply playing golf with children
- Volunteers involved with children for a “one off” event
- Welfare Officers
- Club Secretaries
- Catering staff
- Someone whose regulated activity is carried out in the course of family or personal relationships

**5. I am a welfare officer and therefore I am not involved in “regulated activity”. I have had a CRB in the past. Do I need another one for Golfmark?**

Under these circumstances, you would not be eligible for a DBS check, even though you may have been in the past. England Golf cannot lawfully request one. The Golfmark criteria have been changed to reflect this.

## **6. We are a club/county that employs staff and engages volunteers. What do we need to do?**

You should make sure that those working with children working are suitable to do so. DBS disclosures are part of this, but they should form only part of a good vetting process. Other measures are recommended, such as

- Verifying the person's identity
- Checking the person's qualifications
- Taking up references
- Obtaining a self-declaration of criminal record

If you have concerns about the conduct of an individual working with children, however small, you should refer the matter to the England Golf Compliance Department. They will guide you through the process of dealing with the concern and will help determine whether a referral should be made to the statutory authorities. It is important that you involve England Golf so that we can respond as a sport to risks presented to children and in a consistent and appropriate way. (see [www.childreningolf.org](http://www.childreningolf.org) for the correct reporting procedures and advice about concerns)

If you have withdrawn permission for someone to work in a regulated activity related to safeguarding concerns, you have a legal duty to refer the matter to the DBS. (England Golf Compliance Department will help you with this) See Q8 below.

To obtain a DBS check:

- Consider the staff and volunteers you have and whether their roles fall within the definition of "regulated activity", and whether this is done under supervision or unsupervised.
- Obtain DBS disclosure application forms for all staff and volunteers who meet the requirements of "regulated activity" by contacting England Golf Email: [m.reed@englandgolf.org](mailto:m.reed@englandgolf.org) Phone: 01526 351824 Margaret Reed Contact the PGA for PGA members: 01675 470333

Disclosures are free for volunteers, but there is a £44 charge for paid staff and the PGA also charge an administration fee.

Ask the staff and volunteers to complete the form, following the instructions carefully and providing the required forms of identity documentation, forwarding the documentation to England Golf.

The Applicant will then receive a disclosure from the DBS. England Golf will then request that the applicant sends the original copy of the disclosure to them in order that England Golf may complete a risk assessment. If the original certificate is not received within 21 days, England Golf will write to the Club/County or Department advising them not to employ the applicant.

The only people that should see the DBS certificate are the applicant and the England Golf Compliance Department. Once the process is complete, the applicant and the club/county/department will receive a letter from England Golf advising whether there is any cause for concern. England Golf makes a risk assessment of the information on the disclosure and any information they have gathered through investigations against the role the person is undertaking and makes a recommendation regarding that person's suitability to work with children.

## **7. I am an employee/volunteer. What do I need to do?**

You should consult with your employer and determine whether they require a DBS check from you, given the requirements of Q2 and 3 above. Should you require a check, contact England Golf (the PGA for PGA members) for an application form and complete it carefully, following the instruction carefully- it is not a straightforward form and the DBS has strict requirements. Over half of applications England Golf receives are completed incorrectly.

Only the applicant will receive a copy of the disclosure certificate. England Golf do not normally contact the club or county you are working for without your prior knowledge, unless there are extreme circumstances. England Golf will discuss the disclosure and its contents with you first in all but a few exceptional circumstances.

England Golf will then send a recommendation to the club/county regarding your suitability. The PGA will send you a letter which you may take to your club to show them the PGA's recommendation.

#### **8. Can I complete the form online?**

Not currently, but England Golf is making arrangements to offer this service in the near future.

#### **9. Can you send me 6 forms? I like to keep a stock in the office in case I need them.**

Each form is individually numbered and England Golf need to record each form that is issued. We can therefore only send out the exact number that you need at this time.

#### **10. I work for various organisations and I have registered for the online status check service. Can I just give you my DBS disclosure and my Online Status Check Service number?**

At this time England Golf does not recognise this service and therefore will not accept existing disclosures accompanied with the OSCS number. We are monitoring the situation and may review our decision in the future.

#### **11. What if I have a criminal record?**

This depends on the nature of the information on your record. England Golf (or the PGA for PGA members) will make a risk assessment on your suitability to work in the role you have stated on your DBS application form, based on the nature of the offence(s), so that they can make a recommendation to your employer.

Having a criminal record does not necessarily mean that you can't work with children, or that the golf club/county will be made aware of the information. You should contact the England Golf Compliance Officer, Andy Wright on 01526 351824 or the PGA in confidence if you are at all concerned about this.

#### **12. I have a minor conviction from a long time ago, I don't want my golf club to know about it.**

The England Golf Compliance Department completes the risk assessment, and only advises them that the disclosure contains any information if we consider the risk to children is enhanced by this, so it is unlikely that we would inform your club under these circumstances. We would not normally show your certificate to the golf club and if we did, we would seek your permission.

#### **13. When and how do I report concerns to the DBS?**

If you withdraw permission for someone to work in a regulated activity, you must provide information to the DBS if you also consider that:

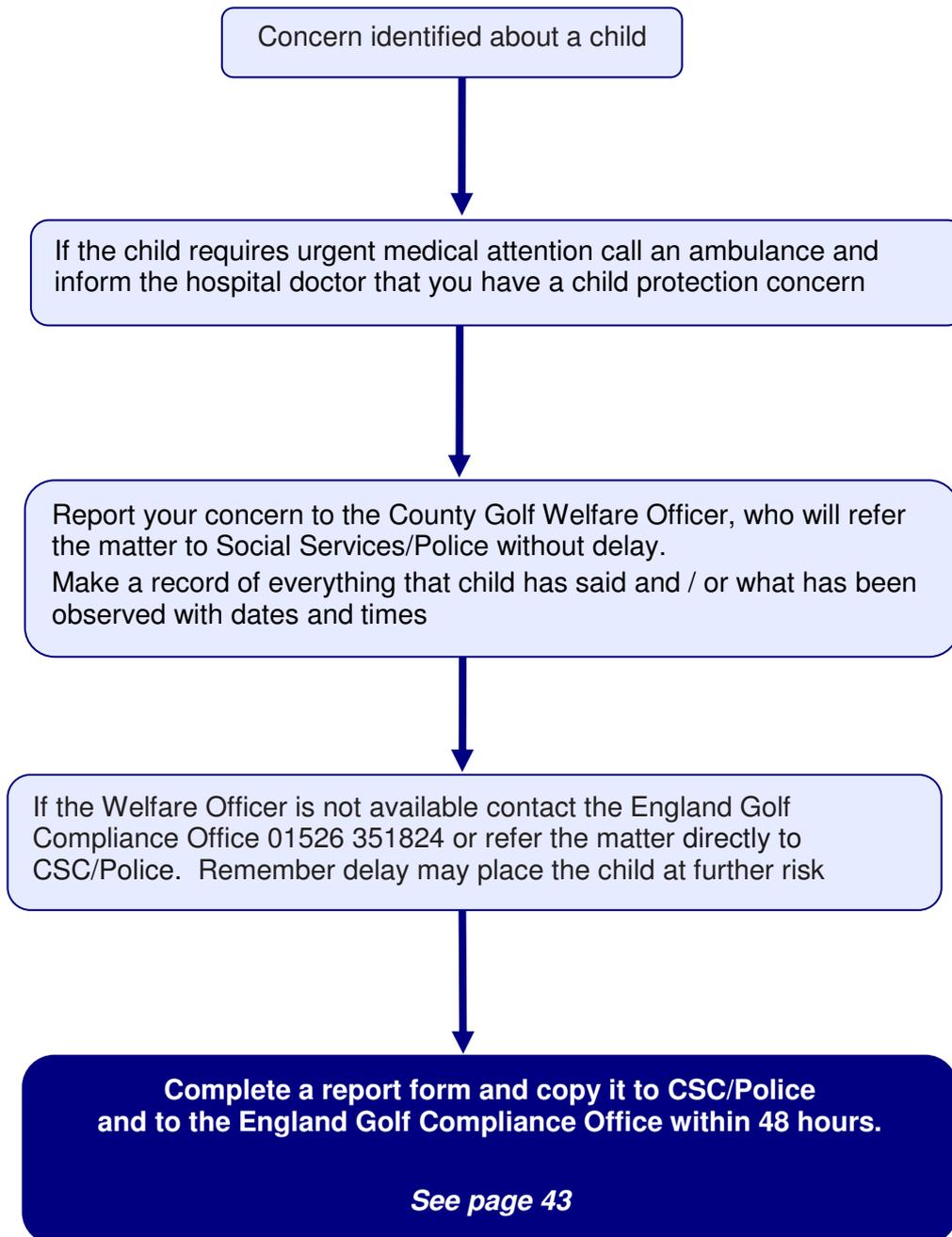
- You think the person has committed an offence that would lead to them being barred from working with children by the DBS
- You think the person's conduct endangers, or could endanger a child, or involves sexually explicit material relating to children or violence
- You think the individual may harm a child, cause a child to be harmed or put a child at risk of harm

Referrals must be made following an objective and fair assessment of the situation and facts. This could be as a result of a disciplinary process; therefore it is important that clubs/counties have appropriate and robust disciplinary procedures.

It is important that you contact England Golf or the PGA if you consider that you may need to refer a matter to the DBS.

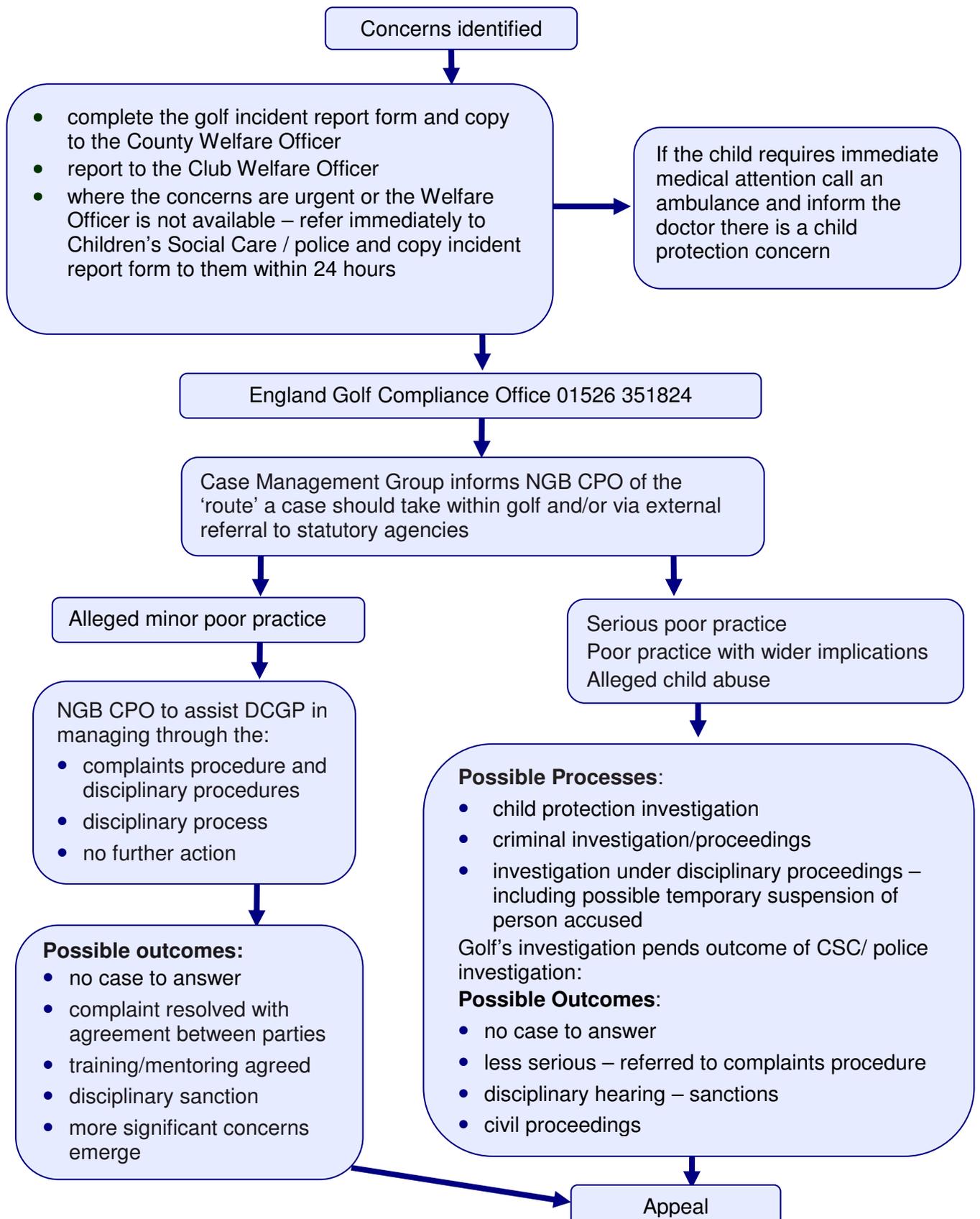
## Annex 7: Flowchart 1 – Reporting Procedure Outside of Golf

What to do if you are worried that a child is being abused outside of the golf environment (but the concern is identified through the child's involvement in golf)



## Annex 8: Flowchart 2 – Reporting Procedure Inside Golf

What to do if you are worried about the behaviour of any member, volunteer, staff, PGA Professional, coach or official in golf or affiliated organisation. The golf NGB CPO should seek advice and guidance from the local CSC officer and/or the police with respect to consulting with parents.



## Annex 9: Support Services Contact List

### Derbyshire County Golf Welfare Officer

Mrs Derren Payton,  
19 Dunedin Glen, Halfway, Sheffield S20 4UB

Tel: 0114 2473381 • Email: [countywelfareofficer@derbyshiregolf.org](mailto:countywelfareofficer@derbyshiregolf.org)

### Derbyshire County Council Safeguarding Team

The Local Authority emergency Duty officer for safeguarding children and adults is available 24/7 for referral/discussion.

tel: 08456 058058 (emergency number 24 hour)

Derbyshire County Council's Derbyshire Safeguarding Children Board has a statutory responsibility to promote the safeguarding and wellbeing of all children in Derbyshire and also has information on safeguarding adults

[www.derbyshire.gov.uk/social\\_health/services\\_for\\_children/child\\_protection/default.asp](http://www.derbyshire.gov.uk/social_health/services_for_children/child_protection/default.asp)

### England Golf

England Golf compliance department telephone: 01526 351824 email [compliance@englandgolf.org](mailto:compliance@englandgolf.org)

The following are a selection of external agencies that can provide specialised support across a range of areas:

#### CHILDLINE

Childline is a free 24-hour helpline for children [www.childline.org.uk](http://www.childline.org.uk) • Tel: 0800 1111

#### Kidscape

Kidscape provides individuals and organisations with practical skills and resources necessary to keep children safe from harm. Kidscape was established to prevent bullying and child sexual abuse.

[www.kidscape.org.uk](http://www.kidscape.org.uk) • Tel: 08451 205 204 (Helpline for use by adults concerned about a child being bullied)

#### NSPCC Helpline

The NSPCC Child Protection Helpline is a free, national, 24-hour service, which provides counselling, information and advice to anyone, including children, concerned about a child at risk.

[www.nspcc.org.uk](http://www.nspcc.org.uk) • Tel: 0808 800 5000

**NSPCC The Child Protection in Sport Unit (CPSU)** provides help and advice to anyone involved in sports activities with children and young people. The [CPSU](#) is a partnership between the NSPCC, [Sport England](#), [Sport Scotland](#), [Sport Northern Ireland](#) and the [Sports Council for Wales](#). Link through [www.nspcc.org.uk](http://www.nspcc.org.uk) • Tel: 0116 234 7224

A range of online guides for children, parents/carers and professionals about the benefits and risks of various technologies, are available from:

**Childnet** – A 'know it all' guide, [www.childnet.com](http://www.childnet.com).

**Teach Today** – A useful guide to the technologies, [www.teachtoday.eu/en/technology-today/key-technologies.aspx](http://www.teachtoday.eu/en/technology-today/key-technologies.aspx).

**Thinkuknow** – The Child Exploitation and Online Protection Centre (CEOP), a UK law enforcement agency, provides awareness resources for parents, young people and professionals, [www.thinkunow.co.uk](http://www.thinkunow.co.uk).

# Derbyshire County Golf Partnership

## Job Application Form

Please print when completing this form

<b>Position Applied for:</b>	
<b>Personal Details</b>	
Title: Mr/Mrs/Miss/Dr/Other (please specify)	
Full Name:	
Any previous surname:	
Date of birth:	Place of birth:
National Insurance Number (UK Only):	
<b>Present Address:</b>	
Post Code:	
<b>Telephone Numbers:</b>	
<b>Email Address:</b>	
<b>Previous Address</b> (if you have moved within the last five years):	
<b>Current Occupation:</b>	
Name and address of Organisation:	
Role:	
Start Date:	
<b>Previous Occupation:</b>	
Name of Organisation:	
Start Date:	
Finish Date:	
Reason for Leaving:	
<b>Relevant Experience including any previous experience of working with children and young people:</b>	

**Qualifications:**

Academic:

Vocational:

Sporting:

**Reason for applying:**

**References:**

Please provide the names and addresses of two people who know you well (who are not related to you) who have first hand experience of you working with children and whom we can contact to obtain a reference:  
*With your approval, we will also contact your employer (where appropriate) to obtain a reference.*

Name:

Address:

Telephone Number:

Name:

Address:

Telephone Number:

I am a member of a golf club affiliated to the National Governing Body: Yes / No – Full / Associate  
*(please provide details of which Governing Body your club is affiliated to and your membership number, if applicable):*

I agree to abide by the Derbyshire County Golf Partnership Code of Conduct and Child Protection Policy, and confirm that the information I have supplied in completing this form is correct and true.

Signed: ..... Date:.....

Name (please print): .....

# Derbyshire County Golf Partnership

## Volunteer Personal Details Form

Please print when completing this form

Name:	Address:
Previous surname:	
Telephone No: (h)	
Telephone No: (m)	
Email address:	
D.O.B:	
<b>Relevant experience/qualifications for working with children</b>	
What experience do you have working with children?	
Do you have any coaching qualifications? * If yes please give details.	
Yes* <input type="checkbox"/> No <input type="checkbox"/>	
What skills/experience do you have that can be utilised by the DCGP?	
<b>References</b>	
Please provide details of 2 people who can act as a reference (this must be someone who can confirm your suitability to work with children or in a professional capacity)	
1. Name:	Address:
Relationship:	
Telephone No:	
Email address:	
2. Name:	Address:
Relationship:	
Telephone No:	
Email address:	
I certify that all information in this form is true and correct to the best of my knowledge. I consent to completing an DBS check and have been made aware that this will need to be provided to the DCGP so a copy can be held on file	
Signature:.....Date: .....	
Name (please print): .....	

# Derbyshire County Golf Partnership

## Self Disclosure Form

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

If the role you are in or 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).

Evaluation of information is based strictly on confidentiality and discretion.

**If you require confidential advice in relation to completion of this form, please call England Golf Compliance department on 01526 351824**

Please print when completing this form

PART A	
Name:	Address:
Previous surname:	
Telephone No: (h)	
Telephone No: (m)	
Email address:	
Date of Birth:	
Male/Female:	
Club:	
Please give details of the positions which you currently or wish to fulfil, or relevant job title:	
Start Date:	
Please give details of any clubs you are or have been a member of and give details of any positions you held:	
The position for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974. All "spent" and "unspent" convictions must be declared. Having an "unspent" conviction will not necessarily impede your appointment within golf. This will depend on the circumstances and background to your offence. Evaluation of information is based on strict confidentiality and discretion.	
PART B	
1. Have you ever been convicted of any criminal offences?	Yes* <input type="checkbox"/> No <input type="checkbox"/>
* If yes please give details. NOTE: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986, you should declare all convictions including 'spent' convictions, cautions, reprimands and written warnings.	
2. Are you a person known to any Child Social Care department as being an actual or potential risk to children or currently under investigation for a child protection related incident?	Yes* <input type="checkbox"/> No <input type="checkbox"/>
* If yes please supply details.	

3. Have you had any disciplinary sanction (from a sports or other organisation's Governing Body) relating to child abuse or poor practice?

Yes\*  No

\* If yes please supply details.

I certify that all information in this form is true and correct to the best of my knowledge, and realise that false information or omissions may lead to termination of my services.

I hereby consent to a DBS Disclosure:

Signed: ..... Date: .....

Print name: .....

**PART C**  
**To be completed by the County Welfare Officer**

I confirm that I have seen identification documents for the above person, and I confirm to the best of my ability that these are accurate.

Please provide details of the documents:

Signature of official: .....

Position: .....

Print name: .....

Date: .....

# Derbyshire County Golf Partnership

## Volunteer Reference Form

Please print when completing this form

..... (Name) has expressed an interest in becoming a volunteer 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 if you have any reason to be concerned about this applicant that you do not complete the following but please contact myself on:

Telephone Number:

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 this person?	
In what capacity?	
What attributes does this person have which would make him/her suited to this work?	
How would you describe his/her personality?	

Please rate the person on the following: (Please tick one box for each question)

	Poor	Average	Good	Very Good	Excellent
Sense of responsibility					
Self-motivation					
Can motivate others					
Energy					
Reliability					
Dealing with children					
Commitment					
Trustworthiness					

Signed: ..... Date:.....

Print Name: .....

# Derbyshire County Golf Partnership

## Junior Player Profile Form

To be completed by parents/guardians of children participating in activities arranged by DCGP and handed to officials when registering at an event.

The safety and welfare of juniors in activities we fund is paramount, and it is therefore important that those running the activities are aware of any illness, medical condition and other relevant health details so that the child's best interests are addressed. It is the responsibility of the junior and their parent to notify the DCGP, if any of the details change at any time. All information supplied will be treated as confidential.

Please print when completing this form

<b>Junior Player's Name:</b>	
Date of Birth:	
Address:	
Telephone Number:	
<b>Parents' Names:</b>	
Address: (If different from above)	
Home Telephone No:	
Mobile Telephone No:	
Work Telephone No:	
<b>Emergency Contacts</b>	
<b>Contact 1 Name:</b>	
Relationship to child:	
Home Telephone No:	
Mobile Telephone No:	
Work Telephone No:	
<b>Contact 2 Name:</b>	
Relationship to child:	
Home Telephone No:	
Mobile Telephone No:	
Work Telephone No:	
<b>Medical Information</b>	
Child's Doctor's Name:	
Doctor's Surgery Address	
Telephone Number	
Does your child experience any conditions requiring medical treatment and/or medication? * If yes please give details, including medication, dose and frequency.	
Yes* <input type="checkbox"/> No <input type="checkbox"/>	
Does your child have any allergies? * If yes please give details.	
Yes* <input type="checkbox"/> No <input type="checkbox"/>	

Does your child have any specific dietary requirements?

\* If yes please give details.

Yes\*

No

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 Disability Discrimination Act 1995 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, please what is the nature of the disability?

Hearing impairment

Learning disability

Physical disability

Multiple disabilities

Other (Please specify):

Does your child have any communication needs e.g. non-English speaker/ hearing impairment/dyslexia sign language user? If yes, please tell us what we need to do to enable him/her to communicate with us fully.

- I confirm to the best of my knowledge that my child does not suffer from any medical condition other than those detailed above and agree to notify the Derbyshire County Golf Partnership (DCGP) of any changes.
- I, ....., being parent/guardian of the above named child, hereby give permission for the DCGP responsible person to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my child's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.
- My child has my permission to participate in activities organised by the DCGP.
- I acknowledge that the DCGP is not responsible for providing adult supervision for my child other than during DCGP organised activities.
- I acknowledge that it is my responsibility to organise the transport of my child to and from DCGP organised activities.
- I give my permission, under the stated rules and conditions, for a DCGP representative to transport my child when it is necessary.  (Please tick if agreed)
- I consent to the DCGP photographing/videoing my child, under the stated rules and conditions, for the purpose of coaching, the promotion and celebration of junior golf in Derbyshire.  (Please tick if agreed)
- I consent to my child's details being passed on to County and National Golfing Organisations in order to take advantage of special coaching, to play in county matches / competitions and access other benefits that may be available.  (Please tick if agreed)

Signed – Parent/Guardian .....

Print name..... Date.....

**To be completed by the child**

I consent to photographing or videoing my involvement in golf under the stated rules and conditions. Also my details being passed on to County and National Golfing Organisations in order to take advantage of special coaching, to play in county matches / competitions and access other benefits that may be available.

Signature: ..... Date: .....

# Derbyshire County Golf Partnership

## Incident Report Form

Please ensure that confidentiality is maintained as far as possible. This report should only be shared on a need to know basis.

Please print when completing this form

PERSONAL CONTACT DETAILS		
	Of person reporting concern/allegation	Of Child (alleged victim)
Name		
Position		
Date of Birth/Age		
Address		
Telephone Number:		
Mobile Number:		
Club:		
County:		
School:		
Date allegation received:		
Name of person receiving details of allegation:		
DETAILS OF PERSON INVOLVED IN CONCERN/ALLEGATION (the accused)		
Name		
Address:		
Telephone Number:		
Mobile Number:		
Position (in relation to young person):		
DETAILS OF THE CONCERN/ALLEGATION		
Date/Time		
Location		
Persons involved/witnesses:		

**Nature of concern/allegation**

**How did the concern/allegation come to your attention?**

**Observations: e.g. changes in behaviour, inappropriate actions, injuries, etc**

**Record of conversation: Details of exactly what was said to you and by you:**

**Action taken:**

**CONTACTS MADE**

<b>Child Protection Officer's name:</b>	
<b>Date/Time contacted:</b>	
<b>Advice received:</b>	
<b>Other persons contacted: (provide details of name and position and organisation)</b>	

**SUMMARY**

## ETHNIC GROUP

Please choose the category that best describes the child's ethnic group from the following list and tick the appropriate box:

### White

- |                               |                          |          |                          |
|-------------------------------|--------------------------|----------|--------------------------|
| A1 British                    | <input type="checkbox"/> | A2 Irish | <input type="checkbox"/> |
| A3 Any other white background | <input type="checkbox"/> |          |                          |

### Mixed

- |                            |                          |                               |                          |
|----------------------------|--------------------------|-------------------------------|--------------------------|
| B1 White & Black Caribbean | <input type="checkbox"/> | B2 White & Black African      | <input type="checkbox"/> |
| B3 White & Asian           | <input type="checkbox"/> | B4 Any other mixed background | <input type="checkbox"/> |

### Asian

- |                |                          |                               |                          |
|----------------|--------------------------|-------------------------------|--------------------------|
| C1 Indian      | <input type="checkbox"/> | C2 Pakistani                  | <input type="checkbox"/> |
| C3 Bangladeshi | <input type="checkbox"/> | C4 Any other Asian background | <input type="checkbox"/> |

### Black or Black British

- |                               |                          |            |                          |
|-------------------------------|--------------------------|------------|--------------------------|
| D1 Caribbean                  | <input type="checkbox"/> | D2 African | <input type="checkbox"/> |
| D3 Any other Black background | <input type="checkbox"/> |            |                          |

### Chinese or Other Ethnic Background

- |  |                          |  |  |
|--|--------------------------|--|--|
| E1 Chinese                               | <input type="checkbox"/> |  |  |
| E2 Any other ( <i>please write in</i> ): |                          |  |  |

## DISABILITY

The Disability Discrimination Act 1995 defines a disabled person as anyone with a "physical or mental impairment that has a substantial and long term adverse effect upon his/her ability to carry out normal day-to-day activities."

***Please choose the description that best describes the nature of the child's disability and tick the appropriate box.***

- |                       |                          |                                    |                          |
|-----------------------|--------------------------|------------------------------------|--------------------------|
| A Visually impaired   | <input type="checkbox"/> | D Learning disability              | <input type="checkbox"/> |
| B Hearing impaired    | <input type="checkbox"/> | E Multiple disability              | <input type="checkbox"/> |
| C Physical disability | <input type="checkbox"/> | F Other ( <i>please write in</i> ) |                          |

**You may wish to discuss your concerns with someone outside of the organisation to gain reassurance. The NSPCC Helpline can help with this, and is confidential.**

**NSPCC Helpline: 0808 800 5000**

# Derbyshire County Golf Partnership

## Injury/Illness Report Form

Please ensure that confidentiality is maintained as far as possible. This report should only be shared on a need to know basis.

Please print when completing this form

Details of young person	
Name of young person:	
Address:	
Postcode:	
Date of Birth:	
Specific details of the Injury/Illness:	
Date/Time/Location of injury/illness:	
Nature of injury/illness:	
Action Taken	
Parents contacted/notified: Date	Time:
Recorder's Details	
Signature:	
Name: <i>In capitals</i>	
Date:	Time:

# Derbyshire County Golf Partnership

## On-Site Risk Assessment Form

Please print when completing this form

<b>Event Details</b>		
Event:.....		
Venue:.....		Date:.....

Area of Concern	Conditions Acceptable		Action Required / Comments
	Yes	No	
<b>Site Access:</b>			
Vehicles			
Car park (surface, signs etc)			
Steps/Ramps			
<b>Other:</b> (specify)			
<b>Clubhouse/changing rooms:</b>			
Stairs			
Chemicals i.e. cleaning			
Electrical equipment			
Fire hazards			
Emergency exits			
<b>Other:</b> (specify)			
<b>Welfare Facilities:</b>			
Toilet			
First Aid provision			
<b>Other:</b> (specify)			

Area of Concern	Conditions Acceptable		Action Required / Comments
	Yes	No	
<b>Golf Facilities:</b>			
Ground conditions			
Range/practice ground			
Chemicals			
Vehicle activity			
Ongoing works			
<b>Other:</b> (specify)			
<b>Other Facilities:</b>			
Office (electrics, flooring, exits)			
Meeting room			
Physio room			
<b>Other:</b> (specify)			
<b>Environmental Conditions:</b>			
Adverse weather			
<b>Other:</b> (specify)			

Signed .....

Position .....

Date .....

# PRIVATE VEHICLE REGISTRATION FORM

## To be completed by Volunteer Drivers

Purpose of the form:

- to register the private vehicles used for the transport of children in connection with golf away fixtures or tours
- to inform drivers of the need to check and amend their insurance, if necessary, if they intend to use their vehicle on behalf of the organisation, and if passengers are being carried in connection with the organisation's activities or events
- the form must be completed by the driver of any private vehicle used for the transportation of individuals to and from golf activity Completed forms must be handed to the organisation's secretary or GWO

Driver Details	Vehicle Details
Full Name:	Reg No:
Postcode:	Colour:
Address:	Name of registered keeper:
	Make:
Tel:	Model:
Driving licence No: Type: (e.g. full)	
Other members authorised to drive the vehicle:	
Insurance Expiry Date:	MOT Expiry Date:
Road Tax Expiry Date:	

Please sign declaration overleaf

**Declaration**

Please tick each box

I have informed the insurance company of my intention to transport members on behalf of the County/Club. I have stated if I will be claiming expenses in connection with this additional use

I have extended the policy and paid any additional premium as required by the insurance company

To the best of my knowledge my vehicle is roadworthy I will inform all passengers of the legal requirements to wear seat belts.

I will inform all passengers that smoking is not permitted in the vehicle I understand it is not good practice to give children a lift on their own

I declare that the information stated here is correct and that I will inform the County/Club of any changes

I have agreed to give sight of my driving licence to the administrator

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

Signature: \_\_\_\_\_

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

**GOLF APPROVED DRIVER**

Name.....

Registration Number.....

Signed.....Date.....

Original Driving Licence and paper seen .....(date) and driving offences listed

Signed.....Date.....