



# Dorset Ladies' County Golf Association Safeguarding Policy and Procedures

---

## Contents

|   |    |
|---|----|
| 1. POLICY .....                               | 3  |
| 2. PRINCIPLES .....                           | 3  |
| 3. OBJECTIVES .....                           | 4  |
| 4. RESPONSIBILITIES AND IMPLEMENTATION .....  | 4  |
| 5. RECRUITMENT AND TRAINING .....             | 5  |
| 6. COMPLAINTS, CONCERNS AND ALLEGATIONS ..... | 6  |
| FLOWCHART 1.....                              | 8  |
| FLOWCHART 2.....                              | 10 |
| 7. EMERGENCIES AND INCIDENTS .....            | 11 |
| 8. SUPERVISION.....                           | 12 |
| 9. GOOD PRACTICE GUIDELINES .....             | 12 |
| 9.1 Behaviour of adults and children.....     | 12 |
| 9.2 Transport.....                            | 13 |
| 9.3 Photography/ Videoing.....                | 13 |
| 9.4 Types of Abuse .....                      | 14 |
| Neglect .....                                 | 14 |
| Physical abuse .....                          | 14 |
| Sexual abuse .....                            | 14 |
| Emotional abuse .....                         | 14 |
| Bullying.....                                 | 15 |
| 10. USEFUL CONTACTS.....                      | 15 |
| 11. Appendices.....                           | 17 |



|   |    |
|---|----|
| APPENDIX 1 – APPLICATION FORM.....  | 18 |
| APPENDIX 2 – SELF DISCLOSURE FORM.....  | 22 |
| APPENDIX 3 - REFERENCE FORM .....   | 27 |
| APPENDIX 4 - CONCERN/ALLEGATION RECORDING FORM .....  | 29 |
| APPENDIX 5 - PLAYER PROFILE CONSENT FORM (UNDER 18) .....                                   | 33 |
| APPENDIX 6 - CODE OF CONDUCT FOR PGA PROFESSIONALS, ASSOCIATE COACHES & VOLUNTEERS<br>..... | 37 |
| APPENDIX 7 – CODE OF CONDUCT FOR YOUNG GOLFERS .....  | 39 |
| APPENDIX 8 - INCIDENT REPORT FORM.....  | 41 |
| APPENDIX 9 - ACCIDENT REPORT FORM .....   | 43 |
| APPENDIX 10 - PARENTAL CONSENT FORM.....  | 45 |
| MEDICAL CONSENT .....   | 45 |
| APPENDIX 11 - PHOTOGRAPH / VIDEO CONSENT FORM.....  | 47 |
| APPENDIX 12 - ANTI-BULLYING POLICY.....   | 49 |
| APPENDIX 13 - LOCKER ROOMS POLICY .....   | 51 |
| APPENDIX 14 - GUIDANCE FOR PARENTS .....  | 52 |

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



# SAFEGUARDING AND CHILD PROTECTION

---

## 1. POLICY

The Dorset Ladies' County Golf Association (DLCGA) has considered its responsibilities to the children participating in golf very carefully, and therefore has produced the following safeguarding and child protection policy in order to set out the standards we wish to uphold in running activities for children and in safeguarding the welfare of children in our care.

The DLCGA recognises the policies of the National Governing bodies, as set in out in the 'Guidelines for Safeguarding Children in Golf'. The policy and supporting procedures set out a framework to fulfil our commitment to good practice and the protection of children in our care.

## 2. PRINCIPLES

- The welfare of children is paramount.
- All children, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All children have the right to be safe.
- All children have the right to be treated with dignity and respect.
- The CGP and partner organisations will work in partnership with children, their parents and external organisations firstly, to safeguard the welfare of children participating in golf, and, secondly, to protect staff and volunteers working in golf.
- We recognise the authority of the statutory agencies and are committed to complying with Local Safeguarding Children Board Guidelines (LSCB) and any documentation which supersedes these.



### **3. OBJECTIVES**

The DLCGA aim to:

- Provide a safe environment for children participating in golfing activities within the county and ensure that they enjoy the experience.
- Reassure parents that their children will receive the best care possible whilst participating in golfing activities within the county.
- Support adults (staff, volunteers, PGA Professionals, coaches, referees and members) to understand their roles and responsibilities with regard to the Duty of Care and protection of children
- Provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively
- Encourage all affiliated golf clubs to adopt the Children in Golf Safeguarding and Child Protection Policy and Procedures and any related policies

### **4. RESPONSIBILITIES AND IMPLEMENTATION**

The DLCGA and partner organisations will seek to promote the principles of safeguarding children by:

- Reviewing the policy and procedures every three years or whenever there is a major change in legislation. Guidance from golf's governing bodies will be sought as part of the review process.
- Conducting a risk assessment of county activities with regard to safeguarding and take appropriate action to address the identified issues within suitable timescales.
- Using appropriate recruitment procedures to assess the suitability of county volunteers and staff working with children, in line with guidance from Children in Golf.
- Following governing body procedures to report concerns and allegations about the welfare of children or the behaviour of adults and ensure that all staff, volunteers, parents and children are aware of these procedures.
- Directing county staff and volunteers to appropriate safeguarding training, where this is appropriate to their role.
- Supporting golf clubs in their efforts to achieve Golf Mark accreditation as a statement of the quality of the procedures they operate.

The DLCGA's policy and procedures are based on the above principles and UK and international legislation and government guidance and take the following into consideration:

- The Children Act 1989 and 2004



- The Data Protection Act 1994 & 1998
- The Police Act 1997
- The Human Rights Act 1998
- The Protection of Children Act 1999
- The Criminal and Court Services Act 2000
- The UN Convention on the Rights of the Child
- Caring for the young and vulnerable – Home Office Guidance 1999
- What to do if you are worried a child is being abused 2005
- Working Together to Safeguard Children 2010
- Any subsequent legislation relating to child protection would implicitly be incorporated into this document In recognition of the 'Guidelines for Safeguarding Children in Golf' this document is intended to support the safeguarding and child protection policy statement with a series of procedures.

## 5. RECRUITMENT AND TRAINING

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

Each role which involves an element of responsibility with regard to children, particularly those involving the supervision of children, whether voluntary or paid, will be assessed to establish which qualifications, checks and other requirements are necessary. These will include the following:

- An application form (**appendix 1**)
- A self-disclosure form (**appendix 2**)
- A current Enhanced Disclosure and Barring Service check
- References from 2 people if possible (**appendix 3**)
- A signed Code of Conduct (**appendix 6**)

Details of the requirements and the qualifications and checks of individuals will be recorded by the County Welfare Officer, who will contact England Golf

Compliance Officer – Andy Wright - [a.wright@englandgolf.org](mailto:a.wright@englandgolf.org) or Margaret Reed - [m.reed@englandgolf.org](mailto:m.reed@englandgolf.org)



England Golf requires that all staff and volunteers working within "regulated activity" with children must have:

- A current DBS check (via England Golf or the PGA only), renewable after 3 years.
- Attended a Safeguarding and Protecting Children course (SPC) within the past 3 years.

The following will require DBS checks:

- Golf Coach Children
- Junior Organiser
- Junior Team Manager
- Driver – Children
- Chaperone
- Junior Overseer

All volunteers & coaches (incl. Associate Coaches) will be offered access to appropriate child protection training. The DLCGA recommends attendance at the sportscoachuk "Safeguarding and Protecting Children" workshop and will ensure that all volunteers and staff who have significant contact with children attend.

All staff and volunteers working with children will be asked to read and become familiar with the DLCGA's Safeguarding Policy and Procedures.

All volunteers & coaches involved with children will be asked to read the CGP Code of Conduct for Adults, and sign to indicate their agreement to act in accordance with the code. The code is linked to the DLCGA's Disciplinary Procedures.

## **6. COMPLAINTS, CONCERNS AND ALLEGATIONS**

**6.1** If a player, parent, member of staff or volunteer has a concern about the welfare of a child, or the conduct of an adult (whether they are a parent, coach, member, or otherwise), these concerns should be brought to the attention of the County Welfare Officer. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Welfare Officer.

**Please refer to Flowcharts 1 & 2 for further details (see below).**

**6.2** All concerns will be treated in confidence. Details should only be shared with those who can help with the management of the concern.



- 6.3 Concerns will be recorded on an Incident Report Form (**appendix 8**) and sent to the National Governing Body Lead Child Protection Officer and retained confidentially within the county.
- 6.4 The DLCGA will work with the national governing body and other external agencies to take appropriate action in the case of abuse or serious poor practice. The DLCGA disciplinary procedures will be applied and followed where possible.
- 6.5 In the event of a child making a disclosure, the following guidance is given:
- Reassure the child that they have done the right thing to share the information.
  - Do not make promises that cannot be kept, such as promising not to tell anyone else.
  - Do not question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action.
  - Record what the child has said as soon as possible on an incident report form.
  - Do not notify the parents unless you have first sought advice from the National Governing Body Lead Child Protection Officer.
- 6.6 The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public. No referrals are made from the calls. Those with concerns are encouraged to use this service. Supporter Care on 020 7825 2505 or email [supportercare@nspcc.org.uk](mailto:supportercare@nspcc.org.uk).

Other contact numbers are:

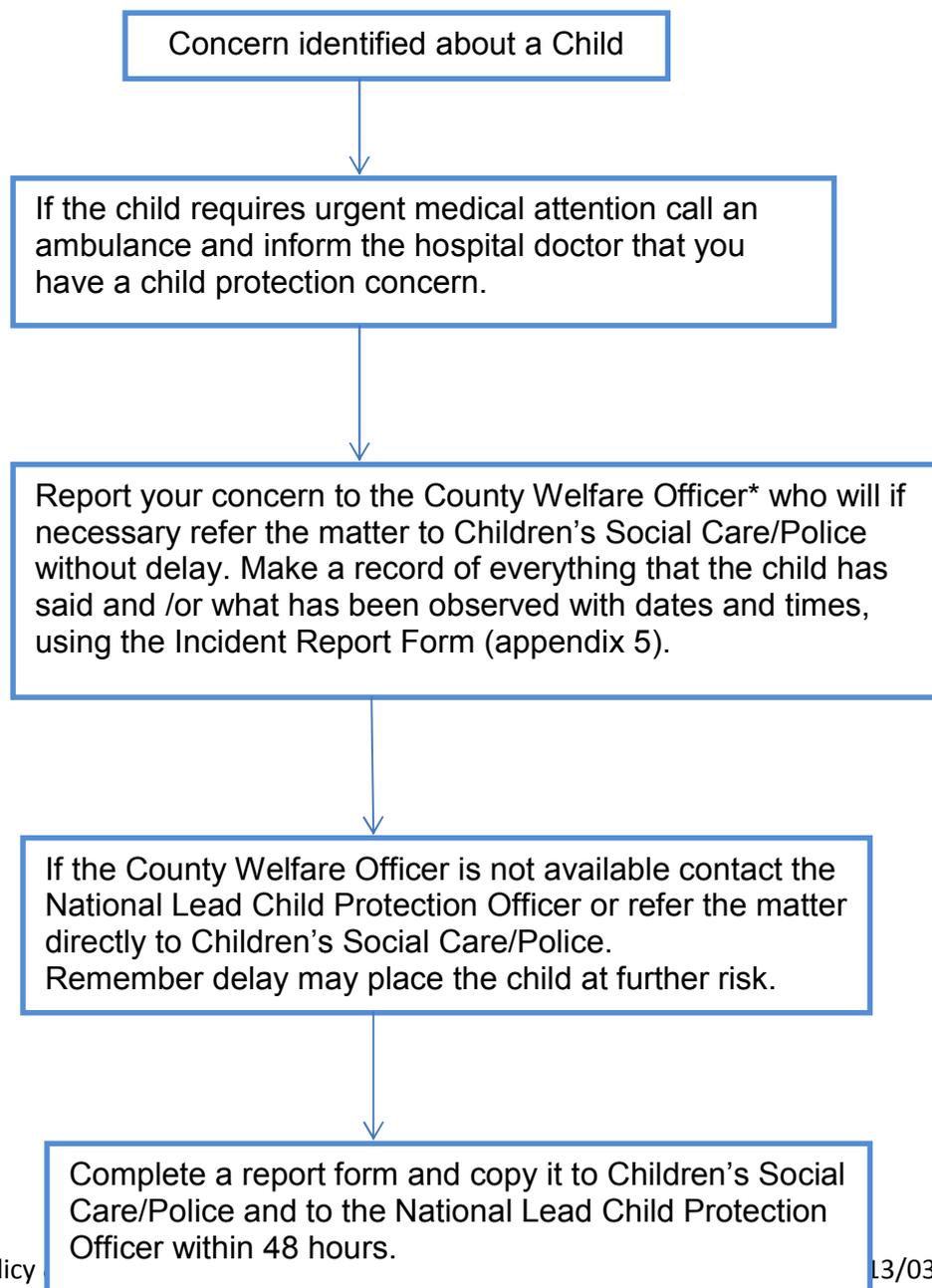
Help for children & young people [ChildLine](https://www.childline.gov.uk) 0800 1111

Help for adults concerned about a child [Help and advice](https://www.nspcc.org.uk) 0808 800 5000



## FLOWCHART 1

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



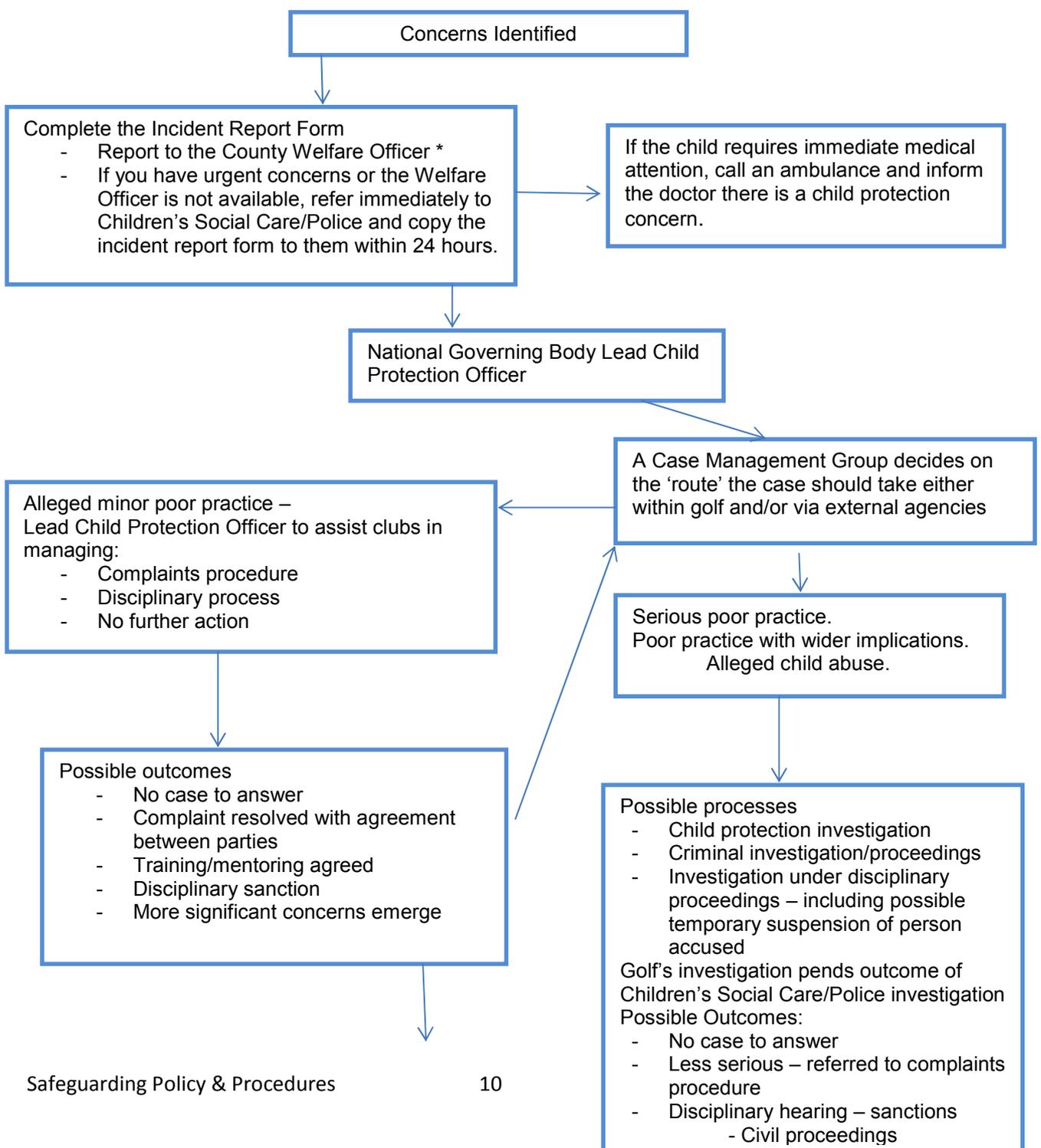


\* If for any reason a County Welfare Officer is not in post – contact the National Lead Child Protection Officer. Contact details on page 14.



## FLOWCHART 2

**What to do if you are worried about the behaviour of any member, volunteer, staff, Pro, coach or official in Golf or affiliated organisations**





## 7. EMERGENCIES AND INCIDENTS

7.1 Parental Consent Forms (**appendix 5**) will be obtained and retained by the DLPGA for all children who are participating in events or activities, or attending coaching organised by the county. These forms will be treated in confidence and only shared with those who require the information they contain to perform their role effectively.

7.2 In the event of a child requiring medical attention:

- The parents will be contacted immediately.
- In the event of failure to contact parents, the alternative emergency contacts will be used.
- The consent form will be consulted to establish whether parents have given their consent for a County representative to act in loco parentis.
- An adult County representative will accompany the child to seek medical attention, if appropriate.
- A record of the action taken will be made and retained by a County representative.

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

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

County Volunteers & PGA Pros should try to avoid:

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



- Sending the child home with another person without permission.

## 8. SUPERVISION

- 8.1 During coaching sessions the County will endeavour to ensure that there is at least one County representative present for every 8 children.
- 8.2 Parents will be encouraged to attend all events where their children are present.
- 8.3 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.

- 8.4 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 County cannot accept supervisory responsibility.
- 8.5 Special arrangements will be made for away trips. Parents will receive full information about arrangements for any such trip and will be required to provide their consent for their child's participation.

## 9 GOOD PRACTICE GUIDELINES

### 9.1 Behaviour of adults and children

- 9.11 Adults who work with children are placed in a position of trust in relation to children, and therefore it is important they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from false allegations of poor practice.
- 9.12 The DLCSA requires that all staff and volunteers working with children adhere to the standards set out in the Code of Conduct (**appendix 6**). Similarly, children are expected to follow their own code of conduct to ensure the enjoyment of all participants and assist the County in ensuring their welfare is safeguarded (**appendix 6**).



**9.13** Parents should also work together with the County to ensure that the safety of all children is safeguarded. A sheet on “Parental Responsibilities” (**appendix 8**) is provided to assist them in understanding how they can best assist the County.

#### **9.14 Adults and Children playing golf together**

One of the reasons for the popularity of golf is that the game is not restricted by ability, age or gender. Responsible interaction between adults and children helps bring mutual respect and understanding and will be encouraged as part of County activities. Adults should always be aware however that age related differences do exist and conduct themselves in a manner that recognises this.

#### **9.15 Physical Contact**

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

### **9.2 Transport**

**9.21** The County believes it is primarily the responsibility of parents/guardians to transport their child/children to and from events. It is not the responsibility of County Volunteers or coaches to transport children and young people to and from events, activities, tournaments or matches.

**9.22** The County may make arrangements for transport in exceptional circumstances, such as team events. Where this is the case, the written permission of the parents of the relevant children will be sought. The drivers used will be checked for their suitability to supervise children (see Section 1 Recruitment and Training) and their insurance arrangements verified.

### **9.3 Photography/ Videoing**

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



9.32 Any press/official photographers attending events will be required to seek permission from the County before taking photographs and also permission of parents to use the images. (Appendix 11)

## 9.4 Types of Abuse

Somebody may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. There are four main forms of abuse:

**Neglect** – occurs when 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 PGA professional, staff, volunteer or coach not ensuring that children in their care are safe, exposing them to undue cold, heat or to unnecessary risk or 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

**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 on 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 if children are subjected to constant criticism, name-calling, sarcasm, bullying (see below), racism or unrealistic pressure to perform to high expectations consistently.

The above definitions are adapted from Department of Health (1999) *Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children.*

### Bullying

Bullying can be psychological, verbal, or physical in nature. It involves an imbalance of power, where the powerful attack the powerless, and occurs over time, rather than being a single act. Both adults and children can bully others. Examples of bullying behaviour can include:

- A parent who pushes too hard
- A coach who adopts a win-at-all costs philosophy
- An official who places unfair pressure on a person
- Being called names or being verbally abused
- Being deliberately embarrassed and humiliated in front of others
- Being made to feel different or like an outsider
- Being lied about
- Being physically assaulted or threatened with violence
- Being ignored.

All coaches, staff and volunteers will be expected to familiarise themselves with the DLPGA Anti-Bullying Policy (Appendix 12).

## 10. USEFUL CONTACTS

| <b>GOLF CONTACTS</b>         |   |                                 |
|------------------------------|---|---------------------------------|
| <b>Name</b>                  | <b>Address</b>  | <b>Number</b>                   |
| EG Compliance Officer        | Andy Wright<br><a href="mailto:a.wright@englandgolf.org">a.wright@englandgolf.org</a> | 01526 354500 or<br>01526 351824 |
| EG Partnership Administrator | Margaret Reed<br><a href="mailto:m.reed@engladgolf.org">m.reed@engladgolf.org</a>     | 01526 354500 or<br>01526 351824 |
| County Welfare Officer       | Kate Roberts<br><a href="mailto:Katechris1977@gmail.com">Katechris1977@gmail.com</a>  | 07811760524                     |

| <b>LOCAL CONTACTS</b>   |  |  |
|---|--|--|
| <b>Local Children's Social Care (including out of office)</b> |  |  |



|  |                      |  |
|--|----------------------|--|
| hours contact)<br><b>NB. In an emergency, the Samaritans will hold the Duty Officer's contact number</b> |                      |  |
| Local Police child protection teams<br><br><b>In an emergency contact 999</b>                            | <b>101</b>           |  |
| NSPCC Freephone 24 hour Helpline   | <b>0808 800 5000</b> |  |

| <b>NATIONAL CONTACTS</b>                    |  |                           |
|---|--|---------------------------|
| <b>THE NSPCC</b>                            | National Centre<br>42 Curtain Road<br>London<br>EC2A 3NH | <b>Tel: 0207 825 2500</b> |
| <b>CHILDLINE UK</b>                         | Freepost 1111<br>London N1 0BR                           | <b>Tel: 0800 1111</b>     |
| <b>NI CHILDLINE</b>                         | 74 Duke Street<br>Londonderry                            | <b>Tel: 028 90 327773</b> |
| <b>NSPCC Child Protection in Sport Unit</b> | 3 Gilmour Close<br>Beaumont Leys<br>Leicester<br>LE 1EZ  | <b>Tel: 0116 234 7224</b> |



## 11 Appendices

All forms should be completed and returned to:

Kate Roberts  
Southdown  
Eldons Drive  
Lytchett Matravers  
BH16 6HH

[Katechris1977@gmail.com](mailto:Katechris1977@gmail.com)



## APPENDIX 1 – APPLICATION FORM

|   |
|---|
| <b>Position Applied For:</b>  |
| <b>Personal Details</b><br>Title: Mr/Mrs/Miss/Dr/Other (please specify) _____<br>Full Name: _____<br>_____<br>Any Previous Surname: _____<br>Date of Birth: _____ Place of Birth: _____<br>National Insurance Number (UK Only): _____ |
| <b>Present Address:</b> _____<br>_____  |
| <b>Post Code:</b> _____   |
| <b>Telephone Numbers:</b> _____   |
| <b>E-mail Address:</b> _____  |
| <b>Previous Address</b> (if you have moved within the last five   |



|   |
|---|
| years): _____<br>_____  |
| <b>Current</b><br><b>Occupation:</b> _____<br>Name and Address of<br>Organisation: _____<br>_____   |
| <b>Role:</b> _____<br><b>Start Date:</b> _____  |
| <b>Previous</b><br><b>Occupation:</b> _____<br>Name of<br>Organisation: _____<br>Start Date: _____<br>Finish Date: _____<br>Reason for Leaving: _____ |
| <b>Relevant Experience:</b><br>_____  |
| <b>Previous Experience of Working with Children and Young People:</b><br>_____  |
| <b>Qualifications:</b><br>Academic:<br><br>Vocational:  |



Sporting:

**Reasons 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 shall also contact your employer (where appropriate) to obtain a reference.*

**Name:**

**Name:**

**Address:**

**Address:**

**Telephone number:**

**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 DLGGA 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:** \_\_\_\_\_





## APPENDIX 2 – SELF DISCLOSURE FORM

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

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 strictly on confidentiality and discretion.

| <b>PART A</b>  |                          |
|--|--------------------------|
| Title:   | _____                    |
| First Name(s):   | _____                    |
| Surname:   | _____                    |
| Previous names by which you may have been known:   | _____                    |
| Address:   | _____                    |
|  | _____                    |
|  | _____ Post Code: _____   |
| Telephone Number:  | _____                    |
| E-mail 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 other 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 purposes 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 offence? YES/NO** (*delete as applicable*)

If yes please supply details of any criminal convictions :

*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/NO**

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 Check:**

Signed: \_\_\_\_\_

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

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

**PART C**

**To be completed by the DLCGA 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:** \_\_\_\_\_

\_\_\_\_\_  
**Date:** \_\_\_\_\_ **Print**

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

**1. Have you ever been convicted of any criminal offence? YES / NO**

If YES, please supply details of any criminal convictions:

*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**



|  |                 |
|--|-----------------|
| <b>protection incident?</b>  | <b>YES / NO</b> |
| If YES, please supply details:   |                 |
| <br><br><br><br>   |                 |
| <b>3. Have you had any disciplinary sanction (from a sports or other organisation's Governing Body) relating to child abuse or poor practice?</b>  | <b>YES / NO</b> |
| If YES, please supply details:   |                 |
| <br><br><br><br>   |                 |
| <i>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 services.</i> |                 |
| <b>I hereby consent to a DBS Check:</b>  |                 |
| <b>Signed:</b> _____   |                 |
| <b>Date:</b> _____   |                 |





### APPENDIX 3 - REFERENCE 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 contact myself on :

Telephone Number: Name:

Organisation: *DLCGA*

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:** \_\_\_\_\_



## APPENDIX 4 - CONCERN/ALLEGATION RECORDING FORM

If you suspect that a child may be being abused, whether physically or emotionally, it is not your responsibility to take control of the situation nor to decide whether the abuse is actually taking place. However, you do have a responsibility to inform the appropriate people about your concerns so that they may make enquires and take any action necessary for the well-being of the child.

However small your concern, you should share it with the DLCGA Welfare Officer, who will take responsibility for any referrals to outside agencies that are necessary.

Please ensure that confidentiality is maintained as far as possible. Only discuss your concerns on a need to know basis, and do not disclose the identity of those involved unless absolutely necessary.

|                                     |  |
|-------------------------------------|--|
| <b>1. Recorder's Details</b>        |  |
| Title:                              | Mr / Mrs / Miss <i>(Delete as appropriate)</i> |
| Name:                               |  |
| Address:                            |  |
| Postcode:                           |  |
| Telephone:                          |  |
| Position:                           |  |
| Signature:                          | Date:  |
| <b>2. Details of young person/s</b> |  |
| Name of young person:               |  |



|   |
|---|
| Address:  |
| Postcode  |
| Date of birth:  |
| School:   |
| Contact details of parents ( <i>if different from above</i> )             |
| <b>3. Information regarding person relating to the concern/allegation</b> |
| Name:   |
| Address:  |
| Position/relationship to young person/s:                                  |
| <b>4. Specific details of the concern/allegation</b>                      |
| Date/Time/Location of any incidents:                                      |



How did the concern/allegation come to your attention?

Nature of allegation/concern

Observations made by you or to you:

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

**5. Record of conversation**

Record details of exactly what was said to you, what was said by you.

**6. Action taken:**



**7. Contacts made:**

DLCGA Welfare Officer contacted

Date:

Time:

Name:

Contact number:

NGB Lead Child Protection Officer contacted (date):

Other persons contacted: *(please note name and position)*

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



## APPENDIX 5 - PLAYER PROFILE CONSENT FORM (UNDER 18)

The safety and welfare of children in our care is paramount, and 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. Please complete this form with our assurance that the information will be treated as confidential.

***It is the responsibility of the junior and their parent/guardian to notify the Junior Organiser if any of the details change at any time.***

|                               |        |                       |
|-------------------------------|--------|-----------------------|
| <b>Name of Child:</b>         |        | <b>Date of Birth:</b> |
| <b>Address:</b>               |        |                       |
| <b>Post Code:</b>             |        |                       |
| <b>Telephone Number:</b>      |        | <b>Email:</b>         |
| <b>Golf Club:</b>             |        | <b>Handicap:</b>      |
| <b>Parents' Names</b>         |        | <b>CDH:</b>           |
|                               | Father | Mother                |
| <i>Address (If different)</i> |        |                       |
| <i>Home Telephone No</i>      |        |                       |
| <i>Mobile Telephone No</i>    |        |                       |
| <i>Work Telephone No</i>      |        |                       |
| <b>Emergency Contacts</b>     |        |                       |
| <b>Contact 1 Name</b> .....   |        |                       |
|                               |        |                       |



|   |
|---|
| <i>Relationship to child..... Home Telephone Number.....</i>  |
| <i>Mobile Telephone Number..... Work Telephone Number.....</i>  |
|   |
|   |
| <b>Contact 2 Name .....</b>   |
|   |
| <i>Relationship to child..... Home Telephone Number.....</i>  |
|   |
| <i>Mobile Telephone Number..... Work Telephone Number.....</i>  |
|   |
|   |
| <b>Medical Information</b>  |
|   |
| <i>Child's Doctor's name.....</i>   |
|   |
| <i>Doctor's Surgery Address.....</i>  |
|   |
| <i>Telephone Number.....</i>  |
|   |
|   |
| 2. Does your child experience any conditions requiring medical treatment and/or medication?                                     |
|   |
| *Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please give details, including medication, dose and frequency. |
|   |



|   |
|---|
|   |
|   |
|   |
|   |
| 3. Does your child have any allergies? *Yes <input type="checkbox"/> No <input type="checkbox"/> *If yes please give details.   |
|   |
|   |
|   |
| 4. Does your child have any specific dietary requirements? *Yes <input type="checkbox"/> No <input type="checkbox"/> *If yes please give details.   |
|   |
|   |
|   |
| 5. 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 daughter to have a disability? *Yes <input type="checkbox"/> No <input type="checkbox"/> *If yes what is the nature of your disability?  |
| <input type="checkbox"/> Visual impairment <input type="checkbox"/> Hearing impairment <input type="checkbox"/> Physical disability <input type="checkbox"/> Learning disability  |
| <input type="checkbox"/> Multiple disabilities <input type="checkbox"/> Other (Please specify):   |
|   |



|   |
|---|
| <p>6. Does your child have any communication needs e.g. non-English speaker/ hearing impairment/ sign language user/ dyslexia? If yes, please tell us what we need to do to enable her to communicate with us fully.</p>  |
| <p> </p>  |
| <p> </p>  |
| <p><b>I confirm to the best of my knowledge that my daughter does not suffer from any medical condition other than those detailed above.</b></p>  |
| <p><b>I agree to notify the Junior Organiser should the above details need to be updated/changed and if my daughter should not be participating in an event/activity due to illness or injury. I, ....., being parent/guardian of the above named child, hereby give permission for the DLCGA 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 daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.</b></p> |
| <p><b>I consent that my child can travel with a member of DLCGA or its agents to attend fixtures/events away from their Home club (this includes activities associated such as travelling to a remote tee on the course or for medical treatment). I also consent that should my child win any competition, their photo may be published in related sports websites, newspapers or magazines.</b></p>   |

|                                 |  |
|---------------------------------|--|
| <b>Signed – Parent/Guardian</b> |  |
| <b>Print name</b>               |  |
| <b>Date</b>                     |  |



## **APPENDIX 6 - CODE OF CONDUCT FOR PGA PROFESSIONALS, ASSOCIATE COACHES & VOLUNTEERS**

All young golfers have the right to be treated with dignity and respect. The promotion of good practice will help reduce the possibility of abusive situations occurring and actions of adults being misinterpreted. A good and caring coach/volunteer/DLPGA official/member of staff will continually reflect upon their own coaching/supervisory style, philosophy and practices to ensure the safety and wellbeing of the participants at all times.

The following are examples of good practice, which will create a safe and enjoyable environment:

- Always be publicly open when working with children and young people
- Respect the rights, dignity and worth of every person within the context of golf
- Treat everyone equally and do not discriminate on the grounds of age, gender, religion, sexual orientation or disability
- Be an excellent role model
- Display high standards of language, manner, punctuality, preparation and presentation
- Always put the welfare of each young person first, before winning or achieving goals
- Build a balanced relationship based on mutual trust, which empowers young people to share in the decision-making process
- Ensure that, if any form of manual/physical contact is required, it should be provided openly and to provide genuine support to improve skills or to prevent or treat an injury
- Do not exceed the level of your competence and qualifications
- Have open and regular communication with the young golfers' parents/carers
- Ensure that activities are appropriate for the age, maturity, experience and ability of the young golfer
- Promote the positive aspects of golf e.g. Fair play, honesty and participation
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment)
- Report any concerns you may have in relation to a young person, following the reporting procedures laid down in the DLPGA Procedures (2.2).



**Coaches, volunteers and staff should never:**

- Take children to their home or other secluded places where they will be alone with the child
- Engage in rough, physical or sexually provocative games
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Make sexually suggestive remarks to a child or young people
- Reduce a child to tears as a form of control
- Allow children to use inappropriate language unchallenged
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Depart from the club/facility until the safe dispersal of the young golfers has been supervised
- Abuse their position of power or trust with children or adults
- Resort to bullying tactics or verbal abuse
- Cause a participant to lose self-esteem by embarrassing, humiliating or undermining the individual
- Spend excessive amounts of time alone with children away from others
- Do things of a personal nature for young people that they can do for themselves
- Engage in a sexual relationship with a young golfer in their care
- Give young people alcohol when they are under the care of the DLCGA.

I agree to follow the above code of conduct whilst involved with children within DLCGA.

|             |      |
|-------------|------|
| Signed:     | Date |
| PRINT NAME: |      |



## APPENDIX 7 – CODE OF CONDUCT FOR YOUNG GOLFERS

This code of conduct has been written to make sure that all young golfers at DLCGA know the standards of behavior that are expected of them when playing golf or attending coaching. This will help the volunteers, coaches and staff at the DLCGA to look after you and make sure that every young person is able to enjoy their time at the DLCGA.

- Treat all other golfers, whether adult or junior, with the same respect and fairness you would like them to show you
- All golfers should be able to participate in golf without fear of ridicule, harassment or restriction. Uphold this value in all that you do
- Demonstrate fair play on and off the course. Respect differences in gender, disability, culture, race, ethnicity and religious beliefs between yourself and others
- Challenge discrimination and prejudice
- Look out for yourself and the welfare of others
- Do not engage in any irresponsible, abusive, inappropriate or illegal behaviour
- Challenge behavior that falls below the expected standards of the DLCGA
- Speak out if you are concerned about anything, your own needs or the needs of others
- Be organised and on time
- Do not leave the club following a coaching session, match or competition without the knowledge and permission of the Junior Organiser or person in charge
- Follow the club rules and dress codes
- Listen to the Junior Organiser and other representatives of the DLCGA and comply with their requests. They have your best interests and those of the whole group in mind
- Demonstrate the highest standards of behaviour at all times
- Advise the Junior Organiser or coach of any medical conditions which may affect your standard of play

You must not:

- Consume alcohol or illegal and performance enhancing drugs
- Smoke
- Use foul language
- Engage in sexual behavior
- Gamble.



|   |
|---|
| I agree to abide by the above Code of Conduct whilst in the care of, or representing, DLCGA |
| Signature of Junior Member:   |
| Name (printed):   |
| Date: I understand and agree that my child must abide by the above Code of Conduct.         |
| Signature of Parent/ Guardian:  |



|  |
|--|
|  |
|--|

## APPENDIX 8 - INCIDENT REPORT FORM

|  |            |
|--|------------|
| RECORDERS NAME:  |            |
| ADDRESS:   |            |
| POST CODE:   | TELEPHONE: |
| CHILD'S NAME:  |            |
| ADDRESS:   |            |
| POST CODE:   | TELEPHONE: |
| COMPLAINANT'S NAME:  |            |
| ADDRESS:   |            |
| POST CODE:   | TELEPHONE: |
| Details of the allegations: [include: date; time; location; and nature of the incident.] |            |
| Additional information: [include: witnesses; corroborative statements; etc.]             |            |
| Action taken:  |            |
| Date: Time:  |            |
| To whom was the incident referred:   |            |
| DATE:  | TIME:      |
| Signature of Recorder:   |            |



Signature of Complainant:



## APPENDIX 9 - ACCIDENT REPORT FORM

|  |                   |
|--|-------------------|
| Recorder's Name:   |                   |
| Address:   |                   |
| Post Code:   | Telephone Number: |
| Name of Injured Person(s)  |                   |
| Address:   |                   |
| Post Code:   | Telephone Number: |
| Nature of Injury Sustained:  |                   |
| Where did the Accident occur: [include: date; time; location; and nature of the accident.] |                   |
| How did the Accident occur: [include: names; telephone numbers; etc.]                      |                   |
| Were there any witnesses to the Accident: [include: names; statements, etc.]               |                   |
| What action was taken: [include: treatment administered, by whom, etc.]                    |                   |
| Were any other Agencies involved: [e.g. Ambulance service?]                                |                   |
| Have the Parents / Guardians been contacted? YES NO [Please circle.]                       |                   |
| Date:  | Time:             |



|                        |
|------------------------|
| Signature of Recorder: |
|------------------------|



## APPENDIX 10 - PARENTAL CONSENT FORM

### MEDICAL CONSENT

In caring for the best interest of your child, it is important that the County is aware if he/she suffers from any illness or medical condition, or whether he/she is currently receiving medical treatment of any kind. Please indicate below in strictest confidence any health-related matters (including injuries of any kind) that you think it best that we know about. Details of any prescribed medicine with dosage, special dietary requirements and allergies are also requested.

|                                       |                  |
|---------------------------------------|------------------|
| Name:                                 | Date of Birth:   |
| Address:                              | Post Code:       |
| Telephone (Home)                      | Telephone (Work) |
| Email                                 | Mobile           |
| Other Contact Numbers (If applicable) |                  |
| Name:                                 | Telephone No:    |
| Name:                                 | Telephone No.    |
| Golf Club:                            | Handicap:        |
| CDH No:                               |                  |

|  |         |
|--|---------|
| Name of GP/Doctor  | NHS No: |
| Address:   |         |
| GP Telephone No:   |         |
| Date of last tetanus injection:  |         |
| Please list any medical conditions including conditions requiring treatment/medication, allergies or dietary requirements: |         |
| <p>Do you consider your child to have a disability? Yes / No<br/>If yes, what is the nature of that disability.</p>        |         |



|  |
|--|
|  |
| I consent to my child participating in events and activities organised by the County including golf competitions, matches and coaching that may include organised <b>transport and overnight</b> accommodation.                                      |
| I consent to my child receiving essential medical treatment, as necessary, when a qualified medical practitioner prescribes such treatment.  |
|  |
| <b>I agree that my child</b> be bound by the code of conduct whilst in the care of the County. This includes coaching, matches and other events, whilst representing a county team or whilst taking part in an event which the County is organising. |
|  |
| Please note that before taking part in any County event, training or playing, you must have completed and returned this form to the address below.   |
|  |
|  |
| PRINT NAME OF PARENT/GUARDIAN: _____ DATE / /  |
|  |
|  |
| SIGNATURE OF PARENT/GUARDIAN: _____  |
|  |



## APPENDIX 11 - PHOTOGRAPH / VIDEO CONSENT FORM

This form is to be signed by the legal guardian of a child or young person under the age of 18, together with the child or young person.

DLCGA recognises the need to ensure the welfare and safety of all young people in golf. As part of our commitment to ensure the safety of young people, we will not permit photographs, video images, or other images of young people to be taken or used without the consent of the parents/ carers and the young person.

The DLCGA will take steps to ensure that these images are used solely for the purposes they are intended, which is the promotion and celebration of the activities of the DLCGA. Please refer to the DLCGA Child Protection Procedures (2.5.4) regarding the use of images of children.

If you become aware that these images are being used inappropriately, you should inform the DLCGA Child Welfare Officer immediately:

If, at any time, the parent/ carer or the young person wishes their image to be removed from the DLCGA website, 7 days' notice must be given to the County Secretary, after which time the image will be removed.

✂ \_\_\_\_\_

**To be completed by the parent/ carer:**

I \_\_\_\_\_ (*full name of parent/ carer*) consent to DLCGA representatives photographing \_\_\_\_\_ (*name of young person*) under the stated rules and conditions and I confirm I have legal parental responsibility for this child and am entitled to give this consent. I also confirm that there are no restrictions related to taking photographs.

Signed \_\_\_\_\_



|   |       |
|---|-------|
| Date  | _____ |
|   |       |
| Telephone number  | _____ |
|   |       |
| <b>To be completed by the young person:</b>   |       |
|   |       |
| I, _____ ( <i>name of young person</i> ) consent to DLCGA representatives photographing my involvement in golf under the stated rules and conditions. |       |
|   |       |
| Signed  | _____ |
| Date:   |       |



## APPENDIX 12 - ANTI-BULLYING POLICY

At DLCGA we believe that every effort must be made to eradicate bullying in all its forms.

Bullying can be difficult to define and can take many forms, which can be categorised as:

- Physical – hitting, kicking, theft
- Verbal – homophobic or racist remarks, threats, name calling
- Emotional – isolating an individual from activities or a group.

All forms of bullying include;

- Deliberate hostility & aggression towards an individual(s)
- A victim who is weaker and less powerful than the bully or bullies
- An outcome which is always painful & distressing for the victim.

Bullying behaviour may also include;

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive or offensive comments of a sexual nature

The DLCGA and its Staff, Volunteers & Coaches will not tolerate bullying in any of its forms during DLCGA matches, competitions, coaching or at any other time whilst at the DLCGA.

We are intent that we will:

- Provide a point of contact where those being bullied can report their concerns in confidence
- Take the problem seriously
- Investigate any and all incidents and accusations of bullying
- Talk to bullies and their victims separately along with their parents/guardians



- Impose sanctions, which may include expulsion from the DLCGA for bullies
- Inform all members of the DLCGA about the incident and action taken if appropriate
- Keep a written record of all incidents and the action taken.



#### APPENDIX 13 - LOCKER ROOMS POLICY

One of the areas where children are most vulnerable at most sports clubs is the locker/changing/shower room, and golf clubs are no different in this respect. For this reason DLCGA has adopted the following guidelines as its policy regarding the Locker Rooms.

Obviously people will wish to refresh themselves after having taken part in a round of golf, and limited changing facilities often mean that people of all ages regularly need to change and shower during the same period. To avoid possible misunderstandings and embarrassing situations, adults need to exercise care when in the Locker Rooms at the same time as children. However, bullying can be an issue where children are left unsupervised in locker rooms, and a balance should be struck depending on the situation. In general it is better if one adult is not alone to supervise in a Locker Room. If in an emergency, a male has to enter the Ladies' Locker Room, or vice versa, another adult of the opposite gender should accompany him or her.

All members should be aware of the following advice:

- Wherever possible, adults should avoid changing or showering at the same time as children.
- Parents need to be aware that on occasion's adults and children will be sharing a changing facility.
- It is recommended that particular attention is given to the supervision of children aged ten and under in the Locker Rooms. It is advisable for adults not to be alone with any such child in these circumstances.
- If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.



## APPENDIX 14 - GUIDANCE FOR PARENTS

DLCGA recognises its responsibility to safeguard the welfare of children participating in DLCGA activities, and therefore has a child protection policy and comprehensive child protection procedures to contribute towards the aim of ensuring that all children at the DLCGA have an enjoyable and safe experience of golf. We wish to work in partnership with parents and therefore would ask that they assist the DLCGA by considering the following points:

- Take an interest in your child's activity and progress and be supportive
- Praise the effort as well as the results of your child's participation
- Introduce yourself to the Junior Organiser, coaches and Child Welfare Officer
- Find out what the DLCGA has to offer in terms of coaching and junior competitions, and become familiar with the rules of the DLCGA, including any playing restrictions for children
- Become familiar with the DLCGA Child Protection Policy and Procedures
- Read the child's Code of Conduct and discuss this with your child
- Be punctual when dropping off and picking up your children for/from coaching and competitions. Volunteers cannot leave your child alone at the venue and must stay at the Club until the last child leaves. If you are likely to be late, please contact the Junior Organiser to discuss what to do
- Take an interest in who your son/daughter is playing with, introduce yourself if it is an adult you do not know
- If leaving your son/daughter at the Club please make sure they have some spending money, appropriate clothing (e.g. a hat and sun protection cream to protect them from the sun or waterproofs), a drink to take in their bag. Dehydration can occur even if it is not that warm
- Complete the Player Profile Form promptly, and notify the DLCGA of any amendments so that we may care for your child as well as possible
- Discuss any particular requirements your child has that may effect the ability of your child to enjoy the sessions or the ability of coaches and volunteers to meet their needs effectively
- Have clear lines of communication to keep up with your child's progress
- Ensure that the DLCGA has an emergency contact number for you when you are away from the Club. A mobile number would be preferable and please ensure that you leave your mobile switched on so that you can be contacted in an emergency
- Raise any concerns you have about the coaching, DLCGA procedures, or care that your child receives with either the Child Welfare Officer or the Junior Organiser so that we may address them appropriately and promptly
- Make sure that your child knows what time they will be collected, where they



are being met, and by whom

- Check your household insurance policy to ensure that your child has adequate and appropriate cover, particularly public liability insurance
- The transporting of children to and from the DLCGA for matches, competitions and coaching is the responsibility of parents. The DLCGA will only become involved in these arrangements in exceptional circumstances. Parents are welcome to contact the parents of other junior members and make private arrangements to share transport, but this does not fall within the responsibility of the DLCGA.

**County Welfare Officer**

*Kate Roberts*

**County Junior Organiser**

*Sheila Davidge*

***DORSET LADIES COUNTY GOLF ASSOCIATION***

***[www.dorsetladiesgolf.org](http://www.dorsetladiesgolf.org)***