



CONWY (CAERNARVONSHIRE) GOLF CLUB.

CHILD PROTECTION POLICY.

Child Protection Policy involves the participation and commitment of the Club, children and their parents. Each has responsibilities to ensure not only the success of the junior section, but the welfare and safety of every child involved.

Responsibility of Conwy Golf Club.

- > To review the Policy and procedures every three years or whenever there is a major change in relevant legislation.
- > To appoint a Child Welfare Officer who will be responsible for ensuring that the policy and procedures are adhered to and reviewed and updated.
- > To take its responsibilities seriously, knowing that the welfare of children and their protection from harm is a paramount concern.
- > To conduct risk assessments of the activities of the club with regard to safeguarding children and take appropriate action to address the identified issues within suitable timescales.
- > To ensure the PGA Professional, staff and volunteers who have contact with children read, sign and adhere to the Code of Conduct applicable to them.

Responsibility of the Children.

Children should

- > Observe the highest standards of behaviour, appearance, punctuality, attitude, restraint, moderation and sportsmanship on and off the course.
- > Play by the Royal and Ancient's Rules of Golf, the etiquette of the game and observe the finer courtesies of the game.
- > Observe instructions or restrictions requested by the PGA professionals, staff and volunteers.
- > Should read the Code of Conduct for children.

Responsibility of Parents.

Parents should

- > Be aware of the Conwy Golf Club policy on child protection.
- > Should support the club's officials in creating and maintaining a safe and amenable environment for children in which to enjoy their golf.
- > Should be at ease with the system in place for the protection of their children, but be ready to raise any matters that may give rise to concerns.
- > Complete the Consent and Player Profile Form and ensure that the club is given updated details when necessary.

CHILD PROTECTION POLICY.

UNDERPINNING POLICIES, PROCEDURES AND GUIDELINES.

Communication of Policy.

This policy will be available for all members of the golf club to view, and it will be displayed on the notice board and on the club's web site.

All parents shall receive a copy when their child joins as a member of the golf club. A signature will be required on the junior Profile Form to confirm receipt.

Junior Profile Form.

When all new junior members join the golf club they will be asked to complete a personal details form in addition to their application form. The profile form will detail the following;

- > Personal details.
- > Emergency contact details.
- > Medical information if applicable.
- > Parental permission for - medical consent,
 - changing rooms,
 - photography and other imagery,
 - confidentiality.
- > A signature to confirm they have read and understood the child protection policy.

Confidentiality.

The information held on juniors will be stored securely and only seen by those people at the club who are responsible for coaching and welfare. From time to time county organisations may ask for details of promising juniors in order to take advantages of, for example, special coaching or playing in county matches. These will be passed on as part of our commitment to developing a junior member's golfing talent.

Anti-Bullying Policy.

Bullying can only survive in an environment where the victim does not feel empowered to tell someone who can help, or in which it is not felt to be safe to do so. The damage inflicted by bullying is frequently underestimated and can cause considerable distress to young people to the extent that it affects their health and development. Bullying in any form, by any person is not acceptable and will not be tolerated within Conwy Golf Club. Guidelines for the prevention of bullying.

- > We will ensure that young members practise good conduct which promotes the rights and dignity of each member.
- > We will promote a "whole group" approach explaining the hurt caused by bullying, and make the problem a shared concern for the group.
- > We will reinforce that there is "a permission to tell".
- > We will encourage young people to co-operate and help each other.

Complaint, Concern and Allegation Guidelines and Procedures.

If a member, parent, member of staff or volunteer has a concern about the welfare of a child, or the conduct of an adult, these concerns should be brought to the attention of the Child Welfare Officer.

- > All complaints, suspicions, allegations, disclosures and concerns will be recorded and kept securely in the office. The Child Welfare Officer will then follow procedures as to who should be made aware of this information.
- > All complaints and concerns will be treated in the strictest confidence. Details will only be shared with those who can help with the management of the complaint or concern. The number of club personnel involved will be kept to a minimum.
- > The CWO will report concerns to the appropriate bodies and seek their advice on further action if necessary. Concerns will be recorded and retained confidentially within the office.
- > In the event of a child making a disclosure, the following guidance is given;
 - Reassure the young person that they have done the right thing in sharing the information.
 - Do not make promises that cannot be kept, such as promising not to tell anyone else.
 - Do not question or lead the young person to disclose more than they are comfortably able to; this may compromise any future action.
 - Record what the young person has said as soon as possible.
 - Report the information to the Club Welfare Officer in the first place, who will then notify the parents once advice has been sought from the relevant bodies.

Emergency Guidelines and Procedures.

In the event of a junior needing medical attention, the following is noted;

- > The parents will be contacted immediately.
- > In the event of failure to contact parents, the alternative emergency contact will be used.
- > The consent form on the Player Profile/Medical Consent will be consulted to establish whether parents have given their consent for a club representative to act in loco parentis.
- > An adult club representative will accompany the junior to seek medical attention if appropriate.

A record of the action taken will be recorded in the accident/injury report form and retained in the office. Where there are juniors using the facilities, they shall be inducted what to do in an emergency. Should there be an emergency on the golf course; juniors will be encouraged to have the clubhouse/pro shop/office numbers programmed into their mobiles. Permission will be granted for mobiles to be used on the course for emergencies only.

Recruitment and Training Policy.

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

We ask that all staff and volunteers who are in a position of responsibility with regard to children, particularly those who supervise children, provide the following:

- Basic personal details,
- Experience of working with children,
- A self disclosure of their criminal record,

- A current enhanced Criminal Records Bureau check which should be updated every three years in accordance with guidance from Children in Golf.

All staff and volunteers working with children will be offered access to child protection training. Conwy Golf Club recommend the Sportscoach UK "Safeguarding and Protecting Children" workshop and will ensure that all staff and volunteers who have significant contact with children attend it.

Supervisory Ratio Guidelines.

During competitions and coaching sessions, the club will endeavour to ensure there is at least one club representative present for every 6 children.

Coaching ratios may be determined by the PGA professional in accordance with the session.

Physical Contact.

Physical contact with children by coaches or volunteers should always be intended to develop golfing 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 rule, be made gratuitously or unnecessary.

Changing Room Guidance.

Parents will be made aware that their children will be sharing the facilities where adults may shower and change.

- > If adults and juniors need to share a changing facility, the club must have consent from the parent that the child can do so.
- > If juniors need to share changing facilities with adults, their parents should be allowed to supervise them while they are changing.
- > Adults should not change or shower at the same time the facility is used by juniors.
- > If the club has any disabled players, involve them and their carers in deciding how, if applicable, they wish to be assisted to change and ensure they provide full consent to any support or assistance required.

Transportation.

It is the responsibility of parents to organise the transport of their child to and from the golf club and other golfing events. If members wish to provide transport for juniors, they do so at their own risk, and are not acting on behalf of the club. They should receive permission from parents/carers prior to the journey and any such journeys are made as a purely personal arrangement and not with the sanction of the club.

The club may make arrangements for transport in some circumstances, such as team events, and where this is the case, parental permission must be obtained. All drivers acting on behalf of the club will be vetted for their suitability to supervise children according to the recruitment guidelines, and their insurance arrangements verified.

Supervision and Late Collection Guidelines.

Parents should be made aware that if children are left on the club premises unsupervised, other than to attend coaching sessions, competitions or other organised events, the club can not accept supervisory responsibility. Parents will be encouraged to attend all events where their child is present and this is particularly relevant for those with children under the age of 11.

Where a parent is late in collecting their child from the club, the following will apply;

- > Attempt to contact the parents or alternative emergency contact using details from the Parental Consent form.
- > The Junior Organiser or other volunteer will wait with the child at the club in an open environment with, wherever possible, staff members, volunteers or other parents for a period of 30 minutes after the agreed pick up time.
- > If after that time no one is reachable, contact the Child Welfare Officer for advice.
- > Coaches, staff, volunteers should not
 - take the child home or to another location,
 - ask the child to wait in a vehicle or the club with them alone,
 - send the child home with another person without parental permission.

Photography and Use of Images Guidelines.

As part of our commitment to the safety and welfare of junior members, we do not permit photographs, video or other media images to be taken or used by officials of the club without the informed consent of the parents and the junior member on the photograph consent form.

Images of junior members could be used as part of the coaching programme, to encourage other children to take up golf, or promote club activities. Parents who do not wish their child photographed for such purposes must inform the club on the parental permission section of the Junior Profile Form.

Policy approved by the Management Committee on 1st April, 2014.