



Sandiway Golf Club Ltd

Children and Young People Safeguarding Policy and Procedures

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Children and Young People Safeguarding Policy

Glossary of Terms

Child/children - any child/young person/junior under the age of 18 years

Parent – the parent/legal guardian/carer or anyone nominated by them who has responsibility for the child

The Club – Sandiway Golf Club Ltd, members, staff, players, or visitors

Introduction

Whilst children are participating in golf activities in our care, The Club has a responsibility to ensure their safety and wellbeing.

The Club acknowledges the policies of the National Governing Body, as set in out in the “England Golf Safeguarding Children and Young People Policy and Procedures”.

The policy and supporting procedures set out a framework to fulfil our commitment to good practice and the protection of children in our care.

Key principles

- The welfare of children is paramount.
- A child is defined by law in England and Wales as a person under the age of 18 years.
- All children, regardless of their Age, Race, Religion or Belief, Disability, Gender identity or Sexual Orientation, have the right to protection from abuse.
- All concerns and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All children have the right to be safe.
- All children have the right to be treated with dignity and respect.
- The Club will work with children, their parents, and external organisations to safeguard the welfare of children participating in golf.
- We recognise the authority of the statutory agencies and are committed to complying with Local Safeguarding Children Board Guidelines (LSCB), Working

Together under the Children Act 2004 and any other relevant guidance or legislation.

- The Club is committed to working in partnership with other key UK Golf bodies to continually improve and to promote safeguarding across the sport.
- The Club owes a legal duty of care to children being supervised by them, whilst engaged in an official Club activity. That duty is to take reasonable care to ensure their safety within any situation covered within Club policy. There is also a wider duty of care, which may also include situations falling outside policy and guidance.

Objectives

The Club aims to:

- Provide a safe environment for children participating in golfing activities to maximise their enjoyment of the experience.
- Ensure that any national or local legal or advisory requirements in force for any period, such as the wearing of face coverings, for social distancing or similar measures are fully complied with by children, officials, coaches, parents or anyone attending a Club match/competition/event.
- Ensure robust systems are in place to manage any concerns or allegations.
- Support everyone to understand their roles and responsibilities.
- Provide appropriate training, support and resources for officials, volunteers & coaches to make informed responses to any safeguarding issues and fulfill their role effectively.
- Ensure that children and their parents are informed and consulted and, where appropriate, fully involved in decisions that affect them.
- Reassure parents that all children will receive the best possible care whilst participating in Club activities and communicate Policy and Procedure to them through website/letter/consents.
- The Club acknowledge the additional vulnerability of some groups of children (e.g., disabled children or those with communication differences). The Club will do their utmost to ensure that the environment supports the child so that they have a positive experience of golf.

Responsibilities and implementation

The Club will promote the principles of safeguarding children by:

- Reviewing policy and procedures every three years or whenever there is a change in legislation. Guidance from England Golf will be considered as part of the review process.
- Conducting a risk assessment of Club activities with regard to safeguarding and take appropriate action to address the identified issues within suitable timescales.
- Using appropriate recruitment procedures to assess the suitability of volunteers and officials working with children in line with guidance from England Golf.
- Following Club procedures to report concerns and allegations about the behaviour of adults or anyone involved in activities by ensuring that all officials, volunteers, parents, and children are aware of these procedures.
- Directing officials, volunteers & coaches to appropriate safeguarding training and learning opportunities, where this is appropriate to their role.

1. Recruitment and training

The Club will endeavour to ensure that all volunteers and officials working with children are fit to do so and that they have relevant information and support to undertake their job effectively.

The Club will assess any role which involves an element of responsibility for children, particularly those involving their regular supervision, whether voluntary or paid to determine the level of qualification, checks and other requirements. These will include the following:

- An application form (**Appendix 1**)
- A self-disclosure form (**Appendix 2**)
- References from 2 people (**Appendix 3**)
- A signed Code of Conduct (**Appendix 4**)
- A Disclosure & Barring Service (DBS) check on people involved in 'regulated activity' with children (**Guidance on Regulated Activity & DBS- Appendix 16**)

Details of the requirements, together with associated results will be recorded by the Club General Manager (together with renewal dates) who will also hold copies of the relevant certificates. The General Manager will retain all relevant and appropriate contact details of all officials / volunteers and other relevant bodies. Data will be classified as RESTRICTED once complete and stored in accordance with GDPR and only for such time as is necessary for the purposes for which it was obtained.

All officials, volunteers & coaches will be offered access to appropriate child protection training. The Club may consider completion of the UK Coaching Safeguarding and Protecting Children (SPC) workshop for volunteers and officials who have significant contact with children. An online UK Coaching refresher course should be completed and repeated every three years. For those involved in "Regulated Activity" their DBS check will require renewal every three years.

All officials, volunteers & coaches working with children will be asked to read and become familiar with the Club Safeguarding Policy and Procedures.

All officials, volunteers & coaches involved with children, together with the players and their parents will be asked to read the Club Code of Conduct relevant to their role and sign to indicate their understanding and agreement to act in accordance with the code. **(Codes of Conduct-Appendix 4,5,6)**

The code is linked to the Club's Disciplinary Procedures. **(Appendix 9)**

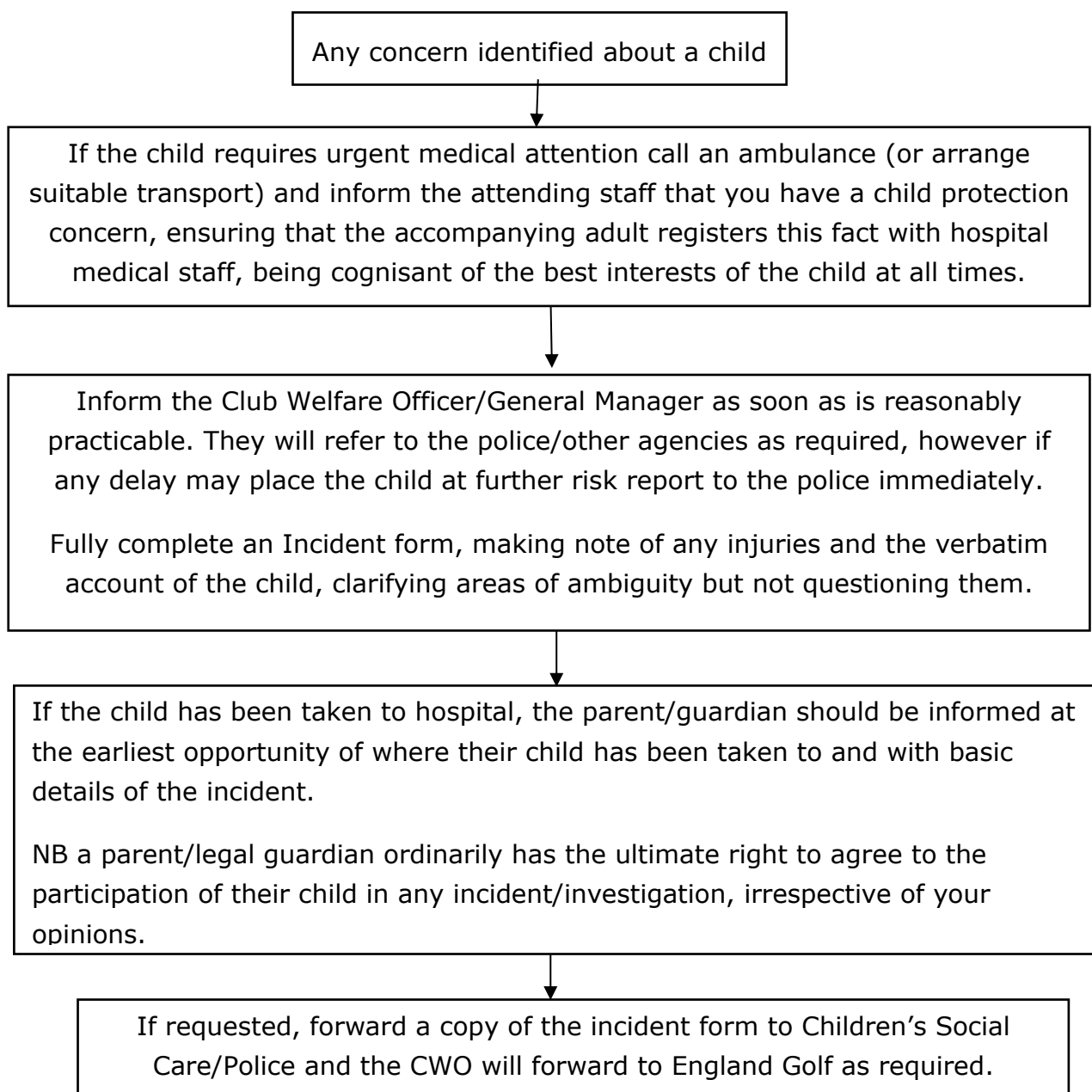
2. Complaints concerns and allegations.

- 2.1** If a player, parent, volunteer, or anyone has a concern about the welfare of a child or the conduct of anyone towards a child these concerns should be brought to the attention of the Club Welfare Officer without delay. The person reporting the concern is not required to decide whether abuse has occurred but has a duty to pass on their concerns and any relevant information to the Club Welfare Officer. Please refer to Flowcharts 1 & 2 for further details (see below).
- 2.2** All concerns will be treated in confidence and under the provisions of the GDPR, unless disclosure is necessary to minimise any risk of immediate harm to a child.
- 2.3** Concerns will be recorded on an Incident Report Form and forwarded without delay to the Club Welfare Officer (CWO) and retained confidentially. *The CWO will assist with completion of this form if required, (Incident Report Form-Appendix 8).*
- 2.4** The CWO will liaise with England Golf as required.

- 2.5** The Club will work with England Golf and other external agencies to take immediate action where concerns relate to potential abuse or serious poor practice. The Club disciplinary procedures will be applied and followed as applicable.
- 2.6** In the event of a child making a disclosure of any type of abuse, the following guidance should be followed:
- Reassure them that they have done the right thing to share the information
 - Listen carefully
 - Do not make promises that cannot be kept, such as promising not to tell anyone else
 - Do not question the child or lead them in any way to disclose more information. Only ask to clarify your understanding where needed e.g. Can you tell me what you mean by the word xxxxx?
 - Record what the child has said contemporaneously, in their words and as they say it. You will not remember it exactly later.
 - You should discuss the intended course of action with the CWO and agree how much information will be disclosed and how and what information will, or could be shared and why, and seek their agreement. Make notes of the intended action and when it is completed.
 - Parents should be informed as soon as is practicable as long as they are not implicated in the report.
- 2.7** The NSPCC Helpline is an alternative to discuss concerns regarding poor practice and abuse in confidence. The Helpline number is 0808 800 5000.
- 2.8** Safeguarding children requires everyone to be committed to the highest possible standards of openness, integrity, and accountability. The Club supports an environment where officials, volunteers, players, parents, or anyone are encouraged to raise safeguarding and child protection concerns. Anyone who has reported a legitimate concern to the organisation (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously. **(Whistleblowing Policy-Appendix 15)**

3. FLOWCHART 1

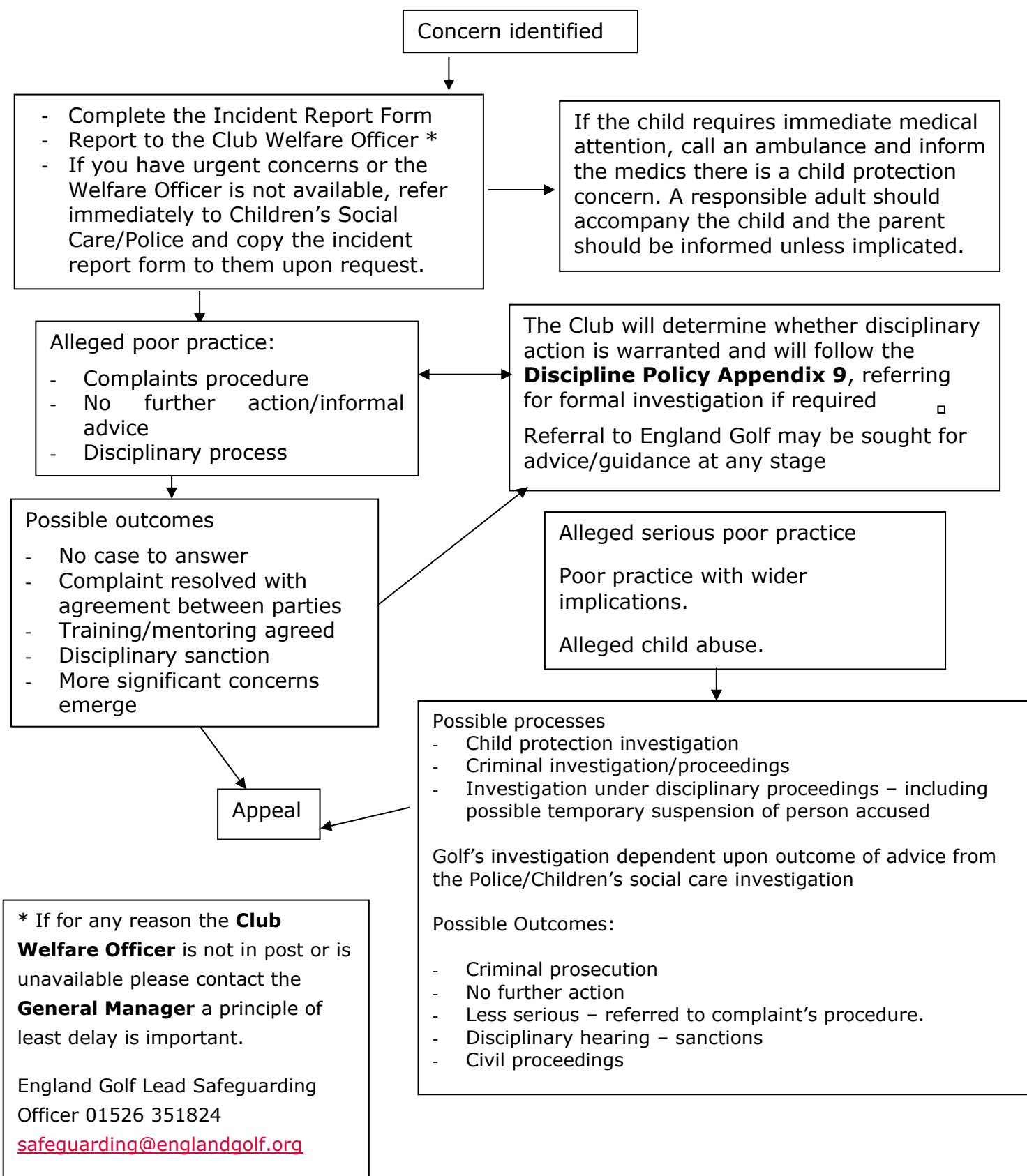
What to do if you are worried about what is happening to a child outside of the Club (but the concern is identified through the child's involvement in golf)



* If for any reason the CWO is unavailable a principle of least delay is important. Please contact the General Manager on 01606 883247 or safeguarding@englandgolf.org

FLOW CHART 2

What to do if you are worried about the behaviour of any member, parent, volunteer, official, professional, coach in golf or affiliated organisations



4. Emergencies and incidents

4.1 Parental Consent Forms will be obtained and retained by the Club, (under the provisions of GDPR), for all children who are participating in events, activities or attending coaching organised by the Club. These forms will be treated in confidence and only shared with those who require the information they contain to perform their role effectively. **(Player Profile and Parental Consent Forms-Appendix 10)**

4.2 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 the Club to act in loco parentis.
- An adult Club representative will accompany the child to seek medical attention, if appropriate, ensuring that they take the consent form with them.
- A record of the action taken will be made and processed by the Club representative using the Incident Form (Appendix 8).

4.3 Where a parent is late in collecting their child, the following procedure should be followed:

- Attempt to contact the parent using the contact details on the Parental Consent Form
- Attempt to contact the first, then subsequent contacts from the Consent Form
- Wait with the child(ren) at the venue with other officials/ volunteers/ parents /adults where possible.
- If no one is reachable, contact the CWO for advice.
- The welfare of the child is paramount, so they should not be left alone. If all attempts to make contact fail, consideration should be given to contacting the police.

Officials, volunteers, and coaches should avoid the following unless absolutely necessary:

- Taking the child home or to another location without parental consent.
- Waiting alone with a child.
- Sending the child home with another person without permission of the parent.
- Allowing a child to leave without prior agreement.

5. Supervision

- 5.1** In preparing for coaching sessions, coaches should familiarise themselves with any relevant information from the parental consent forms and conduct a risk assessment to ensure appropriate supervision levels. Regardless of any recommended ratio of adults to children, it is recommended that a minimum of two adults should be present. This ensures at least basic cover in the event of something requiring one of them to leave during the activity.
- 5.2** Parents should be encouraged to stay for coaching/competitions & other events where greater levels of parental supervision are required.
- 5.3** Wherever possible adults should avoid changing or showering at the same time as children, but parents should be aware that in the case of limited changing facilities there will be occasions when adults and children may be jointly sharing them.
- 5.4** Parents should be aware that if children other than players are left at a venue unsupervised, other than to attend specific coaching sessions, competition, or other organised events, the Club cannot accept supervisory responsibility.
- 5.5** 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. **(Managing Children on Away Trips-Appendix 13)**

6. Good practice Guidelines

- 6.1** Behaviour of adults and children
 - 6.1.1** Adults who work with children are placed in a position of trust and it is important that they behave appropriately and provide a positive role model for children, both to protect children and those working with them.
 - 6.1.2** The Club requires that children, parents, and adults working with them should adhere to the Code of Conduct relevant to their role provided by the Club to promote good practice and ensure the enjoyment of all, assisting the Club in ensuring their welfare is safeguarded.

6.1.3 The Club requires that all officials and volunteers working with children adhere to the guidelines on Managing Challenging Behaviour. **(Managing Challenging Behaviour-Appendix 7)**

6.1.4 Parents should also work together with the Club to ensure that the welfare of all children is safeguarded, following **Parental Guidance-Appendix 12**

6.2 Adults and Children playing golf together

Golf is not restricted by ability, age or gender. Responsible interaction between adults and children helps bring mutual respect and will be encouraged as part of Club activities. Adults should recognise and respect age related differences and conduct themselves in a manner that both recognises this and prioritises the welfare of any children involved.

6.3 Physical Contact

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

6.4 Transport

It is primarily the responsibility of parents to transport their child/children to and from events and not the responsibility of Club volunteers or coaches.

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

6.4.2 Children are often involved in competition. When taking them away on Club events consideration and planning needs to be paramount to ensure the duty of care for them is fulfilled.

6.5 Photography/ Videoing

6.5.1 Parental permission will be obtained prior to the publication or use of any video or photographic images of their child in any media or for coaching purposes. The personal details of the child will not be included in any promotional material. **(Photography Consent-Appendix 11)**

6.5.2 Press/official photographers attending events must seek permission from the Club before taking photographs/videos and also permission of parents to use the images. **(Photography Policy – Appendix 20)**

6.5.3 Social Media

Social media provides unique opportunities for the Club to engage and develop relationships with people in a creative and dynamic forum where users are active participants. It is important that all officials, volunteers, or anyone representing the Club are aware of the Club Social Media policy **(Social Media Guidance–Appendix 14)**

6.7 Anti-Bullying Procedures

6.7.1 Every effort must be made to eradicate bullying in all its forms.

- Bullying can take many forms which may be categorised as.
- Physical – hitting, kicking, theft
- Verbal – homophobic or racist remarks, threats, name calling
- Emotional – isolating an individual from activities or a group

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 or distressing for the victim

Bullying behaviour may also include.

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

The Club, its officials, volunteers & coaches will not tolerate bullying in any form at any time. **(Anti-Bullying Policy -Appendix 21)**

6.7.2 The Club will:

- Provide a point of contact where those being bullied can report their concerns in confidence – The Club Welfare Officer.
- Take the problem seriously.
- Investigate any and all incidents and accusations of bullying.
- Talk to bullies and their victims separately along with their parents.
- Impose sanctions where appropriate
- Keep a written record of all incidents and the action taken, including referral to England Golf.
- Emphasise that bullying will not be accepted in any form at any opportunity.

6.8 Confidentiality

6.8.1 Details of all children and their associated contacts/detail will be kept securely and subject to GDPR and will not be shared with a third party unless covered within Club policy.

6.8.2 All concerns/allegations will be dealt with confidentially by the Club and information will only be shared in accordance with Club policy and procedure.

6.9 Changing rooms

Changing rooms are used by members & visitors. Children will not generally be supervised in the changing rooms at Club organised events. Parents should be aware that adults may use them for changing & showering. If there are specific issues with a child using the changing rooms, it is the responsibility of the parent to either supervise the child or ensure that they do not use them.

Useful Contacts

Golf Contacts		
Name	Address	Number
Club Welfare Officer – Alison Green	N/A	Mob:07821910521 Email: cclgawo@gmail.com
General Manager – Darryl Cawthorne	N/A	Tel: 01606 883247 Email: gm@sandivaygolf.co.uk
England Golf Lead Safeguarding Officer	England Golf National Golf Centre The Broadway Woodhall Spa Lincolnshire LN10 6PU	01526 351824 <u>safeguarding@englandgolf.org</u>

Local Contacts		
Local Children’s Social Care Cheshire West & Chester Cheshire East	 0300 123 7047 0300 123 5010	OUT OF HOURS Cheshire West & Chester 0300 123 7035 Cheshire East 0300 123 5025
Local Authority Designated Officer (LADO)	Cheshire West & Chester 01829 731794	Cheshire East 01606 288931
Samaritans		08457 90 90 90
Local Police child protection teams	In an emergency contact 999	Non-emergency use 101
NSPCC Freephone 24-hour Helpline		0808 800 5000
NSPCC Whistleblowing Helpline for Professionals		0808 028 0285

National Contacts

The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0808 800 5000 help@nspcc.org.uk
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 1111
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel: 0116 234 7278 cpsu@nspcc.org.uk

Appendix 1

Volunteer / Officials Application Form

Position Applied for:
Personal Details Title: Mr/Mrs/Miss/Dr/Other (please specify) _____ Full Name: _____ Any previous surname: _____ Date and place of birth: _____ National Insurance Number: _____
Present Address: _____ _____ Post Code: _____ Previous address (if at above less than 3 years): _____ _____ Post Code: _____ Telephone Numbers: _____ Email address: _____
Current Occupation: _____ Name and address of Organisation: _____ _____ Role: _____ Start Date: _____
Relevant Experience including any previous experience of working with children:

Reasons for applying:**References:**

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

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

Information you have provided in completing this form will be used to process your application. The Club will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf. RESTRICTED once complete. This document will be stored in accordance with GDPR and only for such time as is necessary for the purposes for which it was obtained

Authorisation:

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

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

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

Signed:**Date:**

Appendix 2

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

For roles involving contact with children (under 18 years).

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018. RESTRICTED once complete. This document will be stored in accordance with GDPR and only for such time as is necessary for the purposes for which it was obtained

Part One

<i>For completion by the organisation:</i>	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
Identification (<i>tick box below</i>):	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
<i>Either</i>	
UK Passport Number and Issuing Office	
UK Driving Licence Number (<i>with picture</i>)	
<i>Plus</i>	
National Insurance Card or current Work Permit Number	

Signature of authorised Club official and position:	
Print name:	
Date:	

Part Two

NOTE: If the role you have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

<i>For completion by the individual (named in Part one):</i>	
Have you ever been known to any Children's Services department as being a risk or potential risk to children? <i>(if Yes, please provide further information below):</i>	YES / NO
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? <i>(if Yes, please provide further information)</i>	YES / NO
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children under 18 years of age.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the

	organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.
Signature:	
Print name:	
Date:	

Club Welfare Officer / Club General Manager.....:	
I have seen and checked the above responses, if any of the boxes above are ticked YES, I have referred this form to England Golf Governance Department for a risk assessment and advice.	
Signed:	date:

Appendix 3

Sandiway Golf Club Ltd

Reference form

(Name)

has expressed an interest in becoming an official/ volunteer / coach* (*delete as appropriate) in golf and has given your name as a referee.

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

Telephone:

Name:

Organisation:

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

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

Signed:

Date:

Appendix 4

SABDIWAY GOLF CLUB LTD

Code of Conduct for officials, coaches & volunteers

- Respect the rights, dignity and worth of every person
- Treat everyone equally and do not discriminate on the grounds of age, gender, race, religion or belief, sexual orientation, or disability.
- If you witness any form of discrimination, do not condone it, or allow it to go unchallenged.
- Place the well-being and safety of a child above the development of performance
- Develop an appropriate working relationship with children, based on mutual trust and respect
- Ensure that physical contact is appropriate and necessary and is carried out within Club guidelines with the child's full consent and approval
- Always work in an open environment (e.g., avoid private or unobserved situations and encourage an open environment)
- Do not engage in any form of sexual contact with a child as this may constitute a criminal offence. Do not flirt or make inappropriate gestures or terms and avoid sexual innuendo.
- You should not have any unofficial contact outside your Club role with children and should not engage in regular communication through text, email, or social network sites.
- Know and understand the Club Child Safeguarding Policies and Procedures
- Respect children's opinions when making decisions about their participation in golf
- Inform players and parents of the requirements of golf
- Be aware of and report any conflict of interest as soon as it becomes apparent
- Display high standards of behaviour, appearance, language, punctuality, preparation, and presentation.
- Do not smoke, vape, drink alcohol, or use recreational drugs while actively working with children in the Club. This reflects a negative image and could compromise their safety.

- Do not give children alcohol whilst in your care and report it if you suspect a child may be under the influence of alcohol or drugs you should view this as a safeguarding concern and respond accordingly.
- Hold relevant qualifications and insurance cover. All officials, volunteers & coaches who work regularly with children must have current DBS clearance via England Golf
- Ensure the activities are appropriate for the age, maturity, experience, and ability of the individual
- Promote the positive aspects of golf e.g., fair play.
- Follow Club Procedures & good practice guidelines
- Ensure that you attend appropriate training to keep up to date with your role and the welfare of children
- Report any concerns you may have in relation to a child or the behaviour of an adult, following reporting procedures laid down by the Club

Signed:	Date:
PRINT NAME:	

Appendix 5

SANDIWAY GOLF CLUB LTD

Code of Conduct for Players

As a child taking part in a golf activity, you should:

- Help create and maintain an environment free of fear and harassment
- Demonstrate fair play and apply golf standards both on and off the course. Treat others as you would wish to be treated yourself
- Understand that you have the right to be treated as an individual
- Respect other people and their differences, Look out for yourself and for the welfare of others
- Speak out (to your parents or a Club representative) if you consider that you or others have been poorly treated
- Be organised and on time
- Tell someone in authority if you are leaving the venue alone or with someone other than your parent, or person authorised to collect you
- Accept that Club guidelines are in place for the well-being of all concerned
- Treat organisers and Club officials with respect and respect any advice that you receive. Observe instructions or restrictions requested by the adults looking after you

You should not take part in any irresponsible, abusive, inappropriate, or illegal behaviour which includes:

- Smoking or vaping
- Using abusive language
- Publicly being critical or disrespectful of others in person or through text, Email, or social network sites
- Consuming alcohol, illegal performance-enhancing drugs, or stimulants

Child Signature _____ Print Name _____

Parent Signature _____ Print Name _____

Appendix 6

SANDIWAY GOLF CLUB LTD

Code of Conduct for Parents of Child Golfers

As parents you are expected to:

- Positively support your child in their chosen activity
- Do not place your child under pressure or push them in to activities they do not want to do
- Promote your child's participation in playing sport for fun
- Complete and return the Player Profile Form and Consents pertaining to your child's participation in activities at The Club
- Report and update The Club with any changes relevant to your child's physical and mental health and wellbeing
- Deliver and collect your child punctually before and after coaching sessions/competitions
- Ensure your child has clothing and kit appropriate to expected weather conditions and has appropriate equipment, plus adequate food and drink.
- Ensure that you child understands the rules of golf and has realistic expectations of achievement.
- Ensure that your child understands their Code of Conduct
- Behave responsibly at Club events on and off the golf course.
- Show appreciation and support the coaches, volunteers and officials at the Club.
- Accept the decision and judgement of the officials during events and competition

As a parent you have the right to:

- Be assured that your child is safeguarded during their participation in golf
- Be informed of problems or concerns relating to your child
- Be informed if your child is injured or unwell
- Have consent sought for issues such as trips and photography

- Contribute to the decisions of the Club
- Have any concerns about any aspect of your or any other child's welfare listened to and responded to

Breaches of this Code will be addressed immediately by the duty official in consultation with the Club Welfare Officer of the Club. Persistent concerns or breaches may result in you being asked not to attend games if your attendance is considered detrimental to the welfare of players or other attendees.

The ultimate action should a parent continue to breach the code of conduct may be the Club regrettably asking your child to leave the session, event or team.

Signed:	Date:
PRINT NAME:	

Appendix 7

SANDIWAY GOLF CLUB LTD

Managing Challenging Behaviour

Officials/volunteers who deliver golf activities to children may, on occasions be required to deal with challenging behaviour.

These guidelines aim to promote good practice and are based on the following:

- The welfare of the child is paramount.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- Specific needs a child may have (e.g., communication, behaviour management, comprehension and so on) should be discussed with their parent and where appropriate the child, before activities start. Where appropriate it may be helpful to record the details of any agreed plan or approach and provide copies to all parties.
- Every child should be supported to participate. Excluding a child from activities should be considered only as a last resort and after all efforts to address any challenge have been exhausted, where the safety of that or of other children/anyone else cannot be maintained.

Planning Activities

Planning activities should include consideration if any child attending may need additional support or supervision to participate safely. This should address:

- Assessment of additional risk associated with the child's behaviour
- Appropriate supervision ratios and whether numbers of adults should be increased
- Information sharing and the approach for relevant volunteers on managing challenging behaviour to ensure a consistent approach
- Specialist expertise or support that may be needed from carers or outside agencies. This is particularly relevant where it is identified that a child may need a level of physical intervention to participate safely. (see below)

Agreeing Acceptable Behaviour

Officials, volunteers, children, and parents should be involved in developing an agreement about:

- what constitutes acceptable and unacceptable behaviour (code of conduct)
- the range of sanctions which may be applied in response to unacceptable behaviour.

This is more likely to be effective when engaging with a core group of children in advance of a trip away from home or as part of a welcome session at a residential trip. It should involve the views of children and to encourage better buy-in and understanding.

Where challenges are anticipated in light, for example of a child's disability or other medical condition, a clear plan/agreement should be agreed in writing.

Ensure that parents understand the expectations to be placed on their children and ask them to reinforce this ahead of any trip or activity.

Response to Challenging Behaviour

In responding to challenging behaviour, the response should always be:

- Proportionate to the behaviour being managed.
- Imposed as soon as is practicable and following liaison with the CWO as soon as is practicable.
- Fully explained to the child and their parents.

In dealing with children who display negative or challenging behaviours, officials and volunteers might consider the following options, albeit more serious sanctions would be following full assessment at Club Board level:

- Time out - from the activity, group, or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking with the child and distracting them from challenging behaviour.
- Increased supervision by officials/volunteers.

- Use of individual 'contracts' or agreements for the child's future or continued participation.
- Sanctions or consequences e.g., missing an outing or match.
- Seeking additional/specialist support through working in partnership with other agencies.
- Temporary or permanent exclusion.

Note: Duty official will complete an Incident Report in the event of any breach of Club guidance or the child's Code of Conduct

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule, or humiliation.

Officials/volunteers should balance the risks associated with employing physical intervention compared with the risks of not employing physical intervention.

The use of physical intervention should always:

- Be avoided unless it is absolutely necessary to prevent a child injuring themselves or others or causing serious damage to property.
- Aim to achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern
- Form part of a broader approach to the management of challenging behaviour.
- Be the result of conscious decision-making and not a reaction to the situation.
- Employ the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time.
- Used only after all other strategies have been exhausted
- Parents should always be informed following an incident where a coach/volunteer has had to physically intervene with their child.

- Note: Duty official will complete an Incident Report in the event of any breach of Club guidance or the child's Code of Conduct

Physical intervention must not:

- Involve contact with buttocks, genitals or breasts.
- Be used as a form of punishment.
- Involve inflicting pain

Views of the child

A timely de-brief for coaches/volunteers, the child and parents should take place in a calm environment following an incident by an adult not involved, where physical intervention has been used and following consultation with the Club Welfare Officer. Consider debriefing children who haven't directly been involved in the situation who may be affected by what they witnessed.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

Appendix 8

SANDIWAY GOLF CLUB LTD

Incident/Accident Report Form

Recorder's Name:	
Position:	
	Telephone No:

Child's Name:	Date of birth:
Address:	
Post Code:	Telephone No:

Complainant's Name (if not the child):	
Relationship to child:	
Address:	
Post Code:	Telephone No:

<p>Details of the allegations: [include date; time; location; and nature of the incident]</p> <p>Details of any action taken/medical treatment. (by whom/when/where/what/why)</p>
<p>Additional information: [include witnesses; corroborative statements; etc.]</p> <p>Parents informed, if not present (who, by whom and when)</p>
<p>CWO notified (or General Manager if CWO unavailable)</p> <p>Name of person spoken to:</p> <p>Date: Time:</p>
<p>Action taken: by whom?</p> <p>Date: Time:</p>
<p>Signature of Recorder:</p> <p>Signature of Complainant:</p> <p>Signature of Parent (if complainant under 18)</p>

Data protection:

Sandiway Golf Club and England Golf Governance Department may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with their published Safeguarding Policy and Procedures and Discipline Policy.

Strict confidentiality will be maintained, and information will only be shared in the interests of safeguarding or if a child is at risk of significant harm. This may involve disclosing information to organisations and individuals who have a legitimate, legal right to know which may include statutory bodies such as the police or Children's Social Care, home golf clubs and related bodies.

This document will be classed as RESTRICTED once complete and will be stored in accordance with GDPR and only for such time as is necessary for the purposes for which it was obtained. Once complete must be forwarded to the Club Welfare Officer or if they are unavailable the General Manager without delay

Appendix 9

SANDIWAY GOLF CLUB LTD

Discipline Policy -

1. DEFINITIONS

"Appeal Panel"	the Appeal Panel of the Club as appointed in accordance with these Regulations;
"Appellant"	the person or body who appeals a Decision of the Disciplinary Panel;
"Charge"	The charge which is brought against the Respondent in respect of the disciplinary matter;
"Club"	Sandiway Golf Club Ltd. The Board within the Club responsible for decision making.
"Club Rules"	The rules of the Club which incorporate the R & A rules of golf, Club policies and any other rules by which Members are bound in accordance with their membership;
"Club Tournament"	The rules of any tournament or match administered by the Club from time to time.
"Club Welfare Officer"	The named person representing the Club and having responsibility for liaison with Club Officials and as point of reference to coordinate the response to an Incident reported in accordance with Club procedures, prior to instigation of Discipline procedures.
"Complaint"	a complaint of misconduct or notification of a concern regarding particular circumstances and/or conduct of any person participating in Club activity.
"Complainant"	the person or body from whom a Complaint has been received by the Disciplinary Panel;
"Disciplinary Panel"	the Disciplinary Panel of the Club as appointed in accordance with these Regulations;
"Disciplinary Secretary"	the person who is nominated by the Board from time to time;
"England Golf"	the trading name of The English Golf Union Limited, The National Golf Centre, The Broadway, Woodhall Spa, Lincolnshire, LN10 6PU, Company Number: 5564018;
"England Golf Disciplinary Regulations"	the disciplinary regulations of England Golf as approved by the England Golf Board from time to time.

“Player”	Any player with any membership category of the Club;
“Respondent”	the person who is the subject of the Complaint or disciplinary action brought by the Disciplinary Secretary under the Regulations;
“Rules of Golf”	the rules governing the playing of golf as jointly issued by the R&A and the USGA from time to time;

NOTE: These guidelines assume that no formal referral or report has been made to the Police or other civil/relevant agency, in which case ongoing matters may be considered as sub-judice and a Disciplinary Hearing may not be convened until the conclusion of any formal investigation.

The policy and guidelines will be subject to ongoing review, especially in case of significant changes to legislation. Every effort will be made by the Club to support legislation and national guidance. However, not all circumstances may be covered in this document. It is important to recognise that, whilst every effort will be made to ensure the wellbeing of every player, there will be an ongoing review in the event of any incident which may influence policy and procedure, taking account of the views of Players, Parents and Officials.

2. JURISDICTION AND DISCIPLINARY MATTERS

- 2.1. These disciplinary regulations (the “Regulations”) are made by the Club in relation to any disciplinary matters which include without limitation the following:
 - 2.1.1. Criminal conduct where formal proceedings have not been taken.
 - 2.1.2. alleged breaches of the Rules of Golf or Club Policies including breaches of handicap infringements, disqualifications and any breach of the rules of a Club sponsored event.
 - 2.1.3. any matter in which a Member engages in any conduct which is inappropriate, unsporting or behaves in a manner which may bring the Club into disrepute; or
 - 2.1.4. any breaches of the Club Safeguarding Policy and Procedures
- 2.2. The Regulations apply to all Members and playing visitors if the Club that they represent does not have a reciprocal Discipline procedure.
- 2.3. The Regulations may be amended by the Club at any time and at its sole discretion and such amendments shall be effective from the date stated.
- 2.4. Disciplinary proceedings shall be commenced against a Member in accordance with the Regulations where the Disciplinary Secretary receives a Notice of Complaint or where the Disciplinary Secretary becomes aware of a

disciplinary matter referred to in Regulation 2.1 above.

- 2.5. In the event that the Disciplinary Secretary is involved in a disciplinary matter, either as Complainant or Respondent then the matter shall be referred to the Board who shall appoint a new Disciplinary Secretary for that matter.
- 2.6. As a general rule the Disciplinary Secretary, in consideration of the recommendations of the CWO and were considered appropriate and at its discretion, may deal with a disciplinary matter in an informal manner, however, should the matter be deemed to be sufficiently serious it may commence formal disciplinary proceedings if these Regulations shall apply. Where the matter is to be dealt with on an informal basis it may be dealt with by the most appropriate person or body of the Club.

3. NOTICE OF COMPLAINT

- 3.1. A Notice of Complaint may be lodged with the Club Disciplinary Secretary by any person or body which shall include without limitation; any player or their representative, employee or Club Official or member of the public, in relation to an alleged matter which is referred to in Regulation 2 above.
- 3.2. The Notice of Complaint shall be made in writing as soon as practicable but no later than 28 days following the alleged incident (or knowledge of the incident by the Complainant) and shall set out details of the Complaint including, where applicable, the specific offence and Club/Competition Rule or Regulation which is alleged to have been breached by the Respondent.

4. Suspension

- 4.1. On receipt of the Notice of Complaint or the Club otherwise becoming aware of an alleged disciplinary matter regarding a Member/Player or anyone representing the Club, the Disciplinary Secretary shall, in consideration of any recommendation of the CWO and the nature of the allegation consider whether to suspend the respondent from participation in Club activities pending an investigation.
- 4.2. If a decision is taken to suspend the respondent, then they will be notified in writing and in addition by immediate personal contact. If the respondent is under 18 years of age, their parent will be notified prior to any contact with the respondent.

5. INITIAL INVESTIGATION

The Disciplinary Secretary shall, in consultation with the CWO and other Board members as considered appropriate within 14 days.

- 5.1.1. consider any findings of the initial investigation into the matter in order to determine if further information or evidence is required.
- 5.1.2. forward a copy of the Notice of Complaint to the Respondent and/or their representative and invite a written response.

- 5.1.3. undertake or designate actions for any further investigation deemed necessary in order to ascertain the best course of action to resolve the Complaint or commence disciplinary action against the Respondent.
 - 5.2. England Golf expect that a disciplinary matter will be dealt with at Club level, allowing for appeal to England Golf if required. However, the Club reserves the right, at its discretion to consult with England Golf at any stage of an investigation.
 - 5.3. Upon completion of the steps set out in Regulation 4.1 the Disciplinary Secretary may take any of the following steps:
 - 5.3.1. decide that no further action is required in which case the Disciplinary Secretary shall notify the Respondent and the Complainant in writing explaining the reasons why the Complaint has been dismissed, for example:
 - 5.3.1.1. it does not fall within the authority of the Club.
 - 5.3.1.2. there is not enough evidence to justify further action being taken.
 - or
 - 5.3.1.3. it is vexatious and/or malicious in which case the Complainant's actions may be referred to the Board for further consideration.
 - 5.3.2. deal with the matter informally by way of advice, information or mediation between the respective parties.
 - 5.3.3. if deemed appropriate and the matter is of a serious nature, following consultation with The Board and any other appropriate person, refer the matter to the Police or another appropriate authority; or
 - 5.3.4. refer the matter to the Disciplinary Panel to be constituted in accordance with Regulation 5.
- 5.4. As soon as is practicable, the Disciplinary Secretary shall inform the Complainant and the Respondent of the proposed course of action. If the Disciplinary Secretary chooses to refer the matter to the Disciplinary Panel the Respondent shall formally be informed of the Charge being brought and granted the opportunity to either accept or deny the Charge, which should be in writing.
- 5.5. If the Respondent accepts the Charge, then the matter shall be referred to the Disciplinary Panel to determine any sanction. The Respondent shall only be granted leave to appeal on the ground that the sanction imposed was disproportionate to the circumstances of the case.

- 5.6. If the Respondent denies the Charge the matter shall be determined at a hearing of the Disciplinary Panel in accordance with Regulation 5.
- 5.7. Where the Complainant is not a person or body which shall include without limitation, any Player, employee/official/ Board of the Club, parent/representative or member of the public, the Club's duty to inform detailed in Regulations 4.2.1 and 4.3 above. shall not apply and the Complainant shall not have a right to be involved in action taken under these Regulations following the lodging of a Notice of Complaint.

6. DISCIPLINARY PANEL

- 6.1. The Board shall establish a Disciplinary Panel consisting of three members, as required, which may include any member of the Club Board not involved in the investigation and will include a person to act as the Chair. It may also include a professional or qualified person, deemed by the Board to help inform the process. In the event that the Disciplinary Panel are not able to elect a Chair, the Board shall nominate the Chair.
- 6.2. The Disciplinary Panel shall have jurisdiction to conduct disciplinary hearings and impose sanctions upon persons who are subject to a Charge.
- 6.3. The members of the Disciplinary Panel including the Chair shall be selected by the Board as required and having cognisance of the matter under consideration. If a member of the Disciplinary Panel shall resign, ceases membership, or otherwise becomes unable to perform their duties on the Panel whilst a case is ongoing, the Board shall have the power to appoint another appropriate person to replace them.
- 6.4. The Club may appoint members of a Disciplinary Panel from outside the Board to hear a disciplinary matter if reasonable and appropriate in the circumstances, including but not limited to members of the executive of another club, a member of a national golf body or a legal advisor.
- 6.5. Each member of the Disciplinary Panel must have no personal interest in the outcome of proceedings (other than to see that the decision is fair) and have no previous knowledge or involvement with the matter under consideration. In the event that a matter is referred to the Disciplinary Panel and a member of that Panel either declares an interest or is deemed to have an interest by the Disciplinary Secretary or The Board, then such person shall be replaced on that Panel for that matter only. The Disciplinary Secretary and/or Board in assessing whether a member of the Disciplinary Panel has an interest in the outcome of proceedings shall give due consideration to any objections raised by the Respondent.

7. DISCIPLINARY HEARINGS

- 7.1. Where a matter is referred to the Disciplinary Panel by the Disciplinary Secretary, the Panel may hear a disciplinary matter by way of formal hearing or consider the charge on the basis of written submissions from the Respondent/Club/ Complainant as appropriate and with the agreement of all

parties. In the event that a formal hearing shall be held, the Disciplinary Secretary shall make such arrangements for the hearing to be held within a reasonable time and in any event within six weeks of the determination that a hearing is required.

- 7.2. Any hearing may be convened remotely/electronically in consideration of any local or national requirements or if this suits the needs of any of the parties by virtue of any vulnerability. If held 'in person' then consideration of social distancing or other measures as required will be fully implemented.
- 7.3. The Respondent or Complainant may be represented at the hearing by their parent or legal representative and such representative may make submissions on their behalf. The Respondent or Complainant may also be accompanied by another member in support; however, such member shall not be permitted to ask questions or make submissions to the Panel.
- 7.4. The conduct of a formal hearing shall be at the discretion of the Chair of the Disciplinary Panel, who may make such decisions as necessary to ensure the orderly and effective conduct of the hearing, subject to the overriding requirement of fairness. The Chair will outline the basic process of the hearing.

A standard hearing procedure is set out at Appendix 9(a) which should be followed by the Chair of the Disciplinary Panel.

- 7.5. If the Respondent does not attend the hearing as arranged above, without good reason, provided that the Disciplinary Panel is satisfied that notice of the hearing was served properly, it may proceed to hear the evidence and decide the case in the absence of the Respondent.

8. DECISION AND AVAILABLE SANCTIONS

- 8.1. The Disciplinary Panel shall either communicate its decision to the parties at the end of a hearing or notify the decision in writing at a later date as set by the Disciplinary Panel.
- 8.2. The Disciplinary Panel may dismiss the Complaint against the Respondent if not proven or where a disciplinary matter is found proven impose such sanctions upon the Respondent as it thinks fit including without limitation as follows:
 - 8.2.1. a warning as the lowest sanction. Details of any warning will be held on Club records for a maximum of 12 months from the date it was imposed. Only one warning is allowed in that period. Should there be another Charge within that period consideration must be given to a more severe sanction.
 - 8.2.2. a reprimand is an official reproof. Details of any reprimand will be held on Club records for a maximum of 18 months from the date it was imposed. Only one reprimand is allowed in that period.

The reprimand may also incorporate the following:

- 8.2.2.1 a limiting ban on Club activities.

- 8.2.2.2 conditions to be fulfilled before undertaking Club activities, which may include a requirement to undertake further training, education or a period of mentoring or supervision.
 - 8.2.3. suspension or exclusion from holding office within the Club or representing the Club for a specified or indefinite period of time.
 - 8.2.4. suspension of the Member's membership of the Club for a specified period.
 - 8.2.5. a fine not exceeding £100, payable within a period as specified by the Panel.
 - 8.2.6. expulsion from the Club.
 - 8.2.7. a combination of any of the above or any other disciplinary action as considered appropriate by the Disciplinary Panel.
- 8.3. The decision taken by the Disciplinary Panel in relation to the sanction to be imposed must be fully documented, reasonable, and proportionate in all circumstances and consideration may be given to any history relevant to the parties involved.

9. DISCIPLINARY MATTERS INVOLVING YOUNG PERSONS OR ADULTS AT RISK OF HARM

- 9.1.** Where a disciplinary matter involves a person under 18 years or an Adult at Risk of Harm, whether as the complainant or Respondent, the Club, Disciplinary Panel and any Appeal Panel must be mindful of the needs of the person in question and take these into account when deciding.
- 9.1.1.** the format of proceedings
 - 9.1.2.** whether any action is taken against such a person.
 - 9.1.3.** if the Panel should include at least one member who has received safeguarding training.
 - 9.1.4.** Whether any standard directions set out in these Regulations should be varied.
- 9.2.** Written permission should be obtained from the parent/guardian or properly authorised person for the Player or Adult at Risk of Harm where such person is asked to provide evidence and/or attend a hearing. Where a Young Person or Adult at Risk of Harm is asked to attend a hearing, they should be afforded the opportunity to do so accompanied by any parent/guardian or properly authorised person and the Disciplinary Panel shall make sure that the Young Person or Adult at Risk of Harm fully understands the process taking place.
- 9.3. For the avoidance of doubt, the refusal of the parent, Young Person or Adult at Risk of Harm to co-operate shall not preclude the Club from taking disciplinary action against the Young Person or Adult at Risk of Harm.

10. APPEAL

10.1. Should an appellant or complainant wish to appeal a decision of the Disciplinary Panel, they must lodge the appeal in writing to the Disciplinary Secretary within 14 days of the decision being notified.

10.2. The Appellant may appeal on two grounds:

10.2.1 that the finding against them was incorrect, in which case they must set out the grounds of appeal in as much detail as possible including the nature of any new evidence they seek to rely upon which may be considered by the Appeal Panel.

10.2.2 that the sanction imposed was too severe.

10.3. The Club may refer the appeal to England Golf to hear in accordance with its Disciplinary Regulations. England Golf shall determine at its own discretion whether the appeal is appropriate. If England Golf determine not to hear the appeal, it shall be passed back to Club to determine in accordance with these Regulations.

11. APPEAL PANEL

11.1 If England Golf refuse to hear an appeal on behalf of the Club, then The Club shall establish an Appeal Panel consisting of three members who are appointed by The Board.

11.2 No member of the Appeal Panel shall have any interest or previous involvement in a disciplinary matter which is to be considered by them nor have been a member of the Disciplinary Panel sitting on the initial case. In the event that a decision is appealed to an Appeal Panel and a member of that Panel either declares an interest or is deemed to have an interest by the Disciplinary Secretary and/or The Board, then such member shall be replaced on the Appeal Panel for that matter only.

12. APPEAL HEARINGS

12.1 The Appeal Panel shall have jurisdiction to conduct appeal hearings and have the power to:

12.1.1 dismiss the appeal.

12.1.2 overturn any finding and any sanction imposed by the Disciplinary Panel.

12.1.3 Remit the matter for a re-hearing by the Disciplinary Panel.

12.1.4 Substitute an alternative finding.

12.1.5 reduce or increase the original sanction; and/or

12.1.5.1 make such further order as it considers appropriate.

- 12.1. The Appeal Panel may hear an appeal by way of formal hearing or consider the appeal on the basis of written submissions received from the Respondent and the Club/Complainant as appropriate. Where an appeal is considered by way of written submissions then the Appellant's consent must be received in writing prior to such consideration.
- 12.2. The Appeal Panel shall determine at its absolute discretion and on a case-by-case basis, whether an appeal of a Disciplinary Panel decision shall be by way of review only or a full re-hearing of all the evidence presented to the Disciplinary Panel.
- 12.3. The procedure for an Appeal Hearing shall be structured according to the needs of parties involved and shall be in accordance with these guidelines. One of the three members will be nominated to Chair the Appeal and they may make such decisions as necessary to ensure the orderly and effective conduct of the hearing, subject to the overriding requirement of fairness. The Chair of the Appeal Panel will outline the basic procedure of the Hearing.

A standard hearing procedure for disciplinary hearings is set out at Appendix 1 which may be followed by the Chair of the Appeal Panel at their discretion.
- 12.4. The Appeal Panel shall deliberate and then communicate its decision to the Appellant and Complainant verbally at the end of a hearing or shall be notified in writing at a later date as set by the Appeal Panel. The decision-making process should be fully documented.

13. MISCELLANEOUS PROVISIONS

- 13.1. The standard of proof in all cases before the Disciplinary Panel and the Appeal Panel is the balance of probabilities, reflecting the civil burden of proof.
- 13.2. The time frame to be considered in respect of the Regulations may be amended on a case-by-case basis and shall be at the discretion of the Club Board who have the power to impose a deadline pursuant to these Regulations.
- 13.3. If the relevant Committee/Panel deems it appropriate, bearing in mind all the circumstances of each individual case they may, at their discretion, request an independent person to act as adviser to the Disciplinary / Appeal Panel and any costs will be met out of Club funds.
- 13.4. The Disciplinary/Appeal Panels may not follow strict rules of evidence. They may admit such evidence as they think fit and accord such evidence such weight as they think appropriate in all the circumstances.
- 13.5. The Disciplinary/Appeal Panels shall decide any issue by majority and no member of these Panels may abstain from voting.
- 13.6. The Club will not be liable to any person, Member, or body for any loss, however caused, whether direct, indirect, financial, or consequential arising out of or in connection with any disciplinary action taken under the Regulations.

13.7. Any relevant contact details for the Disciplinary Secretary and the Disciplinary/Appeal Panels shall be available from the Club and communicated to Members from time to time.

14. PUBLICATION OF DECISIONS

14.1. The Club may, in the interests of openness and transparency publish details of any decision made by the Disciplinary Panel where a complaint is upheld and may notify England Golf, accredited clubs any other relevant body of any details relating to the Complaint or Dispute as such body may need to know for the proper exercise of its functions. The Club must ensure that the identity of any parties involved are held confidentially and that under no circumstances be published if they are under 18 years of age or an adult at risk.

14.2. Data Barring Services (D.B.S.) Checks

Data held may be disclosed if formally requested under this scheme.

APPENDIX 9(a)

STANDARD DISCIPLINARY HEARING PROCEDURE

1. If deemed to be required, prior to any hearing, the Disciplinary Panel shall set appropriate deadlines for the submission of any written evidence / representations requested from the Disciplinary Secretary or the Respondent.
2. The hearing shall be convened by the Disciplinary Panel at a time suitable to the parties and communicated to all parties by the Disciplinary Secretary.

NOTE: Any hearing may be convened remotely/electronically in consideration of any local or national requirements or if this suits the needs of any of the parties by virtue of any vulnerability. If held 'in person' then consideration of social distancing or other measures as required will be fully implemented.

3. The case against the Respondent will be presented by the Disciplinary Secretary, together with relevant evidence, including witness evidence, if appropriate.
4. The Respondent will be granted the opportunity to present their case, challenge the evidence presented against them, submit their own evidence, call witnesses, and make representations to the Disciplinary Panel. The evidence of further witnesses not notified in accordance with the Regulations will be admitted only at the sole discretion of the Chair of the Panel.
5. Those representing a Respondent at a hearing may present and sum up their case, but they are not permitted to answer questions put to the Respondent.
6. Before being called, witnesses will not be allowed in the room while evidence is being given, this shall not apply in relation to the Complainant or Respondent.
7. Questions may be put by the Disciplinary Panel to the Respondent and each witness at any time whilst giving their evidence.
8. The Respondent or their representative shall have the opportunity to raise questions in cross-examination.
9. The Disciplinary Panel may limit cross-examination as it deems appropriate.
10. The Respondent or their representative and the Disciplinary Secretary will be allowed to make a closing statement to the Disciplinary Panel.
11. The room will be cleared whilst the Panel deliberates and determines whether, on the balance of probabilities, the disciplinary charge has been proven.
12. The hearing will reconvene, and the Chair of the Panel shall either communicate its decision to the parties at the end of a hearing or notify the decision in writing at a later date as set by them.
13. Where a charge is proven, the Respondent shall have the right to appeal any decision within 14 days of the notification of the decision.

14. The room will be cleared whilst the Disciplinary Panel determines the appropriate sanction according to these Regulations. This will include consideration of the Respondent's previous disciplinary record, where relevant, to consider appropriate sanctions.
15. The hearing shall be documented in writing by an impartial recorder and a record kept of all disciplinary proceedings and hearings by the Club in accordance with GDPR requirements.

The above procedure may also be followed by the Appeal Panel whereby the Respondent is the Appellant, and the Disciplinary Panel is the Appeal Panel.

SANDIWAY GOLF CLUB LTD

Child Profile and Parental Consent Forms

Player profiles forms enable those responsible for children to have the relevant information to deal effectively with any situation that may arise.

Club Duty officials should ensure that they have access to the contact and medical requirements of the children under their supervision.

Player Profile Form (For Players Under the age of 18)

The safety and welfare of children in our care is paramount, it is therefore important that we are aware of any illness, medical condition, or other relevant health details to best safeguard them in the unlikely event that it is needed whilst they are being supervised by the Club.

In compliance with the Data Protection Act 2018, GDPR and all relevant legislation, we will ensure that information held is accurate, up to date, secure and used only in connection with the purpose and activities of the Club. Data will not be kept once a person has left the organisation. The information will be disclosed only to Club members/volunteers/England Golf with legitimate reason or to legal/external bodies to prevent risk of serious harm to a child.

It is the responsibility of the parent to notify the Club Welfare Officer or General Manager if any of the details change at any time or the child themselves if the change was unforeseen.

SANDIWAY GOLF CLUB LTD

Player Name		
Date of Birth		
Address		
Telephone Number		
Parents' Names		
Address		(If different)
Home Telephone No		
Mobile Telephone No		
Email Address		
Emergency Contacts		
Contact 1 Name		
Relationship to child		
Home Telephone Number		
Mobile Telephone Number		
Work Telephone Number		
Contact 2 Name		
Relationship to child		
Home Telephone Number		
Mobile Telephone Number		
Work Telephone Number		

Please confirm details of all those with Parental Responsibility for the Child.	
---	--

Medical Information

Child's Doctor's name	
Doctor's Surgery Address	
Telephone Number	

Does your child experience any conditions requiring medical treatment and/or medication? **YES** **NO**

*If yes please give details, including medication, dose and frequency.

Does your child have any allergies? **YES** **NO**

*If yes please give details.

Does your child have any specific dietary requirements? **YES** **NO**

*If yes please give details.

What additional needs, if any, does your child have e.g., needs help to administer planned medication, assistance with lifting or access, regular snacks?

Disability

The Equality Act 2010 defines a disabled person as 'anyone with a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities'.

Do you consider your child to have a disability? YES NO

*If yes what is the nature of the disability?

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

Consent from Parent Carer:

- I confirm to the best of my knowledge that my child does not suffer from any medical condition other than those detailed above.
- I agree to notify the Club of any changes to this information.
- I give my consent that in an emergency situation, the Club may act in my place (loco parentis), if the need arises for the administration of emergency first aid and/or other medical treatment which, in the opinion of a qualified medical practitioner, may be necessary. I also understand that in such an occurrence all reasonable steps will be taken to contact me, or the alternative adult named in this form.
- The attached signature will denote that my child has my permission to be on any premises where Club activities are taking place.
- I acknowledge that the Club is not responsible for providing adult supervision for my child, except for formal golf coaching, matches or competition.

- I agree to my child being transported by Club representatives to and from venues when he/she is representing the Club.

(Please tick the boxes if agreed)

By signing this document I confirm that I have legal responsibility for ; I am entitled to give this consent and I am aware of how the information I have provided may be used.	
Signed – Parent	
Print name	
Date	

Appendix 11

SANDIWAY GOLF CLUB LTD

Photography Consent

This form is to be signed by the legal carer of a child under the age of 18, together with the child. Please note that if you have more than one child registered you will need to complete separate forms for each.

The Club recognises the need to ensure the welfare and safety of all children in golf. As part of our commitment to ensure their safety we will not permit photographs, video images or other images of your child to be taken (except where some incidental inclusion may not be possible to avoid) or used without your consent.

The Club will ensure that any official image of a child where consent has not been obtained will not be published.

The Club will follow the guidance for the use of images of children as detailed within the Safeguarding Policy.

The Club will take steps to ensure these images are used solely for the purposes for which permission was granted.

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

Officially sanctioned images may be available on the Club website. If at any time either the parent or the child wishes the data to be removed from the website, 7 days' notice must be given to the Club Welfare Officer after which the data will be removed, unless a case is made for its immediate removal.

To be completed by parent

I _____ (Parent full name) consent to
_____ (name of organisation) photographing or videoing
_____ (name of child) under the stated rules and conditions,
and I confirm I have legal parental responsibility for this child and am entitled to give this consent.

Signature _____ Date _____

SANDIWAY GOLF CLUB LTD

To be completed by child

I _____ (Child full name) consent to _____
(name of organisation) photographing or videoing me under the stated rules and
conditions.

Signature _____ Date _____

Appendix 12

SANDIWAY GOLF CLUB LTD

Guidance for parents

The Club is delighted to welcome you and your child to what we hope is the first of many events that you will be attending.

The positive effect of your support, as a parent, cannot be overstated and has a real influence on the way your child experiences golf.

Why is your child interested in golf? To hang out with friends. Because they did it in school and liked it? Or because you or someone they know plays? They should play for their own reasons, not yours.

To enable us to provide the best possible experience for you and your child, please read through the following guidance and complete the attached forms.

- Familiarise yourself with the Sandiway Golf Club Safeguarding Policy.
- Familiarise yourself with
 - A. Codes of Conduct for parents, coaches, and children.
 - B. Transport Policy.
 - C. Changing Room Policy.
 - D. Photography, Videoing, and the use of Social Media Policies.
- Complete the attached Parental Consent Form which will enable duty officials to cater for any eventuality (e.g., medical conditions and medications, allergies), as well as contact you in the unlikely event of an emergency.
- Complete and return the Parents Code of Conduct (Appendix 6)
- Go through the attached Code of Conduct **with** your child and return a signed copy to the General Manager, which can be electronically by attachment on an email gm@sandiwaygolf.co.uk.
- Introduce yourself to the adults involved in the supervision of your child.
- When leaving your child, make sure they have the necessary provisions for the day, including the ability to meet the requirements of changing weather conditions. Please ensure that your mobile is switched on so that you can be contacted in an emergency.

- Encourage your child to take part and support Club activities such as coaching & competitions.
- Help your child to arrange golf with other juniors away from Club organised activities so they have someone to play golf with.

As a parent you are encouraged to:

- Discuss any concerns regarding the organisation of activities or the behaviour of anyone towards your child with the Club Welfare Officer, who will treat any concerns you or your child may have in the strictest confidence
- England Golf Lead Safeguarding Officer is also available for advice: 01526 351824

Your Club Welfare Officer is Alison Green, who can be contacted via the Sandiway messaging system, via her mobile or simply speak to her if it is appropriate to do so.

Appendix 13

SANDIWAY GOLF CLUB LTD

Managing Children on Away Trips –

The following provides good practice guidance for taking teams on an away fixture but not overnight

- appoint a Lead duty official with clear roles and responsibilities
- appoint a designated safeguarding lead (preferably not the lead official) who is appropriately trained and experienced
- complete a risk assessment of the venue,
- ensure sufficient officials to supervise and with a minimum of two
- obtain written permission from the parents for participation and transport. An up-to-date photograph of each child should be attached to the consent form.
- ensure that a welfare assessment has been undertaken, even if there are no obvious concerns and communicated to other officials/volunteers
- ensure all relevant officials have been DBS checked to the appropriate level and have had appropriate safeguarding training
- ensure that there is a Club contact available who is not travelling away, who will act as the key contact point if required. (Usually the CWO)

Overnight Stays

Accommodation

Whatever the accommodation, the lead official should ensure that the children are safe and comfortable. Raise any concerns immediately. Discuss Club codes of conduct and discipline policy with the staff at the accommodation. All children must know which rooms officials are in and how to contact them if required. Complete a risk assessment of the venue, including bathroom facilities and if towels, toiletries, and bedding is provided.

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

If rooms have fridges, all alcohol must be removed. Check if any contents will be charged at checkout, if used.

Check the accommodation policy for extras on bills, breakages, and lost keys. Responsibility for repayment must be clear.

It is not acceptable:

- For children to share a bed
- For male and female children to share a room
- For officials to share a room with a child (unless it is their child)

Checks must be made to ensure that the needs of children with disabilities are met. An assessment should consider single occupancy or sharing with a carer. For people with restricted mobility, it is important to check access to the building, room and bathroom facilities.

Those responsible for organising overnight stays should confirm the purpose of the trip, dates, location, and duration. Where practicable the pre-trip risk assessment should identify suitable venues and facilities for both fixtures and accommodation and consider the following:

- Numbers attending? Children? Officials?
- How much will it cost? How much spending money is required?
- What insurance cover is required?
- Supervision of children, both playing and non-playing time.
- Catering for all food requirements.
- Communication with parents
- Ensure a list of the players and officials is left with the nominated contact with full details of the accommodation, mode of transport and nominated drivers if applicable
- Ensure that there are emergency contact numbers for players and officials.
- An itinerary giving as much detail as possible.
- Codes of conduct for both players and officials.
- The Club Safeguarding procedures.

Appendix 14

SANDIWAY GOLF CLUB LTD

Social Media Guidance

This guidance gives procedures that will support and underpin the use of social networking and other online services. It is important that all children, officials, volunteers, coaches, board members or anyone working on behalf of the Club are aware of this policy and agree to the following:

Advice for an individual

- Do not generally accept children as contacts on social networking sites, but especially if you hold a position of trust with children.
- Where contact through social networking sites is used for professional reasons, restrict any communication to professional content and obtain written consent from parents prior to establishing contact.
- Include a third party in any communications to children, e.g., copy in parents.
- Apply privacy settings to ensure that your content will only be viewed by legitimate and appropriate contacts.
- Ensure that any content on an open forum is age appropriate. Do not use the site to criticise or abuse others.
- Know where to direct children and their parents for information.
- Know how to report concerns.
- Recognise personal responsibilities under GDPR, ensuring data is safe and secure, particularly mobile numbers, email addresses and other identifiable detail.

Advice for Children

- Consider carefully who you invite to be your friend online and if they aren't a contact from another setting or you have any doubt whatsoever, speak to your parent. Never keep any contact 'secret'.
- There are websites that offer advice about protecting yourself online, such as www.ceop.gov.uk and www.childnet.com
- Make sure you use privacy settings so that only friends can view your profile.
- Remember that anything you post on websites may be shared with people you do not 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 has been posted about you, or by texts you receive from other juniors or adults involved with the Club, raise this with your Club Welfare Officer or Club General Manager. Alternatively contact your National Governing Body Lead Safeguarding Officer (England Golf Tel: 01526 351851). Do not suffer alone. You will be listened to and your concerns will be taken seriously.
- If you want to talk to someone anonymously, call Childline on 0800 1111, or contact them on the web at www.childline.org.uk. You can also call the NSPCC on 0808 800 5000.

Advice for Parents

- Raise your awareness of social networking platforms and how they work.
- Go on the internet with your child and agree what sites are acceptable to visit. Regularly check that they are staying within the agreed limits.
- Encourage your child to talk to you about what they have been doing on the internet.
- Make sure they feel able to speak to you if they ever feel uncomfortable, upset or threatened by anything they see online.
- Encourage children to look out for each other when they are 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 nickname rather than their own name.
- Attachments and links in emails can contain viruses and may expose children to inappropriate material. Teach children to only open attachments or click on links from people they know.

Further Advice for Parents of Child Golfers

- If you are concerned about any texts, social networking posts or any other use of communication by members of the Club, volunteers, or officials, raise this with the Club Welfare Officer. They will investigate and take appropriate

action. Alternatively contact England Golf Lead Safeguarding Officer Tel 01526 351824.

- In addition to reporting concerns to your CWO you should immediately report possible online abuse to the Child Exploitation and Online Protection Centre (CEOP) or the police. Law enforcement agencies and the internet service provider may need to take urgent steps to locate a child and/or remove the content from the internet. Where a child may be in immediate danger, dial 999.
- Do not post/send negative or critical comments or messages about other children, officials or volunteers. If you have concerns about a person, these should be raised using appropriate channels within the Club and not using social media.
- If you wish to speak to an external organisation for advice, you can contact the NSPCC helpline on 0808 800 5000.

Appendix 15

SANDIWAY GOLF CLUB LTD

Whistleblowing Policy

Safeguarding children requires everyone to be committed to the highest possible standards of openness, integrity, and accountability.

The Club are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

The feeling of disloyalty to a colleague or friend should never inhibit the raising of any concerns that a child may be at risk. The Club will support the raising of any such report and will ensure that the person raising the concern is protected from harassment or victimisation as a result, indeed action may be taken against anyone perpetrating such harassment or victimisation.

What is whistle blowing?

In the context of safeguarding, "whistle blowing" is when someone raises a concern about the well-being of a child.

A whistle blower may be:

- a player;
- a volunteer;
- a coach;
- other member of staff;
- an official;
- a parent;
- a member of the public.

Reasons for whistle blowing:

Those involved in golf at whatever level should embrace their responsibility to raise any concerns with the relevant person/authority, irrespective of any personal reservations if a child may be at risk:

- To protect or reduce risk to others
- To prevent a problem from becoming worse or more widespread
- To negate implication by association
- To ensure justice is served

What prevents people from whistle blowing?

- Starting a chain of events that they have no control over
- Disrupting work or training
- Fear of getting it wrong or making a mistake
- Fear of repercussions
- Fear of damaging careers
- Fear of not being believed.

ACTIONS

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

Where a child is not reasonably believed to be at immediate risk of harm the first point of contact is the Club Welfare Officer or in their absence the Club General Manager. If for any reason you cannot, or do not wish to report the matter to the Club you may contact the England Golf Lead Safeguarding Officer on 01526 351 824 or email safeguarding@englandgolf.org

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

Information to include when raising a concern

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

- The nature of the report/incident
- Date, time and place it occurred
- Names and status of the parties concerned (if known)
- Their name and contact details (unless they wish to remain anonymous);
- Any witnesses.
- Any other relevant information

The Club will ensure that all reports will be properly assessed and investigated. Irrespective of the findings, no action will be taken against those who report their concerns, provided they acted in good faith.

What happens next?

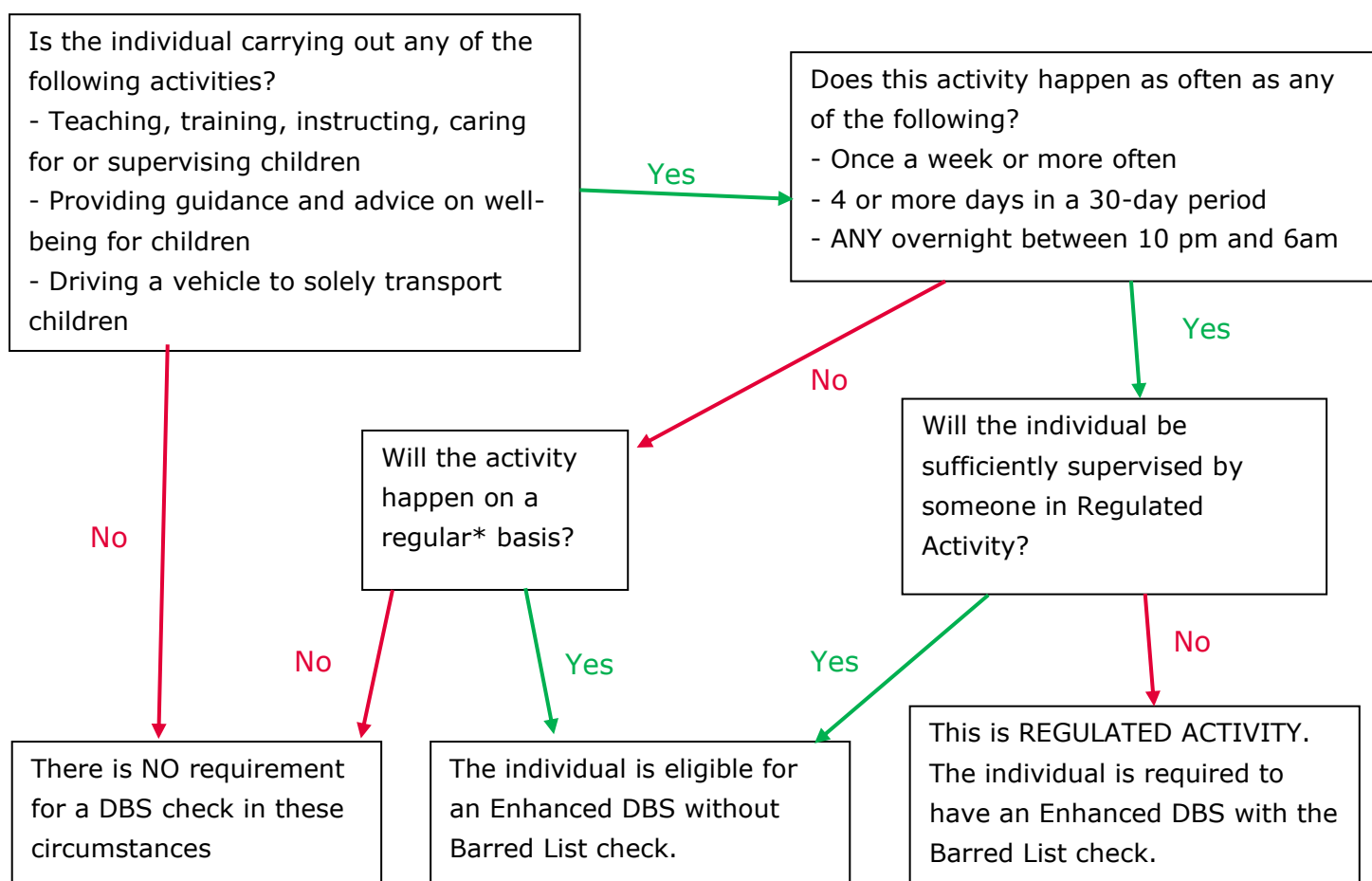
- Updates about any investigation will be provided, if not subject to Data Protection provisions and if the whistle blower requests it.
- All concerns will be treated in confidence within any investigation and the identity of any parties involved will be protected, unless required for safeguarding/legal purposes.
- Any party to an investigation has a right to protection from harassment or victimisation
- If a concern was raised in good faith, there will be no further action, irrespective of it being unfounded.

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

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to discuss it outside the Club or England Golf, the NSPCC Whistleblowing advice line may be contacted on 0800 028 0285 or by emailing **help@nspcc.org.uk**.

Appendix 16

SANDIWAY GOLF CLUB LTD Golf DBS Flowchart



* Regular is open to definition - it is suggested that annually would be insufficient but an argument for eligibility could be made if the individual does an activity once a month or a number of times over the summer period, for example.

**Supervision must be 'reasonable in all the circumstances to ensure the protection of children'. It must be 'regular and day to day' (supervision must not be concentrated in first few weeks and then tail off). Supervision must be undertaken by someone who is in Regulated Activity themselves.

Appendix 17

SANDIWAY GOILF CLUB LTD

Categories of child abuse

Abuse can happen on any occasion or in any place where children are present.

Child abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to injury or harm. Children may be abused in a family, institutional or community situation by someone known to them or less frequently by a stranger. Children can be abused by adults of any gender or by other children.

Safeguarding is defined as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances.

Child Protection is the activity that is undertaken to protect specific children who are suffering or are likely to suffer significant harm.

There are 4 main types of abuse: neglect, physical abuse, sexual abuse, and emotional abuse. Children and can also be harmed through poor practice and bullying.

Appendix 18

SANDIWAY GOLF CLUB LTD

Safeguarding Children – A Short Guide

The Club is committed to ensure that the sport of golf is one within which children can thrive and flourish in a safe environment and that they have a fun, safe and positive experience when playing golf.

You might be thinking “**What has safeguarding got to do with me?**”

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

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

Everyone has a part to play in making that happen.

All adults and players should contribute to the Club meeting its overall duty of care, be aware of our safeguarding policy and know what to do if they are concerned about a child.

The Club asks everyone to

- Familiarise yourself with the Club Safeguarding Policy.

The full copy of the Sandiway Safeguarding Policy is available on our website: sandiwaygolf.co.uk

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

Pass the information to Alison Green, Club Welfare Officer who will follow the Club’s Safeguarding procedures.

Email Address: cclgawo@gmail.com

Telephone Number: 07821910521

If you believe the child is at immediate risk of harm, call the Police on 999.

Other useful contacts:

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

Appendix 19

SANDIWAY GOLF CLUB LTD

Photography Policy THE CLUB

Whilst the Club does not seek to prohibit those with a legitimate interest in filming or photographing children participating in golf it recognises that such activity should take place within an appropriate policy framework.

This policy applies at any Club event at which children under the age of 18 are participating.

Policy

The Club policy is as follows.

The welfare of children taking part in golf is paramount.

Children and their parents and or the Club should have control over the images taken of children at Club events.

The golfing activity should not be misused purely for the purpose of obtaining images of children.

Images should not be sexual or exploitative in nature or open to misinterpretation and misuse.

The identity of children in a published image should be protected so as not to make the children vulnerable. (If the name of an individual golfer is published with their photograph to celebrate an achievement other personal contact details should never accompany the picture).

Procedure

Official/professional photographers and those using 'professional' equipment

ANYONE wishing to take photographic or video images, at any Club event involving children in an official or professional capacity or using any mobile, camera or video equipment must register their details with The Club competition Secretary / Official detailing full details of the nature and reason for the images. This must be done before carrying out any such activity on the golf course or at any time during the event (including the practice ground) or surrounding area or in the clubhouse.

Once registered an authority will be issued as confirmation of registration. Anyone found using photographic or video equipment without an appropriate

authority will be immediately asked to leave the venue unless they can justify formal authority. Details will be taken, and an Incident Report completed.

The Club reserves the right to refuse to grant permission to take photographic or video images if it sees fit.

Photographers must obtain consent from parents to take and use their child's image.

Parents/family members of competitors

Parents, and family members taking occasional informal photographs with mobile devices of their own child, ward or family member at a Club event do not need to register their details.

If such photographs include other children (e.g., at a prize presentation) they should not be publicly displayed or published on social media unless the prior permission of the parents of all the children in the photographs has been obtained.

Concerns

If competitors or parents have any concerns, they should raise them by contacting the Club Welfare Officer, who will notify the relevant authorities should they have any doubts as to the authenticity of any individual taking images.

Appendix 20

SANDIWAY GOLF CLUB LTD

Anti-bullying Policy

The Club will:

- recognise its duty of care and responsibility to safeguard all participants from harm
- promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- seek to ensure that bullying behaviour is not accepted or condoned
- require all members of the Club to be given information about and sign up to, this policy
- take action to investigate and respond to any reported incidents of bullying
- encourage and facilitate children to play an active part in developing and adopting a code of conduct to address bullying
- ensure that officials, volunteers and coaches are given access to information, guidance and/or training on bullying.

Each participant, coach, volunteer, or official will:

- respect every child's rights to a golf environment where safety, security, praise, recognition, and opportunity for taking responsibility are available.
- respect the feelings and views of others.
- recognise that everyone is important and that our differences make us individual.
- acknowledge individual qualities, contributions, and progress.
- commit to the early identification of bullying and prompt action to deal with it.
- ensure safety by having rules and practices carefully explained and displayed for all to see.
- report incidents of bullying they become aware of, even if they do not witness it.

Bullying

- all forms of bullying will be addressed
- everybody in the Club has a responsibility to work together to stop bullying
- bullying can include online as well as offline behaviour
- bullying can include:
 - physical pushing, kicking, hitting, pinching etc.
 - name calling, sarcasm, spreading rumours, teasing and emotional torment through humiliation or the continual ignoring of individuals
 - posting of derogatory or abusive comments, videos, or images on social network sites
 - racial/hate motivated taunts, graffiti, gestures, sexual comments, suggestions or behaviour.
 - unwanted physical contact
- children with a disability, from ethnic minorities, of differing sexual orientation may be more vulnerable to this form of abuse.

Support to the child

- children should know the Club will listen and support them
- potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- children should have access to helpline numbers
- those who bully will be supported and encouraged to stop bullying

Support to the parents

- parents to be advised on the Club bullying policy and practice
- any incident of bullying will be discussed with the child's parents
- parents will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- information and advice on coping with bullying will be made available

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

Useful contacts

Club Welfare Officer, Alison Green, cclgawo@gmail.com 07821 910521

General Manager gm@sandiwaygolf.co.uk 01606 883247

NSPCC Helpline 0808 800 5000

ChildLine 0800 1111 / **www.childline.org.uk**

Kidscape **www.kidscape.org.uk**

Anti-Bullying Alliance **www.antibullyingalliance.org.uk**

England Golf Lead Safeguarding Officer 01526 351824