

Policy & Procedures

To protect children and adults in golf

Summary Statement

DDGC believes that everyone has a duty of care towards children to help protect them from abuse, and strives to provide an environment where young adults can be introduced to and participate in the game of golf in a safe and enjoyable manner.

1. Responsibilities

DDGC is committed to promoting the health and welfare of children and adults by providing opportunities for them to take part in golf safely, promoting and implementing appropriate procedures to safeguard the well-being of children, whilst responding to any allegations of abuse in line with this policy. DDGC is also committed to protecting and supporting adults who work with children in the club through good advice and training

2. Principles

- The policy and procedures are based on the following principles
 - The welfare of the child is paramount
 - All children, whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation have the right to protection from abuse and...
 - All allegations of misconduct will be investigated and responded to swiftly

3. Club Welfare Office

- Alan Sigeo, DDGC Secretary, has been appointed as the club's welfare officer and he will:
 - Regularly report to the club's General Committee and act as the main contact within the club for child protection issues
 - Liaise with the EGU Child and Adult Protection officer

4. Recruitment & Employment

In line with The Protection of Children Act 1999 all staff and volunteers invited to accept positions with responsibility for children will be required to take a CRB check in order to gain assurance that such an individual will not pose a risk to children. The results of such checks will be governed by strict rules of confidentiality and will be administered centrally by the EGU on the club's behalf.

5. Code of Conduct

All young golfers have the right to be treated with dignity and respect. The promotion of good

practice will help reduce the possibility of abusive situations occurring and actions of adults being misinterpreted. A good and caring coach, volunteer, club official, member of staff will continually reflect upon their own coaching/supervisory style, philosophy and practices to ensure the safety and well being of the participants at all times. The following are examples of good practice, which will create a safe and enjoyable environment:

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

Coaches, volunteers and staff should never:

- Take children to their home or other secluded places where they will be alone with the child
- Engage in rough, physical or sexually provocative games
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Make sexually suggestive remarks to a child or young people
- Reduce a child to tears as a form of control
- Allow children to use inappropriate language unchallenged.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon

- Depart from the club/facility until the safe dispersal of the young golfers has been supervised
- Abuse their position of power or trust with children or adults
- Resort to bullying tactics or verbal abuse
- Cause a participant to lose self esteem by embarrassing, humiliating or undermining the individual
- Spend excessive amounts of time alone with children away from others
- Do things of a personal nature for young people that they can do for themselves
- Engage in a sexual relationship with a young golfer in their care
- Give young people alcohol when they are under the care of the club

6. First Aid and Treatment of Injuries

- All parents /guardians of members under the age of 18 will be required to complete a DDGC Parental Consent Form detailing such information as any pre existing medical conditions
 - The club will keep a written record of any injury that occurs together with details of any treatment given
 - Only those with a current, recognised First Aid qualification should respond to any injuries
7. The child's parents / guardians will be informed of any injury at the Club as soon as practicable and a Notification of Accident Form (Accident Book) completed.

8. Transporting Children

Transporting children individually in your vehicle should be avoided, and where possible a central pick up and drop off point should be established prior to events. However, if it is necessary, always tell another member that you are transporting a child in your car, giving details of the route and anticipated length of journey, and ensure all reasonable safety measures are taken, i.e. the child sits in the back seat, seatbelts are worn etc

9. Photographing, Videoing and Filming of Children

Parental consent will be sought for any club photography of junior members for golf coaching, playing competitions, prize giving events etc Each parent will be asked to sign a consent form that is held centrally in the Secretary / Manager's office

10. Reporting suspicions of abuse

Should any club member have concerns about an incident involving a child that seems untoward or unusual they must report their concerns to the Club's Welfare officer. This should include any

incident involving obvious distress exhibited by the child or if a child has to be restrained. The Welfare officer will investigate the facts of the matter and complete a Junior Incident Form under the guidelines set out in the policy. If the basic facts support a suspicion or allegation of misconduct by a member, the matter will be dealt with in accordance with the Club's Disciplinary Procedures. In cases where there is reasonable cause to suspect or believe that misconduct against a child has occurred, reference will be made to the appropriate statutory authorities. The club aims to create an atmosphere where any bullying or harassment of children is unacceptable

11. Review

The policy and procedures will be regularly monitored and reviewed

- In accordance with changes in legislation and guidance on the protection of children and best practice
- Following any issues or concerns raised about the protection of children and
- At least annually