



# FORMBY LADIES GOLF CLUB LIMITED

## Children and Young People Safeguarding Policy and Procedures

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## Children and Young People Safeguarding Policy

### INTRODUCTION

Whilst children and young people are participating in golf activities in our care, FORMBY LADIES GOLF CLUB has a responsibility to ensure their safety and wellbeing.

FORMBY LADIES GOLF CLUB recognises the policies of the National Governing bodies, 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.
- FORMBY LADIES GOLF CLUB will work with children, their parents/carers 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 legislation and statutory guidance that supersedes these.
- FORMBY LADIES GOLF CLUB is committed to working in partnership with other key UK Golf Bodies to continually improve and to promote safeguarding initiatives across the sport.
- FORMBY LADIES GOLF CLUB owes a legal duty of care to children on their premises or engaged in their activities. That duty is to take reasonable care to ensure their reasonable safety and the duty is higher than it would be for adults.

## **OBJECTIVES**

FORMBY LADIES GOLF CLUB aims to:

- Provide a safe environment for children and young people participating in golfing activities and try to ensure that they enjoy the experience.
- Ensure robust systems are in place to manage any concerns or allegations.
- Support adults (staff, volunteers, PGA Professionals, coaches, members and visitors) to understand their roles and responsibilities with regard to their duty of care and protection of children.
- Provide appropriate level training, support and resources for staff, volunteers & coaches to make informed and confident responses to specific safeguarding issues and fulfill their role effectively.
- Ensure that children and their parents/carers are informed and consulted and, where appropriate, fully involved in decisions that affect them.
- Reassure parents and carers that all children and young people will receive the best care possible whilst participating in club activities and communicate Policy and Procedure to them through website/letter/consents.

## RESPONSIBILITIES AND IMPLEMENTATION

FORMBY LADIES GOLF CLUB will seek to promote the principles of safeguarding children by:

- Reviewing their policy and procedures every three years or whenever there is a major change in legislation. Guidance from England Golf will be sought 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 staff working with children and young people in line with guidance from England Golf.
- Following National Governing Body (NGB) procedures to report concerns and allegations about the behaviour of adults and ensuring that all staff, volunteers, parents and children are aware of these procedures.
- Directing staff, volunteers & coaches to appropriate safeguarding training and learning opportunities, where this is appropriate to their role.

### 1. RECRUITMENT AND TRAINING

FORMBY LADIES GOLF CLUB will endeavour to ensure that all volunteers and staff working with children and young people are appropriate and suitable to do so, and that they have all the information they require to undertake their job effectively and appropriately.

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

- An application form
- A self-disclosure form
- References from 2 people
- A signed Code of Conduct
- 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 and the qualifications and checks of individuals will be recorded by the Club Welfare Officer/Secretary/Manager who will also hold copies of the necessary Safeguarding and Protecting Children (SPC) certificates. The nominated person will possess all relevant and appropriate contact details of all staff / volunteers and other relevant bodies.

All staff, volunteers & coaches will be offered access to appropriate child protection training. FORMBY LADIES GOLF CLUB recommends attendance at the UK Coaching

Safeguarding and Protecting Children (SPC) workshop and will ensure that all volunteers and staff who have significant contact with children attend. An online UK Coaching refresher course should be completed and repeated every three years for those involved in "Regulated Activity."

All staff, volunteers & coaches working with children and young people will be asked to read and become familiar with FORMBY LADIES GOLF CLUB Safeguarding Policy and Procedures.

All staff, volunteers & coaches involved with children and young people will be asked to read FORMBY LADIES GOLF CLUB Code of Conduct relevant to their role, and sign to indicate their understanding and agreement to act in accordance with the code. The code is linked to the FORMBY LADIES GOLF CLUB's Disciplinary Procedures.

FORMBY LADIES GOLF CLUB is committed to the fact that every child and participant in golf should be afforded the right to thrive through being involved in sporting activity for life, in an enjoyable, safe environment, and be protected from harm. FORMBY LADIES GOLF CLUB acknowledges the additional vulnerability of some groups of children (e.g. disabled, looked after children, those with communication differences). FORMBY LADIES GOLF CLUB will ensure that the environment is appropriate for the child and tailored to their needs so that they have a positive experience of their sport without risk of harm.

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

**2.1** If a player, parent/carer, member of staff or volunteer has a concern about the welfare of a child, or the conduct of another child/young person or an adult (whether they are a parent, coach, member, or otherwise), 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 simply has a duty to pass their concerns and any relevant information to the Welfare Officer. Please refer to Flowcharts 1 & 2 for further details (see below).

**2.2** All concerns will be treated in confidence. Details should only be shared on a "need to know" basis with those who can help with the management of the concern.

**2.3** Concerns will be recorded on an Incident Report Form and sent to the England Golf Lead Safeguarding Officer and retained confidentially within the club. *The England Golf Lead Safeguarding Officer will assist with completion of this form if required, tel: 01526 351851.*

**2.4** FORMBY LADIES GOLF CLUB will work with England Golf and other external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice. FORMBY LADIES GOLF CLUB disciplinary procedures will be applied and followed where possible.

**2.5** In the event of a child making a disclosure of any type of abuse, the following guidance is given:

- 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 seek to actively question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action. Only ask to clarify your understanding where needed e.g. Can you tell me what you mean by the word xxxx?
- Record what the child has said as soon as possible on an incident report form.

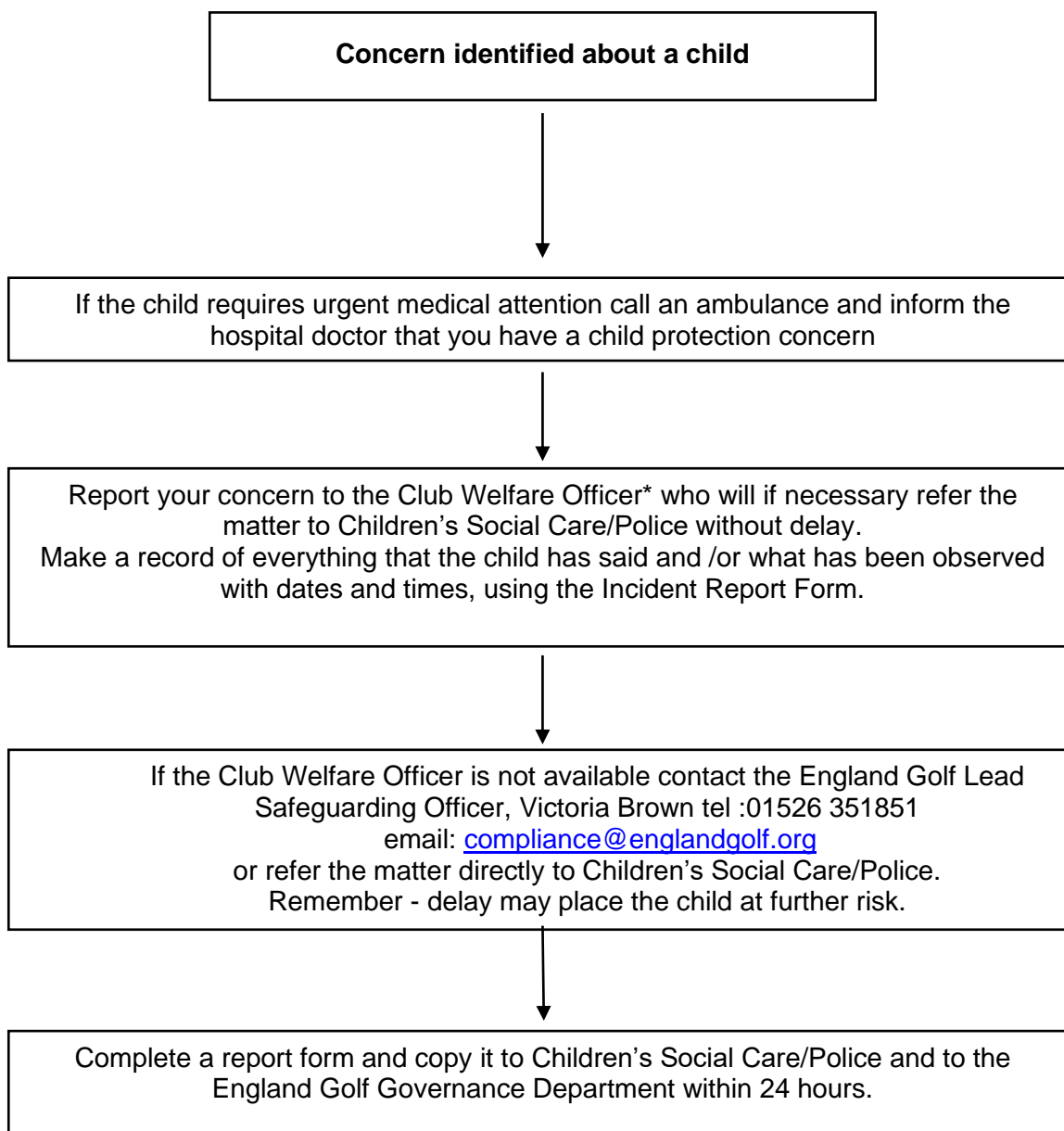
Do not notify the parents or carers unless you have first sought advice from England Golf Lead Safeguarding Officer tel: 01526 351851.

If the England Golf Lead Safeguarding Officer is not available and a delay cannot be justified then seek advice from the local Children's Social Care department, the Police, the LADO (the Local Authority Designated Officer) or the NSPCC. **(Useful contacts page 13)**

- 2.6** The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public who need support. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.
- 2.7** Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. FORMBY LADIES GOLF CLUB supports an environment where staff, volunteers, parents/carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who 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.

## FLOWCHART 1

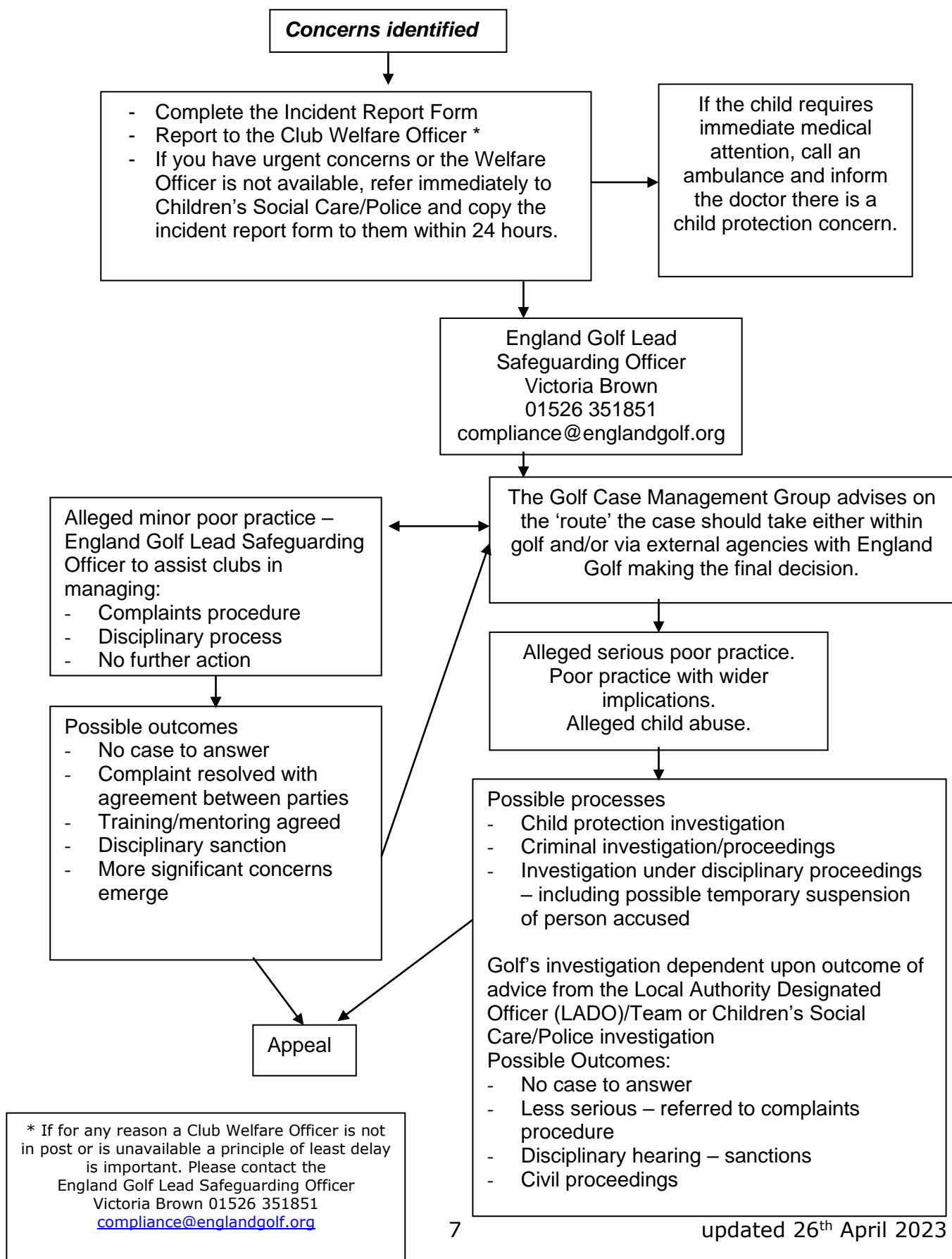
### What to do if you are worried about what is happening to a child outside of the Club (but the concern is identified through the child's involvement in golf)



\* If for any reason a Club Welfare Officer is not in post or is unavailable a principle of least delay is important. Please contact the  
 England Golf Lead Safeguarding Officer  
 Victoria Brown 01526 351851  
[compliance@englandgolf.org](mailto:compliance@englandgolf.org)

## FLOW CHART 2

### What to do if you are worried about the behaviour of any member, parent/carer, volunteer, staff, Professional, coach or official in golf or affiliated organisations



### **3. EMERGENCIES AND INCIDENTS**

**3.1** Parental Consent Forms will be obtained and retained by FORMBY LADIES GOLF CLUB for all children who are participating in events or 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.

**3.2** In the event of a child requiring medical attention:

- The parents will be contacted immediately.
- In the event of failure to contact parents, the alternative emergency contacts will be used.
- The consent form will be consulted to establish whether parents have given their consent for a club representative 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 retained by a club representative.

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

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

Staff, volunteers and coaches should try to avoid:

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



## **4. SUPERVISION**

- 4.1** During coaching sessions, coaches should conduct a risk assessment to inform decision making about appropriate supervision levels. Regardless of the recommended ratio of adults to participants, it is recommended that a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity.
- 4.2** Parents may be encouraged to stay for coaching/competitions & other events where their children are of an age where greater levels of parental supervision are required.
- 4.3** Wherever possible adults will avoid changing or showering at the same time as children, but parents will be made aware that with limited changing room space there will be occasions when adults and children may need to share the facilities.
- 4.4** Parents should be aware that if children are left at a venue unsupervised, other than to attend specific coaching sessions, competitions, or other organised events, the club cannot accept supervisory responsibility.
- 4.5** 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.

## **5. GOOD PRACTICE GUIDELINES**

### **5.1 Behaviour of adults and children**

- 5.1.1** Adults who work with children are placed in a position of trust in relation to children, and therefore it is important they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from false allegations of poor practice. Codes of conduct will be issued to junior members & adults working with them to promote good practice.
- 5.1.2** FORMBY LADIES GOLF CLUB requires that all staff and volunteers working with children and young people adhere to the standards set out in the Code of Conduct relevant to their role. Similarly, children are expected to follow their own Code of Conduct to ensure the enjoyment of all participants and assist the club in ensuring their welfare is safeguarded.
- 5.1.3** FORMBY LADIES GOLF CLUB requires that all staff and volunteers working with children adhere to the guidelines on Managing Challenging Behaviour.
- 5.1.4** Parents and carers should also work together with the club to ensure that the welfare of all children is safeguarded. A sheet on "Parental Guidance" is provided to assist them in understanding how they can best assist the club

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

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

## **5.3 Physical Contact**

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

## **5.4 Transport**

**5.4.1** The club believes it is primarily the responsibility of parents/carers to transport their child/children to and from events. It is not the responsibility of club volunteers or coaches to transport children and young people to and from events, activities, tournaments or matches.

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

**5.4.3** Children and young people are often involved in competition. When taking young people away from their home club, consideration and planning needs to be paramount to ensure the duty of care for the young people within the team is fulfilled.

## **5.5 Photography/ Videoing**

**5.5.1** Permission will be sought from parents prior to the publication or use of any video or photographic images of their child, for instance in newspapers, websites or for coaching purposes. The personal details of the child will not be used in any promotional material. **(Photography Consent-Appendix 11)**

**5.5.2** Any press/official photographers attending events will be required to seek permission from the club before taking photographs and also permission of parents to use the images. **(Photography Policy – Appendix 20)**

## **5.6 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 staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of the club are aware of the club Social Media policy.

## **5.7 Anti Bullying Procedures**

**5.7.1** We believe that every effort must be made to eradicate bullying in all its forms.

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

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

All forms of bullying include:

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

Bullying behaviour may also include:

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

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

**5.7.2** We 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/carers.
- Impose sanctions where appropriate
- Keep a written record of all incidents referred to England Golf and the action taken.
- Have discussions about bullying and why it matters.

## **5.8 Confidentiality**


**5.8.1** Details of all juniors will be kept on file in the office and will not be shared with a third party without parent/carers consent.

**5.8.2** All concerns/allegations will be dealt with confidentially by the club and information will only be shared on a need to know basis, either internally or externally depending on the nature/seriousness of the concern/allegation.

## **5.9 Changing rooms**

The changing rooms are used by all members & visitors. Juniors will only be supervised if needed at club organised events. Parents will be made aware that adults use the changing rooms throughout the day for changing & showering. Where a parent/carer does not consent to their child accessing the changing rooms, it is their responsibility to either supervise the child while in the changing rooms or ensure that they do not use them.

## 6. Useful Contacts

Golf Contacts		
Name	Address	Number
<b>Club Welfare Officers – Vicky Sharman</b>	25 Bushbys Park, Formby, L37 2EE	Mob: 07432 540 928  Email: vickyjsharman@hotmail.co.uk
<b>Christine Langton</b>	20 Rydal Avenue, Formby, L37 2LD	Mob: 07766 511 164 Email: <a href="mailto:christinelangton@hotmail.co.uk">christinelangton@hotmail.co.uk</a>
<b>England Golf Lead Safeguarding Officer</b>  <b>Victoria Brown</b>	<b>England Golf National Golf Centre</b> <b>The Broadway</b> <b>Woodhall Spa</b> <b>Lincolnshire</b> <b>LN10 6PU</b>	01526 351851  <a href="mailto:compliance@englandgolf.org">compliance@englandgolf.org</a>  <a href="mailto:v.brown@englandgolf.org">v.brown@englandgolf.org</a>
<b>Club Secretary – Anne Bromley</b>	Golf Road, Formby, L37 1YH	Email: <a href="mailto:secretary@formbyladiesgolfclub.co.uk">secretary@formbyladiesgolfclub.co.uk</a>

Local Contacts		
Local Children’s Social Care (including out of office hours contact) NB. In an emergency, the Samaritans will hold the Duty Officer’s contact number		<b>OUT OF HOURS</b>  After 5pm or at the weekends please contact The Emergency Social Work Duty Team
Samaritans		116 123 free
Local Police child protection teams		
In an emergency contact 999		
NSPCC Freephone 24-hour Helpline		0808 800 5000
NSPCC Whistleblowing Helpline for Professionals		0808 028 0285

<b>National Contacts</b>		
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
NI Childline	74 Duke Street Londonderry	Tel: 028 90 327773
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel: 0116 234 7278  cpsu@nspcc.org.uk

## 7. Appendix

The forms set out in the appendix do not have logos attached to them, enabling the FORMBY LADIES GOLF CLUB to utilise them, adding their own logos, as required.

### Supporting Documents

1. Managing Challenging Behaviour – **page 16**
2. Parental Guidance – **page 18**
3. Social Media Guidance- **page 20**
4. Club Welfare Officer Poster – **page 22**
5. Safeguarding Children and Young People -  
a short guide for club members – **page 23**
6. Photography Policy – **page 26**
7. Anti-Bullying Policy – **page 27**



## FORMBY LADIES GOLF CLUB

### Managing Challenging Behaviour

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour.

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

- The welfare of the child is the paramount consideration.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- The specific needs a child may have (e.g. communication, behaviour management, comprehension and so on) should be discussed with their parent/carer 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. Consideration to exclude a child from activities should apply only as a last resort and after all efforts to address any challenge have been exhausted, in exceptional circumstances where the safety of that child or of other children cannot be maintained.

### Planning Activities

Planning for activities should include consideration of whether any child involved 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 for all/volunteers on managing any 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 and Unacceptable Behaviours

Staff, volunteers, children, young people and parents/carers 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 can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp. It should involve the views of children and young people to encourage better buy in and understanding.

Where challenges are anticipated in light, for example of a child's impairment or other medical condition, a clear plan/agreement should be established and written down. Ensure that parents/carers understand the expectations on their children and ask them to reinforce this ahead of any trip or activity.

## **Managing Challenging Behaviour**

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

- Proportionate to the actions you are managing.
- Imposed as soon as is practicable.
- Fully explained to the child and their parents/carers.

In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- 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 staff/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.

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.

Staff/volunteers should consider 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 an adult's frustration.
- 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
- Be recorded as soon as possible using the appropriate organisational reporting form and procedure.

Parents should always be informed following an incident where a coach/volunteer has had to physically intervene with their particular child.

Physical intervention must not:

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

### **Views of the child**

A timely de-brief for staff/volunteers, the child and parents should always take place in a calm environment following an incident where physical intervention has been used. Even children who haven't directly been involved in the situation may need to talk about what they have 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.

### **Guidance for parents**

FORMBY LADIES GOLF CLUB is delighted to welcome you and your child to what we hope is the first of many events that you will be taking part in.

The positive effect of your support, as a parent, can't be overstated. Your behaviour has a real influence on the way your child experiences golf.

First things first – why is your child showing an interest in the sport? Is it to learn a new game? To hang out with their friends, because they did it in school and liked it or because you play?

Make sure they're playing for their own reasons, not yours.

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

- Take an interest in your child's activity and progress and be supportive.
- Familiarise yourself with FORMBY LADIES GOLF CLUB Safeguarding Policy
- Familiarise yourself with

- a. Codes of Conduct for parents, coaches, children and young people.
  - b. Transport Policy.
  - c. Changing Room Policy.
  - d. Photography, Videoing and the use of Social Media Policies.
- Complete the Parental Consent Form which will enable event organisers to cater for any particular needs that your child may have (e.g. medical conditions and medications, allergies, learning difficulties etc.), as well as contact you in the unlikely event of an emergency.
  - Go through the Code of Conduct **with** your child and return a signed copy to the club/event organiser.
  - Be punctual when dropping off and picking up your child from coaching/ events. It is important to communicate with the club if collecting your child after an event/coaching session may cause a problem.
  - 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 when you are away from the club, 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/carer you are encouraged to:

- Discuss any concerns regarding the organisation of activities or the behaviour of adults 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 351851

**Formby Ladies Golf Club Welfare Officers:  
Vicky Sharman & Christine Langton**

## Social Media Guidance - FORMBY LADIES GOLF CLUB

This guidance gives procedures that will support and underpin the use of social networking and other online services within **FORMBY LADIES GOLF CLUB**. It is important that all members, staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of **FORMBY LADIES GOLF CLUB** is aware of this policy and agree to the following terms.

### Advice for Individual

- Do not accept children as contacts on social networking sites if you hold a position of trust with children/young people.
- Where contact through social networking sites is used for professional reasons, restrict the communication to professional content and obtain written consent from parents prior to establishing contact.
- Include a third party in any communications to children, e.g. copy parents into communications.
- Use the privacy settings on the various sites to ensure that your content will only be viewed by appropriate people.
- Ensure that any content you place on a social networking site is age appropriate. Do not use the site to criticise or abuse others.
- Know where to direct junior members and their parents for information.
- Know how to report concerns.
- Know how to keep data safe and secure. This should include the personal contact data of individuals, such as mobile numbers, email addresses and social networking profiles.

### Advice for Children

- Consider carefully who you invite to be your friend online and make sure they are who you actually think they are.
- There are websites that offer advice about protecting yourself online, such as [www.ceop.gov.uk](http://www.ceop.gov.uk) and [www.childnet.com](http://www.childnet.com)
- Make sure you use privacy settings so that only friends can view your profile.
- Remember that anything you post on websites may be shared with people you don't know.
- Never post comments, photos, videos, etc., that may upset someone, that are untrue or that are hurtful. Think about whether you may regret posting the content at a later date.
- If you are worried or upset about something that's been posted about you, or by texts you receive from other juniors or adults involved with the club, raise this with your Club Welfare Officer. Alternatively contact your National Governing Body Lead Safeguarding Officer (Victoria Brown at England Golf [Tel: 01526 351851](tel:01526351851)). Do not suffer alone. You will be listened to and your concerns will be taken seriously.
- If you want to talk to someone anonymously, call Childline on 0800 1111, or contact them on the web at [www.childline.org.uk](http://www.childline.org.uk) . You can also call the NSPCC on 0808 800 5000.

## **Advice for Parents**

- Make yourself knowledgeable about 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're online. Explain that it's all part of staying safe and having fun together.
- Explain to children that it's not safe to reveal personal information, such as their name, address or phone number on the internet. Encourage them to use a cool nickname rather than their own name.
- Attachments and links in emails can contain viruses and may expose children and young people to inappropriate material. Teach children to only open attachments or click on links from people they know.

## **Further Advice for Parents of Young Golfers**

- If you are concerned about any texts, social networking posts or any other use of communication technology by members of the golf club, volunteers or members of staff, raise this with the Club Welfare Officer. They will look into the matter and take appropriate action. Alternatively contact England Golf Lead Safeguarding Officer Tel 01526 351851.
- In addition to reporting concerns to England Golf (National Governing Body), 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 young person may be in immediate danger, dial 999.
- Do not post/send negative or critical comments or messages about other children in the club, staff or volunteers. If you have concerns about a person, these should be raised using appropriate channels within the club and not using social media.
- If you wish to speak to an external organisation for advice, you can contact the NSPCC helpline on 0808 800 5000.



FORMBY LADIES GOLF CLUB

# Golf should be fun!

## You should feel safe and enjoy your sport

Is something worrying you?

Do you need someone to talk to?

### Speak to your club welfare officer

#### Club Welfare Officers' Names:



**Christine Langton**

**Welfare Officer Email address**

welfare@formbyladiesgolfclub.co.uk



**Vicky Sharman**

#### Telephone Numbers:

**Christine:** 07766511164 📞

**Vicky:** 07432540928

Alternatively, you can speak to someone at

ChildLine 0800 1111 | NSPCC 0808 800 5000 | England Golf 01526 351851



## FORMBY LADIES GOLF CLUB

### Safeguarding Children and Young People – A Short Guide for Club Members

FORMBY LADIES GOLF CLUB is committed to ensure that the sport of golf is one within which children and young people involved can thrive and flourish in a safe environment and that all children, young people and adults at risk have a fun, safe and positive experience when playing golf.

FORMBY LADIES GOLF CLUB is an affiliated member of England Golf and follows the England Golf Safeguarding Children and Young People Policy and procedures.

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 sport at a young age is less likely to become a regular long-term participant. It’s important for the future of your club and the sport as a whole that children and young people have an enjoyable experience.

### **All club members have a part to play in making that happen.**

All adults should contribute to the club meeting its overall duty of care, be aware of our club’s safeguarding policy, and know what to do if they are concerned about a young person.

FORMBY LADIES GOLF CLUB asks our members to

- **Familiarise yourself with the FORMBY LADIES GOLF CLUB Safeguarding Policy.**

*The full copy of the FORMBY LADIES GOLF CLUB Safeguarding Children and Young People Policy is available on our website [www.formbyladiesgolfclub.co.uk](http://www.formbyladiesgolfclub.co.uk)*

- In particular familiarise yourself with:

### **1. FORMBY LADIES GOLF CLUB Codes of Conduct**

*Adults should always be aware that age related differences exist and conduct themselves in a manner that both recognises this and prioritises the welfare of children and young people.*

### **2. Anti-Bullying Policy**

*FORMBY LADIES GOLF CLUB believes that every effort must be made to eradicate bullying in all its forms. The Club will not tolerate bullying in any of its forms during club matches, competitions, coaching or at any other time while at the club.*

### **3. Transport Policy**

*FORMBY LADIES GOLF CLUB believes it is primarily the responsibility of parents/carers to transport their child/children to and from events.*

### **4. Changing Room Policy**

*The changing rooms are used by all members & visitors. Wherever possible adults will avoid changing or showering at the same time as children, but parents will be made aware that with limited changing room space there will be occasions when adults and children may need to share the facilities. Where a parent/carer does not consent to their child accessing the changing rooms, it is their responsibility to either supervise the child while in the changing rooms or ensure that they do not use them.*

### **5. Photography, Videoing and the use of Social Media Policies**

*Think very carefully before contacting a young person via mobile phone, e-mail or social media.*

*Do not accept children as contacts on social networking sites if you hold a position of trust with children/young people.*

*In general stick to group communications, copy the communication to a parent and only communicate about organisational matters.*

## **What should I do if I'm concerned about a child or young person?**

A concern may involve the behaviour of an adult towards a child at the club, or something that has happened to the child outside the club.

Children and young people may confide in adults they trust, in a place where they feel comfortable.

An allegation may range from verbal bullying, to inappropriate contact online, to neglect or emotional abuse, to physical or sexual abuse.



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 one of Formby Ladies Golf Club's Welfare Officers who will follow the club's Safeguarding procedures.

Name: Vicky Sharman or Christine Langton

Email Address: [vickyjsharman@hotmail.co.uk](mailto:vickyjsharman@hotmail.co.uk)

[/christinelangton@hotmail.co.uk](mailto:christinelangton@hotmail.co.uk)

Telephone Number: Vicky: 07432540928 / Christine: 07766511164

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

Other useful contacts:

NSPCC 24-hour helpline Tel: 0808 800 5000 | England Golf Lead Safeguarding Officer 01526 351851

## **PHOTOGRAPHY POLICY – FORMBY LADIES GOLF CLUB**

Whilst FORMBY LADIES GOLF CLUB does not seek to prohibit those with a legitimate interest in filming or photographing children participating in sporting activities it recognises that such activity should take place within an appropriate policy framework.

This policy applies at any FORMBY LADIES GOLF CLUB event at which children under the age of 18 are participating.

### **POLICY**

FORMBY LADIES GOLF CLUB policy is as follows:

The welfare of children taking part in golf is paramount.

Children and their parents/carers and/or FORMBY LADIES GOLF CLUB should have control over the images taken of children at FORMBY LADIES GOLF 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**

FORMBY LADIES GOLF CLUB requires that anyone wishing to take photographic or video images, at any FORMBY LADIES GOLF CLUB event at which children under the age of 18 are participating, in an official or professional capacity or using 'professional' camera or video equipment registers their details with FORMBY LADIES GOLF CLUB Secretary's Office. This must be done before carrying out any such activity on the golf course (including the practice ground) or surrounding area or in the clubhouse.

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

FORMBY LADIES GOLF 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/carers/family members of competitors**

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

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/carers of all the children in the photographs has been obtained.

## **CONCERNS**

If competitors or parents have any concerns, they should raise them by contacting FORMBY LADIES GOLF CLUB Secretary's Office immediately.

FORMBY LADIES GOLF CLUB will notify the relevant authorities should it have any doubts as to the authenticity of any individual taking photographs.

## **ANTI-BULLYING POLICY - FORMBY LADIES GOLF CLUB**

### **FORMBY LADIES GOLF 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 FORMBY LADIES GOLF CLUB be given information about, and sign up to, this policy
- take action to investigate and respond to any alleged incidents of bullying
- encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- ensure that staff, 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 need for, and rights to, a play 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 each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress
- be committed to the early identification of bullying, and prompt and collective 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 see – by doing nothing you are condoning bullying.

### **Bullying**

- all forms of bullying will be addressed

- everybody in FORMBY LADIES GOLF 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, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
  - posting of derogatory or abusive comments, videos or images on social network sites
  - racial taunts, graffiti, gestures, sectarianism - sexual comments, suggestions or behaviour
  - unwanted physical contact
- children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

### **Support to the child**

- children should know who will listen to and support them
- systems should be established to open the door to children wishing to talk about bullying or any other issue that affects 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
- anyone who reports an incident of bullying will be listened to carefully and be supported
- any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- those who bully will be supported and encouraged to stop bullying
- sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

### **Support to the parents/carers**

- parents/carers to be advised on FORMBY LADIES GOLF CLUB bullying policy and practice
- any incident of bullying will be discussed with the child's parents/carers
- parents/carers 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/carers including information on other agencies or support lines.

## Useful contacts

FORMBY LADIES GOLF CLUB Welfare Officers, Vicky Sharman & Christine Langton

[vickyjsharman@hotmail.co.uk](mailto:vickyjsharman@hotmail.co.uk) 07432540928 

[christinelangton@hotmail.co.uk](mailto:christinelangton@hotmail.co.uk) 07766511164

NSPCC Helpline 0808 800 5000

ChildLine 0800 1111 / [www.childline.org.uk](http://www.childline.org.uk)

Kidscape [www.kidscape.org.uk](http://www.kidscape.org.uk)

Anti-Bullying Alliance [www.antibullyingalliance.org.uk](http://www.antibullyingalliance.org.uk)

England Golf Lead Safeguarding Officer 01526 351851