



## **BARNHAM BROOM GOLF CLUB**

### **CHILD PROTECTION PROCEDURES**

#### **1. RECRUITMENT AND TRAINING**

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

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

- A current enhanced Criminal Records Bureau check
- A self-disclosure of their criminal record
- References from at least 2 people
- Basic personal details and information of their previous experience with children

The Secretary and Welfare Officer hold copies of the necessary forms and contact information for the Criminal Records Bureau.

**1.3** All staff and volunteers will be offered access to appropriate child protection training. The sportscoachUK "Good Practice and Child Protection" workshop is recognised by the Children in Golf Strategy Group as the most appropriate training for coaching staff and volunteers within golf clubs. BBGC recommends this workshop and will ensure that all volunteers and staff who have significant contact with children attend.

**1.4** All staff and volunteers involved within children will be asked to read and become familiar with the club child protection policy and procedures.

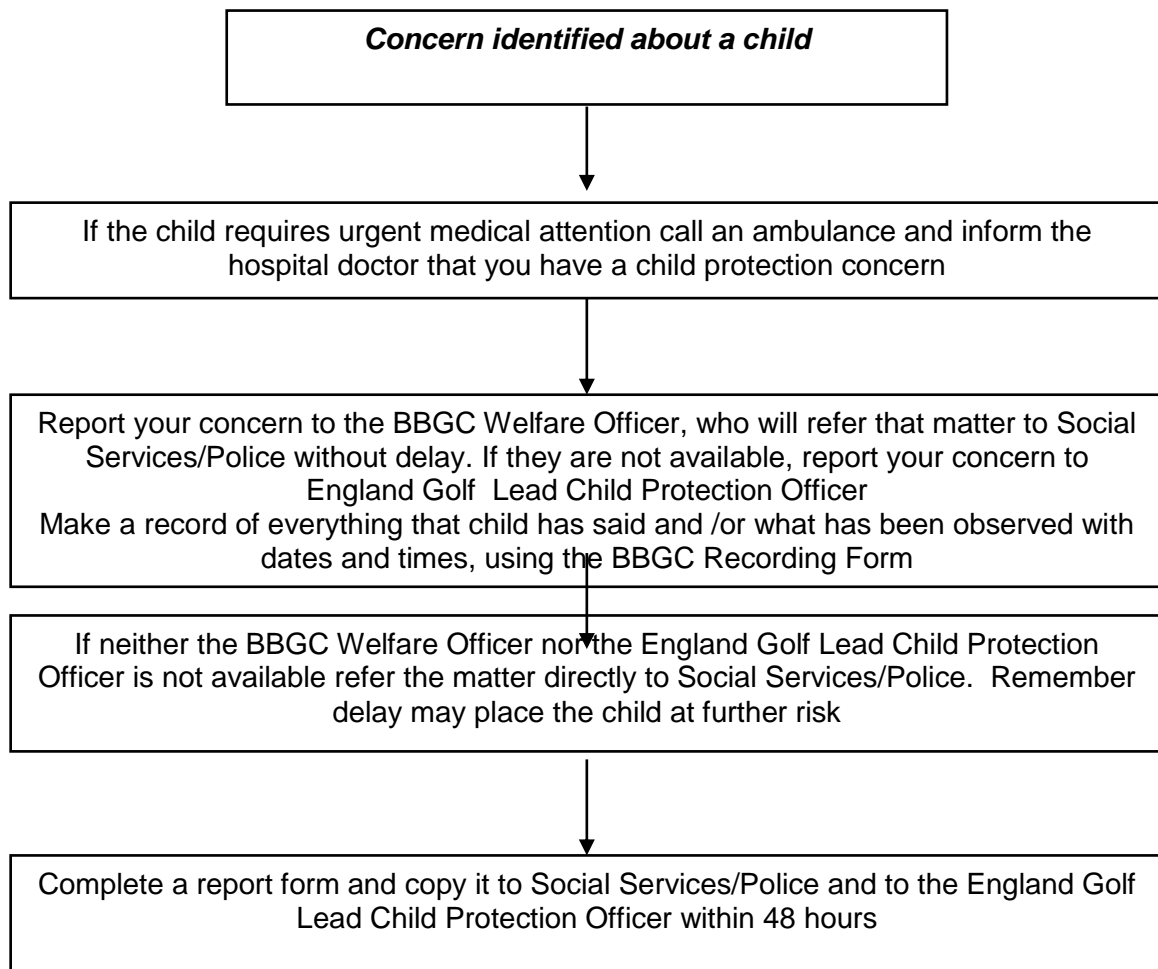
## 2. COMPLAINTS, CONCERNS AND ALLEGATIONS

- 2.1 If a member, parent, member of staff or volunteer has a concern about the welfare of a child, or the conduct of an adult (whether they are a parent, coach, member of BBGC, or otherwise), these concerns should be brought to the attention of the Club Welfare Officer (CWO), even if the person concerned does not consider the concern to require immediate attention. **The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Club Welfare Officer. Please refer to the Flowcharts 1 & 2 for the referrals process.**

The Club Welfare Officer is: Rachel Bradfield

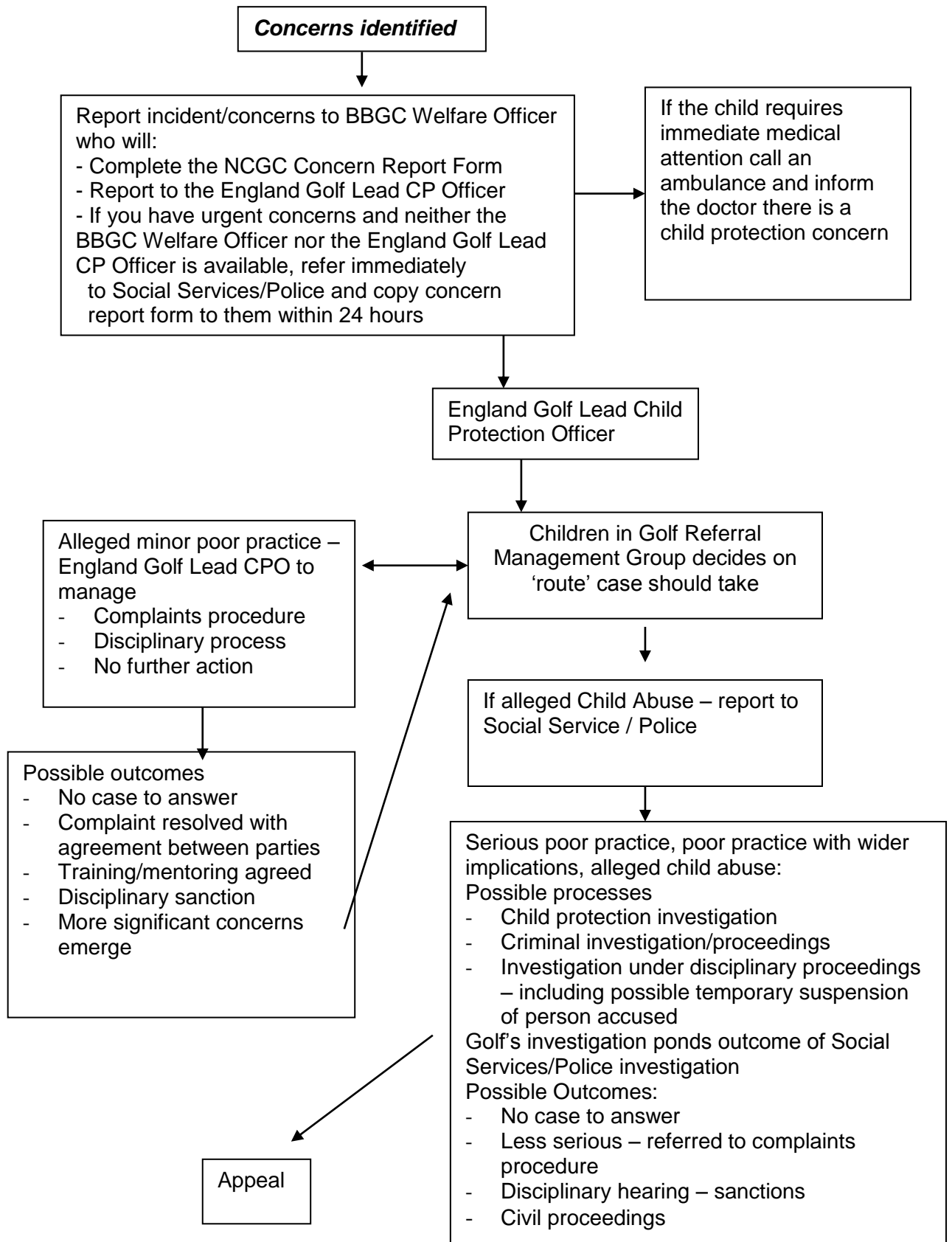
- 2.2 All concerns should be treated in confidence. Details should only be shared with those who can help with the management of the concern. The number of club personnel involved will be kept to a minimum.
- 2.3 The CWO will report concerns to the England Golf Lead Child Protection Officer, and will seek advice on further action. The England Golf reporting process will be followed in the handling and referral of concerns and allegations.
- 2.4 Concerns will be recorded on the concern/allegation recording form, sent to the England Golf Lead CPO and retained confidentially within the club.
- 2.5 BBGC will work with the national governing body and other external agencies to take appropriate action in the case of abuse or serious poor practice. The England Golf, and PGA disciplinary procedures apply and will be followed where possible by BBGC.
- 2.6 In the event of a child making a disclosure, the following guidance is given:  
-Reassure the child that they have done the right thing to share the information  
-Do not make promises that cannot be kept, such a promising not to tell anyone else  
-Do not question the child or lead them in any way to disclose more information than they are comfortably are able to: this may compromise any future action  
-Record what the child has said as soon as possible  
-Report the information to the Club Welfare Officer in the first instance  
Do not notify the parents unless you have first sought advice from the BBGC Welfare Officer or the England Golf Lead Child Protection Officer
- 2.7 The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public. No referrals are made from the calls. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000

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



## Flowchart 2

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



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

**3.1** Player Profile/ Medical Consent Forms will be obtained and retained by BBGC for all children who are members or attending coaching at the club. These forms will be available at all times and reviewed each year. They 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

**3.3** A record of the action taken will be made and retained by BBGC.

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

1. Attempt to contact the parent/carer using the contact details on the Player Profile Form
2. Attempt to contact the first, then the second emergency contact nominated on the Player Profile Form
3. Wait with the young person(s) at the club with, wherever possible, other staff/volunteers or parents.
4. If no one is reachable, contact the Club Welfare Officer or the Secretary for advice.
5. The local police will be contacted to enquire about the best course of action.

Staff, members, PGA Pros and volunteers should avoid:

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

**3.4** Remind parents/carers of the policy relating to late collection, within the good practice guidance for parents/carers.

### **4. SUPERVISION**

**4.1** During coaching sessions, BBGC will endeavour to ensure that there is at least one club representative present for every 10 children.

**4.2** Parents will be encouraged to attend all events where their children are present.

**4.3** If there are young children (under 12 years of age) attending coaching or playing, they will be supervised at all times, including in the club changing rooms.

**4.4** **Parents should be aware that if children are left on the club premises unsupervised, other than to attend club coaching sessions,**

**competitions, or other club organised events, the club cannot accept supervisory responsibility.**

**4.5** Special arrangements will be made for trips away from the BBGC. Parents will receive full information about arrangements for any such trip and will be required to provide their consent for their child's participation.

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

**5.11** Adults who work with children are placed in a position of trust in relation to children, and therefore it is important they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from false allegations of poor practice.

**5.12** BBGC requires that all staff and volunteers working with children adhere to the standards set out in the code of conduct. 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.

**5.13** Parents should also work together with the club to ensure that the safety of all children is safeguarded. Guidance for parents is provided to assist them in identifying the responsibilities of the club in relation to the child, and how they can best assist the club.

## **5.2 Physical Contact**

**5.21** 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.

## **5.3 Transport**

**5.31** BBGC believes it is primarily the responsibility of parents/carers to transport their child/children to and from the club. It is not the responsibility of BBGC staff, members, coaches or volunteers to transport children and young people to and from the club for activities, tournaments or matches.

**5.32** If members wish to provide transport for juniors, they do so at their own risk, and are not acting on behalf of BBGC. They should receive permission from parents/carers for young people prior to the journey, and any such journeys are made as a purely personal arrangement and not with the sanction of BBGC.

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

## **5.4 Photography/ Videoing**

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

- 5.42 Any press/official photographers attending BBGC events will be required to seek permission of the club before taking photographs and also permission of parents to use the images