

Tenby Golf Club

Policies



The forms within this booklet are for you to keep for future reference.

Tenby Golf Club

Child Protection Policy

Tenby Golf Club has considered its responsibilities to the children participating in golf at our premises and within our club very carefully, and has produced the following Safeguarding and Child Protection Policy and underpinning procedures in order to set out the standards we wish to uphold in providing activities for children and safeguarding the welfare of children in our care.

Tenby Golf Club affiliates to the Golf Union of Wales and Dyfed Golf Union, and our professional coaching staff are members of the Professional Golfers' Association.

The Club recognises the policies of these Governing Bodies, as set in out in Guidelines for Safeguarding Children in Golf (CiG).

Policy Statement

Tenby Golf Club acknowledges its duty of care to safeguard the welfare of all children (defined as those under 18) involved in golf within the club. All children have a right to protection, and have their particular needs taken into account.

Tenby Golf Club will therefore endeavour to ensure the safety and protection of all children involved with the club through the Child Protection guidelines adopted by the Management Committee of the club.

It is the responsibility of all adults within the club to assist the Management Committee in this endeavour.

Policy Aims

- To provide children with appropriate safety and protection whilst in the care of the club and also help them to enjoy their experience of the sport.
- To reassure parents that their children will receive the best practicable care possible whilst participating in activities within the club.
- To provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

Principles

- The welfare of children is paramount.
- All children, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers working in golf have a responsibility to report concerns to the Club Welfare Officer.
- Adults – staff, volunteers, coaches, referees and members will be supported to understand their role and responsibility with regard to the duty of care and protection of children and young people.
- Individuals will receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.
- Tenby Golf Club will work in partnership with parents to review and implement child protection and welfare procedures.

Tenby Golf Club's policy and procedures are based on the above principles and UK and international legislation and government guidance and take the following into consideration:

- The Children Act 1989 and 2004.
- The Child Care Act 1991(NI).
- The Data Protection Act 1994 & 1998.
- The Police Act 1997.
- The Human Rights Act 1998.
- The Protection of Children Act 1999.
- Caring for the young and vulnerable – Home Office Guidance for preventing the abuse of trust 1999.
- Children First 1999 (ROI).
- The Criminal and Court Services Act 2000.
- Co-Operating to Safeguard Children 2003 (NI).
- What to do if you are worried a child is being abused 2005.
- Working Together to Safeguard Children 2006).
- The UN Convention on the Rights of the Child.
- Any subsequent legislation relating to child protection would implicitly be incorporated into this document.

Responsibilities & Communication

- Tenby Golf Club's Child Protection Policy will be available to all members, parents, staff, volunteers and participants.
- The Policy will be reviewed every three years by the Management Committee, and amended as appropriate. Guidance from golf's governing bodies will be sought as part of the review process.
- The Management Committee has responsibility for ensuring that the policy and procedures are implemented, including taking any appropriate disciplinary action necessary.
- The Club Welfare Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate National Governing Body Lead Child Protection Officer and informing the appropriate club staff.
- Parents have a responsibility to work together with the club in implementing procedures and providing their children with the necessary information to safeguard themselves.

Tenby Golf Club

Code of conduct for children

You should:

- Help create and maintain an environment free of fear and harassment.
- Demonstrate fair play and apply golf's standards both on and off the course.
- Understand that you have the right to be treated as an individual.
- Respect the advice that you receive that promotes the concept of a balanced attitude.
- Treat others as you would wish to be treated yourself.
- Respect physical, cultural and racial differences.
- Challenge or report if you observe any form of discrimination and prejudice.
- Look out for yourself and for the welfare of others.
- Speak out if you consider that you or others have been poorly treated.
- Report behaviour that appears to fall below the expected standards of the club.
- Be organised and on time.
- Tell someone in authority if you are leaving a venue or competition.
- Accept that these guidelines are in place for the well-being of all concerned.
- Treat organisers and coaches with respect.
- Observe instructions or restrictions required by appropriate members of staff.
- You should not take part in any irresponsible, abusive, inappropriate or illegal behaviour which includes:
 - Consuming alcohol or illegal or performance-enhancing drugs or stimulants.
 - Smoking.
 - Using foul language.
 - Publicly using critical or disrespectful descriptions of others.

Tenby Golf Club

Code of Conduct for Coaches, staff and Volunteers

Rights

- Respect the rights, dignity and worth of every person.
- Help create an environment where all children have an equal opportunity to participate.
- Help create and maintain an environment free of fear and harassment.
- Recognise the rights of all children to be treated as individuals.
- Recognise the rights of parents and children to confer with other coaches and experts.
- Promote the concept of a balanced attitude, supporting the well-being of the child both in and out of golf.
- Do not discriminate on the grounds of sex, marital status, race, colour, disability, sexuality, age, religion or political opinion.
- Do not condone or allow to go unchallenged any form of discrimination or prejudice.
- Do not publicly criticise or engage in demeaning descriptions of others.
- Communicate with children in a manner that reflects respect and care.

Relationships

- Develop relationships with parents and children based on openness, honesty, mutual trust and respect.
- Do not engage in any behaviour that constitutes any form of abuse (physical, sexual, emotional abuse, neglect or bullying).
- Be aware of the physical limits of children and ensure that training loads and intensities are appropriate.
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines (See Appendix 4G – CPSU Guidelines on Physical Contact and Young People in Sport and PGA Guidelines).
- Always try to work in an open environment (e.g. avoid private or unobserved situations).
- Do not engage in any form of sexually-related contact with children. Sexual innuendo, flirting or inappropriate gestures and terms are also unacceptable.
- Promote the welfare and best interests of children.
- Explain to parents, as appropriate, the potential impact of the coaching programme on the child.
- Arrange to transfer a child to another personal coach if it is clear that an inappropriate relationship is developing.
- Be familiar with the organisations child protection policies and procedures

Tenby Golf Club

Golf Welfare Officer – Roles and Responsibilities

Core Tasks

- Assist the organisation in establishing a Safeguarding and Child Protection Policy and Procedures.
- Assist the organisation to implement child protection plans.
- Be the first point of contact for staff, members, volunteers, children and parents for any issue concerning safeguarding children, poor practice, potential or alleged abuse.
- Ensure that all incidents and concerns are dealt with in accordance with policy guidelines.
- Ensure that all relevant members, volunteers and staff have the opportunity to access appropriate child protection training.
- Ensure that appropriate procedures for recruitment of staff and volunteers are in place and all existing staff or volunteers working with children have an up to date CRB disclosure/ self disclosure.
- Maintain contact details for Child Social Care (CSC) (previously Social Services), the Police and NGB CPO.
- Ensure that Codes of Conduct are in place for staff, volunteers, PGA Professionals, coaches, and children and that there are guidelines for parents and members and they are communicated to the relevant parties.
- Advise on child protection issues or be in attendance as necessary on Club or County Management Committees.
- Maintain confidentiality.
- Organize the tee on a Sunday morning; the junior organizers pairings are final.
- Any disputes or disagreements must be given to the Welfare Officer in writing and he will then pass this onto the main committee.

Core Skills

- Basic administration and record maintenance.
- Communication skills.
- Confidence to refer cases externally.
- Ability to implement effectively a Child Protection Policy and Procedures.

Recommended Training

- Child Protection awareness, Safeguarding and Protecting Children training. (Contact your NGB for details).
- NSPCC "Time to Listen" Workshop specifically designed for GWOs (Contact your NGB CPO for details).

Junior Player Profile Form

The safety and welfare of juniors in our care is paramount, and it is therefore important that we are aware of any illness, medical condition and other relevant health details so that their best interests are addressed. Please complete this form with our assurance that the information will be treated as confidential. It is the responsibility of the junior and their parent to notify the Golf Welfare Officer (GWO) if any of the details change at any time.

Junior Details	
Name	
Date Of Birth	
Address	
Telephone Number	
Parents Details	
Parents names	
Address (If different to above)	
Home Telephone Number	

Mobile Telephone Number	
Work Telephone Number	
Email address	
Emergency Contacts	
<u>Contact 1</u>	
Name	
Relationship to Child	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	
<u>Contact 2</u>	
Name	
Relationship to Child	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	
Medical Information	
Childs Doctors Name	
Doctors Surgery Address	
Telephone Number	
Does your child experience any conditions requiring medical treatment? If yes please give details, including medication, dose and	

frequency.	
Does your child have any allergies? If yes please give details.	
Does your child have any specific dietary requirements? 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?	
The disability discrimination act 1995 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?	
<p>If yes what is the nature of the disability?</p> <ol style="list-style-type: none"> 1. Hearing impairment 2. Learning disability 3. Multiple disabilities 4. Physical disability 5. Other (Please Specify) 	

All of the details entered above will be securely stored at Tenby Golf Club. By signing below you show your understanding that if any of the above details change it is your responsibility to inform us.

Parent Name _____

Date _____

Parent Signature _____

Parental Responsibilities

How You Can Help

Some Do's

Do get to know your child's golf professional – after all he or she can play an important role in your child's general development.

Do respect the Pro's opinion – he/she should be more knowledgeable than you, both about golf and the development of young golfers.

Do assess your child's progress – don't be afraid to ask the pro what plans or objectives he/she may have for your child (so that you can assess progress, perhaps every few months or so). Ask the pro to explain to you the reasons for any decisions you don't understand or agree with.

Do talk to other parents – it is often a good idea to get to know other parents so that you can share problems, car-taking duties, etc.

Do establish clear lines of communication – in case you need to speak with the club pro, club junior organiser, county or national officials regarding practice or competition. Find out when it is convenient and appropriate to contact them, and the best way of doing so. Don't ever address a criticism to or of your child, the pro or officials in front of other parents or players.

Do encourage effort as well as results – don't assess your child's progress solely by how many competitions they may win. It is important to recognise and reward effort.

Some Don'ts

Don't respond to a bad result or mistake with punishment or criticism – give your child time to work out for themselves why things went wrong. If they ask your advice, first compliment them for something he or she did right, then give the advice, emphasising the positive results if the instruction is followed rather than the negative consequences of a mistake. It is VITAL for a parent to give encouragement even after a poor performance.

Don't turn a blind eye to any bad behaviour, cheating or bad manners by your child – in such instances reasonably prompt action is appropriate. To do otherwise will infer that you condone such behaviour or at least do not consider personal standards and respect of people and rules important.

Don't forget that your child is still growing – training which may be appropriate for an adult (e.g. prolonged repetitive activities and work with heavy weights) can have adverse long term effects on the growth and development of a young child.

Don't coach from the side-lines – try to encourage your child to think for him or herself. A constant stream of instruction from you may only confuse the child, particularly if it is contrary to that of the pro.

Don't ignore aches and pains – children are often reticent to describe sports-related injuries, especially if it means missing coaching, practice, training or competition, so keep an eye on persistent grumbles about health; it is important to take injuries seriously.

Don't ignore other children in the family – sometimes brothers and sisters may feel left out or bored if the whole household revolves around the needs of the young golfer. It is important to try to keep a balance between golf and the interests of other members of your family.

Don't allow the situation to develop where your child is frightened of playing poorly because of the way you respond – a fear of failure can often result in children feigning injury, avoiding certain competitions or playing with unnecessary caution.

Don't force a young child to specialise entirely on golf – children should be allowed to develop their own preferences. In any case up to the age of 15 or 16 a concentrated diet of playing just one game to the exclusion of all other physical activities can well produce a declining enthusiasm for that game.

Don't always greet your child with "Did you play well?" or "Did you play to your handicap?" – Why not start with "Did you enjoy it?"

Don't attend throughout every lesson and every competition – it is important for your child's future development in sport that he or she is trusted to make the correct decisions during either practice or competition. This is the first stage in the development of self-motivation and self-reliance. Constant supervision by the parent can easily result in the young golfer becoming emotionally, and otherwise over-dependent on your presence and advice.

Don't say "we" won or "we" lost – it is important that you don't become so involved in your child's golf that you find yourself saying "we played well" or "we played badly". Remember it is your child who is participating – you are there to support and encourage, not to compete. The progress of many junior golfers has been hindered by excessive parental development.

PARENTAL/CARER PERMISSION FORM FOR THE USE OF PHOTOGRAPHS AND RECORDED IMAGES

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

Tenby Golf Club recognises the need to ensure the welfare and safety of all young people in golf. As part of our commitment to ensure the safety of young people we will not permit photographs, video images or other images of young people to be taken or used without the consent of the parents/carers and the young person.

Tenby Golf Club will take steps to ensure these images are used solely for the purpose they are intended which is the promotion and celebration of the activities of Tenby Golf Club.

If you become aware that these images are being used inappropriately you should inform the club welfare officer immediately. The information will be available on the website <http://www.tenbygolf.co.uk> and in the Tenby Observer.

If at any time either the parent/carer or the young person wishes the data to be removed from the website, 7 days' notice must be given to Tenby Golf Club Welfare Officer after which the data will be removed.

YOUNG PERSON PERMISSION FORM FOR THE USE OF PHOTOGRAPHS AND RECORDED IMAGES

To be completed by parent/carer

I _____ (parent/carer full name) consent to Tenby Golf Club Photographing or videoing
_____ (name of young person)

Under the stated rules and conditions and I confirm I have legal parental responsibility for this child and am entitled to give this consent. I also confirm that there are no restrictions related to taking photos.

Signature _____

Date _____

To be completed by Young Person

_____ (name of young person) consent to Tenby Golf Club photographing or videoing my involvement in golf under the stated rules and conditions

Signature _____

Date _____