



Deeside Safeguarding Document

CHILDREN'S WELLBEING IN SCOTLAND It is important to recognise what we mean by children's wellbeing. As part of Scotland's national approach to 'Getting it Right for Every Child' (GIRFEC), the wellbeing wheel below demonstrates the eight indicators that are believed to be essential for a child's overall wellbeing.

Organisations working with children must play their part in making sure they are safe, healthy, achieving, nurtured, active, respected, responsible and included, these are commonly known as the SHANARRI indicators.

It is essential that in Golf we understand these wellbeing indicators and if we are ever worried that something is impacting a child's wellbeing, we know who to share that with.

As part of the 'Children and Young People (Scotland) Act 2014', the concept of wellbeing and the GIRFEC approach is now enshrined in law.

Organisations should aim to promote these SHANARRI indicators through the following:

Safe – Ensuring all those working with children have been through the appropriate vetting process and attended relevant training so they can safeguard children from harm, neglect or abuse.

Healthy – Enabling children to experience the physical and mental benefits of being active and supporting young people to make healthy choices.

Achieving – Supporting children to develop skills, confidence and self-esteem through encouraging effort.

Nurtured – Ensuring the golfing environment is stimulating, enabling a child to develop a range of skills and realise their potential.

Active – Providing opportunities to be physically active through participating in golf.

Respected – Making sure all children are treated with respect by adults and peers regardless of what they may have done or failed to do.

Responsible – Educate children on the importance of rules, etiquette and honesty and encourage them to take an active role in making decisions.

Included – Ensure all children are included and have the opportunity to make a valuable contribution to the sport.



DEESIDE GOLF CLUB SAFEGUARDING POLICY (CHILDREN)

1. Purpose

The purpose of this policy is to set forth Deeside Golf Club's statement of policy and procedures for the safeguarding of children. The policy lays out the commitments made by Deeside Golf Club, and informs staff, volunteers, and associated personnel of their responsibilities in relation to safeguarding.

2. Scope

- All staff contracted by Deeside Golf Club
- Associated personnel whilst engaged with work or visits related to Deeside Golf Club, including but not limited to the following: consultants, volunteers, contractors, programme visitors including journalists, PGA Pros, professional players, celebrities and politicians.

3. Policy Statement

Deeside Golf Club is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This policy outlines Deeside Golf Club's commitment to protecting children throughout its work, through the three pillars of prevention, reporting and response.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- Child protection is everyone's responsibility.
- All children – regardless of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation – have the right to protection from all forms of harm and abuse.
- Children have the right to express views on all matters which affect them, should they wish to do so.



- Organisations shall work in partnership together with children and parents to promote the welfare, health and development of children.

Deeside Golf Club will:

- Promote the health and welfare of children by providing opportunities for them to take part in golf safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the wellbeing of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Safeguarding Policy and associated procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and associated procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Regularly monitor and evaluate the implementation of this Policy and associated procedures

4. Prevention

Deeside Golf Club responsibilities

Deeside Golf Club will:

- Ensure all staff and volunteers have access to, are familiar with, and know their responsibilities within this policy.
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from them meeting with Deeside Golf Club. This includes the way in which information about individuals in our programmes is gathered and communicated.
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff, volunteers and associated personnel.
- Ensure staff, volunteers and associated personnel receive training on safeguarding at a level



commensurate with their role in the club.

- Follow up on reports of safeguarding concerns promptly and according to due process.

Staff and volunteer responsibilities

Child safeguarding

- Deeside Golf Club staff, volunteers and associated personnel must not:
- Engage in sexual activity with anyone under the age of 18.
- Sexually abuse or exploit children.
- Subject a child to physical, emotional or psychological abuse, or neglect.
- Engage in any commercially exploitative activities with children including child labour or trafficking.

Protection from sexual exploitation and abuse

Deeside Golf Club staff, volunteers and associated personnel must not:

- Exchange money, employment, goods or services, including team selection or the promise of team selection, for sexual activity.

Additionally, Deeside Golf Club staff, volunteers and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.
- Report any concerns or suspicions regarding safeguarding violations to the designated Safeguarding Officer, or appropriate staff member or appropriate authority in their absence in urgent cases.

5. Reporting a Concern

Deeside Golf Club will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff, volunteers, and the communities we work with.

Deeside Golf Club will also accept complaints from external sources such as members of the public, partners and official bodies.

How to report a safeguarding concern

Staff members or volunteers who have a complaint or concern relating to safeguarding should report it immediately to the Safeguarding Officer or line manager [as appropriate]. If the staff member or volunteer does not feel comfortable reporting to their Safeguarding Officer or line



manager (e.g., if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff/committee member and Scottish Golf.

Graeme Nethercott –

- headpro@deesidegolfclub.com
- 01224 869457

6. Response

Deeside Golf Club will follow up safeguarding reports and concerns according to this policy and procedure, and legal and statutory obligations (see Responding to Concerns Procedures).

Deeside Golf Club will apply appropriate disciplinary measures to staff or volunteers found in breach of policy.

Deeside Golf Club will offer support to survivors of harm caused by staff, volunteers, or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

7. Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be always kept secure.

GDPR and child protection

GDPR emphasises the importance of asking children for consent before sharing personal information. If a child is mature enough; they should be given the opportunity to decide whether they agree to their confidential information being shared. If a child does not have the capacity to make their own decisions, their parent or carer (unless this would put the child at risk) should be asked.

However, if you have a child protection concern, you must share information with the relevant agencies, even if you have not been given consent. GDPR does not affect this principle.

8. Review



This Policy and associated Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance from Scottish Golf on the protection of children or following any changes within Deeside Golf Club
- Following any issues or concerns raised about the protection of children within Deeside Golf Club.
- In all other circumstances, at least every three years.

Club Safeguarding Officer:

Contact Number:

Date

DEESIDE GOLF CLUB ANTI-BULLYING - POLICY STATEMENT

Deeside Golf Club is fully committed to safeguarding the wellbeing of all children in its care. We understand that children's wellbeing can be seriously impacted by bullying behaviour. Deeside Golf Club therefore recognises the information provided for children by respect me, Scotland's Anti-Bullying Service: 'Bullying is never acceptable; it doesn't make a child better or stronger to get through it and it should never be a normal part of growing up.

Bullying is a behaviour that can make a child feel frightened, threatened, left out and hurt. Something only has to happen once to make a child feel worried or scared to go to school or other places they enjoy going'.

For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status, or family circumstance.

Deeside Golf Club will:

- Respect the rights of children as paramount.
- Work together to develop positive relationships amongst children and adults which are mutually respectful, responsible and trusting; and promote their emotional health and wellbeing.
- Seek to prevent, reduce, and respond effectively to bullying behaviour, through the implementation of this policy and guidelines.
- Require members of staff, volunteers and members of the Council to adopt and abide by this policy.
- Train, support and supervise its members of staff, volunteers and members of the Council to adopt best practice to prevent, reduce and respond to bullying.



- Address the needs of children who are bullied as well as those who bully within a framework of respect, responsibility, resolution and support.
- Respond to any concerns raised either in the experiences of children of poor practice/misconduct or abuse caused by an adult's bullying behaviour.
- Highlight bullying based on prejudice and perceived differences, to ensure our practices are effective in dealing with these issues.
- Regularly monitor and evaluate the implementation of this policy and guidelines and include children's views in this process.

Review

This Policy and guidelines will be regularly reviewed and will include children's participation and feedback on the content and actual experience of implementation as part of the review:

- In accordance with changes in guidance on anti-bullying or following any changes within Deeside Golf Club.
- Following any issue or concern raised about bullying within Deeside Golf Club.
- In all other circumstances, at least every three years.

DEESIDE GOLF CLUB SOCIAL MEDIA AND DIGITAL COMMUNICATION - POLICY

STATEMENT

Deeside Golf Club recognises the significant benefits of setting up and utilising social networking sites as this is one of the most direct forms of communication with children. There is also recognition that this method of communication poses a number of risks as social networking sites, chat rooms and instant messaging systems are increasingly being used by online predators to "groom" children. In addition, digital communication is also being used more and more by children as a means of bullying their peers.

For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy outlines Deeside Golf Clubs commitment to ensure all adults working with children in golf adhere to best practice guidelines.

Deeside Golf Club will:

- Advise that adults do not communicate with children on a one-to-one basis by text, e-mail, instant messaging or through social networking sites, group messages shall always be recommended.



- Obtain parental consent from anyone under the age of 18 when communicating via text, e-mail, instant messaging or social networking sites.
- Highlight that coaches, staff, volunteers, parents, and members should always behave responsibly and respectfully when posting content online.
- Advise that adults should not add or accept children as their “friend” on social networking sites when the primary reason for the relationship is golf.
- Ensure that anyone interacting with a child on behalf of Deeside Golf Club via social networking sites does not discuss any other topic than golf.
- Remind all those who are using social networking sites that these are restricted to people aged 13 years and over.
- Ensure that both children and adults are aware of the procedures for reporting any concerns they have relating to online materials. This will involve informing the club or governing bodies Safeguarding Officer in the first instance.

Review

This policy and these procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on digital communication or following any changes within Deeside Golf Club.
- Following any issue or concern raised about digital communication within Deeside Golf Club.
- In all other circumstances, at least every three years.

REFERRALS GUIDANCE & POLICY

INTRODUCTION

The PVG Scheme requires clubs to make referrals to the Protection Unit at Disclosure Scotland in certain circumstances. If you permanently remove someone from regulated work you need to decide if the reason(s) that they were removed mean that you need notify Disclosure Scotland about what has happened. This is called “Making a Referral” and includes circumstances where you would have removed them even if they have already left the role. Disclosure Scotland will then use this information to help them decide if someone remains suitable to continue to do regulated work (with children/adults/both) or if they should be removed from regulated work.



When should you let the Protection Unit know what's happened?

You should only make a referral when both of the following conditions have been met:

Condition 1: A person has been permanently removed/has removed themselves from regulated work.

Condition 2: At least one of the following grounds apply to their permanent removal:

- Caused harm
- Placed someone at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate sexual conduct
- Given inappropriate medical treatment

When both of these conditions have been met, you must let Disclosure Scotland know by making a referral.

The form for making a referral can be found on Disclosure Scotland's website, along with instructions for completing the form and the Protection Unit can be contacted on 03000 2000 40 if you need any help.

Alternatively, you can use the Scottish Golf template form.

Making a referral is not optional. It is a legal requirement to report circumstances where both conditions are met. This should be done **WITHIN THREE MONTHS** of making your decision.

How to use this policy template

The policy provided below can be used as it is by adding your club's name at the top, identifying and inserting the job title/post of the person in your organisation who will be responsible for making referrals (usually Safeguarding Officer) in the area marked 'Position 1' and the job title of the person who will substitute for this person in their absence (eg Club Chairperson) in the area marked 'Position 2'.

NB: Please ensure that all board members and relevant staff/volunteers have read and understood the policy and that key personnel are aware of their obligations and the procedures should a referral be required.

Alternatively, this template can be used to help you to develop your own policy and process, but you must:

- Identify the job title/post within your organisation that will be responsible for making referrals



- Ensure there is clear guidance on notifying that person when both conditions have been met for making a referral.

Should you require any support or guidance for developing your own policies or completing a referral form,

please contact the Scottish Golf Safeguarding team at safeguarding@scottishgolf.org.

DEESIDE GOLF CLUB REFERRAL POLICY: MAKING REFERRALS UNDER THE PVG ACT

1. Purpose

The purpose of this policy is to set forth Deeside Golf Club's statement of policy and procedures for handling referrals of relevant individuals to Disclosure Scotland under the Protection of Vulnerable Groups.

(Scotland) Act 2007. The objective of this policy is to ensure the Club's compliance with legislation to protect its integrity and reputation and to ensure the protection and safety of our Club members.

2. References

The Protection of Vulnerable Groups (Scotland) Act 2007 is in place to make sure unsuitable individuals cannot work or volunteer with children or protected adults (regulated work). The Act aims to provide a robust system by which unsuitable people are prevented from doing regulated work with children or protected adults and by which people who become unsuitable are identified.

The Protection of Vulnerable Groups (Scotland) Act 2007 (Referrals by Organisations and Other Bodies)

(Prescribed Information) Regulations 2010 list the information that you are required to provide to



Disclosure Scotland when making a referral if you hold it, and it is a criminal offence knowingly to fail to supply the prescribed information.

3. Scope

This policy is relevant to the Safeguarding Officer and/or person responsible for supervising or overseeing safeguarding matters, and all those involved in making recruitment/disciplinary decisions in Deeside Golf Club.

[Insert any other specific role(s) that this policy applies to]

4. Policy Statement

Deeside Golf Club takes the protection of vulnerable groups attending or using its services very seriously.

We view referrals of individuals to Disclosure Scotland as an opportunity to review and improve practice and the customer experience. The referral process provides the opportunity to establish how the circumstances were able to happen and to put safeguards in place to minimise the risk of recurrence. Handling referrals effectively is important to our Club.

Our commitment

We will endeavour to:

- Publicise the existence of our Safeguarding policies and procedures so that people know what they Are.
- Make sure our staff and volunteers know what to do to comply with our policies, procedures and legal obligations.
- Provide a fair and clear procedure for anyone who is the subject of a referral
- Make sure referrals are submitted in a timely manner and in any case within the legally required Timeframe.



5. Procedure

When a volunteer or member of staff is permanently removed from a regulated work position, there are certain circumstances where the Club/Organisation must notify the Protection Unit at Disclosure Scotland that this has happened.

Two conditions must be met before Disclosure Scotland should be notified that something has happened:

Condition 1: A person has been permanently removed/has removed themselves from regulated work.

Condition 2: At least one of the following grounds apply to their permanent removal:

- Caused harm to a child or protected adult
- Placed a child or protected adult at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate sexual conduct involving a child or protected adult
- Given inappropriate medical treatment to a child or protected adult

When both conditions have been met, it is a legal requirement that the Club/Organisation must let Disclosure Scotland know by making a referral within three months of the permanent removal of the individual by completing the appropriate Referral Form and submitting it to Disclosure Scotland.

If the individual would have been permanently removed, the actions detailed in this policy will continue to apply, even if a member of staff or volunteer leaves their regulated work position prior to any action being taken, irrespective of the reason that they leave.

Where there is an historical allegation of harm or inappropriate behaviour made in relation to someone who is no longer in regulated work at the Club/Organisation but which is believed would have led to the two conditions being met, the Club/Organisation will consider whether to make a referral, but the legal responsibility applies only to occurrences that are alleged to have taken place after 28 February 2011 when PVG was first introduced.

Where it is necessary to make a referral, this process will be carried out by Graeme Nethercott In their absence or where the referral is in relation to that person, the referral process will be carried out by Debbie Pern.

Those who are in a role that may involve carrying out disciplinary action that may result in the removal of someone from regulated work or dismissal of someone in regulated work, they must ensure that they

notify Graeme Nethercott or, in their absence, Debbie Pern of the legal requirement to make a



referral where the conditions above have been met.

6. Consequences

Failure to make a referral where required is a criminal offence and may result in Deeside Golf Club being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify Graeme Nethercott or Debbie Pern when both conditions for making a referral have been met.



7. Responsibilities

Copies of this policy shall be made available to relevant staff, volunteers, and board members during the induction process.

Staff and volunteers are expected to take personal responsibility for observing this policy and should feel able to draw this policy to the attention of colleagues, members, and visitors to Deeside Golf Club.

Graeme Nethercott – Head Professional

Debbie Pern – Club Manager have a responsibility to enforce the policy.

Overall responsibility for this policy and its implementation lies with Deeside Golf Club's Board of Directors.

8. Questions

Questions, comments, and suggestions regarding this policy may be directed to Deeside Golf Club Secretary – admin@deesidegolfclub.com or headpro@deesidegolfclub.com

9. Approval

Deeside Golf Club board of Directors approved this Referrals Policy on [DATE].

CODES OF CONDUCT

A code of conduct for working with children is used to make clear:

- What behaviour is acceptable and unacceptable
- The standards of practise expected when working on behalf of the club
- The basis for challenging and improving practise

Everyone working with children on behalf of your club should sign up to your club's code of conduct.

Members of the sports volunteers/staff must be clear about the expectations on them when involved in activities with children. Children and the parents/carers involved in activities should also be clear about what they can expect from the adults working with them. The club's code of conduct is most useful if shared publicly and widely.



The sports volunteers/staff, children and parents/carers support understand codes of conduct best when they are involved in drawing them up and have the opportunity to discuss regularly what is acceptable and unacceptable behaviour.

Concerns about breach of the code of conduct should be taken seriously and responded to in line with the complaints policy, performance management policy, disciplinary procedure and/or procedures for responding to concerns.

Code of conduct for parents/carers and children

Children and their parents/carers should also be clear about the expectations placed upon them.

It can be very beneficial to ask children as a group to discuss this in their group/team and to agree what the

consequences of breaking these rules should be. This could be done at the start of a season, before a trip

away from home, or as part of a welcome session at a residential camp.

CODE OF CONDUCT FOR COACHES AND VOLUNTEERS

GOOD PRACTICE

In the context of your role at Deeside Golf Club, the following good practice guidelines should be followed:

- Make golf fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents, carers and carers wherever possible.
- Build balanced relationships based on mutual trust that empower and include children in the decisionmaking process.
- Always work in an open environment. Avoid private or unobserved situations.
- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children and avoid excessive training and competition, pushing them against their will and putting undue pressure on them.



PRACTICE TO BE AVOIDED

In the context of your role at Deeside Golf Club, the following practice should be avoided:

- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, alert the occupants by knocking and announcing your intention to enter. The door should remain open, if appropriate.
- Where possible, doing things of a personal nature for children that they can do for themselves.
- Making contact or holding discussions with children via social networking sites or texting.

PRACTICE NEVER TO BE SANCTIONED

In the context of your role at Deeside Golf Club, the following practices will never be sanctioned:

- Engaging in sexually provocative games, including horseplay.
- Forming intimate emotional, physical or sexual relationships with children.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Inviting or allowing children to stay with you at your home.
- Coaches and other leaders sharing a room alone with a child for sleeping accommodation.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with



Deeside Golf Club Responding to Concerns procedure.

I have read and understood this Code of Conduct and I agree to abide by the rules and guidelines of the Club.

Name (print) Signed

Role Date



GOOD PRACTICE GUIDELINES

Clubs have a duty of care towards all children involved in their activities. Although it is not possible to give guidance for all possible circumstances, the Good Practice Guidelines are based on best

practice and cover some of the most common situations. They apply to all young people under the age of 18, but common sense should be applied when considering the circumstances of older children.

ADULT TO CHILD RATIOS

The following ratios are recommended in the National Care Standards: Early Education and Childcare up to the Age of 16 (Scottish Executive, 2005). They are a relevant minimum for daytime activities, but should be modified for overnight stays, trips away from home and to consider other risk factors:

AGE RATIO

3 and over 1:8

All children over

8yrs

1:10

In terms of coaching Scottish Golf recommends a ratio of 1:8

Activities should be planned to involve at least two adults, preferably one male and one female. As a general guide, the following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the activity
- The age, maturity and experience of the children
- Whether any of the group leaders or children has a disability or special requirements
- Whether any of the children have challenging behaviour
- The particular hazards associated with the activity
- The particular hazards associated with the environment



- The level of qualification and experience of the leaders
- The programme of activities
- Whether there are volunteers under the age 18

FIRST AID AND THE TREATMENT OF INJURIES

Parents/carers must complete a Partnership with Parents/Carers Form before their child participates in sport. This ensures that sports volunteers/staff running an event or activity are made aware of any pre-existing medical conditions, or medicines being taken by participants or existing injuries and treatment required.

- Have an accessible and well-resourced first aid kit and a working telephone at the venue.
- Where possible, access to medical advice and/or assistance should be made available.
- Only those with a current, recognised First Aid qualification should treat injuries.
- Inform parents/carers as soon as possible of any injury and action taken.
- A Concern Recording Form should be completed if a child sustains a significant injury and the details of any treatment given recorded. Good sense or sport specific guidance should be used to determine which injuries are significant.
- The circumstances of any accidents that occur should be recorded and reviewed to avoid it happening again.

VOLUNTEERS AGED 17 OR UNDER

While some children under the age of 16 may be in 'regulated work' with children they should not be placed in positions of sole responsibility for other children. They should be supervised by a more senior qualified coach or volunteer who has been appropriately vetted.

Volunteers aged 17 and under should be assessed for their suitability to work with children. There is no lower age limit for PVG membership. Where the post meets the 'regulated work' criteria, membership of the PVG Scheme should be considered.

Young volunteers may come under different pressures (e.g. lack of respect from peers) and closeness in age could lead to the development of friendships or romantic/sexual relationships. Regular supervision, training and extra support is recommended. Supervision ratios should also be



reassessed, as a young volunteer may not be as capable of overseeing a group of children and young people as an adult in the same position.

PHYSICAL CONTACT

Any necessary physical contact during a coaching session should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect. Children should be encouraged to speak out if they feel uncomfortable.

Demonstrating a Technique

In the first instance, techniques should be delivered by demonstration (either by the coach or a player who can display the technique safely).

If physical contact is necessary, for example to provide support, this should be clearly explained to the child in advance, and he/she should be given the chance to opt out. Physical support should be provided openly and must always be proportionate to the circumstances.

Supporting Child with Personal Care

If it is necessary to help a child with personal care e.g.

Toileting or changing, this should be agreed in

advance with the child and parents/carers and guidance taken. Volunteers/staff should work with parents/carers and children to develop practised routines for personal care, such as help with getting changed for younger children, so that parents/carers and children know what to expect.

Helpers should not take on the responsibility for tasks for which they are not appropriately trained e.g.

Manual assistance for a child with a physical disability.

Administering First Aid

Parents/carers must complete a Partnership with Parents/Carers Form to ensure that volunteers/staff are made aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required. When administering First Aid the child should be told what action is being taken and why. Only those with a current, recognised First Aid qualification should treat injuries and parents/carers should be informed as soon as possible of any injury and action taken.



Treatment should be administered in an open environment where ever appropriate, avoiding private or unobserved situations.

SEXUAL ACTIVITY & GROOMING

Within sport intimate relationships can occur. This section looks at both sexual activity among young people and that between adults and young people.

A person in a legally defined 'position of trust' who takes advantage of their position to develop an intimate relationship with a child/young person may be committing a criminal offence known as 'abuse of trust'. Sports coaching is not currently defined in law as a 'position of trust', but the principle

of the law should be followed and captured in your club's policies.

The notion of 'positions of trust' applies as much to young people in leadership roles as it does to adults.

YOUNG PEOPLE

Sexual activity between children/young people at team events, in sports facilities and at social activities organised by the club should be discouraged.

Criminal sexual behaviour committed by a young person should be referred to the police or social services. This may also lead to disciplinary action in accordance with the club's disciplinary procedure.

For more information see the National Guidance on 'Under-age Sexual Activity: Meeting the Needs of Children and Young People and Identifying Child Protection Concerns':

<http://www.gov.scot/resource/doc/333495/0108880.pdf>

ADULTS



Sexual activity between adults and children under the age of 16 is illegal and must be reported to the police.

Sexual activity between adults and young people (aged 16+) involved in sport raise serious issues given the power imbalance in the relationship. Even if a young person is of the age of consent, the power of the adult over that young person may influence their ability to genuinely consent to sexual activity.

For example, a coach may have significant power or influence over a young person's sporting career.

Sexual activity between adults and young people (16+) involved in sport should therefore be prohibited when the adult is in a position of trust or authority (coach, trainer, official). This should be communicated clearly to adults in such positions at the outset and clear procedures drawn up to deal with such a situation promptly, fairly and consistently.

Grooming

Most adults involved in sport with children participate with the aim of providing a fun and positive experience for the children taking part. However, some may use sport as a way of gaining access to children with the purpose of developing inappropriate intimate relationships.

People who commit sexual offences against children often first gain the trust of people around the child, such as their family and friends and those involved in sport. Those who commit offences work hard to portray themselves as caring and trustworthy and they befriend their victims to break down barriers before an offence may be committed.

This is referred to as 'grooming'. This predatory behaviour is an offence and may be prosecuted separately to direct sexual abuse. Any suspicions of grooming should be reported to police.

MANAGING CHALLENGING BEHAVIOUR

Planning

Sessions should be planned around the group and take into consideration the needs of each child.

Volunteers/staff should consider previous and likely behaviour. There should be strategies to manage risks agreed in advance. This should identify the appropriate number of adults required to



manage and support the session safely, including being able to respond adequately to safeguard the group.

From time-to-time volunteers/staff may have to deal with challenging behaviour from children.

The following principles should be applied:

- The wellbeing of all children is the paramount consideration.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff should attempt to respond to challenging behaviour by using techniques for which they have not been trained.

None of the following should be used as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Withdrawal of communication.
- Being deprived of food, water or access to changing facilities or toilets.
- Verbal intimidation, ridicule or humiliation.

Physical Interventions

Physical interventions should only be used as a last resort to prevent a child from injuring themselves or others or causing serious damage to property. Only the minimum force needed to avert injury to a person or serious damage to property should be used and applied for the shortest period of time.

Physical intervention must not ever be used as a form of punishment.

TRANSPORTING CHILDREN

Clubs do not generally take responsibility for the transport of players to and from venues. If the club does expressly accept responsibility for travel arrangements, it should undertake a risk assessment including the following areas:

- All vehicles and drivers are correctly insured.
- The driver has a valid and appropriate license.



- All reasonable safety measures are available e.g. fitted, working seatbelts or booster seats.
- There is an appropriate ratio of adults per child.
- Drivers take adequate breaks.
- If an adult is regularly transporting children on behalf of the club this may be regulated work with children as such it should be assessed whether or not this person requires a PVG check

Volunteers/staff should be discouraged from transporting children to activities by car. However, when this situation cannot be avoided the following guidelines should be followed:

- Request parent/carer consent in advance and provide details of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.
- Where possible, have another adult accompany you on the journey.

COLLECTION BY PARENTS/CARERS

Make sure that start and finish times are clear and that the arrangements for collection are understood by all. Parents/carers who wish children to go home unaccompanied (according to their age and stage) should give consent in writing. Notify parents/carers that they should not drop children off too early and that they are expected to collect children promptly. Explain late collection procedures.

Have a late collection telephone contact and number on the Partnership with Parents/Carers Form and let the parent/carer know how to contact the club if they are held up.

Dealing with the situation

If parents/carers are late when picking up their child, the wellbeing of the child will take precedence, and he/she must not be left alone. The leaders and coaches have a duty of care to the children in their charge and this continues when the activity has finished. However, it is not the responsibility of staff/volunteers to transport children home. If attempts to contact an adult who is responsible for the child fail, the Safeguarding Officer and social work should be informed.

Where possible have more than one adult/leader to lock up at the end of an activity. If an adult is



left in sole charge in these circumstances, they should record any actions taken and inform the Safeguarding Officer and parents/carers as soon as possible.

TRIPS AWAY FROM HOME (INVOLVING OVERNIGHT STAYS)

Designate a Safeguarding Officer for the Trip and a Home Contact person.

The Safeguarding Officer should act as the main contact for dealing with concerns about the safety

and wellbeing of children whilst away from home. Children and parents or carers should be given a detailed itinerary and should be informed of the Safeguarding Officers contact details and arrangements for handling concerns.

There should be procedures in place to manage an emergency situation, this should include the appointment of a Home Contact person who would be the main point of contact for coaches and parents/carers.

Risk Assessment

Potential areas of risk should be identified at the planning stage and safeguards should be put in place to manage them. Risk assessment should be an on-going process throughout the trip.

Travel Arrangements

If the trip involves travel abroad, ensure that those in charge are aware of local emergency procedures and how to deal with concerns about the wellbeing of children. Children and adults should be informed of any local customs.

Adult to Child Ratios



Trips should be planned to involve at least two adults, (preferably one male and one female). See the guidelines on adult to child ratios to assess the numbers of adults required to supervise the group safely.

Adults responsible for managing the trip should be recruited and selected using the procedure for recruitment and selection of sports volunteers/staff in regulated work with children. All adults should sign up to the Safeguarding policy, procedures, and code of conduct.

Accommodation

Find out as much as possible in advance about the venue/accommodation – wherever possible, a visit is useful.

Check the health & safety of any accommodation and the security and suitability of sleeping arrangements to allow supervision and access in case of emergency.

Sharing arrangements should be appropriate in terms of age and gender and parents/carers and children should be consulted in advance about arrangements where possible.

Exchange Visits/Hosting

Before departure, make sure there is a shared understanding of the standards expected during home stays between the club, host organisation/families, parents/carers and children themselves. Put in place arrangements for the supervision of children during the visit.

When a club is assigning a host family, they should be appropriately vetted utilising the PVG Scheme

or equivalent police checks and references thoroughly checked. Organisers, parents/carers and children should all be provided with a copy of emergency contact numbers.

Children should be aware of who they can talk to if problems arise during the visit. Daily contact should be made with all children by the group leader to ensure they are safe and well.

Facility checklist

Facilities should:

- Be appropriately licensed



- Have adequate and relevant insurance cover
- Have a policy on the protection of children
- Have Health and Safety policy and procedures
- Have adequate security arrangements
- Have staff that are vetted, qualified and trained

Involving Parents/Carers

A meeting with parents/carers to share information about the trip, answer questions and make joint decisions is recommended. A Code of Conduct with consequences for unacceptable behaviour should be agreed in advance.

Parents/carers must complete a partnership with parents/carers form and provide emergency contact details.

In the event of an emergency at home during the trip, parents/carers should be encouraged to make contact with the group leaders in the first instance so that arrangements can be put in to place to support the child.

Free time

Organisers must ensure that arrangements are in place for the supervision and risk assessment of activities during free time. Children must not be allowed to wander alone in unfamiliar places.

During the trip

Group leaders should have clear roles and responsibilities. They should not be over familiar with children and must remember that they are in a position of trust at all times.

The use of alcohol and/or drugs or engaging in sexual relationships (between two young people)

should not be allowed, even if the local legislation relating to these behaviours is more lenient than in Scotland.



Group leaders should keep an overview of the wellbeing of all children and try to identify issues early on to resolve them quickly. Children can be encouraged to participate in this process. For example, by taking turns to complete a daily diary as a way for them to communicate (both positive and negative) things that they want the group leaders to know.

After the Trip

It is recommended that everyone involved in the trip, including the children, takes part in a debrief to reflect on what went well, not so well and what could be done differently next time.

Please also see Safe Sport Events, Activities and Competitions, published by the NSPCC Child Protection

in Sport Unit for further guidance: <https://thecpsu.org.uk/resource-library/2013/safe-sport-eventsactivities-and-competitions/>

PROCEDURE FOR THE USE OF PHOTOGRAPHS, FILM AND VIDEO

Children must be protected from those who would seek to use photos and videos to place them at risk of harm.

Written consent must be obtained from the child's parents/carers before any photography or filming takes place.

MANAGEMENT OF PHOTOGRAPHY

Reasonable steps must be taken to promote the safe use of photography and filming at events and activities. It is not possible to prevent individuals photographing or filming in public places, but the club does have the right to prohibit the use of photography, film or video at its own events or activities at a private venue.

Where photography or filming is permitted, (and consent has been granted from parents/carers), the following guidelines should be followed:

- Put a system in place to allow easy tracking of photographers and their equipment. For example use a badge or sticker to identify those with permission to photograph or film.



- Children must never be portrayed in a demeaning, tasteless or a provocative manner.

Children should never be shown in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.
- Decisions about publishing images should reflect the best interests of the child and should consider whether they might place the child at risk. Special care must be taken in relation to vulnerable children such as those in care, fleeing domestic violence or a child with a disability.
- All negatives, copies of videos and digital images will be stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Indecent images of young people under 18 years of age are classified as child abuse imagery and must be reported immediately to the police.

MOBILE PHONE CAMERAS

A number of children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or filming should ever be permitted in such areas.

CONCERNS

Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the Club Safeguarding Officer, or the police.



COMMUNICATION TECHNOLOGY & SOCIAL MEDIA

Communication technology and social media developments advance extremely quickly, meaning ways in which we communicate and receive and absorb information are changing all the time. This provides a great opportunity for clubs to promote their activities and communicate easily with members. But it can also put children and young people at considerable risk, which is why safeguards must be put in place.

Adults who seek to harm children have been known to use technology and social media to “groom” children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005. It is also widely acknowledged that children can be harmed by the behaviours and actions of their peers for example, on-line bullying and sexting.

The following guidelines should be met in order to safeguard all parties when communicating using texting/social media:

- All communications from the club with children should be open, transparent and appropriate.
- Messages should only be sent to communicate details of meeting points, training, match details, competition results etc. The same message should be sent to every member of the group/team.
- It should always be clear that it is the club who is communicating information – one-to-one messaging arrangements between sports volunteers/staff should be strongly discouraged and safeguards should be in place and settings adjusted to prevent this happening.
- Messages should never contain any offensive, abusive, or inappropriate language. They should not be open to misinterpretation.
- Written permission must be sought from parents/carers to communicate with children under 16 years via technology/social media.
- Parents should be offered the option to be copied in to any messages their child will be sent.
- Consent to communicate via technology/social media should be sought directly from young people aged 16 to 18. Though consent from parents/carers is not required for this age



group it is recommended that parents/carers are informed of the intention to communicate with their children.

- Children and young people should be informed about the means of communication at the club. They should also be given information on how to keep themselves safe and who to report any concerns to within the club.
- All concerns about the inappropriate use of technology and social media will be dealt with in line with the Procedure for Responding to Concerns about a Child. This may include the concerns being reported to police.
- All phone numbers/email addresses of children and young people should be recorded and kept securely in a locked cabinet or password-protected electronic file or database.
- The number of people with access to children and young people's details should be kept to a

practical minimum. A record should be kept of their numbers/addresses by the Club Safeguarding Officer.

Club Websites/Social Media Sites

Websites/Social Media sites provide an opportunity for a club to extend their community profile, advertise and communicate easily with their members. Thought should be given to consent, tone and how sites and pages will be monitored. In terms of publishing information and pictures the following good practice should be noted:

Permission

- Written parent/carers consent must be obtained for all children aged under 16 before publishing any information or pictures of a child. If the material is changed from the time of consent, the parents/carers must be informed and consent provided for the changes.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic



violence or a child with a disability, and consideration given to whether publication would place the child at risk.

- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

Use of Images and Information

- Information published on the websites/social networking sites must never include personal information that could identify a child e.g.

home address, email address, telephone number

of a child. All contact must be directed to the club. Credit for achievements by a child should

be restricted to first names e.g.

Tracey was Player of the Year 2002.

- Children must never be portrayed in a demeaning, tasteless or a provocative manner.

Children should never be portrayed in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.

- Information about specific events or meetings e.g.

coaching sessions must not be distributed

to any individuals other than to those directly concerned.

Forums

Where a site allows for two-way communication between the organisation and members close monitoring is required. From time-to-time forums can be used to target individuals or to engage contributors in debates that can cause upset and embarrassment to children and young people. Coaches, members of staff or volunteers should refrain from being drawn into debates concerning selection, performance or personalities – even where the subject of discussion is anonymous.



Any offending comments should be removed by the club and appropriate procedures should be used to address poor practice or Code of Conduct breaches.

Concerns

Any concerns or enquiries should be reported to the clubs Safeguarding Officer.

For more information on the use of social media please access Safeguarding in Sports 'Social Media Guidelines for Sport Coaches, Volunteers and Athletes' at: <http://www.children1st.org.uk/what-we-do/how-we-help/safeguarding-in-sport/safeguarding-in-sport-resources/>

CLUBHOUSES AND CHANGING ROOMS

Children are particularly vulnerable in the changing area of sports facilities

Bullying can occur where children are left unsupervised in changing areas. It is recommended that particular attention is given to the supervision of children aged 10 and under in changing rooms.

Adults should avoid changing or showering at the same time as children. If limited changing facilities mean that adults and children must share, adults must take care to protect the modesty and privacy

of themselves and the children. Parents/carers should be made aware if this is likely to be the case.

An adult should not be alone with a child in the changing areas. If possible more than one adult should supervise changing areas. Extra vigilance may also be required if there is public access to the venue.

If children are uncomfortable changing or showering in public, do not pressure them to do so.

If you need to use a changing room for another purpose, such as a team talk, wait until all children are fully dressed.

No photography or filming should be allowed in changing areas.

ADULTS AND CHILDREN PLAYING TOGETHER

One of the reasons for the popularity of golf is that the game is not restricted either competitively or



socially by skill, age or gender. Golf can be enjoyed and keenly contested by players from and between any number of apparently diverse groups. That this diversity, almost unique to golf, is

encouraged is essential to ensure the continuity of one of the most endearing traditions of the game. Every effort must be made to promote this mix of physical and technical ability.

Responsible interaction between adults and children helps bring mutual respect and understanding. Nevertheless, when playing golf with a child, adults should always be aware the certain age-related differences do exist and should conduct themselves in a manner that recognises this.

CHILDREN PLAYING ON THE COURSE WITHOUT ADULTS

Golf courses may have a number of unmanned access and egress points which limit the control of children playing alone or with another child, but this in itself should not preclude the club from

attempting to minimise potential problems involving children playing together.

Golf clubs should endeavour to have procedures in place for children to register in and out when using the golf club. This is to help ensure that they are aware when children are playing or on club premises.

- If possible, it is advisable to have some method for children playing on their own or with another junior to sign in and out. If it is not practicable to hold a register then at least permission should be gained from parents for their children to be on the club's premises by including this on a consent form. The organisation is not responsible for providing adult supervision of children, except for formal junior golf coaching, matches or competitions.



TEMPLATE CONSENT FORM

Deeside Golf Club values the involvement of children in our sport. We are committed to ensuring that all children have fun and stay safe whilst participating in golf.

To help us fulfil our joint responsibilities for keeping children safe the golf club has introduced Good Practice Guidelines. These Guidelines tell you what you can expect from us when your child participates in golf and details the information we need from you to help us keep your child safe.

We need you to complete this form at the start of every season and to let us know as soon as possible if any of the information changes. All information will be treated with sensitivity, respect and will only be shared with those who need to know e.g. a team manager or first aider.

NAME OF CHILD:

Date of Birth:



Address:

Telephone Number:

PARENTS' NAMES:

Address: (if different to above)

Home Telephone Number:

Mobile Telephone Number:

Work Telephone Number:

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:

MEDICAL INFORMATION

Child's Doctor's Name:

Doctor's Surgery Address:

Telephone Number:

Does your child have any pre-existing medical conditions that may affect the child's participation in golf: YES* NO

*If YES please give details, including medication, does and frequency:

Does your child have any existing injuries:

YES* NO

*If YES please give details, including injury sustained and treatment received):

Does your child have any allergies:



YES* NO

*If YES please give details:

I consent to my child receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary. (Please tick the box if agreed)

TRANSPORTATION OF CHILDREN

I consent / I do not consent (delete as appropriate) to my child being transported by persons representing the golf club or one of its individual members or affiliated clubs for the purposes of taking part in golf.

I understand the golf club will ask any person using a private vehicle to declare that they are properly licensed and insured and, in the case of a person who cannot so declare, will not permit that individual to transport children.

PHOTOGRAPHS AND PUBLICATIONS (INCLUDING WEBSITE)

Your child may be photographed or filmed when participating in golf. All reasonable steps will be taken to obtain parental consent in the absence of any explicit objection, those responsible will act in the best interests of the child which may include assuming parental agreement for the above reasons.

I GIVE/DO NOT GIVE (delete as appropriate) my permission for my child to be involved in photographing/filming and for information about my child to be used for the purposes stated in Deeside Golf Club's Good Practice Guidelines.

CONTACT

Deeside Golf Club may contact your child from time to time via email, text or social networking site.

I consent / I do not consent (delete as appropriate) for my child to be contacted via email, text or social networking site.



I do / do not (delete as appropriate) wish to be copied in to these messages. If you do wish to be copied in to these messages please ensure your email details are in the Contact section of this form.

ADULT SUPERVISION

I acknowledge that the club is not responsible for providing adult supervision for my child except for formal junior golf coaching, matches or competition. (Please tick the box if agreed)

Signed (Parent/Carer): _____

Print Name: _____

Date: _____

Please complete and return to:

Graeme Nethercott

Deeside Golf Club

Golf Road

Bielside

Aberdeen

AB15 9DL