



Gaudet Luce Golf Club

SAFEGUARDING CHILDREN, YOUNG PEOPLE POLICY AND CHILD PROTECTION PARENT & PLAYER PACK

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Transport Registration Document (please ask for a copy if you intend to be a volunteer driver to transport children in connection with golf away fixtures or events)

This document needs to be read by Junior and Parent and the sections requiring signatures must be completed and returned before the junior takes part in any activity at Gaudet Luce Golf Club.

The returned documents will be filed securely and the information contained in them will only be accessed by approved Company Personnel with a specific interest in the care of your child.



1. GAUDET LUCE GOLF CLUB – SAFEGUARDING & CHILD PROTECTION POLICY

Gaudet Luce Golf Club (GC) has considered its responsibilities to the children participating in golf very carefully, and therefore 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 in safeguarding the welfare of children in our care.

Gaudet Luce GC is affiliate to the Worcestershire Golf Union & Association and all our Professionals are members of the Professional Golfers Association. The Club recognises the policies of the National Governing bodies as set out in our guidelines for 'Safeguarding Children in Golf'.

1.1 POLICY STATEMENT

Gaudet Luce GC 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.

Gaudet Luce GC 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 of the clubs. It is the responsibility of all adults within the club to assist the management in this endeavour.

1.2 POLICY AIMS

- To provide children with the appropriate safety and protection whilst in the care of the club and also to help them 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 and communicate policy and procedure to them through website/letter/consents.
- To provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.
- Adopt the Children in Golf Safeguarding and Child Protection Policy and Procedures and any related policies where appropriate

1.3 PRINCIPLES

- A child is defined by law as a person under the age of 18 years.
- The Welfare of Children is paramount.
- All Children, regardless of their their age, race, religion or belief, disability, sex or sexual orientation, have the right to protection from abuse.
- All concerns and allegations of abuse and poor practise will be taken seriously and responded to swiftly & appropriately.
- All staff and volunteers in golf have a responsibility to report concerns to the Club Welfare Officer (**Rudy Hercik**).
- Adults – staff, volunteers, coaches, referees and members will be supported to understand their role & responsibility with regard to the duty of care and protection of Children & Young People.
- Individuals will receive support through education and training to be aware of and understand best practise on how to manage any welfare or child protection issues that may come to light.
- Gaudet Luce GC will work in partnership with parents to review and implement Child Protection and Welfare procedures.



- The Children's Act 1989 and 2004.
- The Data Protection Act 1994 and 1998.
- The Police Act 1997.
- The Human Rights Act 1998 Caring for the Young and Vulnerable – Home Office Guidance for preventing the abuse of trust 1999.
- The Criminal Justice and Court Service Act 2000.
- 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 in to this document.

1.4 RESPONSIBILITIES AND IMPLEMENTATION

Gaudet Luce GC and partner organisations will seek to promote the principles of safeguarding children by:

- The Policy will be reviewed every three years by the Management and amended as appropriate. Guidance from golf's governing bodies 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 county volunteers and staff working with children, in line with guidance from Children in Golf.
- The Management has responsibility for ensuring that the policy and procedures are implemented, including taking any appropriate disciplinary action necessary.
- The Club Welfare Officer has a responsibility for responding to any allegations, concern or Child Protection incidents, passing information to the appropriate National Governing Body Lead Child Protection Officer and informing appropriate club staff.
- Directing club staff, volunteers & coaches to appropriate safeguarding training, where this is appropriate to their role.
- Parents have a responsibility to work together with the club in implementing procedures and providing their Children with the necessary information to safeguard themselves.

1.5 STATEMENT OF COMMITMENT

Gaudet Luce GC will commit to:

- Promoting junior golf within the golf club.
- Provide a recognized junior section.
- Provide a welcoming and safe environment.
- Ensure that junior golf is available with affordable subscriptions.
- Adopting all relevant England Golf Child Protection Guidelines.
- Provide access to junior coaching programmes with qualified PGA coaches.
- Confirming that all relevant staff are CRB / DBS checked & certified.
- Maintain accurate records for each junior member.
- Provide regular junior competitions.
- Ensuring access to relevant club competitions.

Confirming that upon reaching the age of 18, and or, 21, junior members will automatically qualify for full adult membership and the club will not charge any additional entrance fees or subject the junior to any waiting lists (if in operation).



2. RECRUITMENT AND TRAINING

Gaudet Luce GC 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.

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

- An application form (Appendix 1)
- A self-disclosure form (Appendix 2)
- References from 2 people if possible (Appendix 3)
- A signed Code of Conduct for PGA Professionals, Coaches & Volunteers (Appendix 4)
- A Disclosure & Barring Service (DBS) check on people involved in 'regulated activity' with children. (Appendix 7)

Details of the requirements and the qualifications and checks of individuals will be recorded by the Club Welfare Officer who will also hold copies of the necessary Safeguarding and Protecting Children (SPC) certificates and England Golf Compliance approval letters. The nominated person will possess all relevant and appropriate contact details of all staff / volunteers and other relevant bodies.

All Staff, Volunteers & PGA Coaches will be offered access to appropriate child protection training. Gaudet Luce recommends attendance at the UK Coaching "SPC" workshop and will ensure that all volunteers and staff who have significant contact with children attend. Attendance at the training will be repeated every 3 years for those involved in regulated activity.

All Staff, Volunteers & PGA Coaches working with children will be asked to read and become familiar with Gaudet Luce GC Safeguarding Policy and Procedures.

All volunteers & coaches involved with children will be asked to read Gaudet Luce GC Code of Conduct for Adults, and sign to indicate their agreement to act in accordance with the code. The code is linked to Gaudet Luce GC Disciplinary Procedures.

2.1 COMPLAINTS, CONCERNS AND ALLEGATIONS

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 forthwith. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Welfare Officer. Please refer to Flowcharts 1 & 2 for further details (see pages 6 & 7).

- All concerns will be treated in confidence. Details should only be shared with those who can help with the management of the concern.
- Concerns will be recorded on an Incident Report Form (appendix 5) and sent to the England Golf Compliance department and retained confidentially within the club. *England Golf Compliance department will assist with completion of this form on the club's behalf if required, tel: 01526 351813.*
- Gaudet Luce GC will work with England Golf and other external agencies to take appropriate action in the case of abuse or serious poor practice. Gaudet Luce disciplinary procedures will be applied and followed where possible.



In the event of a child making a disclosure of any type of abuse, 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 as 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 able to: this may compromise any future action
- Record what the child has said as soon as possible on an incident report form.

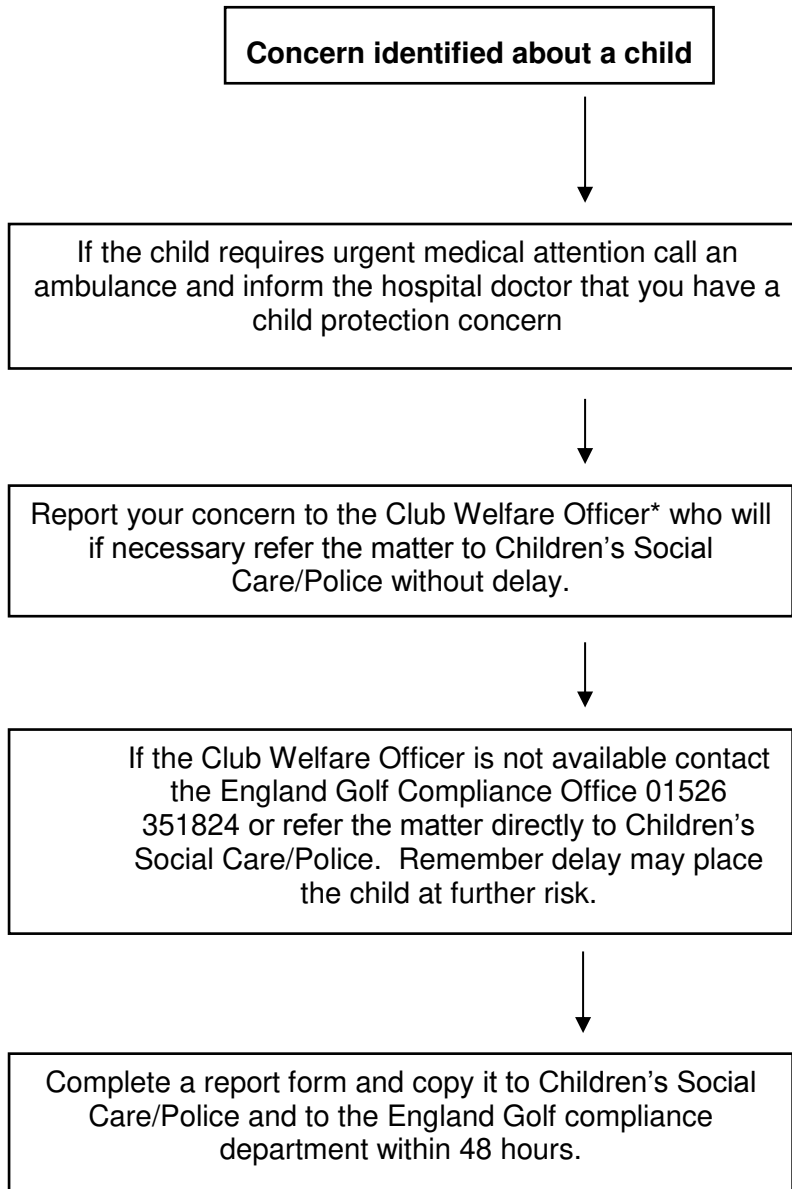
Do not notify the parents unless you have first sought advice from the England Golf Compliance Office 01526 351824

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.



FLOWCHART 1

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

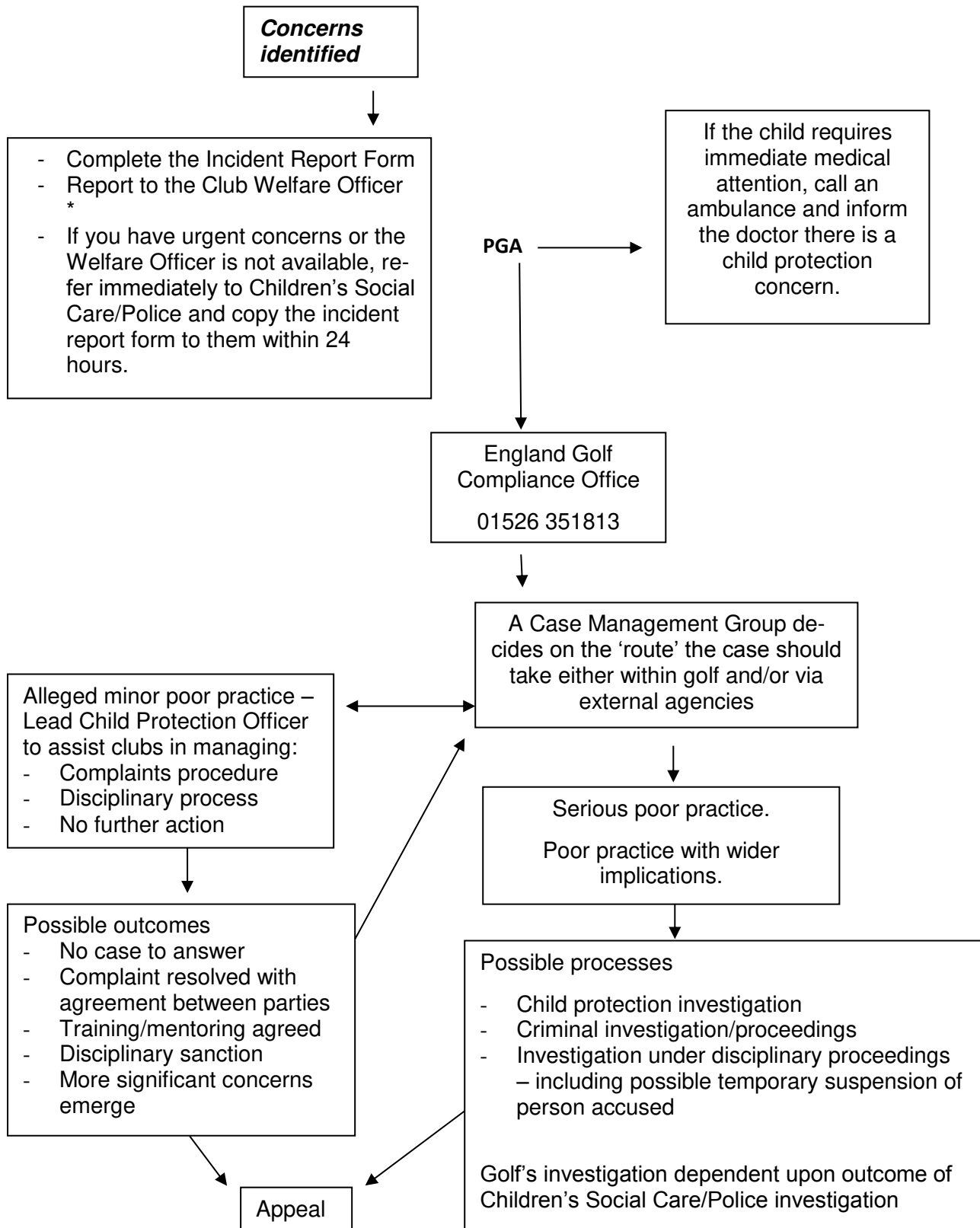


* If for any reason a Club Welfare Officer is not in post contact the England Golf Compliance Office 01526 351824



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

Parental Consent Forms (Pages 14 & 15) will be obtained and retained by the Gaudet Luce GC 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.

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.

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 & PGA Pros 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.

3.1 SUPERVISION

- During coaching sessions the club will endeavour to ensure that there is at least one Coach/volunteer present for every 8 children.
- Parents will be encouraged to stay for coaching/competitions & other events where their children are of an age where their supervision is required.
- If there are young children (under 10 years of age) attending events, activities, coaching or playing sessions they will be supervised at all times.
- 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.
- 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.
- 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.



3.2 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.

3.3 TRANSPORT

The club believes it is primarily the responsibility of parents/guardians 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.

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 supervise children and their insurance arrangements verified.

3.4 PHOTOGRAPHY/VIDEOING

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.

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.

3.5 ANTI BULLYING PROCEDURES

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.



We are intent that we will:

- Provide a point of contact where those being bullied can report their concerns in confidence – The CWO & Sec/Manager
- Take the problem seriously
- Investigate any and all incidents and accusations of bullying
- Talk to bullies and their victims separately along with their parents/guardians
- Impose sanctions, which may include expulsion from the club for bullies
- Inform all members of the club about the incident and action taken if appropriate
- Keep a written record of all incidents and the action taken

3.6 CONFIDENTIALITY

Details of all juniors will be kept on file in the office and will not be shared with a third party without parent/guardian consent. Access to this information will be granted to Sec/Manager/ CWO, the Junior Organiser(s) and the PGA Golf Professional(s). Details will be passed onto the County Organisations as requested when juniors have reached an ability level that meets the relevant county criteria.

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

3.7 USEFUL CONTACTS

Golf Contacts		
Club Welfare Officer – Rudy Hercik	Gaudet Luce Golf Club Middle Lane Hadzor Droitwich WR9 7JR	07729767275 Ruud.hercik@gaudet-luce.co.uk
England Golf Compliance Office	England Golf National Golf Centre The Broadway Woodhall Spa LN10 6PU	01526 351824 compliance@englandgolf.org
Operations Director Alec Fernihough	Gaudet Luce Golf Club Middle Lane Hadzor Droitwich WR9 7JR	01905 796 375 Alec.fernihough@gaudet-luce.co.uk



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	Social Care at Worcester WANDS Children Centre Droitwich 01905 827391	0845 607 2000 After 5pm or at the weekends please contact The Emergency Social Work Duty Team
Samaritans		08457 90 90 90
Local Police child protection teams In an emergency contact 999	Contact West Mercia Police Child Protection Unit Bromsgrove Office	08457 444 888
NSPCC Freephone 24 hour Helpline		0808 800 5000

National Contacts		
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 L4 1EZ	Tel: 0116 234 7278 cpsu@nspcc.org.uk



4. CODE OF CONDUCT FOR YOUNG GOLFERS.

'APPRECIATE THAT YOU ARE VALUED FOR THE ROLE THAT YOU HAVE IN GOLF'

As a member of Gaudet Luce Golf Club 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
- 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 organized 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 requested by the adults looking after you.

You should not take part in any irresponsible, abusive, inappropriate or illegal behavior which includes:

- Consuming alcohol or illegal or performance-enhancing drugs or stimulants
- Smoking
- Using foul language
- Publicly using critical or disrespectful descriptions of others either in person or through text, email or social network sites
- Posting of hurtful comments on social networking sites
- Posting of disparaging comments concerning Gaudet Luce GC.

I agree to the Code of Conduct for Young Golfers at Gaudet Luce Golf Club as above.

SIGNATURE OF JUNIOR:

DATE:

PRINT NAME:

SIGNATURE OF PARENT / GUARDIAN:

DATE:

PRINT NAME:



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- Posting of disparaging comments concerning Gaudet Luce GC.

I agree to the Code of Conduct for Young Golfers at Gaudet Luce Golf Club as above.

SIGNATURE OF JUNIOR:

DATE:

PRINT NAME:

SIGNATURE OF PARENT / GUARDIAN:

DATE:

PRINT NAME:

COPY FOR PLAYER & PARENT TO RETAIN FOR REFERENCE



5. JUNIOR PROFILE AND PARENTAL CONSENT FORM

In caring for the best interest of your child, it is important that the Club is aware if he/she suffers from any illness or medical condition, or whether he/she is currently receiving medical treatment of any kind. Please indicate below in strictest confidence any health-related matters (including injuries of any kind) that you think it best that we know about. Details of any prescribed medicine with dosage, special dietary requirements and allergies are also requested.

Name of Child		D.O.B -
Address		
Home No.		Mobile No.
E-mail		
Parents/Guardians	•	•
Address (if different)		
Home No.		
Mobile No.		
Work No.		
E-mail		
Emergency Contacts		
Contact 1		
Relationship to Child		Home No.
		Mobile No.
		Work No.
Contact 2		
Relationship to Child		Home No.
		Mobile No.
		Work No.
Name of NHS Doctor/ GP	NHS Number	
Drs Address		
Drs Tel No.		
Date of latest tetanus inoculation :		
Please list any medical conditions including conditions requiring treatment/medication, allergies or dietary requirements:		
Do you consider your child to have a disability? YES / NO		
If yes, what is the nature of the disability:		
Does your child have any communication needs? e.g. non English speaker, hearing impairment / sign language user / learning difficulty / dyslexia. If yes, please let us know what we need to do to enable him/her to communicate with us fully.		

- I confirm to the best of my knowledge that my child does not suffer from any medical condition other than those detailed above and agree to notify the Club of any changes.
- I consent to my child receiving essential medical treatment, as necessary, when a qualified medical practitioner prescribes such treatment.
- I consent to them participating in events and activities organised by Gaudet Luce Golf Club including golf competitions, matches and coaching and acknowledge that the club is not responsible for providing adult supervision outside of these activities.
- I agree to my child being transported by club representatives to and from venues when he/she is representing the golf club.

PRINT NAME OF PARENT/GUARDIAN:

DATE:

SIGNATURE OF PARENT/GUARDIAN:

DATE:



JUNIOR PROFILE AND PARENTAL CONSENT FORM

In caring for the best interest of your child, it is important that the Club is aware if he/she suffers from any illness or medical condition, or whether he/she is currently receiving medical treatment of any kind. Please indicate below in strictest confidence any health-related matters (including injuries of any kind) that you think it best that we know about. Details of any prescribed medicine with dosage, special dietary requirements and allergies are also requested.

Name of Child		D.O.B -
Address		
Home No.		Mobile No.
E-mail		
Parents/Guardians	•	•
Address (if different)		
Home No.		
Mobile No.		
Work No.		
E-mail		
Emergency Contacts		
Contact 1		
Relationship to Child		Home No.
		Mobile No.
		Work No.
Contact 2		
Relationship to Child		Home No.
		Mobile No.
		Work No.
Name of NHS Doctor/ GP	NHS Number	
Drs Address		
Drs Tel No.		
Date of latest tetanus inoculation :		
Please list any medical conditions including conditions requiring treatment/medication, allergies or dietary requirements:		
Do you consider your child to have a disability? YES / NO		
If yes, what is the nature of the disability:		
Does your child have any communication needs? e.g. non English speaker, hearing impairment / sign language user / learning difficulty / dyslexia. If yes, please let us know what we need to do to enable him/her to communicate with us fully.		

- I confirm to the best of my knowledge that my child does not suffer from any medical condition other than those detailed above and agree to notify the Club of any changes.
- I consent to my child receiving essential medical treatment, as necessary, when a qualified medical practitioner prescribes such treatment.
- I consent to them participating in events and activities organised by Gaudet Luce Golf Club including golf competitions, matches and coaching and acknowledge that the club is not responsible for providing adult supervision outside of these activities.
- I agree to my child being transported by club representatives to and from venues when he/she is representing the golf club.

PRINT NAME OF PARENT/GUARDIAN:

DATE:

SIGNATURE OF PARENT/GUARDIAN:

DATE:

COPY FOR PLAYER & PARENT TO RETAIN FOR REFERENCE



6. PHOTOGRAPH / VIDEO CONSENT FORM

This section is to be completed & signed by the legal guardian of a child under the age of 18, together with the child.

Gaudet Luce GC recognises the need to ensure the welfare and safety of all children in golf. As part of our commitment to ensure their safety we will not permit photographs, video or other images of your child to be taken or used without your consent.

Gaudet Luce GC will take steps to ensure that these images are used solely for the purposes for which they are intended i.e. the promotion and celebration of the activities of the club.

If you become aware that these images are being used inappropriately you should inform the Golf Welfare Officer immediately.

TO BE COMPLETED BY PARENT / GUARDIAN

I _____ (Parent full name) consent to Gaudet Luce GC photographing or videoing _____ (Name of child) under the stated rules & conditions, and I confirm I have legal parental responsibility for this child and am entitled to give this consent.

SIGNATURE OF PARENT/GUARDIAN:

DATE:

TO BE COMPLETED BY CHILD

I _____ (Child full name) consent to Gaudet Luce GC photographing or videoing of under the stated rules & conditions, and I confirm I have legal parental responsibility for this child and am entitled to give this consent.

SIGNATURE OF CHILD:

DATE:

Please note the information supplied will be kept in strictest confidence and only be used by officials of the club for the purposes of organising competitions, coaching, matches or other activities for the Junior Section [including results published in the press] and will not be disclosed to any third party

Any changes to the above information please let us know as soon as possible.

Please return completed forms to:

Rudy Hercik
Gaudet Luce GC
Middle Lane
Hadzor
Droitwich
WR9 7JR



7. Codes of Conduct for Parents & Carers

Parent's and / or guardian's have a responsibility to be aware of and support the principles and guidelines of the Gaudet Luce Golf Club Safeguarding Policy and Procedures. 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.

Parents are encouraged to:

- Take an interest in their children's activity & progress & be supportive, promoting a spirit of fair play.
- Familiarise themselves with the Gaudet Luce GC Safeguarding Policy.
- 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 and signifies that you accept the conditions of the Gaudet Luce GC in relation to their child participating in club activities.
- On occasions, children may be photographed for training or publicity purposes. Parents / guardians who do not wish their child to be photographed for these purposes should inform Gaudet Luce GC on the Consent Form.
- Go through the attached Code of Conduct with your child and return a signed copy.
- Arrange transportation enabling their child to arrive punctually at a competition, event, or coaching session. (It is important to communicate with the event organiser if transporting children to a venue, and /or collecting them after an event, may cause a problem).
- Introduce themselves to the adults involved in the supervision of an event.
- When leaving your child, make sure they have the necessary provisions for the day / event including the ability to meet the requirements of changing weather conditions. Please make sure your mobile is switched on when you are away from the club, so that you can be contacted in an emergency.
- When leaving your child on the premises of Gaudet Luce Golf Club, whilst staff will endeavour to offer support where they can, the club cannot be held responsible for the welfare of the child when not participating in organised club events (for example competition's, matches or lessons).
- Inform an organiser prior to the activity starting if your child is to be collected early.
- Encourage your child to take part and support club activities such as coaching & competitions.
- Help your child to arrange golf with other juniors outside of the club organised activities so that they have someone to play golf with.
- Seek the support of club officials in creating and maintaining a safe environment for children in which to participate and enjoy the game of golf and feel able to raise any matters of concern with the Club Welfare Officer.

As a parent/carer you have the right to:

- Know your child is safe
- Be informed of problem or concerns relating to your children
- Be informed if your child is injured
- Have your consent sought for club issue such as away matches or photography
- Contribute to decisions within the club
- Have any concerns you have about any aspect of your child's welfare listened to responded to.

Any breaches of this code of conduct will be dealt with immediately by a Gaudet Luce Golf Club member of staff. Persistent concerns or breaches will result in you being asked not to attend games if your attendance is considered detrimental to the welfare of young participants.



7.1 Parental / Carer / Supporter Code of Conduct for Gaudet Luce GC Junior Competitions and Matches

- Maintain and respect the spirit of golfing etiquette in general and that of the club, including dress code, wearing of golf shoes and use of mobile phone.
- Parents / carers / supporters **may** follow individual groups in club competitions or matches at a reasonable distance – however AT ALL TIMES they **must** keep a distance of in excess of **50 yards behind** the competition / match.
- Parents / carers / supporters **may** help to find balls – please follow appropriate etiquette and assist all players in the group / match.
- Parents / carers / supporters **may** walk with a Junior if they are aged under 10 or on a case by case basis as appropriate and agreed by Junior Committee. They may walk in the role of Chaperone **not** Caddy. A Chaperone **may not** advise on their play or assist with activities such as tending the flag, caddying, or raking bunkers.
- Parents / carers / supporters **must** keep to the edge of fairways and **not** interfere with play or any player.
- Parents / carers / supporters **must** not walk within the immediate vicinity of greens, including surrounding bunkers.
- Parents / carers / supporters **must not** interact with or assist any player by giving advice of any sort, including coaching, advice on rules or helping to set up and line up a shot.
- Parents / carers / supporters **should** encourage mutual respect and **should** set a good example by applauding good play on both sides as appropriate
- Parents / supporters **must** refrain from any abusive language or behaviour.

Remember

- Step back and let your Junior play their golf, to gain more independence, confidence, integrity and team spirit. Added pressure can spoil their play and be upsetting.
- Any breaches of the Parental / Carer Code of Conduct may result in sanctions being taken against the player involved and / or the whole team. This may then result in sanctions being taken against the parent / carer / supporter in the future.

The ultimate action should a parent/guardian continue to breach the code of behaviour may result in a Gaudet Luce Golf Club Director regrettably asking the child to leave the session, event or club.

I agree to the Parental / Carer / Supporter Codes of Conduct at Gaudet Luce Golf Club as above.

SIGNATURE OF PARENT / GUARDIAN:

DATE:

PRINT NAME:



Codes of Conduct for Parents & Carers

Parent's and / or guardian's have a responsibility to be aware of and support the principles and guidelines of the Gaudet Luce Golf Club Safeguarding Policy and Procedures. 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.

Parents are encouraged to:

- Take an interest in their children's activity & progress & be supportive, promoting a spirit of fair play.
- Familiarise themselves with the Gaudet Luce GC Safeguarding Policy.
- 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 and signifies that you accept the conditions of the Gaudet Luce GC in relation to their child participating in club activities.
- On occasions, children may be photographed for training or publicity purposes. Parents / guardians who do not wish their child to be photographed for these purposes should inform Gaudet Luce GC on the Consent Form.
- Go through the attached Code of Conduct with your child and return a signed a copy.
- Arrange transportation enabling their child to arrive punctually at a competition, event, or coaching session. (It is important to communicate with the event organiser if transporting children to a venue, and /or collecting them after an event, may cause a problem).
- Introduce themselves to the adults involved in the supervision of an event.
- When leaving your child, make sure they have the necessary provisions for the day / event including the ability to meet the requirements of changing weather conditions. Please make sure your mobile is switched on when you are away from the club, so that you can be contacted in an emergency.
- When leaving your child on the premises of Gaudet Luce Golf Club, whilst staff will endeavour to offer support where they can, the club cannot be held responsible for the welfare of the child when not participating in organised club events (for example competition's, matches or lessons).
- Inform an organiser prior to the activity starting if your child is to be collected early.
- Encourage your child to take part and support club activities such as coaching & competitions.
- Help your child to arrange golf with other juniors outside of the club organised activities so that they have someone to play golf with.
- Seek the support of club officials in creating and maintaining a safe environment for children in which to participate and enjoy the game of golf and feel able to raise any matters of concern with the Club Welfare Officer.

As a parent/carer you have the right to:

- Know your child is safe
- Be informed of problem or concerns relating to your children
- Be informed if your child is injured
- Have your consent sought for club issue such as away matches or photography
- Contribute to decisions within the club
- Have any concerns you have about any aspect of your child's welfare listened to responded to.

Any breaches of this code of conduct will be dealt with immediately by a Gaudet Luce Golf Club member of staff. Persistent concerns or breaches will result in you being asked not to attend games if your attendance is considered detrimental to the welfare of young participants.



Parental / Carer / Supporter Code of Conduct for Gaudet Luce GC Junior Competitions and Matches

- Maintain and respect the spirit of golfing etiquette in general and that of the club, including dress code, wearing of golf shoes and use of mobile phone.
- Parents / carers / supporters **may** follow individual groups in club competitions or matches at a reasonable distance – however AT ALL TIMES they **must** keep a distance of in excess of **50 yards behind** the competition / match.
- Parents / carers / supporters **may** help to find balls – please follow appropriate etiquette and assist all players in the group / match.
- Parents / carers / supporters **may** walk with a Junior if they are aged under 10 or on a case by case basis as appropriate and agreed by Junior Committee. They may walk in the role of Chaperone **not** Caddy. A Chaperone **may not** advise on their play or assist with activities such as tending the flag, caddying, or raking bunkers.
- Parents / carers / supporters **must** keep to the edge of fairways and **not** interfere with play or any player.
- Parents / carers / supporters **must** not walk within the immediate vicinity of greens, including surrounding bunkers.
- Parents / carers / supporters **must not** interact with or assist any player by giving advice of any sort, including coaching, advice on rules or helping to set up and line up a shot.
- Parents / carers / supporters **should** encourage mutual respect and **should** set a good example by applauding good play on both sides as appropriate
- Parents / supporters **must** refrain from any abusive language or behaviour.

Remember

- Step back and let your Junior play their golf, to gain more independence, confidence, integrity and team spirit. Added pressure can spoil their play and be upsetting.
- Any breaches of the Parental / Carer Code of Conduct may result in sanctions being taken against the player involved and / or the whole team. This may then result in sanctions being taken against the parent / carer / supporter in the future.

The ultimate action should a parent/guardian continue to breach the code of behaviour may result in a Gaudet Luce Golf Club Director regrettably asking the child to leave the session, event or club.

I agree to the Code of Conduct for Young Golfers at Gaudet Luce Golf Club as above.

SIGNATURE OF PARENT / GUARDIAN:

DATE:

PRINT NAME:

COPY FOR PLAYER & PARENT TO RETAIN FOR REFERENCE



8. GRIEVANCE STATEMENT

We ask if any parent / guardian have a complaint or grievance please speak courteously to the relevant event organiser / coordinator, who will in turn listen and deal with the issue appropriately. Please be aware that we will not tolerate abusive language or behaviour towards our volunteers and staff, who are giving their valuable time to benefit all the children who are participating in activities at the Club.

9. Check List

Read the Gaudet Luce GC Safeguarding & Child Protection Policy & Retain for Reference.	
Read, Complete & Sign & Return 1 copy of the Player Profile & Consent Form	
Read, Sign & Return 1 copy of the Player Code of Conduct	
Read, Complete & Sign & Return the Photographic Consent	
Read Parent Responsibilities & Guidance Sheets & Retain for Reference	
Private Vehicle Registration Form (if applicable). Request copy.	
Read, Sign & Return Parental/ Carer/ Supporter Policy Copy 1 for Competitions & Matches.	



10. NOTES FOR PARENTS / GUARDIANS

Parents / Adults have a great influence on children's enjoyment and success in any sport. Your child is participating in golf because they first and foremost love the sport – it's FUN! It is important to remember that however good a child becomes at the game it is important to reinforce the message to parents that positive encouragement will contribute to:

- The child enjoying golf
- A sense of personal achievement
- Self-esteem
- Improving your child's fitness, skills & techniques.

SUPPORTING YOUR CHILD IN GOLF:

Not just golf – There is no specific age as to when to start playing golf but it is important that your child has good physical fundamentals, such as body coordination, hand-eye coordination and basic skills such as running, jumping, balance etc. Keep your child involved in other sports as well to develop all these skills.

Injuries – Keep a watchful eye out for injuries as often children want to play as much as they can at all costs! This is especially important when children are going through growth spurts as the muscles are particularly vulnerable during this time. When on the range focus on hitting quality practice shots and any skills determined by their coach rather than machine gunning 100 balls with no attention.

Competitions – 'Encourage the effort as well as the results'. How would someone view your body language when you watch your child compete? If you are out and about supporting your child remember to smile even if a bad shot has been struck. Your child should never be frightened of playing poorly because of the way you respond to a poor result. Golf is a game for life and many bad shots will be struck but it is important that children can feel they can take a risk and fail, to actually succeed in the future. Encourage & support all players participating in the event.

Rules – Golf is one of the only sports where the player is their own referee. Learning the rules of golf is a lengthy process even for adults and often the rules are broken unintentionally. However, breaches of the rules should be addressed immediately to prevent them happening again.

Cheating & Bad behaviour – Sometimes this happens. If this occurs prompt action to correct it is advisable, as turning a blind eye will increase the chances of it happening again. The child who doesn't feel under pressure to perform is unlikely to cheat and will feel they haven't failed whatever the score returned.

Coaching – Children enjoy organised and fun coaching activities. It encourages good basic technique which in turn improves their golf and enjoyment of the game. At the Russell Adams Academy there are many levels of coaching programmes depending on the child's ability. If your child is involved in a structured training programme try to avoid 'coaching from the side-lines'. This may cause confusion and frustration to the child. If you are unsure of any of the coaching advice Russell and his team will be more than happy to discuss this with you.

Equipment & Clothing – Please make sure your child has appropriate clothing and footwear when attending events and coaching at the club. If seeking new equipment the best way is for the child to be assessed by the PGA pro. Inadequate equipment can lead to swing faults & injuries.

Drinks & Snacks – Please ensure your child has the appropriate drink & snack particularly when playing competitions. Whilst they are generally happier to grab a bar of chocolate & a fizzy drink for on the course this does not sustain them or meet their needs. Try to encourage them to take water and/or a sport nutrition drink. In terms of snacks in the bag; bananas, apples, dried fruits, cereal bars, bready cakes, sandwiches & rolls are a good source of energy.

Please do not hesitate to get in touch if you have any queries regarding your child's development in golf at Gaudet Luce GC.



APPENDIX 1
Application Form - Gaudet Luce Golf Club

Position Applied for:	
Personal Details Title: Mr/Mrs/Miss/Dr/Other (please specify) Full Name: Any previous surname: Date and place of birth: National Insurance Number:	
Present Address: Post Code: Telephone Numbers: Email address:	
Current Occupation: Name and address of Organisation: Role: Start Date:	
Relevant Experience including any previous experience of working with children and young people:	
Reasons for applying:	
References: Please provide the names and addresses of two people who know you well (who are not related to you) whom we can contact to obtain a reference:	
Name: Address: Telephone Number:	Name: Address: Telephone Number:
I agree to abide by the Club Code of Conduct and Safeguarding Policy and Procedures, and confirm that the the information I have supplied in completing this form is correct and true. Signed: Date:	



APPENDIX 2

Self-Disclosure Form – GAUDET LUCE GC

To be completed at the same time as the application form:

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

Evaluation of information is based strictly on confidentiality and discretion.

If you require confidential advice in relation to completion of this form, please call England Golf Compliance department on 01526 351824

Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children?	YES / NO <i>(if Yes, provide information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, provide information below):</i>
Confirmation of Declaration <i>(tick box below)</i>	
	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention.
	In accordance with the organisation’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
Print name:	Signature:
Club Welfare Officer	I have seen and checked the above responses, if any of the boxes above are ticked YES, I have referred this form to England Golf Compliance Department for a risk assessment and advice.
Print name:	Signature:
Date:	



APPENDIX 3

Reference form

(Name) _____

has expressed an interest in becoming a club member of staff, volunteer / coach* (*delete as appropriate) and has given your name as a referee.

As this post involves substantial access to children and as an organisation committed to safeguarding children, it is important that if you have any reason to be concerned about this applicant that you do not complete the following form, but please contact me on:

Telephone: _____

Name: _____

Organisation: _____

Any information disclosed in this reference will be treated in confidence and in accordance with relevant legislation and guidance, and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he or she is offered the position in question.

- **How long have you known the person?**

- **In what capacity?**

- **What attributes does this person have which would make him/her suited to a role working with children?**

- **How would you describe his/her personality?**

Signed: _____

Date: _____



APPENDIX 4

Gaudet Luce Golf Club

Code of Conduct for PGA Professionals, Associate Coaches & Volunteers

- Respect the rights, dignity and worth of every person within the context of golf
- Treat everyone equally and do not discriminate on the grounds of age, gender, race, religion or belief, sexual orientation or disability
- If you see any form of discrimination, do not condone it or allow it to go unchallenged
- Place the well-being and safety of the young person above the development of performance
- Develop an appropriate working relationship with young people, based on mutual trust and respect
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment)
- Do not engage in any form of sexually related contact with a young player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms
- You should not have regular contact outside your club role with the juniors and should not engage in regular communication through text, email or social network sites
- Know and understand Gaudet Luce GC Child Safeguarding Policies and Procedures
- Respect young people's opinions when making decisions about their participation in golf
- Inform players and parents of the requirements of golf
- Be aware of and report any conflict of interest as soon as it becomes apparent
- Display high standards of language, manner, punctuality, preparation and presentation
- Do not smoke, drink or use recreational drugs while actively working with young people in the club. This reflects a negative image and could compromise the safety of the young people
- Do not give young people alcohol when they are under the care of the club
- Hold relevant qualifications and insurance cover. All Staff, Volunteers & Coaches who work regularly with children must have current DBS clearance, approved by England Golf Compliance Office
- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual
- Promote the positive aspects of golf e.g. fair play
- Display high standards of behaviour and appearance
- Follow Club Procedures & CiG Good practice guidelines
- Ensure that you attend appropriate training to keep up-to-date with your role and the welfare of young people
- Report any concerns you may have in relation to a child or the behaviour of an adult, following reporting procedures laid down by Gaudet Luce GC

Signed:	Date:
PRINT NAME:	



APPENDIX 5

Incident Report Form – Gaudet Luce GC

Recorder's Name:	
Address:	
Post Code:	Telephone No:
Child's Name:	
Address:	
Post Code:	Telephone No:
Complainant's Name:	
Address:	
Post Code:	Telephone No:
Details of the allegations: [include: date; time; location; and nature of the incident.]	
Additional information: [include: witnesses; corroborative statements; etc.]	
England Golf Compliance department notified (01526 351824)	
Case Number (if allocated)	
Date:	Time:
Action taken:	
Date:	Time:
Signature of Recorder:	
Signature of Complainant:	



APPENDIX 6

Accident Report Form – Gaudet Luce GC

Recorder's Name:	
Address:	
Post Code:	Telephone No:
Name of Injured Person [s]:	
Address:	
Post Code:	Telephone No:
Nature of Injury Sustained:	
Where did the Accident occur: [include: date; time; location; and nature of the accident.]	
How did the Accident occur: [include: names; telephone numbers; etc.]	
Were there any witnesses to the Accident: [include: names; statements, etc.]	
What action was taken: [include: treatment administered, by whom, etc.]	
Were any other Agencies involved: [e.g. Ambulance service?]	
Have the Parents / Guardians been contacted? YES NO [Please circle.]	
Does the accident need to be referred to England Golf Compliance Dept? YES NO	
Date:	Time:
Signature of Recorder:	



APPENDIX 7

Regulated Activity

DISCLOSURE AND BARRING SERVICE ELIGIBILITY FOR CHECKS

The eligibility for requesting DBS checks has changed under recent legislation.

Checks can only be requested if the work that a volunteer or member of staff does fits within the following definition of “Regulated Activity”.

“Regulated activity” is defined as where someone is teaching, training, instructing, caring for or supervising children, or providing advice or guidance on well-being or driving a vehicle only for children, when this activity is done regularly and unsupervised.

“Regularly” is considered to be at least once a week. If the activity was taking place on 4 or more days in a 30 day period, this would also fall within the definition.

*If the activity involves **any** overnight responsibility between 2 am and 6 am then this is also classed as Regulated Activity.*

Supervision must be by a person who is working in a regulated activity, must be day to day and must be “reasonable in all the circumstances to ensure the protection of children”.

“regulated activity” would also cover people involved in transporting children as part of their role on behalf of the club, (not parents or with parental consent).

If the activity meets the requirements of the definition, but is supervised, then the club/county will still be able to request a DBS check but the disclosure information will be limited.

IF THE ROLE DOES NOT MEET THE CRITERIA OF WORKING IN A REGULATED ACTIVITY, WHETHER SUPERVISED OR NOT, YOU MUST NOT APPLY FOR A DBS CHECK

There is further guidance on the England Golf Website under For Golf Clubs – Safeguarding Children – Vetting Staff and Volunteers.

**If you require any additional information please contact
Victoria Brown at England Golf on 01526 351824**