



# 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.

**Updated February 2021**

**Signed**

**Date**

**Position**



## **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. Whilst children and young people are participating in golf activities in our care, Gaudet Luce GC has a responsibility to ensure their safety and wellbeing.

Gaudet Luce GC is affiliate to the Worcestershire Golf Union & Association and all our Professionals are members of the Professional Golfers Association. Gaudet Luce GC recognises the policies of the National Governing bodies, as set in out in the “England Golf Safeguarding Children and Young People Policy and Procedures”. The policy and supporting procedures set out a framework to fulfil our commitment to good practice and the protection of children in our care.

### **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**

Gaudet Luce GC aims to:

- 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.
- Ensure robust systems are in place to manage any concerns or allegations.
- Support adults (staff, volunteers, PGA Professionals, coaches, members and visitors) to understand their roles and responsibilities with regard to their duty of care and protection of children.
- Provide appropriate level training, support and resources for staff, volunteers & coaches to make informed and confident responses to specific safeguarding issues and fulfill their role effectively.
- 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.
- Ensure that children and their parents/carers are informed and consulted and, where appropriate, fully involved in decisions that affect them.
- 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 in England & Wales as a person under the age of 18 years.
- The Welfare of Children is paramount.
- All Children, regardless of their age, race, religion or belief, disability, gender identity or sexual orientation, have the right to protection from abuse.



- All concerns and allegations of abuse and poor practise will be taken seriously and responded to swiftly and appropriately.
- All children have the right to be safe.
- All children have the right to be treated with dignity and respect.
- Gaudet Luce GC will work with children, their parents/carers and external organisations to safeguard the welfare of children participating in golf.
- We recognise the authority of the statutory agencies and are committed to complying with Local Safeguarding Children Board Guidelines (LSCB), Working Together under the Children Act 2004, and any legislation and statutory guidance that supersedes these.
- Gaudet Luce GC is committed to working in partnership with other key UK Golf Bodies to continually improve and to promote safeguarding initiatives across the sport.
- Gaudet Luce GC owes a legal duty of care to children on their premises or engaged in their activities. That duty is to take reasonable care to ensure their reasonable safety and the duty is higher than it would be for adults.
- All staff and volunteers in golf have a responsibility to report concerns to the Club Welfare Officer (**Stephen Craner**).
- 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 or whenever there is a major change in legislation. Guidance from England Golf will be sought as part of the review process.
- Conducting a risk assessment of club activities with regard to safeguarding and take appropriate action to address the identified issues within suitable timescales.
- Using appropriate recruitment procedures to assess the suitability of county volunteers and staff working with children and young people, in line with guidance from England Golf.
- The Management has responsibility for ensuring that the policy and procedures are implemented, including taking any appropriate disciplinary action necessary.
- Following National Governing Body (NGB) procedures to report concerns and allegations about the behaviour of adults and ensuring that all staff, volunteers, parents and children are aware of these procedures.
- Directing 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 8)

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. An online UK Coaching refresher course should be completed and repeated every three 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.

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

### 2.1 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 8 & 9).

- 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 6) 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
- Listen carefully
- 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. Only ask to clarify your understanding where needed e.g. Can you tell me what you mean by the word xxxxx?
- Record what the child has said as soon as possible on an incident report form.
- You should explain to children, young people, and families at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement.
- Parents or Carers should be informed if the allegation does not involve them.

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.

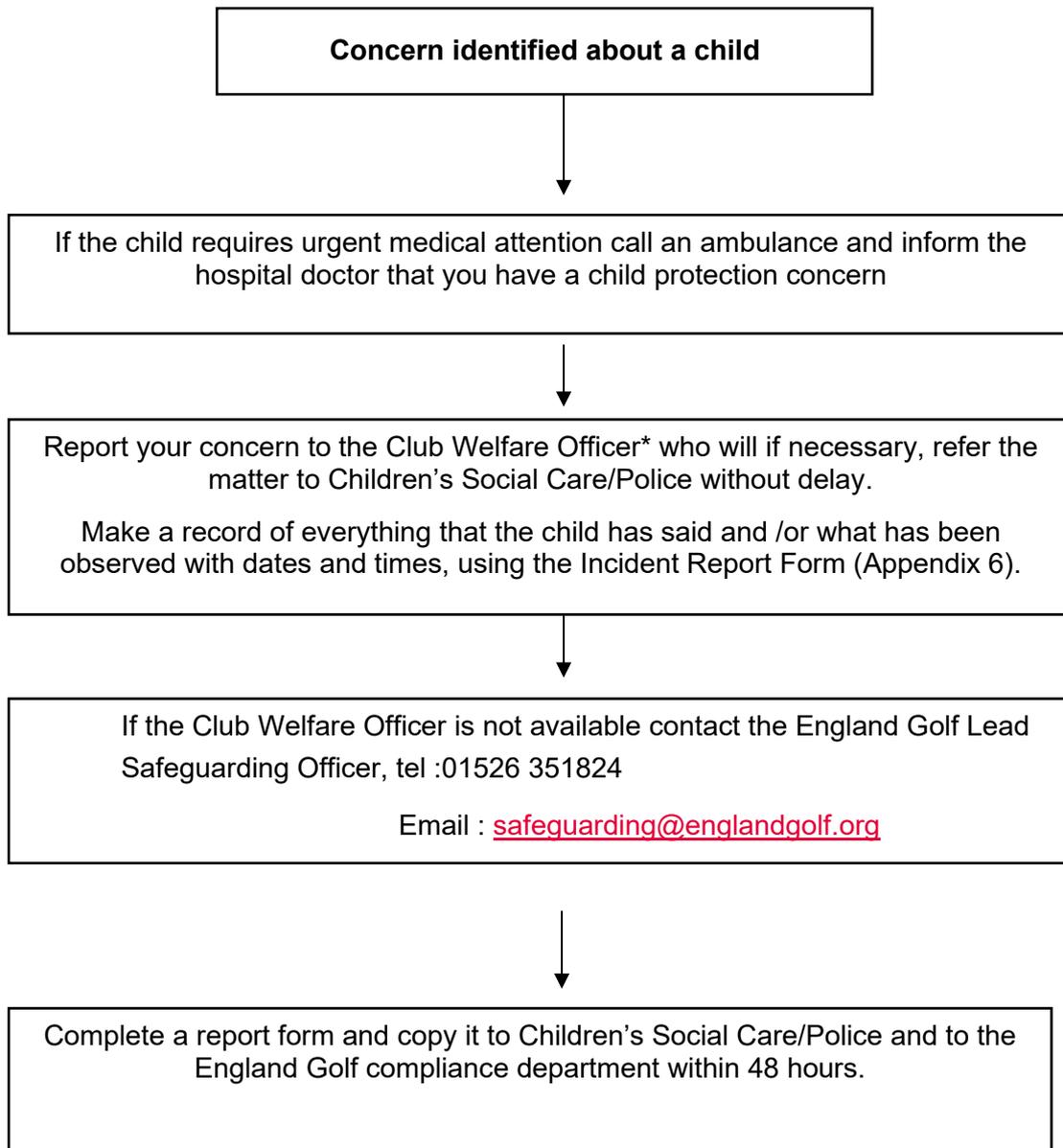
Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. Gaudet Luce GC supports an environment where staff, volunteers, parents/carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who reported a legitimate concern to the organisation (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously.

**(Whistleblowing Policy-Appendix 12)**



## 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 or is unavailable a principle of least delay is important.

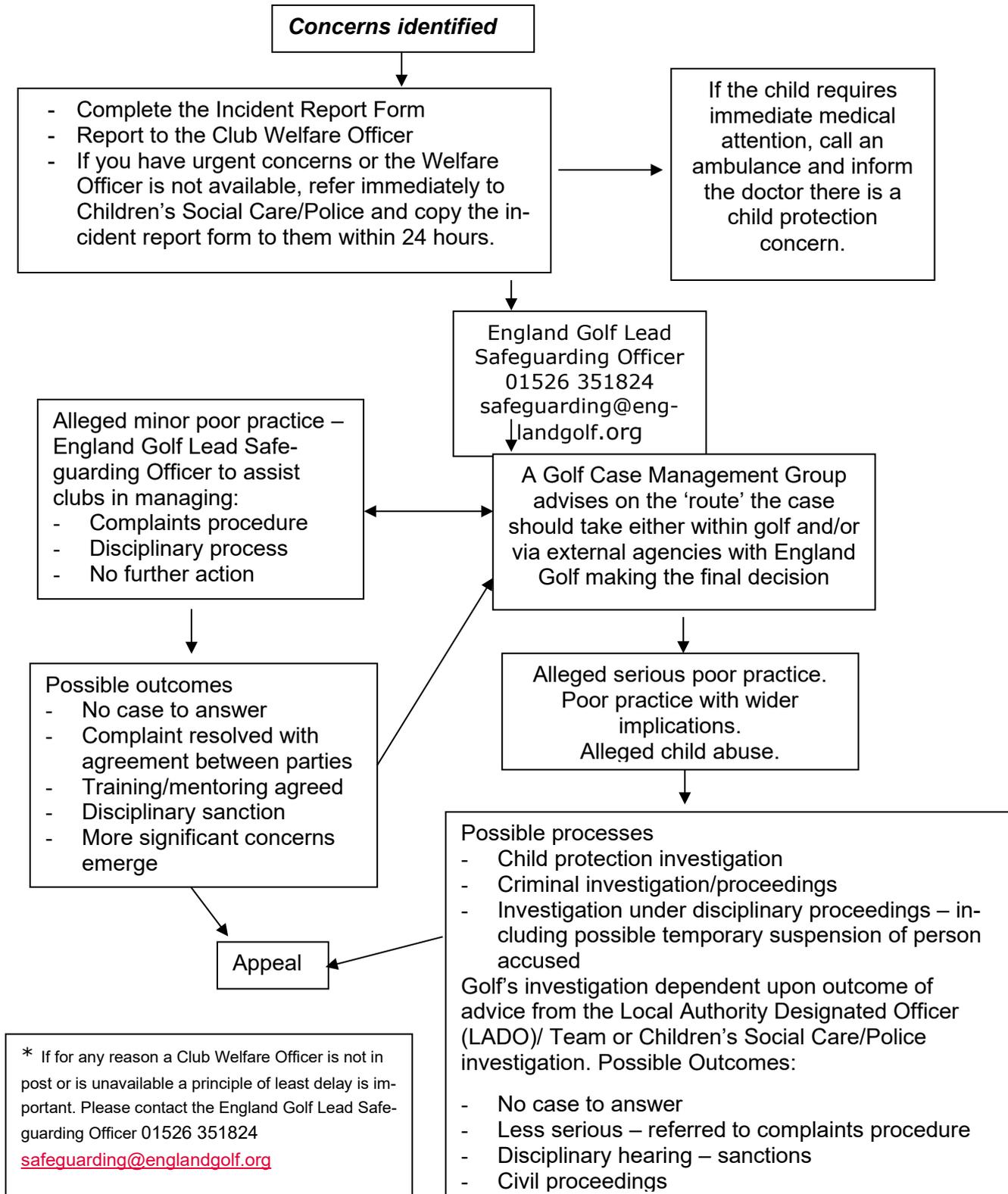
Please contact the  
England Golf Lead Safeguarding Officer  
01526 351824

[safeguarding@englandgolf.org](mailto:safeguarding@englandgolf.org)



## FLOW CHART 2

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





### 3. EMERGENCIES AND INCIDENTS

Parental Consent Forms (Pages 16 & 17) 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, coaches should conduct a risk assessment to inform decision making about appropriate supervision levels. Regardless of the recommended ratio of adults to participants, it is recommended that a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity.
- 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. (Managing Young People on away trips – Appendix 10)



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

### **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.

#### **3.4.1 SOCIAL MEDIA**

Social media provides unique opportunities for the club to engage and develop relationships with people in a creative and dynamic forum where users are active participants. It is important that all staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of the club are aware of the club Social Media policy (**Social Media Guidance—Appendix 11**)

### **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 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.
- Have discussions about bullying and why it matters.

### **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 CHANGING ROOMS**

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



### 3.8 USEFUL CONTACTS

<b>Golf Contacts</b>		
Club Welfare Officer – <b>Stephen Craner</b>	Gaudet Luce Golf Club Middle Lane Hadzor Droitwich WR9 7JR	01905 796375 07903 755531 <a href="mailto:welfareofficer@gaudet-luce.co.uk">welfareofficer@gaudet-luce.co.uk</a>
England Golf Compliance Office	England Golf National Golf Centre The Broadway Woodhall Spa LN10 6PU	01526 351824 <a href="mailto:safeguarding@englandgolf.org">safeguarding@englandgolf.org</a>
Operations Director Alec Fernihough	Gaudet Luce Golf Club Middle Lane Hadzor Droitwich WR9 7JR	01905 796 375 <a href="mailto:alec.fernihough@gaudet-luce.co.uk">alec.fernihough@gaudet-luce.co.uk</a>

<b>Local Contacts</b>		
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
Local Authority Designated Officer (LADO)		01905 752800 <a href="mailto:WSCBtraining@worcestershireshire.gov.uk">WSCBtraining@worcestershireshire.gov.uk</a>
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	N/A	0808 800 5000
NSPCC Whistleblowing helpline for professional	N/A	0808 028 0285

<b>National Contacts</b>		
The NSPCC	National Centre 42 Curtain Road, London EC2A 3NH	Tel: 0808 800 5000 <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
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 <a href="mailto:cpsu@nspcc.org.uk">cpsu@nspcc.org.uk</a>



#### 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 other people and their 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 behaviour which includes:

- Consuming alcohol or illegal or performance-enhancing drugs or stimulants
- Smoking
- Using foul language
- Publicly using critical or disrespectful descriptions of others 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.

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**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:**



## CODE OF CONDUCT FOR YOUNG GOLFERS.

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- Respect other people and their 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
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- Posting of hurtful comments on social networking sites
- Posting of disparaging comments concerning Gaudet Luce GC.

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**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

The safety and welfare of juniors in our care is paramount, and it is therefore important that we are aware of any illness, medical condition and other relevant health details so that their best interests are addressed.

In compliance with the Data Protection Act 1998, all efforts will be made to ensure that information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the organisation. Information will not be kept once a person is no longer a member of the organisation. The information will be disclosed only to those members of the organisation for whom it is appropriate and relevant officers of England Golf where necessary. It is important for the Gudet Luce Match Secretary to have full contact details too (Mark Hewlett). Mark will add the parents contact number to his phone including any allergy and dietary needs. These details will be destroyed at the end of the year in order to conform with GDPR and safeguarding regulations.

It is the responsibility of the junior and their parent to notify the Club Welfare Officer (CWO) or Secretary if any of the details change at any time.

<b>Name of Child</b>		<b>D.O.B -</b>
Address		
Home No.		Mobile No.
E-mail		
<b>Parents/Guardians</b>	•	•
Address (if different)		
Home No.		
Mobile No.		
Work No.		
E-mail		
<b>Emergency Contacts</b>		
<b>Contact 1</b>		
<b>Relationship to Child</b>		Home No.
		Mobile No.
		Work No.
<b>Contact 2</b>		
<b>Relationship to Child</b>		Home No.
		Mobile No.
		Work No.
Please confirm details of all those with parental responsibility for the child		
<b>Name of NHS Doctor/ GP</b>	NHS Number	
<b>Drs Address</b>		
<b>Drs Tel No.</b>		
<b>Date of latest tetanus inoculation :</b>		
Does your child experience any conditions requiring medical treatment and/or medication? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>		
<b>*If yes please give details, including medication, dose and frequency.</b>		
Does your child have any allergies? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>		
<b>*If yes please give details.</b>		
Does your child have any specific dietary requirements? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>		
<b>*If yes please give details</b>		
What additional needs, if any, does your child have e.g. needs help to administer planned medication, assistance with lifting or access, regular snacks?		



### DISABILITY

The Equality Act 2010 defines a disabled person as 'anyone with a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'.

Do you consider your child to have a disability? **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/ dyslexia?

**If yes, please tell us what we need to do to enable him/her them 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.
- I agree to notify the Club of any changes to this information.
- I give my consent that in an emergency situation, the club may act in my place (loco parentis), if the need arises for the administration of emergency first aid and/or other medical treatment which, in the opinion of a qualified medical practitioner, may be necessary. I also understand that in such an occurrence all reasonable steps will be taken to contact me or the alternative adult named in this form.
- The attached signature will denote that my child has my permission to be on the golf club's premises.
- I acknowledge that the club is not responsible for providing adult supervision for my child, except for formal junior golfing coaching, matches or competition.
- I agree to my child being transported by club representatives to and from venues when he/she is representing the club. By signing this document, I confirm that I have legal responsibility for \_\_\_\_\_; I am entitled to give this consent and I am aware of how the information I have provided may be used.

**PRINT NAME OF PARENT/GUARDIAN:**

**DATE:**

**SIGNATURE OF PARENT/GUARDIAN:**

**DATE:**



## JUNIOR PROFILE AND PARENTAL CONSENT FORM

The safety and welfare of juniors in our care is paramount, and it is therefore important that we are aware of any illness, medical condition and other relevant health details so that their best interests are addressed.

In compliance with the Data Protection Act 2018, GDPR and all relevant data protection legislation, all efforts will be made to ensure that information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the organisation. Information will not be kept once a person is no longer a member of the organisation. The information will be disclosed only to those members of the organisation for whom it is appropriate and relevant officers of England Golf where necessary.

It is the responsibility of the junior and their parent to notify the Club Welfare Officer (CWO) or Secretary if any of the details change at any time.

<b>Name of Child</b>		<b>D.O.B -</b>
Address		
Home No.		Mobile No.
E-mail		
<b>Parents/Guardians</b>	•	•
Address (if different)		
Home No.		
Mobile No.		
Work No.		
E-mail		
<b>Emergency Contacts</b>		
<b>Contact 1</b>		
<b>Relationship to Child</b>	Home No.	
	Mobile No.	
	Work No.	
<b>Contact 2</b>		
<b>Relationship to Child</b>	Home No.	
	Mobile No.	
	Work No.	
Please confirm details of all those with parental responsibility for the child		
<b>Name of NHS Doctor/ GP</b>	NHS Number	
<b>Drs Address</b>		
<b>Drs Tel No.</b>		
<b>Date of latest tetanus inoculation :</b>		
Does your child experience any conditions requiring medical treatment and/or medication? YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>*If yes please give details, including medication, dose and frequency.</b>		
Does your child have any allergies? YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>*If yes please give details.</b>		
Does your child have any specific dietary requirements? YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>*If yes please give details</b>		
What additional needs, if any, does your child have e.g. needs help to administer planned medication, assistance with lifting or access, regular snacks?		



### DISABILITY

The Equality Act 2010 defines a disabled person as 'anyone with a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'.

Do you consider your child to have a disability? **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/ dyslexia?

**If yes, please tell us what we need to do to enable him/her them 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.
- I agree to notify the Club of any changes to this information.
- I give my consent that in an emergency situation, the club may act in my place (loco parentis), if the need arises for the administration of emergency first aid and/or other medical treatment which, in the opinion of a qualified medical practitioner, may be necessary. I also understand that in such an occurrence all reasonable steps will be taken to contact me or the alternative adult named in this form.
- The attached signature will denote that my child has my permission to be on the golf club's premises.
- I acknowledge that the club is not responsible for providing adult supervision for my child, except for formal junior golfing coaching, matches or competition.
- I agree to my child being transported by club representatives to and from venues when he/she is representing the club. By signing this document I confirm that I have legal responsibility for \_\_\_\_\_; I am entitled to give this consent and I am aware of how the information I have provided may be used.

**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. Please note that if you have more than one child registered you will need to complete separate forms for each.

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 (except where some incidental inclusion may not be possible to avoid) or used without your consent.

Gaudet Luce will ensure that any image of a child where consent has not been obtained will not be published and will follow the guidance for the use of images of children as detailed within the Club's Safeguarding Children and Young Peoples Policy.

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.

The photographs may be available on the website [www.gaudet-luce.co.uk](http://www.gaudet-luce.co.uk) for the golf season 2020. If at any time either the parent/ carer or the child wishes the data to be removed from the website, 7 days' notice must be given to the Club Welfare Officer after which the data will be removed.

### **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:

Stephen Craner  
Gaudet Luce GC  
Middle Lane  
Hadzor  
Droitwich  
WR9 7JR



## 7. CODES OF CONDUCT FOR PARENTS & CARERS & GOOD PRACTICE GUIDELINES

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. Codes of conduct will be issued to junior members & adults working with them to promote good practice.

Gaudet Luce requires that all staff and volunteers working with children and young people adhere to the standards set out in the Code of Conduct relevant to their role. Similarly, children are expected to follow their own Code of Conduct to ensure the enjoyment of all participants and assist the club in ensuring their welfare is safeguarded.

Gaudet Luce requires that all staff and volunteers working with children adhere to the guidelines on Managing Challenging Behaviour. **(Managing Challenging Behaviour-Appendix 9)**

Parents and carers should also work together with the club to ensure that the welfare of all children is safeguarded. A sheet on "Parental Guidance" is provided to assist them in understanding how they can best assist the club **(Parental Guidance-Section 7)**

Parents are encouraged to:

- Positively reinforce your child and show an interest in their chosen activity
- Familiarise themselves with the Gaudet Luce GC Safeguarding Policy & Junior Handbook.
- Not place your child under pressure or push them in to activities they do not want to do
- Be realistic and supportive
- Promote your child's participation in playing sport for fun
- Complete and return the Player Profile Form and Consent Forms, 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.
- Report and update Gaudet Luce GC with any changes relevant to your child's health and wellbeing
- 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.
- Deliver and collect your child punctually before and after coaching sessions/competitions
- Ensure your child has clothing and kit appropriate to the weather conditions
- Ensure your child has appropriate equipment, plus adequate food and drink
- Ensure your child understands the rules of golf and the clubs Code of Conduct
- Teach your child that they can only do their best
- Behave responsibly at Gaudet Luce GC and on the golf course; do not embarrass your child
- Introduce themselves to the adults involved in the supervision of an event.
- 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 and show appreciation & support to coaches, volunteers and staff at Gaudet Luce GC
- Accept the decision and judgements of the officials during events and competition
- 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 ADULTS & CHILDREN PLAYING GOLF TOGETHER**

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

### **7.2 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.

### **7.3 PARENTAL/CARER/SUPPORTER CODE OF CONDUCT FOR GAUDET LUCE GC COMPETITIONS & 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 away** the competition / match. Players may be penalised if there are allegations that they have been offered advice.



- Parents / carers / supporters **may** help to find balls – please follow appropriate etiquette and assist all players in the group / match, but only when requested by the players.
- Parents / carers / supporters **may** walk with a Junior in 9 and 18 hole competitions or fixtures 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 or coaching of any sort, advice on local rules, the Rules of Golf or carrying a players clubs and helping to set up or line up a shot. Players may be penalised if you do.
- 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 & GOOD PRACTICE GUIDELINES

Parent's and / or guardians 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. Codes of conduct will be issued to junior members & adults working with them to promote good practice.

Gaudet Luce requires that all staff and volunteers working with children and young people adhere to the standards set out in the Code of Conduct relevant to their role. Similarly, children are expected to follow their own Code of Conduct to ensure the enjoyment of all participants and assist the club in ensuring their welfare is safeguarded.

Gaudet Luce requires that all staff and volunteers working with children adhere to the guidelines on Managing Challenging Behaviour. **(Managing Challenging Behaviour-Appendix 9)**

Parents and carers should also work together with the club to ensure that the welfare of all children is safeguarded. A sheet on "Parental Guidance" is provided to assist them in understanding how they can best assist the club **(Parental Guidance-Section 7)**

Parents are encouraged to:

- Positively reinforce your child and show an interest in their chosen activity.
- Familiarise themselves with the Gaudet Luce GC Safeguarding Policy & Junior Handbook.
- Not place your child under pressure or push them in to activities they do not want to do.
- Be realistic and supportive.
- Promote your child's participation in playing sport for fun.
- Complete and return the Player Profile Form and Consent Forms, 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.
- Report and update Gaudet Luce GC with any changes relevant to your child's health and wellbeing
- 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.
- Deliver and collect your child punctually before and after coaching sessions/competitions.
- Ensure your child has clothing and kit appropriate to the weather conditions.
- Ensure your child has appropriate equipment, plus adequate food and drink.
- Ensure your child understands the rules of golf and the clubs Code of Conduct.
- Teach your child that they can only do their best.
- Behave responsibly at Gaudet Luce GC and on the golf course; do not embarrass your child.
- Introduce themselves to the adults involved in the supervision of an event.
- 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 and show appreciation & support to coaches, volunteers and staff at Gaudet Luce GC.
- Accept the decision and judgements of the officials during events and competition.
- 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.
- Be assured that your child is safeguarded during their participation in the sport.

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 ADULTS & CHILDREN PLAYING GOLF TOGETHER**

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

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- Parents / carers / supporters **may** help to find balls – please follow appropriate etiquette and assist all players in the group / match, but only when requested by the players.
- Parents / carers / supporters **may** walk with a Junior in 9 and 18 hole competitions or fixtures 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 or coaching of any sort, advice on local rules, the Rules of Golf or carrying a players clubs and helping to set up or line up a shot. Players may be penalised if you do.
- 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.**

## 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 your child becomes at the game it is important to reinforce the message that positive encouragement will contribute to:

- Your 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.**



## 11. APPENDICES

### APPENDIX 1. APPLICATION FORM – GAUDET LUCE GC

<b>Position Applied for:</b>	
<b>Personal Details</b> <b>Title:</b> Mr/Mrs/Miss/Dr/Other (please specify) <b>Full Name:</b> <b>Any previous surname:</b> <b>Date and place of birth:</b> <b>National Insurance Number:</b>	
<b>Present Address:</b>  <b>Post Code:</b> <b>Telephone Numbers:</b> <b>Email address:</b>	
<b>Current Occupation:</b> <b>Name and address of Organisation:</b>  <b>Role:</b> <b>Start Date:</b>	
<b>Relevant Experience including any previous experience of working with children and young people:</b>	
<b>Reasons for applying:</b>	
<b>References:</b> 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:	
<b>Name:</b> <b>Address:</b>  <b>Telephone Number:</b>	<b>Name:</b> <b>Address:</b>  <b>Telephone Number:</b>
<b>Data Protection Notification:</b> Information you have provided in completing this form will be used to process your application. Gaudet Luce GC will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf. <b>Authorisation:</b> I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 2018, GDPR and all relevant data protection legislation. <b>Signed:</b> _____ <b>Date:</b> _____	
<b>Declaration:</b> I confirm that the information I have provided is correct and that any false or misleading information may lead to the termination of my appointment. <b>Signed:</b> _____ <b>Date:</b> _____	



## APPENDIX 2

### SELF-DISCLOSURE FORM – GAUDET LUCE GC

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

#### Private and Confidential

For roles involving contact with children (under 18 years old), all information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

<i>For completion by the organisation:</i>	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
<input type="checkbox"/> Identification ( <i>please tick</i> ) - I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.	
<b>Either</b>	
UK Passport Number and Issuing Office	
UK Driving Licence Number ( <i>with picture</i> )	
<b>PLUS</b> National Insurance Card or current Work Permit Number	
<b>Signature of authorised Employing Officer:</b>	
<b>Print name:</b>	
<b>Date:</b>	

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).

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> )	
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<b>Print name:</b>	<b>Signature:</b>
<b>Club Welfare Officer</b>	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.
<b>Print name:</b>	<b>Signature:</b>
<b>Date:</b>	



### APPENDIX 3

#### REFERENCE FORM – GAUDET LUCE GC

(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 GC

#### 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 & 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

<b>Signed:</b>	<b>Date:</b>
<b>PRINT NAME:</b>	



## APPENDIX 5

### GUIDANCE FOR PARENTS

Gaudet Luce GC is delighted to welcome you and your child to what we hope is the first of many events that you will be taking part in.

The positive effect of your support, as a parent, cannot be overstated. Your behavior has a real influence on the way your child experiences golf.

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

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

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

- Take an interest in your child's activity and progress and be supportive.
- Familiarise yourself with the Gaudet Luce GC Safeguarding Policy (attached).
- Familiarise yourself with
  - a. Codes of Conduct for parents, coaches, children and young people.
  - b. Transport Policy.
  - c. Changing Room Policy.
  - d. Photography, Videoing and the use of Social Media Policies.
- Complete the attached Parental Consent Form which will enable event organisers to cater for any particular needs that your child may have (e.g. medical conditions and medications, allergies, learning difficulties etc.), as well as contact you in the unlikely event of an emergency.
- Go through the attached Code of Conduct with your child and return a signed copy to the club/event organiser.
- Be punctual when dropping off and picking up your child from coaching/ events. It is important to communicate with the club if collecting your child after an event/coaching session may cause a problem.
- Introduce yourself to the adults involved in the supervision of your child.
- When leaving your child, make sure they have the necessary provisions for the day, including the ability to meet the requirements of changing weather conditions. Please ensure that your mobile is switched on when you are away from the club, so that you can be contacted in an emergency.
- Encourage your child to take part and support club activities such as coaching & competitions.
- Help your child to arrange golf with other juniors away from club organised activities so they have someone to play golf with.

As a parent/carer you are encouraged to:

- Discuss any concerns regarding the organisation of activities or the behaviour of adults towards your child with the Club Welfare Officer, who will treat any concerns you or your child may have in the strictest confidence
- England Golf Lead Safeguarding Officer is also available for advice: 01526 351851

Club Welfare Officer  
Stephen Craner



## APPENDIX 6

### 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)	
Name of person spoken to	
Date:	Time:
Action taken:	
Date:	Time:
Signature of Recorder:	
Signature of Complainant:	
<p><b>Data protection:</b> Gaudet Luce GC and England Golf Governance Department may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with their Children and Young People Safeguarding Policy and Procedures.</p> <p>Strict confidentiality will be maintained and information will only be shared on a "need to know" basis in the interests of safeguarding and in accordance with the company's data protection policy. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs and County bodies, individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Children's Social Care.</p>	



## APPENDIX 7

### 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:	
<p><b>Data protection:</b>            Gaudet Luce GC and England Golf Governance Department may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with their Children and Young People Safeguarding Policy and Procedures.</p> <p>Strict confidentiality will be maintained and information will only be shared on a "need to know" basis in the interests of safeguarding and in accordance with the company's data protection policy. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs and County bodies, individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Children's Social Care.</p>	



## APPENDIX 8

### REGULATED ACTIVITY – GAUDET LUCE GC

#### 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**



## APPENDIX 9

### MANAGING CHALLENGE BEHAVIOUR – GAUDET LUCE GC

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

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

- The welfare of the child is the paramount consideration.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- The specific needs a child may have (e.g. communication, behaviour management, comprehension and so on) should be discussed with their parent/carer and where appropriate the child, before activities start. Where appropriate it may be helpful to record the details of any agreed plan or approach and provide copies to all parties.
- Every child should be supported to participate. Consideration to exclude a child from activities should apply only as a last resort and after all efforts to address any challenges have been exhausted, in exceptional circumstances where the safety of that child or of other children cannot be maintained.

#### PLANNING ACTIVITIES

Planning for activities should include consideration of whether any child involved may need additional support or supervision to participate safely. This should address:

- Assessment of additional risk associated with the child's behaviour
- Appropriate supervision ratios and whether numbers of adults should be increased
- Information sharing for all on managing any challenging behaviour to ensure a consistent approach
- Specialist expertise or support that may be needed from carers or outside agencies. This is particularly relevant where it is identified that a child may need a level of physical intervention to participate safely. (see below)

#### AGREEING ACCEPTABLE & UNACCEPTABLE BEHAVIOURS

Staff, volunteers, children, young people & parents/carers should be involved in developing an agreement about:

- what constitutes acceptable and unacceptable behaviour (code of conduct)
- the range of sanctions which may be applied in response to unacceptable behaviour.

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

Where challenges are anticipated in light, for example of a child's impairment or other medical condition, a clear plan/agreement should be established and written down.

Ensure that parents/carers understand the expectations on their children, and ask them to reinforce this ahead of any trip or activity.

#### MANAGING CHALLENGING BEHAVIOUR

In responding to challenging behaviour the response should always be:

- Proportionate to the actions you are managing.
- Imposed as soon as is practicable.



- Fully explained to the child and their parents/carers.

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

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking with the child and distracting them from challenging behaviour.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for the child's future or continued participation.
- Sanctions or consequences e.g. missing an outing or match
- Seeking additional/specialist support through working in partnership with other agencies.
- Temporary or permanent exclusion.

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Staff/volunteers should consider the risks associated with employing physical intervention compared with the risks of not employing physical intervention. The use of physical intervention should always:

- Be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property.
- Aim to achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern
- Form part of a broader approach to the management of challenging behaviour.
- Be the result of conscious decision-making and not a reaction to an adult's frustration.
- Employ the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time
- Used only after all other strategies have been exhausted
- Be recorded as soon as possible using the appropriate organisational reporting form and procedure.

Parents should always be informed following an incident where a coach/volunteer has had to physically intervene with their particular child. Physical intervention must not:

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

## **VIEW OF THE CHILD**

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

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.



## APPENDIX 10

### MANAGING YOUNG PEOPLE ON AWAY TRIPS – GAUDET LUCE GC

The following provides good practice guidance for taking teams on an away fixture for a day (not overnight)

- appoint a team manager with clear roles and responsibilities
- appoint a designated safeguarding lead contact (not the team manager) who is appropriately trained and competent for the role and responsibilities
- establish well in advance where the fixture is
- ensure you have sufficient staff to manage and look after the Young People
- obtain written permission from the parents/carers or carers for participation, transporting and supervising. An up to date photograph of each child must be attached to the child's consent form (for use in the event of any child going missing)
- ensure that a welfare plan has been written and communicated to staff, participants and carers
- ensure all staff responsible for the young people have been DBS checked to the appropriate level and staff have had appropriate safeguarding training
- ensure that a risk assessment has been conducted
- ensure that there is a contact available e.g. a staff member who is not travelling away, who will act as the key contact point if required.

#### ACCOMODATION

Whatever the accommodation, the team manager should ensure that the children are safe. Discuss your code of conduct and discipline policy with the staff at the accommodation. All children must know which rooms staff are in and how to contact them if required. If rooms are equipped with satellite TV, inappropriate programmes may be available. It may be possible to have these programmes disconnected. If rooms have fridges, all alcohol must be removed. Check the accommodation policy for extras on bills, breakages and lost keys. All accommodation must be clean and with access to sufficient toilet and bathing facilities. It is not acceptable:

- For children to share a bed
- For male and female children to share a room
- For staff to share a room with children
- Checks must be made to ensure that the needs of children with disabilities are met. For wheelchair users, it is important to check access to the building, room and bathroom facilities

#### OVERNIGHT STAYS

Those responsible for organising overnight stays should establish the purpose of the trip, confirm the dates, location, and duration. You should also conduct a risk assessment, identify suitable venues and facilities for both fixtures and accommodation and consider the following:

- Purpose of the trip.
- Who will be going, children? Staff?
- How much will it cost? How much spending money is required?
- What insurance cover is required?
- Supervision of children, both playing and non-playing time.
- Catering for all food requirements.
- Communication with parents (see above)
- Ensure a list of the team and staff is left, with contact number and address of the accommodation
- Ensure that there are emergency contact numbers for all the team and staff.
- An itinerary giving as much detail as possible.
- Emergency procedures and telephone contacts.
- Codes of contact for both staff and children.
- Welfare and child protection procedures.



## APPENDIX 11

### SOCIAL MEDIA GUIDANCE – GAUDET LUCE GC

This guidance gives procedures that will support & underpin the use of social networking & other online services within Gaudet Luce. It is important that all members, staff, volunteers, coaches, officials, board members or anyone working on behalf of Gaudet Luce are aware of this policy & agree to the following terms.

#### ADVICE FOR INDIVIDUAL

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

#### Advice for Children

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

#### ADVICE FOR PARENTS

- Make yourself knowledgeable about social networking platforms and how they work.
- Go on the internet with your child and agree what sites are acceptable to visit. Regularly check that they are staying within the agreed limits.
- Encourage your child to talk to you about what they have been doing on the internet.



- Make sure they feel able to speak to you if they ever feel uncomfortable, upset or threatened by anything they see online.
- Encourage children to look out for each other when they're online. Explain that it's all part of staying safe and having fun together.
- Explain to children that it's not safe to reveal personal information, such as their name, address or phone number on the internet. Encourage them to use a cool nickname rather than their own name.
- Attachments and links in emails can contain viruses and may expose children and young people to inappropriate material. Teach children to only open attachments or click on links from people they know.

#### **FURTHER ADVICE FOR PARENTS OF YOUNG GOLFERS**

- If you are concerned about any texts, social networking posts or any other use of communication technology by members of the golf club, volunteers or members of staff, raise this with the Club Welfare Officer. They will look into the matter and take appropriate action. Alternatively contact England Golf Lead Safeguarding Officer Tel 01526 351851.
- In addition to reporting concerns to England Golf (National Governing Body), you should immediately report possible online abuse to the Child Exploitation and Online Protection Centre (CEOP) or the police. Law enforcement agencies and the internet service provider may need to take urgent steps to locate a child and/or remove the content from the internet. Where a young person may be in immediate danger, dial 999.
- Do not post/send negative or critical comments or messages about other children in the club, staff or volunteers. If you have concerns about a person, these should be raised using appropriate channels within the club and not using social media.
- If you wish to speak to an external organisation for advice, you can contact the NSPCC helpline on 0808 800 5000.



## APPENDIX 12

### WHISTLEBLOWING POLICY – GAUDET LUCE GC

Safeguarding children, young people and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability. As a club, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously. You may be the first to recognise that something is wrong but feel that you cannot express your concerns as this may be disloyal to your colleagues or you may that you will be the victim of harassment or victimisation as a result.

Children, Young People and Adults at risk need someone like you to safeguard their welfare.

#### **What is whistle blowing?**

In the context of safeguarding, “whistle blowing” is when someone raises a concern about the well-being of a child or an adult at risk. A whistle blower may be:

- a player
- a volunteer
- a coach
- other member of staff
- an official
- a parent
- a member of the public

#### **Reasons for whistle blowing:**

Those involved in sport must acknowledge their individual responsibilities and bring matters of concern to the attention of the relevant people and/or agencies. Although this can be difficult it is particularly important where the welfare of children may be at risk. Each individual has a responsibility for raising concerns about unacceptable practice or behaviour:

- To protect or reduce risk to others
- To prevent a problem from becoming worse or more widespread
- To prevent becoming implicated yourself

#### **What prevents those individuals from whistle blowing:**

- Starting a chain of events that they have no control of
- Disrupting work or training
- Fear of getting it wrong or making a mistake
- Fear of repercussions
- Fear of damaging careers
- Fear of not being believed.

If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999. Where a child or an adult at risk is not in immediate danger the first person you should report your suspicion or allegation to is your Club Welfare Officer. If for any reason you cannot, or do not wish to report the matter to your Club Welfare Officer please contact the England Golf Lead Safeguarding Officer on 01526 351 851 or email [safeguarding@englandgolf.org](mailto:safeguarding@englandgolf.org)



Alternatively, you can contact the Local Authority Designated Officer (LADO) or the NSPCC on 0808 800 5000.

### **Information to include when raising a concern**

The whistle blower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- their name and contact details (unless they wish to remain anonymous);
- names of individuals involved;
- date, time and location of incident/circumstance; and
- whether any witnesses were present.

Gaudet Luce assures that all involved will be treated fairly and that all concerns will be properly considered. In cases where suspicions prove to be unfounded, no action will be taken against those who report their concerns, provided they acted in good faith and without malicious intent.

### **What happens next?**

You should be given information on the nature and progress of any enquiries – this may vary depending on the nature and result of the investigations.

All concerns will be treated in confidence. During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern to the minimum number of individuals practicable.

Your Club has a responsibility to protect you from harassment or victimisation.

No action will be taken against you if the concern proves to be unfounded and was raised in good faith.

Malicious allegations may be considered a disciplinary offence.

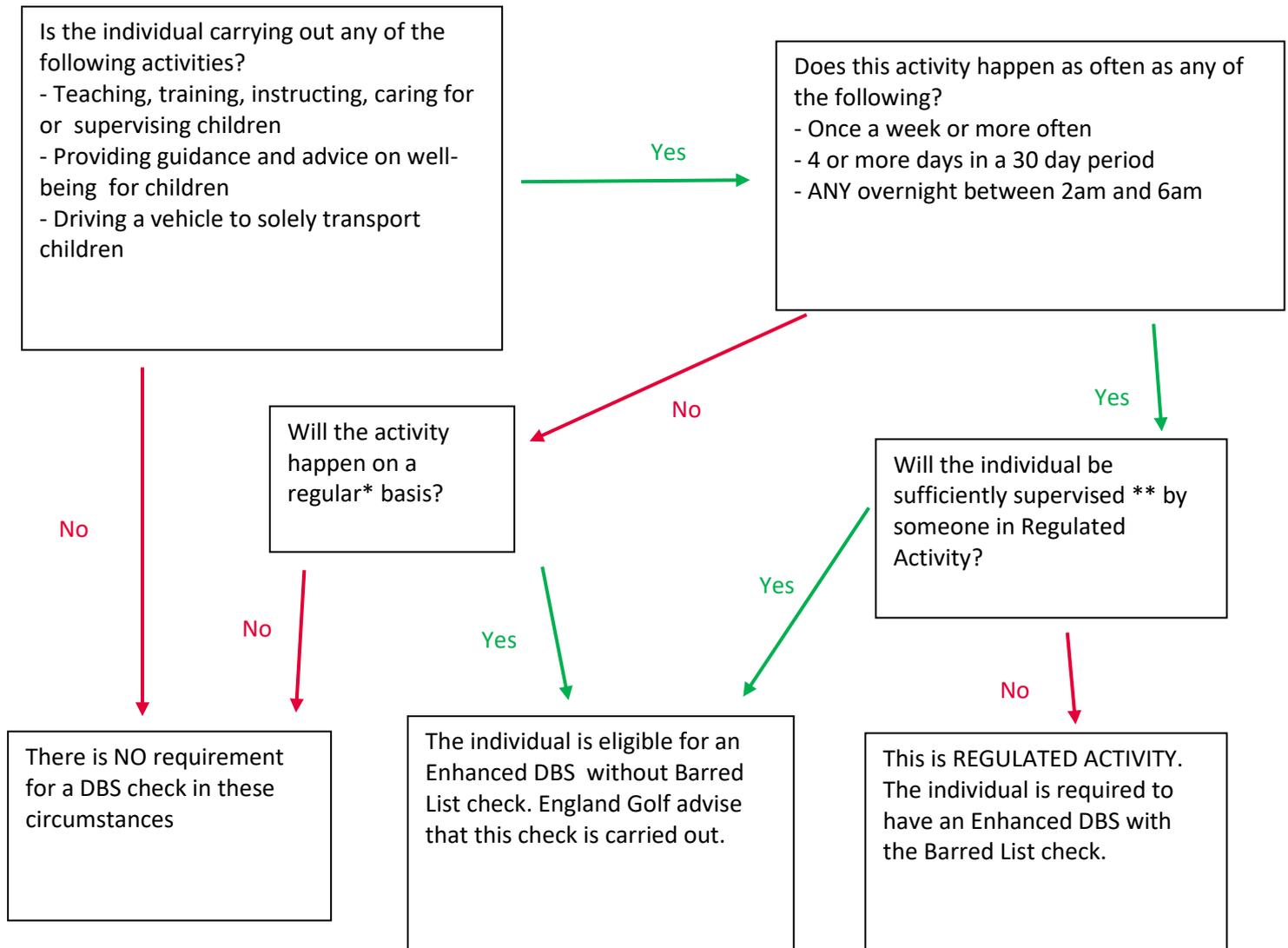
The Public Interest Disclosure Act 1998 protects whistle blowers from victimisation, discipline or dismissal where they raise genuine concerns of misconduct or malpractice.

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the club or the England Golf Governance Department the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).



## APPENDIX 13

### England Golf DBS Flowchart



\* Regular is open to definition - it is suggested that annually would be insufficient but an argument for eligibility could be made if the individual does an activity once a month or a number of times over the summer period, for example.

\*\*Supervision must be 'reasonable in all the circumstances to ensure the protection of children'. It must be 'regular and day to day' (supervision must not be concentrated in first few weeks and then tail off). Supervision must be undertaken by someone who is in Regulated Activity themselves.



## APPENDIX 14

### CATEGORIES OF CHILD ABUSE

**Abuse can happen on any occasion or in any place where children and young people are present.**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Children can be abused by adults, either male or female, or by other children. Safeguarding is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances.

Child Protection is the activity that is undertaken to protect specific children who are suffering, or are likely to suffer significant harm.

There are 4 main types of abuse: neglect, physical abuse, sexual abuse and emotional abuse. Children and young people can also be harmed through poor practice and bullying within a sport setting.

**Neglect** is when adults consistently or repeatedly fail to meet a child's basic physical and/or psychological needs which could result in the serious impairment of the child's health or development e.g. failure to provide adequate food, shelter and clothing; failing to protect a child from physical harm or danger; or the failure to ensure access to appropriate medical care or treatment. It may also include refusal to give love, affection and attention.

Examples in sport could include a coach or supervisor repeatedly failing to ensure children are safe, exposing them to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration; exposing them to unnecessary risk of injury e.g. by ignoring safe practice guidelines, failing to ensure the use of safety equipment, or by requiring young people to participate when injured or unwell.

**Physical abuse** is when someone physically hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after.

Examples in sport may be when the nature and intensity of training or competition exceeds the capacity of the child's immature and growing body; where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty; if athletes are required to participate when injured; or when sanctions used by coaches imposed involve inflicting pain.



**Sexual abuse** is where children and young people are abused by adults (both male and female) or other children who use them to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, kissing and sexual fondling. Showing children pornographic material (books, videos, pictures) or taking pornographic images of them are also forms of sexual abuse. Sexual abusers groom children, protective adults and clubs/organisations in order to create opportunities to abuse and reduce the likelihood of being reported.

Examples in sport may include coaching techniques involving physical contact with children creating situations where sexual abuse can be disguised and may therefore go unnoticed. The power and authority of, or dependence on, the coach if misused, may also lead to abusive situations developing. Contacts made

within sport and pursued e.g. through texts, Facebook or Twitter have been used to groom children for abuse.

**Child Sexual Exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity

(a) in exchange for something the victim needs or wants, and/or

(b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**Emotional abuse** is the persistent emotional ill-treatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children or even the over protection of a child. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child.

Examples in sport may include children who are subjected to constant criticism, name-calling, sarcasm, bullying, racism or pressure to perform to unrealistically high expectations; or when their value or worth is dependent on sporting success or achievement.



## APPENDIX 15

### GAUDET LUCE GC



ENGLAND  
GOLF



**Committed to  
delivering a safe  
environment  
for golf**

**Club  
WELFARE  
officer**

Is something worrying you?  
Do you need someone to talk to?

Speak to your club welfare officer



Alternatively, you can speak  
to someone at

ChildLine 0800 1111  
NSPCC 0800 800 5000  
England Golf 01526 351851

Stephen Craner

07903 755531

welfareofficer@gaudet-luce.co.uk

**ABOUT ME:**

Hello my name is Stephen. I live locally with my wife, two boys and dog. I have worked at Gaudet for nearly 2 years. My role has evolved from Clubhouse Manager to include the shop and certain bits of golf too. I am excited at taking on the role of welfare officer here at Gaudet and helping everyone enjoy golf safely. If you want to talk about anything please do get in touch.

[www.safegolf.org](http://www.safegolf.org)



## APPENDIX 16

### SAFEGUARDING CHILDREN & YOUNG PEOPLE – A SHORT GUIDE FOR CLUB MEMBERS - GAUDET LUCE GC

*The purpose of this document is to make all Club members aware of their safeguarding responsibility, identify particular areas of the Safeguarding Policy that they should be aware of and give some guidance on reporting procedures if a concern is identified. A club may choose to display this on a notice board or give a copy to all new/existing members.*

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

Gaudet Luce is an affiliated member of England Golf and follows the England Golf Safeguarding Children and Young People Policy and procedures. You might be thinking “**What has safeguarding got to do with me?**” Government guidance makes it clear that ‘Safeguarding is everyone’s responsibility’. Anyone who has a negative experience of sport at a young age is less likely to become a regular long-term participant. It’s important for the future of your club and the sport as a whole that children and young people have an enjoyable experience. **All club members have a part to play in making that happen.** All adults should contribute to the club meeting its overall duty of care, be aware of our club’s safeguarding policy, and know what to do if they are concerned about a young person.

Gaudet Luce asks our members to familiarise yourself with -

- **Familiarise yourself with the Gaudet Luce Safeguarding Policy.**

*The full copy of Gaudet Luce GC Safeguarding Children and Young People Policy is available on our website [www.gaudet-luce.co.uk](http://www.gaudet-luce.co.uk)*

#### **1. Codes of Conduct**

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

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

*For example – Gaudet Luce believe that every effort must be made to eradicate bullying in all its forms. The Club will not tolerate bullying in any of its forms during club matches, competitions, coaching or at any other time while at the club.*

#### **3. Transport Policy**

*For example - The club believes it is primarily the responsibility of parents/carers to transport their child/children to and from events.*



#### 4. Changing Room Policy

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

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

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

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

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

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

A concern may involve the behaviour of an adult towards a child at the club, or something that has happened to the child outside the club. Children and young people may confide in adults they trust, in a place where they feel comfortable. An allegation may range from verbal bullying, to inappropriate contact online, to neglect or emotional abuse, to physical or sexual abuse. If you are concerned about a child, it is not your responsibility to investigate further, but it is your responsibility to act on your concerns and share them. Pass the information to Gaudet Luce Welfare Officer who will follow the club's Safeguarding procedures.

Name: Stephen Craner  
Email Address: [welfareofficer@gaudet-luce.co.uk](mailto:welfareofficer@gaudet-luce.co.uk)  
Telephone Number: 01905 796 375

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

Other useful contacts:

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



## APPENDIX 17

### PHOTOGRAPHY POLICY – GAUDET LUCE GC

Whilst Gaudet Luce does not seek to prohibit those with a legitimate interest in filming or photographing children participating in sporting activities it recognises that such activity should take place within an appropriate policy framework. This policy applies at any Gaudet Luce event at which children under the age of 18 are participating.

#### **POLICY**

The Gaudet Luce policy is as follows -

- The welfare of children taking part in golf is paramount.
- Children and their parents/carers and/or Gaudet Luce should have control over the images taken of children at Gaudet Luce events.
- The golfing activity should not be misused purely for the purpose of obtaining images of children.
- Images should not be sexual or exploitative in nature or open to misinterpretation and misuse.
- The identity of children in a published image should be protected so as not to make the children vulnerable. (If the name of an individual golfer is published with their photograph to celebrate an achievement other personal contact details should never accompany the picture).

#### **PROCEDURE**

##### **Official/professional photographers and those using 'professional' equipment**

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

Once registered an identification label will be issued as confirmation of registration. Anyone found using photographic or video equipment without an appropriate identification label will be questioned. Gaudet Luce reserves the right to refuse to grant permission to take photographic or video images if it sees fit. Photographers must obtain consent from parents to take and use their child's image.

##### **Parents/carers/family members of competitors**

Parents, carers and family members taking occasional informal photographs with mobile devices of their own child, ward or family member at a Gaudet Luce event do not need to register their details with Gaudet Luce. If such photographs include other children (e.g. at a prize presentation) they should not be publicly displayed or published on social media unless the prior permission of the parents/carers of all the children in the photographs has been obtained.

#### **CONCERNS**

If competitors or parents have any concerns they should raise them by contacting Gaudet Luce Golf Office immediately. Gaudet Luce will notify the relevant authorities should it have any doubts as to the authenticity of any individual taking photographs.



## APPENDIX 18

### ANTI-BULLYING POLICY – GAUDET LUCE GC

#### GAUDET LUCE WILL:

- recognise its duty of care and responsibility to safeguard all participants from harm.
- promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures.
- seek to ensure that bullying behaviour is not accepted or condoned.
- require all members of the Gaudet Luce to be given information about, and sign up to, this policy.
- take action to investigate and respond to any alleged incidents of bullying.
- encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying.
- ensure that staff, volunteers and coaches are given access to information, guidance and/or training on bullying.

#### EACH PARTICIPANT, COACH, VOLUNTEER OR OFFICIAL WILL:

- respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available.
- respect the feelings and views of others.
- recognise that everyone is important and that our differences make each of us special and should be valued.
- show appreciation of others by acknowledging individual qualities, contributions and progress, be committed to the early identification of bullying, and prompt and collective action to deal with it.
- ensure safety by having rules and practices carefully explained and displayed for all to see.
- report incidents of bullying they see – by doing nothing you are condoning bullying.

#### BULLYING

- all forms of bullying will be addressed.
- everybody in the Gaudet Luce has a responsibility to work together to stop bullying.
- bullying can include online as well as offline behaviour.
- bullying can include:
  - physical pushing, kicking, hitting, pinching etc.
  - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
  - posting of derogatory or abusive comments, videos or images on social network sites
  - racial taunts, graffiti, gestures, sectarianism - sexual comments, suggestions or behaviour
  - unwanted physical contact
- children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

#### SUPPORT TO THE CHILD

- children should know who will listen to and support them.
- systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them.
- potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help.



- children should have access to helpline numbers.
- anyone who reports an incident of bullying will be listened to carefully and be supported.
- any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved.
- children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development.
- those who bully will be supported and encouraged to stop bullying.
- sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

### **SUPPORT TO PARENTS/CARERS**

- parents/carers to be advised on Gaudet Luce bullying policy and practice.
- any incident of bullying will be discussed with the child's parents/carers.
- parents/carers will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken.
- information and advice on coping with bullying will be made available.
- support should be offered to the parents/carers including information on other agencies or support lines.

### **USEFUL CONTACTS**

Gaudet Luce GC Welfare Officer –

Stephen Craner  
01905 796375  
welfareofficer@gaudet-luce.co.uk

NSPCC Helpline 0808 800 5000

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

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

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

England Golf Lead Safeguarding Officer 01526 351851