



**Worcestershire & Herefordshire
Ladies County Golf Association**



Safeguarding Children and Young People

Parent/Player Pack 2021

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***Please complete, sign, and POST HARD COPIES of
pages 6 to 11 inclusive
NB: Return address is on Page 3 with your check list***

WORCESTERSHIRE & HEREFORDSHIRE LADIES COUNTY GOLF

Guidance for parents (*Appendix 12*)

The WHLCGA is delighted to welcome you and your child to the County Juniors. There are many events and matches organised by the County Girls Committee and we hope your child will enjoy taking part.

The positive effect of your support, as a parent, cannot be overstated. Your behaviour 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 WHLCGA Safeguarding Policy at www.whlcga.org.uk

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, sign, and return the **Parental Consent Form (*Appendix 10, pages 6-8*)** 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 **Codes of Conduct (*Appendices 5 & 6, pages 9 and 10*)** with your child and return signed copies.
 - Go through the **Photography Consent Form (*Appendix 11, page 11*)** with your child and return signed copy.
 - Be punctual when dropping off and picking up your child from coaching/ events. It is important to communicate with the county representative 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 so that you can be contacted in an emergency.
- Encourage your child to take part and support county activities such as coaching & competitions.
- Help your child to arrange golf with other juniors away from county 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 **County Welfare Officer, Mrs Netty Kitson, 07813 184001**. All such concerns will always be treated in the strictest confidence.
- England Golf Lead Safeguarding Officer is also available for advice: 01526 351824

Check List for Parents:

I have read the WHLCGA Safeguarding policy on the WHLCGA website	
I have completed & returned Junior Profile & Parental Consent forms, Appendix 10, pages 6 to 8	
I have read Code of Conduct for Young Golfers with my child, Appendix 5, page 9, signed and returned	
I have read Code of Conduct for Parents/Carers, Appendix 6, page 10, signed and returned	
I have read Photography Consent with my child, Appendix 11, page 11, signed and returned	

Check list for Juniors:

I have read Code of Conduct for Young Golfers, Appendix 5, page 9, signed and returned	
I have read Photography Consent, Appendix 11, page 11, signed and returned	

POST HARD COPIES OF ALL SIGNED FORMS TO:

**Mrs Jan Ward
W&HLCGA Junior Committee
Coppins
Callow Hill
Rock
Nr Kidderminster
DY14 9XG**

WORCESTERSHIRE & HEREFORDSHIRE LADIES COUNTY GOLF ASSOCIATION Safeguarding Children and Young People – A Short Guide (*Appendix 18*)

WHLCGA 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.

WHLCGA 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 the sport as a whole that children and young people have an enjoyable experience.

Everyone has a part to play in making that happen.

All adults should contribute to the county meeting its overall duty of care, be aware of our county’s safeguarding policy, and know what to do if they are concerned about a young person.

WHLCGA asks everyone to

Familiarise yourself with the WHLCGA Safeguarding Policy.

The full copy of the WHLCGA Safeguarding Children and Young People Policy is available on the website www.whlcga.org.uk

In particular familiarise yourself with:

1. WHLCGA Codes of Conduct

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

WHLCGA believe that every effort must be made to eradicate bullying in all its forms. The County will not tolerate bullying in any of its forms during county matches, competitions, coaching or at any other time.

3. Transport Policy

The county believes it is primarily the responsibility of parents/carers to transport their child/children to and from events.

4. Changing Room Policy

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.

5. 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 am concerned about a child or young person?

A concern may involve the behaviour of an adult towards a child, or something that has happened to the child outside county activities/events.

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 WHLCGA Welfare Officer who will follow the county's Safeguarding procedures.

Name: Mrs Netty Kitson

Email Address: annettekitson@gmail.com

Telephone Number: 07813 184001

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 351824



**WORCESTERSHIRE & HEREFORDSHIRE
LADIES COUNTY GOLF ASSOCIATION**

JUNIOR PROFILE and PARENTAL CONSENT FORM *(Appendix 10)*

(for players under the age of 18 at the start of the calendar year)

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 County Junior Committee if any of the details change any time.

Junior Name		
Date of Birth		
Address		
Telephone number		
Parents' Names		
Address		(If different)
Home Telephone Number		
Mobile Telephone Number		
Work Telephone Number		
EMERGENCY CONTACTS		
Contact 1 Name		
Relationship to child		
Home Telephone Number		
Mobile Telephone Number		
Work Telephone Number		
Contact 2 Name		
Relationship to child		
Home Telephone Number		
Mobile Telephone Number		
Work Telephone Number		
Please confirm details of all those with Parental responsibility for child		

MEDICAL INFORMATION

Child's Doctor's name	
Doctor's Surgery Address	
Telephone Number	

Does your child experience any conditions requiring medical treatment and/or medication? YES NO

*If yes please give details, including medication, dose and frequency.

Does your child have any allergies? YES NO

*If yes please give details.

Does your child have any specific dietary requirements? YES NO

*If yes please give details.

What additional needs, if any, does your child have e.g. needs help to administer planned medication, assistance with lifting or access, regular snacks?

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 her to communicate with us fully.

CONSENT FROM PARENT / LEGAL CARER:

- 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 County of any changes to this information.
- I give my consent that in an emergency situation, the County 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 premises where County activities are taking place.
- I acknowledge that the County 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 County representatives to and from venues when she is representing the County.

(Please tick the boxes if agreed)

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.

Signed – Parent/Carer	
Print name	
Date	

WORCESTERSHIRE & HEREFORDSHIRE LADIES COUNTY GOLF ASSOCIATION

Code of Conduct for Young Golfers (*Appendix 5*)

As a young golfer taking part in a **WHLCGA** activity, 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
- Look out for yourself and for the welfare of others
- Speak out (to your parents or a county representative) if you consider that you or others have been poorly treated
- Be organised and on time
- Tell someone in authority if you are leaving the venue
- 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:

- Smoking
- Using foul language
- Publicly using critical or disrespectful descriptions of others either in person or through text, email or social network sites
- Consuming alcohol, illegal performance-enhancing drugs or stimulants

Child _____ Print Name _____ Date _____
Signature

Parent/Carer _____ Print Name _____ Date _____
Signature

WORCESTERSHIRE & HEREFORDSHIRE LADIES COUNTY GOLF ASSOCIATION

Code of Conduct for Parents/Carers of Young Golfers (*Appendix 6*)

As a parent/carer you are expected to:

- Positively reinforce your child and show an interest in their chosen activity
- Do not place your child under pressure or push them in to activities in which they do not want to take part
- Be realistic and supportive
- Promote your child's participation in playing sport for fun
- Complete and return the Player Profile Form and Consents pertaining to your child's participation in activities at WHLCGA
- Report and update WHLCGA with any changes relevant to your child's health and wellbeing
- Deliver and collect your child punctually before and after all County coaching/events
- Ensure your child has clothing and kit appropriate to the weather conditions
- Ensure your child has appropriate equipment, plus adequate food and drink
- Ensure that your child understands the rules of Golf
- Teach your child that they can only do their best
- Ensure that your child understands their Code of Conduct
- Behave responsibly at WHLCGA and on the golf course; do not embarrass your child
- Show appreciation and support the coaches and volunteers at WHLCGA
- Accept the decision and judgement of the officials during events and competition
- As a parent/carer you have the right to:
 - Be assured that your child is safeguarded during their participation in the sport
 - Be informed of problems or concerns relating to your child
 - Be informed if your child is injured
 - Have consent sought for issues such as trips and photography
 - Contribute to the decisions of the county
 - Have all concerns about any aspect of your child's welfare listened and responded to

Any breaches of this code of conduct will be dealt with immediately by the County Junior Organiser / Match Manager at WHLCGA. Persistent concerns or breaches may result in you being asked not to attend games if your attendance is considered detrimental to the welfare of young participants.

The ultimate action should a parent/carer continue to breach the code of conduct may be the WHLCGA regrettably asking your child to leave the session, event or county team.

Signed:	Date:
PRINT NAME:	

WORCESTERSHIRE & HEREFORDSHIRE LADIES COUNTY GOLF ASSOCIATION

Photography Consent (*Appendix 11*)

This form is to be signed by the legal carer 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.

WHLCGA 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 images or other images of your child to be taken (except where some incidental inclusion may not be possible to avoid) or used without your consent.

WHLCGA will ensure that any image of a child where consent has not been obtained will not be published.

WHLCGA will follow the guidance for the use of images of children as detailed within the Children and Young People Safeguarding Policy

WHLCGA will take steps to ensure these images are used solely for the purposes for which they are intended i.e. the promotion and celebration of the activities of the county.

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

The photographs may be available on the website www.whlpga.org.uk for the golf season. 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 County Welfare Officer after which the data will be removed.

To be completed by parent/carer

I _____ (*Parent full name*)

consent to Worcester & Hereford Ladies County Golf Association photographing or videoing

_____ (*Child full name*)

under the stated rules and conditions, and I confirm I have legal parental responsibility for this child and am entitled to give this consent.

Signature _____

Date _____

To be completed by child

I _____ (*Child full name*)

consent to Worcester & Hereford Ladies County Golf Association photographing or videoing me under the stated rules and conditions.

Signature _____

Date _____