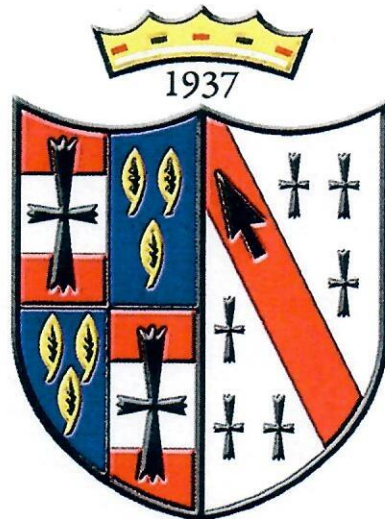




LILLESHALL HALL GOLF CLUB

SAFEGUARDING CHILDREN

POLICY, PROCEDURES & GUIDANCE

Lilleshall Hall Golf Club
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Review Date 22nd March 2021



LILLESHALL HALL GOLF CLUB - SAFEGUARDING CHILDREN POLICY, PROCEDURES AND GUIDANCE



LHGC SAFEGUARDING

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LILLESHALL HALL GOLF CLUB - SAFEGUARDING CHILDREN POLICY, PROCEDURES AND GUIDANCE



LHGC SAFEGUARDING

INTRODUCTION

Lilleshall Hall Golf Club (LHGC) owes a legal duty of care to members and visitors whilst on their premises and when engaged in club activities and must demonstrate reasonable care to ensure their safety and wellbeing. This is particularly important when dealing with children. LHGC is committed to working in partnership with other key UK Golf Bodies to continually improve and to promote safeguarding initiatives across the sport

KEY PRINCIPLES

- A child is defined by law in England and Wales as a person under the age of 18 years.
- The welfare and safety of children is paramount.
- Everyone regardless of their Age, Race, Religion or Belief, Disability, Gender identity or Sexual Orientation, have the right to protection from abuse, and to be treated with dignity and respect.
- All concerns and reports of abuse and/or poor practice will be taken seriously and responded to swiftly and appropriately.
- LHGC will work with parents/carers and external organisations to safeguard the welfare of children participating events and social activities at the club.
- 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.



LILLESHALL HALL GOLF CLUB - SAFEGUARDING CHILDREN POLICY, PROCEDURES AND GUIDANCE



LHGC SAFEGUARDING

OBJECTIVES

LHGC aim to:

- Ensure robust systems are in place to manage any concerns or allegations
- Provide a safe and enjoyable environment for children participating in golfing activities, free from bullying in all its forms.
- 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 levels of training, support and resources for staff, volunteers & coaches to make informed and confident responses to specific safeguarding issues and fulfil their role effectively.
- Ensure that children and their parents/carers are informed and consulted and, where appropriate, fully involved in decisions that affect them.
- Reassure parents and carers that all children will receive the best care possible whilst participating in club activities and provide access to Policy and Procedures.

The following policy statement and supporting procedures set out a framework to fulfil our commitment to good practice and the protection of children in our care.

RESPONSIBILITIES AND IMPLEMENTATION

LHGC will seek to promote the principles of safeguarding children by:

- Implementing a review of our safeguarding policy and procedures every three years or whenever there is a major change in legislation.
- Use appropriate recruitment procedures to assess the suitability of volunteers and staff working with children in line with statutory legislation & guidance from England Golf. This should include directing staff, volunteers & coaches to appropriate safeguarding training and learning opportunities, where this is appropriate to their role, and maintaining supporting documentation.
- Implement National Governing Body procedures for documenting any concerns regarding safeguarding and ensure that staff, volunteers, children, and parents are made aware and have access to the relevant reporting structure.
- Conducting a risk assessment of club activities regarding safeguarding and take appropriate action to address the identified issues within suitable timescales.
- Publish good practice guidelines to ensure that everyone involved is aware of their general safeguarding responsibilities in accordance with the risk assessment.
- Generate a welcome pack for new Junior and vulnerable adult members containing relevant information for parents and Juniors including membership, coaching activities, competitions, safeguarding and behavioural standards.



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LHGC SAFEGUARDING

PROCEDURE 1

MARCH 22nd 2021

RECRUITMENT AND TRAINING

INTRODUCTION LHGC is committed to the fact that every child and vulnerable adult participating in golf at the club should be afforded the right to thrive through being involved in sporting activity in an enjoyable, safe environment, and be protected from harm. To this end LHGC will endeavour to ensure that all volunteers and staff working with them are appropriate and suitable to do so in accordance with statutory requirements and England Golf safeguarding guidelines.

1.1 To enable this, everyone whose official role includes regular supervision of children or vulnerable adults, whether voluntary or paid, must complete the following documentation 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 (**Appendix 3**)
- A signed Code of Conduct (**Appendix 4**)
- A Disclosure & Barring Service (DBS)

1.2 DBS checks must be completed through England Golf by sending your request & the following information to compliance@englandgolf.org

- Name
- Email address (should not have been used for any previous DBS applications)
- Telephone number
- Postcode
- Date of Birth
- Role being undertaken
- Name of club/county
- Job status, (voluntary or paid)

1.3 The Club Secretary is responsible for maintenance of the personnel register and will ensure that the relevant details of all successful applicants are completed including contact details, qualifications, training requirements and proof that a positive DBS check has been carried out.

1.4 It is a statutory requirement that all staff and volunteers whose role includes regular supervision of children or vulnerable adults should be offered access to appropriate safeguarding training. In the sporting arena, attendance at the UK Coaching Safeguarding and Protecting Children (SPC) workshop is recommended. Following this an online UK Coaching refresher course should be completed every three years. LHGC



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will ensure that attendees of official safeguarding training will be re-imbursed for any enrolment costs incurred.

1.5 All staff, volunteers & coaches working with children are required to read and become familiar with the LHGC Safeguarding Policy and Procedures relevant to their role and to provide a signed code of conduct for retention. Failure to do so could result in disciplinary action.

1.6 Further information regarding safeguarding can be obtained on the England Golf website. [Safeguarding - England Golf](#)

The Club Welfare Officer must inform England Golf about safeguarding concerns and forward them the incident report at the earliest opportunity.



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LHGC SAFEGUARDING

PROCEDURE 2

MARCH 22nd 2021

SAFEGUARDING CONCERNS & ALLEGATIONS

INTRODUCTION. Safeguarding requires everyone to be committed to the highest possible standards of openness, integrity, and accountability. LHGC supports an environment where staff, volunteers, parents/carers and the public are encouraged to raise safeguarding and child protection concerns. "Whistle-blowers" who report a legitimate concern to the organisation (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously.

- 2.1** If anyone attending LHGC has a serious concern about the immediate welfare or safety of anyone they should take the following action.
- If immediate medical attention is required, they must ring for an ambulance without delay.
 - Follow the **Reporting Safeguarding Concerns, Allegations, Accidents & Incidents flow chart** (Appendix 10) to determine the action to take.
- 2.2** All concerns will be treated in confidence. Details should only be shared on a "need to know" basis with those who can help with the management of the issue.
- 2.3** Safeguarding concerns will be recorded by completing sections 1-3 of a **Reporting Safeguarding Concerns, Allegations, Accidents & incidents Report Form** (Appendix 9) and sent to the England Golf Lead Safeguarding Officer and retained confidentially. *The England Golf Lead Safeguarding Officer will assist with completion of this form if required, tel: 01526 351851.*
- 2.4** LHGC will work with England Golf and other external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice. The LHGC, SHUGC & SLCGA disciplinary procedures will be applied and followed where possible.
- 2.5** In the event of a child making a disclosure of any type of abuse, the following guidance is given:
- Reassure them 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 seek to actively 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 words SHUGC & SLCGA?
 - Record what the child has said as soon as possible on an incident report form.



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- Do not notify the parents or carers unless you have first sought advice from Telford Family Connect, the Police, the NSPCC or England Golf Lead Safeguarding Officer. All contact details are below.

2.6 See Reporting Safeguarding Concerns, Allegations, Accidents & Incidents Report Form (Appendix 9)

Local contacts		
Police	If a child is in immediate danger	999, or 112
Telford Family Connect	familyconnect@telford.gov.uk	01952 385385 (9am-5pm) Monday to Friday
	Out of hours	01952 676500

National Contacts		
<i>England Golf Safeguarding Team Help lines</i>		01526 351824 or 01526 351851
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0808 800 5000 help@nspcc.org.uk
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 1111
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel: 0116 234 7278 cpsu@nspcc.org.uk
NSPCC website	Safeguarding children and child protection NSPCC Learning	



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LHGC SAFEGUARDING

PROCEDURE 3

MARCH 22nd 2021

3. ACCIDENTS & INCIDENTS

INTRODUCTION All golfers and spectators must be made aware of the inherent dangers involved when playing on or walking around a golf course, this is a particular concern when the activity involves young children who may not yet have the capacity to observe the actions of others around them or within playing distance. Also, golfers can be remote from the facilities when emergencies or incidents occur, or when falling ill during play. All groups of golfers should carry at least one mobile telephone with them and be able to contact the professional shop or emergency services to request help.

3.1 If an accident or incident is reported to anyone, they should take the following action.

- If immediate medical attention is required call an ambulance without delay.
- Follow the **Reporting Safeguarding Concerns, Allegations, Accidents & Incidents flow chart (Appendix 10)** to determine the action to take.

3.2 If the injured party is a child, an adult LHGC representative will accompany the child to seek medical attention if appropriate, ensuring that they take the parental consent form with them.

3.3 Concerns will be recorded on a **Safeguarding Concerns, Allegations, Accidents & Incidents Report Form (Appendix 9)**

3.4 The Club Welfare Officer is responsible for investigating the event to establish the circumstances associated with the incident and complete the Welfare Officer section of the report. He will inform the England Golf Lead Safeguarding Officer and forward a copy of the completed report.

3.5 The Club Welfare Officer will inform the board regarding the report, and any issues relating to inappropriate behaviour outlined in the report will be actioned via the LHGC Disciplinary Process.



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LHGC SAFEGUARDING

PROCEDURE 4

MARCH 22nd 2021

4. ANTI BULLYING

INTRODUCTION. LHGC is committed to eradicating bullying in all its forms. There is no official definition of bullying but generally it can take the form of repeated aggressive behaviour intended to hurt someone either physically or emotionally. Bullying is often aimed at vulnerable individuals or groups, for example because of race, religion, disability, gender or sexual orientation and can take many forms including.

1. Physical assault
2. Teasing
3. Making threats
4. Name Calling
5. Spreading rumours
6. Isolating
7. Cyberbullying – via mobile phone, email, and social networks.

LHGC and its staff, volunteers & coaches will not tolerate bullying in any of its forms.

4.1 Any individual or group that believe they are being bullied should in the first instance report it to the Club Welfare Officer, Professional Coaching staff, the Junior Organiser or club support staff whichever is appropriate.

4.2 Anyone receiving a report of bullying taking place should act in accordance with Procedure 2 Reporting Safeguarding Concerns

4.3 Further information on bullying and cyber bullying can be found on the NSPCC website [Bullying and cyberbullying | NSPCC](#)



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LHGC SAFEGUARDING

PROCEDURE 5

MARCH 22nd 2021

5. SUPERVISION

INTRODUCTION. Adults who work with children are placed in a position of trust, and therefore it is important they act appropriately and provide a strong positive role model. The good behaviour of both adults and children is paramount to this process and "Codes of Conduct" will be issued to junior members, parents and adults working with them to promote good practice.

5.1 A risk assessment of all golf events arranged by LHGC and/or the coaching staff must be available to inform decision making about appropriate supervision levels for junior golf. It is recommended that a minimum of two adults should be present for any such organised activity to ensure basic cover in the event of something impacting on the availability of one of the adults during the activity.

5.2 Where the children or vulnerable adults are at a stage where greater levels of supervision are required parents may be encouraged to stay to provide additional support where necessary.

5.3 Parents will be made aware that with limited single sex changing room space there will be occasions when adults and children may need to share the facilities. It is not possible to completely supervise this area, therefore wherever possible adults will avoid changing or showering at the same time as children. Currently children only use the toilet facilities in the changing room.

5.4 After organised events If a parent does not arrive on time to collect a child or vulnerable adult the organiser or adult support staff will try and contact the parent and stay with the child, or the child will join the following junior coaching group, until the parent arrives. Following organised activities, no child or vulnerable adult will be left unsupervised.

5.5 If all attempts to make contact fail, consideration should be given to contacting the police for their advice. Staff, volunteers, and coaches should try to avoid:

1. Taking the child or vulnerable adult home or to another location without consent.
2. Asking the child or vulnerable adult to wait in a vehicle or the venue with them alone.
3. Sending the child or vulnerable adult home with another person without permission.

5.6 Parents should be made aware that if children are left at a venue unsupervised, other than to attend specific coaching sessions, competitions, or other organised activity, the club cannot accept supervisory responsibility.



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5.7 Special arrangements will be made for away trips. Parents will receive adequate notification and full information about arrangements for any such trip and will be required to provide their consent for their child's participation.



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LHGC SAFEGUARDING

PROCEDURE 6

MARCH 22nd 2021

6. GOOD PRACTICE GUIDELINES

INTRODUCTION. 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 whilst playing golf helps bring mutual respect and understanding, and will be encouraged as part of club activities and competitions. 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.

6.1 Standards of behaviour LHGC requires that all staff and volunteers working with children 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.

6.2 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.

6.3 Travel Children and young people are often involved in golf events, activities, tournaments or matches both home and away. LHGC policy is that it is the responsibility of parents to transport their children to and from such events. Forward planning is essential, and the Junior Organiser must inform parents in good time regarding venues, competition schedules and detailed requirements to ensure the duty of care for the young people within the team is fulfilled.

6.4 Photography / Videoing Permission will be sought from parents regarding the publication or use of any photographic or video imagery of their child, for instance in newspapers, websites, or social media. No personal details of specific children will be used in any form of publication without prior consent.

6.5 Social Media Social media provides unique opportunities for LHGC 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 county are aware of the Social Media guidance (**Appendix 13**)

6.6 LHGC requires that all staff and volunteers working with children adhere to the guidelines on Managing Challenging Behaviour. LHGC Safeguarding Procedure 7.



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LHGC SAFEGUARDING

PROCEDURE 7

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7. MANAGING CHALLENGING BEHAVIOUR

INTRODUCTION. The good behaviour of junior members at LHGC is a key factor in the acceptance of a junior development program and our ability to recruit volunteers to administer the program. It is however imperative that volunteers are aware of how LHGC expects them to deal with challenging behaviour should it arise.

7.1 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.

7.2 When dealing with children who display negative or challenging behaviours, staff and volunteers must never:

1. Resort to physical punishment or the threat of such.
2. Refuse to speak to or interact with the child.
3. Deprive a child of food, water, or access to essential facilities.
4. Apply verbal intimidation, ridicule, or humiliation.

7.3 In responding to challenging behaviour staff and volunteers might consider the following options:

1. Time out from the activity, group or individual work.
2. Reparation, the act or process of making amends or apologising.
3. Restitution, the act of giving something back.
4. Behavioural reinforcement, rewards for good behaviour, consequences for negative behaviour.
5. De-escalation of the situation by talking with the child and distracting them from challenging behaviour.
6. Increased supervision by staff/volunteers.
7. Sanctions or consequences e.g. missing an outing or match
8. Temporary or possible permanent exclusion.

7.4. Following any incidents of challenging behaviour, parents must be fully informed as to the nature of the behaviour and any actions taken. An emergency & incident form will be raised (**appendix 9**) In accordance with LHGC Safeguarding procedure 3.

7.5 Physical intervention must not:

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



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Views 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 have not 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.

Further guidance and information can be found on the NSPCC website.

[Safeguarding children and child protection | NSPCC Learning](#)



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LHGC SAFEGUARDING

MARCH 22nd 2021

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

A Short Guide for Club Members

LHGC 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.

LHGC is an affiliated member of England Golf and follows the England Golf Safeguarding Children and Young People Policy and procedures.

“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 is important for the future of LHGC 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.

LHGC asks our members to;

Please familiarise yourself with the LHGC Safeguarding Policy.

The full copy of the LHGC Safeguarding Children and Young People Policy is available on our website www.lhgolfclub.co.uk



LILLESHALL HALL GOLF CLUB - SAFEGUARDING CHILDREN POLICY, PROCEDURES AND GUIDANCE



LHGC SAFEGUARDING

APPENDIX 1

APPLICATION FORM FOR A ROLE WORKING WITH CHILDREN AT LHGC

Position Applied for:

Personal Details

Title: Mr/Mrs/Miss/Dr/Other (please specify) _____

Full Name: _____

Any previous surname: _____

Date and place of birth: _____

National Insurance Number: _____

Present Address: _____

Post Code: _____

Telephone Numbers: _Home: _____ Mob: _____

Email address: _____

Current Occupation: _____

Name and address of Organisation: _____

Role: _____

Start Date: _____

Relevant Experience including any previous experience of working with children and young people:



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**Reasons for applying:****References:**

Please provide the names and addresses of two people who know you well (who are not related to you) who we can contact to obtain a reference:

Name:**Address:****Telephone Number:****Name:****Address:****Telephone Number:****Data Protection notification**

Information you have provided in completing this form will be used to process your application. LHGC 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.

Authorisation

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

Signed: -----**Date:**-----

Declaration:

I confirm that the information I have provided is correct and that any false or misleading content may lead to the termination of my appointment.

Signed: -----**Date**



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LHGC SAFEGUARDING

APPENDIX 2

LHGC SELF DISCLOSURE FORM

To be completed at the same time as the application form for roles involving contact with children (under 18-year-olds).

Private and Confidential

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 2018.

Part 1

For completion by a club official	
Name	
Organisation	
Address & Postcode	
Tel:	
Date of Birth	
Gender Male/ Female	
Identification Tick box below	
☐	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
Either	
UK Passport Number and Issuing Office	
UK Driving Licence Number (<i>with picture</i>)	
Plus	
National Insurance Number or current Work Permit Number	
Signature of authorised Employing Officer:	
Print Name	
Date:	

If the role you have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid enhanced DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions.



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Part 2

<i>For completion by the individual (named in Part 1): Please tick the appropriate boxes.</i>		
Have you ever been known to any Children's Services department as being a risk or potential risk to children?	Yes	No
If yes please provide details.		
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
If Yes please provide details		
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 dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.	Yes	No
In accordance with the organisation's procedures, 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.	Yes	No
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 other children.	Yes	No
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.	Yes	No
Signature		
Print Name		
Date		



LILLESHALL HALL GOLF CLUB - SAFEGUARDING CHILDREN POLICY, PROCEDURES AND GUIDANCE



LHGC SAFEGUARDING REFERENCE FORM

APPENDIX 3

Applicant -----

The above-named individual has expressed an interest as a volunteer working with children at Lilleshall Hall Golf Club within our junior development programme and has named you as a character reference. Their role involves monitoring organised golfing activities and general behaviour as part of a small team, acting in accordance with our safeguarding policies and procedures.

Any information disclosed in this reference will be treated in strictest confidence and in accordance with the Data Protection Act 1998.

How long have you known the applicant?
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?
Your Name:
Occupation:
Signature:
Date



LILLESBALL HALL GOLF CLUB SAFEGUARDING POLICY, PROCEDURES AND GUIDANCE



LHGC SAFEGUARDING

APPENDIX 4

CODE OF CONDUCT FOR STAFF COACHES & VOLUNTEERS

• Respect the rights, dignity and worth of every person within the context of golf and promote these principles throughout the junior development program.	
• Read, understand, and apply the LHGC Child Safeguarding Policies and Procedures	
• Treat everyone equally and do not discriminate on the grounds of age, gender, race, religion or belief, sexual orientation, or disability.	
• Do not engage in any form of contact, conversation, or inappropriate gestures with a young player that could be construed to be of a sexual nature. This is strictly forbidden	
• Always work in an open environment avoiding private or unobserved situations	
• You should not have regular one to one contact outside your LHGC role with the juniors including communication through text, email, or social network sites.	
• Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval	
• If you see any form of discrimination, do not condone it or allow it to go unchallenged.	
• Develop an appropriate working relationship with young people, based on mutual trust and respect.	
• Respect young people's opinions when making decisions about their participation in golf.	
• Place the well-being and safety of the young person above the development of performance.	
• Ensure the activities are appropriate for the age, maturity, experience, and ability of the individual	
• Maintain golf etiquette, standards, and rules as an example to young people	
• Hold relevant qualifications for your role in accordance with LHGC safeguarding procedure 1.	
• Report any concerns you may have in relation to a child or the behaviour of an adult, following LHGC Safeguarding procedure 2	
• .	
Name	Position
Signature	



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LHGC SAFEGUARDING

APPENDIX 5

CODE OF CONDUCT FOR JUNIOR MEMBERS OF LHGC

As a young golfer taking part in LHGC activities, competitions, and socials, you should.

• Help create and maintain a friendly and supportive environment free of fear, bullying 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.
• Treat others as you would wish to be treated yourself.
• Respect the advice that you receive.
• Respect other people and their differences.
• Look out for yourself and for the welfare of others.
• Speak out if you have any concerns in relation to a young person or the behaviour of an adult. (to the Junior Organiser, coaching staff, parents, or the club Welfare Officer as appropriate)
• Be organised and on time
• Tell someone in authority if you are leaving activity or the venue even if only temporarily.
• Accept that these guidelines are in place for the well-being of all concerned
• Please treat organisers, coaches, and volunteers with respect
• Observe instructions or restrictions requested by the adults looking after you
• Please observe the LHGC dress code
• You should not take part in any irresponsible, abusive, inappropriate, or illegal behaviour which includes: 1. Smoking 2. Consuming illegal substances 3. Using foul language 4. Publicly using critical or disrespectful descriptions of others either in person or through text, email, or social network sites
Name:
Signature:
Date:



LILLESHALL HALL GOLF CLUB - SAFEGUARDING CHILDREN POLICY, PROCEDURES AND GUIDANCE



LHGC SAFEGUARDING

APPENDIX 6

CODE OF CONDUCT FOR PARENTS OF JUNIOR MEMBERS OF LHGC

As a parent of a young golfer taking part in LHGC activities, competitions, and socials, you have a right to:

- | |
|---|
| • Expect that your child is subject to robust safeguarded policies and procedures during their participation in LHGC activities, competitions, and socials. |
| • Be informed of problems or concerns relating to your child. |
| • Be informed as soon as possible if your child is injured. |
| • Have consent sought for issues such as trips, photography, and published material regarding junior golfers. |
| • Have any concerns that you raise about any aspect of your child's welfare listened to and acknowledged. |

As the parent of a junior golfer at LHGC you can help us meet our safeguarding responsibilities by:

- | |
|--|
| • Completing and returning the Player Profile Form and any consents requested pertaining to your child's participation in activities at SHUGC & SLCGA |
| • Promoting your child's participation in playing sport for fun, health, and wellbeing. |
| • Informing the club of any issues associated with your child's health and wellbeing so that appropriate safeguards can be applied |
| • Trying to deliver and collect your child punctually before and after events, if any delay may occur please inform the Junior Organiser or coaching staff as appropriate. |
| • Ensuring your child has clothing and kit appropriate to the weather conditions. |
| • Ensuring your child has adequate food and drink |
| • Ensuring that your child can contact you should the need arise. |
| • Ensuring that your child understands their Code of Conduct |
| • Please abide by LHGC dress code when visiting the club, this saves embarrassment of Juniors, parents and the staff who must address the situation. |
| • Accepting the decision and judgement of the officials during events and competitions. |

LHGC safeguarding staff, coaches and volunteers are committed to providing a fun, healthy and challenging range of activities and competitions in which young people can thrive and develop their skills. If you have any concerns at all please address them to the Junior Organiser, coaching staff, Welfare officer or any club official, as appropriate, in a polite and reasonable manner.

Any persistent or serious breaches of this code of conduct may result in you being asked not to attend games if your attendance is considered detrimental to the welfare of young participants.



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LHGC SAFEGUARDING

APPENDIX 7

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 whilst taking part in LHGC activities. All information given will be held in compliance with the Data Protection Act 1998 for as long as your child is a junior member of LHGC. The information will be disclosed only to those members of the organisation for whom it is appropriate. It is the responsibility of the junior and their parent to notify the Club Secretary if any of the details change at any time.

Junior Name	Date of Birth	Address Tel:
Emergency contact details in order of preference		
1. Name	Tel: Home Mob: Work	Address
2. Name	Tel: Home Mob: Work	Address if Different
3 Name	Tel: Home Mob: Work	Address

Medical information

Child's doctor	Tel:	Surgery Address	
Does your child experience any conditions or disability limiting their level of activity or require regular medical treatment and/or medication?		YES	NO
If yes please give details, including any medication, dose and frequency.			



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Does your child have any allergies? If yes, please give details.	YES	NO
Does your child have any specific dietary requirements? If yes, please give details.	YES	NO
Does your child have any communication needs? e.g. hearing impairment/ dyslexia/Autism? If yes, please tell us what we need to do to enable him/her to communicate with us fully and enjoy a positive experience. please give details.	YES	NO

Consent from Parent/Legal Carer

1. I confirm to the best of my knowledge that my child does not suffer from any medical condition other than those detailed above.	
2. I agree to notify LHGC of any changes to this information.	
3. I give my consent that in an emergency, LHGC may act in my place (in 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 adults named in this form in order of preference	
4. I acknowledge that if my child attends LHGC outside of organised junior events, coaching and competitions, the Club is not responsible for providing adult supervision in accordance with LHGC safeguarding procedure 5.	

Parent/legal carer	Name
	Signature
	Date



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LHGC SAFEGUARDING

MARCH 22nd 2021

JUNIOR GOLF RISK ASSESSMENT

APPENDIX 8

Junior and vulnerable adult golf comprises a range of activities with many common risks, it is therefore considered that a comprehensive risk assessment including common and specific risks associated with specific age groups will aid the Junior organiser and volunteers to identify the likely risks involved in any junior or vulnerable adult golfing activity and inform the application of any mitigation strategies required to reduce the risks.

Use of the club house Bar Refreshments for all members are generally mostly available in the licenced bar where adults and juniors share facilities.			
No	Player standard	Risk	Mitigation
1	Coaches H/C	Consumption of Alcohol. These are generally mixed gender beginners to golf aged 12 & below. They can purchase soft drinks and food from the bar	When in the club bar this group are accompanied by parents/guardians and are closely monitored. Bar staff and adult members are aware of licencing laws regarding consumption of alcohol
	CONGU H/C		Young golfers with experience of golf clubs and awareness of the expected behaviour. Monitored by junior organising staff, adult playing partners & bar staff.
2	Coaches H/C	Unruly behaviour This risks the good will we are trying to build throughout the club towards junior golf, juniors are made aware of this	When in the club bar this group are accompanied by parents/guardians and are closely monitored. Members are empowered to politely question unruly behaviour of children or adults
	CONGU H/C		Young golfers with experience of golf clubs and awareness of the expected behaviour. Monitored by junior organising staff, adult playing partners & bar staff
3	Coaches H/C	Inappropriate dress Golf shoes, hats, wet gear.	The dress code for the club bar is published & Juniors and parents are made aware of the
			Low



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			accepted standards. Polite intervention to children or parents is accepted.	
	CONGU H/C		Young golfers with experience of golf clubs and awareness of the expected behaviour. Monitored by junior organising staff, adult playing partners & bar staff	Low
4a	Coaches H/C	Crowding of the Bar area by extended families following Junior coaching sessions	Key times are immediately after coaching sessions on Sunday mornings when parents pick up their children from coaching. As junior members they are entitled to use the facilities, however not many adult members are present in the bar at this Late morning/ mid-day time slot	Low
4b	All Juniors	Crowding of the Bar area by extended families following organised Junior events	For organised Junior events where larger numbers of juniors and extended families are expected a specific area of the bar and restaurant is allocated to facilitate speeches and any prizegiving. As well as leaving adequate space for adult members	Low
5	All Juniors	Failure to observe the COVID 19 restrictions imposed in the club house	The COVID 19 restrictions are adhered to by the club and closely monitored by bar and waiting staff, the requirements are promulgated by bold signage. Family bubbles are recognised and supported in accordance with current regulations.	Low
Use of the club changing rooms. Both the male and female changing rooms can be used by children and adults for changing, showering and toilet facilities.				
6	Coaches H/C	Potential for inappropriate abusive behaviour	When younger Juniors are at the Club, they are either under the supervision of Parents/guardian, coaching staff, or the Junior Organiser/volunteers. This group only use the changing rooms for toilet	Low



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		facilities, usually in groups. Aware of reporting procedure	
	CONGU H/C	Generally aged 13 – 18 yrs. with Golf club experience. Only use the changing rooms for toilet facilities. Aware of reporting procedure.	Low
Risks while playing on the golf course.			
7	Coaches H/C	Disrupting the golfing schedule through slow play In addition, slow play by Juniors risks the good will we are trying to build throughout the club towards junior golf, juniors are made aware of this	Low
	CONGU H/C	Course play for groups of Coaches H/C Juniors is just 9 holes controlled by the Junior organiser PM on Sundays with reserved tee times. Each group is guided and encouraged by an experienced golfer. Teams with identified challenges have a minimum of 2 Volunteers. A gap of 2 T times is allocated behind these players & often one of these is occupied by the parents to act as a buffer Experienced young golfers with good skills and awareness of playing guidelines. Speed of play is generally good.	Low
8	All Juniors	Being injured or ill during play Course play for groups of Coaches H/C Juniors is just 9 holes controlled by the Junior organiser PM on Sundays with reserved Tee times. Each group is guided and encouraged by an experienced golfer. Teams with identified challenges have a minimum of 2 Volunteers. Mobile phones are allowed, and assistance can be quickly provided by contacting the Pro shop. Contact details for parents are held by the Junior organiser & the pro shop	low
9	CONGU H/C	Disqualification of playing partners from Junior, Men's & Ladies club competitions The junior sessions on Sundays include guidance on the completion of score cards before play and after play when the cards are checked with the	Low



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		because of failure to complete score cards accurately.	Junior Organiser who photographs the cards for review and entry of scores into junior competitions.	
10	CONGU H/C	Juniors playing with an adult as a 2 ball in remote areas of the course outside of organised junior events.	CONGU H/C Juniors can book Tee times with adults outside of junior events and competitions and for the competent Juniors this is encouraged to build up knowledge and experience. LHGC is a busy course with 10 mins between tee times. Player names are booked in on intelligent golf (ig). so the club is aware of all players out on the course at all times. Reporting structures are in place & parents drop off and collect Juniors from the club	Low
	Coaches H/C	Parents arriving late to pick up a child after Sunday 9-hole practice on the course.	Drop off and pick up of younger children (coaches H/C group) is always on the first Tee for a 2 pm start outside school holidays and a 3 pm start in school holidays. Children are never left unsupervised and organisers have contact details associated with all participants.	Low
Risks associated with Junior Coaching sessions Mixed group coaching sessions for Juniors takes place on Sunday mornings and is split into age groups where the emphasis is having fun whilst learning skills. The coaching takes place on a dedicated practice ground away from the main course governed by 2 professional golf coaches, one male and one female.				
11	All Children	The chance of a child being injured or ill during coaching	There is a First Aider on site at all coaching sessions who hold contact details for parents of children involved. Emergency and incident flow chart is on display in the practice shed. All Coaching sessions are supervised by 2 professional coaches using a planned pathway including fitness, flexibility and skill training through fun activities. When coaching younger children, the team are assisted by juniors from the older age group to monitor	Low



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			behaviour and to provide the helpers with team building experience.	
All Children	Misuse of equipment during coaching sessions.		All Coaching sessions are supervised by 2 professional coaches using a planned pathway including fitness, flexibility, and skill training through fun activities. Misuse of equipment is not allowed, and the children are fully aware of the rules of looking after their and our equipment for safety and respect purposes. They are aware they would not be able to continue the coaching programme if these rules are broken. When coaching younger children, the team are assisted by juniors from the older age group to monitor behaviour and to provide the helpers with team building experience.	Low
	incidents during drop off and collection of children	Coaches H/C	Parents drop off and collect their children at a consistent point against a regular timetable of sessions divided into age groups. The coaches collect all the children at the pickup point before they proceed to the practice ground.as a group, the same applies in reverse to the collection point.	Low
	Late arrival of parents to pick up a child	Coaches H/C	Children are never left unattended or allowed to leave without a parent present. If parents are extremely late, they are aware that their child will attend the next class until they arrive	Low



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APPENDIX 9

SAFEGUARDING CONCERNS, ALLEGATIONS, ACCIDENTS & INCIDENTS REPORT FORM

Part 1

Recorder's Name:	
Address:	
Post Code:	Telephone No:

Name of the person affected		Child	Adult
Home address:			
Post Code:		Telephone No:	
Incident timeline	Date	Time	Location
Nature of the incident			
Witness Statement			



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Part 2 to be completed if there is a Safeguarding concern

Is there an immediate safeguarding concern				Yes	No
Police informed	Yes	No	Ambulance called	Yes	No
Next of Kin informed	Yes	No	Telford family connect informed	Yes	N/A

Third party involvement	Yes	No
Name		
Address:		
Post Code:		Telephone No:
England Golf Safeguarding notified (01526 351824)		Yes
Name of person spoken to	Case Number (if allocated)	Date
Further Information:		Time

Part 3 To be completed for all concerns, allegations emergencies and incidents

Signature of recorder	
Welfare Officer comments	
Welfare Officer Signature	



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Data Protection

Lilleshall Hall Golf Club Safeguarding Department may use the information in this form to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with their Safeguarding Policy and Procedures.

Strict confidentiality will be maintained, and information will only be shared on a "need to know" basis in the interests of safeguarding. This may involve disclosing certain information to several 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 Social Care



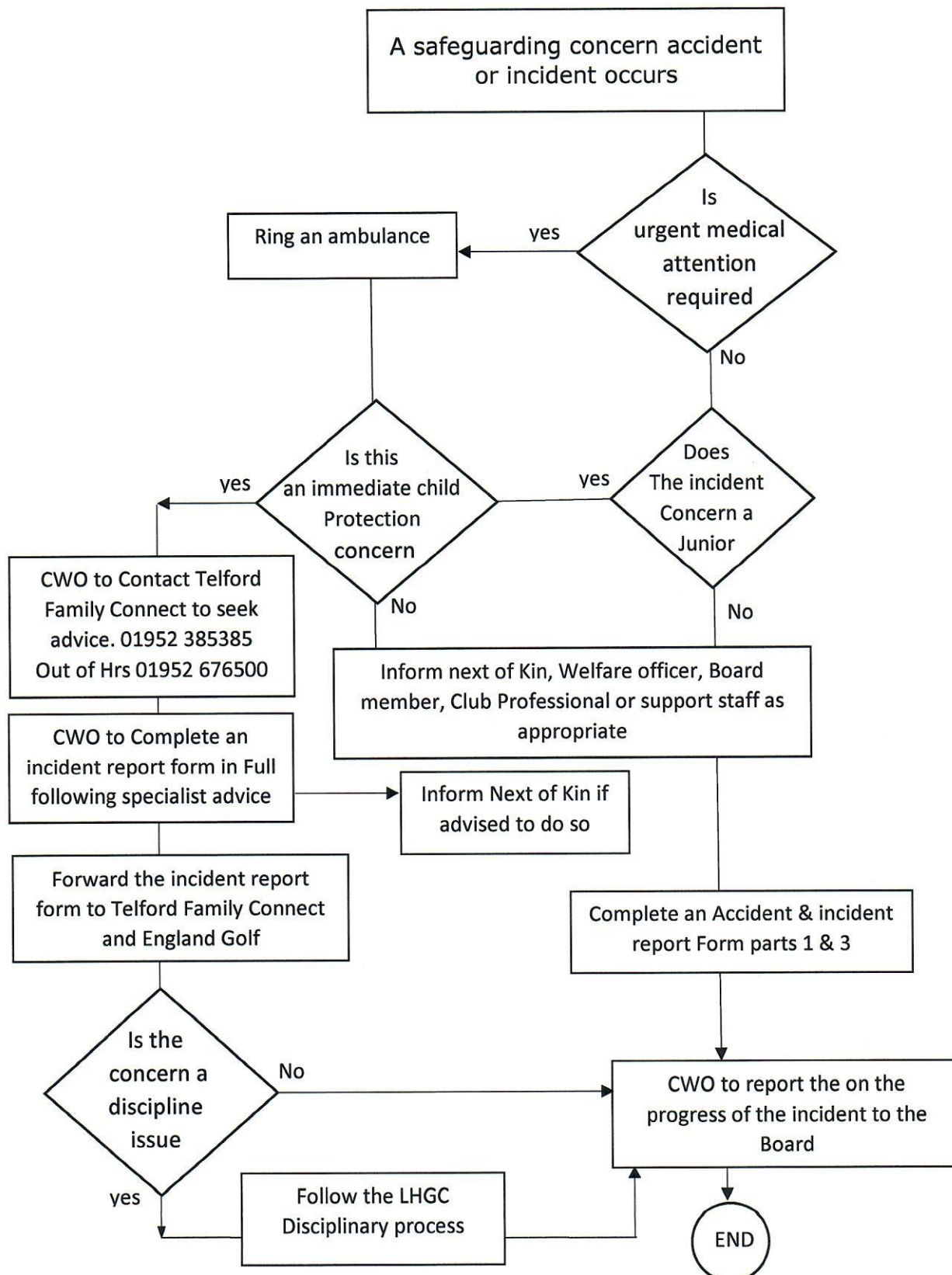
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LHGC SAFEGUARDING

22nd March 2021 APPENDIX 10

REPORTING SAFEGUARDING CONCERNS, ALLEGATIONS, ACCIDENTS & INCIDENTS FLOW CHART





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LHGC SAFEGUARDING

APPENDIX 11

PHOTOGRAPHY CONSENT FORM

Lilleshall Hall Golf Club uses photography and video clips of our coaching, golf competitions, prize givings and social events on our web site and social media platforms, both for the convenience of our members, who have free access to any images, and to show the friendliness of our club, and our full range of activities, to potential new members. This is a key part to our strategy for improving and maintaining a sustainable golf club.

LHGC will not use images that ridicule or intentionally embarrass any individual in any way on our social media platforms, and will take steps to ensure any images are used solely for the purposes for which they are intended i.e. the promotion and celebration of the activities of the club whilst they remain Junior members of LHGC.

Who can post content on LHGC Social Media platforms?

Access to posting on the club social media platforms is restricted to essential personnel only and the content is monitored regularly by an administrator.

We recognise that some members, both juniors and adults, may legitimately prefer that any images involving them are not used in any of the club posters, website and social media platforms. If this is the case it is important that you inform the club of your choice in this important matter.

Name Parent/Guardian			
I confirm I have legal parental responsibility for this child/children, and I am entitled to give this consent			
Signature			
LHGC can/cannot use images of the child/children below, taken within the context of golf coaching, competitions, prize giving & social events, for the promotion and celebration of club activities	Permission		
	YES	NO	
Name			
Name			
Name			
Name			

Removal of an image from LHGC social media platforms

Contact the administrator geoffsellars@hotmail.com with your request



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SAFEGUARDING SUPPORTING INFORMATION

APPENDIX 12

CATEGORIES OF CHILD ABUSE

Abuse can happen on any occasion or in any place where children are present.

Child abuse is any form of physical, emotional, sexual mistreatment or lack of care that leads to physical or mental 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.
- Taking action to enable all children to have the best life chances.

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. It may also include refusal to give love, affection and attention.

Examples in golf could include a coach or supervisor repeatedly failing to ensure children are safe, exposing them to extreme weather conditions without ensuring adequate clothing or hydration, exposing them to unnecessary risk of injury, ignoring safe practice guidelines, and failing to ensure the use of safety equipment or 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.

Examples in golf may be when the nature and intensity of training or competition exceeds the capacity of the child's immature and growing body, where sanctions imposed by coaches involve inflicting pain, by encouraging the use of performance enhancing drugs or by requiring young people to participate when injured or unwell.

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. 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. This could include



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kissing and sexual fondling. Showing children pornographic material (books, videos, pictures) or taking pornographic images of them are also forms of sexual abuse.

Examples in golf 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 can lead to abusive situations developing.

EMOTIONAL ABUSE Some level of emotional abuse is involved in all types of ill-treatment of a child as it is the persistent emotional ill-treatment of a child 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.

Examples in golf 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.

FURTHER INFORMATION The NSPCC website with further information on child abuse can be found via the link below.

[Effects of child abuse | NSPCC](#)



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LHGC SAFEGUARDING

APPENDIX 13

SOCIAL MEDIA GUIDANCE

This document gives guidance that will support and underpin the use of social networking and other online services within **LHGC**. It is important that all members, staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of **LHGC** are aware of this guidance and 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 and 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 and 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 do not 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 later.
- If you are worried or upset about something that has been posted about you, or by texts you receive from other juniors or adults, raise this with your parents or Club Welfare Officer. Alternatively contact your National Governing Body Lead Safeguarding Officer. Do not suffer alone. You will be listened to and your concerns will be taken seriously.



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- If you want to talk to someone anonymously, call Childline on 0800 1111, or contact them on the web at 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 are online. Explain that it is all part of staying safe and having fun together.
- Explain to children that it is 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 anyone to inappropriate material. Teach children to only open attachments or click on links from people they know.

Reporting concerns regarding media communications

- If you are concerned about any texts, social networking posts or any other use of communication technology by members of LHGC volunteers, members or staff, raise this with the Club Welfare Officer. They will investigate the matter and take appropriate action. Alternatively contact England Golf Lead Safeguarding Officer Tel 01526 351824.
- 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, staff or volunteers. If you have concerns about a person, these should be raised using appropriate channels within the club or county 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.