



ALDEBURGH GOLF CLUB

Children and Young People Safeguarding Policy and Procedures

April 2021

Introduction

Everyone working with children and young people has a responsibility for keeping them safe, irrespective of their role, whether they are paid members of staff or volunteers.

Aldeburgh Golf Club (also referred to as The Club in this document) fully supports England Golf's commitment to ensure that the sport of golf is one within which all participants can thrive in a safe environment and that all children and young people have an enjoyable and positive experience when playing golf. The AGC Children and Young People Safeguarding Policy and Procedures document is designed to describe how we provide this support.

Key principles

- The welfare of children is paramount.
- A child is defined by law in England and Wales as a person under the age of 18 years.
- 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 practice 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.
- Aldeburgh Golf Club 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.

- Aldeburgh Golf Club is committed to working in partnership with other key UK Golf Bodies to continually improve and to promote safeguarding initiatives across the sport.
- Aldeburgh Golf Club owes a 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.

Objectives

Aldeburgh Golf Club aims to:

- Provide a safe environment for children and young people participating in golfing activities and try to ensure that they enjoy the experience.
- 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.
- 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 and young people will receive the best care possible whilst participating in club activities and communicate Policy and Procedure to them through website/letter/consents.

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.

Responsibilities and implementation

The Club will seek to promote the principles of safeguarding children by:

- Reviewing their policy and procedures every three years 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 taking appropriate action to address identified issues promptly.
- Using appropriate recruitment procedures to assess the suitability of volunteers and staff working with children and young people in line with guidance from England Golf.
- 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 staff, volunteers & coaches to appropriate safeguarding training and learning opportunities, where this is appropriate to their role.

In the following pages we describe the policies and procedures we are implementing in order to meet of safeguarding objectives and responsibilities

1. Recruitment and training

Aldeburgh Golf Club will endeavour to ensure that all volunteers and staff working with children and young people are appropriate and suitable to do so, and that they have all the information they require to undertake their job effectively and appropriately.

Any role that involves an element of responsibility with regard to children, particularly those involving the regular supervision of children, whether voluntary or paid, should be assessed by the recruiting body to establish which qualifications, checks and other requirements are necessary.

Details of the requirements and the qualifications and checks of individuals, and copies of the necessary Safeguarding and Protecting Children (SPC) certificates, will be recorded by the Secretary's office. The Secretary's office will possess all relevant and appropriate contact details of all staff / volunteers and other relevant bodies.

All staff, volunteers & coaches will be offered access to appropriate child protection training. Aldeburgh Golf Club recommends its Club Welfare Officer attends the UK Coaching Safeguarding and Protecting Children (SPC) workshop and will ensure that the Club Welfare Officer passes on the important information from this workshop to all volunteers and staff who have significant frequent contact with children attend.

All staff, volunteers & coaches working with children and young people will be asked to read and become familiar with the Aldeburgh Golf Club Safeguarding Policy and Procedures.

All staff, volunteers & coaches involved with children and young people will be asked to read the Aldeburgh Golf Club Code of Conduct relevant to their role, and sign to indicate their understanding and agreement to act in accordance with the code. The code is linked to the Aldeburgh Golf Club's Disciplinary Procedures.

Aldeburgh Golf Club 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. Aldeburgh Golf Club acknowledge the additional vulnerability of some groups of

children (e.g. disabled, looked after children, those with communication differences). Aldeburgh Golf Club 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. Complaints, concerns and allegations

- 2.1** 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 without delay. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass their concerns and any relevant information to the Club Welfare Officer. Please refer to Flowcharts 1 & 2 for further details (see below).
- 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 concern.
- 2.3** Concerns will be recorded on an Incident Report Form and sent to the England Golf Lead Safeguarding Officer and retained confidentially within the club. The England Golf Lead Safeguarding Officer can assist with completion of this form if required, tel: 01526 351824.
- 2.4** Aldeburgh Golf Club will work with England Golf and other external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice. Aldeburgh Golf Club’s 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

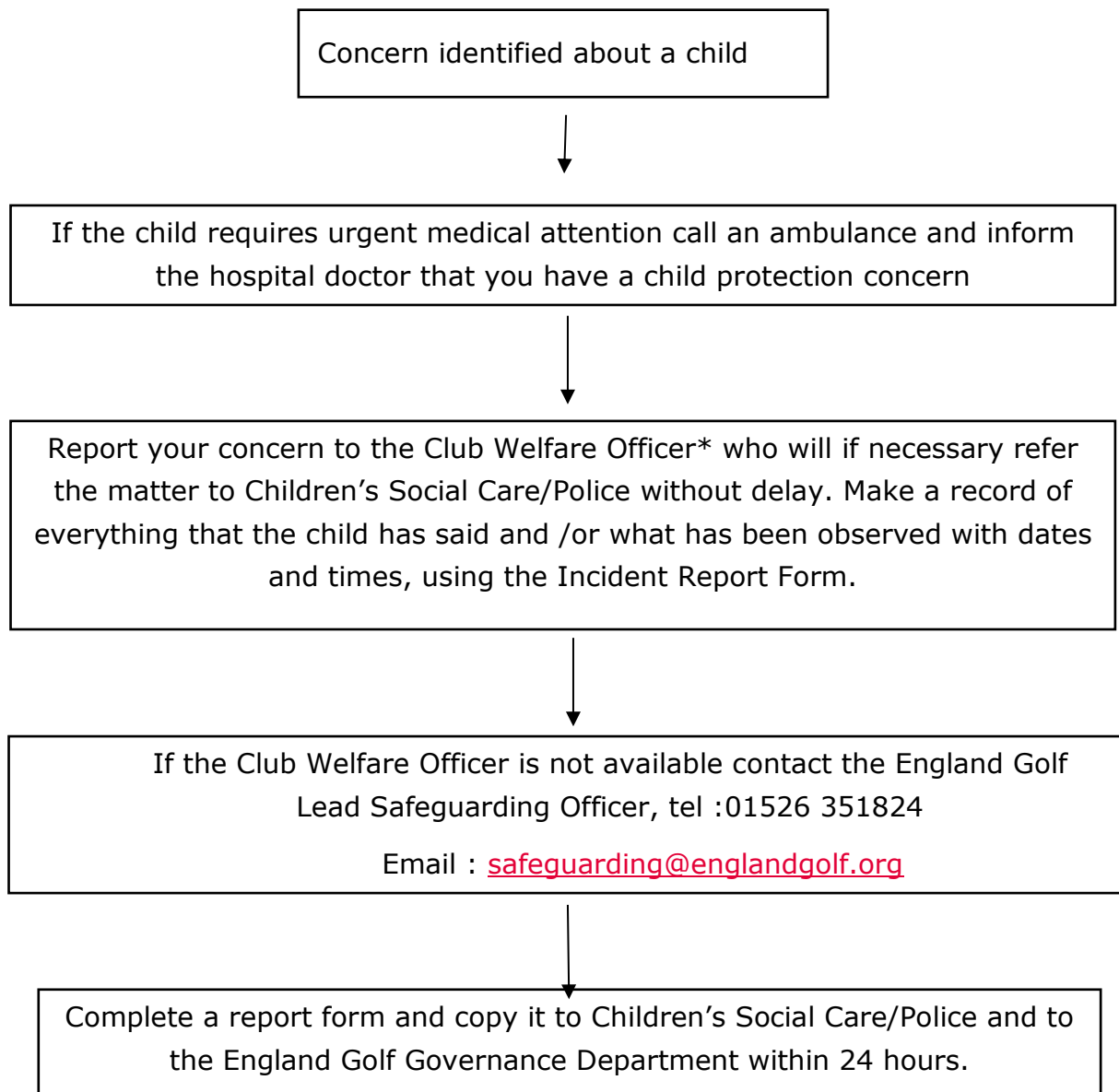
- Do not seek to actively question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action. Only ask questions to clarify your understanding where needed e.g. can you tell me what you mean by the word 'touching'?
- Record 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.

2.6 The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public who need support. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.

2.7 Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. Aldeburgh Golf Club 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.

FLOWCHART 1

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



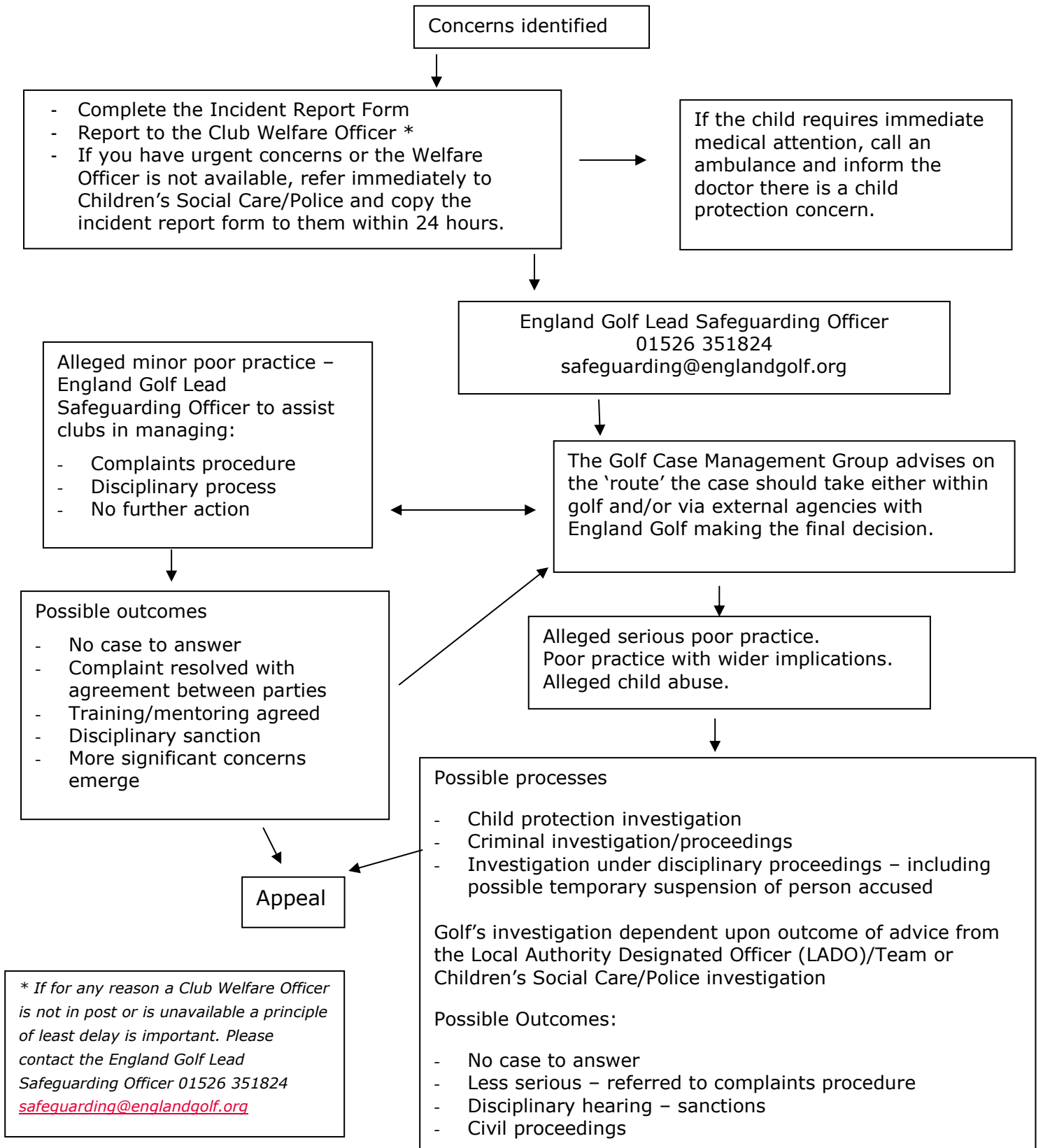
* If for any reason a Club Welfare Officer is not in post or is unavailable a principle of least delay is important.

Please contact the
England Golf Lead Safeguarding Officer
01526 351824

safeguarding@englandgolf.org

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

A Junior Profile and Parental Consent Form will be obtained and retained by Aldeburgh Golf Club for each child who is participating in events or activities, or attending coaching organised by the club. This form will be treated in confidence and only shared with those who require the information it contains to perform their role effectively.

3.1. 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.

3.2. 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 Welfare Officer for advice.
- If all attempts to make contact fail, consideration should be given to contacting the police for their advice.

3.3. Staff, volunteers and coaches 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.

4. Supervision

- 4.1. 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 where possible. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity.
- 4.2. Parents may be encouraged to stay for coaching/competitions and other events where their children are of an age where greater levels of parental supervision are required.
- 4.3. 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.
- 4.4. 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.
- 4.5. Special arrangements will be made for away trips (see separate document: Guidance for Managing Young People on Away Trips for more details). Parents will receive full information about arrangements for any such trip and will be required to provide their consent for their child's participation.

5. Behaviour of adults and children

- 5.1. 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, parents & adults working with them to promote good practice. This will ensure the enjoyment of all participants and assist the club in ensuring their welfare is safeguarded.
- 5.2. Adults and 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.
- 5.3. Aldeburgh Golf Club expects that all staff and volunteers working with children and young people will adhere to the standards set out in the Code of Conduct for Staff, Coaches and Volunteers.
- 5.4. Aldeburgh Golf Club requires that all staff and volunteers working with children adhere to the guidelines on Managing Challenging Behaviour.
- 5.5. Similarly, children are expected to follow the Code of Conduct for Young Golfers relevant to them.
- 5.6. Parents and carers should also work together with the club to ensure that the welfare of all children is safeguarded. We have outlined a Code of Conduct for Parents/Carers of Young Golfers to help them.

6. 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. Transport

- 7.1. It is primarily the responsibility of parents/carers 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.
- 7.2. 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 transport and supervise children and their insurance arrangements verified.
- 7.3. 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.

8. Photography/ Videoing

Whilst Aldeburgh Golf Club 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.

8.1. Aldeburgh Golf Club policy is as follows:

- The welfare of children taking part in golf is paramount.
- Children and their parents/carers and/or the Club should have control over the images taken of children at Club 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.

8.2. Official/professional photographers and those using 'professional' equipment:

- The Club requires that anyone wishing to take photographic or video images, at any Club 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 the Secretary's Office. This must be done before carrying out any such activity on the golf course, the practice ground or surrounding area, or in the clubhouse.
- The Club reserves the right to refuse permission to take photographic or video images if it sees fit.

8.3. Any press/official photographers attending events are required to seek permission from the club before taking photographs

8.4. If competitors or parents have any concerns they should raise them by contacting the Club Welfare Officer or the Secretary immediately The Club will notify the relevant authorities should it have any doubts as to the authenticity of any individual taking photographs.

8.5. Permission will be sought from parents, as part of the Junior Profile And Parental Consent form, 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.

- 8.6. Parents, carers and family members taking occasional informal photographs with mobile devices of their own child, ward or family member and their friends at a club event do not need to register their details with the secretary or Club Welfare Officer.

9. 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
- This policy outlines procedures that will support and underpin the use of social networking and other online services within Aldeburgh Golf Club. It is important that all members, staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of Aldeburgh Golf Club are aware of this policy.

9.1. For staff and volunteers

- Do not accept children as contacts to your personal accounts 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.

9.2. For juniors

- 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 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 (England Golf 01526 351824). 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. You can also call the NSPCC on 0808 800 5000.

9.3. 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.

9.4. Further advice for parents and carers 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 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 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.

10. Anti-Bullying

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.

10.1. The Club 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 Club 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.

10.2. 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.

10.3. 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.

10.4. Further support for parents/carers

- parents/carers to be advised on Aldeburgh Golf Club's 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.

10.5. Useful contacts

NSPCC Helpline 0808 800 5000

ChildLine 0800 1111 / www.childline.org.uk

Kidscape www.kidscape.org.uk

Anti-Bullying Alliance www.antibullyingalliance.org.uk

England Golf Lead Safeguarding Officer 01526 351824

11. Confidentiality

Personal details of all juniors will be kept on file in the office and will not be shared with a third party without parent/carer consent.

All concerns/allegations will be dealt with confidentially by the club and information regarding concerns/allegations will only be shared on a need to know basis, either internally or externally depending on their nature/seriousness.

12. Whistleblowing policy

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.

12.1. 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.

12.2. 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

12.3. 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 351824 or email safeguarding@englandgolf.org

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

12.4. 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.

Aldeburgh Golf Club 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.

12.5. 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.

13. Useful Contacts

Golf Contacts		
Name	Address	Number
Club Welfare Officer - XXXXXX	XXXXXXXXXX	Mob: Email:
England Golf Lead Safeguarding Officer	England Golf National Golf Centre The Broadway Woodhall Spa Lincolnshire LN10 6PU	01526 351824 safeguarding@englandgolf.org
Club Secretary – David Wybar	Aldeburgh Golf Club	Mob: 07971 659225 Email: David.wybar@aldeburghgolfclub.co.uk

Local Contacts		
Local Children’s Social Care (including out of office hours contact) NB. In an emergency, the Samaritans will hold the Duty Officer’s contact number	XXXXXXXXXX	OUT OF HOURS XXXXXXXXXX After 5pm or at the weekends please contact The Emergency Social Work Duty Team
Local Authority Designated Officer (LADO)	XXXX	XXXXXXXXXX
Samaritans		08457 90 90 90

Local Police child protection teams In an emergency contact 999	XXXXXXXXX	XXXXXXXXXXXXXX
NSPCC Freephone 24 hour Helpline		0808 800 5000
NSPCC Whistleblowing Helpline for Professionals		0808 028 0285

National Contacts		
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0808 800 5000 help@nspcc.org.uk
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 1111
NI Childline	74 Duke Street Londonderry	Tel: 028 90 327773
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel: 0116 234 7278 cpsu@nspcc.org.uk