

Scottish
Golf

SAFEGUARDING RESOURCE FOR CLUBS TOOLKIT

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USING THIS RESOURCE

This pack is a collection of good practice guidelines and templates that your club can use to help keep children safe and promote their wellbeing. The information within this resource is regularly reviewed and incorporates any new and updated child wellbeing and protection guidance and legislation. In this resource a child or young person is defined as someone under the age of 18.

In order to ensure your club is a safe environment for children and young people it is recommended that all sections of this pack are implemented whether using your existing policies or the templates provided.

The pack is written with Golf Clubs in mind. It provides guidance and support for staff and volunteers working with children and any member of staff or volunteer taking on the role of Safeguarding Officer (SO – formerly Child Protection Officer or CPO). It should be read in conjunction with other relevant policies and procedures.

You can use it:

- in its entirety or select only the relevant sections
- to look at what is already in place at your club – to confirm the positives and or identify any gaps
- to develop policies and procedures - templates can be used as is or changed to suit your club's needs

Throughout this guidance we will refer to volunteers/staff. By this we mean anyone involved in the delivery of junior golf for example paid or unpaid staff including volunteer coaches, parent helpers, officials etc.

Further Support

Further guidance and support is available from the Scottish Golf Safeguarding team who can be contacted at safeguarding@scottishgolf.org

If you have an immediate and serious concern about the safety of a child, contact the police and/or social work child protection team. Contact details of social work can be found on the relevant local authority website.

OUR RESPONSIBILITY

We all have a role and responsibility to promote, support and safeguard children's wellbeing in Scottish Golf. Ensuring a child's wellbeing at all times, includes celebrating when things have gone well, understanding a child's circumstances and forming positive relationships.

Golf can contribute in many different ways to a child's positive wellbeing, these include the health benefits of being active, the achievements they make in gaining new skills and their experiences of being included and respected by their peers.

To ensure we can respond to situations when a child needs help or support, we must firstly understand their rights and the meaning of wellbeing. Secondly, we must recognise a number of risks that exist for children in golf and therefore put in place a range of safeguards that minimise these risks. These are managed and promoted by people within particular roles who receive specific training for their level of responsibility. It is necessary for this understanding and the appropriate processes to be in place if ever a child's wellbeing or need for protection is identified as a concern. Scottish Golf can then respond and support any child who needs help, informing the relevant agencies and organisations.

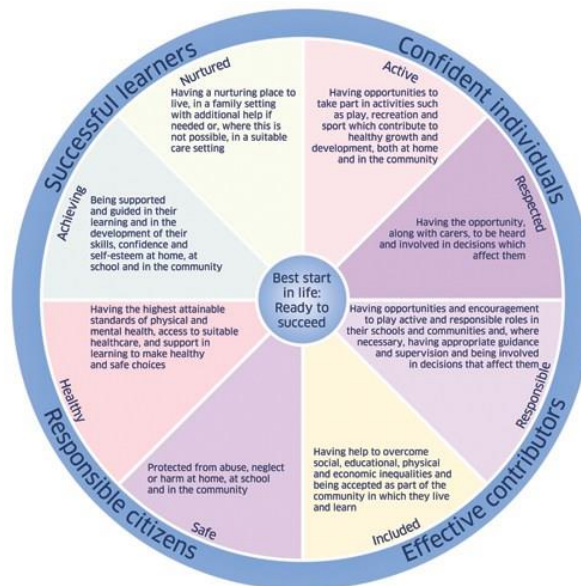
These policies, procedures and safeguards, as well as training will give us the confidence and support needed to fulfil our role and responsibility to keep children safe in golf.

Scottish Golf has worked in partnership with Children 1st to produce this resource and would like to thank them for their kind permission on the use and adaptation of their materials.



CHILDREN'S WELLBEING IN SCOTLAND

It is important to recognise what we mean by children's wellbeing. As part of Scotland's national approach to 'Getting it Right for Every Child' (GIRFEC), the wellbeing wheel below demonstrates the eight indicators that are believed to be essential for a child's overall wellbeing.



Organisations working with children must play their part in making sure they are safe, healthy, achieving, nurtured, active, respected, responsible and included, these are commonly known as the SHANARRI indicators.

It is essential that in Golf we understand these wellbeing indicators and if we are ever worried that something is impacting a child's wellbeing, we know who to share that with.

As part of the 'Children and Young People (Scotland) Act 2014', the concept of wellbeing and the GIRFEC approach is now enshrined in law.

Organisations should aim to promote these SHANARRI indicators through the following:

Safe – Ensuring all those working with children have been through the appropriate vetting process and attended relevant training so they can safeguard children from harm, neglect or abuse. See our guidelines here [\[insert policy link\]](#)

Healthy – Enabling children to experience the physical and mental benefits of being active and supporting young people to make healthy choices.

Achieving – Supporting children to develop skills, confidence and self-esteem through encouraging effort.

Nurtured – Ensuring the golfing environment is stimulating, enabling a child to develop a range of skills and realise their potential.

Active – Providing opportunities to be physically active through participating in golf.

Respected – Making sure all children are treated with respect by adults and peers regardless of what they may have done or failed to do.

Responsible – Educate children on the importance of rules, etiquette and honesty and encourage them to take an active role in making decisions.

Included – Ensure all children are included and have the opportunity to make a valuable contribution to the sport.

SECTION 1

TEMPLATE POLICIES

[CLUB NAME] SAFEGUARDING POLICY (CHILDREN)

1. Purpose

The purpose of this policy is to set forth [CLUB NAME]'s statement of policy and procedures for the safeguarding of children. The policy lays out the commitments made by [CLUB NAME], and informs staff, volunteers and associated personnel of their responsibilities in relation to safeguarding.

2. Scope

- All staff contracted by [CLUB NAME]
- Associated personnel whilst engaged with work or visits related to [CLUB NAME], including but not limited to the following: consultants, volunteers, contractors, programme visitors including journalists, PGA Pros, professional players, celebrities and politicians.
- Any person under the age of 18.

3. Policy Statement

[CLUB NAME] is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This policy outlines [CLUB NAME]'s commitment to protecting children throughout its work, through the three pillars of prevention, reporting and response.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- Child protection is everyone's responsibility.
- All children – regardless of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation – have the right to protection from all forms of harm and abuse.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents to promote the welfare, health and development of children.

[CLUB NAME] will:

- Promote the health and welfare of children by providing opportunities for them to take part in golf safely.

-
- Respect and promote the rights, wishes and feelings of children.
 - Promote and implement appropriate procedures to safeguard the wellbeing of children and protect them from abuse.
 - Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
 - Require staff, members and volunteers to adopt and abide by this Safeguarding Policy and associated procedures.
 - Respond to any allegations of misconduct or abuse of children in line with this Policy and associated procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
 - Regularly monitor and evaluate the implementation of this Policy and associated procedures

4. Prevention

[CLUB NAME] responsibilities

[CLUB NAME] will:

- Ensure all staff and volunteers have access to, are familiar with, and know their responsibilities within this policy.
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with [CLUB NAME]. This includes the way in which information about individuals in our programmes is gathered and communicated.
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff, volunteers and associated personnel.
- Ensure staff, volunteers and associated personnel receive training on safeguarding at a level commensurate with their role in the club.
- Follow up on reports of safeguarding concerns promptly and according to due process.

Staff and volunteer responsibilities

Child safeguarding

- [CLUB NAME] staff, volunteers and associated personnel must not:
 - Engage in sexual activity with anyone under the age of 18.
 - Sexually abuse or exploit children.
 - Subject a child to physical, emotional or psychological abuse, or neglect.
 - Engage in any commercially exploitative activities with children including child labour or trafficking.

Protection from sexual exploitation and abuse

[CLUB NAME] staff, volunteers and associated personnel must not:

- Exchange money, employment, goods or services, including team selection or the promise of team selection, for sexual activity.

Additionally, [CLUB NAME] staff, volunteers and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations to the designated Safeguarding Officer, or appropriate staff member or appropriate authority in their absence in urgent cases.

5. Reporting a Concern

[CLUB NAME] will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff, volunteers and the communities we work with.

[CLUB NAME] will also accept complaints from external sources such as members of the public, partners and official bodies.

How to report a safeguarding concern

Staff members or volunteers who have a complaint or concern relating to safeguarding should report it immediately to the Safeguarding Officer or line manager [as appropriate]. If the staff member or volunteer does not feel comfortable reporting to their Safeguarding Officer or line manager (e.g. if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff/committee member and Scottish Golf.

[INSERT SAFEGUARDING OFFICER CONTACT DETAILS]

6. Response

[CLUB NAME] will follow up safeguarding reports and concerns according to this policy and procedure, and legal and statutory obligations (see Responding to Concerns Procedures).

[CLUB NAME] Will notify Scottish Golf of any concern raised.

[CLUB NAME] will apply appropriate disciplinary measures to staff or volunteers found in breach of policy.

[CLUB NAME] will offer support to survivors of harm caused by staff, volunteers or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

7. Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be kept secure at all times.

GDPR and child protection

GDPR emphasises the importance of asking children for consent before sharing personal information. If a child is mature enough, they should be given the opportunity to decide whether they agree to their confidential information being shared. If a child does not have the capacity to make their own decisions, their parent or carer (unless this would put the child at risk) should be asked.

However, if you have a child protection concern, you must share information with the relevant agencies, even if you have not been given consent. GDPR does not affect this principle.

8. Review

This Policy and associated Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance from Scottish Golf on the protection of children or following any changes within [CLUB NAME].
- Following any issues or concerns raised about the protection of children within [CLUB NAME].
- In all other circumstances, at least every three years.

Club Safeguarding Officer:

Contact Number:

Date:

[CLUB NAME] ANTI-BULLYING - POLICY STATEMENT

Insert 2021 legislation info here [CLUB NAME] is fully committed to safeguarding the wellbeing of all children in its care. We understand that children's wellbeing can be seriously impacted by bullying behaviour. [CLUB NAME] therefore recognises the information provided for children by respect *me*, Scotland's Anti-Bullying Service: 'Bullying is never acceptable; it doesn't make a child better or stronger to get through it and it should never be seen as a normal part of growing up.'

Bullying is a behaviour that can make a child feel frightened, threatened, left out and hurt. Something only has to happen once to make a child feel worried or scared to go to school or other places they enjoy going'. For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

[CLUB NAME] will:

- Respect the rights of children as paramount.
- Work together to develop positive relationships amongst children and adults which are mutually respectful, responsible and trusting; and promote their emotional health and wellbeing.
- Seek to prevent, reduce and respond effectively to bullying behaviour, through the implementation of this policy and guidelines.
- Require members of staff, volunteers and members of the Council to adopt and abide by this policy.
- Train, support and supervise its members of staff, volunteers and members of the Council to adopt best practice to prevent, reduce and respond to bullying.
- Address the needs of children who are bullied as well as those who bully within a framework of respect, responsibility, resolution and support.
- Respond to any concerns raised either in the experiences of children of poor practice/misconduct or abuse caused by an adult's bullying behaviour.
- Highlight bullying based on prejudice and perceived differences, to ensure our practices are effective in dealing with these issues.
- Regularly monitor and evaluate the implementation of this policy and guidelines and include children's views in this process.

Review

This Policy and guidelines will be regularly reviewed and will include children's participation and feedback on the content and actual experience of implementation as part of the review:

- In accordance with changes in guidance on anti-bullying or following any changes within [CLUB NAME].
- Following any issue or concern raised about bullying within [CLUB NAME].
- In all other circumstances, at least every three years.

[CLUB NAME] SOCIAL MEDIA AND DIGITAL COMMUNICATION - POLICY STATEMENT

[CLUB NAME] recognises the significant benefits of setting up and utilising social networking sites as this is one of the most direct forms of communication with children. There is also recognition that this method of communication poses a number of risks as social networking sites, chat rooms and instant messaging systems are increasingly being used by online predators to “groom” children. In addition digital communication is also being used more and more by children as a means of bullying their peers.

For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy outlines [CLUB NAME] commitment to ensure all adults working with children in golf adhere to best practice guidelines.

[CLUB NAME] will:

- Advise that adults do not communicate with children on a one to one basis by text, e-mail, instant messaging or through social networking sites, group messages shall always be recommended.
- Obtain parental consent from anyone under the age of 18 when communicating via text, e-mail, instant messaging or social networking sites.
- Highlight that coaches, staff, volunteers, parents and members should always behave responsibly and respectfully when posting content online.
- Advise that adults should not add or accept children as their “friend” on social networking sites when the primary reason for the relationship is golf.
- Ensure that anyone interacting with a child on behalf of [CLUB NAME] via social networking sites does not discuss any other topic than golf.
- Remind all those who are using social networking sites that these are restricted to people aged 13 years and over.
- Ensure that both children and adults are aware of the procedures for reporting any concerns they have relating to online materials. This will involve informing the club or governing bodies Safeguarding Officer in the first instance.

Review

This policy and these procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on digital communication or following any changes within [CLUB NAME].
- Following any issue or concern raised about digital communication within [CLUB NAME].
- In all other circumstances, at least every three years.

[CLUB NAME] LONE WORKING POLICY - POLICY STATEMENT

[CLUB NAME] recognises that due to the nature of the sport there may be instances where coaches are providing one to one coaching with a child. In order to safeguard all parties [CLUB NAME] has produced a lone working policy which will guide those involved in one to one coaching.

For the purposes of this policy a child is recognised as someone under the age of 18 years.

[CLUB NAME] will:

- Ensure that all coaches understand, abide and have signed up to the code of conduct for the protection of children in sport.
- Promote the need for activity to take place in an open environment with others around and any on-course sessions in view of the clubhouse or other golfers/members.
- Involve parents and encourage them to attend wherever possible.
- Ensure that all adults behave in an appropriate manner, respecting the rights of the child and treating them with respect, dignity and fairness.
- Advise that coaching techniques are delivered by demonstration and avoid physical contact.
- Remind all those working with children alone to have a copy of the child's emergency contact number and access to a phone.
- Provide children with information on what to do and who to contact if they feel uncomfortable at any time during a one to one coaching session.
- Ensure parents are aware of all formal arrangements such as the structure, the location and the length of a one to one session and they are provided with guidance on who to speak to if they have any concerns.

Review

This policy and these procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on lone working with children or following any changes within [CLUB NAME].
- Following any issue or concern raised about lone working with children within [CLUB NAME].
- In all other circumstances, at least every three years.

REFERRALS GUIDANCE & POLICY

INTRODUCTION

The PVG Scheme requires clubs to make referrals to the Protection Unit at Disclosure Scotland in certain circumstances. If you permanently remove someone from regulated work you need to decide if the reason(s) that they were removed mean that you need to notify Disclosure Scotland about what has happened. This is called “Making a Referral” and includes circumstances where you would have removed them even if they have already left the role. Disclosure Scotland will then use this information to help them decide if someone remains suitable to continue to do regulated work (with children/adults/both) or if they should be removed from regulated work.

When should you let the Protection Unit know what’s happened?

You should only make a referral when both of the following conditions have been met:

Condition 1: A person has been permanently removed/has removed themselves from regulated work, and

Condition 2: At least one of the following grounds apply to their permanent removal:

- Caused harm
- Placed someone at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate sexual conduct
- Given inappropriate medical treatment

When both of these conditions have been met, you must let Disclosure Scotland know by making a referral within three months of the permanent removal of the individual.

The form for making a referral can be found on Disclosure Scotland’s website, along with instructions for completing the form and the Protection Unit can be contacted on 03000 2000 40 if you need any help. Alternatively, you can use the Scottish Golf template form.

Making a referral is not optional. It is a legal requirement to report circumstances where both conditions are met. This should be done WITHIN THREE MONTHS of making your decision.

How to use this policy template

The policy provided below can be used as it is by adding your club’s name at the top, identifying and inserting the job title/post of the person in your organisation who will be responsible for making referrals

(usually Safeguarding Officer) in the area marked 'Position 1' and the job title of the person who will substitute for this person in their absence (eg Club Chairperson) in the area marked 'Position 2'.

NB: Please ensure that all board members and relevant staff/volunteers have read and understood the policy and that key personnel are aware of their obligations and the procedures should a referral be required.

Alternatively, this template can be used to help you to develop your own policy and process, but you must:

- Identify the job title/post within your organisation that will be responsible for making referrals
- Ensure there is clear guidance on notifying that person when both conditions have been met for making a referral.
- Failure to make a referral where required, may result in our organisation being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify **(POSITION 1)** or **(POSITION 2)** when both conditions for making a referral have been met.

Should you require any support or guidance for developing your own policies or completing a referral form, please contact the Scottish Golf Safeguarding team at safeguarding@scottishgolf.org

[CLUB NAME] REFERRAL POLICY: MAKING REFERRALS UNDER THE PVG ACT

1. Purpose

The purpose of this policy is to set forth [CLUB NAME]'s statement of policy and procedures for handling referrals of relevant individuals to Disclosure Scotland under the Protection of Vulnerable Groups (Scotland) Act 2007. The objective of this policy is to ensure the Club's compliance with legislation to protect its integrity and reputation and to ensure the protection and safety of our Club members.

2. References

The Protection of Vulnerable Groups (Scotland) Act 2007 is in place to make sure unsuitable individuals cannot work or volunteer with children or protected adults (regulated work). The Act aims to provide a robust system by which unsuitable people are prevented from doing regulated work with children or protected adults and by which people who become unsuitable are identified.

The Protection of Vulnerable Groups Regulations list the information that you are required to provide to Disclosure Scotland when making a referral if you hold it, and it is a criminal offence knowingly to fail to supply the prescribed information.

3. Scope

This policy is relevant to the Safeguarding Officer and/or person responsible for supervising or overseeing safeguarding matters, and all those involved in making recruitment/disciplinary decisions in [CLUB NAME].
[Insert any other specific role(s) that this policy applies to]

4. Policy Statement

[CLUB NAME] takes the protection of vulnerable groups attending or using its services very seriously.

We view referrals of individuals to Disclosure Scotland as an opportunity to review and improve practice and the customer experience. The referral process provides the opportunity to establish how the circumstances were able to happen and to put safeguards in place to minimise the risk of recurrence.

Handling referrals effectively is important to our Club.

Our commitment

We will endeavour to:

- Publicise the existence of our Safeguarding policies and procedures so that people know what they are
- Make sure our staff and volunteers know what to do to comply with our policies, procedures and legal obligations
- Provide a fair and clear procedure for anyone who is the subject of a referral
- Make sure referrals are submitted in a timely manner and in any case within the legally required timeframe

5. Procedure

When a volunteer or member of staff is permanently removed from a regulated work position, there are certain circumstances where the Club/Organisation must notify the Protection Unit at Disclosure Scotland that this has happened.

Two conditions must be met before Disclosure Scotland should be notified that something has happened:

Condition 1: A person has been permanently removed/has removed themselves from regulated work, and

Condition 2: At least one of the following grounds apply to their permanent removal:

- Caused harm to a child or protected adult
- Placed a child or protected adult at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate sexual conduct involving a child or protected adult
- Given inappropriate medical treatment to a child or protected adult

When both of these conditions have been met, it is a legal requirement that the Club/Organisation must let Disclosure Scotland know by making a referral within **three months** of the permanent removal of the individual by completing the appropriate [Referral Form](#) and submitting it to [Disclosure Scotland](#).

If the individual would have been permanently removed, the actions detailed in this policy will continue to apply, even if a member of staff or volunteer leaves their regulated work position prior to any action being taken, irrespective of the reason that they leave.

Where there is an historical allegation of harm or inappropriate behaviour made in relation to someone who is no longer in regulated work at the Club/Organisation but which is believed would have led to the two conditions being met, the Club/Organisation will consider whether to make a referral, but the legal responsibility applies only to occurrences that are alleged to have taken place after 28 February 2011 when PVG was first introduced.

Where it is necessary to make a referral, this process will be carried out by [INSERT POSITION 1]. In their absence or where the referral is in relation to that person, the referral process will be carried out by [INSERT POSITION 2].

Those who are in a role that may involve carrying out disciplinary action that may result in the removal of someone from regulated work or dismissal of someone in regulated work, they must ensure that they notify [INSERT POSITION 1] or, in their absence, [INSERT POSITION 2] of the legal requirement to make a referral where the conditions above have been met.

6. Consequences

Failure to make a referral where required is a criminal offence and may result in [CLUB NAME] being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify [POSITION 1] or [POSITION 2] when both conditions for making a referral have been met.

7. Responsibilities

Copies of this policy shall be made available to relevant staff, volunteers and board members during the induction process.

Staff and volunteers are expected to take personal responsibility for observing this policy and should feel able to draw this policy to the attention of colleagues, members and visitors to [CLUB NAME].

[INSERT ROLE(S), eg the Chairperson and Club Manager(s)] have a responsibility to enforce the policy.

Overall responsibility for this policy and its implementation lies with [CLUB NAME]'s Board of Directors.

8. Questions

Questions, comments, and suggestions regarding this policy may be directed to [CLUB NAME] Secretary [or other relevant role title], [EMAIL ADDRESS].

9. Approval

[CLUB NAME] board of Directors approved this Referrals Policy on [DATE].

SECTION 2

CODES OF CONDUCT

CODES OF CONDUCT

A code of conduct for working with children is used to make clear:

- What behaviour is acceptable and unacceptable
- The standards of practise expected when working on behalf of the club
- The basis for challenging and improving practise

Everyone working with children on behalf of your club should sign up to your club's code of conduct. Members of the sports volunteers/staff must be clear about the expectations on them when involved in activities with children. Children and the parents/carers involved in activities should also be clear about what they can expect from the adults working with them. The club's code of conduct is most useful if shared publicly and widely.

The sports volunteers/staff, children and parents/carers support understand codes of conduct best when they are involved in drawing them up and have the opportunity to discuss regularly what is acceptable and unacceptable behaviour.

Concerns about breach of the code of conduct should be taken seriously and responded to in line with the complaints policy, performance management policy, disciplinary procedure and/or procedures for responding to concerns.

Code of conduct for parents/carers and children

Children and their parents/carers should also be clear about the expectations placed upon them.

It can be very beneficial to ask children as a group to discuss this in their group/team and to agree what the consequences of breaking these rules should be. This could be done at the start of a season, before a trip away from home, or as part of a welcome session at a residential camp.

CODE OF CONDUCT FOR COACHES AND VOLUNTEERS

GOOD PRACTICE

In the context of your role at [CLUB NAME], the following good practice guidelines should be followed:

- Make golf fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents, carers and carers wherever possible.
- Build balanced relationships based on mutual trust that empower and include children in the decision-making process.
- Always work in an open environment. Avoid private or unobserved situations.
- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children and avoid excessive training and competition, pushing them against their will and putting undue pressure on them.

PRACTICE TO BE AVOIDED

In the context of your role at [CLUB NAME], the following practice should be avoided:

- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, alert the occupants by knocking and announcing your intention to enter. The door should remain open, if appropriate.
- Where possible, doing things of a personal nature for children that they can do for themselves.
- Making contact or holding discussions with children via social networking sites or texting.

PRACTICE NEVER TO BE SANCTIONED

In the context of your role at [CLUB NAME], the following practices will never be sanctioned:

- Engaging in sexually provocative games, including horseplay.
- Forming intimate emotional, physical or sexual relationships with children.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.

-
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
 - Inviting or allowing children to stay with you at your home.
 - Coaches and other leaders sharing a room alone with a child for sleeping accommodation.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with [CLUB NAME] Responding to Concerns procedure.

1. I am aware that if I have seen and read the 'Respond to Concern' guidance and that if a child or parent/carer raises a concern I have a duty of care to report this to [CLUB NAME]'s Safeguarding Officer.
2. I am aware that if I have a concern or would like to talk to somebody, I can contact Scottish Golf's Safeguarding team by email safeguarding@scottishgolf.org or by telephone 07812665164
3. I have read and understood this Code of Conduct and I agree to abide by the rules and guidelines of the Club.

Name (print)

Signed

Role

Date

CODE OF CONDUCT FOR JUNIORS

[CLUB NAME] is dedicated to creating an environment that nurtures the enjoyment and enthusiasm of every member within our club. We want to empower our juniors to base their conduct on a sense of personal integrity and acceptance of rules, fairness, equality, respect for others, moral conduct and a sense of what is right.

I agree to:

- Be friendly and supportive, offer help if needed
- Practice and participate fairly and be trustworthy
- Behave with respect to others including coaches/volunteers, club staff, officials, other golfers, parents, team managers and spectators
- Respect the rules of my club and those of the facilities
- Respect the rights, dignity and worth of all participants regardless of age, disability, gender, ability, race, cultural background or religious beliefs or sexual identity
- Always strive to do my best and refrain from inappropriate conduct towards others including physical, verbal, written or emotional, in person or through use of social media
- Be a positive role model and refrain from bullying and getting involved in inappropriate peer pressure and push others into something they do not want to do
- Set a good example at all times in aspects of punctuality, language, behaviour and respect of equipment and others
- Will not smoke, consume alcohol or drugs of any kind
- Report inappropriate behaviour or risky situations to a member of staff

Our Club recognises that to create a supportive atmosphere, which allows everyone to participate/compete to the best of their abilities, it is important for juniors to know that while we have high expectations of their behaviour, they can expect the same in return from us.

You have the right to:

- Be safe and happy while participating in golf
- Be respected and treated fairly and participate on an equal basis, appropriate to your ability
- Be protected from abuse by others from within or out with the club
- Ask for help
- Be believed
- Be listened too
- Be referred to professional help if needed

Breaches of the Juniors Code of Conduct will be dealt with in accordance with the club's disciplinary procedures.

I understand that if I do not follow the Juniors Code of Conduct, any/all of the following actions may be taken:

- Be required to apologise formally
- Receive a warning; verbal or written
- Be suspended by the club
- Be required to leave the club

I am aware that the Club's Safeguarding Officer is [SO DETAILS] and I am aware that if I have a concern or would like to talk to somebody, I can contact Scottish Golf's Safeguarding team by email safeguarding@scottishgolf.org or by telephone 07812665164

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name (print) Signed

Date

Parent/Carer (required for U18s)

Name (print) Signed

Date

CODE OF CONDUCT FOR PARENTS/CARERS

As a parent/carer of a junior member you are expected to abide by the following code of conduct.

You should:

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with club staff/officials.
- Help your child to recognise good performance and effort, not just results.
- Never force your child to take part in golf.
- Set a good example by recognising fair play and applauding good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your child's involvement and help them to enjoy their golf.
- Use correct and proper language at all times.
- Never use threatening or abusive behavior towards children, officials, coaches or other parents.
- Always notify the Junior Organiser if you will not be attending or going to be late for a coaching session/competition.
- Ensure that coaches are made aware of any pre-existing medical conditions your child has.
- Ensure that all correspondence and consent forms are replied to by the due date.
- Ensure that your child is dropped off and picked up on time after each session.

I have read and understood this Code of Conduct and I agree to abide by the rules and guidelines of the Club.

The name and contact details of the Club's Safeguarding Officer is [SAFEGUARDING OFFICER'S DETAILS]. I am aware that if I have a concern or would like to speak with someone outside the Club I can contact Scottish Golf's Safeguarding Team on safeguarding@scottishgolf.org or telephone 07812665164

Name

Signature

Date

SECTION 3

RECRUITMENT, ROLES & RESPONSIBILITIES

ROLE DESCRIPTION SAFEGUARDING OFFICER

PURPOSE

To ensure club is complying with the Scottish Golf Safeguarding Policy and current legislation, and ensure that young people, coaches and volunteers are operating within a safe environment.

ROLES AND RESPONSIBILITIES OF THE SAFEGUARDING OFFICER

- Implement and promote good practice through the Club's Safeguarding Policy and Procedures
- Conduct the administrative work associated with processing information on new volunteers / staff including acting as an Authorised signatory for PVG checks from those in the club working with junior members
- Raise awareness of the Club Safeguarding Officer role to parents/carers, adults, and children involved in the club.
- Act as the main contact within the club for the protection of children
- Encourage good practice and support of procedures to protect children.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the club.
- Challenge behaviour which breaches the Code of Conduct.
- Organise/signpost appropriate training for all adults working/volunteering with children in the club.
- Where required liaise with the Scottish Golf Safeguarding Officer and/or statutory agencies and ensure they have access to all necessary information
- Report on cases, concerns and action taken to Scottish Golf's Safeguarding Officer
- Attend training on the protection of children and young people

RECOMMENDED CHARACTERISTICS OF THE SAFEGUARDING OFFICER

- Have an understanding of the issues affecting children and the sensitive way in which they must be managed.
- An interest in the well-being and safeguarding of children and child protection matters
- Be supportive of the introduction of Safeguarding Policy.
- Strong listening skills and the ability to deal with sensitive situations with integrity and confidentiality
- Be able to follow procedures and recognise when to seek advice and not rely solely on their own judgement.

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- Be willing to challenge members who do not comply with Safeguarding Policy and Procedures.
 - May currently work in a similar environment with training

SKILLS/ATTRIBUTES

- Good organisation and communication skills
- Reliable, trustworthy and a good listener
- Understanding & appreciation for the need for confidentiality
- Approachable & friendly
- Experience of working with children

REQUIREMENTS

- PVG Scheme Membership
- Attend appropriate training

TRAINING AND SUPPORT

- Child Wellbeing & Protection in Sport (CWPS) (renewable every 3 years)
- Child Wellbeing & Protection in Sport: Officer Training (CWPO) (renewable every 3 years)
- Option to meet with Scottish Golf staff member for initial training

TIME COMMITMENT

Time commitment can vary dependant on size and nature of club.

SAFE RECRUITMENT

A well-run recruitment process is part of the club's commitment to putting the protection and wellbeing of children first. Many jobs are done by volunteers who have been recruited informally. If a job involves working with children, the club has a legal and moral responsibility to ensure that the person appointed is suitable. The checklist below gives essential steps to make sure the club meets its duty.

CHECKLIST FOR APPOINTMENT	
ESSENTIAL	DESIRABLE
Role fully explained. Include a clear statement of the requirement for PVG membership for positions of regulated work. For guidance on what positions are defined as regulated work see 'PVG Explained' below.	Advertisement with a statement that PVG membership is required for positions of regulated work. Written job description provided.
PVG scheme membership application	
Informal interview & evidence of qualifications	Interview & evidence of qualifications
2 X verbal/written references (1 involving work with children)	2 X Written references (1 involving work with children)
Complete safeguarding CWPS training	
PVG membership received by Club Safeguarding Officer	
Sign up to code of conduct	Induction and trial period completed
Supervision and monitoring of performance	Performance review and on-going suitability

Your club has a legal duty, under the Protection of Vulnerable Groups (Scotland) 2007 Act, to make sure that the adults who are authorised to work or volunteer with children on behalf of the club are not on the Children's List. The Children's List is a list of individuals who have been barred from working with children by Disclosure Scotland.

The person/s in the club who are responsible for making the decisions about appointments and for managing the sports volunteers/staff should be clearly identified.

Where can I get help with the PVG scheme?

The Scottish Golf Safeguarding team can provide guidance to clubs on how to manage the PVG process, they can be contacted at safeguarding@scottishgolf.org

SECTION 4

GOOD PRACTICE GUIDELINES

GOOD PRACTICE GUIDELINES

Clubs have a *duty of care* towards all children involved in their activities. Although it is not possible to give guidance for all possible circumstances, the Good Practice Guidelines are based on best practice and cover some of the most common situations. They apply to all young people under the age of 18, but common sense should be applied when considering the circumstances of older children.

ADULT TO CHILD RATIOS

The following ratios are recommended in the National Care Standards: Early Education and Childcare up to the Age of 16 (Scottish Executive, 2005). They are a relevant minimum for daytime activities, but should be modified for overnight stays, trips away from home and to take into account other risk factors:

AGE	RATIO
3 and over	1:8
All children over 8yrs	1:10

In terms of coaching Scottish Golf recommends a ratio of 1:8

Activities should be planned to involve at least two adults, preferably one male and one female. As a general guide, the following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the activity
- The age, maturity and experience of the children
- Whether any of the group leaders or children has a disability or special requirements
- Whether any of the children have challenging behaviour
- The particular hazards associated with the activity
- The particular hazards associated with the environment
- The level of qualification and experience of the leaders
- The programme of activities
- Whether there are volunteers under the age 18

FIRST AID AND THE TREATMENT OF INJURIES

Parents/carers must complete a *Partnership with Parents/Carers Form* before their child participates in sport. This ensures that sports volunteers/staff running an event or activity are made aware of any pre-existing medical conditions, or medicines being taken by participants or existing injuries and treatment required.

- Have an accessible and well-resourced first aid kit and a working telephone at the venue.
- Where possible, access to medical advice and/or assistance should be made available.
- Only those with a current, recognised First Aid qualification should treat injuries.
- Inform parents/carers as soon as possible of any injury and action taken.
- A *Concern Recording Form* should be completed if a child sustains a significant injury and the details of any treatment given recorded. Good sense or sport specific guidance should be used to determine which injuries are significant.
- The circumstances of any accidents that occur should be recorded and reviewed to avoid it happening again.
- Where practical there should always be two adults present while First Aid given.

VOLUNTEERS AGED 17 OR UNDER

While some children under the age of 16 may be in 'regulated work' with children they should not be placed in positions of sole responsibility for other children. They should be supervised by a more senior qualified coach or volunteer who has been appropriately vetted.

Volunteers aged 17 and under should be assessed for their suitability to work with children. There is no lower age limit for PVG membership. Where the post meets the 'regulated work' criteria, membership of the PVG Scheme should be considered.

Young volunteers may come under different pressures (e.g. lack of respect from peers) and closeness in age could lead to the development of friendships or romantic/sexual relationships. Regular supervision, training and extra support is recommended. Supervision ratios should also be reassessed, as a young volunteer may not be as capable of overseeing a group of children and young people as an adult in the same position.

PHYSICAL CONTACT

Any necessary physical contact during a coaching session should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect. Children should be encouraged to speak out if they feel uncomfortable.

Demonstrating a Technique

In the first instance, techniques should be delivered by demonstration (either by the coach or a player who can display the technique safely).

If physical contact is necessary, for example to provide support, this should be clearly explained to the child in advance and he/she should be given the chance to opt out. Physical support should be provided openly and must always be proportionate to the circumstances.

Supporting Child with Personal Care

If it is necessary to help a child with personal care e.g. toileting or changing, this should be agreed in advance with the child and parents/carers and guidance taken. Volunteers/staff should work with parents/carers and children to develop practised routines for personal care, such as help with getting changed for younger children, so that parents/carers and children know what to expect.

Helpers should not take on the responsibility for tasks for which they are not appropriately trained e.g. manual assistance for a child with a physical disability.

Administering First Aid

Parents/carers must complete a *Partnership with Parents/Carers Form* to ensure that volunteers/staff are made aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required. When administering First Aid the child should be told what action is being taken and why. Only those with a current, recognised First Aid qualification should treat injuries and parents/carers should be informed as soon as possible of any injury and action taken. Treatment should be administered with two adults present in an open environment where ever appropriate, avoiding private or unobserved situations.

SEXUAL ACTIVITY & GROOMING

Within sport intimate relationships can occur. This section looks at both sexual activity among young people and that between adults and young people.

A person in a legally defined 'position of trust' who takes advantage of their position to develop an intimate relationship with a child/young person may be committing a criminal offence known as 'abuse of trust'. Sports coaching is not currently defined in law as a 'position of trust', but the principle of the law should be followed and captured in your club's policies.

The notion of 'positions of trust' applies as much to young people in leadership roles as it does to adults.

Young people

Sexual activity between children/young people at team events, in sports facilities and at social activities organised by the club should be discouraged.

Criminal sexual behaviour committed by a young person should be referred to the police or social services. This may also lead to disciplinary action in accordance with the club's disciplinary procedure.

For more information see the National Guidance on 'Under-age Sexual Activity: Meeting the Needs of Children and Young People and Identifying Child Protection Concerns':

<http://www.gov.scot/resource/doc/333495/0108880.pdf>

Adults

Sexual activity between adults and children under the age of 16 is illegal and must be reported to the police.

Sexual activity between adults and young people (aged 16+) involved in sport raise serious issues given the power imbalance in the relationship. Even if a young person is of the age of consent, the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. For example, a coach may have significant power or influence over a young person's sporting career.

Sexual activity between adults and young people (16+) involved in sport should therefore be prohibited when the adult is in a position of trust or authority (coach, trainer, official). This should be

communicated clearly to adults in such positions at the outset and clear procedures drawn up to deal with such a situation promptly, fairly and consistently.

Grooming

Most adults involved in sport with children participate with the aim of providing a fun and positive experience for the children taking part. However, some may use sport as a way of gaining access to children with the purpose of developing inappropriate intimate relationships.

People who commit sexual offences against children often first gain the trust of people around the child, such as their family and friends and those involved in sport. Those who commit offences work hard to portray themselves as caring and trustworthy and they befriend their victims to break down barriers before an offence may be committed.

This is referred to as 'grooming'. This predatory behaviour is an offence and may be prosecuted separately to direct sexual abuse. Any suspicions of grooming should be reported to police.

MANAGING CHALLENGING BEHAVIOUR

Planning

Sessions should be planned around the group and take into consideration the needs of each child. Volunteers/staff should consider previous and likely behaviour. There should be strategies to manage risks agreed in advance. This should identify the appropriate number of adults required to manage and support the session safely, including being able to respond adequately to safeguard the group.

From time to time volunteers/staff may have to deal with challenging behaviour from children.

The following principles should be applied:

- The wellbeing of all children is the paramount consideration.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff should attempt to respond to challenging behaviour by using techniques for which they have not been trained.

None of the following should be used as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Withdrawal of communication.

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- Being deprived of food, water or access to changing facilities or toilets.
 - Verbal intimidation, ridicule or humiliation.

Physical Interventions

Physical interventions should only be used as a last resort to prevent a child from injuring themselves or others or causing serious damage to property. **Only the minimum force needed to avert injury to a person or serious damage to property should be used and applied for the shortest period of time.** Physical intervention must not ever be used as a form of punishment.

TRANSPORTING CHILDREN

Clubs do not generally take responsibility for the transport of players to and from venues. If the club does expressly accept responsibility for travel arrangements, it should undertake a risk assessment including the following areas:

- All vehicles and drivers are correctly insured.
- The driver has a valid and appropriate license.
- All reasonable safety measures are available e.g. fitted, working seatbelts or booster seats.
- There is an appropriate ratio of adults per child.
- Drivers take adequate breaks and are not included in the ratio of adults to children.
- If an adult is regularly transporting children on behalf of the club this may be regulated work with children as such it should be assessed whether or not this person requires a PVG check

Volunteers/staff should be discouraged from transporting children to activities by car. However, when this situation cannot be avoided the following guidelines should be followed:

- Request parent/carer consent in advance and provide details of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.
- Where possible, have another adult accompany you on the journey.

COLLECTION BY PARENTS/CARERS

Make sure that start and finish times are clear and that the arrangements for collection are understood by all. Parents/carers who wish children to go home unaccompanied (according to their age and stage) should give consent in writing. Notify parents/carers that they should not drop children off too early and that they are expected to collect children promptly. Explain late collection procedures.

Have a late collection telephone contact and number on the *Partnership with Parents/Carers Form* and let the parent/carer know how to contact the club if they are held up.

Dealing with the situation

If parents/carers are late when picking up their child, the wellbeing of the child will take precedence, and he/she must not be left alone. The leaders and coaches have a duty of care to the children in their charge and this continues when the activity has finished. However, it is not the responsibility of staff/volunteers to transport children home. If attempts to contact an adult who is responsible for the child fail, the Safeguarding Officer and social work should be informed.

Where possible have more than one adult/leader to lock up at the end of an activity. If an adult is left in sole charge in these circumstances, they should record any actions taken and inform the Safeguarding Officer and parents/carers as soon as possible.

TRIPS AWAY FROM HOME (INVOLVING OVERNIGHT STAYS)

Designate a Safeguarding Officer for the Trip and a Home Contact person.

The Safeguarding Officer should act as the main contact for dealing with concerns about the safety and wellbeing of children whilst away from home. Children and parents or carers should be given a detailed itinerary and should be informed of the Safeguarding Officers contact details and arrangements for handling concerns.

There should be procedures in place to manage an emergency situation, this should include the appointment of a Home Contact person who would be the main point of contact for coaches and parents/carers.

Risk Assessment

Potential areas of risk should be identified at the planning stage and safeguards should be put in place to manage them. Risk assessment should be an on-going process throughout the trip.

Travel Arrangements

If the trip involves travel abroad, ensure that those in charge are aware of local emergency procedures and how to deal with concerns about the wellbeing of children. Children and adults should be informed of any local customs.

Adult to Child Ratios

Trips should be planned to involve at least two adults, (preferably one male and one female). See the guidelines on adult to child ratios to assess the numbers of adults required to supervise the group safely.

Adults responsible for managing the trip should be recruited and selected using the procedure for recruitment and selection of sports volunteers/staff in regulated work with children. All adults should sign up to the Safeguarding policy, procedures and code of conduct.

Accommodation

Find out as much as possible in advance about the venue/accommodation – wherever possible, a visit is useful.

Check the health & safety of any accommodation and the security and suitability of sleeping arrangements to allow supervision and access in case of emergency.

Sharing arrangements should be appropriate in terms of age and gender and parents/carers and children should be consulted in advance about arrangements where possible.

Exchange Visits/Hosting

Before departure, make sure there is a shared understanding of the standards expected during home stays between the club, host organisation/families, parents/carers and children themselves. Put in place arrangements for the supervision of children during the visit.

When a club is assigning a host family they should be appropriately vetted utilising the PVG Scheme or equivalent police checks and references thoroughly checked. Organisers, parents/carers and children should all be provided with a copy of emergency contact numbers.

Children should be aware of who they can talk to if problems arise during the visit. Daily contact should be made with all children by the group leader to ensure they are safe and well.

Facility checklist

Facilities should:

- Be appropriately licensed
- Have adequate and relevant insurance cover
- Have a policy on the protection of children
- Have Health and Safety policy and procedures
- Have adequate security arrangements
- Have staff that are vetted, qualified and trained

Involving Parents/Carers

A meeting with parents/carers to share information about the trip, answer questions and make joint decisions is recommended. A Code of Conduct with consequences for unacceptable behaviour should be agreed in advance.

Parents/carers must complete a partnership with parents/carers form and provide emergency contact details.

In the event of an emergency at home during the trip, parents/carers should be encouraged to make contact with the group leaders in the first instance so that arrangements can be put in to place to support the child.

Free time

Organisers must ensure that arrangements are in place for the supervision and risk assessment of activities during free time. Children must not be allowed to wander alone in unfamiliar places.

During the trip

Group leaders should have clear roles and responsibilities. They should not be over familiar with children and must remember that they are in a position of trust at all times.

The use of alcohol and/or drugs or engaging in sexual relationships (between two young people) should not be allowed, even if the local legislation relating to these behaviours is more lenient than in Scotland.

Group leaders should keep an overview of the wellbeing of all children and try to identify issues early on to resolve them quickly. Children can be encouraged to participate in this process. For example, by

taking turns to complete a daily diary as a way for them to communicate (both positive and negative) things that they want the group leaders to know.

After the Trip

It is recommended that everyone involved in the trip, including the children, takes part in a debrief to reflect on what went well, not so well and what could be done differently next time.

Please also see *Safe Sport Events, Activities and Competitions*, published by the NSPCC Child Protection in Sport Unit for further guidance: <https://thecpsu.org.uk/resource-library/2013/safe-sport-events-activities-and-competitions/>

PROCEDURE FOR THE USE OF PHOTOGRAPHS, FILM AND VIDEO

Children must be protected from those who would seek to use photos and videos to place them at risk of harm.

Written consent must be obtained from the child's parents/carers before any photography or filming takes place and agreement in place regarding the replication/sharing of any images on any publication or platform.

MANAGEMENT OF PHOTOGRAPHY

Reasonable steps must be taken to promote the safe use of photography and filming at events and activities. It is not possible to prevent individuals photographing or filming in public places, but the club does have the right to prohibit the use of photography, film or video at its own events or activities at a private venue.

Where photography or filming is permitted, (and consent has been granted from parents/carers), the following guidelines should be followed:

- Put a system in place to allow easy tracking of photographers and their equipment. For example use a badge or sticker to identify those with permission to photograph or film.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be shown in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.
- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.

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- Decisions about publishing images should reflect the best interests of the child and should consider whether they might place the child at risk. Special care must be taken in relation to vulnerable children such as those in care, fleeing domestic violence or a child with a disability.
 - All negatives, copies of videos and digital images will be stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
 - Indecent images of young people under 18 years of age are classified as child abuse imagery and must be reported immediately to the police.

MOBILE PHONE CAMERAS

A number of children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or filming should ever be permitted in such areas.

CONCERNS

Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the Club Safeguarding Officer, Scottish Golf or the police.

COMMUNICATION TECHNOLOGY & SOCIAL MEDIA

Communication technology and social media developments advance extremely quickly, meaning ways in which we communicate and receive and absorb information are changing all the time. This provides a great opportunity for clubs to promote their activities and communicate easily with members. But it can also put children and young people at considerable risk, which is why safeguards must be put in place.

Adults who seek to harm children have been known to use technology and social media to “groom” children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005. It is also widely acknowledged that children can be harmed by the behaviours and actions of their peers for example, on-line bullying and sexting.

The following guidelines should be met in order to safeguard all parties when communicating using texting/social media:

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- All communications from the club with children should be open, transparent and appropriate.
 - Messages should only be sent to communicate details of meeting points, training, match details, competition results etc. The same message should be sent to every member of the group/team.
 - It should always be clear that it is the club who is communicating information – one-to-one messaging arrangements between sports volunteers/staff should be strongly discouraged and safeguards should be in place and settings adjusted to prevent this happening.
 - Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation.
 - Written permission must be sought from parents/carers to communicate with children under 16 years via technology/social media.
 - Parents should be offered the option to be copied in to any messages their child will be sent.
 - Consent to communicate via technology/social media should be sought directly from young people aged 16 to 18. Though consent from parents/carers is not required for this age group it is recommended that parents/carers are informed of the intention to communicate with their children.
 - Children and young people should be informed about the means of communication at the club. They should also be given information on how to keep themselves safe and who to report any concerns to within the club.
 - All concerns about the inappropriate use of technology and social media will be dealt with in line with the Procedure for *Responding to Concerns about a Child*. This may include the concerns being reported to police.
 - All phone numbers/email addresses of children and young people should be recorded and kept securely in a locked cabinet or password-protected electronic file or database.
 - The number of people with access to children and young people's details should be kept to a practical minimum. A record should be kept of their numbers/addresses by the Club Safeguarding Officer.

Club Websites/Social Media Sites

Websites/Social Media sites provide an opportunity for a club to extend their community profile, advertise and communicate easily with their members. Thought should be given to consent, tone and how sites and pages will be monitored. In terms of publishing information and pictures the following good practice should be noted:

Permission

- Written parent/carer consent must be obtained for all children aged under 16 before publishing any information or pictures of a child. If the material is changed from the time of consent, the parents/carers must be informed and consent provided for the changes.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

Use of Images and Information

- Information published on the websites/social networking sites must never include personal information that could identify a child e.g. home address, email address, telephone number of a child. All contact must be directed to the club. Credit for achievements by a child should be restricted to first names e.g. Tracey was Player of the Year 2002.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.

Forums

Where a site allows for two way communication between the organisation and members close monitoring is required. From time to time forums can be used to target individuals or to engage contributors in debates that can cause upset and embarrassment to children and young people.

Coaches, members of staff or volunteers should refrain from being drawn into debates concerning selection, performance or personalities – even where the subject of discussion is anonymous.

Any offending comments should be removed by the club and appropriate procedures should be used to address poor practice or Code of Conduct breaches.

Concerns

Any concerns or enquiries should be reported to the clubs Safeguarding Officer.

For more information on the use of social media please access Safeguarding in Sports 'Social Media Guidelines for Sport Coaches, Volunteers and Athletes' at: <http://www.children1st.org.uk/what-we-do/how-we-help/safeguarding-in-sport/safeguarding-in-sport-resources/>

CLUBHOUSES AND CHANGING ROOMS

Children are particularly vulnerable in the changing area of sports facilities

Bullying can occur where children are left unsupervised in changing areas. It is recommended that particular attention is given to the supervision of children aged 10 and under in changing rooms.

Adults should avoid changing or showering at the same time as children. If limited changing facilities mean that adults and children must share, adults must take care to protect the modesty and privacy of themselves and the children. Parents/carers should be made aware if this is likely to be the case.

An adult should not be alone with a child in the changing areas. If possible more than one adult should supervise changing areas. Extra vigilance may also be required if there is public access to the venue.

If children are uncomfortable changing or showering in public, do not pressure them to do so.

If you need to use a changing room for another purpose, such as a team talk, wait until all children are fully dressed.

No photography or filming should be allowed in changing areas.

ADULTS AND CHILDREN PLAYING TOGETHER AND IN MEDALS

One of the reasons for the popularity of golf is that the game is not restricted either competitively or socially by skill, age or gender. Golf can be enjoyed and keenly contested by players from and between any number of apparently diverse groups. That this diversity, almost unique to golf, is encouraged is essential to ensure the continuity of one of the most endearing traditions of the game. Every effort must be made to promote this mix of physical and technical ability.

Responsible interaction between adults and children helps bring mutual respect and understanding. Nevertheless, when playing golf with a child, adults should always be aware the certain age-related differences do exist and should conduct themselves in a manner that recognises this.

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- Parents should be made aware of the arrangements
 - Children should be sent out in groups of three or four
 - If a match play format then consideration should be given to a chaperone/caddy accompanying the group
 - Adults and children should be reminded about codes of conduct
 - Adults and children should be reminded who to contact if they have any concerns at all during or following the game
 - Consideration should be given to any post-match drink arrangements (some clubs have restrictions on Juniors in the bar etc)
 - Adults drawn to play with a Junior do not need a PVG check for this instance, although it may be helpful to speak with the adult to highlight a few guidance points eg language, photos, special awareness and to please pass on anything following the competition if there were any concerns.

CHILDREN PLAYING ON THE COURSE WITHOUT ADULTS

Golf courses may have a number of unmanned access and egress points which limit the control of children playing alone or with another child, but this in itself should not preclude the club from attempting to minimise potential problems involving children playing together.

Golf clubs should endeavor to have procedures in place for children to register in and out when using the golf club. This is to help ensure that they are aware when children are playing or on club premises.

- If possible, it is advisable to have some method for children playing on their own or with another junior to sign in and out. If it is not practicable to hold a register then at least permission should be gained from parents for their children to be on the clubs premises by including this on a consent form.

The organisation is not responsible for providing adult supervision of children, except for formal junior golf coaching, matches or competitions.

TEMPLATE CONSENT FORM

[GOLF CLUB] values the involvement of children in our sport. We are committed to ensuring that all children have fun and stay safe whilst participating in golf.

To help us fulfil our joint responsibilities for keeping children safe the golf club has introduced Good Practice Guidelines. These Guidelines tell you what you can expect from us when your child participates in golf and details the information we need from you to help us keep your child safe.

We need you to you complete this form at the start of every season and to let us know as soon as possible if any of the information changes. All information will be treated with sensitivity, respect and will only be shared with those who need to know e.g. a team manager or first aider.

NAME OF CHILD:	
Date of Birth:	
Address:	
Telephone Number:	
PARENTS' NAMES:	
Address: (if different to above)	
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
EMERGENCY CONTACTS	
Contact 1 – Name:	
Relationship to child:	
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
Contact 2 – Name:	

Relationship to child:	
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
MEDICAL INFORMATION	
Child's Doctor's Name:	
Doctor's Surgery Address:	
Telephone Number:	
<p>Does your child have any pre-existing medical conditions that may affect the child's participation in golf: YES* <input type="checkbox"/> NO <input type="checkbox"/></p> <p>*If YES please give details, including medication, does and frequency:</p>	
<p>Does your child have any existing injuries:</p> <p style="text-align: right;">YES* <input type="checkbox"/> NO <input type="checkbox"/></p> <p>*If YES please give details, including injury sustained and treatment received):</p>	
<p>Does your child have any allergies:</p> <p style="text-align: right;">YES* <input type="checkbox"/> NO <input type="checkbox"/></p> <p>*If YES please give details:</p>	
<p>I consent to my child receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary. <i>(Please tick the box if agreed)</i> <input type="checkbox"/></p>	
<p>TRANSPORTATION OF CHILDREN</p> <p>I consent / I do not consent (delete as appropriate) to my child being transported by persons representing the golf club or one of its individual members or affiliated clubs for the purposes of taking part in golf.</p> <p>I understand the golf club will ask any person using a private vehicle to declare that they are properly licensed and insured and, in the case of a person who cannot so declare, will not permit that individual to transport children.</p>	

PHOTOGRAPHS AND PUBLICATIONS (INCLUDING WEBSITE)

Your child may be photographed or filmed when participating in golf. All reasonable steps will be taken to obtain parental consent *In the absence of any explicit objection, those responsible will act in the best interests of the child which may include assuming parental agreement for the above reasons.*

I GIVE/DO NOT GIVE (delete as appropriate) my permission for my child to be involved in photographing/filming and for information about my child to be used for the purposes stated in [GOLF CLUB]'s Good Practice Guidelines.

CONTACT

[GOLF CLUB] may contact your child from time to time via email, text or social networking site.

I consent / I do not consent (delete as appropriate) for my child to be contacted via email, text or social networking site.

I do / do not (delete as appropriate) wish to be copied in to these messages. If you do wish to be copied in to these messages please ensure your email details are in the Contact section of this form.

ADULT SUPERVISION

I acknowledge that the club is not responsible for providing adult supervision for my child except for formal junior golf coaching, matches or competition. *(Please tick the box if agreed)*

Signed (Parent/Carer): _____

Print Name: _____

Date: _____

Please complete and return to:

[NAME OF SAFEGUARDING OFFICER]

[ADDRESS]

SECTION 5

RESPONDING TO CONCERNS

RESPONDING TO CONCERNS PROCEDURE

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 [INSERT CLUB SAFEGUARDING 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 Safeguarding Officer. Please refer to the flowchart below.

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.

Concerns must be recorded and sent to the Scottish Golf Lead Safeguarding Officer and retained confidentially within the club. *The Scottish Golf Lead Safeguarding Officer will assist with the process and notification of external agencies if appropriate, e-mail: safeguarding@scottishgolf.org*

The [CLUB NAME] will work with Scottish Golf and other external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice. The [CLUB NAME] disciplinary procedures will be applied and followed where possible.

In the event of a child making a disclosure of any type of abuse, the following guidance is given:

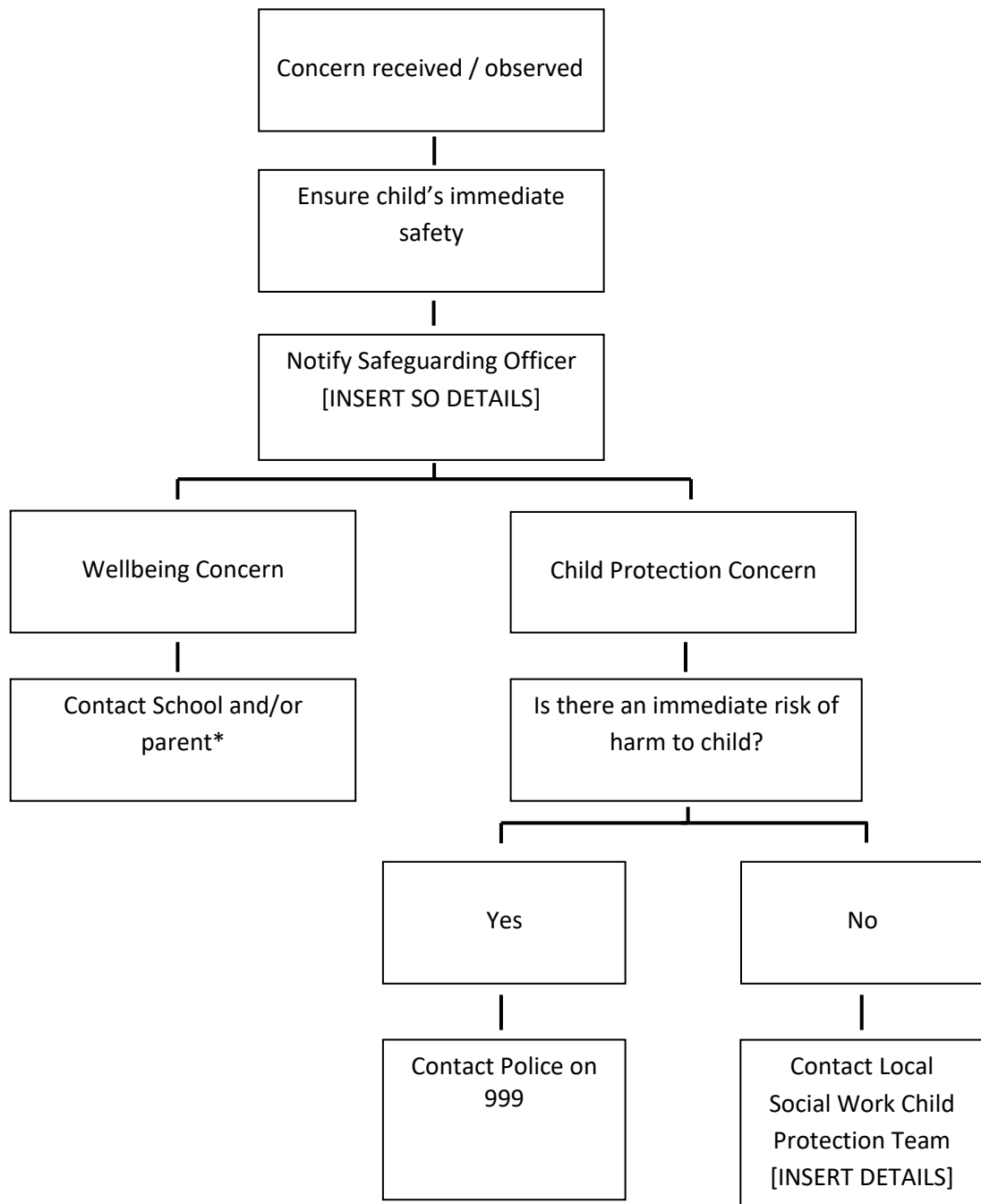
- Reassure them that they have done the right thing to share the information
- Listen carefully
- Do not make promises that cannot be kept, such as promising not to tell anyone else
- Do not seek to actively question the child or lead them in any way to disclose more information than they are comfortably 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 word xxxxx?
- Record what the child has said as soon as possible on a concern recording form.

Do not notify the parents or carers unless you have first sought advice from that statutory authorities or the Scottish Golf Lead Safeguarding Officer.

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.

Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. The [CLUB NAME] 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.

RESPONDING TO CONCERNS FLOWCHART



Informing Scottish Golf:

All concerns must be shared with the Scottish Golf Safeguarding Team by contacting safeguarding@scottishgolf.org

***Informing Parents:**

Where you have reason to believe that a parent/carer/family member may be responsible for abuse you should always seek advice from police or social work FIRST and follow their advice as to who informs parents. For all other concerns, parents/ carers should be notified that a referral has been made at the earliest opportunity.

TEMPLATE CONCERN RECORDING FORM

- Complete Part A of this form if the concerns relate to the general wellbeing of a child.
- Complete Parts A and B if the concerns relate to possible child abuse.

PART A WHERE THERE ARE CONCERNS ABOUT GENERAL WELLBEING OF A CHILD

Where the concern does not involve the possibility of abuse, worries may be discussed with parents/carers.

Any significant incidents that cause concern about the wellbeing of a child should be recorded and reported to the Club Safeguarding Officer and parents/carers as soon as possible. Seek advice from the Scottish Golf Lead Safeguarding Officer or the Safeguarding in Sport service if you are not sure what to do if there are concerns about the general wellbeing of a child.

1. Child's Details

Name:	Date of Birth:
Address:	School:
Postcode:	
Tel No:	
Preferred Language:	Is an interpreter required? YES / NO
Any Additional Needs?	

2. Details of situation giving rise to concerns (including date, time, location, nature of concern, who, what, where, when, why)

--

3. Details of any witnesses/other people involved (including names, addresses and telephone contacts)

--

4. Details of any injuries (including all injuries sustained, location of injury and action taken.

--

5. Child's views on situation (if expressed). Where possible, please use the child's own words.

--

PART B WHERE THERE ARE CONCERNS ABOUT THE CONDUCT OF AN ADULT

1. Details of person about whom there is a concern

Name:	Relationship to Child:
Address:	Tel No:
Postcode:	

2. Details of concerns: (date, time, location, nature of concern, who, what, where, when, why, continue on a separate sheet if necessary)

--

3. Details of any action taken

--

4. **Details of other persons/agencies contacted: (including date, time, name of person contacted and advice received)**

--

10. **Have the child's parents/carers informed? YES/NO If yes, record details / If no please state why not:**

--

Part C – YOUR CONTACT INFORMATION

11. **Details of Person Recording Concerns**

Name:	Position/Role:
Address:	Tel No:
Postcode:	

DISCIPLINARY PROCEDURES

Any serious breach of the code of conduct should be dealt with under the club's disciplinary procedure. Where child abuse is alleged or suspected the matter must be referred to Scottish Golf Lead Safeguarder and will be handed over to the police for investigation.

Special considerations – the involvement of children in disciplinary procedures

In establishing the facts of any concern or complaint, it may be necessary to speak to a child who was involved in the alleged incident. Consideration should be given to the following:

- Age, gender and background of the child
- Support required from a relative or other responsible adult (not involved in the case)
- Any assistance needed to communicate
- Consent from the parents/ carer
- Emotional state
- Timing and location to accommodate the child's daily routines
- What will happen if the child becomes upset
- Other information that may be relevant
- Creating a setting that is not intimidating
- Only those who need to be there should be present whilst speaking to the child
- Questions should be clear and non-threatening

If the nature of the concerns suggests a criminal offence has occurred or that a child may have been abused, then it is the job of specially trained and competent police officers and social workers to interview the child.

Making a referral to the children's list (See Referrals Guidance & Policy for further details)

When disciplinary action is taken against someone in regulated work as a result of harmful behaviour towards a child, the club has a legal duty to refer the member of staff/volunteer to Disclosure Scotland so that consideration can be given to whether that individual should be barred from any kind of regulated work with children.

A referral must be made if the member of staff/volunteer:

-
- Has been dismissed.
 - Would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
 - Has been transferred to a position that is not regulated work with children.
 - Would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or,
 - Would have been dismissed or considered for dismissal had the contract not expired.

It is an offence NOT to refer an individual when the criteria have been met. For detailed guidance on this see <https://www.disclosurescotland.co.uk/protectionservices/referralprocess.htm>

CASE REVIEWS

Reviewing how child wellbeing and protection concerns have been managed is an important part of good practice and risk management. It provides an opportunity to identify specific areas of risk, trends or patterns and to:

- Explore if policies and procedures were followed and were effective
- Establish whether appropriate action was taken
- Examine the role of individuals involved in responding to and managing the case to establish whether further support or training is required
- Review how well the club worked with other organisations involved in the case
- Identify if any changes are required or recommendations for the future
- Identify specific areas of risk, trends or patterns
- Increase the confidence of those involved in the club by demonstrating an open and transparent approach

Clubs should conduct a review

- At the conclusion of any case dealt with through the procedures for responding to concerns
- At the conclusion of legal proceedings where the club has been involved in the investigation
- At the conclusion of disciplinary proceedings, including an appeal
- As part of the regular review of all child wellbeing and protection cases

The Case Review Matrix and Review Planning Template can be used to assist in the case review process.

<p>PROCEDURES</p> <ul style="list-style-type: none"> ◆ Were the relevant procedures followed? ◆ If not, is there a reasonable explanation for this? ◆ Were the timescales appropriate? ◆ Do the procedures give adequate information about what to do? ◆ If appropriate, was a referral made to Disclosure Scotland as required in law? 	<p>PEOPLE</p> <ul style="list-style-type: none"> ◆ Were the right people involved? ◆ Were the views of the child/family obtained? ◆ Were those involved aware of the procedures? ◆ Had the people involved been trained? ◆ Where appropriate, were external organisations involved; for example, the police or governing body of sport?
<p>OUTCOMES</p> <ul style="list-style-type: none"> ◆ Was the outcome appropriate in the case? ◆ If not, why not? ◆ Is there a need to take further action in this case? 	<p>RECORDING</p> <ul style="list-style-type: none"> ◆ Were records kept? ◆ Is the quality of the information recorded satisfactory? ◆ Can the forms be improved?

CASE REVIEW TEMPLATE

Name of reviewer:	
Case reference:	If this record is going to be shared with others, the case should be anonymous - use a unique reference number or identifier.
Outstanding investigations and proceedings:	<p><i>If relevant to this case, have the following been concluded:</i></p> <ol style="list-style-type: none"> 1. Police and social work child protection investigation? Y/N 2. A criminal investigation by the police? Y/N 3. Any related legal proceedings? Y/N <p>If the answer to any of these questions is no, the review cannot proceed.</p>
Remit of review:	<p>List here in bullet point form the reasons for the review</p> <ul style="list-style-type: none"> • • •
Timescales for completion:	This should be the dates when the review will begin and end with the reported findings.
How will the review be conducted?	<p>List here the methods to be used to conduct the review; for example:</p> <ul style="list-style-type: none"> • a review of all paper records • telephone/face to face interviews with relevant individuals • contact with other organisations involved as necessary.
Are there any special considerations or features in this case?	For example, the child involved has a learning disability.
How will the findings and recommendations be reported?	
Who will the outcomes of the review be shared with?	List internal and external parties with whom information will be shared.
Is a media strategy required?	

SECTION 8

USEFUL CONTACTS AND WEBSITES

Scottish Golf Lead Safeguarding Officer

Mary Walls t: 07812 665 164 e: m.walls@scottishgolf.org	Generic e-mail: safeguarding@scottishgolf.org
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Children 1st Child Wellbeing and Protection in Sport

t: 0141 419 1150

www.children1st.org.uk/childwellbeingandprotectioninsport**Childline Scotland**

t: 0800 1111

www.childline.org.uk**ParentLine Scotland**

t: 0808 800 2222

NSPCC Child Protection Helpline

t: 0808 800 5000

Internet Safety:www.thinkuknow.co.uk**UK Safer Internet:**www.saferinternet.org.uk**The Child Exploitation and Online Protection Centre (CEOP)**www.ceop.gov.uk**respectme**

Scotland's Anti-Bullying Service

e: enquire@respectme.org.uk**LGBT YOUTH SCOTLAND**e: info@lgbtyouth.org.uk**(Your) Local Social Work Department (including out of hours contact telephone number)****(Your) Local Police Family & Child Protection Unit Contact telephone number (in an emergency dial 999)****Disclosure Scotland**www.disclosurescotland.co.uk

t: 03000 2000 40