



**SCOTTISH
GOLF™**

SAFEGUARDING RESOURCE FOR CLUBS

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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.

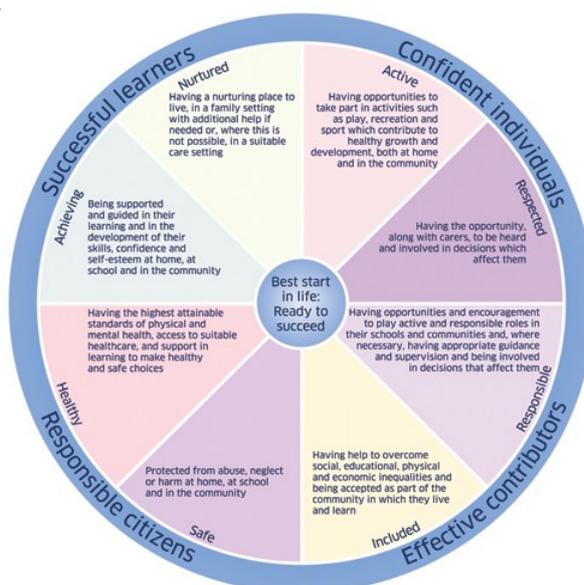
These policies, procedures and safeguards, as well as training will give us the confidence and support needed to fulfil our role and responsibility to keep children safe in golf.

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.

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 POLICY STATEMENTS





BRAEHEAD GOLF CLUB CHILDREN'S RIGHTS - POLICY STATEMENT

Braehead Golf Club is fully committed to embedding a rights-based approach throughout the sport. We recognise and work within the general principles of the United Nations Convention on the Rights of the Child (UNCRC) for the best interests of the child, non-discrimination, participation as well as survival and development.

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.

Braehead Golf Club will:

- Respect the rights of children as paramount.
- Provide opportunities for every child interested in playing golf to gain a positive experience.
- Include and involve children in decision making, providing opportunities for children to be heard.
- Promote and implement policies and procedures to safeguard the wellbeing of children and protect them from abuse, ensuring they know what to do and who they can speak to if they need help.
- Promote and implement policies and guidelines to prevent and respond to bullying, ensuring they know what to do and who they can speak to if they need help.
- Require members of staff and volunteers to adopt and abide by this policy.
- Train, support and supervise its members of staff and volunteers to adopt best practice in embedding children's rights and promoting, protecting and respecting these rights to children.
- Respond to any concerns raised where a child's rights are being denied.
- Regularly monitor and evaluate the implementation of this policy, these procedures and associated safeguards in developing our child-rights based approach and include children's views in this process.

Review

This policy and these procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on children's rights or following any changes within **Braehead Golf Club**.



- Following any issue or concern raised about children's rights being denied within **Braehead Golf Club**.
- In all other circumstances, at least every three years.



BRAEHEAD GOLF CLUB SAFEGUARDING - POLICY STATEMENT

Braehead Golf Club is fully committed to promoting, supporting and safeguarding the welfare of all children in its care. Child protection and safeguarding means protecting a child from child abuse or neglect, as stated within the National Guidance for Child Protection in Scotland 2014. We recognise 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 document outlines **Braehead Golf Club** commitment to protecting children.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Safeguarding is everyone's responsibility.
- 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.

Braehead Golf Club 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 these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Safeguarding Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.



Review

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within **Braehead Golf Club**.
- Following any issues or concerns raised about the protection of children within **Braehead Golf Club**.
- In all other circumstances, at least every three years.



BRAEHEAD GOLF CLUB ANTI-BULLYING - POLICY STATEMENT

Braehead Golf Club 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. **Braehead Golf Club** 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.

Braehead Golf Club 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 **Braehead Golf Club**.



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- Following any issue or concern raised about bullying within **Braehead Golf Club**.
 - In all other circumstances, at least every three years.

BRAEHEAD GOLF CLUB - SOCIAL MEDIA AND DIGITAL COMMUNICATION - POLICY STATEMENT

Braehead Golf Club 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 **Braehead Golf Club** commitment to ensure all adults working with children in golf adhere to best practice guidelines.

Braehead Golf Club 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 (*See partnership with parents/carers form*)
- 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 **Braehead Golf Club** 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 **Braehead Golf Club**.
- Following any issue or concern raised about digital communication within Braehead Golf Club.
- In all other circumstances, at least every three years.



BRAEHEAD GOLF CLUB - LONE WORKING POLICY - POLICY STATEMENT

Braehead Golf Club 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 **Braehead Golf Club** 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.

Braehead Golf Club 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 **Braehead Golf Club**.
- Following any issue or concern raised about lone working with children within **Braehead Golf Club**.
- 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.

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.

Should you require any support or guidance for developing your own policies or completing a referral form, please contact the Scottish Golf Safeguarding team on 01334 466477 (option 3).



BRAEHEAD GOLF CLUB - REFERRAL POLICY: MAKING REFERRALS UNDER THE PVG ACT

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1. Purpose

The purpose of this policy is to set forth **Braehead Golf Club'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 (Scotland) Act 2007 (Referrals by Organisations and Other Bodies) (Prescribed Information) Regulations 2010 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 **Braehead Golf Club**.

4. Policy Statement

Braehead Golf Club 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:



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- 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 the **Safeguarding Officer**. In their absence or where the referral is in relation to that person, the referral process will be carried out by the **Junior Convenor**.

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 the **Safeguarding Officer** or, in their absence, the **Junior Convenor** 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 **Braehead Golf Club** being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify the **Safeguarding Officer** or **Junior Convenor** 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 **Braehead Golf Club**.

The Club Committee have a responsibility to enforce the policy.

Overall responsibility for this policy and its implementation lies with Braehead Golf Club's Committee.

8. Questions

Questions, comments, and suggestions regarding this policy may be directed to Braehead Golf Club Secretary at: enquiries@braeheadgolfclub.co.uk

9. Approval

Braehead Golf Clubs committee approved this Referrals Policy on 03/02/2020.



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.



TEMPLATE CODE OF CONDUCT FOR COACHES

Good Practice

- Remember you are a role model – be welcoming, positive, encouraging and respectful
- Make golf fun, enjoyable and promote fair play
- Implement **Braehead Golf Club** Good Practice Guidelines
- Treat all children equally, with respect, dignity and fairness
- Involve parents/carers wherever possible
- Build balanced relationships based on mutual trust
- Include children in the decision-making process whenever possible
- Work with children in a public place, wherever possible
- Put the wellbeing of each child first before winning or achieving performance goals
- Give enthusiastic and constructive feedback
- Recognise the developmental needs and capacity of children
- Challenge instances of poor practise, abuse or bullying

Unacceptable Practice

- Putting excessive pressure on children, pushing children against their will
- Giving only negative feedback
- Unequal treatment that could lead to resentment, jealousy or misinterpretation
- Spending a lot of time alone with children away from others
- Assisting with bathing or dressing tasks that children can do for themselves
- Smoking, drinking alcohol, misuse of illegal substances or the use of foul or offensive language
- Taking photographs without the appropriate consent
- Unofficial communication with a child through telephone or social media
- Allowing allegations or observations of bullying or abuse to go unchallenged, unrecorded or not acted on



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- Failing to pass on a disclosure from a child about potential abuse
 - Rough physical contact or games between adults and children
 - Forming intimate emotional, physical or sexual relationships with children
 - Touching a child in a sexually suggestive way, playing sexually provocative games or making sexually suggestive comments to a child, even in fun
 - Allowing the use of swearing, sexualised, racist or homophobic language by staff/volunteers or children
 - Threatening, coercing or bullying a child or deliberately reducing a child to tears as a form of control
 - Inviting or allowing children to stay with you at your home or sharing a bedroom alone with a child

I have read and agree to abide by this Code of Conduct.

Name of staff member/volunteers: _____

Date signed: _____

Witnessed by: _____

(Club Child Wellbeing and Protection Officer/delegated staff member)

Date signed: _____



TEMPLATE CODE OF CONDUCT FOR YOUNG PEOPLE

As a junior member you are expected to abide by the following code of conduct:

- Participate within the rules and respect the coaches and their decisions.
- Treat others as you would wish to be treated yourself and respect your opponents.
- Keep to the agreed times for coaching sessions and competitions and inform coaches when you are going to be late.
- Demonstrate fair play and apply golf's standards both on and off the course.
- Respect physical, cultural and racial differences.
- Tell someone in authority if you are leaving a venue or competition.
- Treat organisers, coaches, staff and peers with respect.
- Have a positive commitment to coaching and attend as many sessions as possible to maintain a high standard.

You should not take part in any irresponsible, abusive, inappropriate or illegal behaviour which includes:

- Consuming alcohol or illegal or performance-enhancing drugs or stimulants.
- Smoking.
- Using foul language.
- Publicly using critical or disrespectful descriptions of others (including social media).
- Actions which may endanger the Health and Safety of another member or guest / child of the club.
- Improper Conduct including fighting, victimisation and harassment
- Deliberate damage to club or members property.

Player to Sign (and keep)

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

(Keep this for your records).

Name **Signature** **Date**

Signature of Parent/Carer.....



TEMPLATE 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.

Name

Signature

Date



SECTION 3

RECRUITMENT, ROLES & RESPONSIBILITIES



TEMPLATE 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 organisations 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 organisation 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 organisation 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.
- 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
- Complete a self-declaration
- Attend appropriate training

TRAINING AND SUPPORT

- Safeguarding & Protecting Children Workshop (renewable every 3 years)
- In Safe Hands Workshops (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 explained and signpost to Disclosure Scotland website.	Written PVG scheme information provided
Self-declaration form completed and returned	Application form completed and returned
Informal interview & evidence of qualifications	Interview & evidence of qualifications
2 X verbal references (1 involving work with children)	2 X Written references (1 involving work with children)
PVG scheme membership application	
PVG membership received by Club Safeguarding Officer	PVG membership received by Club Safeguarding Officer
Sign up to code of conduct & Fair Processing Notice	Induction and trial period completed
Supervision and monitoring of performance	Performance review and on-going suitability

PVG Explained

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. The Club Protection Officer will play an important advisory role in relation to appointments to work with children, but will not usually be responsible for the final decision about appointments.



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 Scheme, they can be contacted on safeguarding@scottishgolf.org or 0131 339 3987. Support can also be provided by Volunteer Scotland Disclosure Services (VSDS) <http://www.volunteerscotland.net/disclosure-services/> who administers the PVG application processes for volunteers.

Who needs to join the PVG Scheme?

A role that needs the post holder to be vetted is known as ‘regulated work’ and it is defined in law. You must make sure that people who are doing ‘regulated work’ at your club have not been barred from doing this type of work with children. This is done using the PVG scheme.

Only people who do regulated work can be asked to join the PVG scheme. This includes those who have a DBS check from England, or non-Scottish equivalent. It is not legal to ask people in non-regulated positions to join the PVG scheme.

What is regulated work?

Contact VSDS <http://www.volunteerscotland.net/disclosure-services/> for guidance on whether a specific position at the club is ‘regulated work’. See also: Disclosure Scotland’s regulated work assessment tool at <http://www.disclosurescotland.co.uk/disclosureinformation/training.htm>.

The questions below give a general guide only – please access the above links for full information

1. Is it work?

It has to be either paid or unpaid work- not simply an arrangement between friends/family.

2. Who are they working with?

It has to be with children under the age of 18 years.

3. What do they do?

The work has to include:

- caring for children
- teaching, instructing, training or supervising children
- being in sole charge of children
- having unsupervised access to children
- being a host parent
- directly managing or supervising someone doing regulated work with children

4. Is it their normal duties?

It has to be part of normal duties i.e. the activity is reasonably anticipated and could appear in the job description.



5. Are there any exceptions?

There are some exceptions, such as where the presence of children in the activity is 'incidental' (e.g. the activity is for adults, and is advertised as an adult club/activity, but has some U18s attending).

What does the PVG Scheme do?

When someone applies to join the PVG scheme, Disclosure Scotland carry out a criminal record check to confirm that they are not on the list of people who have been barred from this type of work. It provides the club with information to inform a decision on their suitability for the post.

All PVG scheme members are subject to ongoing monitoring by Disclosure Scotland. The PVG scheme application registers the interest of your club in the person who will be doing regulated work on behalf of the club. The club will then be informed directly by Disclosure Scotland if that person comes under consideration for listing.

Overseas Applicants

Applicants from overseas being appointed to regulated work with children are required to join the PVG Scheme.

Applicants from overseas must prove their 'right to work' in the UK. You can then request a police check from the relevant country. For more information on how to go about this see the Centre for the Protection of National Infrastructure (www.cpni.gov.uk) and search for 'overseas criminal record checks'.

You may also request references from either:

- the sport governing body in the country where they previously worked/volunteered
- the international federation of the sport

Consideration for Children's List or Barred Individuals

If Disclosure Scotland informs the club that an individual is barred, that member of the sports volunteers/staff must be removed from regulated work with children immediately.

If Disclosure Scotland informs the club that a member is considered for listing, that person should be suspended as a precaution until the outcome of the case is determined. Suspension is not a form of disciplinary action and does not involve pre-judgment.

New vetting information on PVG Scheme Records

It is a common misunderstanding that a club will be contacted by Disclosure Scotland in the event of any new information becoming available about a PVG Scheme Member. This is not the case. A club



will only be informed by Disclosure Scotland if any relevant new information becomes available about a member of the sports volunteers/staff. For example a club will be contacted if the individual is being considered for listing because they have received a conviction for harming a child, but they will not be contacted if the PVG Scheme Member receives a dangerous driving conviction.

When a PVG Scheme Member leaves

If a PVG Scheme member is no longer in regulated work with children on behalf of the club, Disclosure Scotland should be notified. Should a member of the sports volunteers/staff not be in contact for three months or more, inform Disclosure Scotland that the individual is no longer in regulated work with children.

Existing PVG Scheme Members

If the person you want to appoint to a position of regulated work is already a PVG scheme member, you should request a 'Scheme Record Update' from Disclosure Scotland. This will register the club's connection to and interest in this person and provide you with any relevant updated information since the application was made.

Self-declaration

This informs the club of previous convictions or investigations that might be relevant when taking an employment decision. Self-declaration forms should be completed anytime an individual applies for a PVG membership or Scheme Record Update. This step in the recruitment process has important legal implications. For more information please review the Safeguarding in Sport Self Declaration

Briefing Paper: http://www.children1st.org.uk/media/4265/sgb_self_dec_briefing_paper_jan_2016.pdf

References

Always request and check 2 references. At least one reference should be from a role that involved working with children. References from relatives are not acceptable. These can be verbal or written. Record verbal references - who the reference was from and what was said.

Induction & Training

When a new post holder starts at the club the Child Wellbeing and Protection Officer should:

- agree what training they need (e.g. safeguarding and protecting children) and when it should be done by
- explain the Safeguarding policy and procedures, including the code of conduct
- get written agreement to abide by Safeguarding and Wellbeing policies and the Code of Conduct for working with children



Trial period

It is recommended that the club and any new members of the sports volunteers/staff agree a trial period to make sure that the role is a good fit for both.

Monitoring and Performance review

The club should monitor the performance of the individual doing regulated work. This gives an opportunity to check on progress and address any problems or concerns.

Below is some information on PVG which may be useful to share with people who you are considering to do regulated work with children at your club.



TEMPLATE PVG FREQUENTLY ASKED QUESTIONS FOR SPORTS VOLUNTEERS/ STAFF

The role of [INSERT ROLE TITLE HERE] at the club is 'regulated work' with children. Before the club can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member and to make a self-declaration of any relevant convictions or investigations.

1. Does the legislation say that I need to be a PVG Scheme member to work with children?

No. It is not a legal requirement for you to be a PVG Scheme Member to work with children. However, it is an offence for a club to recruit someone into 'regulated' work with children if they are barred from working with children. In order to establish this, the club will ask you to become a PVG Scheme Member. If you are already a PVG Scheme Member they will ask you to complete a PVG Scheme Update.

2. How do I become a PVG Scheme member?

1. Complete a form applying for a Scheme Record.
2. Have your identification verified by showing the Club Child Wellbeing and Protection Officer your passport or driving license and 2 recent official letters to your home address. For example: a bank statement or utility bill.

A copy of your Scheme Record is then issued to you, with your own unique identification number. The club will also receive a copy. You will then remain a PVG scheme member for life or until you are no longer involved in regulated work with children.

3. What if I have previous convictions/non-conviction information?

A criminal record will not necessarily prevent you from working or volunteering in the club.

Please give details of any relevant information in the self-declaration form. We may invite you to discuss this further to make sure we have as much of an understanding as possible about your situation. Vetting information on your PVG Scheme Record will also be considered in relation to the position you are being considered for.

4. What if I am already a PVG scheme member?

If you are already a PVG scheme member, you will be asked to complete a new self-declaration form as well as a Scheme Record Update before taking a role. The Scheme Record Update provides any new information on your Scheme Record since it was issued. The club may also request further scheme record updates as part of the process of continuous risk assessment of the sports volunteers/staff.

5. What is a self-declaration?



This is your opportunity to provide information and comment on your own record of convictions and/or investigations. It will be considered alongside your PVG Scheme Record and references when the decision about appointments is made.

For more information and details on the PVG Scheme, visit www.disclosurescotland.org.uk



TEMPLATE SELF-DECLARATION FORM FOR REGULATED WORK WITH CHILDREN

ORGANISATION NAME: _____

SELF-DECLARATION FORM FOR REGULATED WORK WITH CHILDREN

The role of [] at the club is 'regulated work' with children. Before the club can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member and to make a self-declaration of any relevant convictions or investigations.

Under the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 applicants are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 '*Offences which must always be disclosed*'. Applicants are not required to disclose spent convictions for offences included in schedule B1 '*Offences which are to be disclosed subject to rules*' until such time as they are included in a higher-level disclosure issued by Disclosure Scotland.

Details of Schedule A1 Offences can be found at:

<http://www.disclosurescotland.co.uk/news/documents/UKSCOffencesthatwillalwaysbedisclosedv1website10September2015.pdf>

Details of Schedule B1 Offences can be found at:

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjecttorulesv1website10September2015.pdf>

Information given is confidential. It will be managed according to our data protection policy and will not be shared outside of the club officials responsible for making safe appointment decisions.

PERSONAL DETAILS

Title:		Tel No:	
Full Name:		E-mail:	
Address:			
Post Code:			

DETAILS OF ROLE WITHIN THE ORGANISATION e.g. Junior Coach

Section 1 – Unspent Convictions and Cautions (must be disclosed)

a)	Please give the date and details of all the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard.
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b) Please outline the circumstances that led to your offence(s).

c) Please give details of the sentence imposed and how it was completed (for example paid fine as required) Include information on conditions attached to your probation/community service/supervised attendance order.

Section 2 – Details of any disciplinary action in relation to children

Have you been disciplined because of inappropriate behaviour towards a child, which may have harmed them or put them at risk of harm? YES/NO

If YES, please give details.

Section 3 – Relevant non-conviction information (including any police information)

a) Please give details of any investigations and outline the reasons and circumstances and disposal if known.

b) Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children? YES/NO

If yes, please provide details

Section 4 – Other relevant information

Please give details of any other relevant information which you think we should be aware of when considering your application:



Section 5 – Protection of Vulnerable Groups (Scotland) Act 2007

Before signing the declaration below, please read the following notes on the *Protection of Vulnerable Groups (Scotland) Act 2007* (PVG Act):

1. It is an offence to do, or to seek or agree to do any regulated work (paid or unpaid) from which you are barred.
2. *Section 35* of the same act makes it an offence for the club to offer regulated work (paid or unpaid) to someone who is barred from that work.
3. A person is barred from regulated work with children if they are:
 - The subject of an automatic listing (under *section 14* of the PVG Act).
 - Included on the PVG Children’s List and/or the Disclosure and Barring Service Children’s List which covers the rest of the UK.
 - ‘considered for listing’ while information on their suitability is assessed.

Please delete the following statements as appropriate:

*I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under ‘consideration for listing’ as set out in section 12 of the same Act.

OR

*I am under ‘consideration for listing’

Section 5 – Declaration

1. I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.
2. I will assist _____ **[Organisation Name]** to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.
3. I agree to inform _____ **[Organisation Name]** if I am convicted of an offence while a member of staff/volunteer. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the club and/or the termination of my services.
4. If I become ‘considered for listing’, I understand this will result in precautionary suspension.

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal. I understand that deliberately giving false information can result in prosecution.

Signed: _____ **Date:** _____

Along with your PVG application please complete and return to Scottish Golf for the attention of Andrew Travers in a sealed envelope marked, ‘**Private and Confidential – Self Declaration**’.



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 1:6

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.

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 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.
- 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.
- 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 CPO 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 CPO and parents/carers as soon as possible.

TRIPS AWAY FROM HOME (INVOLVING OVERNIGHT STAYS)

Designate a CWPO for the Trip and a Home Contact person.

The CPO 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 CPO 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 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.

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.
- 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, 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:

- 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

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.

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 PARTNERSHIP WITH PARENTS/CARERS FORM

Braehead Golf Club values the involvement of children and 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 **Braehead Golf Club** has a code of conduct and follows Good practice Guidelines. These 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 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:

Child's Name:	Date of Birth:
Address:	Tel No:
Postcode:	
Emergency Contact Name 1:	Contact Tel No:
Relationship to Child:	Email:
Emergency Contact Name 2:	Contact Tel No:
Relationship to Child:	Email:
Name of School:	Tel No of School:
Name of GP:	Tel No of GP:
Address of GP:	
Postcode:	

A. GENERAL & MEDICAL INFORMATION

Please complete the following details. If none, please state "none".

1. Does your child have a disability/medical condition that will affect their ability to take part in golf? If yes, please give details:
2. Does your child take any medication? If yes, please give details:
3. Does your child have any existing injuries (include when injury sustained and treatment received)? If yes, please give details:
4. Does your child have any allergies, including allergies to medication? If yes, please give details:



-
5. Is there any other relevant information which you would like us to know about your child? (e.g. access rights, disabilities, etc)

B. CONSENT – MEDICAL TREATMENT

I consent / I do not consent (delete as appropriate) to my child receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary.

C. CONSENT – TRANSPORTATION OF CHILDREN

I consent / I do not consent (delete as appropriate) to my child being transported by persons representing **Braehead Golf Club** for the purposes of taking part in golf.

I understand **Braehead 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.

D. CONSENT - PHOTOGRAPHS AND PUBLICATIONS (INCLUDING WEBSITE)

Your child may be photographed or filmed when participating in golf.

I consent / I do not consent (delete as appropriate) for my child to be involved in photographing/ filming and for information about my child to be used in accordance with the Safe in Sport – Good Practice Guidelines.

E. CONSENT – CONTACT INFORMATION

Braehead 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 in accordance with the purposes stated in Safe in Sport – Good Practice Guidelines.

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.

F. CONSENT – SIGNATURE

1. I am aware of the Safe in Sport – Good Practice Guidelines and agree to work in partnership with **Braehead Golf Club** to promote my child's safe participation in golf.



2. I am aware of **Braehead Golf Club** Code of Conduct and Safeguarding and Wellbeing Policy and Procedures.

3. I undertake to inform **Braehead Golf Club** should any of the information contained in this form change.

Parent/Carer's Signature: _____ **Date:** _____
(Please state relationship to child if not parent)

Print Name: _____

Child's Signature (If 8 years or older): _____

Date: _____

SECTION 5



RESPONDING TO CONCERNS

RESPONDING TO CONCERNS ABOUT A CHILD

A set procedure for responding to a wellbeing or protection concern about a child makes sure that everyone is clear on what action to take in the event of a concern being raised. The procedure is based on three steps: Respond, Record, Report.

The following principles underpin the procedure:

- The wellbeing of the child is the paramount consideration.
- Parents/carers have the primary responsibility for the safety and wellbeing of their children and where possible the club should work in partnership with parents/carers when there are concerns about a child.



-
- Children have the right to say what they think in all matters affecting them and to have their views taken seriously (Article 12, UNCRC). It is important therefore to seek the views of the child, where relevant and appropriate, and to seek their consent for further reporting of the concern.
 - Where the concern about a child's wellbeing suggests that they are in need of protection, the information must be passed on to police/social work with or without the child's consent for the purposes of their protection. Allegations of abuse must always be taken seriously. No member of the club shall investigate allegations of abuse or decide whether or not a child has been abused.

WHAT TO DO IF THERE IS A WELLBEING CONCERN ABOUT A CHILD

Members of the sports volunteers/staff may be informed in different ways with regards to details of a concern about a child. This may be:

- A direct disclosure by a child
- Through observation of a child, demonstrated by a change in their behaviour, appearance or nature
- Information that is shared from another individual or organisation

Respond

Any wellbeing concern about a child should be considered in line with the GIRFEC wellbeing indicators and may be discussed with parents/carers. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

Common sense is advised in these situations and the best interests of the child will be considered as to what is the best support for each individual child. Children will be asked who they feel is suitable to be informed and when relevant, consent should be gained from the child.

Record

Make a written record of the wellbeing concern as soon as possible using the *Concern Recording Form*, completing as much of the form as possible.

Report

All wellbeing concerns should be reported to the Club Safeguarding Officer as soon as possible. The CPO may escalate the concern to the child's school or to police/social work if this is considered appropriate.

WHAT TO DO IF A CHILD DISCLOSES ABUSE

RESPOND



Good practice:

- React calmly so as not to frighten the child.
- Consider what requirements a child may need to communicate effectively (e.g. do they have an additional support needs, is English their first language etc.).
- Listen to the child and take what they say seriously. Do not show disbelief.
- Reassure the child they are not to blame and were right to tell someone.
- Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended, non-leading questions e.g. Who? What? Where? When?
- It's important to explain to the child who you may need to share information with and why. Don't promise to keep information to yourself.
- Do not introduce personal information from either your own experiences or those of other children.
- Pass on the information to the Club Safeguarding Officer/or social work services or the police without delay



Avoid:

- Panicking
- Showing shock or distaste
- Probing for more information than is offered
- Speculating or making assumptions
- Approach the individual against whom the allegation has been made
- Making negative comments about the person against whom the allegation has been made

RECORD

Make a written record of the information as soon as possible using the Concern Recording Form, completing as much of the form as possible

REPORT

Advise the Club Safeguarding Officer as quickly as possible. This should not be delayed by gathering information to complete all sections of the form. The information in the form will help the Club CPO, police and social workers to decide what action to take next.

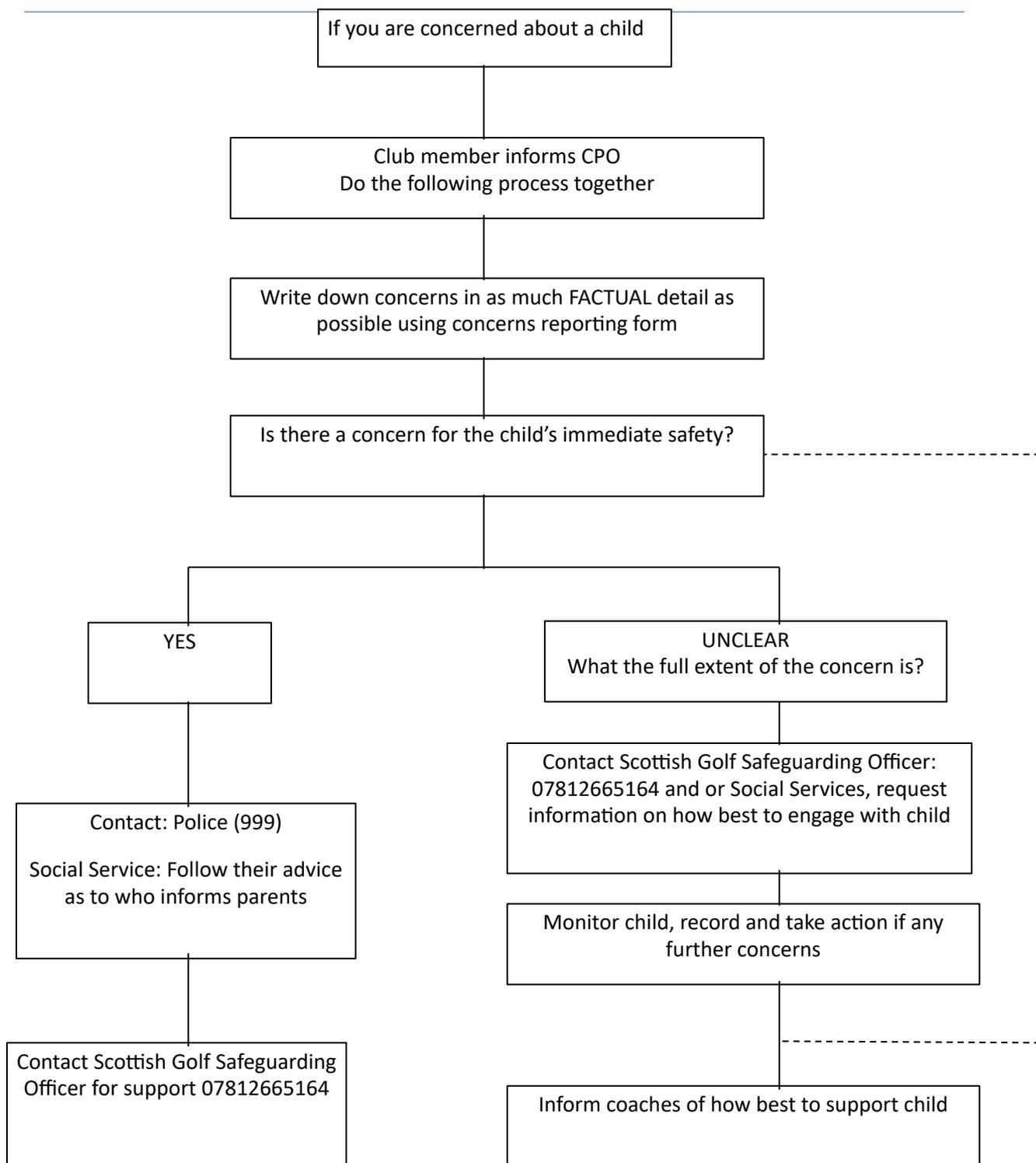
For advice and guidance when/if the Club CPO is unavailable, or when an immediate response is required, contact the police and social work services directly. Record any advice.

Sharing Concerns with Parents/Carers

Where there are concerns that the parents/carers may be responsible for, or have knowledge of, the abuse sharing concerns with the parents/carers may place the child at further risk. In such cases advice must always firstly be sought from the police or social work services as to when and who should inform the parents/carers.

Further guidance and support is available from the Scottish Golf Safeguarding Officer who can be contacted on 01334 466478 or safeguarding@scottishgolf.org

TEMPLATE FLOWCHART FOR RESPONDING TO A CHILD WELLBEING OR PROTECTION CONCERN



RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN ADULT

In all cases where there are concerns about the conduct of an adult towards a child, the best interests and wellbeing of the child will be the paramount consideration. These procedures aim to ensure that all concerns about the conduct of an adult are dealt with in a timely, appropriate and proportionate manner. No member of the club in receipt of information that causes concern about



the conduct of an adult towards children shall keep that information to himself or herself, or attempt to deal with the matter on their own.

At any point in responding to concerns about the conduct of an adult, advice may be sought from the police or social work services.

If the club is notified that a member of staff is under consideration for listing by Disclosure Scotland, a precautionary suspension should be put in place pending the outcome. A suspension is not a form of disciplinary action.

Initial Reporting of Concerns

Any concerns for the wellbeing of a child arising from the conduct of an adult must be reported to the Club Child Wellbeing and Protection Officer on the day the concern arises, as soon as practically possible.

Where the concern is about the Club Safeguarding Officer, concerns should be reported to the Chief Executive /Chair of the Board or similar senior figure.

Record

Make a written record of the information as soon as possible using the *Concern Recording Form* completing as much of the form as possible.

Report

Advise the Club Safeguarding Officer as quickly as possible. This should not be delayed by gathering information to complete all sections of the form. The information in the form will help the Club CPO to decide what action to take next.

For advice and guidance when/if the Club CPO is unavailable, or when an immediate response is required, contact the CPO's designated deputy.

Actions taken and reasons for decisions shall be recorded (in the order in which they happen) on the *Concern Recording Form*. This should be signed and dated by the Club Safeguarding Officer or the person appointed to manage the response process.

1. Establish the Basic Facts

Once the concerns have been reported, the Club Safeguarding Officer, or the person appointed to manage the response process will:

- Establish the basic facts
- Conduct an initial assessment of the facts in order to determine the appropriate course of action



-
- Consult external agencies such as the police and social work services for advice at any time. This is important because they may hold other important information which, when considered alongside the current concerns, builds a significant picture of concern.

2. Conduct an Initial Assessment

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine if the adult's conduct was inappropriate behaviour, serious poor practice/misconduct or whether there is reasonable cause to suspect an adult's behaviour and conduct has been criminal. Every situation is unique so guidance cannot be prescriptive.

- Where the established facts support a concern of criminal behaviour, the initial assessment will not form part of the disciplinary investigation
- Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed, the member of staff/volunteer *may* be approached as part of the information gathering process.
- Where the nature and seriousness of the information suggests that a criminal offence *may* have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the adult is approached.
- An initial assessment of the basic facts may require the need to ask a child some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.
- Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child in order to clarify the basic facts, best practice suggests that consent is obtained from a parent/carer.

Possible outcomes of initial assessment:

- (i) No further action (facts do not substantiate complaint)
- (ii) Situation is dealt with under Club Disciplinary Procedures
- (iii) Child Protection investigation (jointly by police and social work services)
- (iv) Criminal investigation (by the police). The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases
- (v) Civil proceedings (by the child/family who raised the concern)

Initial assessment supports concerns about poor practice and/or misconduct

In the event of an investigation into the conduct of a member of the sports volunteers/staff, all actions will be informed by the principles of natural justice:



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- They will be made aware of the nature of the concern
 - They will be given an opportunity to put forward their case
 - The club will act in good faith, ensuring the matter is dealt with impartially and as quickly as possible in the circumstances

Any impact on a child's wellbeing caused by an adult's poor practice/or misconduct will be managed under the club's disciplinary policy. Pending the outcome of an investigation, precautionary suspension will be considered in all cases where there is a significant concern about the conduct of an adult towards a child.

Where the circumstances meet the referral criteria set out in the Protection of Vulnerable Groups (Scotland) Act 2007, the sport has a legal duty to make a referral to Disclosure Scotland.

Initial assessment supports concerns about possible criminal behaviour

If the initial assessment gives reasonable cause to suspect an adult's behaviour has been a criminal offence, the Club Safeguarding Officer (CPO) will report the concerns to the police as soon as possible on the day the information is received.

Referrals to the police will be confirmed in writing by the Club CPO within 24 hours. A copy of the Concern Recording Form will be provided to the police on request.

Appropriate steps will be taken to ensure the safety of the child(ren) who may be at risk. The parents/carers of the child(ren) involved will be informed as soon as possible following advice from the police.

Advice will firstly be obtained from the police about informing the adult involved in the concerns. If the advice is to inform them, they will be told that information has been received which may suggest an allegation of abuse or possible criminal offence. As the matter will be sub judice (i.e. under judicial consideration) no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the adult.

Precautionary Suspension

In line with the club's disciplinary policy the adult involved may be suspended whilst an investigation is carried out. The adult will be informed in writing of the reason for the suspension. Suspension is not a form of disciplinary action.

Any disciplinary action taken must not jeopardise an ongoing criminal investigation. The police should be asked for advice. The initial assessment will not form part of the disciplinary investigation.

Non-recent Allegations of Abuse



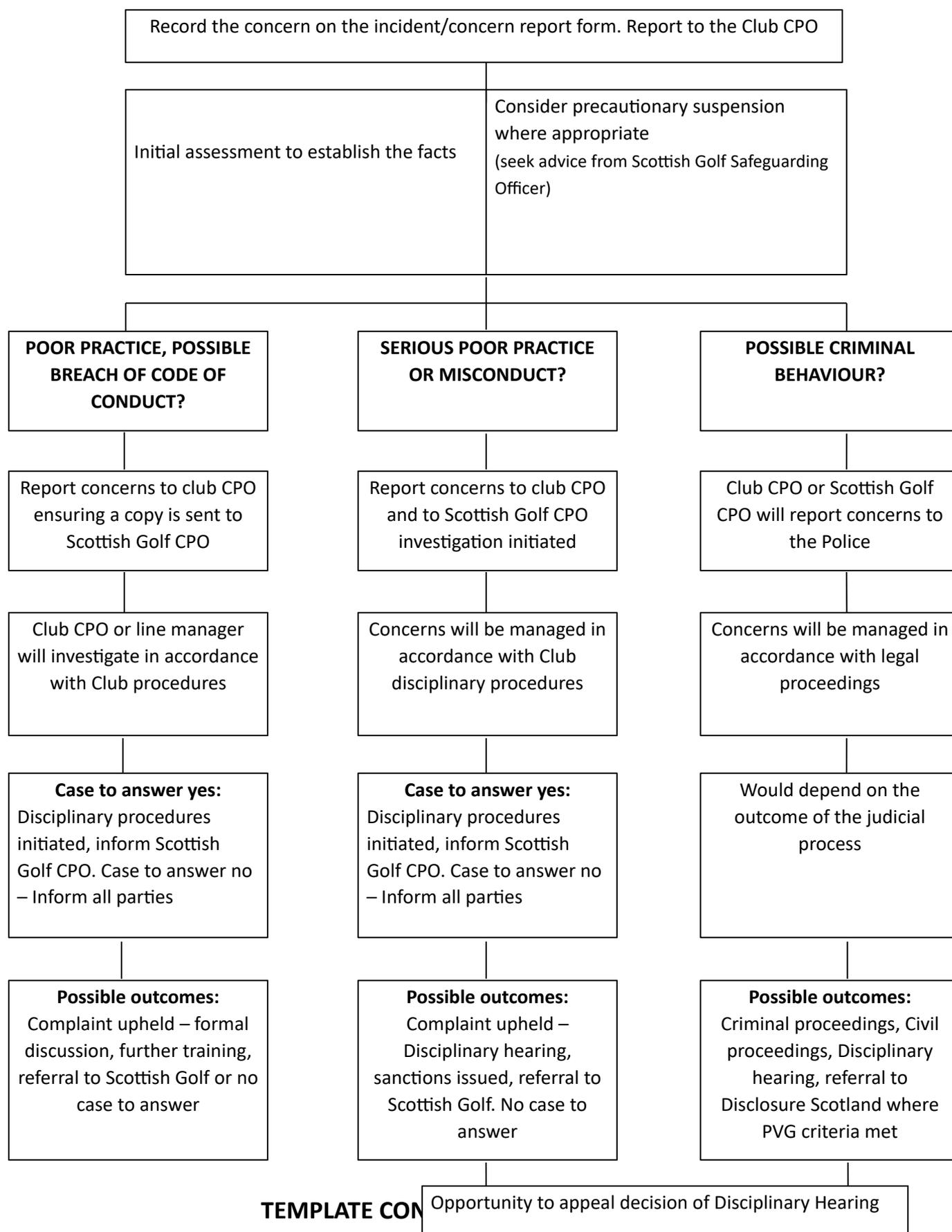
Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by someone who is still currently working with children. The same procedures will be followed in the event of an allegation of non-recent abuse. For further guidance please refer to the 'Responding to Adult Disclosures of Childhood Sexual Abuse' briefing paper at: <http://www.children1st.org.uk/what-we-do/how-we-help/safeguarding-in-sport/safeguarding-in-sport-resources/>

Media

All media enquiries relating to the conduct of a member the sports volunteers/staff should be referred to the club's nominated representative – e.g. Safeguarding Officer/secretary. It is advisable to seek support from the Scottish Golf.



TEMPLATE FLOWCHART FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN ADULT





- 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 CPO, the Scottish Golf CPO 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)

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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

6. Details of person about whom there is a concern

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

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

8. Details of any action taken

9. 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:

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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 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:

- Consent from the parents/ carer
- 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
- 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.

CASE REVIEW MATRIX



<p style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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:	<i>If relevant to this case, have the following been concluded:</i> <ol style="list-style-type: none">1. Police and social work child protection investigation? Y/N2. A criminal investigation by the police? Y/N3. Any related legal proceedings? Y/N If the answer to any of these questions is no, the review cannot proceed.
Remit of review:	List here in bullet point form the reasons for the review <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?	List here the methods to be used to conduct the review; for example: <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 Safeguarding Officers

Generic e-mail: safeguarding@scottishgolf.org

Gavin Forrester

The Dukes

St Andrews

KY16 8NX

t: 07812 665 164

e: g.forrester@scottishgolf.org

Valerie Wright

The Dukes

St Andrews

KY16 8NX

t: 07882 364 340

e: v.wright@scottishgolf.org

Children 1st Child Protection in Sport Unit

t: 0141 419 1150

www.safeguardingsport.org.uk

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

