

Safeguarding & Child Protection Policy and Procedures



The Children in Golf (CiG) generic child protection policy (see www.childreningolf.org) forms the basis for the following Policy and Procedures. The CiG policy has been adapted and supplemented to form JOLF's Safeguarding and child protection policy and procedures.

Our aim is to ensure that all children, young people and vulnerable people have a fun, safe and positive experience when engaged in JOLF activities.

The purpose of this document is to provide a comprehensive policy and clear procedures which must be adhered to by all coaches, staff and volunteers involved in the delivery for and behalf of JOLF.

The document also aims to provide JOLF coaches, their staff and volunteers with the information and resources needed to ensure the safety and well-being of children and young people within their activities.

All coaches, staff and volunteers involved in JOLF are expected to implement this policy and its procedures at their clubs and facilities. It is the actions of the adults involved with children and young people who ultimately ensure that they are safe and unharmed.

☎ 01273 921135 ✉ info@JOLF.golf
www.JOLF.golf



Contents

| | |
|----|---|
| | JOLF Safeguarding & Child Protection Policy Statement |
| 1 | Communication of the policy |
| 2 | Definition of a child |
| 3 | Types of abuse |
| 4 | Child protection responsibilities |
| | 4.1 JOLF |
| | 4.2 Child protection consultant |
| | 4.3 Coach |
| | 4.4 Staff and volunteers |
| 5 | Codes of Conduct |
| 6 | Disciplinary Procedures |
| 7 | Reporting Procedures |
| 8 | Essential contact details |
| 9 | Emergency Procedures |
| 10 | Player profile and parental consent form |
| 11 | Confidentiality |
| 12 | Photography/ Video Imaging (including use of camera phones) |
| 13 | Changing rooms |
| 14 | Guidance for Parents/Guardians |
| 15 | Transportation |
| 16 | Supervision Ratio |
| 17 | Late Collection Guidelines |
| 18 | Physical Contact |
| 19 | Operational Plan for Events |
| 20 | JOLF contact details |

| | |
|---------------------|--|
| Appendix A: | JOLF Coach Code of Conduct |
| Appendix B: | Guidance for parents/guardians |
| Appendix C: | Player profile and parental consent form |
| Appendix D: | Event photography/video imaging registration form |
| Appendix E: | Definitions of abuse, bullying and harassment |
| Appendix F: | Physical contact |
| Appendix G1: | Incident report form |
| Appendix G2: | Incident report form guidance |
| Appendix H: | Incident reporting procedures, flowchart and contact numbers |
| Appendix I: | Operation plan for sessions and events– coach's checklist |
| Appendix J: | Child protection recruitment checklist for volunteers |
| Appendix K: | Personal details and self-disclosure |
| Appendix L: | Coach and volunteer reference form |

☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



JOLF Safeguarding & Child Protection Policy Statement

Children's welfare

The safety and welfare of children and young people is of paramount importance. All children and young people regardless of age, gender, ability, disability, race, religious belief or sexual orientation have the right to be safe, treated with dignity and respect and be protected. Everyone working with or supervising children and young people has a responsibility to safeguard and promote their welfare, protecting them from harm and providing a safe environment in which they can participate and play.

Suspensions and allegations

All suspicions and allegations of poor practice or abuse must be taken seriously and responded to swiftly and appropriately.

Recruitment

JOLF only recruit coaches, staff and volunteers who can demonstrate their suitability to work with children and young people. A reference will be sought for all coaches, staff and volunteers who are going to work regularly with children and young people.

Support from JOLF

All coaches, staff and volunteers have access to support from JOLF to help them understand their roles and responsibilities with regard to safeguarding and child protection.

All coaches, staff and volunteers have access to support from JOLF that will help them develop their awareness and understanding of best practice and how to manage any welfare or child protection issues.

JOLF will support all coaches, staff and volunteers in the event of any allegations, suspicions, disclosures and concerns. Contact JOLF at once. JOLF has appointed a Child Protection Consultant (CPC) who will advise on the correct response.

This policy is based on government guidance and current legislation including the Children Act 1989 which states that anyone who is involved in the care of children should,

“Do what is reasonable in the circumstances for the purpose of safeguarding or promoting the child's welfare”

☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



1. Communication of the policy

This policy is communicated to all coaches, facility staff and volunteers working with children and young people, as well as to the parents/guardians and juniors taking part in JOLF activities. All coaches, staff and volunteers involved in delivering the JOLF are required to sign the Child Protection Recruitment Checklist document (Appendix J) to confirm they have read the policy.

2. Definition of a child

The United Nations Human Rights Convention defines a child as being under 18 years old. In relation to this safeguarding and child protection policy a person of 18 years or older is treated as a legal adult.

3. Types of abuse

Abuse can occur and does occur inside and outside of sport. Indicators of a child being abused can be difficult to recognise. The main forms of abuse are as follows (for definitions see Appendix E):

- Neglect
- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Bullying
- Harassment

The categories of abuse mentioned above can be communicated or carried out by any means including verbally or physically using any one of proximity, postal, landline or mobile phone or any other forms of social media contact. There is a duty of care to respond to inappropriate behaviour and to report suspicions, allegations or disclosures. Any form of abuse should be recorded on an Incident Report Form by the adult who is in first receipt of a disclosure (a copy of which can be found in Appendix G1, with guidance notes in Appendix G2).

4. Child protection responsibilities

4.1 JOLF

JOLF ensures that the policy is communicated to all coaches, staff & volunteers.

JOLF ensures that the policy is adhered to and will also review the policy in conjunction with their Child Protection Consultant and will make changes as and when required by law or identified by best practice in accordance with CiG.

JOLF provides an induction meeting (face-to face or online) on its safeguarding and child protection policies to all coaches, staff and volunteers.

JOLF provides on-going support and training to coaches through face-to face meetings and through telephone and email.

4.2 Child Protection Consultant

JOLF has appointed a Child Protection Consultant (CPC) who is responsible for advising on all allegations, suspicions, disclosures and concerns. They will also ensure that the policy is reviewed and updated in accordance with criminal law, CiG and NSPCC

☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



4.3 JOLF coaches

- Coaches must be aware of the policy and sign to say that the policy has been read.
- Coaches are responsible for ensuring that the policy is adopted and followed in their activities.
- Coaches are to ensure that the policy is communicated to staff and volunteers.
- Coaches are to ensure that the policy is communicated to parents, guardians and children.
- Coaches must be aware of the responsibilities to be undertaken by themselves, their staff and volunteers and by parents, guardians and children and ensure that all necessary training is undertaken by staff and volunteers.
- Coaches must ensure that from the date of this policy, any staff and volunteers who are recruited into roles in which they will have supervisory contact with children and young people, must complete the personal details form in Appendix K
- Coaches must undergo an Enhanced DBS check. This will be valid for 3 years, after which another Enhanced DBS check must be obtained. These are obtained through the PGA for members and registered assistants.

4.4 Staff and volunteers

From the date of this policy, any staff and volunteers who are recruited into roles, in which they will have supervisory contact with children and young people must complete the personal details self disclosure form in Appendix K.

All staff and volunteers who are or will be engaged in any 'regulated' JOLF activity on a 'regular' basis. Must have undergone a personal online vetting procedure through The Disclosure and Barring service. (Formerly CRB). Advice and guidance can be obtained at [England Golf 01526 351813](tel:01526351813). Or go to www.childreningolf.org where there is information on how to obtain the relevant documents that the person will need to complete. On the same website there is further helpful information on who needs to subject themselves to a check through The DBS and what constitutes 'Regulated' activity on a 'Regular' basis. It is anticipated that a number of coaches will have already undergone this procedure through their own governing body The PGA. To keep this vetting procedure current, it will need to be renewed every three years.

Any staff and volunteers who have contact with children and young people must attend (face to face or online) an induction meeting organised by JOLF.

Any staff and volunteers who have regular contact with children and young people are required to attend a National Safeguarding and Protecting Children workshop. The Safeguarding and Protection Workshop must be reviewed every 3 years under the guidance of the CiG strategy group.

5. Codes of conduct

All coaches, staff and volunteers working with children and young people on delivering activities are required to sign a code of conduct (see Appendix A). A breach of a Code of Conduct will result in an investigation by JOLF in liaison with JOLF's Child Protection Consultant.

Parents/guardians involved with JOLF activities will be asked to follow our Good Practice Guide (see Appendix B).

☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



6. Disciplinary procedures

JOLF will take appropriate action in the case of abuse or serious poor practice. In the event of a criminal allegation being made by an adult or child, the presumption will be towards suspension and exclusion of the accused person from any future JOLF activities. However it is recognised by JOLF that incidents of this type are difficult and delicate sometimes attracting media attention and public concern. Any decisions to suspend or exclude will take full consideration of the following criteria:

- The future protection of the victim.
- The preservation of evidence.
- The future protection of other children and young people or vulnerable adults.
- The future protection of JOLF
- The future protection of the accused person.

Revoking a suspension or an exclusion will be made only when the result of any internal or police investigation has been established.

7. Reporting procedures

Any complaint, suspicion, allegation or disclosure that is made about an adult or a child must be recorded on an Incident Report Form by the person to whom the information is being disclosed (see Appendices G.1 and G.2 for Incident Report Form and guidance on dealing with a disclosure).

All complaints, suspicions, allegations, and disclosures should be reported to JOLF and/or the Police, Social Services and Health Authorities. If a representative of JOLF is not available to help, the procedures as detailed in the flowchart shown in Appendix H1 should be followed. This flowchart details who should receive the information once disclosed.

There should be NO DELAY in reporting any injury, assault or general concern about a child's welfare to the authorities. It is especially important to respond immediately if the allegations that a child is making need criminal and/or forensic investigation. Any unnecessary delay might lead to evidence being lost and a suspected offender escaping prosecution and conviction.

8. Contact details

It is essential that all coaches have all important contact details readily available. The table in Appendix H is to be completed by the coach during his/her initial training and induction.

9. Emergency procedures

Children and young people should be told what to do in the event of an emergency when they are taking part in coaching sessions and events. They must be given an emergency contact number that they can ring from their mobile phones prior to going out on the golf course on their own.

10. Player profile and parental consent form

When a child participates in any coaching session or event organised by a JOLF coach, the parents/guardians must complete a personal details form for the child (see Appendix C). This form collects the following information:

- Personal details
- Emergency contact details
- Medical information (Medical conditions, medication and GP information)
- Parental permission for: Medical consent, confidentiality, photography and video, changing rooms.

Parents/guardians also sign a form to confirm that JOLF has informed them about how to access the full safeguarding and child protection policy, including the codes of conduct and parental guidance and that any questions they might have regarding the policy can be raised with the coach.

☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



11. Confidentiality

Children's details are kept on file by coaches and access is **only given** to those responsible for looking after the children. JOLF and all coaches must comply fully with the Data Protection Act 1998 and the European Data Protection Directive 95/46/EC

12. Photography / video (including use of camera phones)

Parental permission to take photographs and video of children must be sought through the player profile and parental consent form for all sessions and events (coaching/competitions/experience days). The only reasons to take photographs and video are for coaching purposes (teaching and learning) and for future publicity and promotion by JOLF and the coach.

For any organised session or event where photographs are allowed to be taken, ANYONE wishing to take photographs must first identify himself/herself and seek permission from the coach. Any individuals wishing to take photographs to use in any media forum must also complete a Photograph Registration Form (see Appendix D).

If a coach, staff member or volunteer sees an individual at a session or event who they do not know and who appears to be taking video or pictures they should either approach the individual or refer him/her to the coach in charge of that day. The coach will check that the individual has obtained permission.

13. Changing rooms/toilets

Parents/guardians must be made aware that their children will be sharing facilities where adults may get showered and changed. Parental consent is sought via the player profile and parental consent form (Appendix C)

If a parent does not consent to their child accessing the changing facilities, it is the parents' responsibility to ensure that their children do not use the facilities.

14. Guidance for parents / guardians

Information will be given to parents/guardians to outline their overall responsibility for their child. (see Appendix B).

15. Transportation

JOLF and coaches will NOT be responsible for organising transportation. All parents/guardians will be required to organise transport themselves.

JOLF recognises there may be exceptional circumstances (i.e. emergencies) when it may be necessary to provide transport. In such cases the coach, where possible, should seek parental permission. (see the note on transport within the Guidance for Parents/Guardians - see Appendix B). In these cases drivers may be subject to the appropriate vetting checks as detailed in Appendix K, but only if such transportation is carried out on a regular basis.

16. Supervision ratios

Taken from NSPCC and offered as a guide

| | |
|-----------|------|
| Aged 2-3 | 1:4 |
| Aged 4-8 | 1:6 |
| Aged 9-12 | 1:8 |
| Aged 13+ | 1:10 |

☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



17. Late collection guidelines

Emergency contact details will be used in the event of a child not being collected **15 minutes** after the agreed time. A child will be asked to provide an alternative number should the emergency numbers not be contactable.

If after an hour a child has still not been collected and the child's emergency contacts still cannot be reached, the local police shall be informed. Wherever possible a child will not be left unattended. The coach will remain at the golf site until the child has been collected. This is especially important for children under 14 years of age.

18. Physical contact

Adults working with children and young people will ensure that any physical contact is appropriate and necessary, and carried out within the guidelines contained in this document and with the full consent of the child (see Appendix F). Any physical contact should always be intended to meet the child's needs (for example, treating/preventing injury or responding to distress or success). It should always occur in an open or public environment.

19. Operational plan for events

For all organised events, a record of the preparation should be made and kept (see Appendix I). A single plan is needed for regular coaching events, such as weekly sessions. Additional plans are needed for one-off events such as competitions, trips away and experience days. JOLF will endeavour to ensure that those responsible for events will have access to the NSPCC Safe Sports Events Pack to help them carry out their responsibilities.

20. JOLF Ltd contact details

| | |
|--------------------------------|---|
| Full name of company: | JOLF Ltd |
| Registered Number | 08014226 |
| Registered Office: | 14A High Street, Reigate, Surrey RH2 9AY |
| Postal address: | 31 Longhurst, Burgess Hill, West Sussex, RH15 0TG |
| Email address: | info@JOLF.golf |
| Telephone number: | 01273 921135 |
| Neil Plimmer (Director) | 07713 646988 |
| Nevil Perryman Best (Director) | 07747 705844 |

☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



Appendix A: JOLF Coach Code of Conduct

It is essential that JOLF Coaches follow guidelines set out in this Policy and any other relevant guidelines issued:

Knowledge of the JOLF Safeguarding & Child Protection Policies and Procedures

Know and understand the JOLF Safeguarding and Child Protection Policies and Procedures.

Ensure that they attend appropriate training to keep up-to-date with current best practice concerning their role and the welfare of young people.

Rights of the child

Respect the rights, dignity and worth of every person

Respect young people's opinions when making decisions about their participation in golf.

Treat everyone equally and do not discriminate on the grounds of age, gender, religion, sexual orientation or disability.

Ensure the activities are appropriate for the age, maturity, ability and experience of the individual.

Place the well-being and safety of the young person above the development of performance.

Coach behaviour

Develop an appropriate working relationship with children and young people, based on mutual trust and respect.

Try to avoid working in a closed environment (e.g. Try to avoid private or unobserved situations)

Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval.

Display high standards of language, manner, punctuality, preparation and presentation.

Do not smoke or drink alcohol where this might cause offence or discomfort to young people. This reflects a negative image and could compromise the safety of the young people.

Do not use illegal drugs

Do not give young people alcohol when they are under the care of the organisation.

Never use sexual innuendo, flirting or inappropriate gestures and terms.

Never engage in any form of sexually related contact with a child or young player.

Reporting concerns

Never condone or allow any form of discrimination to go unchallenged

Always challenge any form of discrimination they see.

Report any concerns you may have in relation to a young person.

Follow reporting procedures laid down by CiG (Appendix G.1, G.2, H.1 & H.2).

Conflict of Interest

Be aware of and report any conflict of interest as soon as it becomes apparent.

Qualifications and insurance

Hold relevant qualifications and insurance cover.

Coaches must always adhere to the above code of conduct. In the unlikely event a coach, staff member or volunteer's behaviour and standards fall below these expectations, it will be necessary to take action in accordance with the JOLF coach's contract

I have read the JOLF Safeguarding and Child Protection Policy and Procedures document and agree to abide by the Code of Conduct stated above.

Print Name _____

Role _____

Signature _____

Date _____

☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



Appendix B: Guidance for Parents & Guardians

It is essential that children are provided with a safe and enjoyable environment in which they learn and play golf. Please help us to achieve this and follow our Good Practice Guide below:

When your child is attending JOLF sessions and/or experiences, please:

General

Complete the player profile and parental consent form promptly and notify the JOLF Coach of any amendments. Ensure that the JOLF Coach has an emergency contact number for you (a mobile is preferable. Please make sure it is switched on). This should have been written on the player profile and parental consent form, or on a consent form for a particular event

Let coaches, staff or volunteers know if your child has any special needs.

Introduce yourself and your child to the coach, staff and volunteers

Inform the coach, staff and volunteers if you are leaving your child alone at the coaching session or event.

Make sure that your child knows what time they will be collected, from where and by whom

Make sure that the JOLF coach knows who is going to pick up your child

Be punctual when dropping off and picking up your child

If you are likely to be late in collecting your child, contact the JOLF Coach or facility as soon as you can

Supporting your child

Take an interest in your child's activities, keep up with their progress, communicate with your child, the coach as well as other staff and volunteers. Be supportive of your child's efforts.

Praise your child's efforts. This is often more valuable than praising performance.

Clothing and drinks

Make sure your child has appropriate clothing, for playing golf and for the weather (sun hat, sun cream, wet weather gear, cold weather gear – gloves, woolly hat).

Provide your child with a suitable drink (dehydration occurs even if it is not warm).

Insurance

Check your household insurance policy to ensure that your child has adequate and appropriate cover, particularly liability insurance.

Photos

If you or your child's family members are planning to take photos or videos at an event or experience please inform the JOLF Coach at the start of the event that you wish to do so. The JOLF Coach will supply you with a short form to be completed. (Appendix D).

Raise any concerns

Raise any concerns you have about your child's experience or care with the JOLF coach as soon as possible.

Your concerns will be addressed appropriately and promptly. If you feel unable to approach the coach, please contact info@JOLF.golf 01273 921135

Transport

Please be aware that it is your responsibility to arrange transport to JOLF coaching sessions and events.

If any situation arises where a JOLF Coach needs to arrange transport to an event or for any other reason, s/he will contact parents at that time to ask for permission.

JOLF child protection

For the welfare of children and comfort of parents JOLF has an extensive Child Protection Policy in place.

To help ensure JOLF Coaches, staff and volunteers fulfil their obligations please:

Become familiar with the JOLF Child Protection Policy and Procedures and be ready to raise any matters that may be cause for concern.

Inform your child of where they might go for any advice including the NSPCC helpline number, 0808 800 5000.

☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



Appendix C: Player Profile and Parental Consent Form (Page 1/2)

The safety and welfare of your child is of paramount importance. It is therefore essential that we are aware of any illness, medical condition and other relevant information about your child. Please complete this form. The information will be treated as confidential and will be held in a safe and secure place by your child's coach

Please notify your child's coach immediately if any of these details change

| | |
|----------------------|--|
| Date | |
| Name of Child | |
| Date of Birth | |
| Home Address | |

| | Mother | Father (If Different) |
|--|---------------|------------------------------|
| Parents' Names | | |
| Address (If different from above) | | |
| Home Telephone Number | | |
| Mobile Telephone Number | | |
| Email Address (please print carefully) | | |

| Emergency Contact (in addition to parents/guardians) | |
|---|--|
| Name | |
| Relationship to Child | |
| Home Telephone Number | |
| Mobile Telephone Number | |

| Medical Information | |
|---------------------------------|--|
| Child's Doctor's Name | |
| Telephone Number | |
| Doctor's Surgery Address | |

No information on this form will be passed on to a third party - The form will be shredded after 3 years

☎ 01273 921135 ✉ info@JOLF.golf
www.JOLF.golf



Appendix C: Player Profile and Parental Consent Form (Page 2/2)

The safety and welfare of your child is of paramount importance. It is therefore essential that we are aware of any illness, medical condition and other relevant information about your child. Please complete this form.

The information will be treated as confidential and will be held in a safe and secure place by your child's coach.

Does your child experience any conditions requiring medical treatment and/or medication?

(Please circle) If Yes please give details, including medication, dose and frequency

| | |
|-----|--|
| Yes | |
| No | |

Does your child have allergies? (Please circle) If Yes please give details

| | |
|-----|--|
| Yes | |
| No | |

Does your child have any special dietary requirements? (Please circle) If Yes please give details.

| | |
|-----|--|
| Yes | |
| No | |

What additional needs, if any, does your child have?

e.g. needs help to administer planned medication, assistance with lifting or access, regular snacks?

| |
|--|
| |
|--|

Does your child have any communication needs?

(Please circle) If Yes please give details, e.g. non English speaker, hearing impairment, sign language use, dyslexia. If yes, please tell us what we need to do to enable him/her to communicate with us fully.

| | |
|-----|--|
| Yes | |
| No | |

Do you consider your child to have a disability (Please circle) If Yes please give details.

The Disability Discrimination Act 1995 defines a disabled person as "anyone with a physical or mental impairment, which has substantial and long term adverse effect on his or her ability to carry out normal day to day activities.

| | |
|-----|--|
| Yes | |
| No | |

| | | |
|---|-----|----|
| I confirm that, to the best of my knowledge, my child does not suffer from any medical condition other than those detailed above. | YES | NO |
| I agree to notify my child's coach if the above details need to be updated and/or changed | YES | NO |
| I will inform my child's coach if he/she is unable to participate in an event/activity due to illness or injury. | YES | NO |
| I give permission for the coach and his/her staff to give immediate necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities where it would be contrary to my child's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my consent. | YES | NO |
| I consent to my child being photographed/videoed for possible inclusion on JOLF's website, social media and in their advertising. | YES | NO |
| I understand that coaches have a common law duty and care. In my absence I consent to them assuming responsibility for my child as any reasonably prudent parent would. However this change of usual parental responsibility does not occur when parents remain in the vicinity of the activity supervised by the coach. | YES | NO |
| It is my responsibility to organise transport for my child to and from organised activities. I acknowledge that in exceptional circumstances a coach, staff member of volunteer may transport my child, under the stated conditions within this policy | YES | NO |

| | |
|---------------------------|--|
| Signed - Parent/Guardian | |
| Print Name & Relationship | |
| Date | |

No information on this form will be passed on to a third party - The form will be shredded after 3 years

☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



Appendix D: Event Photography/Video Imaging Registration Form (Inc use of camera phones)

| | |
|---|--|
| Name of Event | |
| Date | |
| Purpose for which photos/ videos are being taken | |

I wish to take photographs and/or record video images at today's event

I agree to abide by the Event Organiser's guidelines **AND** JOLF Safeguarding and child protection policies and procedures.

- When recognising the achievement of an individual young golfer where a name is given we will NOT publish personal details (postal or email addresses, telephone numbers etc.)
- We will focus on the activity rather than a particular child and, where possible take photographs that reflect the broad range of children taking part.
- We will ensure that images reflect positive aspects of children's involvement in golf e.g. enjoyment/competition/special achievement.

Please complete the form and return to the coach/event organiser

| | |
|---|--|
| Name | |
| Address | |
| Telephone Number | |
| Email Address <small>(Please print clearly)</small> | |
| Signature | |
| Date | |

☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



Appendix E: Definitions of abuse, bullying and harassment.

Abuse

Somebody may abuse or neglect a child or young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Young people may be abused by adults or other young people. There is growing evidence to suggest that peer abuse is an increasing concern for young people. The effects of abuse can be extremely damaging and if ignored they may follow a child into adulthood. For example, a person who has been abused as a young person may find it difficult or impossible to maintain stable, trusting relationships, may become involved with drugs or prostitution, attempt suicide or even abuse a young person in the future.

The following definitions are adapted from Department of Health (1999) Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children.

There are four main forms of abuse:

Neglect

This occurs when adults fail to meet a young person's basic physical and/or psychological needs. It is, likely to result in the serious impairment of the young person's health or development (e.g. failure to provide adequate food, shelter and clothing, failing to protect a young person from physical harm or danger, and the failure to ensure access to appropriate medical care or treatment.) It may also include refusal to give young people love, affection and attention. Neglect in golf could include a JOLF coach/volunteer not ensuring young people were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

Physical abuse

This occurs when someone physically hurts or injures a young person by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing physical harm to a young person. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a young person whom they are looking after e.g. fictitious illness or Munchausen's syndrome. Examples of physical abuse in golf may be when the nature and intensity of training and competition exceeds the capacity of the young person's immature and growing body or when drugs are used to enhance performance or delay puberty.

Sexual Abuse

This occurs when girls and boys are abused by adults or other young people (both male and female) who use young people to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornographic material (books, videos, DVDs pictures) is also a form of sexual abuse. The making, downloading, sharing and distribution of pornographic images of children is a further form of sexual abuse. In golf coaching techniques which involve physical contact with young people could potentially create situations where sexual abuse may go unnoticed. The power coaches can exercise over young performers, if misused, may also lead to abusive situations developing (unintentionally or otherwise).

Emotional abuse

This occurs when there is the persistent emotional ill-treatment of a young person such as to cause severe and persistent adverse effects on the young person's emotional development. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may occur when coaches or parents impose developmentally inappropriate expectations on young people. It may involve causing young people to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of a young person. Emotional abuse in golf may occur if young people are subjected to constant criticism, name-calling, sarcasm, bullying, racism or consistent pressure to perform to an unrealistically high level.

Bullying is deliberately hurtful behaviours, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, the three main types are:

- Physical (e.g. hitting, kicking, theft)
- Verbal (e.g. racist or homophobic remarks, threats, name calling)
- Emotional (e.g. isolating an individual from the activities and social acceptance of the peer group).

Harassment - An essential characteristic of harassment is that it is unwanted by the recipient. It is for individuals to determine what behaviour is acceptable to them and what they regard as offensive. It is the unwanted nature of the conduct that distinguishes harassment from acceptable behaviour.

☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



Appendix F: Physical Contact

Guidance

There are a number of principles that should be followed when the activity involves physical contact. Physical contact during golf should always be intended to meet the child/young person's need, NOT the adult's. The adult should only use physical contact if their aim is to:

- Treat an injury
- Prevent an injury or accident from occurring.
- Meet the requirements of the sport. This is almost non-existent in golf - e.g. shaking hands after playing.
- On rare occasions help the child develop golf skills or techniques

Unless the situation is an emergency, the adult should ask the child for permission. The coach should explain to the child the nature and reason for the physical contact.

Parents/guardians will be informed about physical contact through the JOLF Safeguarding and child protection policies and procedures. Children should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened. Contact should not involve touching parts of the body that might cause a child distress or embarrassment. Any physical contact should always take place only in an open or public environment and not take place in secret or out of sight of others.

Specific Situations

Contact as part of coaching

On rare occasions it might help a child if a coach uses physical contact as part of the teaching and learning process. Adults should be aware of the limits within which such contact should properly take place and of the possibility of such contact being misinterpreted.

It should be recognised that physical contact between an adult and a child that may occur during legitimate teaching or coaching may be misconstrued or misunderstood by a pupil, parent or observer. Touching young participants, including well-intentioned informal and formal gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised. As a general principle adults in positions of responsibility should not engage in gratuitous and/or unnecessary physical contact with children. It is particularly unwise for a coach to attribute frequent touching to his/her teaching or coaching style or as a way of relating to young participants.

Responding to distress and success

There may be occasions where a distressed child needs comfort and reassurance. This may include physical comforting, such as a caring parent would give. Physical contact may also be required to prevent an accident or injury - this would be wholly appropriate. A child or coach may also want to mark a success or achievements with a hug or other gesture. Adults should use their discretion in such cases to ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same child over a period of time.

Physical Punishment

In the golfing environment any form of physical punishment of children is unlawful, as is any form of physical response to misbehaviour unless it is by way of restraint. It is particularly important that adults understand this, both to protect their own position as well as the overall reputation of the organisation in which they are involved.

☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



Appendix G1: Incident Report Form (Page 1/2)

| Contact Details | | |
|--|---------------------------|-----------------------------|
| | Of Child (alleged victim) | Of person reporting concern |
| Name | | |
| Position | | |
| Age/Date of Birth | | |
| Address | | |
| Home Telephone Number | | |
| Mobile Telephone Number | | |
| Date Allegation Received | | |
| Name of person receiving details of allegation | | |

| Details of person involved in concern/allegation (the accused) | |
|--|--|
| Name | |
| Position (in relation to young person) | |
| Address | |
| Home Telephone Number | |
| Mobile Telephone Number | |

| Other contacts made concerning the incident | |
|--|--|
| Name | |
| Date/Time Contacted | |
| Advice Received | |
| Other persons contacted (provide details of name, position, organisation) | |

☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



Appendix G1: Incident Report Form (Page 2/2)

| Details of the concern/allegation | |
|--|--|
| Date/Time | |
| Location | |
| Persons Involved/Witnesses | |
| Nature of concern/allegation (attach additional sheet (s) if needed) | |
| How did the concern/ allegation come to your attention? (attach additional sheet (s) if needed) | |
| Observations e.g. changes in behaviour, inappropriate actions, injuries etc. (attach additional sheet (s) if needed) | |
| Record of conversation: Details of exactly what was said to you and by who and what was said (attach additional sheet (s) if needed) | |
| Action taken (attach additional sheet (s) if needed) | |

☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



Appendix G2: Incident Report Form Guidance

Confidential

Please ensure that confidentiality is maintained as far as possible. Only discuss your concerns on a need to know basis, and do not disclose the identity of those involved unless absolutely necessary.

Reassure

It is important to reassure the child that he or she has done the right thing in telling you and to find an appropriate early opportunity to explain that it is likely that the information will need to be shared with other people and explain to the child who these people will be. It is essential that the child is not given any promises that will be difficult to keep. (e.g. keeping the information secret).

Open questions

In communication with a child only open questions should be used. For example, "If you can, please tell me what happened to you?" It is especially important to avoid closed (leading) questions. For example, "Was it Fred Smith who hurt you?"

Take notes immediately

The first report that a child may make that he or she has been the victim of a non-accidental injury or assault may be the only occasion that the child reports and talks about the allegation.

Therefore, it is crucial that whatever he or she states or alleges is recorded accurately. There should be no attempt by the adult receiving the complaint to assume the role of an investigator. The adult receiving the complaint must keep an open mind and stay calm.

It is essential that the original note or paper that is used should be retained for later and given to The Police. This might not be the Incident Report Form. Children may choose to report an incident when the Safeguarding and child protection policies and procedures file is not close by and the Incident Report Form may not be the first piece of paper that details of an incident are written on. Golf clubs and golf courses are large places.

No delay in reporting

There should be no delay in reporting to the Authorities an injury or assault or general concerns as to the child's welfare especially if the allegations that a child makes need criminal and forensic investigations. Any kind of delay when this sort of investigation is needed may lead to evidence being lost and a suspected offender escaping prosecution and conviction, possibly leaving him or her free to have unrestricted access to children in the future.

The Police, Social Services or Medical Authorities should be the main arbiters of what action should be taken in the event of a non-accidental injury to a child or any concerns for a child's welfare.

Minimize contact with the person against whom the allegation has been made

If a child makes an allegation against an adult or another child, it should be ensured as far as is possible, that the other child or adult does not have any access to or be left alone with that child, at any future stage.

☎ 01273 921135 ✉ info@JOLF.golf

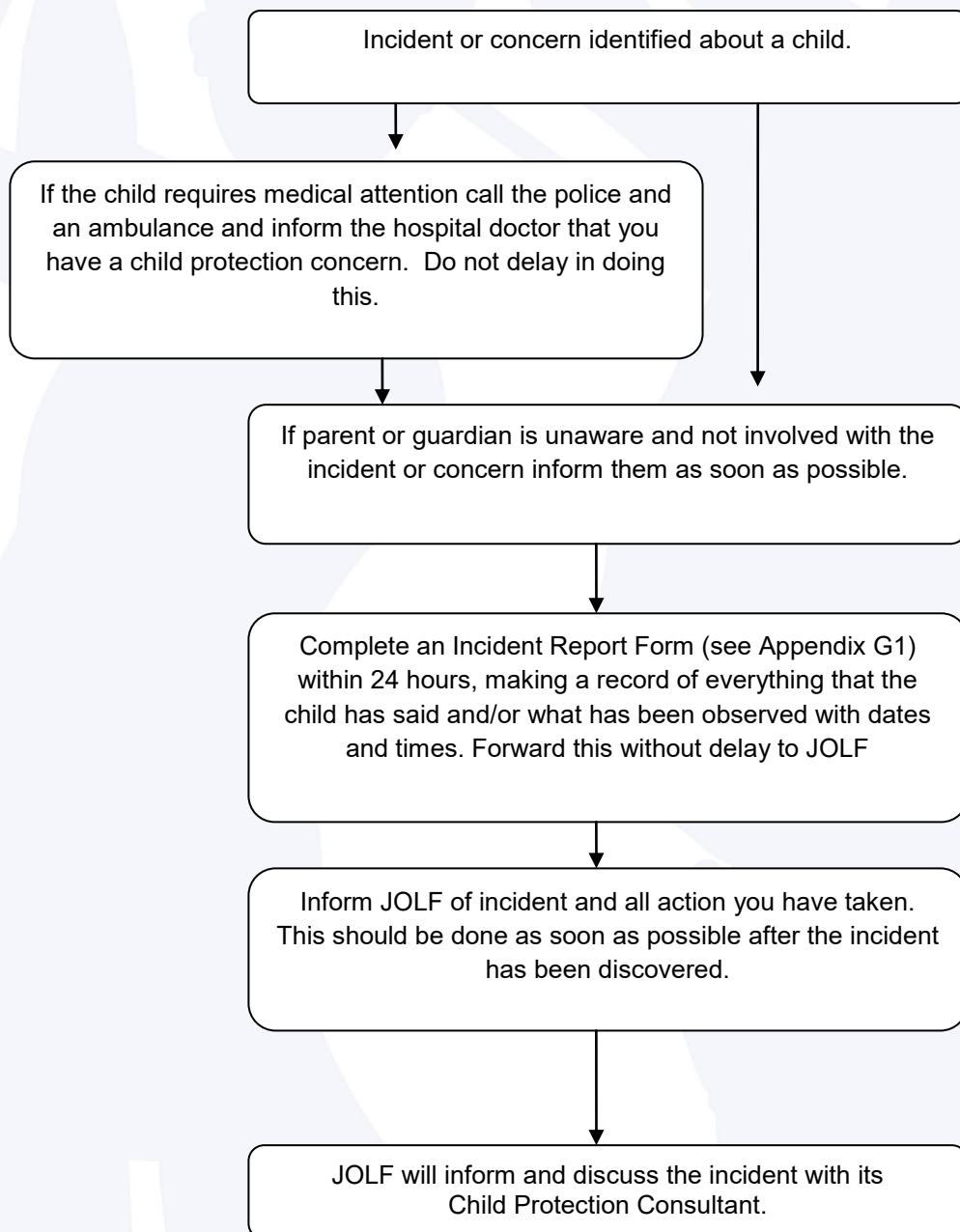
www.JOLF.golf



Appendix H: Incident Report Procedures - Flowchart

This flowchart shows you what to do if you discover or identify any non-accidental injury to or abuse to any child or young person or if you have concerns about the behaviour of any staff member, volunteer, PGA professional, parent, assistant coach or official in golf or an affiliated organisation.

You **MUST** share your concerns with JOLF and where appropriate professionals in statutory authorities as they may have relevant information that you are not aware of.



☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



Appendix H: Important Contact Details

| Organisation | Position/Department | Contact Number |
|--|---|----------------------------|
| Local Child Social Care (CSC) Services | West Sussex County Council | 01403 229990 |
| | East Sussex County Council | 01323 464222 |
| | Brighton & Hove City Council (local safeguarding children board) | 01273 290400 |
| Police | Child Protection Team | 101 999 in an emergency |
| NSPCC | | 0808 800 5000 |
| JOLF Ltd | Neil Plimmer | 07713 646988 |
| | Nevil Perryman Best | 07747 705844 |
| | Main Number | 01273 921135 |
| Club/Facility | Hollingbury Park GC | 01273 500086 |
| | Pyecombe GC | 01273 845372 |
| England Golf | Childreningolf.org | 01526 351813 |
| Online Support | Thinkuknow.co.uk Getsafeonline.org | |
| | | |
| | | |
| | | |

☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



Appendix I: Operation Plan for sessions and events - Coach's checklist

To assist you in your preparation, you are advised to use the framework below.

- All staff and volunteers should have complied with and been checked through the recruitment procedure.
- Within the group of staff responsible for the team you will need a nominated person who is familiar with, and who has received training on the relevant safeguarding children policies and procedures.
- Where possible it is good practice to have at least one same gender member of staff for single sex groups
Where possible it is good practice to have at least one male and one female member of staff for groups containing both boys and girls.

| Activity | Detail | Results / Action needed |
|-----------------------------------|---|-------------------------|
| Planning | What? When? Where? Who? Risk assessment of activity | |
| Communication with Parents | Travel arrangements Times, venues Dates Consent forms Emergency procedures Contact organiser | |
| Venue | Risk assessment Insurance | |
| Supervision and Staffing | Ratios of adults to children Staff checking and recruitment. Roles and responsibilities Staff training | |
| Emergency Procedures | Medical information Reporting procedures | |
| Registration | What is the process for registering in the competition? Parental permission? | |
| Documentation | Register of participants Player information Player Profile Forms Photography permission Programme Codes of Conduct | |
| Media | Guidelines for Photography and media | |

☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



Appendix I: Operation Plan for sessions and events - Coach's checklist (continued)

If you are organising an event that involves an event or an overnight stay away, all members of staff need to have a clear knowledge of their role and responsibility for looking after the children and young people and be familiar with the relevant Child Protection Policy and Procedures and Codes of Conduct.

The JOLF Coach should have:

- A full itinerary.
- Copies of relevant Player Profile and Parental Consent Form(s).
- A register so that a head count can be taken at any point.

All staff and volunteers must be able to communicate quickly with the JOLF Coach.

Supervision whilst travelling:

- The JOLF coach is responsible for good discipline at all times.
- The driver should not be responsible for supervision whilst driving.

Please note that it is the parent/guardian's stated responsibility in this policy to transport children to and from coaching sessions and events. There might be rare occasions when a coach takes this responsibility and organises transport for a group of children.

The JOLF Coach needs to consider the following:

- The level of supervision.
- The safety of the group.
- The importance of a full staff meeting in advance of the event to explain roles and responsibilities.

Extra considerations to include:

- Rooming arrangements, particularly where the team includes adults and children.
- First Aid arrangements.
- Dietary requirements.
- Emergency evacuation procedures.
- Meeting the team and explaining their roles and responsibilities.

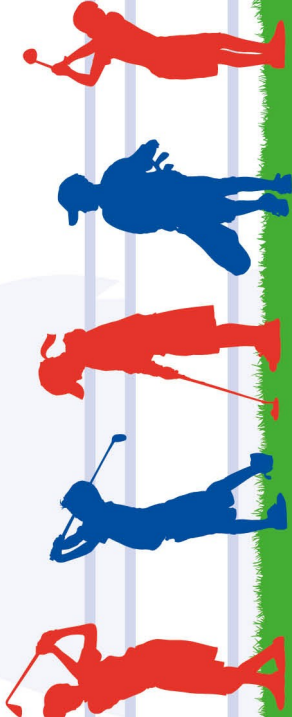
☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf



Appendix J: Child protection recruitment checklist for coaches, staff and volunteers

| Name of staff member/volunteer | Role | Application form/ Personal details form | DBS Check | | Self Disclosure | References Obtained | Read and understand JOLF CPP and code of conduct | | Safeguarding Induction | SPC Training F2F/Online | | 1st Aid | |
|--------------------------------|------|--|-----------|--------------|-----------------|---------------------|--|------|------------------------|-------------------------|--------------|---------------|--------------|
| | | Tick | Number | Date Expires | | | Signed | Date | | Attended Date | Date Expires | Attended Date | Date Expires |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |



Appendix K: Coach/Volunteer Personal Details and Self Disclosure (Page 1/4)

You have the right if access to any information held on you. (Data Protection Act 1998 and the European Data Protection Directive 95/46/EC)

| Contact Details | |
|---|--|
| Title & Full name | |
| Any previous surnames | |
| Date of Birth | |
| Place of Birth | |
| National Insurance Number | |
| Address | |
| Telephone Number | |
| Email Address | |
| Previous Address (If you have moved in the last 5 years) | |

| Employment Details | |
|--------------------|--|
| Current Occupation | |
| Name of Company | |
| Employer's Address | |
| Role | |
| Start date | |
| Finish date | |

| Relevant Experience |
|---|
| Please detail any previous experience you have working with children & young people |
| |

| Qualifications | | |
|----------------|------------|----------|
| Academic | Vocational | Sporting |
| | | |



Appendix K: Coach/Volunteer Personal Details and Self Disclosure (Page 2/4)

You have the right if access to any information held on you. (Data Protection Act 1998 and the European Data Protection Directive 95/46/EC)

Reasons for applying to work for/with JOLF

Please give the main reasons why you wish to work with children & young people

Additional Information (optional section)

Add any other information here that you think is relevant.

References

| | | | |
|------------------|--|------------------|--|
| Referee 1 | | Referee 2 | |
| Name | | Name | |
| Address | | Address | |
| Telephone Number | | Telephone Number | |

Declaration

| | | |
|-----------------------------------|-----|----|
| I am a member of a Governing Body | YES | NO |
|-----------------------------------|-----|----|

Please provide details of which governing body you are a member of and your membership number of applicable:

I agree to abide to the JOLF Coach Code of Conduct and confirm that the information I have supplied in completing this form is correct and true

| | |
|---------|-------|
| Signed: | Date: |
|---------|-------|



Appendix K: Coach/Volunteer Personal Details and Self Disclosure (Page 3/4)

You have the right if access to any information held on you. (Data Protection Act 1998 and the European Data Protection Directive 95/46/EC)

| Self Disclosure Form - Part A | |
|--|--|
| Please give details of the position(s) which you are planning to fill OR relevant job title: | |
| Planned start date: | |
| Please give details of any other clubs/organisations you are or have been a member of and give details of any position held: | |
| Dates: | |

The position for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974. All "spent" and "unspent" convictions must be declared. Having an "unspent" conviction will not necessarily impede your appointment within golf. This will depend on the circumstances and background to your offence. All information given will be treated in the strictest confidence and will not be shared.

| Self Disclosure Form - Part B | | |
|--|-----|----|
| (1) Have you ever been convicted of any criminal offence? | YES | NO |
| If Yes, please supply details: | | |
| Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended by the Rehabilitation of Offender Act 1974 (Exceptions Amendment) Order 1986, you should declare all convictions, cautions, reprimands and written warnings. | | |
| (2) Are you a person known to any Social Services or Police department as being an actual or potential risk to children or currently under investigation for a child protection related incident. | YES | NO |
| If Yes, please supply details: | | |



Appendix K: Coach/Volunteer Personal Details and Self Disclosure (Page 4/4)

You have the right if access to any information held on you. (Data Protection Act 1998 and the European Data Protection Directive 95/46/EC)

| Self Disclosure Form - Part B (continued) | | |
|---|-----|----|
| (3) Have you had any disciplinary sanction (from a sports or other organisation's governing body) relating to child abuse or poor practice? | YES | NO |
| If Yes, please supply details: | | |
| <p>I certify that all the information in this form is true and correct to the best of my knowledge, and realise that false information or omissions may lead to terminate of my service.</p> <p>I have read and understand the JOLF Child protection Policy and Procedures</p> <p>I hereby consent to a DBS disclosure.</p> | | |
| Signed: | | |
| Date: | | |
| Print Name: | | |

| Part C: To be completed by JOLF | |
|--|--|
| I confirm that I have seen identification documents as mentioned below for the above person, and I confirm to the best of my knowledge that these are accurate and that I have checked them against the details of the person shown on the DBS document (if needed) and that they are the same person. | |
| Signature of Official: | |
| Position: | |
| Print Name: | |
| Date: | |
| Please provide details of the documents seen: | |
| PASSPORT: Full name, place and date of birth | |
| DRIVING LICENCE: Number and date of birth | |
| UTILITY BILL or LOCAL AUTHORITY TAX BILL | |



Appendix L: Coach/Volunteer Reference Form

_____ has expressed an interest in becoming a JOLF Coach/volunteering and has given you name as a referee. It would be much appreciated if you could complete the following form.

Any information disclosed in this reference will be treated in confidence and in accordance with relevant legislation and guidance, and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he or she is offered the position in question.

| Your Details | |
|-------------------|--|
| Name: | |
| Position: | |
| Organisation: | |
| Telephone Number: | |

| The Applicant | |
|---|--|
| How long have you known this person? | |
| In what capacity have you known the person? | |
| What attributes does this person have which would make him/her suitable to work with children? (Continue overleaf if required) | |

| Please rate the person on the following (Please Tick) | | | | | |
|---|------|---------|------|-----------|-----------|
| | Poor | Average | Good | Very Good | Excellent |
| Sense of Responsibility | | | | | |
| Self Motivation | | | | | |
| Can Motivate Others | | | | | |
| Reliability | | | | | |
| Dealing with Children | | | | | |
| Commitment | | | | | |
| Trustworthiness | | | | | |

This position involves substantial access to children and as an organisation we are committed to safeguarding children. Therefore it is important that if you have any reason to be concerned about this applicant you contact us immediately on the following number **01273 921135**

| Further Information |
|---|
| Please add any further information that you think is relevant (continue overleaf if needed) |

☎ 01273 921135 ✉ info@JOLF.golf

www.JOLF.golf

