



# CARLYON BAY HOTEL

SPA AND GOLF



## **SAFEGUARDING AND CHILD PROTECTION POLICY**

Carlyon Bay Golf Club has considered its responsibilities to the children participating in golf at our premises and within our club very carefully, and has produced the following Safeguarding and Child Protection Policy and underpinning procedures in order to set out the standards we wish to uphold in providing activities for children and safeguarding the welfare of children in our care.

Carlyon Bay Golf Club affiliates to the Cornwall Golf Union, and England Golf. Our professional coaching staff are members of the Professional Golfers' Association.

The Club recognises the policies of these Governing Bodies, as set in out at [www.childreningolf.org/aboutus/roles-responsibilities](http://www.childreningolf.org/aboutus/roles-responsibilities).

### **POLICY STATEMENT**

Carlyon Bay Golf Club acknowledges its duty of care to safeguard the welfare of all children (defined as those under 18), and those young adults (defined as those who may be 18 but still involved in junior golf) within the club. All children, and young adults have a right to protection, and have their particular needs taken into account. Carlyon Bay Golf Club will therefore endeavour to ensure the safety and protection of all children, and young adults involved with the club through the Child Protection guidelines adopted by the Management of the club.

It is the responsibility of all adults within the club to assist the Management in this endeavour.

### **POLICY AIMS**

- To provide children, and young adults, with appropriate safety and protection whilst in the care of the club and also help them to enjoy their experience of golf.
- To reassure parents that their children will receive the best practicable care possible whilst participating in activities within the club.
- To provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

### **PRINCIPLES**

- The welfare of children, and young adults is paramount.
- All children, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately, within the child protection and welfare guidelines and procedures.

- All staff and volunteers working in golf have a responsibility to report concerns to the Club Welfare Officer.
- Adults – staff, volunteers, coaches, referees and members will be supported to understand their role and responsibility with regard to the duty of care and protection of children and young people.
- Individuals will receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.

Carlyon Bay Golf Club will work in partnership with parents to review and implement child protection and welfare procedures.

Carlyon Bay Golf Club's policy and procedures are based on the above principles and UK Template Club Policy and international legislation and government guidance and take the following into consideration:

- The Children Act 1989 and 2004
  - The Data Protection Act 1994 & 1998
  - The Police Act 1997
  - The Human Rights Act 1998
  - The Protection of Children Act 1999
  - Caring for the young and vulnerable - Home Office Guidance for preventing the abuse of trust 1999
  - The Criminal and Court Services Act 2000
  - What to do if you are worried a child is being abused 2005
  - Working Together to Safeguard Children 2010)
  - The UN Convention on the Rights of the Child
- Any subsequent legislation relating to child protection would implicitly be incorporated into this document

## **RESPONSIBILITIES & COMMUNICATION**

- The Carlyon Bay Golf Club Safeguarding and Child Protection Policy will be available to all members, parents, staff, volunteers and participants
- The Policy will be reviewed every three years by the Management, and amended as appropriate. Guidance from golf's governing bodies will be sought as part of the review process
- The Management has responsibility for ensuring that the policy and procedures are implemented, including taking any appropriate disciplinary action necessary
- The Club Welfare Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate National Governing Body Lead Child Protection Officer and informing the appropriate club staff
- Parents have a responsibility to work together with the club in implementing procedures and providing their children with the necessary information to safeguard themselves

# CLUB GUIDANCE AND PROCEDURES

## 1. RECRUITMENT AND TRAINING

The club will, in conjunction with the Club Golf Professional ensure that all volunteers and staff working with children are suitable to do so.

All staff, coaches and volunteers will HAVE to be subject to a Disclosure and Barring (DBS) check, and MUST attend suitable child safeguarding training. The results of which will be recorded and monitored by the Junior Organiser, Director of Golf and the Child Welfare Officer. In addition, all relevant staff, coaches and volunteers must familiarise themselves with the Club Policies and Procedures, noting their own personal responsibilities.

For volunteers and those working with children in a non-regulated activity, and not suitable for a DBS check, a Self Disclosure form (**appendix 1**) must be completed and approved.

## 2. COMPLAINTS, CONCERNS AND ALLEGATIONS

**The first port of call is with the Club Welfare Officer, who will act immediately in assessing the information and involving other key personnel and organisations, such as the Police or Child Protection Services, as is deemed appropriate.**

If a player, parent/carer, member of staff or volunteer has a concern about the welfare of a child, or the conduct of another child/young person or an adult (whether they are a parent, coach, member, or otherwise), these concerns should be brought to the attention of the Club Welfare Officer forthwith. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Child Welfare Officer.

All concerns should be treated in confidence. Details should only be shared with those who can help with the management of the concern.

Concerns will be recorded on an Incident Report Form (**appendix 2**) and sent to the England Golf Compliance department and retained confidentially within the club. *England Golf Compliance department will assist with completion of this form on the club's behalf if required, tel: 01526 351813.*

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

- Reassure the child that they have done the right thing to share the information
- Do not make promises that cannot be kept, such as promising not to tell anyone else
- Do not question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action

- Record what the child has said as soon as possible on an incident report form.

Do not notify the parents unless you have first sought advice from the England Golf Compliance Office 01526 351824.

The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public. No referrals are made from the calls. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.

### **3. PARENTAL CONSENT FORMS**

Any junior under the age of 18, or young adult aged 18, must have a parental consent form signed by their parents/ guardian before they take part in any coaching session, play in any competitions or join as a member.

All parental consent forms will be kept confidential and will include personal details, emergency contact details, medical information and parental consent for medical consent, use of changing rooms, email, video and photography.

There will also be a signature required by both the parents and junior to say they have read and understood all Club Policies and agree to abide by all rules and the code of conduct for both juniors and adults.

In the event of emergencies, the club will use the contact details on the forms, using the secondary contact if necessary.

### **4. SUPERVISION**

During coaching sessions the club will endeavour to ensure that there is at least one Coach/volunteer present for every 10 children.

Parents will be encouraged to stay for coaching/competitions & other events where their children are of an age where their supervision is required.

If there are young children (under 10 years of age) attending events, activities, coaching or playing sessions they will be supervised at all times.

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

### **5. BULLYING**

Please refer to the Club's Anti-Bullying Policy.

### **6. SOCIAL MEDIA AND ONLINE SAFETY**

Please refer to the club's Social Media and Children Policy.

## **7. TRANSPORT**

Carlyon Bay Golf Club does NOT organise transport for junior to attend, events or matches. All transport is carried out by parents transporting their own children, or car-pooling in conjunction with other parents.

## **8. CHANGING ROOMS**

Changing rooms are one of the most vulnerable areas for children at Golf Clubs. To avoid the possible misunderstanding and embarrassing situations, adults need to exercise care when in a changing room at the same time as children. However, bullying can also occur when children are left unsupervised in locker rooms.

It is best practice that one adult is not left alone to supervise changing rooms. If, in an emergency, a male has to enter a female changing room, or vice versa, another adult of the opposite gender should accompany him/her. Please note the following guidelines;

- Wherever possible, adults should avoid changing or showering at the same time as children.
- Parents need to be aware that on occasions children and adults may need to share the same changing facilities.
- It is recommended that particular attention is given to the supervision of children aged 11 and under in changing rooms. It is advisable for adults not to be alone with any such child in these circumstances, unless it is their own child
- If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.

## **9. PHOTOGRAPHY**

Photographs and videos of juniors whilst playing golf are used for both the clubs coaching programme and Carlyon Bay Golf Club's promotion of junior golf. The Guidelines of Photography and Use of Video are:

- Ensure written permission is obtained from the juniors parents/ guardians before taking any photos or videos. This is included in the Parental Consent Form.
- Consent should also be sought from the child at the time of taking photographs.
- Parents have the legal right to decide if a child's picture can be taken, and how the images may be used. The club must be aware of any juniors for which consent has not been granted.

- All images of children must be securely stored, and not kept on personal mobile phones or cameras. Images to be emailed to the club system for safe storage, or deleted once used for legitimate purposes.
- Efforts should be made to ensure that pictures and videos are taken by authorised persons only, such as the PGA Coaches or Junior Organisers. Records of who is the 'photographer of the day' must be kept.
- If an image is used of a junior, never publish or give out personal details of the junior.
- Encourage the reporting to the appropriate authorities of any inappropriate use of images of children.

If a member of the press or anyone else takes pictures of juniors whilst playing in competitions or coaching the following rules apply:

- Any media photographer must show their identification, and register with the club before taking any images of children
- Ensure the photographer is aware of what is considered appropriate
- Inform those concerned that a photographer will be attending the event
- Make sure that parents have given permission for their child to be photographed
- Ensure there is always more than one adult whilst taking pictures and never be left alone with a child with photographic equipment
- The use of camera, mobile phones and videos are not permitted in changing areas in any circumstances

Inform a member of staff or event organiser if you have any concerns about any individual taking any inappropriate images

## **10. LATE COLLECTIONS**

Ultimately, it is the responsibility of the parents/guardians to collect their child/children at the designated time. However there are occasions when this does not happen due to a number of reasons. The child will be cared for in these circumstances.

- It is not the responsibility of the staff, coaches or volunteers to take children home or to another location.
- Juniors should not be left waiting alone at the golf club, or any other venue.

- Children will not be sent home with another person without prior consent.
- If a child/children still has not been collected by the designated time, the parents should be contacted.
- If all attempts to contact the parents/guardians fail then consideration should be given to calling the Police and asking for advice.

## **11. CONFIDENTIALITY**

Details of all juniors will be kept on file in the office and will not be shared with a third party without parent/guardian consent. Access to this information will be granted to Sec/Manager/ CWO, the Junior Organiser(s) and the PGA Golf Professional(s).

Details will be passed onto the County Organisations as requested when juniors have reached an ability level that meets the relevant county criteria.

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

## **12. CLUB POLICIES AND DOCUMENTS**

Additional guidance can be found in the following documents which are available in the Golf Office, or on the Carlyon Bay Golf Club website.

Anti Bullying Policy

Social Media Policy

Code of Conduct for Coaches, Staff and Volunteers

Code of Conduct for Children

Child Welfare Officer Role Description

**ALL CONTACT SHOULD BE MADE IN THE FIRST INSTANCE THROUGH THE GOLF CLUB ON 01726 814250 WHO WILL THEN DIRECT YOUR CALL.**

## Appendix 1

### Self-Disclosure Form

#### Private and Confidential

For roles involving contact with children (under 18 year olds).

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

#### Part One

<i>For completion by the organisation:</i>	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
Identification ( <i>tick box below</i> ):	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
<b><i>Either</i></b>	
UK Passport Number and Issuing Office	
UK Driving Licence Number ( <i>with picture</i> )	
<b><i>Plus</i></b>	
National Insurance Card or current Work Permit Number	
<b>Signature of authorised Employing Officer:</b>	
<b>Print name:</b>	
<b>Date:</b>	



## Part Two

### NOTE:

If the role you have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role

<i>For completion by the individual (named in Part one):</i>	
Have you ever been known to any Children's Services department as being a risk or potential risk to children?	YES / NO <i>(if Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, please provide further information)</i>
Confirmation of Declaration <i>(tick box below)</i>	
	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.
<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

**Club Welfare Officer** .....

I have seen and checked the above responses, if any of the boxes above are ticked YES, I have referred this form to England Golf Governance Department for a risk assessment and advice.

**Signed:**

**Date:**

## Appendix 2

### Incident Report Form – CARLYON BAY GOLF CLUB

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

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

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

Details of the allegations: [include: date; time; location; and nature of the incident.]
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Additional information: [include: witnesses; corroborative statements; etc.]	
England Golf Compliance department notified (01526 351824)	
Case Number (if allocated)	
Date:	Time:
Action taken:	
Date:	Time:
Signature of Recorder:	
Signature of Complainant:	