# Wales Golf
## Safeguarding Policy and Procedures

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**Supporting Documents**

- Incident Report Form 16 & 17
- Accident Report Form 18
- Guidance on Regulated Activity 19
- Categories of Child Abuse 20 & 21
Safeguarding Children and Young People Policy

FOREWORD BY CEO

I am delighted to provide the foreword for this policy which explains the essential work Wales Golf undertakes in the area of Safeguarding and protecting all individuals who participate in Golf throughout the Principality.

Wales Golf is committed to ensure that the sport of golf is one within which all participants can thrive and flourish in a safe environment and that all children, young people and adults at risk have an enjoyable, safe and positive experience when playing golf.

In July 2014 Wales Golf achieved Level 3 of the NSPCC and Child Protection in Sport Unit accredited National Safeguarding Standards. Wales Golf recognises and supports the measures set out in the framework to fulfil our commitment to good practice and the protection of all those for whom we have a duty of care in the sport. We will continue to work hard to strengthen all aspects of our safeguarding activities to ensure that Wales Golf continues to strive to provide a safe and enjoyable environment for children, young people and adults at risk.

Richard Dixon
CEO, Wales Golf
March 2019

KEY PRINCIPLES

- The welfare of children is paramount
- A child is defined by law in England and Wales as a person under the age of 18 years
- All children, regardless of their Age, Race, Religion or Belief, Disability, Gender identity or Sexual Orientation, have the right to protection from abuse (see Appendix 19 for categories of abuse and further explanation)
- All concerns and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- All children have the right to be safe
- All children have the right to be treated with dignity and respect
- Wales Golf will work with children, their parents/carers and external organisations to safeguard the welfare of children participating in golf
- We recognise the authority of the statutory agencies and are committed to complying with Local Safeguarding Children Board Guidelines (LSCB), Working Together under the Children Act 2004, and any legislation and statutory guidance which supersedes these.
- Wales Golf is committed to working in partnership with other key UK Golf Bodies to continually improve and to promote safeguarding initiatives across the sport.
- Clubs, counties and other golf bodies owe a legal duty of care to children on their premises or engaged in their activities. That duty is to take reasonable care to ensure their reasonable safety and the duty is higher than it would be for adults. This policy does not imply that Wales Golf assume any of those legal liabilities, which remain with the relevant golf bodies.
OBJECTIVES

The overall aim of the policy is to ensure that everyone participating in the sport of golf does so in a safe environment that supports children and young people to meet their potential.

Wales Golf aim to work with golf bodies to:

- Provide a safe environment for children, young people and adults at risk participating in golfing activities and try to ensure that they enjoy the experience.
- Ensure robust systems are in place to manage any concerns or allegations.
- Support adults (staff, volunteers, PGA Professionals, coaches, members and visitors to the club) to understand their roles and responsibilities with regard to their Duty of Care and protection of children and adults at risk.
- Provide appropriate level training, support and resources for staff, volunteers & coaches to make informed and confident responses to specific safeguarding and child/adult protection issues and to fulfill their role effectively.
- Ensure that children and their parents/carers are informed and consulted and, where appropriate, fully involved in decisions that affect them.
- Ensure that everyone involved in a role with children have been through appropriate pre-recruitment checks.

RESPONSIBILITIES AND IMPLEMENTATION

Wales Golf and will work with partner organisations* to promote the principles of safeguarding children by:

- Reviewing Wales Golf policy and procedures every three years or whenever there is a major change in legislation.
- Giving guidance on appropriate recruitment procedures to assess the suitability of volunteers and staff working with children and vulnerable groups.
- Following procedures to report welfare concerns and allegations about the behaviour of adults and ensure that all staff, volunteers, parents and participants, including children, are aware of these procedures.
- Directing club staff, volunteers & coaches to appropriate safeguarding training and learning opportunities, where this is appropriate to their role.

Wales Golf seeks to help affiliate organisations and individual members understand their responsibilities through the provision of clear guidance and support.

Wales golf will continually develop safeguarding practices, recognising the need to support and develop a network of Club Welfare Officers’ with lead responsibilities for safeguarding and protecting children.

*Wales Golf is a member of the SafeGolf Strategy Group which consists of members from the golfing bodies across Great Britain and has been set up to help golf respond to the issue of child protection in sport.
1. **RECRUITMENT AND TRAINING**

Wales Golf will provide guidance to Clubs with endeavour to ensure that all volunteers and staff working with children and adults at risk are appropriate and suitable to do so, and that they have all the information they require to undertake their role effectively and appropriately.

Each role which involves an element of responsibility with regard to children, particularly those involving the regular supervision of children, whether voluntary or paid, will be assessed to establish which qualifications, checks and other requirements are necessary. These will include the following:

- An application form
- A self-disclosure form
- References from 2 people
- A signed Code of Conduct
- A Disclosure & Barring Service (DBS) check on people involved in ‘regulated activity’ with children.

Details of the requirements and the qualifications and checks of individuals will be recorded by the recruiting body who should also hold copies of the necessary Safeguarding and Protecting Children (SPC) certificates. The nominated person will possess all relevant and appropriate contact details of all staff / volunteers and other relevant bodies.

All Staff, Volunteers & PGA Coaches will be offered access to appropriate child protection training. Wales Golf recommends attendance at the UK Coaching Safeguarding and Protecting Children (SPC) workshop and all volunteers and staff who have significant contact with children should attend.

Attendance at the training or the Safeguarding Children – Reflecting on Practice (SPC2) refresher workshop will be repeated every 3 years for those involved in regulated activity.

All Staff, Volunteers & PGA Coaches working with children should read and become familiar with the England Golf Safeguarding Policy and Procedures.

All volunteers & coaches involved with children should ready the Wales Golf Code of Conduct relevant to their role, and sign to indicate their understanding and agreement to act in accordance with the code. The code is linked to the Wales Golf Disciplinary Procedures.

Wales Golf are committed to the fact that every child and participant in golf should be afforded the right to thrive through being involved in sporting activity for life, in an enjoyable, safe environment, and be protected from harm. Wales Golf acknowledge the additional vulnerability of some groups of children and adults (e.g. disabled, looked after children, those with communication differences). Wales Golf will ensure that the environment is appropriate for the child, and tailored to their needs so that they have a positive experience of their sport, and do this without risk of harm.
2. COMPLAINTS, CONCERNS AND ALLEGATIONS

2.1 If a player, parent/carer, member of staff or volunteer has a concern about the welfare of a child or an adult who appears to be vulnerable, 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 Lead Child Welfare Officer without delay. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass their concerns and any relevant information to the Lead Child Welfare Officer. Please refer to Flowcharts 1 & 2 for further details (see below).

2.2 All concerns will be treated in confidence. Details should only be shared on a ‘need to know’ basis with those who can help with the management of the concern.

2.3 Concerns will be recorded on an Incident Report Form and sent to the Wales Golf Lead Safeguarding Officer and retained confidentially within Wales Golf.

_The Lead Safeguarding Officer will assist with completion of this form if required, tel: 01633 436040._

2.4 Wales Golf will work with the club and other external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice. Wales Golf disciplinary procedures will be applied and followed where possible.

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

- Reassure them that they have done the right thing to share the information
- Listen carefully
- Do not make promises that cannot be kept, such as promising not to tell anyone else
- Do not seek to actively question the child/adult or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action. Only ask questions to clarify your understanding where needed e.g. can you tell me what you mean by the word xxxxx?
- Record what the child/adult has said as soon as possible on an incident report form.

Do not notify the parents or carers unless you have first sought advice from Wales Golf Lead Safeguarding Officer tel: 01633 436040.

If the Wales Golf Lead Safeguarding Officer is not available and a delay cannot be justified then seek advice from the local Children’s Social Care department, the Police, the LADO (the Local Authority Designated Offier) or the NSPCC.
2.6 The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public who need support. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.

2.7 Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. Wales Golf supports an environment where staff, volunteers, parents/carers and the public are encouraged to raise safeguarding and child/adult protection concerns. Anyone who reports a legitimate concern to the organisation (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously.
FLOWCHART 1

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

```
Concern identified about a child

If the child requires urgent medical attention call an ambulance and inform the hospital doctor that you have a child protection concern

Report your concern to the Club Welfare Officer* who will if necessary refer the matter to Children’s Social Care/Police without delay. Make a record of everything that the child has said and/or what has been observed with dates and times, using the Incident Report Form.

If the Club Welfare Officer is not available contact the Wales Golf Lead Safeguarding Officer, Sian Simmons 01633 436040 sian.simmons@walesgolf.org 01633 436040 or refer the matter directly to Children’s Social Care/Police. Remember delay may place the child at further risk.

Complete a report form and copy it to Children’s Social Care/Police and to the Wales Golf Lead Safeguarding Officer within 24 hours.
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* If for any reason a Club Welfare Officer is not in post or is unavailable a principle of least delay is important. Please contact the Wales Golf Lead Safeguarding Officer, Siân Simmons 01633 436040 sian.simmons@walesgolf.org
FLOW CHART 2

What to do if you are worried about the behaviour of any member, parent/carer, volunteer, staff, Professional, coach or official in golf or affiliated organisations

**Concerns identified**

- Complete the Incident Report Form
- Report to the Club Welfare Officer *
- If you have urgent concerns or the Welfare Officer is not available, refer immediately to Children's Social Care/Police and copy the incident report form to them within 24 hours.

If the child requires immediate medical attention, call an ambulance and inform the doctor there is a child protection concern.

Wales Golf
Lead Safeguarding Officer,
Siân Simmons
sian.simmons@walesgolf.org
01633 436040

The Golf Case Management Group decides on the 'route' the case should take either within golf and/or via external agencies with Wales Golf making the final decision

Possible outcomes
- No case to answer
- Complaint resolved with agreement between parties
- Training/mentoring agreed
- Disciplinary sanction
- More significant concerns emerge

Appeal

Possible processes
- Child protection investigation
- Criminal investigation/proceedings
- Investigation under disciplinary proceedings – including possible temporary suspension of person accused

Golf's investigation dependent upon outcome of advice from the Local Authority Designated Officer (LADO)/Team or of any Children's Social Care/Police investigation

Possible Outcomes:
- No case to answer
- Less serious – referred to complaints procedure
- Disciplinary hearing – sanctions
- Civil proceedings

**Serious poor practice. Poor practice with wider implications. Alleged child abuse.**

**Possible minor poor practice –**
Lead Child Protection Officer to assist clubs in managing:
- Complaints procedure
- Disciplinary process
- No further action

**Possible processes**
- Child protection investigation
- Criminal investigation/proceedings
- Investigation under disciplinary proceedings – including possible temporary suspension of person accused

Golf's investigation dependent upon outcome of advice from the Local Authority Designated Officer (LADO)/Team or of any Children's Social Care/Police investigation

Possible Outcomes:
- No case to answer
- Less serious – referred to complaints procedure
- Disciplinary hearing – sanctions
- Civil proceedings
3. **EMERGENCIES AND INCIDENTS**

3.1 Where children are participating in events or activities, or attending coaching organised by England Golf, Parental Consent Forms will be obtained. These forms will be retained, treated in confidence and only shared with those who require the information they contain to perform their role effectively.

3.2 In the event of a child requiring medical attention:
- The parents will be contacted immediately.
- In the event of failure to contact parents, the alternative emergency contacts will be used.
- The consent form will be consulted to establish whether parents have given their consent for a Wales Golf representative to act in loco parentis.
- An adult Wales Golf representative will accompany the child to seek medical attention, if appropriate, ensuring that they take the consent form with them.
- A record of the action taken will be made and retained by a Wales Golf representative.

3.3 Where a parent is late in collecting their child the following procedure will apply:
- Attempt to contact the parent/carer using the contact details on the Parental Consent Form
- Attempt to contact the first, then the second emergency contact nominated on the Consent Form
- Wait with the young person(s) at the venue with, wherever possible, other staff/volunteers or parents.
- If no one is reachable, contact the Club’s Welfare Officer for advice.
- If all attempts to make contact fail, consideration should be given to contacting the police for their advice.

Staff, Volunteers & PGA Pros should try to avoid:
- Taking the child home or to another location without consent.
- Asking the child to wait in a vehicle or the club with them alone.
- Sending the child home with another person without permission.

3.4 England Golf offer guidance and support to Clubs to assist with planning for emergencies and incidents. Examples of recommended best practice and template documents are available for use and direct contact can be made with the Wales Golf Lead Safeguarding Officer for further advice. Tel: 01633 436040.
4. **SUPERVISION**

4.1 During coaching sessions, coaches should conduct a risk assessment to inform decision making about appropriate supervision levels. Regardless of the recommended ratio of adults to participants, it is recommended that a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity.

4.2 Parents may be encouraged to stay for coaching/competitions & other events where their children are of an age where greater levels of parental supervision is required.

4.3 Parents should be aware that with limited changing room space there may be occasions when adults and children may need to share the facilities.

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

4.5 Special arrangements will be made for away trips. Parents will receive full information about arrangements for any such trip and will be required to provide their consent for their child’s participation.

4.6 Wales Golf offer guidance and support to clubs to assist with planning for events and activities. Examples of recommended best practice and template documents are available for use and direct contact can be made with the Wales Golf Lead Safeguarding Officer for further advice. Tel: 01633 436040.

5. **GOOD PRACTICE GUIDELINES**

5.1 **Behaviour of adults and children**

5.1.1 Adults who work with children are placed in a position of trust in relation to children, and therefore it is important they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from allegations of poor practice. Codes of conduct will be issued to junior members & adults working with them to promote good practice.

5.1.2 Wales Golf requires that all staff and volunteers working with children adhere to the standards set out in the Code of Conduct relevant to their role. Similarly, children and all participants are expected to follow their own code of conduct to ensure the enjoyment of all participants and assist the club in ensuring their welfare is safeguarded.
5.1.3 Parents and carers should also work together with the Wales Golf to ensure that all children are safeguarded. A sheet on “Parental Guidance” is provided to assist them in understanding how they can best assist the Wales Golf.

5.2 Adults and Children playing golf together
One of the reasons for the popularity of golf is that the game is not restricted by ability, age or gender. Responsible interaction between adults and children helps bring mutual respect and understanding and will be encouraged as part of club activities. Adults should always be aware however that age related differences do exist and conduct themselves in a manner that both recognises this and prioritises the welfare of any children involved.

5.3 Physical Contact
Physical contact with children by coaches or volunteers should always be intended to meet the needs of the child and the sport, not the adult. That is, to develop golf technique, to protect the child from injury, to provide first aid or treat an injury. It should always take place in an open environment, and should not, as a general principle, be made gratuitously or unnecessarily.

5.4 Transport
5.4.1 Wales Golf believes it is primarily the responsibility of parents/carers to transport their child/children to and from events. It is not the responsibility of Wales Golf volunteers or coaches to transport children and young people to and from events, activities, tournaments or matches.

5.4.2 Wales Golf may make arrangements for transport in exceptional circumstances, such as team events. Where this is the case, the written permission of the parents of the relevant children will be sought. The drivers used should be checked for their suitability to transport and supervise children (see Section 1 Recruitment and Training) and their insurance arrangements verified. Further information on safe transport guidelines can be obtained from Wales Golf Lead Safeguarding Officer Tel: 01633 430604.

5.4.3 Children and young people are often involved in competition either through a league or friendly matches. When taking young people away from the home club, consideration and planning needs to be paramount to ensure the duty of care for the young people within the team is fulfilled.

5.5 Photography/ Videoing
5.5.1 Permission will be sought from parents prior to the publication or use of any video or photographic images of their child, for instance in newspapers, websites or for coaching purposes. The personal details of the child will not be used in any promotional material unless consent from the parents/carer is obtained.
5.5.2 Any press/official photographers attending events will be required to seek permission from Wales Golf before taking photographs and also permission of parents to use the images.

5.6 Social Media

Social media provides unique opportunities for Wales Golf to engage and develop relationships with people in a creative and dynamic forum where users are active participants. It is important that all staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of Wales Golf are aware of the Wales Golf Social Media policy.

5.7 Anti Bullying Procedures

5.7.1 We believe that every effort must be made to eradicate bullying in all its forms. Bullying can be difficult to define and can take many forms which can be categorised as;

- Physical – hitting, kicking, theft
- Verbal – homophobic or racist remarks, threats, name calling
- Emotional – isolating an individual from activities or a group

All forms of bullying include;

- Deliberate hostility & aggression towards an individual(s)
- A victim who is weaker and less powerful than the bully or bullies
- An outcome which is always painful & distressing for the victim

Bullying behaviour may also include;

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive or offensive comments of a sexual nature.

Wales Golf and its Staff, Volunteers & Coaches will not tolerate bullying in any of its forms during events, competitions, coaching or at any other time.

5.7.2 We will:

- Provide a point of contact where those being bullied can report their concerns in confidence – Wales Golf Lead Safeguarding Officer
- Take the problem seriously
- Investigate any and all incidents and accusations of bullying
- Talk to bullies and their victims separately along with their parents/guardians
- Impose sanctions, which may include expulsion from the club for bullies
- Keep a written record of all incidents referred to Wales Golf and the action taken.
- Have a discussion about bullying and why it matters.
5.8 Confidentiality

5.8.1 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.

5.8.2 All concerns/allegations will be dealt with confidentially by Wales Golf 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.

5.9 Changing rooms

The changing rooms are used by all members & visitors. When children are attending events/coaching session’s parents should be made aware that adults use the changing rooms throughout the day for changing & showering. Where a parent/carer does not consent to their child accessing the changing rooms, it is their responsibility to either supervise the child while in the changing rooms or ensure that they do not use them.
6. Useful Contacts

### Wales Golf Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sian Simmons</strong></td>
<td>Wales Golf</td>
<td><strong>01633 436040</strong></td>
<td><a href="mailto:sian.simmons@walesgolf.org">sian.simmons@walesgolf.org</a></td>
</tr>
<tr>
<td><strong>Officer</strong></td>
<td>Catsash Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Newport</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>South Wales, NP18 1JQ</td>
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</tbody>
</table>

### Local Contacts

<table>
<thead>
<tr>
<th>Local Children’s Social Care (including out of office hours contact)</th>
<th>Newport City Council Social Services Information Station Queensway Newport NP20 4AX</th>
<th>OUT OF HOURS 0800 3284432</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB. In an emergency, the Samartans will hold the Duty Officer's contact number</td>
<td>01633 656656</td>
<td>After 5pm or at the weekends please contact The Emergency Social Work Duty Team</td>
</tr>
</tbody>
</table>

| Samaritans            | 08457 90 90                                                                  |
| Local Police child protection teams  | Gwent Police 101                                                              |
| In an emergency contact 999 |                                                                                   |

<p>| NSPCC Freephone 24 hour Helpline | 0808 800 5000                                                                   |
| NSPCC Whistleblowing Helpline for Professionals | 0808 028 0285                                                                 |</p>
<table>
<thead>
<tr>
<th>National Contacts</th>
<th>National Centre</th>
<th>Tel: 0808 800 5000</th>
</tr>
</thead>
<tbody>
<tr>
<td>The NSPCC</td>
<td>42 Curtain Road London, EC2A 3NH</td>
<td><a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></td>
</tr>
<tr>
<td>Childline UK</td>
<td>Freepost 1111 London N1 0BR</td>
<td>Tel: 0800 1111</td>
</tr>
<tr>
<td>NSPCC Child Protection in Sport Unit</td>
<td>3 Gilmour Close Beaumont Leys Leicester LE4 1EZ</td>
<td>Tel: 0116 234 7278</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:cpsu@nspcc.org.uk">cpsu@nspcc.org.uk</a></td>
</tr>
</tbody>
</table>
## INCIDENT REPORT FORM

### PERSONAL AND CONTACT DETAILS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date of Birth/Age</th>
<th>Address</th>
<th>Telephone</th>
<th>Mobile</th>
<th>Club</th>
<th>County</th>
<th>School</th>
<th>Parent/Guardian Name</th>
<th>Parent/Guardian Contact Number</th>
</tr>
</thead>
</table>

**Date allegation received**

**Name of first contact in receiving details of allegation**

### Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Organisation</th>
<th>Contact Number</th>
</tr>
</thead>
</table>

### DETAILS OF THE CONCERN/ALLEGATION

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Location</th>
<th>Persons involved/witnesses</th>
</tr>
</thead>
</table>

### DETAILS OF PERSON INVOLVED IN CONCERN/ALLEGATION

<table>
<thead>
<tr>
<th>Name</th>
<th>D.O.B</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Position (in relation to young person)</td>
<td></td>
</tr>
<tr>
<td>Additional Notes</td>
<td></td>
</tr>
</tbody>
</table>

### ACTION TAKEN BY COMPLIANCE

<table>
<thead>
<tr>
<th>Contact Name/Organisation</th>
<th>Date/Time</th>
<th>Conversation/Action takes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**Summary of Case and how closure has been agreed**

**Which Bodies and Officers have been involved in the case?**

**Agreed action to close case**

**Closure details**

**Case closed by:**
- Name: 
- Date: 
- Ratified by:

**Data protection:**

Wales Golf may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with their Children and Young People Safeguarding Policy and Procedures.

Strict confidentiality will be maintained and information will only be shared on a “need to know” basis in the interest of safeguarding. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs, individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Children’s Social Care.
**WALES GOLF ACCIDENT REPORT FORM**

<table>
<thead>
<tr>
<th>A. Details of the person who had the accident</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Title (if employee)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| First Name | | Date of Birth | |
|------------|-------------|---------------|
| Surname | | Work Tel No. | |
| Sport/Activity | | Home Tel No. | |
| Membership No | | Mobile Tel No. | |
| Club/Team | | E-Mail | |

<table>
<thead>
<tr>
<th>B. Details of accident (use extra sheet if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Where did the accident happen? (give specific location)</td>
</tr>
<tr>
<td>What was the casualty doing at the time of the accident?</td>
</tr>
<tr>
<td>How did the accident happen? (be precise)</td>
</tr>
</tbody>
</table>

Information given by

<table>
<thead>
<tr>
<th>Casualty</th>
<th>Another person</th>
<th>Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>C. Injury sustained and First Aid Treatment given</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature of injury</td>
</tr>
<tr>
<td>First aid given</td>
</tr>
<tr>
<td>Was the person taken to hospital?</td>
</tr>
<tr>
<td>Further treatment or referral</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Witness (Please include any additional witnesses on a separate sheet attached to this form)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Work Tel No</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

**Data protection:**
Wales Golf may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with their Children and Young People Safeguarding Policy and Procedures. Strict confidentiality will be maintained and information will only be shared on a “need to know” basis in the interest of safeguarding. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs, individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Children’s Social Care.
The eligibility for requesting DBS checks has changed under recent legislation. 

**Checks can only be requested if the work that a volunteer or member of staff does fits within the following definition of “Regulated Activity”**.

“Regulated activity” is defined as where someone is teaching, training, instructing, caring for or supervising children, or providing advice or guidance on well-being or driving a vehicle only for children, when this activity is done regularly and unsupervised.

“Regularly” is considered to be at least once a week. If the activity was taking place on 4 or more days in a 30 day period, this would also fall within the definition.

If the activity involves any overnight responsibility between 2 am and 6 am then this is also classed as Regulated Activity.

Supervision must be by a person who is working in a regulated activity, must be day to day and must be “reasonable in all the circumstances to ensure the protection of children”.

“regulated activity” would also cover people involved in transporting children as part of their role on behalf of the club, (not parents or with parental consent).

If the activity meets the requirements of the definition, but is supervised, then the club/county will still be able to request a DBS check but the disclosure information will be limited.

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There is further guidance on the Wales Golf Website under Golf Clubs & Organisations – Safeguarding Children.

If you require any additional information please contact Sian Simmons at Wales Golf on 01633 436040 or sian.simmons@walesgolf.org
What constitutes abuse and neglect?
Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Safeguarding is defined as:
• protecting children from maltreatment;
• preventing impairment of children’s health or development;
• ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
• taking action to enable all children to have the best life chances.

Child Protection is:
Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Categories of Child Abuse

Physical abuse
A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or career fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse
The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as 93 overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse
Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
**Child Sexual Exploitation**

“Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.

“The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.”

**Neglect**

The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or care worker failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**Bullying**

Ref: www.gov.uk/bullying

Bullying is not a category of abuse under statutory guidance but can have a profound impact upon the welfare of children, young people and others who are additionally vulnerable. There is no legal definition of bullying. However, it’s usually defined as behaviour that is:

- repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, e.g. because of race, religion, gender or sexual orientation

It takes many forms and can include:

- physical assault
- teasing
- making threats
- name calling
- cyberbullying - bullying via mobile phone or online (e.g. email, social networks and instant messenger)