

Wales Golf

Safeguarding Policy and Procedures

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Safeguarding 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
October 2016

PRINCIPLES IN RELATION TO CHILDREN

- A child is defined by law in England and Wales as a person under the age of 18 years
- The welfare of children is paramount
- 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.

PRINCIPLES IN RELATION TO ADULTS AT RISK

Many of the principles outlined above are directly applicable to supporting and protecting adults at risk¹. The Care and Support Statutory Guidance (updated 24th February 2017) Section 14.13 sets out the following six key principles which underpin all adult safeguarding work:

- Empowerment: People being supported and encouraged to make their own decisions and informed consent.
- Prevention: It is better to take action before harm occurs.
- Proportionality: The least intrusive response appropriate to the risk presented.

¹ Formerly referred to as 'Vulnerable Adults'

- Protection: Support and representation for those in greatest need.
- Partnership: Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability: Accountability and transparency in delivering safeguarding.

In addition, Wales Golf recognises the following principles which underpin our work with all groups and individuals who may have additional needs for support and protection:

- It is every adult's right to be protected from abuse irrespective of their age, gender identity, faith or religion, culture, ethnicity, sexual orientation, background, economic position, disability or level of ability (see Appendix 20 for categories of adult abuse and further explanation).
- All staff and volunteers share the responsibility for the protection of adults at risk and will show respect and understanding for their rights, safety and welfare.
- The additional vulnerability of disabled adults (including those with invisible disabilities, learning and communication differences) is recognised.
- Allegations of abuse or concerns about the welfare of any adult will be treated seriously and will be responded to swiftly and appropriately.
- The responsibilities of the statutory agencies - Wales Golf is committed to complying with the Local Safeguarding Adult Board (SAB) procedures and the Care and Support Statutory Guidance (2017).
- Confidentiality will be maintained appropriately at all times and the adult's safety and welfare must be the overriding consideration when making decisions on whether or not to share information about them.
- Wales Golf will support all adults to understand their roles and responsibilities with regards to safeguarding and protecting adults at risk, including the responsibility to report all concerns without delay.
- All participants involved in golfing activities have the right to be listened to with respect and to be heard.

OBJECTIVES

Wales Golf aim 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.
- Reassure parents and carers that all children and adults at risk will receive the best care possible whilst participating in club activities
- Communicate safeguarding policy & procedures to them through website/letter/consent forms.
- 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
- Adopt the Golf Safeguarding Policy and Procedures and any related policies where appropriate.

RESPONSIBILITIES AND IMPLEMENTATION

Wales Golf and partner organisations will seek to promote the principles of safeguarding children by:

- Reviewing their policy and procedures every three years or whenever there is a major change in legislation. Guidance from Golf Safeguarding Action Group will be sought as part of the review process.
- Conducting a risk assessment of club activities with regard to safeguarding and take appropriate action to address the identified issues within suitable timescales.
- Using appropriate recruitment procedures to assess the suitability of county volunteers and staff working with children and vulnerable groups, in line with guidance from the Golf Safeguarding Action Group.
- 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.

1. RECRUITMENT AND TRAINING

Wales Golf will 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 (**Appendix 1**)
- A self-disclosure form (**Appendix 2**)
- References from 2 people (**Appendix 3**)
- A signed Code of Conduct (**Appendix 4, 6**)
- A Disclosure & Barring Service (DBS) check on people involved in 'regulated activity' with children. (**Appendix 17, 18**)

Details of the requirements and the qualifications and checks of individuals will be recorded by the Club Welfare Officer/Secretary/Manager who will 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 sportscoachuk "SPC" workshop and will ensure that all volunteers and staff who have significant contact with children 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 or adults at risk will be asked to read and become familiar with the Wales Golf Safeguarding Policy and Procedures.

All volunteers & coaches involved with children and/or adults at risk will be asked to read the Wales Golf Code of Conduct for Adults, 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 (**appendix 10**) and sent to the Wales Golf Safeguarding Co-ordinator and retained confidentially within Wales Golf. *The Safeguarding Co-ordinator will assist with completion of this form on the club's behalf 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.

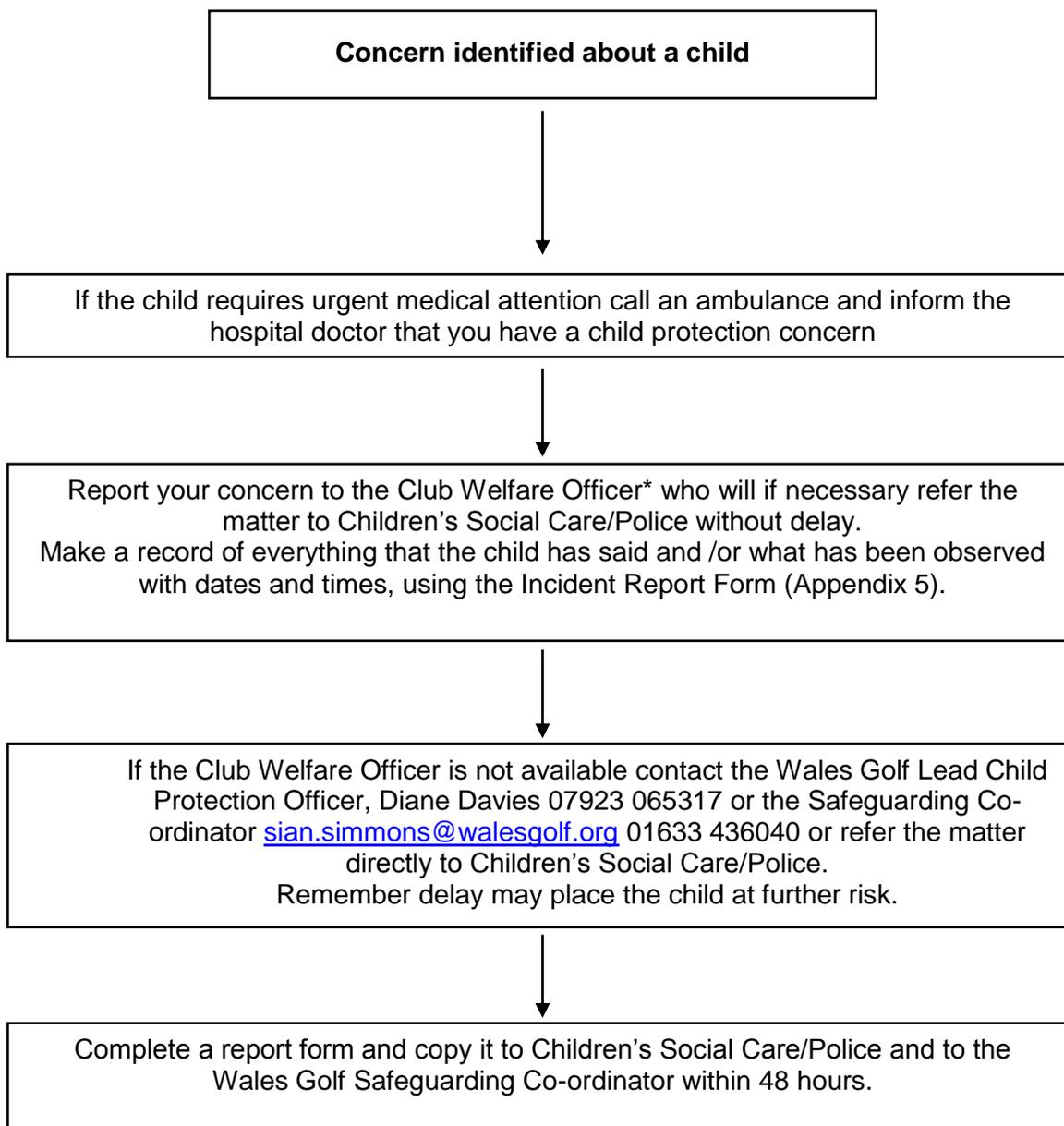
Do not notify the parents or carers unless you have first sought advice from Wales Golf 01633 436040

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, young people and adults at risk 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 (**appendix 11**).

FLOWCHART 1

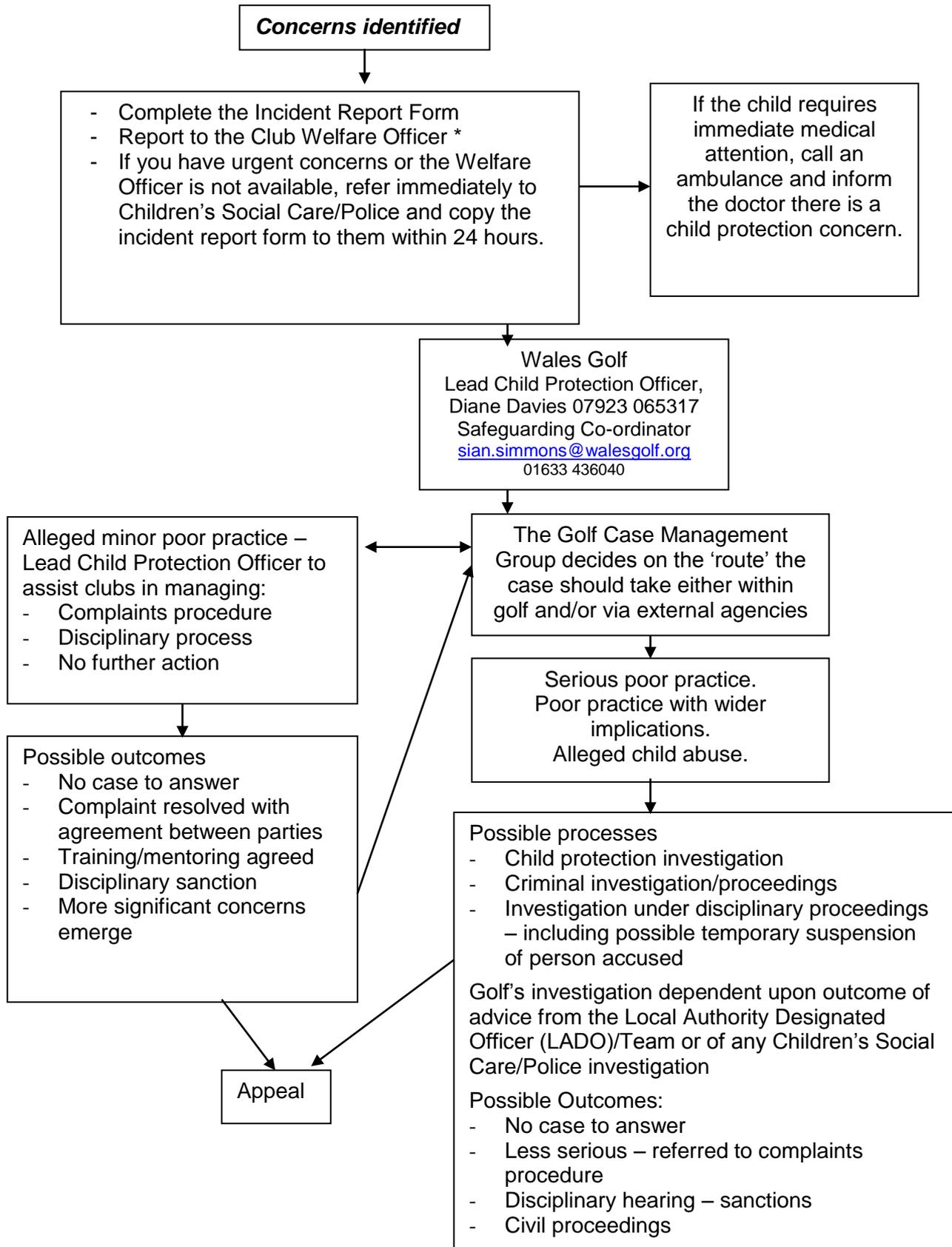
What to do if you are worried about what is happening to a child outside of the Club/County (but the concern is identified through the child's involvement in golf)



* 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 Child Protection Officer, Diane Davies 07923 065317 or the Safeguarding Co-ordinator sian.simmons@walesgolf.org 01633 436040

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



3. EMERGENCIES AND INCIDENTS

3.1 Parental Consent Forms (**appendix 7**) will be obtained and retained by the Wales Golf for all children who are participating in events or activities, or attending coaching organised by the Wales Golf. These forms will be 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.

4. SUPERVISION

4.1 During coaching sessions the club will endeavour to ensure that there is at least one Coach/volunteer present for every 8 children.

- 4.2** Parents will 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** If there are young children (under 10 years of age) attending events, activities, coaching or playing sessions they will be supervised at all times.
- 4.4** Wherever possible adults will avoid changing or showering at the same time as children but parents will be made aware that with limited changing room space there will be occasions when adults and children may need to share the facilities.
- 4.5** 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.
- 4.6** 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.

5. GOOD PRACTICE GUIDELINES

5.1 Behaviour of adults and children

- 5.11** 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.
- 5.12** Wales Golf requires that all staff and volunteers working with children and/or adults at risk adhere to the standards set out in the Code of Conduct (**appendix 4**). 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 (**appendix 4**).
- 5.13** Wales Golf requires that all staff and volunteers working with children adhere to the guidelines on Managing Challenging Behaviour (**appendix 5**).
- 5.14** Parents and carers should also work together with the Wales Golf to ensure that the safety of all children (or adults in need of additional support and protection) is safeguarded. A sheet on "Parental Guidance" (**appendix 8**) 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

5.41 Wales Golf believes it is primarily the responsibility of parents/guardians 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.

5.42 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 will be checked for their suitability to transport and supervise children (see Section 1 Recruitment and Training) and their insurance arrangements verified.

5.43 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 (**appendix 15 & 16**).

5.5 Photography/ Videoing

5.51 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.

5.52 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. See Photography Policy (**Appendix 22**)

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. (**Appendix 14**)

5.7 Anti Bullying Procedures

5.71 We believe that every effort must be made to eradicate bullying in all its forms, see anti- bullying policy (**Appendix 21**)

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.

5.72 We will:

- Provide a point of contact where those being bullied can report their concerns in confidence – The Welfare 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
- Inform all members of the club about the incident and action taken if appropriate
- Keep a written record of all incidents and the action taken

5.8 Confidentiality

5.81 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.

5.82 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. Juniors will only be supervised if needed at Wales Golf organised events. Parents will be made aware that adults use the changing rooms throughout the day for changing & showering. Where a parent/guardian 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.

5.10 Consent in relation to safeguarding adults

The Care Act 2014 statutory guidance advises that the first priority in safeguarding should always be to ensure the safety and well-being of the adult.

Making Safeguarding Personal is a person centred approach which means that adults are encouraged to make their own decisions and are provided with support and information to empower them to do so. This approach recognises that adults have a general right to independence, choice and self-determination including control over information about themselves.

Those working with adults at risk should strive to deliver effective safeguarding consistently with both of the above principles. They should ensure that the adult has accessible information so that they can make informed choices about safeguarding: what it means, risks and benefits and possible consequences. Wales Golf does not expect staff, coaches or volunteers to support an adult who is felt to be vulnerable or at risk through this decision making process but expects them to inform Wales Golf without delay so that they can clearly define the various options to help support the adult at risk to make a decision about their safety.

Adults may not give their consent to the sharing of safeguarding information for a number of reasons. For example, they may be unduly influenced, coerced or intimidated by another person, they may be frightened of reprisals, they may fear losing control, they may not trust social services or other partners or they may fear that their relationship with the abuser will be damaged. Reassurance and appropriate support may help to change their view on whether it is best to share information.

The Club Welfare Officer or those from Wales Golf seeking to support the adult should consider the following and:

- Explore the reasons for the adult's objections – what are they worried about?
- Explain the concern and why you think it is important to share the information
- Tell the adult with whom you may be sharing the information with and why
- Explain the benefits, to them or others, of sharing information – could they access better help and support?
- Discuss the consequences of not sharing the information – could someone come to harm?
- Reassure them that the information will not be shared with anyone who does not need to know
- Reassure them that they are not alone and that support is available to them.

If, after this, the adult refuses intervention to support them with a safeguarding concern, or requests that information about them is not shared with other safeguarding partners, in general, their wishes should be respected. However, there are a number of circumstances where those seeking to support the adult can reasonably override such a decision, including:

- It appears that the adult lacks the mental capacity to make that decision (this must be properly explored and assessed by professionals not by our staff. If we believe this to be the case Wales Golf has a duty to refer to the statutory agencies to seek assessment of mental capacity and this should be recorded in line with the Mental Capacity Act 2005)
- Emergency or life-threatening situations may warrant the sharing of relevant information with the emergency services without consent
- Other people are, or may be, at risk, including children
- Sharing the information could prevent a serious crime
- A serious crime has been committed
- The risk is unreasonably high and meets the criteria for a multi-agency risk assessment conference referral
- Staff or adults in a Position of Trust are implicated
- There is a court order or other legal authority for taking action without consent

In such circumstances, it is important to keep a careful record of the decision making process. Staff, volunteers or coaches should seek advice from Wales Golf in line with this policy before overriding the adult's decision, except in emergency situations. Decisions will be made based upon whether there is an overriding reason which makes it necessary to take action without consent and whether doing so is proportionate because there is no less intrusive way of ensuring safety. Legal advice will be sought where appropriate. If the decision is to take action without the adult's consent, then unless it is unsafe to do so, the adult should be informed that this is being done and of the reasons why.

If none of the above apply and the decision is not to share safeguarding information with other safeguarding partners, or not to intervene to safeguard the adult:

- Support the adult to weigh up the risks and benefits of different options
- Ensure they are aware of the level of risk and possible outcomes
- Offer to arrange for them to have an advocate or peer supporter
- Offer support for them to build confidence and self-esteem if necessary
- Agree on and record the level of risk the adult is taking
- Record the reasons for not intervening or sharing information
- Regularly review the situation
- Try to build trust to enable the adult to better protect themselves.

It is important that the risk of sharing information is also considered. In some cases, such as domestic violence or hate crime, it is possible that sharing information could increase the risk to the adult. Wales Golf will always seek to work with safeguarding partners to work jointly to provide advice, support and protection to the adult in order to minimise the possibility of worsening the relationship or triggering retribution from the abuser.

6. Useful Contacts

Wales Golf Contacts		
Name	Address	Number
Lead Child Protection Officer	Diane Davies	Mob: 07923 065317
Safeguarding Co-ordinator	Sian Simmons Wales Golf Catsash Road Newport South Wales, NP18 1JQ	01633 436040 sian.simmons@walesgolf.org

Local Contacts		
Local Children's Social Care (including out of office hours contact) NB. In an emergency, the Samaritans will hold the Duty Officer's contact number	Newport City Council Social Services Information Station Queensway Newport NP20 4AX 01633 656656	OUT OF HOURS 0800 3284432 After 5pm or at the weekends please contact The Emergency Social Work Duty Team
Local Adult Social Care	The protection of vulnerable adults team (POVA) on (01633) 656656 - after 5pm call Freephone 0800 328 4432 Email: adulthood.duty@newport.gov.uk	In an emergency where you suspect a person is being abused or is at risk of abuse or if you are in immediate danger because you are being abused you should: <ul style="list-style-type: none"> • phone the emergency services on 999 • phone Gwent Police on (01633) 838111
Samaritans		08457 90 90
Local Police child protection teams In an emergency contact 999	Gwent Police 101	In an emergency 999
NSPCC Freephone 24 hour Helpline		0808 800 5000
NSPCC Whistleblowing Helpline for Professionals		0808 028 0285

National Contacts		
The NSPCC	National Centre 42 Curtain Road London, EC2A 3NH	Tel: 0808 800 5000 help@nspcc.org.uk
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 1111
NI Childline	74 Duke Street Londonderry	Tel: 028 90 327773
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel: 0116 234 7278 cpsu@nspcc.org.uk

7. Appendices

- 1) Application form – **page 18**
- 2) Self-disclosure – **page 20**
- 3) References – **page 21**
- 4) Code of Conduct for staff, PGA Professionals and volunteers – **page 22**
- 5) Managing Challenging Behaviour – **page 23**
- 6) Code of Conduct for Championship Volunteers – **page 26**
- 7) Code of Conduct for Parents/Guardians – **page 27**
- 8) Guidance for Parents/Guardians – **page 28**
- 9) Code of Conduct for Players – **page 30**
- 10) Incident Report Form – **page 31**
- 11) Whistleblowing Policy – **page 33**
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Appendix 1



Application Form

Position Applied for:
Personal Details Title: Mr/Mrs/Miss/Dr/Other (please specify) _____ Full Name: _____ Any previous surname: _____ Date and place of birth: _____ National Insurance Number: _____
Present Address: _____ _____
Post Code: _____
Telephone Numbers: _____
Email address: _____
Current Occupation: _____
Name and address of Organisation: _____ _____
Role: _____
Start Date: _____

Relevant Experience including any previous experience of working with children and young people:

Reasons for applying:

References:
Please provide the names and addresses of two people who know you well (one personal, one professional – current or previous employer, who are not related to you) whom we can contact to obtain a reference:

Name:	Name:
Address:	Address:
Telephone Number:	Telephone Number:

I agree to abide by the Wales Golf Code of Conduct and Safeguarding Policy and Procedures, and confirm that the the information I have supplied in completing this form is correct and true.

Signed:

Date:

Appendix 2



Self-Disclosure Form

To be completed at the same time as the application form:

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 and "unspent" conviction will not necessarily impede your appointment within golf. This will depend on the circumstances and background to your offence. Evaluation of information is based strictly on confidentiality and discretion.

If you require confidential advice in relation to completion of this form, please call Wales Golf on 01633 436040

1. Have you ever been convicted of any criminal offence? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please supply details of any criminal convictions: <i>NOTE: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986, you should declare all convictions including "spent" convictions, cautions, reprimands and written warnings.</i>
2. Are you a person known to any Children's Social Care Department as being an actual or potential risk to children or currently under investigation for a child protection incident? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please supply details:
3. Have you ever been the subject of concerns or had any disciplinary sanction (from a sports or other organisation's Governing Body) relating to child abuse or poor practice? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please supply details:
<i>I certify that all information in this form is true and correct to the best of my knowledge, and realise that false information or omissions may lead to termination of services.</i>
I hereby consent to a DBS disclosure (if required): Signed: _____ Date: _____ Lead Child Protection Officer: I have seen and checked the above responses, if any of the boxes above are ticked YES, I have referred this form to Wales Golf Case Management Group for risk assessment and advice. Signed: _____ date: _____

Appendix 3



Reference form

(Name) _____

has expressed an interest in becoming a club member of staff, volunteer / coach*
(*delete as appropriate) and has given your name as a referee.

This post involves substantial access to children and, as an organisation committed to safeguarding children, it is therefore very important that **if you have any reason to be concerned that this applicant may not be suitable or appropriate to work with children or vulnerable people that you contact me on:**

Telephone: _____

Name: _____

Organisation: _____

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.

• **How long have you known the person?**

• **In what capacity?**

Signed: _____

Date: _____

Appendix 4



CODE OF CONDUCT FOR COACHES & VOLUNTEERS

- Respect the rights, dignity and worth of every person within the context of golf
- Treat everyone equally and do not discriminate on the grounds of age, gender identity, race, religion or belief, sexual orientation or disability
- If you see any form of discrimination, do not condone it or allow it to go unchallenged
- Place the well-being and safety of the young person above the development of performance
- Develop an appropriate working relationship with young people, based on mutual trust and respect
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment)
- Do not engage in any form of sexually related contact with a young player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms
- You should not have regular contact outside your club role with the juniors and should direct any regular communication through text, email or social network sites to parents/carers. Exceptions to this should be agreed with parents/carers and the club where appropriate, parents/carers should be copied in and the rationale should be recorded
- Know and understand the Wales Golf Child Safeguarding Policies and Procedures
- Respect young people's opinions when making decisions about their participation in golf
- Inform players and parents of the requirements of golf
- Be aware of and report any conflict of interest as soon as it becomes apparent
- Display high standards of language, manner, punctuality, preparation and presentation
- Do not smoke, drink alcohol or use recreational drugs while actively working with young people in the club. This reflects a negative image and could compromise the safety of the young people
- Do not give young people alcohol when they are under the care of the club
- Hold relevant qualifications and insurance cover. All Staff, Volunteers & Coaches who work regularly with children must have current DBS clearance, approved by the Wales Golf
- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual
- Promote the positive aspects of golf e.g. fair play
- Display high standards of behaviour and appearance
- Follow Wales Golf Procedures & GSAG Good practice guidelines
- Ensure that you attend appropriate training to keep up-to-date with your role and the safeguarding and welfare of young people
- Report any concerns you may have in relation to a child or the behaviour of an adult without delay, following reporting procedures laid down by the Wales Golf.

Signed:	Date:
PRINT NAME:	

Appendix 5



MANAGING CHALLENGING BEHAVIOUR

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and are based on the following principles:

- The welfare of the child is the paramount consideration.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- The specific needs a child may have (e.g. communication, behaviour management, comprehension and so on) should be discussed with their parent/carer and where appropriate the child, before activities start. Where appropriate it may be helpful to record the details of any agreed plan or approach and provide copies to all parties.
- Every child should be supported to participate. Consideration to exclude a child from activities should apply only as a last resort and after all efforts to address any challenge have been exhausted, in exceptional circumstances where the safety of that child or of other children cannot be maintained.

Planning Activities

Planning for activities should include consideration of whether any child involved may need additional support or supervision to participate safely. This should address:

- Assessment of additional risk associated with the child's behaviour
- Appropriate supervision ratios and whether numbers of adults should be increased
- Information sharing for all/volunteers on managing any challenging behaviour to ensure a consistent approach
- Specialist expertise or support that may be needed from carers or outside agencies. This is particularly relevant where it is identified that a child may need a level of physical intervention to participate safely. (see below)

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children, young people and parents/carers should be involved in developing an agreement about:

- what constitutes acceptable and unacceptable behaviour (code of conduct)
- the range of sanctions which may be applied in response to unacceptable behaviour.

This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp. It should involve the views of children and young people to encourage better buy in and understanding.

Where challenges are anticipated in light, for example of a child's impairment or other medical condition, a clear plan/agreement should be established and written down. Ensure that parents/carers understand the expectations on their children, and ask them to reinforce this ahead of any trip or activity.

Managing Challenging Behaviour

In responding to challenging behaviour the response should always be:

- Proportionate to the actions you are managing.
- Imposed as soon as is practicable.
- Fully explained to the child and their parents/carers.

In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking with the child and distracting them from challenging behaviour.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for the child's future or continued participation.
- Sanctions or consequences e.g. missing an outing or match
- Seeking additional/specialist support through working in partnership with other agencies.
- Temporary or permanent exclusion.

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.
- Physical Intervention Staff/ volunteers should consider the risks associated with employing physical intervention compared with the risks of not employing physical intervention. The use of physical intervention should always:
 - Be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property.
 - Aim to achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern
 - Form part of a broader approach to the management of challenging behaviour.
 - Be the result of conscious decision-making and not a reaction to an adult's frustration.
 - Employ the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time
 - Used only after all other strategies have been exhausted
 - Be recorded as soon as possible using the appropriate organisational reporting form and procedure.

Parents should always be informed following an incident where a coach/volunteer has had to physically intervene with their particular child

Physical intervention must not:

- Involve contact with buttocks, genitals and breasts.
- Be used as a form of punishment.
- Involve inflicting pain

Views of the child

A timely de-brief for staff/volunteers, the child and parents should always take place in a calm environment following an incident where physical intervention has been used. Even children who haven't directly been involved in the situation may need to talk about what they have witnessed.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

Appendix 6



CODE OF CONDUCT FOR WALES GOLF CHAMPIONSHIP VOLUNTEERS

The purpose of this Code of Conduct is to provide all Wales Golf Championships' volunteers with clear guidelines to help them to achieve best practice when representing Wales Golf at golf tournaments.

- Be a positive role model through setting high standards of personal behaviour whilst representing Wales Golf.
- Treat everyone you come in to contact with in a professional and courteous manner.
- Treat everyone equally and do not discriminate on the grounds of age, gender identity, race, religion or belief, sexual orientation or disability.
- Do not engage in any inappropriate contact or relationship with players, spectators, volunteers or other participants at a Wales Golf championship.
- Do not drink alcohol or use recreational drugs whilst working as a volunteer and do not smoke in the vicinity of young people.
- If you are aware of any accidents which require medical attention please inform the championships manager immediately.

Additionally, when you are present at an event involving young people

- Treat all young people with courtesy and respect as you would any other person.
- Do not place yourself in a position where you are alone with a young person in a closed environment (such as a car or a meeting room).
- If you have any concerns regarding the treatment of a young person at a Wales Golf championship please report them to the championship manager immediately.
- If you are notified of any incidents or allegations regarding the welfare of a young person please inform the championship manager immediately.

Thank you for agreeing to volunteer at a Wales Golf championship. Please do not be put off by these guidelines they are there to assist you in carrying out your role. Wales Golf very much hopes that you enjoy your time at the championship.

Signed:	Date:
PRINT NAME:	

Appendix 7



CODE OF CONDUCT FOR PARENTS/GUARDIANS

We are very grateful for your support as a parent/guardian of a player in a Wales Golf Championship. For the benefit of everyone's enjoyment please adhere to the following requirements in regard to your conduct during the championship:

- Be a positive role model by demonstrating a high standard of personal behaviour.
- We hope that you will get great pleasure from supporting your child but remember that your child participates in sport for their own enjoyment and you are there to encourage them.
- Focus on your child's efforts and performance rather than winning or losing.
- Do not respond to a bad result or playing error with punishment or criticism.
- Show appreciation for good shots and performance by all players (including opposing players!).
- Do not physically or verbally abuse or harass anyone at the championship (player, supporter, volunteer, official etc.).
- Respect officials' decisions and teach children to do likewise.
- Please keep an appropriate distance from play and do not give advice to a player.

**Thank-you for your help. We hope that you will enjoy the championship.
Wales Golf Championship Committee**

Appendix 8



GUIDANCE FOR PARENTS/GUARDIANS

Wales Golf is delighted to welcome you and your child to what we hope is the first of many events that you will be taking part in.

The positive effect of your support, as a parent, can't be overstated. Your behaviour has a real influence on the way your child experiences golf.

First things first – why is your child showing an interest in the sport? Is it to learn a new game? To hang out with their friends? Because they did it in school and liked it? Or because you play?

Make sure they're playing for their own reasons, not yours.

There is a wealth of supportive information and advice on the Children in Golf website

<http://www.childreningolf.org/parents-guidance>

To enable us to provide the best possible experience for you and your child, we kindly request that you read through the following guidance and complete the attached forms.

- Take an interest in your child's activity and progress and be supportive.
- Familiarise yourself with the Wales Golf Safeguarding Policy (attached).
- Complete the attached Parental Consent Form which will enable event organisers to cater for any particular needs that your child may have (e.g. medical conditions and medications, allergies, learning difficulties etc.), as well as contact you in the unlikely event of an emergency.
- Go through the attached Code of Conduct **with** your child and return a signed copy to the event organiser.
- Be punctual when dropping off and picking up your child for and from coaching / events. It is important to communicate with the event organiser if collecting your child after an event, may cause a problem.
- Introduce yourself to the adults involved in the supervision of your child.
- When leaving your child, make sure they have the necessary provisions for the day, including the ability to meet the requirements of changing weather conditions. Please ensure that your mobile is switched on when you are away from the club, so that you can be contacted in an emergency.

- Encourage your child to take part and support club activities such as coaching & competitions.
- Help your child to arrange golf with other juniors away from club organised activities so they have someone to play golf with.

As a parent/guardian you are encouraged to:

- Discuss any concerns regarding the organisation of activities or the behaviour of adults towards your child with the Club Welfare Officer, who will treat any concerns you or your child may have in the strictest confidence
- Wales Golf are also available for confidential advice: 01633 436040

Diane Davies

WALES GOLF, Lead Child Protection Officer

Appendix 9



CODE OF CONDUCT FOR PLAYERS

The purpose of these standards is to set out the conduct and behaviour required of all players selected for the Wales Golf Squads. In signing this document, players commit to demonstrating the required standards of behaviour and understand the possible consequences of any breaches of the terms below.

The Standards of Behaviour are expected of all squad players and should be adhered to whenever the player attends Wales Golf coaching or is part of any Wales Golf squad related activity.

I will:

1. Adhere and conform to the Wales Golf Squad 3 Strike System.
2. At all times adhere to the Spirit of the Game – Honesty, Integrity and Courtesy – both on and off the course.
3. Abide by the rules and dress code of the golf club.
4. Act, dress and behave in a professional and courteous manner at all times.
5. Treat any kit and equipment supplied to me with respect and follow all instructions given to me in terms of what to wear when playing and training.
6. Be organised and punctual at all times, be attentive and keep mobile phones or other electronic devices switched off / silent during sessions
7. Be aware of the targets and goals I have agreed with my coach and do all I can to contribute to the achievement of them.
8. Cooperate fully with Wales Golf coaches, support staff (strength & conditioning, psychology etc) and all other staff to ensure that we are as successful as we can be.
9. Inform Wales Golf coaches and provide a valid reason if I am unable to attend a session.
10. Commit to and utilise all advice and support provided by Wales Golf coaches and support staff.

I will not:

11. Post messages or written comments on any social networking or public website which may be considered in any way detrimental to other players, coaches, staff or Wales Golf.
12. Behave in a way that risks the reputation of the squad, players or Wales Golf even when relaxing after practice / competition.
13. Consume alcohol, illegal drugs, smoke or gamble whilst involved in any Wales Golf activity.
14. Display negative behaviour on or off course. This includes the use of foul or abusive language and wilful damage to kit and equipment or any part of the golf course.

Any breach of the standards will be dealt with by Wales Golf and sanctions could include immediate removal from the squad.

Name of Player:

Signature of Player:.....

Date:.....

Appendix 10



Case Number:

INCIDENT REPORT FORM

PERSONAL AND CONTACT DETAILS		
	Of person reporting concern/allegation	Person involved at risk
Name		
Position		
Date of Birth/ Age	X	
Address		
Telephone		
Mobile		
Club		
County		
School	X	
Parent/Guardian Name	X	
Parent/Guardian Contact Number	X	

<i>Date allegation received</i>	
Name of first contact in receiving details of allegation	

Contacts			
Name	Role	Organisation	Contact Number

DETAILS OF THE CONCERN/ALLEGATION	
Date/Time	
Location	
Persons involved/witnesses	

DETAILS OF PERSON INVOLVED IN CONCERN/ALLEGATION	
Name	
D.O.B	
Address	
Telephone	
Mobile	
Position (in relation to young person)	
Additional Notes	

ACTION TAKEN BY COMPLIANCE		
Contact Name/ Organisation	Date/Time	Conversation/Action takes
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:		

Appendix 11



WALES GOLF WHISTLEBLOWING POLICY

1. Matters covered by this Policy

Wales Golf encourages you to bring to its attention alleged concerns relating to wrongdoing and ethical or legal concerns which may impact on its business, its employees/workers or any stakeholders including children, young people, adults at risk and other customers. You have a duty to be vigilant and to keep Wales Golf informed of any such matters. This policy is to provide you with a formal channel through which to raise matters of a serious nature relating to Wales Golf. Such matters cannot be raised informally.

We encourage you to make disclosures of information which tend to show one or more of the following where such disclosure relates in some way to Wales Golf:

- that a criminal offence has been committed, is being committed or is likely to be committed.
- financial or non-financial administration or malpractice or impropriety or fraud
- that a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject.
- that a miscarriage of justice has occurred, is occurring or is likely to occur.
- that the welfare, health or safety of any individual has been, is being or is likely to be endangered.
- that the environment has been, is being or is likely to be damaged.
- that information tending to show any of the above has been, is being or is likely to be deliberately concealed.

Such disclosures are referred to in this policy as "Disclosures".

When considering whether a matter falls into any of the above categories, you should bear in mind the rules and regulations to which Wales Golf and its staff are subject. If you make a Disclosure, you must have a reasonable belief that the information you are disclosing is true and that it shows malpractice and you must make the Disclosure in good faith.

2. Matters not covered by this Policy

Wales Golf already has a grievance policy and a harassment and bullying policy in place. This policy is not intended to replace these policies. Accordingly, if you have any grievances in relation to your own employment, you should raise these in the normal way through the grievance procedure. Similarly, if you are experiencing harassment of any nature at work then you should raise this through the harassment procedure.

If you are unsure whether your concern is covered by this Policy, you should seek advice from the Chief Executive, whose contact details are set out below. He/she will be able to advise you accordingly.

3. Method of Disclosure

Disclosures cannot be made informally or anonymously and you should not discuss or raise such matters with your colleagues or your Manager. If you wish to make a Disclosure you must make it through the formal channel set out in this policy.

Wales Golf has a specified individual to whom Disclosures should be made (the "Appointed Person"). The current Appointed Person is the Chief Executive. His

contact details are c/o Wales Golf, Catsash, Newport. The Appointed Person has received specialist training in handling matters of this nature and will act as a co-ordinator to ensure that any Disclosure is referred to an appropriate party for investigation.

As stated above, if you wish to make a Disclosure, you must make it in writing to the Appointed Person unless:-

- the Appointed Person is absent and you reasonably consider that the Disclosure cannot wait until his/her return. In this instance you should make the Disclosure in writing to the Chairman of the Board instead;
- the Disclosure relates to or involves the Appointed Person in any way, in which case you should make the Disclosure in writing to the Chairman of the Board instead.

4. Procedure following Disclosure

After you have made a written Disclosure, the Appointed Person will write to you acknowledging receipt of the Disclosure and to arrange a meeting with you. The written acknowledgement will normally be sent to you within 2 working days of the Disclosure and the meeting will usually take place within 5 working days of the Disclosure.

The purpose of the meeting will be to enable the Appointed Person to obtain full details of the matter to enable him to conduct a preliminary investigation to establish whether the Disclosure is well founded and if so, to whom the Disclosure should be referred for investigation. At this meeting you will be asked to identify any other individuals with knowledge of the matter who may also need to be interviewed.

Your role is to raise a matter which may be of concern to Wales Golf. The scope of the preliminary investigation carried out by the Appointed Person is to be determined by the Appointed Person himself.

The Appointed Person's preliminary investigation will normally be completed within 10 working days of you making the Disclosure.

At the end of the preliminary investigation, the Appointed Person will have a further meeting with you to inform you of the outcome and whether any further investigations are to be undertaken and by whom.

If the Appointed Person concludes that your Disclosure is not well founded, no further investigation will be carried out under this procedure and the reasons for the decision will be fully explained to you. This decision will be final and will not be reviewed unless further evidence is produced in relation to the Disclosure.

If the Appointed Person considers that your Disclosure is well founded, he will assess who is best placed to carry out further investigations and will refer the matter accordingly.

5. Further Investigations

If the Appointed Person considers further investigations are required, the matter will be referred to the most appropriate and relevant person to conduct the investigations. Once again, the Investigator will not be investigating the Disclosure on your behalf but on behalf of Wales Golf and will determine the method and scope of the investigations. The Investigator may need to meet with you in order to obtain further information.

The Investigator will prepare a written report outlining the extent of the investigations and setting out his/her conclusions and/or any recommendations. A copy of this report will be provided to the Appointed Person. The Investigator will normally complete the investigations and formulate the report within 20 working days.

The Appointed Person and the Investigator will have a meeting with you, normally within 5 working days of the report being finalised, to inform you of the outcome of the further investigations. You will not be entitled to a copy of the report.

The conclusion of the Investigator is final. You have no right of appeal. The Investigator, with assistance from the Appointed Person, will be responsible for ensuring that any recommendations in the report are referred to the correct channels for implementation.

6. Time Periods

All or any of the time periods set out in this policy may need to be varied in certain circumstances. If this is the case, the Appointed Person will inform you of this during the course of the procedure and advise you of the revised timescale.

7. Confidentiality

The Appointed Person and the Investigator will keep your Disclosure and the fact that you are the source of the Disclosure as confidential as possible and will only inform individuals that need to know. These individuals may include, but will not necessarily be limited to, the alleged wrongdoer(s), others named by you when making the Disclosure and any witnesses or other individuals who can provide further information in relation to the Disclosure.

You must treat the Disclosure with the utmost confidence. You must not discuss the Disclosure with any third party other than the Appointed Person, the Investigator and, if you have one and consider it appropriate to consult him or her, your legal advisor. You must not attempt to carry out your own investigation.

8. Victimisation and/or Malicious Disclosures

Wales Golf will make every effort to ensure that you suffer no adverse repercussions as a result of making a Disclosure. Any allegation of victimisation of an individual who has made a Disclosure will be taken very seriously and anyone found to be victimising such a person will be subject to disciplinary action, up to and including dismissal.

Any individual who is found to be making a Disclosure in bad faith or maliciously however, will be subject to disciplinary action, up to and including dismissal.

9. Records

The Appointed Person will maintain notes of meetings, reports, recommendations and all other documents relating to Disclosures made under this policy. Such documents will be kept confidentially. (need to specify how long)

10. Whistleblowing Externally

If you have a safeguarding concern in relation to a child, young person or adult at risk and for any reason feel unable to report or discuss this through the internal channels laid out above, Wales Golf would emphasise the need to ensure action is taken.

The NSPCC have established a 24 hour free Whistleblowing Helpline and which can offer advice and support: Tel 0808 028 0285.

11. Revision of Policy

Please note that this policy is not intended to be contractually binding. Wales Golf reserves the right to amend and/or withdraw this policy at any time for any reason including, without limitation, to take account of changes in the law, best practice and/or business requirements.

This document will be reviewed every 2 years

Appendix 12



WALES GOLF ACCIDENT REPORT FORM

Name of person who treated casualty	
Normal daytime contact number of 1 st aider	
Name of event at which accident occurred	
Address at which accident occurred	

A. Details of the person who had the accident Male Female

Performer Other Employee Job Title (if employee)

First Name
Surname
Sport/Activity
Membership No
Club/Team

Date of Birth <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/>
Work Tel No.
Home Tel No.
Mobile Tel No.
E-Mail

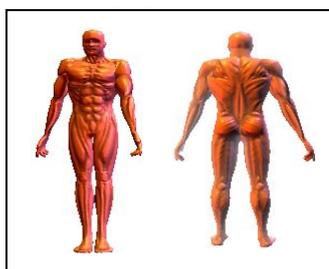
B. Details of accident (use extra sheet if required)

Date Time AM PM Weather conditions (if appropriate)

Where did the accident happen? (give specific location)
What was the casualty doing at the time of the accident?
How did the accident happen? (be precise)

Information given by Casualty Another person Name

C. Injury sustained and First Aid Treatment given



CIRCLE LOCATION OF INJURY

Nature of injury
First aid given
Was the person taken to hospital? YES <input type="checkbox"/> NO <input type="checkbox"/>
Further treatment or referral

D. Witness (Please include any additional witnesses on a separate sheet attached to this form)

Name	Address	
Work Tel No	Home Tel No	Mob Tel No
Date	Signature	
Please return form to: Wales Golf, Catsash, Newport, Np18 1JQ		

Appendix 13



PLAYER/PARENTAL CONSENT FORM

Please help us safeguard your children*

(*any young person under 18 years of age as of the first day of the Championship)

I (Parent/Guardian name) confirm that my child named below has my permission to be on the golf club's premises.

Signed

Date.....

CONTACT DETAILS

COMPETITORS NAME: (Please Print) HOME ADDRESS:	EMERGENCY CONTACT NUMBER(S) (on day of event)
---	---

DISABILITY/MEDICAL INFORMATION

Do you consider your child to have a disability? (Please tick)

Yes No Prefer not to identify

Physical
Learning
Sensory

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Wheelchair user
Other *

<input type="checkbox"/>
<input type="checkbox"/>

Additional details and/or support needs if required*

Please indicate below any health related matters relating to your child that we should know about e.g. asthma/allergies. Any information given will be treated in the strictest of confidence however, please be aware that this information will be passed on to the Medical emergency services should the need arise.

MEDICAL CONDITIONS

NAME OF COMPETITOR'S DOCTOR: (Please Print)	DOCTOR'S PRACTICE TEL NO
--	--

I,, being parent/guardian of the above named child, hereby give permission for (Wales Golf) responsible person to give the immediately 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/ward's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

Signed Parent/Guardian Date

Please help us safeguard your children (under 18 years of age as of the first day of the Championship)

PHOTOGRAPHY CONSENT

Wales Golf has in place a photography policy that recognises the need to ensure the safety and well-being of all young people in golf. A Wales Golf official photographer may be taking pictures or video images of entrants during the event. Any such photographs or video images may be used for the promotion of the game of golf and/or Wales Golf events or the celebration of the player's achievements. To the extent that it is consistent with these purposes and compliance with Wales Golf's photographic policy (**Appendix 22**) is agreed they may published on the Wales Golf web-site and social media platforms, made available to media organisations and other interested parties and used in entry forms and promotional materials intended for general distribution.

I (Parent/Guardian full name) consent to Wales Golf photographing or videoing

..... (Name of child) under its photography policy. I confirm that I am the parent/guardian of this child.

Parent/Guardian Signature..... Date.....

I..... (Junior full name) consent to Wales Golf photographing or videoing me under its photography policy.

Player Signature..... Date.....

DRUG TESTING

I (Parent/Guardian full name) hereby give permission for

..... (Child name) to participate in doping control procedures if selected, including the provision of a urine sample under observation for analysis at an accredited laboratory in accordance with Wales Golf and WADA (World Anti-Doping Agency) anti-doping policy. I confirm that I am the parent/guardian of this child.

Signed Parent/Guardian Date

SignedPlayer Date

PLEASE NOTE: THIS FORM MUST BE COMPLETED AND EITHER RETURNED WITH THE ENTRY FORM OR HANDED IN TO THE CHAMPIONSHIPS OFFICE AT REGISTRATION. THE FAILURE TO RETURN THIS FORM MAY RESULT IN THE PLAYER BEING WITHDRAWN FROM THE CHAMPIONSHIP.

Appendix 14



SOCIAL MEDIA GUIDANCE

This guidance gives procedures that will support and underpin the use of social networking and other online services within Wales Golf. It is important that all staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of Wales Golf are aware of this policy and agree to the following terms.

Advice for Individual

- Do not accept children as contacts on social networking sites if you hold a position of trust with children/young people.
- Where contact through social networking sites is used for professional reasons, restrict the communication to professional content and obtain written consent from parents prior to establishing contact.
- Include a third party in any communications to children, e.g. copy parents into communications.
- Use the privacy settings on the various sites to ensure that your content will only be viewed by appropriate people.
- Ensure that any content you place on a social networking site is age-appropriate. Do not use the site to criticise or abuse others.
- Know where to direct junior members and their parents for information.
- Know how to report concerns.
- Know how to keep data safe and secure. This should include the personal contact data of individuals, such as mobile numbers, email addresses and social networking profiles.

Advice for Children

- Consider carefully who you invite to be your friend online and make sure they are who you actually think they are.
- There are websites that offer advice about protecting yourself online, such as www.ceop.gov.uk and www.childnet.com
- Make sure you use privacy settings so that only friends can view your profile.
- Remember that anything you post on websites may be shared with people you don't know.
- Never post comments, photos, videos, etc., that may upset someone, that are untrue or that are hurtful. Think about whether you may regret posting the content at a later date.
- If you are worried or upset about something that's been posted about you, or by texts you receive from other juniors or adults involved with the club or Wales Golf, raise this with your Club Welfare Officer, secretary, coach or junior organiser. Alternatively contact your National Governing Body Lead Child Protection Officer. Do not suffer alone. You will be listened to and your concerns will be taken seriously.
- If you want to talk to someone anonymously, call Childline on 0800 1111, or contact them on the web at www.childline.org.uk . You can also call the NSPCC on 0808 800 5000.

Advice for Parents

- Make yourself knowledgeable about social networking platforms and how they work.
- Go on the internet with your child and agree what sites are OK to visit. Regularly check that they are staying within the agreed limits.
- Encourage your child to talk to you about what they have been doing on the internet.

- Make sure they feel able to speak to you if they ever feel uncomfortable, upset or threatened by anything they see online.
- Encourage children to look out for each other when they're online. Explain that it's all part of staying safe and having fun together.
- Explain to children that it's not safe to reveal personal information, such as their name, address or phone number on the internet. Encourage them to use a cool nickname rather than their own name.
- Attachments and links in emails can contain viruses and may expose children and young people to inappropriate material. Teach children to only open attachments or click on links from people they know.

Further Advice for Parents of Young Golfers

- If you are concerned about any texts, social networking posts or any other use of communication technology by members of the golf club or Wales Golf, volunteers or members of staff, raise this with the Club Welfare Officer, club secretary, or junior organiser. They will look into the matter and take appropriate action. Alternatively contact your National Governing Body Lead Child Protection Officer
- In addition to reporting concerns to the NGB, you should immediately report possible online abuse to the Child Exploitation and Online Protection Centre (CEOP) or the police. Law enforcement agencies and the internet service provider may need to take urgent steps to locate a child and/or remove the content from the internet. Where a young person may be in immediate danger, dial 999.
- Do not post/send negative or critical comments or messages about other children in the club, staff or volunteers. If you have concerns about a person, these should be raised using appropriate channels within the club and not using social media.
- If you wish to speak to an external organisation for advice, you can contact the NSPCC helpline on 0808 800 5000.

Appendix 15



TRAVELLING CONSENT FORM

**PLEASE COMPLETE & RETURN THIS FORM TO:
Wales Golf, Catsash, Newport, Gwent NP18 1JQ
PLEASE ALSO PROVIDE A PHOTOCOPY OF THE PASSPORT PHOTOGRAPH
WHICH IS REQUIRED WITHIN OUR SAFEGUARDING POLICY**

Given Names (as they appear on Passport)			
Last Name		Date of Birth	
Passport Number		Nationality	
Passport Issue Date		Passport Expiry Date	
Country which issued Passport			
EHIC Card Number (E111)			
Home Address			
Telephone Number: Mobile (player)			
Telephone Number: Home (player)			
Telephone Number: Work			
Email (player)			

To ensure the Captain/Manager/Union is able to contact the Next of Kin in the event of any travel difficulties, delays, medical emergencies or any other unforeseen circumstances, please provide the following information for your Next of Kin:

Next of Kin	
Relationship	
Phone Number: Work	
Phone Number: Mobile	
Email (next of kin)	

Please provide details of:

(i) Any known medical conditions together with any medication currently being taken:
(ii) Any allergies:
(iii) Any special dietary requirements:
(iv) Any additional support needs:

Signed: _____ Date: _____

Players Under the Age of 18

I give consent for my daughter / son to take part in the above mentioned event and to participate in Doping Control Procedures if selected, including provision of a urine sample under observation for analysis at an accredited laboratory in accordance with Wales Golf and WADA (World Anti-Doping Agency) anti-doping policy.

Name of Parent/Guardian: _____

Signed: _____ **Date:** _____

Appendix 16



MANAGING YOUNG PEOPLE ON AWAY TRIPS

The following provides good practice guidance for taking teams on an away fixture for a day (not overnight)

- appoint a team manager with clear roles and responsibilities
- appoint a designated safeguarding lead contact (not the team manager) who is appropriately trained and competent for the role and responsibilities
- If the trip involves an overnight stay, adults and young people must not share accommodation
- establish well in advance where the fixture is
- ensure you have sufficient staff to manage and look after the Young People
- obtain written permission from the parents/guardians or carers for participation, transporting and supervising. An up to date photograph of each child must be attached to the child's consent form (for use in the event of any child going missing)
- ensure that a welfare plan has been written and communicated to staff, participants and carers
- ensure all staff responsible for the young people have been DBS checked to the appropriate level
- ensure that a risk assessment has been conducted
- ensure that there is a contact available. i.e. a staff member who is not travelling away, who will act as the key contact point if required.

Accommodation

Whatever the accommodation, the team manager should ensure that the children are safe.

Discuss your code of conduct and discipline policy with the staff at the accommodation. All children must know which rooms staff are in and how to contact them if required.

If rooms are equipped with satellite TV, inappropriate programmes may be available. It may be possible to have these programmes disconnected.

If rooms have fridges, all alcohol must be removed.

Check the accommodation policy for extras on bills, breakages and lost keys. All accommodation must be clean and with access to sufficient toilet and bathing facilities.

It is not acceptable:

- For children to share a bed
- For male and female children to share a room
- For staff to share a room with children

Checks must be made to ensure that the needs of children with disabilities are met. For wheelchair users, it is important to check access to the building, room and bathroom facilities

Overnight Stays

Those responsible for organising overnight stays should establish the purpose of the trip, confirm the dates, location, and duration. You should also conduct a risk assessment, identify suitable venues and facilities for both fixtures and accommodation and consider the following:

- Purpose of the trip.
- Who will be going, children? Staff?
- How much will it cost? How much spending money is required?
- What insurance cover is required?
- Supervision of children, both playing and non-playing time.
- Catering for all food requirements.
- Communication with parents (see above)
- Ensure a list of the team and staff is left, with contact number and address of the accommodation
- Ensure that there are emergency contact numbers for all the team and staff.

- An itinerary giving as much detail as possible.
- Emergency procedures and telephone contacts.
- Codes of contact for both staff and children.
- Welfare and child protection procedures.

Appendix 17



REGULATED ACTIVITY

DISCLOSURE AND BARRING SERVICE ELIGIBILITY FOR CHECKS

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.

IF THE ROLE DOES NOT MEET THE CRITERIA OF WORKING IN A REGULATED ACTIVITY, WHETHER SUPERVISED OR NOT, YOU MUST NOT APPLY FOR A DBS CHECK

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**

Appendix 18



DBS Process

- 1. If an individual requires a DBS check the club Secretary/Manager can verify the individuals 3 forms of identification by completing a Documentary Evidence Verification form and sending into Wales Golf offices with copies of documents.**
↓
- 2. Alternatively, face to face checks can be obtained at the Wales Golf Offices in Newport.**
↓
- 3. The club MUST request sight of the disclosure from the individual concerned PRIOR to the individual being recruited.**
↓
- 4. If there is a positive disclosure the Golf Safeguarding Action Group* (GSAG) Case Management Group** (CMG) will risk assess the disclosure and inform the club and individual of the recommended recruitment decision.**

Alternative option

- 1. The individual could send the disclosure directly to the Wales Golf to be risk assessed by the GSAG Case Management Group (CMG) and the recommendation regarding recruitment from the RISK ASSESSMENT will be sent to the individual and to the club.**

The process:

Helps organisation provide a sound recruitment process, thus improving safeguards.

- *Ensures that information goes to the person(s) who need to ensure effective risk management.*
- *Arguably, could deter suitable volunteers who would not wish their peers to be aware of potentially sensitive information that may be disclosed but does not impact on child protection.*

Alternative option:

- *Ensures an objective review of disclosure to assist with risk management.*
- *Ensures there is no compromise regarding irrelevant personal information.*

Any queries please contact Sian Simmons, Safeguarding Co-ordinator
sian.simmons@walesgolf.org

*Wales Golf is a member of the Golf Safeguarding Action Group (GSAG), 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. Its mission is to safeguard the welfare of children and young people, as well as adults at risk, in the sport of golf. This will be achieved through the unique partnership which has the ability to influence and act as an advocate for safeguarding across the golfing landscape. Members of the GSAG include; Wales Golf, The Professional Golfers' Association, England Golf, Ladies European Tour and The Golf Foundation.

**Wales Golf is also a member of GSAG Case Management Group. The CMG is made up of independent members who are volunteers with relevant safeguarding management experience and expertise, as well as the relevant lead officer from each member organisation. The primary role of the CMG is to offer advice and guidance in relation to safeguarding concerns and cases and to support the relevant member Golf organisations' Safeguarding Leads in carrying out their role and responsibilities. When clubs refer any concerns or cases into Wales Golf a uniformed decision can be made at the CMG and the club will be supported through the process

Appendix 19



CATEGORIES OF CHILD ABUSE

*Reference: Working Together to Safeguard Children 2015
(updated 16th February 2017), Appendix A*

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 carer 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 carer 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)

Appendix 20



CATEGORIES OF ADULT ABUSE

(Reference: Care and Support Statutory Guidance 2017, Section 14)

What constitutes abuse and neglect?

This section of the guidance considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Organisations should not limit their view of what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered.

Exploitation, in particular, is a common theme in the following list of the types of abuse and neglect.

Physical abuse including:

- assault
- hitting
- slapping
- pushing
- misuse of medication
- restraint
- inappropriate physical sanctions

Domestic violence including:

- psychological
- physical
- sexual
- financial
- emotional abuse
- so called 'honour' based violence

Sexual abuse including:

- rape
- indecent exposure
- sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography
- subjection to pornography or witnessing sexual acts
- indecent exposure
- sexual assault
- sexual acts to which the adult has not consented or was pressured into consenting

Psychological abuse including:

- emotional abuse
- threats of harm or abandonment
- deprivation of contact
- humiliation
- blaming
- controlling
- intimidation
- coercion
- harassment

- verbal abuse
- cyber bullying
- isolation
- unreasonable and unjustified withdrawal of services or supportive networks

Financial or material abuse including:

- theft
- fraud
- internet scamming
- coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions
- the misuse or misappropriation of property, possessions or benefits

Modern slavery encompasses:

- slavery
- human trafficking
- forced labour and domestic servitude.
- traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

Discriminatory abuse including forms of:

- harassment
- slurs or similar treatment:
 - because of race
 - gender and gender identity
 - age
 - disability
 - sexual orientation
 - religion

Organisational abuse

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home.

This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission including:

- ignoring medical
- emotional or physical care needs
- failure to provide access to appropriate health, care and support or educational services
- the withholding of the necessities of life, such as medication, adequate nutrition and heating

Self-neglect

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.

Incidents of abuse may be one-off or multiple, and affect one person or more. Professionals and others should look beyond single incidents or individuals to identify patterns of harm.

Repeated instances of poor care may be an indication of more serious problems and of what we now describe as organisational abuse. In order to see these patterns, it is important that information is recorded and appropriately shared.

Patterns of abuse vary and include:

- serial abuse, in which the perpetrator seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse

- long-term abuse, in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse
- opportunistic abuse, such as theft occurring because money or jewellery has been left lying around

Domestic abuse

The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- sexual
- financial
- emotional

A new offence of coercive and controlling behaviour in intimate and familial relationships was introduced into the Serious Crime Act 2015. The offence will impose a maximum 5 years' imprisonment, a fine or both.

The offence closes a gap in the law around patterns of coercive and controlling behaviour during a relationship between intimate partners, former partners who still live together, or family members, sending a clear message that it is wrong to violate the trust of those closest to you, providing better protection to victims experiencing continuous abuse and allowing for earlier identification, intervention and prevention.

The offence criminalising coercive or controlling behaviour was commenced on 29 December 2015.

Financial abuse

Financial abuse is the main form of abuse investigated by the Office of the Public Guardian both amongst adults and children at risk. Financial recorded abuse can occur in isolation, but as research has shown, where there are other forms of abuse, there is likely to be financial abuse occurring. Although this is not always the case, everyone should also be aware of this possibility. Potential indicators of financial abuse include:

- change in living conditions
- lack of heating, clothing or food
- inability to pay bills/unexplained shortage of money
- unexplained withdrawals from an account
- unexplained loss/misplacement of financial documents
- the recent addition of authorised signers on a client or donor's signature card
- sudden or unexpected changes in a will or other financial documents

Note: *This is not an exhaustive list, nor do these examples prove that there is actual abuse occurring. However, they do indicate that a closer look and possible investigation may be needed.*

Appendix 21



WALES GOLF ANTI-BULLYING POLICY

Wales Golf will:

- recognise its duty of care and responsibility to safeguard all participants from harm
- promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- seek to ensure that bullying behaviour is not accepted or condoned
- require all members of Wales Golf to be given information about, and sign up to, this policy
- take action to investigate and respond to any alleged incidents of bullying
- encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- ensure that coaches are given access to information, guidance and/or training on bullying.

Each participant, coach, volunteer or official will:

- respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others
- recognise that everyone is important and that our differences make each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress
- be committed to the early identification of bullying, and prompt and collective action to deal with it
- ensure safety by having rules and practices carefully explained and displayed for all to see
- report incidents of bullying they see – by doing nothing you are condoning bullying.

Bullying

- all forms of bullying will be addressed
- everybody in Wales Golf has a responsibility to work together to stop bullying
- bullying can include online as well as offline behaviour
- bullying can include:
 - physical pushing, kicking, hitting, pinching etc.
 - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
 - posting of derogatory or abusive comments, videos or images on social network sites
 - racial taunts, graffiti, gestures, sectarianism - sexual comments, suggestions or behaviour
 - unwanted physical contact
- children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

Support to the child

- children should know who will listen to and support them
- systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them

- potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- children should have access to Helpline numbers
- anyone who reports an incident of bullying will be listened to carefully and be supported
- any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- those who bully will be supported and encouraged to stop bullying
- sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

Support to the parents/guardians

- parents/guardians to be advised on Wales Golf bullying policy and practice
- any incident of bullying will be discussed with the child's parent(s)/guardians
- parents will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- information and advice on coping with bullying will be made available
- support should be offered to the parent(s) including information on other agencies or support lines.

Useful contacts

Diane Davies, Wales Golf Lead Officer 07923 065317

Sian Simmons, Wales Golf Safeguarding Co-Ordinator 01633 436040

sian.simmons@walesgolf.org

NSPCC Helpline 0808 800 5000

ChildLine 0800 1111 / www.childline.org.uk

Kidscape www.kidscape.org.uk

Anti-Bullying Alliance www.antibullyingalliance.org

Appendix 22



WALES GOLF PHOTOGRAPHY POLICY

Whilst Wales Golf does not seek to prohibit those with a legitimate interest in filming or photographing children participating in sporting activities it recognises that such activity should take place within an appropriate policy framework.

This policy applies at any Wales Golf event at which children under the age of 18 are participating.

POLICY

Wales Golf policy is as follows;

The welfare of children taking part in golf is paramount.

Children and their parents/guardians and or the Wales Golf should have control over the images taken of children at Wales Golf events.

The golfing activity should not be misused purely for the purpose of obtaining images of children.

Images should not be sexual or exploitative in nature or open to misinterpretation and misuse.

The identity of children in a published image should be protected so as not to make the children vulnerable. (If the name of an individual golfer is published with their photograph to celebrate an achievement other personal contact details should never accompany the picture).

PROCEDURE

Official/professional photographers and those using 'professional' equipment

Wales Golf requires that anyone wishing to take photographic or video images, at any Wales Golf event at which children under the age of 18 are participating, in an official or professional capacity or using 'professional' camera or video equipment registers their details with Wales Golf Championship Office. This must be done before carrying out any such activity on the golf course (including the practice ground) or surrounding area or in the clubhouse.

Once registered an identification label will be issued as confirmation of registration. Anyone found using photographic or video equipment without an appropriate identification label will be questioned.

Wales Golf reserves the right to refuse to grant permission to take photographic or video images if it sees fit.

Photographers must obtain permission from parents to take and use their child's image.

Parents/carers/family members of competitors

Parents, carers and family members taking occasional informal photographs with mobile devices of their own child, ward or family member at a Wales Golf event do not need to register their details with Wales Golf.

If such photographs include other children (eg at a prize presentation) they should not be publically displayed or published on social media unless the prior permission of the parents/guardians of all the children in the photographs has been obtained.

CONCERNS

If competitors or parents have any concerns they should raise them by contacting the Wales Golf Championship Office immediately.

Wales Golf will notify the relevant authorities should it have any doubts as to the authenticity of any individual taking photographs.