

Wales Golf

Safeguarding Policy and Procedures

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Safeguarding Children and Young People Policy

FOREWORD BY CEO

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

Welsh sport has a close relationship with the NSPCC through the Child Protection in Sport Unit (CPSU). The CPSU is commissioned by Sport Wales to implement a set of standards for sports organisations in Wales. The Ann Craft Trust is funded by Sport Wales to support sport and activity organisations in developing best practice in safeguarding adults. CPSU Wales has teamed up with the Ann Craft Trust to create the Welsh Sport Safeguarding Hub which aims to increase sharing of best practice and a more joined up approach in safeguarding both children and adults in sport.

Our safeguarding team at Golf Wales works closely with the hub to ensure continuous improvement and to raise the profile of safeguarding within the sport sector and with statutory agencies, providing shared learning, training, and support. Wales Golf has maintained the highest level of the national safeguarding standards for several years. Wales Golf recognises and supports the measures set out in the framework to fulfil our commitment 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.

Hannah McAllister
CEO, Wales Golf
February 2023

KEY PRINCIPLES

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

- We recognise the authority of the statutory agencies and are committed to complying with all UK and Welsh legislation and statutory guidance in relation to child protection, safeguarding, information-sharing, data protection and safe recruitment and deployment, including:
 - Children Act 1989
 - Children Act 2004
 - Human Rights Act 1998
 - Mental Capacity Act 2005
 - Mental Capacity (Amendment) Act 2019 and the Liberty Protection Standards (LPS)
 - Safeguarding Vulnerable Groups Act 2006
 - Equality Act 2010 ([please see Wales Golf Equality Diversity and Inclusion policy](#))
 - Social Services and Well-Being (Wales) Act 2014
 - Care Act 2014
 - Counter-Terrorism and Security Act 2015
 - Serious Crime Act 2015
 - Wales Safeguarding Procedures (2019): [https://safeguarding.wales/en/Working-Together-to-Safeguard-People: Code of Safeguarding Practice \(Welsh Government, January 2022\)](https://safeguarding.wales/en/Working-Together-to-Safeguard-People:Code-of-Safeguarding-Practice(Welsh-Government,January2022))
 - Working Together to Safeguard Children (HM Government 2018, updated September 2022)
 - Care and Support Statutory Guidance (Department of Health 2014, Updated January 2023)
 - [Keeping Learners Safe](#)
 - Keeping Children Safe in Education (Sept 2022)
 - Sexual Offences Act 2003 (Note: Section 21 was extended in June 2022 to bring those working with children and young people in (paid or voluntary) roles in a sports context under the legislation relating to Positions of Trust)
 - Welsh Government's Children (Abolition of Defence of Reasonable Punishment) (Wales) Act 2020

This list is not intended to be exhaustive

In accordance with the expectations set out by the Welsh Government*, Wales Golf is clear that the need to have safeguarding arrangements in place for both children (up to the age of 18 years) and adults (aged 18 and over) is understood by the National Governing Body and its staff. This policy and our Safeguarding Adults Policy aim to ensure that this duty of care and legal responsibility is communicated clearly by those responsible for delivering golfing services and activities across Wales. We are committed to ensuring that safeguarding training and support is available to individuals, clubs and centres affiliated to, registered with or funded by the NGB.

** Working Together to Safeguard People: Code of Safeguarding Practice (Welsh Government, January 2022)*

OBJECTIVES

The Vision of Wales Golf is “Everyone’s Game: For Fun, For Sport, For Life” and to achieve this we want to create and support an environment in Wales where Golf is safe and accessible for everyone to enjoy and progress. Safeguarding is a critical element of our strategic plan and the approach set out in this policy is underpinned by our values:

- **Fun:** Enjoyment whilst striving for success
- **Real:** Open, honest and with integrity
- **Inclusive:** Open to everyone
- **Collaboration:** Achieve more, together
- **Excellence:** Be the best you can be, always

The overall aim of the policy is to ensure that everyone participating in the sport of golf does so in a safe environment that supports children and young people to meet their potential. Participation in golf, unlike many sports, can be lifelong and our Safeguarding Adults policy sets out this commitment for adults, particularly those who may be additionally vulnerable or at risk.

Wales Golf aim to work with golf bodies to:

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

RESPONSIBILITIES AND IMPLEMENTATION

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

- Reviewing Wales Golf policy and procedures annually or whenever there is significant learning from case management or changes in legislation and statutory guidance in relation to safeguarding.
- Providing guidance about appropriate recruitment procedures to assess the suitability of volunteers and staff working with children and vulnerable groups.
- Being clear that safeguarding is everybody's responsibility and that this includes the need for effective [information-sharing](#) which is central to good safeguarding practice.
- Ensuring that all stakeholders are aware of expectations around behaviour and conduct when working with children and/or vulnerable individuals of any age, including Positions of Trust.
- Following procedures to report welfare concerns and allegations about the behaviour of adults and ensure that all staff, volunteers, parents and participants, including children, are aware of these procedures.

- Directing club staff, volunteers & coaches to appropriate safeguarding training and learning opportunities, where this is appropriate to their role.

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

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

*Wales Golf is a member of SafeGolf 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. As part of the SafeGolf framework, Wales Golf is a member of the Golf Partners Safeguarding Case Management Group which ensures independent scrutiny of the management of safeguarding concerns arising across the UK golfing landscape and is supported by multi-agency independent members with appropriate professional expertise and experience in safeguarding.

1. RECRUITMENT AND TRAINING

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

Safer Recruitment

Each role which involves an element of responsibility with regard to children and young people, particularly those adults who are '*regularly involved in caring for, training, supervising or being in sole charge of*' children and young people (Regulated Activity), whether voluntary or paid, will be assessed to establish which qualifications, safer recruitment checks and other requirements are necessary. These will include the following:

- An application form
- A self-disclosure form: this is an important part of a safer recruitment process. It involves requiring an individual to provide information to be used as part of a decision on their suitability for a particular role with children, and also enables clarification of consent to share information and to clarify information in the interests of informed and defensible safeguarding decision-making. Two self-declarations; [one for roles that are eligible for DBS checks](#) and [one for roles that are not eligible](#):
- Verified references from two appropriate people
- A signed Code of Conduct
- A Disclosure & Barring Service (DBS) check on people involved in 'regulated activity' with children.

Details of the requirements and the qualifications and checks of individuals will be recorded by the recruiting body who should also hold copies of the necessary Safeguarding and Protecting Children (SPC) training certificates. The nominated

person will possess all relevant and appropriate contact details of all staff / volunteers and other relevant bodies.

Learning and Training Opportunities

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

Attendance at the training will be repeated every 3 years for those involved in regulated activity or the following workshops can be completed for renewal purposes:

- Renewal: Safeguarding and Protecting Children (UK Coaching, NSPCC and CPSU) – which offers an online module with two additional options (Digital Kids and Positive Parents)

Safeguarding Adults (UK Coaching and Ann Craft Trust)

Club Welfare Officers and all staff and volunteers who have lead safeguarding and welfare responsibilities should complete both the SPC workshop and the 3-hour **Time to Listen** (TTL) workshop which is run by Wales Golf as a golf-specific training or it can also be undertaken as a multi-sport TTL workshop by the Welsh Sports Association (<https://wsa.wales/events-courses/>).

For more information about current Wales Golf training opportunities go to: <https://www.walesgolf.org/workshops-roadshows/>.

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

Positions of Trust

In June 2022 the Police, Crime, Sentencing and Courts Act 2022 created a new Section 22A of the Sexual Offences Act 2003 which extended legislation to include additional contexts and situations when an adult may have the potential to abuse their position of power and trust in relation children and young people. A 'Position of Trust' is a legal term that refers to an adult who is *'regularly involved in caring for, training, supervising or being in sole charge of'* children and young people, whether voluntary or paid. The legislation has now been extended to state that it is illegal for those in positions of trust to engage in any form of sexual activity with a young person aged 16 or 17 in their care in sports organisations, faith groups and a restricted number of additional circumstances.

It has always been Wales Golf's policy position (as with almost all sports national governing bodies) and in breach of our Codes of Conduct for someone in a position of responsibility for young people to have an intimate or sexual relationship with a young person under 18 who they were responsible for, linked to disciplinary action. This also extends to evidence of grooming and/or developing inappropriate relationships with any participant under 18 with intent to pursue a future sexual relationship. This positive change extends the legal reach of the Sexual Offences legislation which was previously limited to statutory roles including teachers, care workers and youth justice staff.

The Wales Safeguarding Procedures set out arrangements for responding to safeguarding concerns about those whose work, either in a paid or voluntary capacity, brings them into contact with children or adults at risk. It also includes individuals who have caring responsibilities for children or adults in need of care and support and

their employment or voluntary work brings them into contact with children or adults at risk. Follow the link to find out more: <https://www.safeguarding.wales/en/>

In a golfing context, Positions of Trust will be those roles where an individual is coaching, teaching, supervising training or instructing a young person on a regular basis. Wales Golf and golf centres/clubs must ensure that those carrying out these activities, those in leadership roles and safeguarding/welfare roles are aware of the expectations of their role and of positions of trust.

All volunteers & coaches who have any responsibilities for working with, supervising or supporting children should read the Wales Golf Code of Conduct relevant to their role, and sign to indicate their understanding and agreement to act in accordance with the code. The code is linked to the Wales Golf Disciplinary Procedures and the sanctions set out within them. Where concerns arise that may indicate potential abuse/a crime has been committed or thresholds for statutory agency consideration have been met, a referral to the police and/or social services will be made without delay and advice sought. All Wales Golf and Club level action will be held pending the outcome of a statutory agency decision or investigation. During the course of any investigation however (internal, where thresholds do not meet statutory thresholds for intervention, or external), a temporary suspension may be imposed from golfing activities by the Club and/or Wales Golf whilst concerns are clarified and information is gathered. This is a neutral act intended to protect all parties and not an indication of guilt.

Wales Golf are committed to the fact that every 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 individuals and groups of children and adults (e.g. disabled, looked after children, individuals who are neurodiverse, minority ethnic groups, those with communication differences). Wales Golf will seek to support the development of an aware and informed workforce which can respond confidently where individual needs for additional support and protection are identified. The aim is to 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 can participate 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 Club Welfare Officer without delay. Wales Golf encourages the sharing of low-level concerns at the earliest opportunity as this supports proactive and preventive measures which are more likely to contribute to a positive and partnership approach to safeguarding. The person sharing the concern should not wait until they are sure that harm or abuse has occurred, but simply has a duty to pass their concerns and any relevant information to the Club 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 Safeguarding Concern Report Form and sent to the Wales Golf Lead Safeguarding Officer and all records will be retained confidentially within Wales Golf.

The Lead Safeguarding Officer will assist with completion of this form if required, telephone 01633 436040 or email safeguardingteam@walesgolf.org

- 2.4** Wales Golf will work in partnership with the club and other external agencies (including the Golf Partners Safeguarding Case Management Group) 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. Wales Golf has a legal duty to refer an individual to the DBS where permission is withdrawn/withheld for them to engage in regulated activity with children and/or adults because of safeguarding concerns.

- 2.5** In the event of a someone sharing concerns or 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. Explain that you will need to share the concerns with the club welfare officer/safeguarding lead in order to seek support and advice (on a 'need to know' basis).
- 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 as this may compromise any future action. Only ask questions to clarify your understanding where needed e.g.
 - can you tell me why you appear to be upset?
 - can you explain what has happened?
 - can you describe what you mean by the word xxxxx?
- Record what the child/adult has said as soon as possible on a safeguarding concern report form.

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

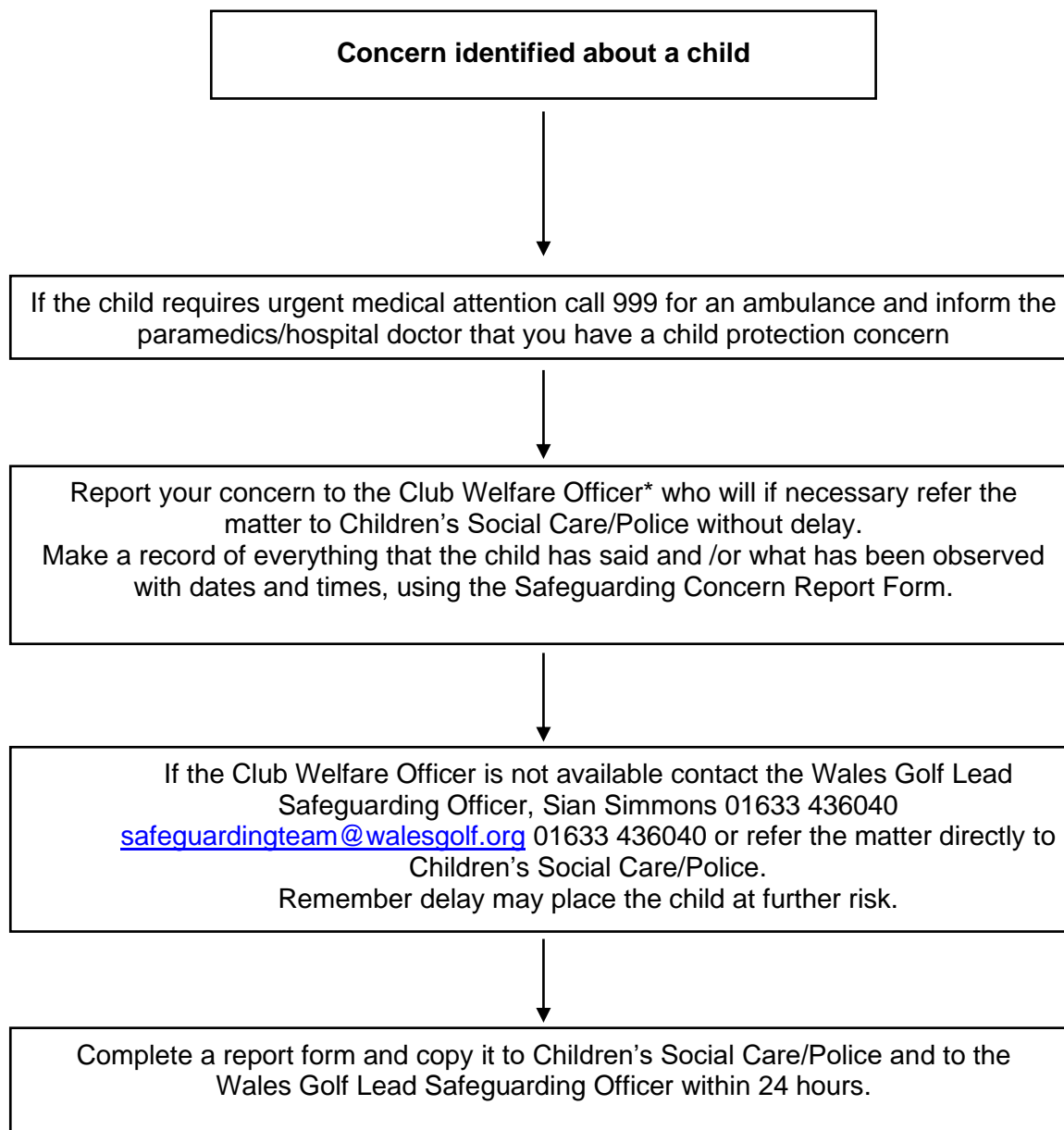
If the Wales Golf Lead Safeguarding Officer is not available and a delay cannot be justified then seek advice from the local Children's Social Care/social services department, the Police, the LADO (the Local Authority Designated Officer), DOFA (Designated Officer for Allegations, an alternative title for the LADO role), DOS (Designated Officers for Safeguarding in local authorities) or the NSPCC.

- 2.6** The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public who need support. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.

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

FLOWCHART 1

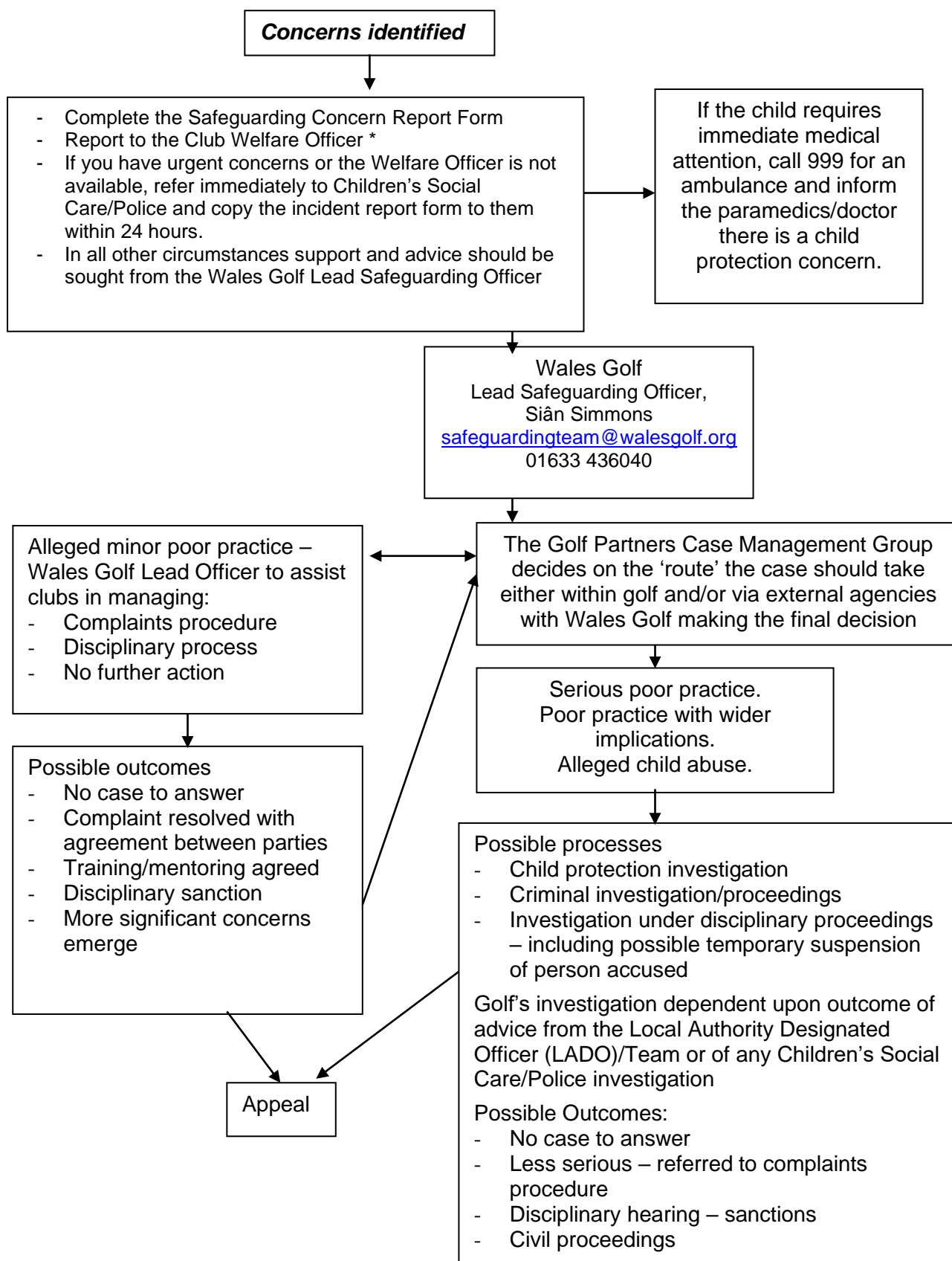
What to do if you are worried about what is happening to a child outside of the Club/County (but the concern is identified through the child's involvement in golf)



* If for any reason a Club Welfare Officer is not in post or is unavailable a principle of least delay is important. Please contact the
Wales Golf Lead Safeguarding Officer,
Siân Simmons 01633 436040 safeguardingteam@walesgolf.org

FLOW CHART 2

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



3. EMERGENCIES AND INCIDENTS

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

3.2 In the event of a child requiring medical attention:

- The parents will be contacted immediately.
- In the event it is not possible 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. Do not allow the child to leave with another parent unless you have written permission from a parent/carer to do so. This can be provided by text or email if the parent has been unavoidably delayed and makes contact with you.
- All reasonable attempts should be made to contact the parents/carers but if no one is reachable, contact the Club's Welfare Officer for advice*.
- If all attempts to make contact fail and the child has not been collected one hour after the agreed finish time for the activity, a phone call should be made to Children's Social Care or the local Multi-Agency Safeguarding Hub (MASH).

Staff, Volunteers & PGA Pros should 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.

*The child's safety and interests should always be the focus. They should not be left unsupervised or alone whilst arrangements are agreed, and their feelings and wishes

should be considered to ensure that they always feel supported and comfortable. All action taken and the decision-making process should be recorded (including the child's emotional presentation, times, dates, those involved, and the record signed). If this is a recurrent concern, please contact Wales Golf's Lead Safeguarding Officer for advice and support.

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

4. SUPERVISION

- 4.1** A rule of two should be followed. This rule effectively protects children and those working with them by ensuring that interactions are both observed and justified (in the context of coaching, playing, transport, video calls, phone calls and messaging) Best practice is that two responsible adults should be present, including the coach/Professional and a minimum of one other responsible observer who can be another Professional, volunteer or the child's parent.

A responsible observer must be in view and occasionally within earshot of any interaction. They must also be known to the participant and/or the Club to satisfy this requirement (members of the public in the general vicinity would not satisfy this requirement). Any messaging for the purposes of coordinating coaching/playing activities should be directed to groups ideally and a responsible adult should always be copied in.

In circumstances where it is not possible to satisfy best practise as outlined above, one coach/Professional and two participants may be acceptable if they are in view and earshot. This should not however become accepted and normal practice. One adult (staff member, volunteer or Professional) and one unchaperoned participant is not acceptable.

Maintaining appropriate boundaries like the rule of two when working with children demonstrates safeguarding good practice and allows children and parents/carers to better recognise inappropriate or unacceptable behaviour. It also limits the ability of those with poor intent to normalise behaviour which can increase risks for children and young people.

- 4.2** During coaching sessions, coaches should conduct a risk assessment to inform decision making about appropriate supervision levels. Regardless of the recommended ratio of adults to participants, it is recommended that a minimum of two adults should always be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity.
- 4.3** Parents may be encouraged to stay for coaching/competitions & other events where their children are of an age where greater levels of parental supervision is required.

- 4.4** Parents should be aware that with limited changing room space there may be occasions when adults and children may need to share the facilities.
- 4.5** 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, Wales Golf 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.
- 4.7** Wales Golf offer guidance and support to clubs to assist with planning for events and activities. Examples of recommended best practice and template documents are available for use and direct contact can be made with the Wales Golf Lead Safeguarding Officer for further advice. Tel: 01633 436040.

5. GOOD PRACTICE GUIDELINES

5.1 Behaviour of adults and children

- 5.1.1** Adults who work with children hold a position of trust in relation to children, and therefore it is important they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from allegations of poor practice. Codes of conduct will be issued to junior members & adults working with them to promote good practice.
- 5.1.2** Wales Golf requires that all staff and volunteers working with children adhere to the standards set out in the Code of Conduct relevant to their role. Similarly, children and all participants are expected to follow their own code of conduct to ensure the enjoyment of all participants and assist the club in ensuring their welfare is safeguarded.
- 5.1.3** Parents and carers should also work together with Wales Golf to ensure that all children are safeguarded. A "Parental Guidance" sheet is provided to assist them in understanding how they can best support their child in a golfing context and assist Wales Golf in keeping them safe and supported appropriately.

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. The rule of two as set out in **4.1** above should be respected to ensure appropriate oversight and

supervision, unless there is a justifiable reason not to do so (family members, long-standing family friends etc)

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.

Where a child initiates physical contact – a hug because they are upset for example – this should be recorded and advice from the Club Welfare Officer should be sought. A picture of concern can arise about a child's emotional support needs if they recurrently seek physical contact with adult members/staff/volunteers. Equally, where an adult (staff/volunteer/member) is observed to actively initiate physical contact with juniors on a regular basis, this should also raise concerns and not be normalised.

5.4 Transport

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

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

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

5.5 Photography/ Videoing

5.5.1 Permission will be sought from parents prior to the publication or use of any video or photographic images of their child, for instance in newspapers, websites or for coaching purposes. The personal details of the child will not be used in any promotional material unless consent from the parents/carer is obtained. We will seek to ensure that all consent will be fully informed.

5.5.2 Any press/official photographers attending events will be required to seek permission from Wales Golf before taking photographs and also permission of parents to use the images.

5.6 Social Media

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

5.7 Anti Bullying Procedures

5.7.1 We believe that every effort must be made to eradicate bullying in all its forms.

Bullying can be difficult to define and can take many forms which can be categorised as;

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

All forms of bullying include;

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

Bullying behaviour may also include;

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

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

5.7.2 We will:

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

5.8 Confidentiality

5.8.1 Details of all juniors and all safeguarding records will be securely with restricted access either in locked files or electronically and will not be shared with a third party without parent/guardian consent unless safeguarding considerations necessity sharing with statutory agencies.

5.8.2 All concerns/allegations will be managed sensitively and confidentially will be maintained by Wales Golf. 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

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

6. Useful Contacts

Wales Golf Contacts		
Name	Address	Number
Lead Safeguarding Officer	Sian Simmons Wales Golf Catsash Road Newport South Wales, NP18 1JQ	01633 436040 Sian.simmoms@walesgolf.org safeguardingteam@walesgolf.org
Deputy Safeguarding Officer	Linda Stokoe Wales Golf	01633 436040 Linda.stokoe@walesgolf.org
Wales Golf Safeguarding Team		safeguardingteam@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
Samaritans		08457 90 90
Local Police child protection teams In an emergency contact 999	Gwent Police 101	In an emergency 999
NSPCC Freephone		0808 800 5000 (10am-4pm) help@nspcc.org.uk
NSPCC Whistleblowing Helpline for Professionals		0808 028 0285

Wales Safeguarding Hub		
Safeguarding Adults in Sport Manager, Ann Craft Trust	Michael Harrison	Email: Michael.Harrison1@nottingham.ac.uk Telephone: 02920 334975 Mobile: 07704885507
NSPCC Child Protection in Sport Unit	Cerri Dando-Thompson	Telephone: 02920 334975 Email: Cerri.Dando-Thompson@NSPCC.org.uk Mobile: 07563383180

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
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester, LE4 1EZ	Tel: 0116 234 7278 cpsu@nspcc.org.uk

Case Number:

SAFEGUARDING CONCERN REPORT FORM

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

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

Contacts			
Name	Role	Organisation	Contact Number

DETAILS OF THE CONCERN/INCIDENT/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:		
Data protection: Wales Golf may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged concern/incident and to take whatever action is deemed appropriate, in accordance with their Children and Young People Safeguarding Policy and Procedures and Safeguarding Adults Policy and Procedures.		
Strict confidentiality will be maintained and information will only be shared on a "need to know" basis in the interest of safeguarding. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs, individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Children's Social Care.		

WALES GOLF ACCIDENT REPORT FORM

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 __/__/__
Work Tel No.
Home Tel No.
Mobile Tel No.
E-Mail

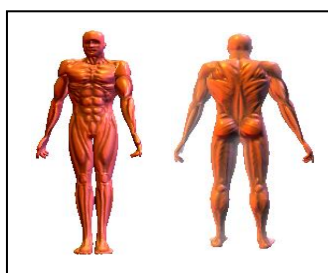
B. Details of accident (use extra sheet if required)

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



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

CIRCLE LOCATION OF INJURY

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		

Data protection:

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

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



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 more than 3 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
safeguardingteam@walesgolf.org**

CATEGORIES OF CHILD ABUSE

*Reference: Working Together to Safeguard Children 2018
(updated September 2022), 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.

Wales Golf recognises that individuals may be at increased risk of harm or abuse for diverse and intersectional reasons, including:

- Stereotyping
- Prejudice
- Age
- Discrimination, including ethnic or racial, or in relation to sexuality, gender, disability or faith (note the protected characteristics under the Equality Act 2010*)
- Isolation
- Low self-image and low self-esteem resulting in vulnerable self-presentation
- Lack of knowledge about appropriate behaviours by others
- Desire for acceptance, affection and attention
- Lack of social support and stability
- Poverty and unemployment
- Powerlessness to protect themselves
- Dependency upon others to care for them
- Alcohol and drug misuse
- Disordered eating
- Self-harm and mental health issues
- Inability to communicate that abuse has occurred (including language and communication differences)
- Mistrust of statutory and support agencies
- Grooming (in person, online, by phone etc)
- Lack of, or inappropriate, supervision
- Terrorism, extremism and radicalisation

*<https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>

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 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."

CSE involves an individual or group of adults taking advantage of the vulnerability of an individual or groups of children or young people, and victims can be boys or girls. Young people are often unwittingly drawn into sexual exploitation through the offer of opportunities, financial gain, friendship, love and care, gifts, drugs and alcohol, and sometimes accommodation. Sexual exploitation is a serious crime and can have a long-lasting adverse impact on a young person's physical and emotional health. It may also be linked to child trafficking.

A common feature of sexual exploitation is that the children and young people often don't recognise the coercive nature of the relationship and therefore do not see themselves as a victim. In some cases parents/guardians also fail to recognise that a relationship is potentially abusive and both the child and their carers may initially resent what they perceive as interference by staff. Staff must however act on their concerns, as they would for any other type of abuse. All staff are made aware of the indicators of sexual exploitation and all concerns must be shared without delay with a member of the Safeguarding Team.

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)

Radicalisation and Extremism

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups or activities. The government defines extremism as 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs' (HM Government Prevent Strategy).

Some young people are at risk of being radicalised: adopting beliefs and engaging in activities which are harmful, criminal or dangerous. Religious extremism is the most widely publicised form however staff should also remain alert to the risk of radicalisation into white supremacy. The most vulnerable and disadvantaged young people are usually targeted by those seeking to radicalise others (e.g. those on the autistic spectrum, those absent from education, those experiencing systemic racism, poverty, social isolation and inequality of opportunity).

'Prevent' is a cross-government policy that forms one of the four strands of the UK's strategy for counter terrorism underpinning the Counter-Terrorism and Security Act 2015 which includes the prevention of radicalisation of vulnerable adults and young people. Those who are targeted with a view to radicalise them are often the most vulnerable in society including those with poor networks of support or who are experiencing socially isolated, mental health issues and/or learning and communication issues.

Keeping children and young people safe from these risks is a safeguarding matter and should be approached in the same way as safeguarding young people from other risks. If the behaviour of anybody involved in our activities indicates that they or those around them are at risk of harm, staff should report these concerns immediately to the Wales Golf Lead Safeguarding Officer. In the event that there appears to be an immediate risk or danger call 999.

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

County Lines

As set out in the Serious Violence Strategy, published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Child Criminal Exploitation (CEE)

As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Domestic abuse

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse. Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and adolescent to parent violence. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. Domestic abuse continues to be a prevalent risk factor identified through children social care assessments for children in need. Domestic abuse has a significant impact on children and young people. Children may experience domestic abuse directly, as victims in their own right, or indirectly due to the impact the abuse has on others such as the non-abusive parent. 111 Item Definition More information can be found in the Draft Domestic Abuse Statutory Guidance Framework, including the new statutory definition of domestic abuse that will be introduced when the Domestic Abuse Bill is enacted.

Controlling and coercive behaviour

Also known as coercive control, the use of control and coercion in relationships is a form of domestic abuse and, since December 2015, a criminal offence. Controlling and coercive behaviour is outlined in Government guidance issued under section 77 of the Serious Crime Act 2015 as part of the Government's non-statutory definition of domestic violence and abuse. It is described as:

- Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour; and
- Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim

Coercive control is a form of abuse that involves multiple behaviours and tactics which reinforce each other and are used to isolate, manipulate and regulate the victim. This pattern of abuse creates high levels of anxiety and fear. This has a significant impact on children and young people, both directly, as victims in their own right, and indirectly due to the impact the abuse has on the non-abusive parent. Children may also be forced to participate in controlling or coercive behaviour towards the parent who is being abused. Controlling or coercive behaviour also form part of the definition of domestic abuse in section 1(3)(c) of the Domestic Abuse Bill. More information can be found in the Draft Domestic Abuse Statutory Guidance Framework.

Peer-on-peer abuse¹

Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control exercised between children, and within children's relationships (both intimate and non-intimate), friendships, and wider peer associations.

Peer-on-peer abuse can take various forms, including (but not limited to): serious bullying (including cyberbullying), relationship abuse, domestic violence and abuse, child sexual exploitation, youth and serious youth violence, harmful sexual behaviour and/or prejudice-based violence including, but not limited to, gender-based violence.² Online peer-on-peer abuse is any form of peer-on-peer abuse with a digital element, for example, sexting, online abuse, coercion and exploitation, peer-on-peer grooming, threatening language delivered via online means, the distribution of sexualised content, and harassment.

*Making clear that it is not acceptable, will never be tolerated and is not an inevitable part of growing up;
Not tolerating or dismissing it as "banter",
Challenging behaviours (potentially criminal), such as grabbing bottoms, breasts and genitalia.*

Sexual violence and sexual harassment between children in schools and colleges 2017

Likely to be complex and require difficult professional decisions to be made, often quickly and under pressure. Pre-planning, effective training and effective policies will provide schools and colleges with the foundation for a calm, considered and appropriate response to any reports.

Keeping Children Safe in Education 2019

Honour-Based Violence (HBV)

'Honour-based' violence encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of HBV are considered to be abuse in the UK.

Female Genital Mutilation (FGM)

Female genital mutilation (FGM)² is a procedure where the female genitals are deliberately cut, injured or changed, but there's no medical reason for this to be done. Also known as female circumcision or cutting, and by other terms, such as sunna, gudniin, halalays, tahur, megrez and khitan, among others. FGM is usually carried out on young girls between infancy and the age of 15, most commonly before the onset of puberty. It is illegal in the UK and is child abuse. It's very painful and can seriously harm the health of women and girls. It can also cause long-term problems with sex, childbirth and mental health.

Many such procedures are carried out abroad and staff should be particularly alert to suspicions or concerns expressed by a girl of any age about going on a long holiday during the summer vacation period.

Forced Marriage

¹ https://www.mariecollinsfoundation.org.uk/assets/news_entry_featured_image/MCF-Peer-on-peer-Abuse-Research-Report-sunday-final-version.pdf

² <https://www.england.nhs.uk/wp-content/uploads/2016/12/fgm-pocket-guide-v5-final.pdf>

A forced marriage is a marriage in which a female (and sometimes a male) does not consent to the marriage but is coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse. In England and Wales the practice is a criminal offence under the Anti-Social Behaviour, Crime and Policing Act 2014. The reporting of any concerns about either suspected forced marriage or FGM is mandatory.

A forced marriage is not the same as an arranged marriage. In an arranged marriage, which is common in several cultures, the families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses.

Children and young people may be married at a very young age, and well below the age of consent in the UK which would make it unlawful in relation to a UK citizen. Staff should be particularly alert to suspicions or concerns raised in relation to any young person who is being taken abroad who appears anxious or expresses fears that they may be prevented from returning to the UK.

Breast Ironing

The practice of using hot stones or other implements to flatten the breast tissue of pubescent girls is widespread in Cameroon and exists elsewhere in West Africa as well. It is believed to have come with that diaspora to Britain, where it is considered to be a form of child abuse and can be prosecuted under existing assault laws.

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