



LANCASHIRE LADIES' COUNTY GOLF ASSOCIATION

SAFEGUARDING POLICY

Revised January 2018

CONTENTS

1.	Policy Statement	Page 3
2.	Principles	Page 4
3.	Policies in practice	Page 5
	A. Responsibilities of members of the executive	Page 5
	B. Responsibilities of children	Page 6
	C. Responsibilities of parents / guardians	Page 7
	D. Complaints, Concerns & Allegations	Page 8
4.	Concluding remarks - further help	Page 9
Appendix 1	Player Information & Membership Form	
Appendix 2	Medical Information & Consent Form	
Appendix 3	Incident Report Form	
Appendix 4	Accident Report Form	
Appendix 5	Checklist for Officials at Coaching Sessions	
Appendix 6	Incident Report Form	

1. POLICY STATEMENT

The Lancashire Ladies County Golf Association acknowledges its responsibilities in matters relating to the protection of children and is committed to creating and maintaining the safest possible environment for all children who attend its events. The Association also expects that those who have contact with children will observe and be guided by the procedures contained in this document.

In this regard the LLCGA has adopted the relevant recommendations Working Together 2013 and the Children in Golf Strategy Group Guidelines for Safeguarding Children in Golf

(For the purpose of this document a 'child' refers to any young person below the age of 18.)

The Lancashire Association is committed to the following:

1. The right of children to take part in golf events safely.

The Association will take all reasonable measures to provide and maintain a safe and caring environment.

2. A swift and thorough investigation of any allegations of abuse or inappropriate behaviour, including such matters as alleged bullying, harassment, neglect, mistreatment and violence. The Association undertakes to treat all such allegations seriously and investigate the matter with understanding and sensitivity to all concerned.
3. All members of the Executive, professional coaches and volunteers have recourse to the services of the Association where allegations are made against them.
4. All who wish to work with children, in the care of the Association, will be subject to procedures which aim to protect the children.
(This process is likely to include, for example, a DBS check, using the service provided by England Golf)
5. The training of all personnel to enable them to deal with such child protection issues as might arise.

The County Secretary will maintain records of the recruitment of personnel and of the training courses attended.

6. The safety and welfare of children relies upon a pro-active partnership among the Executive, PGA Staff, volunteers and parents/guardians.

2. PRINCIPLES

The Association's policy is based upon the following principles:

- The safety and wellbeing of the children is central to all considerations.

The Association has a duty of care to seek to protect children at all Lancashire Girls Golf Association and LLCGA organised activities.

- All children can expect that those representing the Association will treat them with respect and dignity.
- The children should have the confidence to rely upon members of the Executive, PGA professionals and volunteers, and to be able to trust them, whatever the circumstances.
- Parents/Guardians should be informed of the Association's policies, and understand and appreciate the Association's Child Protection policies and procedures.

They have the right to be informed of any matter which may impinge upon the welfare of their child.

- All those working with children are expected to set a good example to the children in their charge.

3. POLICIES IN PRACTICE

a) Responsibilities of Members of the Executive, PGA Professionals and volunteers

Members of the Executive, PGA professionals and volunteers are expected to:

- Take their responsibilities seriously, knowing that the welfare of children and their protection from harm is the paramount concern.
- Be conscious of the fact that adults are role models for the children.

Those who have contact with children should conduct themselves appropriately at all times. They are required to set high standards in such matters as behaviour, attitude, appearance, fairness, moderation, organisation and punctuality.

- Treat all children fairly and equally.

This should hold true, no matter what the children's age, culture, ability or disability, gender, language, racial origin, and/or sexual orientation.

- Build a sound working relationship with the children based on mutual respect and trust.
- Inform parents of any matters relating to their child's welfare, either directly, or through the County Junior Organiser, or the County Secretary.
- Report to the County Secretary or County Junior Organiser, any instance of alleged 'poor practice', or inappropriate physical contact, or abuse.

The facts of the situation must be recorded on an Incident Report Form. (See Appendix 3)

Depending on the circumstances of the allegation, the County Welfare Officer will investigate, and, if necessary, may refer the matter either to the Executive Committee, or a sub-committee, or to an appropriate agency. Confidentiality will be strictly observed at every stage.

All who have contact with the children should seek to ensure that their behaviour cannot be compromised.

- Ensure, as far as is reasonable, that no child is placed in danger or potential harm.

Events should be organised with safety in mind, and the children should be kept informed of any safety procedures, risks or hazards on the course.

- Avoid situations where there is possibility of misinterpretation of any physical contact or behaviour.

Contact with children should generally be in an open environment, especially, for example, whilst waiting for parents to arrive to pick up their child. No child should be left alone or be left to make his own way home.

Transporting children alone should be avoided, if at all possible. If it is absolutely necessary to transport a child in your vehicle, parental consent should be sought. In this instance, a colleague should be informed, and the route, details and estimated time of arrival should be communicated. All safety measures should be observed.

- Ensure that any child who suffers accidental injury or temporary illness at any event organised by the Association is treated by a person competent and qualified to do so

If no qualified person is immediately available, the criterion is to respond to that situation by using common sense, as would a caring parent or guardian, until professional help arrives.

The matter should be recorded on an Accident Report form, which should be passed to the County Secretary. (See Appendix 4)

Parents/guardians must be informed of the action that has been, or is intended to be, taken.

b) Responsibilities of Children

All children representing or competing in Association organised events should:

- Observe the highest standards of behaviour, appearance, punctuality, attitude, restraint, moderation and sportsmanship on and off the course.

Alcohol, performance-enhancing substances, smoking, sexual behaviour and foul language are forbidden.

Children are expected to act with courtesy and politeness at all times.

- Not engage in any irresponsible, inappropriate or illegal behaviour.
- Play by the Royal & Ancient's Rules of Golf, and the Etiquette of golf.

Observe the finer courtesies of the game.

- Observe instructions or restrictions requested by appropriate members of the Executive, professional coaches, tournament officials, club members or staff.

In the event of any disagreement, dispute or problem, children should consult the Event Organiser, or any Executive member, rather than seeking to resolve the matter themselves

- Remain on the premises – clubhouse, golf course or hotel – unless given specific permission to leave by the appropriate Association official.

c) Responsibilities of Parents / Guardians

Parents / Guardians should:

- Know the Association's policy on child protection.

They should seek to support the Association's officials in creating and maintaining a safe and amenable environment for children in which to enjoy their golf at a competitive level.

They should be at ease with the system in place for the protection of their child, but be ready to raise any matters which may give rise to concern.

- Complete the Medical Information and Consent Form (*Appendix 2*) and Player Information and Membership Form (*Appendix 1*)
- Signify that they accept the conditions of the Association's procedures relating to their child's participation in an event.

Occasionally, for training, coaching or publicity purposes, including social media sites, children may be photographed or videoed. Parents/Guardians who do not wish for their child to be photographed for these purposes should inform the Association on the Medical Information and Consent Form. (See Appendix 2)

- Arrange transport for their child to arrive punctually at a match, tournament or coaching session.

It is important to communicate with the Event Organiser, or member of the Executive, if there are likely to be any difficulties arising from transporting children to a venue - picking them up or dropping them off.

Parents/Guardians should leave emergency contact numbers with officials at an event, especially if there may be problems.

They should inform the Event Organiser of any matters, such as medical or dietary concerns, or other physical problems which may affect the child.

- Encourage and foster the right spirit of fair competitive play in one's child, without pressurising her to play beyond her physical, mental and emotional capabilities. Children are not robots, and should be treated as vulnerable young adults – no matter what their bravado.

Coaching is best left to the professionals.

4. COMPLAINTS, CONCERNS AND ALLEGATIONS

- If a player, parent, member of the LLCGA or volunteer has a concern about the welfare of a child, or the conduct of an adult (whether they are a parent, coach, members or otherwise), these concerns should be brought to the attention of the County Welfare Officer or County Secretary.
- The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Welfare Officer or County Secretary.
- All concerns will be treated in confidence. Details should only be shared with those who can help with the management of the concern.
- Concerns will be recorded on an Incident Report Form (*Appendix 3*) and sent to the County Welfare Officer or County Secretary and if appropriate the National Governing Body Lead Child Protection Officer.

5. CONCLUDING REMARKS - FURTHER HELP

- It is to be understood that these procedures are merely guidelines for the protection of all who participate in events organised by the Lancashire Ladies' County Golf Association.
- The policy and guidelines will be reviewed on an annual basis or in the case of significant changes to legislation. However, not all circumstances may be covered in this working document. It is important to recognise that, whilst every effort will be made to ensure the wellbeing of every child, things can go wrong, by accident or human error.
- Any problems that may arise in the course of an event will be dealt with thoroughly, carefully investigated, and the appropriate agencies contacted, where necessary. At every stage parents/guardians will be informed as appropriate.
- If any problem cannot be resolved within the Lancashire Ladies' County Golf Association, recourse may be had to England Golf. Lead Protection Officer, the Regional Development Officer, Social Services, the Police, or to the NSPCC Helpline (0800 800 5000).

APPENDIX 1**Player Information and Membership Form**

PLAYER INFORMATION & MEMBERSHIP FORM – TO BE COMPLETED ANNUALLY	
Full Name	
Age	DOB
Home Club	Exact H/CAP
Mobile	E Mail
Contact Details (1)	Relationship to Player
Address	
Mobile	Home
E Mail	
Contact Details(2)	
Name	Relationship to Player
Address (if not as above)	
Mobile	Home
E Mail	

Please send your subscription of £6.00 together with this form to:
Margaret Milne, 39 Longmeadow Road, Knowsley Village, Prescot L34 0HN

Telephone Number 0151 546 0479 Email:margaretmilne52@yahoo.co.uk
(Associate membership £12.00 for non-members of golf clubs)

Cheques to be made payable to Lancashire Ladies County Golf Association (LLCGA)

APPENDIX 2**Medical Information and Consent Form**

MEDICAL INFORMATION AND CONSENT FORM – TO BE COMPLETED ANNUALLY	
Name of child	
Age	DOB
Any Allergies, Dietary or Physical Requirements	
Do you consider your child to have a disability. YES/NO	
If YES what is the nature of that disability	
Childs Doctor	
Doctors Contact number	
I give consent for my child to receive medical treatment by a qualified person when required on the understanding I will be contacted at the earliest opportunity. YES/NO (delete)	
I give my consent to my child taking part in events organised by LLCGA. YES/NO (delete)	
I agree to drop off and collect my child at the agreed time and location. YES/NO (delete)	
I agree to my child being photographed in line with the LLCGA Safeguarding policy YES/NO (delete)	
I have read and understand the LLCGA Safeguarding Policy YES/NO (delete)	
Signed (1)	Signed (2)
Print Name	Print Name
Relationship to child	Relationship to child

Please return this form to: Margaret Milne, 'The Rough', 39 Longmeadow Road, Knowsley Village, Prescot, Merseyside L34 0HN

APPENDIX 3**Incident Report Form**

Recorders Name	
Address	
Postcode	Telephone Number
Childs Name	
Address	
Postcode	Telephone Number
Complainants Name	
Address	
Postcode	Telephone Number
Details of the allegation (include time, date, location and nature of the incident.)	
Additional Information (witnesses, corroborative statements).	
Details of any action taken and by whom.	
To whom has this been referred	
Signature of recorder	
Signature of Complainant	

APPENDIX 4**Accident Report Form**

Recorders Name	
Address	
Postcode	Telephone Number
Childs Name	
Address	
Postcode	Telephone Number
Name of injured person	
Address	
Postcode	Telephone Number
Nature of injury	
Where did the injury occur (time, date, location)	
How did the injury occur (brief details as known at this time) Continue on a separate sheet if necessary	
Details of any witnesses (confirm if they have been interviewed and/or made statements).	
Details of any action taken (treatment, by whom etc)	
Any other agencies involved (GP, ambulance, emergency services)	
Parents/Guardians informed (who, by whom and when)	
Signature of recorder	
Date and Time	

APPENDIX 5

Checklist for Officials at Coaching Sessions

Event		Date	
Location		Start	Finish
Professional			
LLCGA/LGGA Officials Present 1			
2			
3			
Player		Additional Information e.g contact number	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

APPENDIX 6**Incident Report Form**

Recorders Name	
Address	
Postcode	Telephone Number
Childs Name	
Address	
Postcode	Telephone Number
Complainants Name	
Address	
Postcode	Telephone Number
Details of the allegation (include time, date, location and nature of the incident.)	
Additional Information (witnesses, corroborative statements).	
Details of any action taken and by whom.	
To whom has this been referred	
Signature of recorder	
Signature of Complainant	