



ORKNEY GOLF CLUB SAFEGUARDING POLICY (CHILDREN)



1. Purpose

The purpose of this policy is to set forth Orkney Golf Club's statement of policy and procedures for the safeguarding of children. The policy lays out the commitments made by ORKNEY GOLF CLUB, and informs staff, volunteers and associated personnel of their responsibilities in relation to safeguarding.

2. Scope

- All staff contracted by Orkney Golf Club
- Associated personnel whilst engaged with work or visits related to Orkney Golf Club, including but not limited to the following: consultants, volunteers, contractors, programme visitors including journalists, PGA Pros, professional players, celebrities and politicians.

3. Policy Statement

Orkney Golf Club is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This policy outlines Orkney Golf Club's commitment to protecting children throughout its work, through the three pillars of prevention, reporting and response.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- Child protection is everyone's responsibility.
- All children – regardless of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation – have the right to protection from all forms of harm and abuse.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents to promote the welfare, health and development of children.

Orkney Golf Club will:

- Promote the health and welfare of children by providing opportunities for them to take part in golf safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the wellbeing of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Safeguarding Policy and associated procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and associated procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Regularly monitor and evaluate the implementation of this Policy and associated procedures

4. Prevention

ORKNEY GOLF CLUB responsibilities

Orkney Golf Club will:

- Ensure all staff and volunteers have access to, are familiar with, and know their responsibilities within this policy.
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with [CLUB NAME]. This includes the way in which information about individuals in our programmes is gathered and communicated.
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff, volunteers and associated personnel.
- Ensure staff, volunteers and associated personnel receive training on safeguarding at a level commensurate with their role in the club.
- Follow up on reports of safeguarding concerns promptly and according to due process.

Staff and volunteer responsibilities

Child safeguarding

- Orkney Golf Club staff, volunteers and associated personnel must not:
- Engage in sexual activity with anyone under the age of 18.
- Sexually abuse or exploit children.
- Subject a child to physical, emotional or psychological abuse, or neglect.

- Engage in any commercially exploitative activities with children including child labour or trafficking.

Protection from sexual exploitation and abuse

Orkney Golf Club staff, volunteers and associated personnel must not:

- Exchange money, employment, goods or services, including team selection or the promise of team selection, for sexual activity.

Additionally, Orkney Golf Club staff, volunteers and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations to the designated Safeguarding Officer, or appropriate staff member or appropriate authority in their absence in urgent cases.

5. Reporting a Concern

Orkney Golf Club will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff, volunteers and the communities we work with.

Orkney Golf Club will also accept complaints from external sources such as members of the public, partners and official bodies.

How to report a safeguarding concern

Staff members or volunteers who have a complaint or concern relating to safeguarding should report it immediately to the Safeguarding Officer or line manager [as appropriate]. If the staff member or volunteer does not feel comfortable reporting to their Safeguarding Officer or line manager (e.g. if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff/committee member and Scottish Golf.

SAFEGUARDING OFFICER:- GILL JOHNSTON, Tel no 07966 033764; gill.johnston52@gmail.com

6. Response

Orkney Golf Club will follow up safeguarding reports and concerns according to this policy and procedure, and legal and statutory obligations (see Responding to Concerns Procedures).

Orkney Golf Club will apply appropriate disciplinary measures to staff or volunteers found in breach of policy.

Orkney Golf Club will offer support to survivors of harm caused by staff, volunteers or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

7. Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be kept secure at all times.

GDPR and child protection

GDPR emphasises the importance of asking children for consent before sharing personal information. If a child is mature enough, they should be given the opportunity to decide whether they agree to their confidential information being shared. If a child does not have the capacity to make their own decisions, their parent or carer (unless this would put the child at risk) should be asked.

However, if you have a child protection concern, you must share information with the relevant agencies, even if you have not been given consent. GDPR does not affect this principle.

8. Review

This Policy and associated Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance from Scottish Golf on the protection of children or following any changes within Orkney Golf Club.
- Following any issues or concerns raised about the protection of children within [CLUB NAME].
- In all other circumstances, at least every three years.

Club Safeguarding Officer: **GILL JOHNSTON**

Contact Number: **07966 033764**

Date: **23 SEPTEMBER 2023**



SAFEGUARDING OFFICER ROLE DESCRIPTOR

PURPOSE

To ensure club is complying with the Scottish Golf Safeguarding Policy and current legislation, and ensure that young people, coaches and volunteers are operating within a safe environment.

ROLES AND RESPONSIBILITIES OF THE SAFEGUARDING OFFICER

- Implement and promote good practice through the Club's Safeguarding Policy and Procedures
- Conduct the administrative work associated with processing information on new volunteers / staff including acting as an Authorised signatory for PVG checks from those in the club working with junior members
- Raise awareness of the Club Safeguarding Officer role to parents/carers, adults, and children involved in the club.
- Act as the main contact within the club for the protection of children
- Encourage good practice and support of procedures to protect children.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the club.
- Challenge behaviour which breaches the Code of Conduct.
- Organise/signpost appropriate training for all adults working/volunteering with children in the club.
- Where required liaise with the Scottish Golf Safeguarding Officer and/or statutory agencies and ensure they have access to all necessary information
- Report on cases, concerns and action taken to Scottish Golf's Safeguarding Officer
- Attend training on the protection of children and young people

RECOMMENDED CHARACTERISTICS OF THE SAFEGUARDING OFFICER

- Have an understanding of the issues affecting children and the sensitive way in which they must be managed.
- An interest in the well-being and safeguarding of children and safeguarding matters
- Be supportive of the introduction of Safeguarding Policy.
- Strong listening skills and the ability to deal with sensitive situations with integrity and confidentiality
- Be able to follow procedures and recognise when to seek advice and not rely solely on their own judgement.
- Be willing to challenge members who do not comply with Safeguarding Policy and Procedures.
- May currently work in a similar environment with training

SKILLS/ATTRIBUTES

- Good organisation and communication skills
- Reliable, trustworthy and a good listener
- Understanding & appreciation for the need for confidentiality
- Approachable & friendly
- Experience of working with children

REQUIREMENTS

- PVG Scheme Membership
- Attend appropriate training

TRAINING AND SUPPORT

- Child Wellbeing & Protection in Sport (CWPS) (renewable every 3 years)
- Child Wellbeing & Protection in Sport: Officer Training (CWPO) (renewable every 3 years)
- Option to meet with Scottish Golf staff member for initial training

TIME COMMITMENT

Time commitment can vary dependant on size and nature of club.



RESPONDING TO CONCERNS PROCEDURE

If a player, parent/carer, member of staff or volunteer has a concern about the welfare of a child, or the conduct of another child/young person or an adult (whether they are a parent, coach, member, or otherwise), these concerns should be brought to the attention of the GILL JOHNSTON:- CLUB SAFEGUARDING 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 Safeguarding Officer. Please refer to the flowchart below.

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.

Concerns will be noted on the ‘Concern Recording Form ’and sent to the Scottish Golf Lead Safeguarding Officer and retained confidentially within the club. *The Scottish Golf Lead Safeguarding Officer will assist with completion of this form if required, e-mail:* safeguarding@scottishgolf.org

The Orkney Golf Club will work with Scottish Golf and other external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice. The Orkney Golf Club disciplinary procedures will be applied and followed where possible.

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 or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action. Only ask to clarify your understanding where needed e.g. Can you tell me what you mean by the word xxxxx?
- Record what the child has said as soon as possible on a concern recording form.

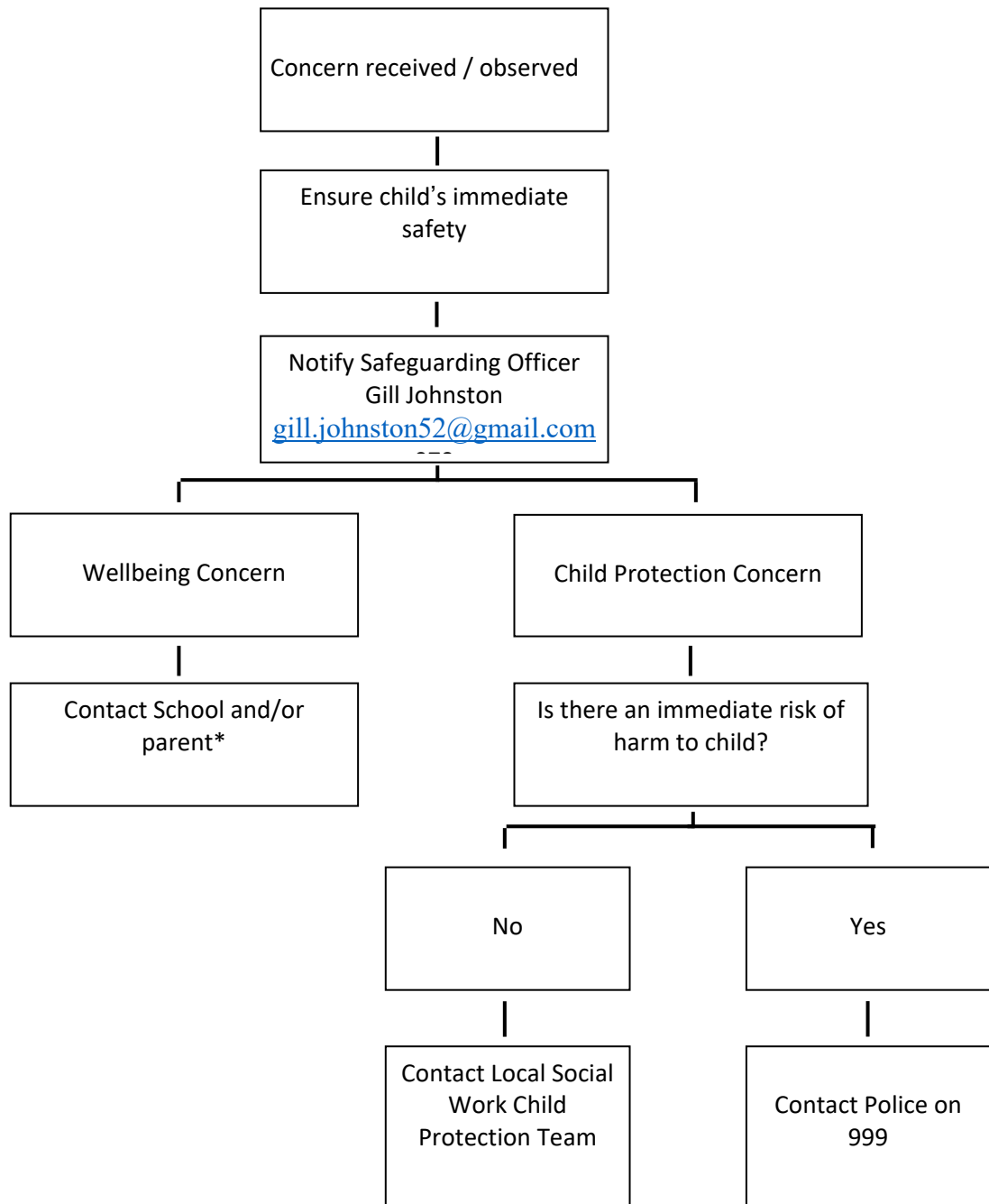
Do not notify the parents or carers unless you have first sought advice from that statutory authorities or the Scottish Golf Lead Safeguarding Officer.

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.

Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. The Orkney Golf Club supports an environment where staff, volunteers, parents/carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who reported 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 on following page:-

RESPONDING TO CONCERNS FLOWCHART



Informing Scottish Golf:

All concerns should be shared with the Scottish Golf Safeguarding Team by contacting safeguarding@scottishgolf.org

***Informing Parents:**

Where you have reason to believe that a parent/carer/family member may be responsible for abuse you should always seek advice from police or social work FIRST and follow their advice as to who informs parents. For all other concerns, parents/ carers should be notified that a referral has been made at the earliest opportunity.



CODE OF CONDUCT FOR COACHES AND VOLUNTEERS

GOOD PRACTICE

In the context of your role at Orkney Golf Club, the following good practice guidelines should be followed:

- Make golf fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships based on mutual trust that empower and include children in the decision-making process.
- Always work in an open environment. Avoid private or unobserved situations including transportation.
- All communication should be via approved Club avenues
- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children and avoid excessive training and competition, pushing them against their will and putting undue pressure on them.

PRACTICE TO BE AVOIDED

In the context of your role at Orkney Golf Club, the following practice should be avoided:

- Having 'favourite – 'this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, alert the occupants by knocking and announcing your intention to enter. The door should remain open, if appropriate.
- Where possible, doing things of a personal nature for children that they can do for themselves.
- Making contact or holding discussions with children via social networking sites or texting.

PRACTICE NEVER TO BE SANCTIONED

In the context of your role at Orkney Golf Club, the following practices will never be sanctioned:

- Engaging in sexually provocative games, including horseplay.
- Forming intimate emotional, physical or sexual relationships with children.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Inviting or allowing children to stay or visit with you at your home.
- Coaches and other leaders sharing a room alone with a child for sleeping accommodation.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with Orkney Golf Club’s Responding to Concerns procedure. I confirm I am aware I have a responsibility to speak with the Safeguarding Officer if I become aware of a concern.

I am aware that the Club’s Safeguarding Officer is Gill Johnston and I am aware that if I have a concern or would like to talk to somebody, I can contact Scottish Golf’s Safeguarding team by email safeguarding@scottishgolf.org or by telephone 07812665164

I have read and understood this Code of Conduct and I agree to abide by the rules and guidelines of the Club.

Name (print) Signed

Role Date



CODE OF CONDUCT FOR JUNIORS

ORKNEY GOLF CLUB is dedicated to creating an environment that nurtures the enjoyment and enthusiasm of every member within our club. We want to empower our juniors to base their conduct on a sense of personal integrity and acceptance of rules, fairness, equality, respect for others, moral conduct and a sense of what is right.

I agree to:

- Be friendly and supportive, offer help if needed
- Practice and participate fairly and be trustworthy
- Behave with respect to others including coaches/volunteers, club staff, officials, other golfers, parents, team managers and spectators
- Respect the rules of my club and those of the facilities
- Respect the rights, dignity and worth of all participants regardless of age, disability, gender, ability, race, cultural background or religious beliefs or sexual identity
- Always strive to do my best and refrain from inappropriate conduct towards others including physical, verbal, written or emotional, in person or through use of social media
- Be a positive role model and refrain from bullying and getting involved in inappropriate peer pressure and push others into something they do not want to do
- Set a good example at all times in aspects of punctuality, language, behaviour and respect of equipment and others
- Will not smoke, consume alcohol or drugs of any kind
- Report inappropriate behaviour or risky situations to a member of staff.

Our Club recognises that to create a supportive atmosphere, which allows everyone to participate/compete to the best of their abilities, it is important for juniors to know that while we have high expectations of their behaviour, they can expect the same in return from us.

You have the right to:

- Be safe and happy while participating in golf
- Be respected and treated fairly and participate on an equal basis, appropriate to your ability
- Be protected from abuse by others from within or out with the club

- Ask for help
- Be believed
- Be listened too
- Be referred to professional help if needed.

Breaches of the Juniors’ Code of Conduct will be dealt with in accordance with the club’s disciplinary procedures.

I understand that if I do not follow the Juniors’ Code of Conduct, any/all of the following actions may be taken:

- Be required to apologise formally
- Receive a warning; verbal or written
- Be suspended by the club
- Be required to leave the club

I am aware that the Club’s Safeguarding Officer is GILL JOHNSTON and I am aware that if I have a concern or would like to talk to somebody, I can contact Scottish Golf’s Safeguarding team by email safeguarding@scottishgolf.org or by telephone 07812665164

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name (print)

Signed

Date

Parent/Guardian (required for U18s)

Name (print)

Signed

Date