

Appendix 19 Retford Golf Club

The purpose of this document is to make all Club members aware of their safeguarding responsibility, identify particular areas of the Safeguarding Policy that they should be aware of and give some guidance on reporting procedures if a concern is identified. A club may choose to display this on a notice board or give a copy to all new/existing members.

Safeguarding Children and Young People – A Short Guide for Club Members

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

Retford Golf Club is an affiliated member of England Golf and follows the England Golf Safeguarding Children and Young People Policy and procedures.

You might be thinking **“What has safeguarding got to do with me?”**

Government guidance makes it clear that ‘Safeguarding is everyone’s responsibility’.

Anyone who has a negative experience of sport at a young age is less likely to become a regular long-term participant. It’s important for the future of your club and the sport as a whole that children and young people have an enjoyable experience.

All club members have a part to play in making that happen.

All adults should contribute to the club meeting its overall duty of care, be aware of our club’s safeguarding policy, and know what to do if they are concerned about a young person.

Retford Golf Club asks our members to

- **Familiarise yourself with the Retford Golf Club Safeguarding Policy.**

The full copy of the Retford Golf Club Safeguarding Children and Young People Policy is available on our website www.retfordgolfclub.co.uk

- In particular familiarise yourself with: *(Golf Clubs can add relevant information from their Safeguarding Policy in each section)*

1. Retford Golf Club Codes of Conduct

For example - Adults should always be aware that age related differences exist and conduct themselves in a manner that both recognises this and prioritises the welfare of children and young people.

2. Anti-Bullying Policy

For example - Retford Golf Club believe that every effort must be made to eradicate bullying in all its forms. The Club will not tolerate bullying in any of its forms during club matches, competitions, coaching or at any other time while at the club.

3. Transport Policy

For example - The club believes it is primarily the responsibility of parents/carers to transport their child/children to and from events.

4. Changing Room Policy

For example - The changing rooms are used by all members & visitors. Wherever possible adults will avoid changing or showering at the same time as children but parents will be made aware that with limited changing room space there will be occasions when adults and children may need to share the facilities. Where a parent/carer does not consent to their child accessing the changing rooms, it is their responsibility to either supervise the child while in the changing rooms or ensure that they do not use them.

5. Photography, Videoing and the use of Social Media Policies

Think very carefully before contacting a young person via mobile phone, e-mail or social media.

Do not accept children as contacts on social networking sites if you hold a position of trust with children/young people.

In general stick to group communications, copy the communication to a parent and only communicate about organisational matters.

What should I do if I'm concerned about a child or young person?

A concern may involve the behaviour of an adult towards a child at the club, or something that has happened to the child outside the club.

Children and young people may confide in adults they trust, in a place where they feel comfortable.

An allegation may range from verbal bullying, to inappropriate contact online, to neglect or emotional abuse, to physical or sexual abuse.

If you are concerned about a child, it is not your responsibility to investigate further, but it is your responsibility to act on your concerns and share them.

Pass the information to Retford Golf Club's Welfare Officer who will follow the club's Safeguarding procedures.

Name: Steve Hyatt

Email Address: office@retfordgolfclub.co.uk

Telephone Number: 01777 703733

If you believe the child is at immediate risk of harm, call the Police.

Other useful contacts:

NSPCC 24-hour helpline Tel: 0808 800 5000 | England Golf Lead Safeguarding Officer 01526 351824

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Photography Policy – Retford Golf Club

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

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

Policy

The Retford Golf Club policy is as follows;

The welfare of children taking part in golf is paramount.

Children and their parents/carers and/or the Retford Golf Club should have control over the images taken of children at Retford Golf Club events.

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

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

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

Procedure

Official/professional photographers and those using 'professional' equipment

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

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

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

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

Parents/carers/family members of competitors

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

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

Concerns

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

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

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Anti-bullying policy – Retford Golf Club

The Retford Golf Club will:

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

Each participant, coach, volunteer or official will:

- respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others
- recognise that everyone is important and that our differences make each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress
- be committed to the early identification of bullying, and prompt and collective action to deal with it
- ensure safety by having rules and practices carefully explained and displayed for all to see

- report incidents of bullying they see – by doing nothing you are condoning bullying.

Bullying

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

Support to the child

- children should know who will listen to and support them
- systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them
- potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- children should have access to helpline numbers
- anyone who reports an incident of bullying will be listened to carefully and be supported

- any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- those who bully will be supported and encouraged to stop bullying
- sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

Support to the parents/carers

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

Useful contacts

Retford Golf Club Welfare Officer,

Name: Steve Hyatt Tel: 01777703733 Email: office@retfordgolfclub.co.uk

NSPCC Helpline 0808 800 5000

ChildLine 0800 1111 / www.childline.org.uk

Kidscape www.kidscape.org.uk

Anti-Bullying Alliance www.antibullyingalliance.org.uk

England Golf Lead Safeguarding Officer 01526 351824