



# **Lutterworth Golf Club**

## **Welfare & Protection Policy and Guidance**

Issued: 1.2

Reviewed: 13<sup>th</sup> March 2011

# Lutterworth Golf Club

## Welfare & Protection: Policy and Guidance

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# **Lutterworth Golf Club**

## **Welfare & Protection: Policy and Guidance**

### **Section 1 – Policy**

#### **Policy Statement**

We take the safety and welfare of everyone very seriously, especially young people, using the facilities at Lutterworth Golf Club. The aim of our Welfare and Protection Policy is to promote good practice and provide guidance for young people, parents, volunteers, and staff, thus promoting a safe environment in which to play and enjoy golf.

#### **Principles**

- The young person's welfare is paramount.
- All young people, regardless of age, gender, ability, disability, race, religious belief or sexual orientation have the right to be protected.
- All young people have the right to be safe and to be treated with dignity and respect.
- All suspicions and allegations will be taken seriously and responded to swiftly and appropriately.
- Adults – parents, volunteers, Junior Organisers, golf professionals, staff and club members will be supported to understand their role and responsibility with regard to the duty of care and protection of young people.
- Individuals will receive support through education and training and be aware of and understand best practice and how to manage any welfare or young person protection issues that may come to light.
- Young people will be made aware of their own responsibilities and the support that is available for them.
- Confidentiality will be maintained in accordance with child protection procedures.

#### **Putting Policy into Practice**

##### ***Documents***

Our Junior Welcome Pack contains a number of consent documents related to welfare and protection and are referred to below (Data Protection, Health & Safety, Photograph, and Medical). These should be updated as circumstances change and reviewed every 12 months. All documents should be kept securely but accessible to authorised personnel in an emergency.

##### ***Bullying and Harassment***

Lutterworth Golf Club does not tolerate bullying in any form. To mitigate against such occurrences every effort will be made to supervise young people on and off the course. The Junior Development Team will observe behaviour of individuals and groups and promote an open environment where young people can voice any concerns they might have. Suspicions/allegations of bullying or harassment will be handled as other forms of abuse and referred to the Lutterworth Golf Club Welfare Officer.

##### ***Changing Rooms***

Lutterworth Golf Club does not have separate changing/locker rooms for junior golfers. It is recommended that juniors under the age of 10 requiring to use the shower facilities are accompanied by a parent/guardian.

## ***Coaching***

All coaching sessions will be under the overall supervision of the Club Professional or member of the Junior Development Team who has received training in respect of coaching and child protection and been subject to Criminal Records Bureau (CRB) checks. A minimum of two responsible adults will be present at coaching or organised activities wherever reasonably practicable. Parents and young people will be made aware of the requirements of golf along with the length of sessions and finishing times to assist parents/carers to know when to drop off and collect their children. To our best knowledge and belief no person convicted of, or cautioned for, an offence against a child shall be involved in the coaching or supervision of junior participants.

## ***Data Protection***

The information held on young people will be stored securely and only seen by those people at Lutterworth Golf Club who are responsible for their coaching and welfare. Young people's details will never be sold to marketing companies or given out inappropriately. Parents/carers will be asked to sign a Data Protection Form to allow the names and contact details of young people to be passed to County and National Golfing Organisations in order to take advantage of special coaching, to play in county matches/competitions and access other benefits that may be available.

## ***Health & Safety***

Rules to ensure that players remain safe while using the facilities at Lutterworth Golf Club are issued to all junior members on joining. Parents/carers will be asked to sign a Health & Safety Form confirming that they have read the Health & Safety information and that their child understands the importance of safety on a golf course.

## ***Late collection of young person from Coaching or Organised Activity***

Parents who are unavoidably delayed when picking up their child/children from the Golf Club are required to ring Lutterworth Golf Club on 01455 557141/557199 giving details of when they are expected to arrive.

A member of staff or the Junior Development Team will wait with the young person in the company of at least one other person.

If the young person is unable to be collected because of an emergency, parental instruction will be required to advise on the appropriate course of action.

Any parent who is not available to be contacted on their usual number should provide an alternative contact name and telephone number to the Golf Club.

## ***Media Imaging***

As part of our commitment to the safety and welfare of Junior Members of Lutterworth Golf Club we do not permit photographs, video or other media images to be taken or used by officials of the Club without the informed consent of the parent/guardian and the Junior Member on the Photograph Consent Form.

Images of Junior Members could be used as part of the coaching programme; to celebrate success; to encourage other young people to take up golf; or promote Club activities; the club website will have a password protected section where junior activities will be advertised. Images may appear in local publications e.g. Lutterworth Mail, shown in a public place (e.g. the Golf Club notice board) or on the Club website; In such cases personal information about the young person will not be included.

## ***Medical Consent***

The safety and welfare of young people in our care is paramount, and it is therefore important that we are aware of any illness, medical condition and other relevant health details in order that their best interests are addressed. Parents/carers will be asked to complete a Medical Consent Form detailing existing illnesses/conditions; allergies etc, GP, emergency contact details and giving consent for club officials to act in loco parentis in an emergency. A written record will be kept of any injury/illness that occurs, along with the details of any treatment given (see Section 2).

## ***Physical Contact***

Physical contact should only be used if the aim is to:

- Develop golf skills or techniques – although wherever possible alternative means should be used for example, by holding the club shaft rather than the young person's hands or arms to correct alignment.
- To treat an injury.
- To prevent an injury or accident from occurring.

If physical contact is unavoidable the nature and reason for it **must** be explained and permission given for it by the young person. Young people should be encouraged to voice concerns they may have if any physical contact makes them feel uncomfortable or threatened.

Contact **must not** involve touching genital areas, buttocks, breasts or any other part of the body that might cause distress or embarrassment. If physical contact is unavoidable it **must** take place in an open or public environment in sight of other people.

## ***Recruitment and Child Protection Training***

Lutterworth Golf Club will endeavour to ensure that all volunteers and staff working with children are suitable to do so, and that they have all the information they require to perform their job effectively and appropriately.

We ask that all volunteers and staff who are in a position of responsibility with regard to children, particularly those who will supervise children, provide the following:

- A current enhanced Criminal Records Bureau check
- A self-disclosure of their criminal record
- References from at least 2 people
- Basic personal details and information of their previous experience with children
- The Junior Secretary and Welfare Officer hold copies of the necessary forms and contact information for the Criminal Records Bureau.

All staff and volunteers will be offered access to appropriate child protection training. The sportscoachUK 'Safeguarding and Protecting Children' workshop is recognised by the Children in Golf Strategy Group as the most appropriate training for coaching staff and volunteers within golf clubs. Lutterworth Golf Club recommends this workshop and will ensure that all volunteers and staff who have significant contact with children attend.

All staff and volunteers involved within children will be asked to read and become familiar with the club child protection policy and procedures. Young people and parents will also receive guidance and briefing.

## ***Responding to a Report of Abuse / Inappropriate Behaviour***

Inappropriate behaviour includes inappropriate physical contact, discussions, remarks or innuendo. Everyone has a duty to make sure concerns are reported and acted on quickly but appropriately. All reports of abuse/inappropriate behaviour of whatever nature must be reported to Lutterworth Golf

Club's Welfare Officer. If for any reason they are not contactable, or the report involves them, then the Club Secretary must be contacted. If you are unable to contact either you could contact the National Lead Protection Officer for guidance or the NSPCC Helpline for impartial help. Guidance on action to be taken if a young person reports abuse/inappropriate behaviour is in Section 2.

### ***Transport***

It is the responsibility of the parent/carer to organise the transport of their child/children to and from the Golf Club and other organised activities.

Where staff, club members, coaches or volunteers transport children to events they must have written permission from parents/carers to do so.

All drivers of vehicles should ensure that their vehicle is roadworthy and that they have valid road licence and insurance and ensure that all passengers obey the law during journeys.

Anyone transporting children should avoid:

- Waiting alone with a child in a vehicle. If this is unavoidable, drivers should ensure that the young person is in the back of the car.
- Sending a child home with another person without permission of parent/carer.

### ***Welfare Officer***

The Welfare Officer for Lutterworth Golf Club is Mrs Dorothy Jones; telephone 01455-554310. The role of the Welfare Officer is to take the lead in the Club on welfare and protection issues and ensure that appropriate action is taken when there is potential/alleged abuse, bullying or poor practice. It is not their role to investigate fully any allegations made. The Welfare Officer will undertake Child Protection training provided by national golfing bodies and others. Child protection concerns will be reported to the police/Social Services Department as appropriate.

### ***Whistle Blowing***

Everyone has the right and the responsibility to raise genuinely held concerns about abuse/inappropriate behaviour without fear of reprisal. All instances should be referred to the Lutterworth Golf Club Welfare Officer for action. Whilst it is not required that 'whistle blowers' provide absolute proof that their suspicions are well founded they should have reasonable grounds for their suspicions.

All such disclosures will be treated in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

Individuals will be encouraged to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they will be actioned.

## Section 2 – Guidance

The following Codes of Behaviour and examples of good practice are intended to protect the young person and those who come into contact with them from misunderstandings and false accusations.

### Code of Behaviour for Young People

This code of conduct has been written to make sure that all young golfers at Lutterworth Golf Club (LGC) know the standards of behaviour that are expected of them when playing golf or attending coaching. This will help the volunteers, coaches and staff at the club look after you and make sure that every young person is able to enjoy their time at the club.

- Treat all other golfers, whether adult or junior with the same respect and fairness you would like them to show you
- All golfers should be able to participate in golf without fear of bullying, ridicule, harassment or restriction. Uphold this value in all that you do
- Demonstrate fair play on and off the course. Respect differences in gender, disability, culture, race, ethnicity and religious beliefs between yourself and others
- Challenge discrimination and prejudice
- Look out for yourself and the welfare of others
- Do not engage in any irresponsible, abusive, inappropriate or illegal behaviour
- Challenge behaviour that falls below the expected standards of the club
- Speak out if you are concerned about anything, your own needs or the needs of others
- Be organised and on time
- Do not leave the club following a coaching session, match or competition without the knowledge and permission of the Junior Organiser or person in charge
- Follow the club rules and dress codes
- Listen to the junior organiser and other representatives of the club and comply with their requests. They have your best interests and those of the whole grouping mind.
- Demonstrate the highest standards of behaviour at all times
- Advise the junior organiser or coach of any medical conditions which may affect your standard of play
- You must not:
  - Consume alcohol or illegal and performance enhancing drugs
  - Smoke
  - Use foul language
  - Engage in sexual behaviour
  - Gamble (e.g. on gaming machines)

Where behaviour is inappropriate and does not accord with this Guidance, juniors can expect to face disciplinary action. This may come in the form of a verbal warning; a written warning; an interview with the Junior Organiser; or with the relevant management committee (men/ladies) of the Club. Ultimately this may lead to expulsion from the Golf Club and in extreme cases referral to an appropriate authority.

I agree to abide by the above code of conduct while in the care of, or representing Lutterworth Golf Club.

Signature of Junior Member: .....

Name (printed):

Date:

I understand and agree that my child must abide by the above code of conduct.

Signature of Parent/ Guardian:

## Good Practice Guidance for Parents

Parents have a role to undertake within their child's membership/participation in golf. PGA Professionals, coaches, staff and volunteers will endeavour to develop strong trusting relationships with their golfers. However as a parent you should check:

- The club has adopted the Children in Golf Child Protection Policy and procedures to ensure that all junior golfers are protected and kept safe from harm.
- The club has an anti bullying policy.
- The club has good practice guidance for the club, PGA Professionals, coaches, staff, members, volunteers, parents and junior golfers.
- There is a designated Welfare Officer in place with a responsibility for child protection and welfare, and young people and adults are aware that they can talk to them about concerns without fear of victimisation and reprisal.
- Procedures are in place for dealing with concerns, complaints and disciplinary issues.
- The club has procedures in place for safe recruitment.
- All PGA Professionals and coaches will be suitably qualified to an appropriate level.
- The club makes every effort to ensure that at least two adults are present for club/county organised activities.
- The club arranges for all staff, members and volunteers involved with the supervision of junior golfers to attend child protection awareness training.
- Guidance is in place regarding junior golfers travelling to other venues for matches etc.
- Parents are not discouraged from watching or becoming involved.
- The transporting of children to and from the club for matches, competitions and coaching is the responsibility of parents. The club will only become involved in these arrangements in exceptional circumstances. Parents are welcome to contact the parents of other junior members and make private arrangements to share transport, but this does not fall within the responsibility of the club.

### To assist the Golf Club parents should:

- Take an interest in their children's activity and progress and be supportive.
- Introduce themselves to the adults involved in the supervision of the junior section, spend some time talking to the Junior Development Team, PGA Professional, and Club Welfare Officer.
- Find out: what the club has to offer; times of coaching sessions and junior competitions; any playing restrictions for children who are beginners.
- Obtain any good practice guidance for children from the club and go through it with your child.
- Know whether there are any age restrictions regarding children playing on their own on the course.
- Be punctual when dropping off and picking up your children for/from coaching and competitions; let them know what time you will be arriving to collect them.
- Take an interest in your son/daughter's playing partners. Introduce yourself if it is an adult you do not know.
- If leaving your son/daughter at the club please make sure they have some spending money, appropriate clothing (i.e. a hat to protect them from the sun or waterproofs in the winter), a drink to take in their bag - dehydration can occur even if it is not that warm.
- Have clear lines of communication to keep up with your child's progress.
- Ensure that the club has an emergency contact number for you when you are away from the club, a mobile would be preferable, and that you leave your mobile switched on so that you can be contacted in an emergency.
- Advise the Club Welfare Officer/Junior Organiser if your child has any particular needs (e.g. allergies, learning disabilities) to ensure they are provided for in the best way possible.

I confirm that I am aware of the Lutterworth Golf Club Welfare & Protection Policy and Guidance and will assist the Golf Club as outlined above.

Signed.....Name.....Date.....

## Code of Conduct for those involved in Coaching/Junior Development Activities

### Always:

- Treat all young people equally, with respect and dignity and challenge any discrimination observed.
- Put the welfare of each young person first, before winning or achieving goals.
- Develop an appropriate working relationship with young people, based on mutual trust and respect.
- Make golf fun, enjoyable and promote fair play.
- Be a positive role model and empower young people to achieve.
- Encourage feedback and listen to what young people say.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Avoid physical contact as part of the coaching process. If physical contact is unavoidable the nature and reason for it **must** be explained and permission given for it by the young person.
- Work in an open environment (e.g. avoid private or unobserved situations and encourage open communication with no secrets).
- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual
- Involve parents/carers in Junior Development. Inform parents and young people of the requirements of golf. Be clear about the length of sessions and finishing times to assist parents/carers to know when to drop off and collect their children.
- Ensure that allegations made by or regarding a young person are challenged sensitively, recorded and acted upon promptly.

### Never:

- Never engage in any form of sexually related communication with a young player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms.
- Never use inappropriate and unprofessional language or behaviour.
- Never use physical restraint e.g. holding unless necessary to prevent personal injury to the young person, other people, or serious damage to property.
- Never use any kind of physical punishment/chastisement.
- Never resort to bullying tactics, verbal abuse or embarrassing, humiliating or undermining the young person.
- Never meet young people in their home or invite a young person to your home.
- Never share a room with a child.
- Never leave the coaching/event venue until all young people have been dispersed safely.

I confirm that I have read and agree to abide by the Lutterworth Golf Club Welfare & Protection: Policy and Guidance:

Signed.....Name.....Date.....

## Good Practice Guide for Non-coaching Staff and Club Members

### Do:

- Treat all young people equally, with respect and dignity.
- Make young people feel welcome and part of the Club.
- Respond immediately if you answer the phone to a young person or see a young person in distress (e.g. being ill, harassed, or abused on or around the course).
- Take reports of bullying, harassment, or abuse seriously and refer the matter to the Club Welfare Officer without delay.
- Make golf fun, enjoyable and promote fair play.
- Encourage young people to express their views or concerns without fear of ridicule.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Be a positive role model and empower young people to achieve.

**The majority of misunderstandings can be avoided if you ask yourself the following questions:**

Is this in the young person's best interest?

- Whose needs are being served?
- Will this have an impact on the coaching I am delivering?
- Should I make a note of my concerns or consult with a colleague?
- How would the young person's family or a colleague view this?
- How would I feel telling a colleague about this?
- Am I treating this young person differently to others (e.g., more coaching, more individual attention)?
- Does this young person mean something 'special' to me?
- Am I taking advantage of the young person?
- Does this action benefit me rather than the young person?
- Am I comfortable in documenting my behaviour?
- Does this contravene the Lutterworth Golf Club Welfare and Protection Policy?

## What to Do If a Young Person Discloses Abuse or Inappropriate Behaviour

Young people will often disclose abuse when they feel safe and can trust the person to whom they are talking. This is both a privilege and responsibility and it is therefore essential for you to be clear about your role and responsibilities.

It is not your responsibility to investigate abuse/inappropriate behaviour or decide if it has taken place. You must pass all information to the Lutterworth Golf Club Welfare Officer for further action. Be aware that questioning a young person may act to 'contaminate' the young person's evidence if the matter later results in court proceedings. Questioning may also deter a young person from repeating their allegation to the police or social workers.

Where it is felt necessary to ask a young person questions in order to clarify what they have said, the questions should be 'open'. For example you may ask "can you tell me what happened?" rather than "Did xxxxx hit you?"

Always make a clear written record of your concerns, observations and conversations as soon as is practicable after the event using the LGC – Incident Report Form. All records must be signed and dated.

Good contemporaneous and detailed record keeping is essential in child protection in order to:

- Assure reliability
- Support you if the matter should go to court
- 

In all situations where a young person discloses abuse/inappropriate behaviour:

### Listen

- Do not interrupt or try to silence a young person
- Do not express surprise, shock, anger or moral judgement

### Clarify

- Do not jump to conclusions
- Only clarify to check whether you have understood what you have been told. Avoid asking or saying things like:
  - "What, why, how, when, where, who?"
  - "Are you sure"
  - "Why didn't you say before?"
  - "I don't believe it"
- **Do not ask for further details about the abuse/inappropriate behaviour** – this is the role of the police and social services and can cause problems if the wrong questions are asked.

### Explain

- That you cannot keep the information to yourself
- That you will have to pass the information on to the Club Welfare Officer

### Reassure

- Be honest – don't promise things that are outside of your power to deliver!
- As appropriate, explain to the young person that you will support them.

Although you have a responsibility to report any allegation made, the Lutterworth Golf Club Welfare Officer has a responsibility to ensure that referrals are appropriate and follow procedure and guidance. However, there may be instances when they are not immediately contactable. In such circumstances you should contact the Club Secretary (contact details.....). The young person's welfare is paramount and any referral should not incur unnecessary delay.

**GOLDEN RULE: Do Something Now** – make sure you tell the Lutterworth Golf Club Welfare Officer immediately – they will know how to follow this up and where to go for further advice.

## EMERGENCIES AND INCIDENTS

Player Profile/ Medical Consent Forms will be obtained and retained by Lutterworth Golf Club for all children who are members or attending coaching at the club. These forms will be available at all times and reviewed each year<sup>1</sup>. They will be treated in confidence and only shared with those who require the information they contain to perform their role effectively.

In the event of a child requiring medical attention:

- The parents will be contacted immediately
- In the event of failure to contact parents, the alternative emergency contacts will be used
- The consent form will be consulted to establish whether parents have given their consent for a club representative to act in loco parentis
- An adult club representative will accompany the child to seek medical attention, if appropriate

A record of the action taken will be made and retained by Lutterworth Golf Club.

Where a parent is late in collecting their child from the club the following procedure will apply:

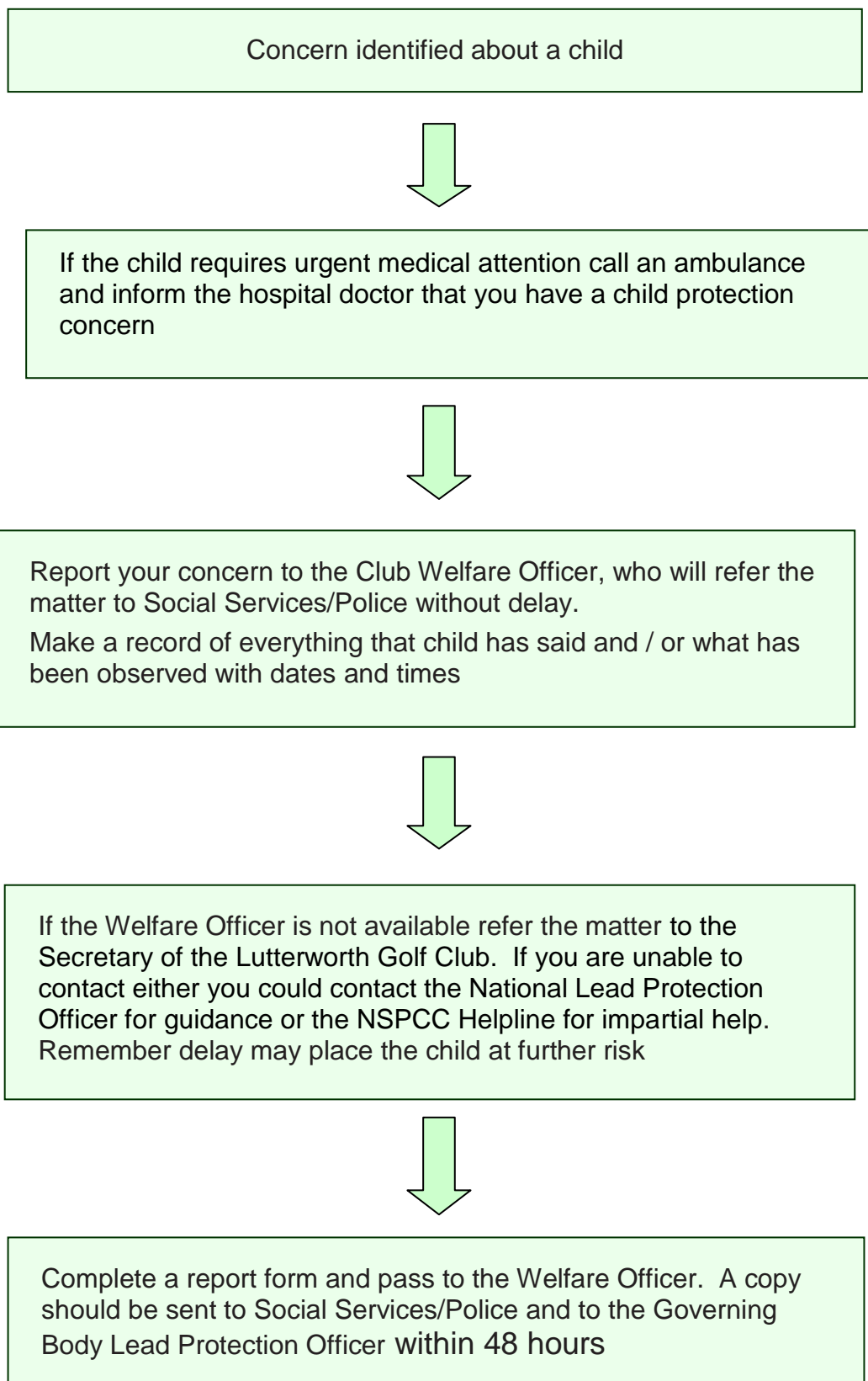
1. Attempt to contact the parent/carer using the contact details on the Player Profile Form
2. Attempt to contact the first, then the second emergency contact nominated on the Player Profile Form
3. Wait with the young person(s) at the club with, wherever possible, other staff/volunteers or parents.
4. If no one is reachable, contact the Club Welfare Officer or the Secretary for advice.
5. The local police will be contacted to enquire about the best course of action.  
Staff, members, PGA Pros/Coaches and volunteers should avoid:
  - Taking the child home or to another location.
  - Asking the child to wait in a vehicle or the club with them alone.
  - Sending the child home with another person without permission.

Remind parents/carers of the policy relating to late collection, within the good practice guidance for parents/carers.

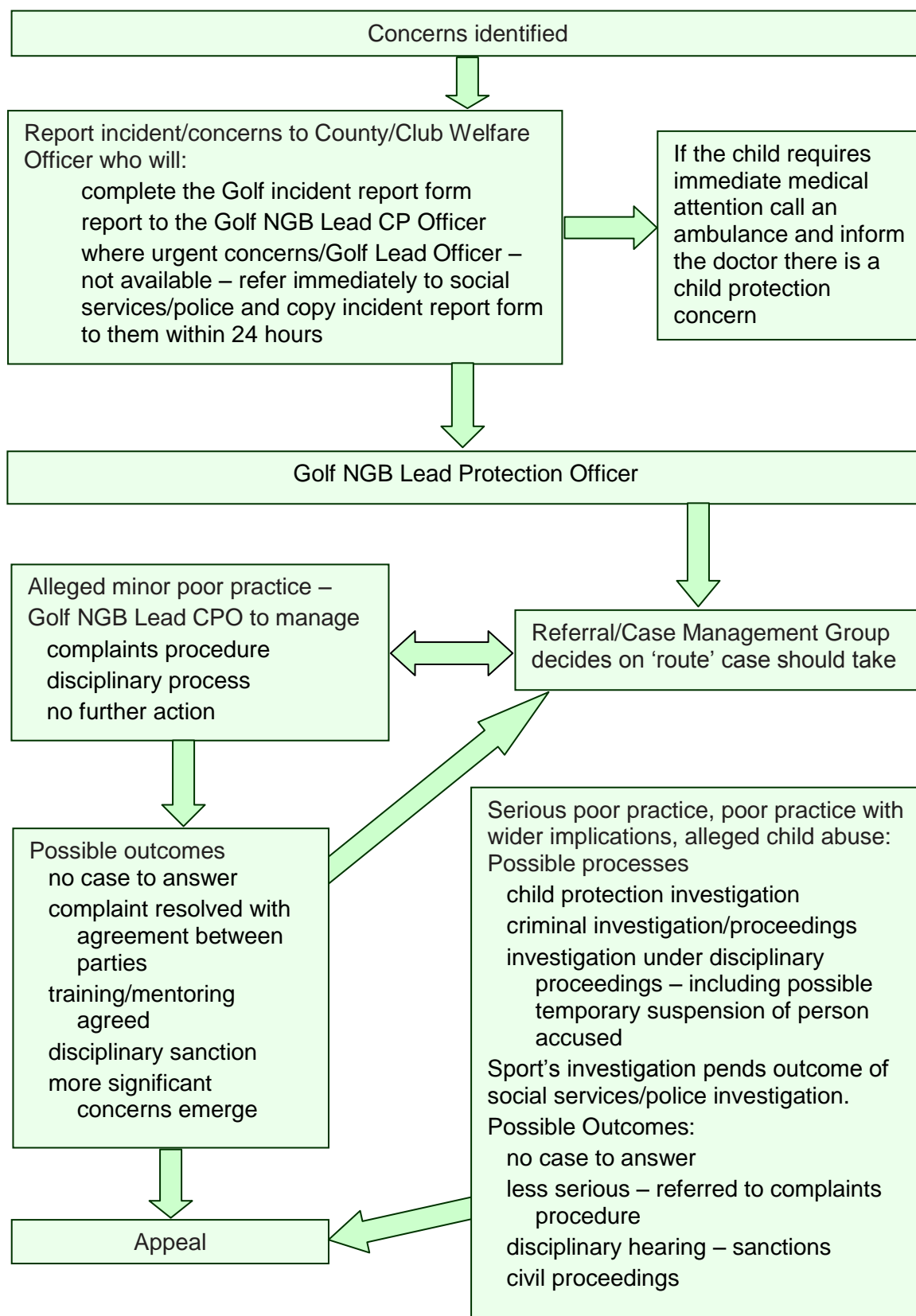
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<sup>1</sup> Information is stored in the Club Secretary's Office. The Coaching Staff and Junior Organiser have access to the material when the Secretary's Office is closed.

**Flowchart 1: What to do if you are worried that a child is being abused outside of the sports environment (but the concern is identified through the child's involvement in golf)**



## Flowchart 2: What to do if you are worried about the behaviour of any member, volunteer, staff, PGA Professional, coach or official in Golf or affiliated organisation



## Lutterworth Golf Club Volunteer Personal Details Form

This form must be completed by all volunteers working regularly with juniors.

Please print when completing this form.

Name:	Address:
Previous surname:	
Telephone No: (h)	
Telephone No: (m)	
Email address:	
D.O.B:	

### Relevant experience/Qualifications of working with children

What experience do you have working with children?

Do you have any coaching qualifications? Yes/No, if yes, please detail:

What skills/experience do you have that can be utilised by the golf club?

Please provide details of at least 1 person who can act as a reference (this must be someone who can confirm your suitability to work with children or in a professional capacity)

1. Name:  
Telephone No:  
Address:

Relationship:  
Email address:

2. Name:  
Telephone No:  
Address:-

Relationship:  
Email address:

In order to comply with National Governing Body Guidance, we request the self disclosure of any criminal records/convictions.

1. Have you ever been convicted of any criminal offences? Yes/No if yes, please details below :
2. Are you known to any social services dept. as being at risk with working with children? Yes/No
3. Is there anything else we should be made aware of that you feel we should know about which might affect you working with children? Yes/No if yes, please detail below:

I certify that I have completed the above to the best of my knowledge. I confirm that I have provided relevant details above and beyond what may have been asked. I consent to completing an enhanced CRB check and have been made aware that this will need to be provided to the club on arrival so a copy can be held on file

Name (please print):

Signature:

Date:

Witnessed by (please print):

Signature:

Date:

**To be completed by the Junior Organiser or Club Secretary**

I confirm that I have witnessed the completion of the personal details form, the completed CRB form and required identification.

Name:

Signature:

Date:

Date CRB sent:

Date CRB returned:

CRB clear? Yes/No if no, please detail action/advice taken:

## Lutterworth Golf Club - Incident Report Form

Please ensure that confidentiality is maintained as far as possible. This report should only be shared on a need to know basis.

<b>1, Recorder's Details</b>	
Title: Mr / Mrs / Miss <i>(delete as appropriate)</i>	
Name:	
Address:	
	Postcode:
Telephone:	
Position:	
Signature:	Date:
<b>2, Details of young person/s</b>	
Name of young person:	
Address:	
	Postcode:
Date of Birth:	
Club and County:	
School:	
Contact details of parents <i>(if different from above)</i>	
<b>3. Information regarding person related to the concern/allegation</b>	
Name:	
Address:	
	Postcode:
Position/relationship to young person/s:	
<b>4. Specific details of the concern/allegation:</b>	
Date/Time/Location of any incidents:	
How did the concern/allegation come to your attention?	

**Nature of concern/allegation:**

**Observations made by you or to you:**

*e.g. changes in behaviour, inappropriate actions, injuries etc.*

**5. Record of conversation**

*Record details of exactly what was said to you, what was said by you.*

**6. Action taken:**

**7. Contacts made:**

**Club Welfare Officer contacted: Date .....** **Time:.....**

**Name:**

**Contact Number:**

**Advice received:**

**Other persons contacted:**

*Please record: name, position, organisation, date, time and advice received*

**Signature:**

**Name:**

*In capitals*

**Date:..... Time:.....**

## Lutterworth Golf Club Injury / Illness Report Form

Please ensure that confidentiality is maintained as far as possible. This report should only be shared on a need to know basis.

<b>5. Details of young person</b>	
Name of young person:	
Address:	
	Postcode:
Date of Birth:	
<b>2. Specific details of the Injury/Illness:</b>	
Date/Time/Location of injury/illness:	
Nature of injury/illness:	
<b>3. Action Taken</b>	
<b>4. Parents contacted/notified: Date</b>	
<b>Time:</b>	
<b>5. Recorder's Details</b>	
Signature:	
Name:	
<i>In capitals</i>	
Date: ..... Time: .....	



## Data Protection Form

The information given by young people on their Joining Form will be stored securely and only seen by those people at Lutterworth Golf Club who are responsible for young people's coaching and welfare.

Young people's details will never be sold to marketing companies or given out inappropriately.

It may be necessary from time to time to pass on names and contact details to County and National Golfing Organisations in order to take advantage of special coaching, to play in county matches/competitions and access other benefits that may be available.

If you **do not** wish your child's details to be passed on to County or National Golfing Organisations please sign below:

### Consent Withheld

Name: .....

Address .....

.....

.....

Date: .....

I, the above named person, withhold or withdraw my consent and do not agree to information about (name of Junior Member) .....

.....

being passed on to any County or National Golfing Organisation.



## Health & Safety Form

Dear Parent/Guardian,

Lutterworth Golf Club takes the safety of its Members, particularly its Junior Members, seriously. We follow the child protection guidelines issued by the national golfing authorities and all Junior Organisers at Lutterworth Golf Club have been checked with the Criminal Records Bureau for their suitability for working with children and young people. We also have rules to ensure that players remain safe. To help us carry out our responsibilities we ask you to also read, sign (if appropriate) and return the pages on Data Protection, Photograph Consent, Medical Consent and the Health & Safety form enclosed with this page. If you would like to discuss any of these issues please contact our Junior Organiser.

Parents/Guardians remain responsible for their children whilst their children are at the golf club and so please read the rules below and, make sure your child understands the importance of safety on a golf course.

### Health and Safety Rules:

- Children under 8 years of age are not allowed on the golf courses unless accompanied by an adult. The only exception is when the Club Professional or Junior Organiser has given prior permission to the individual child.
- When the course is closed, members must not practice or play on the course.
- During snowy and icy conditions no one should attempt to walk on frozen ponds. Particularly the ponds on the 5<sup>th</sup> and 8<sup>th</sup> holes.
- Juniors must not go into ponds in an attempt to retrieve golf balls.
- Golf balls are potentially dangerous missiles. Always ensure that the group playing ahead of you are out of range before you play your ball. Always shout "FORE" if you think your ball may hit someone.
- Clubs can also be dangerous. Always check that nobody is standing too close to you before you swing your club or that you are not too close to someone else who is taking a swing.
- **All** members of Lutterworth Golf Club should be polite and courteous to all other members at all times.

### Recommendations:

- A round of golf can take several hours to complete. It is recommended that juniors always take a drink with them on the course, preferably water, particularly in the summer months.



## Health & Safety Signature Form

I confirm that I have read the Health & Safety information and acknowledge my responsibility as parent/guardian; together with an understanding of the risks for the time my child is present at Lutterworth Golf Club.

Name of Junior Golfer: .....

Signed: ..... (parent/guardian)

Date: .....



## Medical Consent Form

The safety and welfare of young people in our care is paramount, and it is therefore important that we are aware of any illness, medical condition and other relevant health details in order that their best interests are addressed. Please answer the questions below with our assurance that the information will be treated as confidential.

Name of Junior Member: .....

Address: .....

.....

.....

.....

Home Telephone Number:.....

Date of Birth:.....

Does your child suffer from asthma, diabetes, epilepsy, hay fever, migraine or other illness? YES/NO

If YES, please give details:

Is your child allergic to anything (e.g. antibiotics, aspirin or other medicine, food etc)? YES/NO

If YES, please give details:

What was the date of your child's last tetanus injection?

Child's NHS Number:.....

Name of Child's Doctor:.....

Doctor's Address:

Doctor's Telephone Number:.....

In the unlikely event of my child requiring medical treatment due to accident or illness, I consent to my child receiving essential treatment, as necessary, when prescribed by a qualified medical practitioner.

Signed (Parent/Guardian): ..... Date: .....

Print Name of Parent/Guardian: .....

Contact Telephone numbers:

Home:.....

Work:..... normal working hours: .....

Mobile:.....

Please provide the details of an alternative person we may contact, should we be unable to contact you.

Name: .....

Address:.....

.....

Telephone Number: .....

In any such event, every effort will be made to contact you. Please let us know if any of the details you have given us changes.



## Photograph Consent Form

As part of our commitment to the safety and welfare of the Junior Members of Lutterworth Golf Club we do not permit photographs, video or other media images to be taken or used by officials of the Club without the consent of the parent/guardian and the Junior Member.

Images of Junior Members could be used as part of the coaching programme; to celebrate success; to encourage other young people to take up golf; or promote Club activities. They may appear in local publications e.g. Lutterworth Mail, shown in a public place e.g. the Golf Club notice board or on the club website. If, at any time, you believe that images are being used inappropriately please contact one of the Junior Organisers.

Please complete the form below and return to Lutterworth Golf Club.

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*To be completed by parent/guardian*

Name of Junior Member: .....

I consent to photographs or other media images being taken during Lutterworth Golf Club events and for these photographs/images to be used as stated above.

Signed (parent/guardian): ..... Date: .....

Name: .....

Relationship to Junior Member: .....

Address:.....

.....

*To be completed by Junior Member*

I consent to Lutterworth Golf Club taking and using photographs/other media images as stated above.

Signed (Junior Member): ..... Date: .....

Name: .....

## Useful Contacts

<b>Lutterworth Golf Club Contacts</b>	
Lutterworth Golf Club Welfare Officer	Dorothy Jones Tel: 01455 554310
Lutterworth Golf Club Secretary	John Faulkes Tel: 01455 552532 <a href="mailto:sec@lutterworthgc.co.uk">sec@lutterworthgc.co.uk</a>
Junior Organiser	Ben Benoist Tel: 01455 553306
<b>County Contacts</b>	
L & R LCGA County Welfare Officer	Dorothy Jones Tel: 01455 554310
<b>National Contacts</b>	
EWGA Lead Child Protection Officer & EGP Compliance Manager	Kirstie Thirde Tel: 07949 111924 <a href="mailto:kirstie@englishwomensgolf.org">kirstie@englishwomensgolf.org</a>
EGU Lead Child Protection Officer	Richard Brown Tel: 07803 661890
PGA Lead Child Protection Officer	David Wright Tel: 01675 470333
Golf Foundation Child Protection Nominated Officer	Brendon Pyle Tel: 07765 258330 <a href="mailto:brendon@golf-foundation.org">brendon@golf-foundation.org</a>
England Golf Partnership Compliance Administrator	Karen Cassidy Tel: 01214 525975 <a href="mailto:karen@englishwomensgolf.org">karen@englishwomensgolf.org</a>
<b>Local Contacts</b>	
LCC Children's Central Duty Team* <i>*Initial local point of contact for advice</i>	Tel: 0116 305 0005 (24 hrs) Fax: 0116 305 0011
LCC Children & Young Peoples Services <i>**Out of office hours, weekends, etc</i>	Tel: 0116 253 1191 (office hours) Tel: 0116 255 166 (emergencies)**
Leicester Police <i>police may then contact the Child Abuse Investigation Unit (CAIU)</i>	0116 222 22 22
In an emergency contact via <b>999</b>	
<b>National Organisations</b>	
NSPCC 24 hour Helpline	Freephone 0808 800 5000
NSPCC Child Protection in Sport Unit (CPSU)	Tel: 0116 234 7224
GDO Carole Billington-Ward	Tel: 0797 491 6699

Updated 2nd March 2011

## Sources of Further Information, Help and Guidance

### Bullying Online

Gives advice and information on bullying.

Email	<a href="mailto:help@bullying.co.uk">help@bullying.co.uk</a>
Website	<a href="http://www.bullying.co.uk">www.bullying.co.uk</a>

### ChildLine

Gives comfort, advice and protection to children and young people who are worried about any problem.

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Phone (open 24 hours)	0800 1111 <b>free</b>
Textphone (Open 9.30am to 9.30pm, Monday to Friday, and 9.30am to 8pm at weekends)	0800 400 222
Website	<a href="http://www.childline.org.uk">www.childline.org.uk</a>
Write to	ChildLine, Freepost 1111, London N1 0BR

### Connexions Direct

Provides confidential information, advice and support to young people aged 13 to 19 by phone, email, web chat and text messages. The website includes information on education, careers, health and relationships. They can also put you in touch with your local Connexions service.

Phone (Open 8am to 2am everyday)	080 800 13 2 19 <b>free</b>
Textphone	08000 688 336
Website	<a href="http://www.connexions-direct.com">www.connexions-direct.com</a>

### Get Connected

Will find the best place in the UK that can help you, whatever the problem. The helpline can also provide a free connection to the most appropriate service.

Phone (Open 1pm to 11pm every day)	0808 808 4994 <b>free</b>
website	<a href="http://www.getconnected.org.uk">www.getconnected.org.uk</a>

### Kidscape

A children's charity, has a website for young people that gives practical advice on bullying and keeping safe.

Website	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>
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### The Samaritans

Provide confidential emotional support for people who are experiencing feelings of distress or despair, including those which may lead to suicide.

Phone (Open 24 hours)	08457 90 90 90
Email	<a href="mailto:jo@samaritans.org">jo@samaritans.org</a>
Website	<a href="http://www.samaritans.org.uk">www.samaritans.org.uk</a>
write to	Chris, The Samaritans, PO Box 90 90, Stirling FK8 2SA.

## Youth Access

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Will put you in touch with local services that offer information, advice and counselling.

Phone (Open 9am to 5pm, Monday to Friday)	020 8772 9900
Email	<a href="mailto:admin@youthaccess.org.uk">admin@youthaccess.org.uk</a>

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## Reference Publication

*Children in Golf Resource Pack for Golf Clubs and Golf Facilities, 2008*

## **Review**

The Golf Club Management will ensure that this Welfare and Protection Policy and Guidance Document is reviewed every year and will make changes as and when required by law.

The Junior Organiser will monitor all documentation contained in this folder and will update where necessary or ensure that the relevant committee review and implement any changes necessary.