



BUSH HILL PARK GOLF CLUB

CHILD PROTECTION POLICY, PROCEDURES AND FORMS 2018

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1. DOCUMENT HISTORY

Issue	Date	Comment
1	October 2013	
	January 2016	
	January 2018	

Approved by:

Name	Position	Signature	Date
Nick Balnave	Chairman of Management		
Martyn Lainchbury	Club Treasurer		
Stewart Judd	General Manager		
John Bottoms	Club Captain		
Cela Selley	Committee Member		
Daniel Hill	PGA Head Professional		

2. CHILD PROTECTION POLICY

Bush Hill Park Golf Club (BHPGC) has considered its responsibilities to the children participating in golf at its premises and within the club very carefully and has therefore produced the following Child Protection Policy and accompanying procedures in order to set out the standards the club wishes to uphold in running activities for children, and in safeguarding the welfare of young people in our care.

BHPGC is affiliated to the England Golf and its professional coaching staff are all members of the Professional Golfers Association. Therefore the club recognises the policies of these governing bodies, as set out in the "Children in Golf Resource Pack".

2.1 Policy Statement

Bush Hill Park Golf Club acknowledges its duty of care to safeguard the welfare of all children (defined as those under the age of 18) involved in golf within the club. All children have a right to protection and have their particular needs taken into account. BHPGC will therefore endeavour to ensure the safety and protection of all children involved with the club through the child protection guidelines adopted by the Management Committee of the club. It is the responsibility of all adults within the club to assist the Management Committee in achieving this aim.

2.2 Policy Aims

- To provide children with appropriate safety and protection whilst in the care of BHPGC and also enjoy their experience of the sport.
- To reassure parents that their children will receive the best care possible whilst participating in activities with BHPGC.
- To provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

2.3 Principles

- The welfare of children is paramount
- All children, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- All staff and volunteers working in sport have a responsibility to report concerns to the England Golf Compliance Team.
- Adults - staff, volunteers, coaches, referees and members will be supported to understand their role and responsibility with regard to the duty of care and protection of children and young people.
- Individuals will receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.
- BHPGC will work in partnership with parents to review and implement child protection and welfare procedures.

BHPGC policy and procedures are based on the above principles and UK and International legislation and government guidance and take the following into consideration.

- The Children Act 1989
- The Protection of Children Act 1999
- The Police Act 1997
- The Criminal and Court Services Act 2000
- The Human Rights Act 1998
- The UN Convention on the rights of the child
- The Data Protection Act 1994 and 1998
- Working Together to Safeguard Children 1999 - A guide to inter-agency working to safeguard and promote the welfare of children
- Caring for the young and vulnerable - Home Office Guidance for preventing the abuse of trust 1999
- "What to do if you are worried a child is being abused"

2.4 Types of Abuse

Someone may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

2.4.1 Neglect

Where adults fail to meet a young person's basic physical and/or psychological needs, which is likely to result in the serious impairment or the young person's health, or development (e.g. failure to provide adequate food, shelter and clothing, failing to protect a young person from physical harm, or danger, or the failure to ensure access to appropriate medical care, or treatment). It may also include refusal to give young people love, affection and attention.

2.4.2 Physical Abuse

Where someone physically hurts, or injures a young person by hitting, shaking, throwing, poisoning, burning, biting or scalding, suffocating, drowning or otherwise causing physical harm to a young person.

2.4.3 Sexual Abuse

Where girls and boys are abused or other young people (both male and female) who use young people to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornographic materials (books, videos, pictures) is also a form of sexual abuse.

2.4.4 Emotional Abuse

The persistent emotional ill treatment of a young person such as to cause severe and lasting adverse effects on that individual's emotional development. It may involve conveying to young people that they are worthless or unloved, inadequate or valued only insofar as they meet the

needs of another person. It may feature age or developmentally expectations being imposed on young people. It may involve causing young people to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of young people.

The above definitions are adapted from Department of Health (1999) Working Together to Safeguard Children - A guide to inter agency working to safeguard and promote the welfare of children.

2.4.5 Bullying

Bullying can be psychological, verbal or physical in nature. It involves an imbalance of power where the powerful attack the powerless and occurs over time rather than being a single act. Both adults and children can bully others. Examples of bullying behaviour can include:

- A parent who pushes too hard
- A coach who adopts a win-at-all costs philosophy
- An official who places unfair pressure on a person
- Being called names or being verbally abused
- Being deliberately embarrassed and humiliated in front of others
- Being made to feel different or like an outsider
- Being lied about
- Being physically assaulted or threatened with violence
- Being ignored

2.5 When to be Concerned About a Young Person

It can be difficult to recognise when a child is being abused, but there are some signs that often occur in clusters. These include:-

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent
- The young person describes what appears to be a abusive act involving him/her
- Someone else expresses concern about the welfare of a young person
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with other young people
- Displaying variations in eating patterns including overeating or loss of appetite

- Loss of weight for no apparent reason
- The young person becoming increasingly dirty or unkempt

2.6 Responsibilities and Communication

The BHPGC Child Protection Policy will be available to all members, parents, staff, volunteers and participants through the BHPGC Child Welfare Officer or the Manager's Office.

The policy will be reviewed every three years by the BHPGC Child Welfare Officer and the Management Committee and amended as appropriate. Guidance from golf's governing bodies will be sought as part of the review process.

The Management Committee has responsibility for ensuring that the policy and procedures are implemented, including taking any appropriate disciplinary action necessary.

The Child Welfare Officer has responsibility for responding to any allegations concerns or child protection incidents, passing information to the appropriate National Governing Body Lead Child Protection Officer and informing the appropriate club staff.

2.7 Contacts

<u>Position Held</u>	<u>Name</u>	<u>Contact Number</u>
BHPGC Child Welfare Officer	Stewart Judd	020 3146 9891
BHPGC Junior Organiser	Diana Williams	07831 554757
Chair of Management Committee	Nick Balnave	
Head Professional	Danny Hill	020 3146 9898

3. CHILD PROTECTION PROCEDURES

3.1 Recruitment and Training

3.1.1 BHPGC 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.

eguy 3.1.2 We ask that all volunteers and staff who are in a position of responsibility with regard to children, particularly those who will supervise children, to provide the following:

- A current Disclosure Barring Service (DBS)
- A self disclosure of their criminal record
- A reference from at least two people
- Basic personal details and information of the previous experience with children

The Office/BHPGC Child Welfare Officer hold copies of the necessary forms and contact information for the Criminal Records Bureau

3.1.3 All staff and volunteers will be offered access to appropriate child protection training. The sports coach UK "Good Practice and Child Protection" workshop is recognised by the Children in Golf Strategy Group as the most appropriate training for coaching staff and volunteers within golf clubs. BHPGC recommends this workshop and will ensure that all volunteers and staff who have significant contact with children attend.

3.1.4 All staff and volunteers involved with children will be asked to read and become familiar with the club Child Protection Policy and Procedures.

3.2 Complaints, Concerns and Allegations

3.2.1 If a member, parent, member of staff or volunteer has a concern about the welfare of a child, or the conduct of an adult (whether they are a parent, coach, member of BHPGC or otherwise) these concerns should be brought to the attention of the Club Welfare Officer (CWO) even if the person concerned does not consider the concern to require immediate attention. **The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Club Welfare Officer. Please refer to the Flowcharts 1 and 2 in the referrals process.**

The BHPGC Child Welfare Officer (CWO) is Stewart Judd, BHPGC General Manager Tel: 020 3146 9891 or e-mail stewart@bhpgc.com

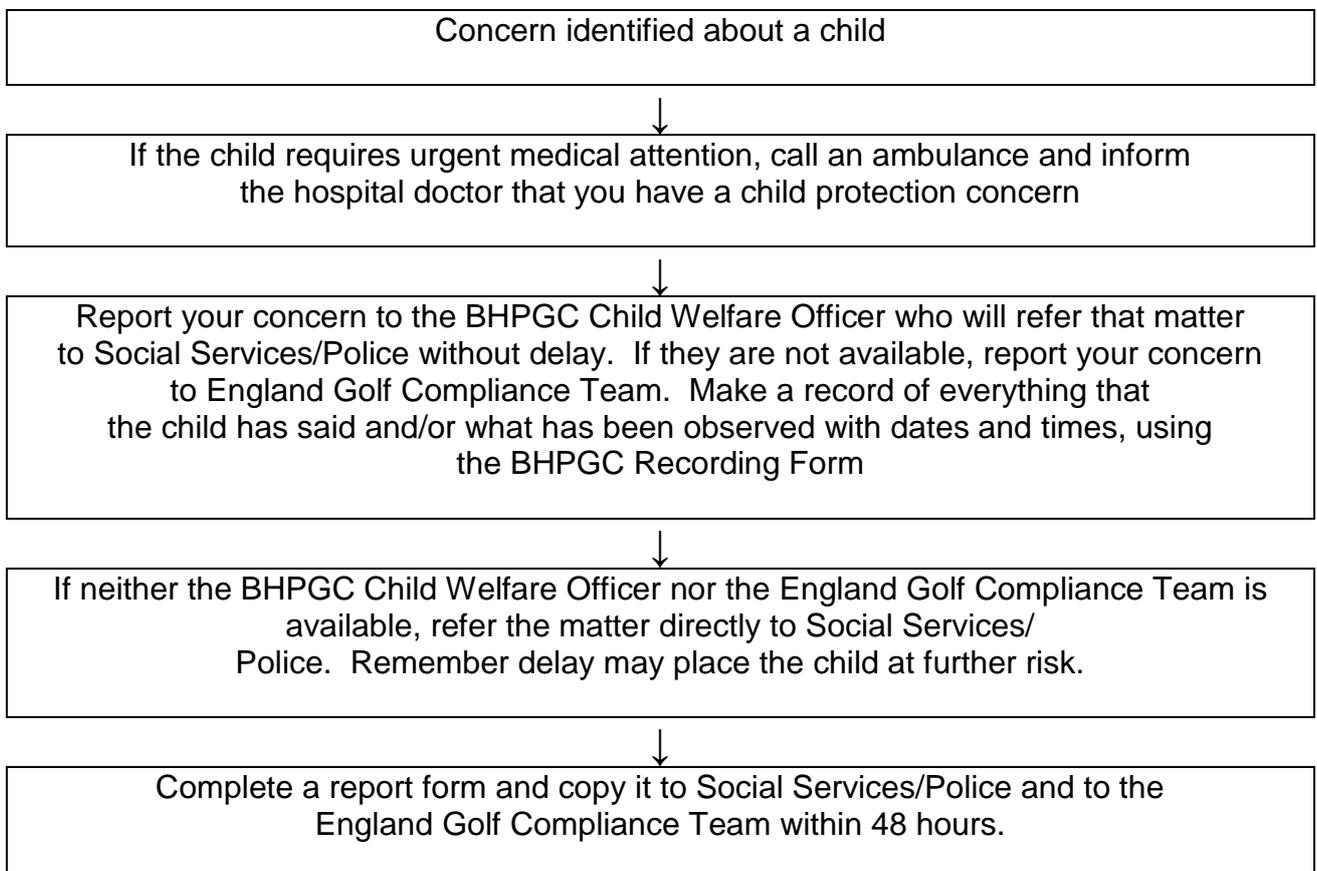
The England Golf Compliance Team Tel: 01526 354 500 or e-mail compliance@englandgolf.org

- 3.2.2 All concerns should be treated in confidence. Details should only be shared with those who can help with the management of the concern. The number of club personnel involved will be kept to a minimum.
- 3.2.3 The CWO will report concerns to the England Golf Compliance Team and will seek advice on further action. The England Golf reporting process will be followed in the handling and referral of concerns and allegations.
- 3.2.4 Concerns will be recorded on the concern/allegation recording form, sent to the England Golf Compliance Team and retained confidentially within the club.
- 3.2.5 BHPGC will work with the national governing body and other external agencies to take appropriate action in the case of abuse or serious poor practice. The England Golf and PGA disciplinary procedures apply and will be followed where possible by BHPGC.
- 3.2.6 In the event of a child making a disclosure, the following guidance is given:-
- Reassure the child that they have done the right thing in sharing the information
 - Do not make promises that cannot be kept, such as promising not to tell anyone else
 - Do not question the child or lead them in any way to disclose more information than they are comfortably able to do: this may compromise any future action
 - Record what the child has said as soon as possible
 - Report the information to the Club Welfare officer in the first instance
 - Do not notify the parents unless you have first sought advice from the BHPGC Welfare officer or the England Golf Compliance Team

The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public. No referrals are made from the calls. Those with concerns are encouraged to use this service. **The NSPCC Helpline number is 0808 800 5000.**

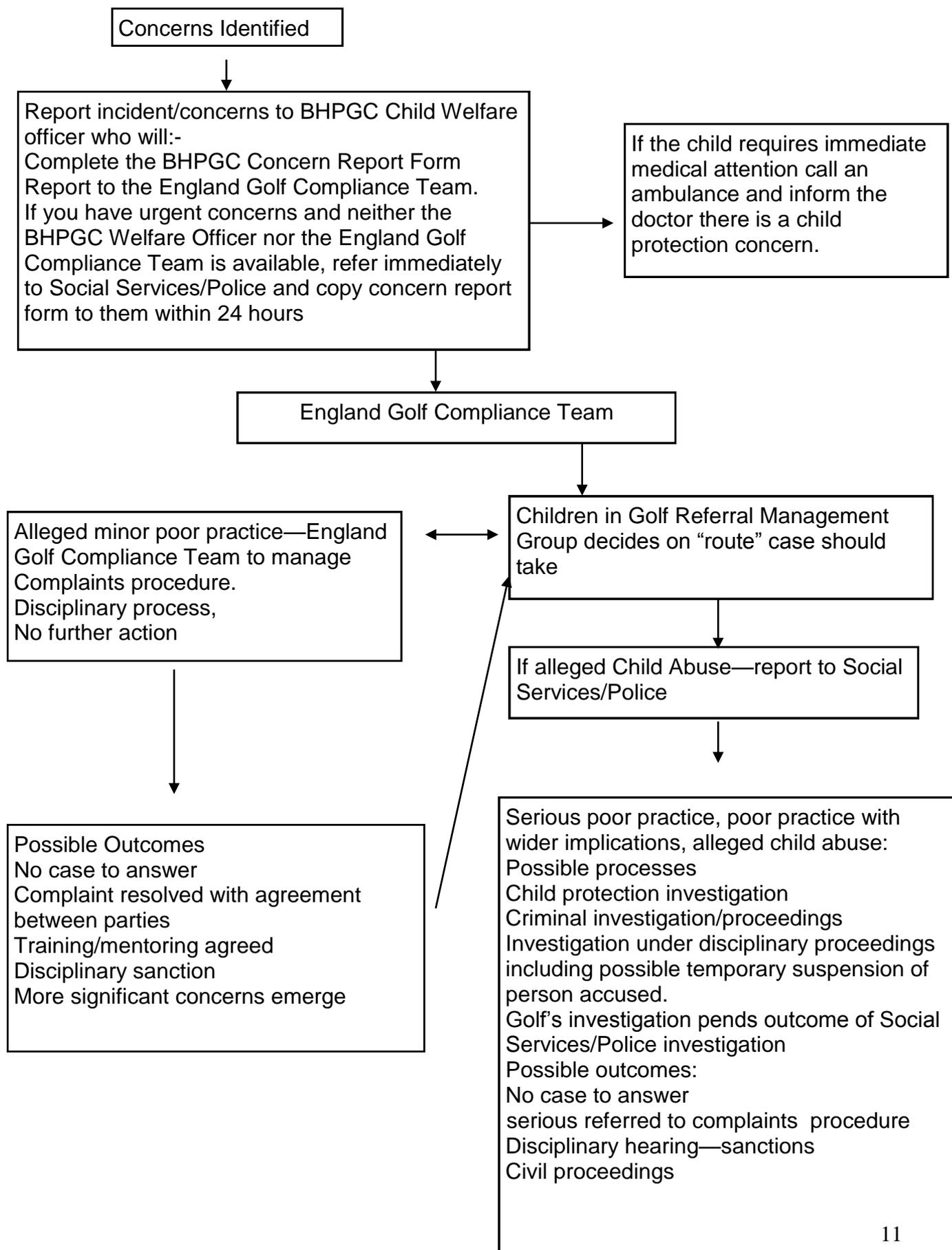
FLOWCHART 1

What to do if you are worried that a child is being abused outside of the club
(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, Pro coach or official in golf or affiliated organisation.



3.3 **Emergencies and Incidents**

3.3.1 Player Profile/Medical Consent Forms (see Section 4.4) will be obtained and retained by BHPGC for all children who are members or attending coaching at the club. These forms will be available at all times and reviewed each year. They will be treated in confidence and only shared with those who require the information they contain to perform their role effectively.

3.3.2 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 action taken will be made and retained in the BHPGC Office.

3.3.3 Where a parent is late in collection of 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/Medical Consent Form
2. Attempt to contact the first, then the second emergency contact nominated on the Player Profile/Medical Consent 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 BHPGC Child Welfare officer or Junior Organiser for advice
5. The local Police will be contacted to enquire about the best course of action

Staff members, PGA Pros 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

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

3.4 **Supervision**

3.4.1 During coaching sessions, BHPGC will endeavour to ensure that there is at least one club representative present for every 10 children.

3.4.2 Parents will be encouraged to attend all events where their children are present.

- 3.4.3 If there are young children (under 12 years of age) attending coaching or playing, they will be supervised at all times, including in the club changing/locker rooms.
- 3.4.4 **Parents should be aware that if children are left on the club premise unsupervised, other than to attend club coaching sessions, competitions, or other club organised events, the club cannot accept supervisory responsibility.**
- 3.4.5 Special arrangements will be made for trips away from BHPGC. Parents will receive full information about arrangements for any such trip and will be required to provide their consent for their child's participation.

3.5 **Good Practice Guidelines**

3.5.1 **Behaviour of Adults & Children**

- 3.5.1.1 **Adults who work with children are placed in a position of trust in relation to children and therefore is it important they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from false allegations of poor practice.**
- 3.5.1.2 BHPGC requires that all staff and volunteers working with children adhere to the standards set out in BHPGC's Codes of Conduct for Coaches, Staff and Volunteers. Similarly, children are expected to follow BHPGC's Code of Conduct for Young People to ensure the enjoyment of all participants and assist the club in ensuring their welfare is safeguarded.
- 3.5.1.3 Parents should also work together with the club to ensure that the safety of all children is safeguarded. Guidance for parents is also provided within BHPGC's Code of Conduct to assist them in identifying the responsibilities of the club in relation to the child, and how they can best assist the club.

3.5.2 **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.

3.5.3 **Transport**

- 3.5.3.1 BHPGC believes it is primarily the responsibility of parents/ carers to transport their child/children to and from the club. It is not the responsibility of BHPGC staff, members, coaches or volunteers to transport children and young people to and from the club for activities, tournaments or matches.
- 3.5.3.2 If members wish to provide transport for juniors, they do so at their

own rise and are not acting on behalf of BHPGC. They should receive permission from the appropriate parents/carers for young people prior to the journey and any such journeys are made as a purely personal arrangement and not with the sanction of BHPGC.

- 3.5.3.3 BHPGC may make arrangements for the transport in exceptional circumstances such as team events, and where this is the case, the written permission of the parents of the relevant children will be sought. The drivers used will be checked for their suitability to supervise children (See Section 3.1, Recruitment and Training) and their insurance arrangements verified.

3.5.4 **Photography/Videoring**

- 3.5.4.1 Permission will be sought from parents prior to the publication or use of any video or photographic images for their child, for instance in newspapers, magazines or websites (using the Photographic Consent Form). The personal details of the child will not be used in any promotional material.
- 3.5.4.2 Any press/official photographers attending BHPGC events will be required to seek permission of the club before taking photographs and also permission of parents to use the images.

FORMS

SELF DISCLOSURE FORM
VOLUNTEER APPLICATION FORM

(page) 15, 16, 17
18

SELF DISCLOSURE FORM

You have the right of access to any information held on you and additional rights under the Data Protection Act

PART A		
Title		
First Name(s)		
Surname		
Previous Names by which you may have been known		
Address		
Postcode		
Telephone No.		
e-mail		
Date of Birth		Male/Female:
Club		
Please give details of the positions which you currently or wish to fulfil or relevant job title:		
Start Date		
Please give details of any other clubs you are or have been a member of and give details of any positions you held		

Self-Disclosure Form - continued

The position for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974. All "spent" and "unspent" convictions must be declared. Having an "unspent" conviction will not necessarily impede your appointment within golf. This will depend on the circumstances and background to your offence. Evaluation of information is based on strict confidentiality and discretion.

PART B		
1. Have you ever been convicted of any criminal offence?	Yes	No
If Yes, please supply details of any criminal convictions		
<p><i>NOTE: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986, you should declare all convictions including "spent" convictions, cautions, reprimands and written warnings.</i></p>		
2. Are you a person known to any Social Services department as being an actual or potential risk to children or currently under investigation for a child protection related incident?	Yes	No
If Yes, please supply details		
3. Have you had any disciplinary sanction (from a sports or other organisation's governing body) relating to child abuse or poor practice?		
If Yes, please supply details		
<p><i>I certify that all the information in this form is true and correct to the best of my knowledge, and realise that false information or omissions may lead to termination of my services.</i></p>		
Signed:		
Date:		
Print Name:		

Self-Disclosure Form - continued

Part C: To Be Completed by The Welfare Officer or Secretary	
<i>I confirm that I have seen identification documents for the above person, and I confirm to the best of my ability that these are accurate.</i>	
<i>Please provide details of the documents:</i>	
Signature of Official:	
Position:	
Print Name:	
Date:	

This form should be completed and returned to:-

Stewart Judd
General Manager
Bush Hill Park Golf Club
Bush Hill
Winchmore Hill
London
N21 2BU

JUNIOR SECTION VOLUNTEER APPLICATION FORM

General Details

Position Applied for:
Name:
Address:
Tel:
Mobile:
E-mail:
Are you a member of the golf club? *Yes/No If Yes, for how long? years
Date of Birth:
Current Occupation:
Have you had any experience of working with children? *Yes/No If Yes, please give details:
Do you have any qualifications linked to carrying out your role? Please list:
If no, would you like to attend any training? - such as Golf Leaders Course: *Yes/No

Reasons for Applying

Relation is a Junior Member (tick) <input type="checkbox"/> Who? Wish to help and put something back into the club? (tick) <input type="checkbox"/> Other (please state):
--

SELF DISCLOSURE

<p>Is there anything that you would consider the club needs to be aware of before appointing you?</p> <p>Have you been convicted of a criminal offence? Criminal Convictions/Cautions/ Reprimands? *Yes/No</p> <p>If Yes, please give details:</p>
<p>Are you registered with Social Services/Police as a risk to children? *Yes/No</p>
<p>Have you had any disciplinary sanction imposed by any other sports organisation or youth organisation due to you using poor practice? *Yes/No</p>
<p>Is there anything else the club needs to be aware of before appointing you? *Yes/No</p> <p>If yes, please give details:</p>

REFERENCES

Please give details of two people who would be willing to act as referees for you in applying to assist with the junior section:-

Name:	Name:
Address:	Address:
Tel:	Tel:
e-mail	e-mail

Code of Conduct

In applying to work with the junior section, I agree to maintain high standards of behaviour at all times and to act as a role model. I agree to act appropriately around children in line with the club's **Child Protection Policy** and the procedures therein, which I agree to read and be aware of the relevant content for my voluntary role and position. I also agree to abide by the club's **Code of Conduct for Staff, Coaches and Volunteers**, not to smoke, not to drink or use inappropriate language when supervising children, to support, encourage, respect and treat all juniors equally, to listen to and be approachable and to report any concerns to the club's Welfare Officer.

I agree to complete a Criminal Records Bureau check, if requested.

I agree to attend child welfare training if requested by the club. (This is normally requested of those volunteers who work regularly with children at the club).

Signed Print Name

Date

For Office Use Only

Date Form Received: By Who:

Does the Volunteer want any training? Y/N

What training?

Organised by who? Date

Volunteer informed?

Volunteer given copy of code of conduct? DateBy who?

Volunteer given DBS form to complete ? DateBy who?

DBS clearance for volunteer to start role received?

Date By who?

Date volunteer given go ahead to start their role: By who

References received by club, dates?/.....

Where they satisfactory Yes/No

REFERENCE FORM

(Name) has expressed an interest in working with Bush Hill Park Golf Club. The post involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if there are any reasons to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he or she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

- How long have you known this person?
- In what capacity?
- What attributes does this person have which would make them suited to this work?
- How would you describe their personality?
- Please rate the person on the following - please tick one box for each question

The post involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

CONCERN/ALLEGATION RECORDING

If you suspect that a child may be being abused, whether physically or emotionally, it is not your responsibility to take control of the situation nor to decide whether the abuse is actually taking place. However, you do have a responsibility to inform the appropriate people about your concerns so that they may make enquiries and take any action necessary for the well being of the child.

However small your concern, you should share it with the BHPGC Child Welfare Officer who will take responsibility for any referrals to outside agencies that are necessary.

Please ensure that confidentiality is maintained as far as possible. Only discuss your concerns on a need to know basis and do not disclose the identity of those involved unless absolutely necessary.

PLAYER PROFILE/MEDICAL CONSENT FORM (UNDER 18)

The safety and welfare of children 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 complete this form with our assistance that the information will be treated as confidential.

It is the responsibility of the junior and their parent/guardian to notify the Junior Organiser if any of the details change at any time.

Name of Child	
Date of Birth	
Address	
Post Code	
Telephone Number	

Parents Names	Father:	Mother:
Address		
Post Code		
Home Tel No.		
Mobile Tel No.		
Work Tel No.		

Emergency Contacts	
<u>Contact 1</u>	
Relationship to child	
Home Tel No.	
Mobile Tel No.	
Work Tel No.	
<u>Contact 2</u>	
Relationship to child	
Home Tel No.	
Mobile Tel No.	
Work Tel No.	

Medical Information

Child's Doctor	
Surgery Address	
Telephone No.	

1. Does your child experience any conditions requiring medical treatment and/or medication?

Yes No If yes, please give details including medication, dose and frequency in the box below

2. Does your child have any allergies?

Yes No If yes, please give details in the box below

3. Does your child have any specific dietary requirements?

Yes No If yes, please give details in the box below

4. What additional needs, if any, does your child have e.g. needs to help administer planned medication, assistance with lifting or access, regular snacks?

DISABILITY

The Disability Discrimination Act 1995 defined a disabled person as "anyone with a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities".

Do you consider your son/daughter to have a disability? Yes No

If yes, what is the nature of the disability?

- Visual Impairment Hearing impairment Physical Disability
 Learning Disability Multiple Disabilities
 Other (please specify)

5. Does your child have any communication needs, e.g. non English speaker/hearing impairment/sign language user/dyslexia? If yes, please tell us what we need to know so to enable him/her to communicate with us fully in the box below.

CODE OF CONDUCT FOR STAFF, COACHES AND VOLUNTEERS

All young golfers have the right to be treated with dignity and respect. The promotion of good practice will help reduce the possibility of abusive situations occurring and actions of adults being misinterpreted. A good and caring coach/volunteer/club official/member of staff will continually reflect upon their own coaching/supervisory style, philosophy and practices to ensure the safety and well being of the participants at all times.

The following are examples of good practice which will create a safe and enjoyable environment:

- Always be publicly open when working with children and young people
- Respect the rights, dignity and worth of every person within the context of golf
- Treat everyone equally and do not discriminate on the grounds of age, gender, religion, sexual orientation or disability
- Be an excellent role model
- Display a high standard of language, manner, punctuality, preparation and presentation
- Always put the welfare of each young person first, before winning or achieving goals
- Build a balanced relationship based on mutual trust, which empowers young people to share in the decision-making process
- Ensure that if any form of manual/physical contact is required, it should be provided openly and to provide genuine support or to improve skills or to prevent or treat an injury
- Do not exceed the level of your competence and qualifications
- Have open and regular communication with the young golfers' parents/carers
- Ensure that activities are appropriate for the age, maturity, experience and ability of the young golfer
- Promote the positive aspects of golf, e.g. fair play, honesty and participation
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment)
- Report any concerns you may have in relation to a young person, following reporting procedures laid down in the BHPGC procedures.

Coaches, volunteers and staff should never:

- Take children to their home or other secluded places where they will be alone with the child
- Engage in rough, physical or sexually provocative games
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Make sexually suggestive remarks to a child or young person
- Reduce a child to tears as a form of control
- Allow children to use inappropriate language unchallenged
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Depart from the club/facility until the safe dispersal of the young golfers has been supervised

- Abuse their position of trust with children or adults
- Resort to bullying tactics or verbal abuse
- Cause a participant to lose self esteem by embarrassing, humiliating or undermining the individual
- Spend excessive amounts of time along with children away from others
- Do things of a personal nature for young people that they can do for themselves
- Engage with a sexual relationship with a young golfer in their care
- Give young people alcohol when they are under the care of the club

I agree to follow the above code of conduct whilst involved with children within BHPGC

Signature

Name (printed)

Date

CODE OF CONDUCT FOR YOUNG PEOPLE

This code of conduct has been written to make sure that all young golfers at Bush Hill Park Golf Club 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 ridicule, harassment or restriction. Uphold this value in all 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
- Do not give out the locker room access code (where appropriate) to anyone before getting permission from the Junior Organiser or person in charge first
- 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 group in mind
- Demonstrate the highest standards of behaviour at all times
- Advise the Junior Organiser or coach of any medical conditions that 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)

I agree to abide by the above code of conduct while in the care of, or representing, Bush Hill Park 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

GUIDANCE FOR PARENTS

Bush Hill Park Golf Club recognises it's responsibility to safeguard the welfare of children participating in club activities and therefore has a child protection policy and comprehensive child protection procedures to contribute towards the aim of ensuring that all children at BHPGC have an enjoyable and safe experience of golf. We wish to work in partnership with parents and therefore would ask that they assist BHPGC by considering the following points:-

- Take an interest in your child's activity and progress and be supportive
- Praise the effort as well as the results of your child's participation
- Introduce yourself to the Junior Organiser, coaches and BHPGC Child Welfare Officer
- Find out what the club has to offer in terms of coaching and junior competitions and become familiar with the rules of the club, including any playing restrictions for children
- Become familiar with the BHPGC Child Protection Policy and related Procedures
- Read the Code of Conduct for Young People and discuss it with your child
- Be punctual when dropping off and picking up your children for/from coaching and competitions - volunteers cannot leave your child alone at the venue and must stay at the club until the last child leaves. If you are likely to be late, please contact the Junior Organiser to discuss what to do
- Take an interest in who your son/daughter is playing with, 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 (e.g. hat and sun protection cream or waterproofs, whichever is applicable) and a drink to take in their bag - dehydration occurs even if it is not warm
- Complete the Player Profile Form promptly and notify the club of any amendments so that we may care for your child as well as possible
- Discuss any particular requirements your child has that may affect the ability of your child to enjoy the sessions or the ability of coaches and volunteers to meet their needs effectively
- Have clear lines of communications 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 (the club should already have this on file through your completion of the Player Profile/Medical Consent Form (Under 18))
- Raise any concerns you have about the coaching, club procedures or care that your child receives with either the BHPGC Child Welfare Officer or the Junior Organiser so that we may address them appropriately and promptly
- Make sure that your child knows what time they will be collected, where they are being met and by whom
- Check your household insurance policy to ensure that your child has adequate and appropriate cover, particularly public liability insurance
- 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.

PERMISSION FORM FOR THE USE OF PHOTOGRAPHIC IMAGES

This form is to be signed by the legal guardian of a child or young person under the age of 18, together with the child or young person.

Bush Hill Park Golf Club recognises the need to ensure the welfare and safety of all young people in golf. As part of our commitment to ensure the safety of young people, we will not permit photographs, video images or other images of young people to be taken or used without the consent of the parents/carers and the young person.

BHPGC will take steps to ensure that these images are used solely for the purposes that they are intended for, which is the promotion and celebration of the activities of the club. Please refer to the BHPGC Child Protection Procedures regarding the use of images of children.

If you become aware that these images are being used inappropriately, you should inform the BHPGC Child Welfare Officer immediately.

If at any time either the parent/carer or the young person wishes their image to be removed from the BHPGC website, 7 days notice must be given to the Director of Golf, after which time the image will be removed.

To be completed by the parent/carer

I (full name of parent/carer) consent to

BHPGC photographing(name of young person)

under the stated club rules and conditions and confirm I have legal parental responsibility for this child and am entitled to give this consent. I also confirm that there are no restrictions relating to taking photographs.

Signed

Date

Tel No.

To be completed by the young person

I (name of young person) consent to BHPGC photographing my involvement in golf, under the stated rules and conditions.

Signed

Date