

NJGA

NORTHUMBERLAND JUNIOR GOLFING ASSOCIATION

CHILD PROTECTION POLICY DOCUMENT

NORTHUMBERLAND JUNIOR GOLFING ASSOCIATION
(NJGA)

CHILD PROTECTION POLICIES AND GUIDELINES

In all English Counties other than Northumberland, junior golf is run by County Unions, whereas it is the NJGA that does this on behalf of the Northumberland Union of Golf Clubs (NUGC) in Northumberland. Whilst this policy/guidelines document is basically applicable to the activities of the NJGA, it also applies to those children (under the age of 18) participating in NUGC competitions, matches and other events and should be read in this context. It also recognises the Child Protection Policy and Safeguarding Guidelines approved by the English Golf Union at its General Meeting held on 31st October 2007 on the basis of statements made at that meeting.

1. POLICY STATEMENT

Northumberland Junior Golfing Association (NJGA) acknowledges its responsibilities in matters relating to the protection of children and is committed to creating and maintaining the safest possible environment for all children attending its events. The Association also expects that those who have contact with children will observe and be guided by the procedures contained in this document.

The NJGA is committed to the following:-

- a. The right of children to take part in golf events safely, with the Association taking all reasonable measures to provide and maintain a safe and caring environment.
- b. A swift and thorough investigation of any allegations of abuse or inappropriate behaviour, including such matters as alleged bullying, harassment, neglect, mistreatment and violence. The Association undertakes to treat all such allegations seriously and investigate the matter with understanding and sensitivity to all concerned.
- b. All members of the Management Committee, professional coaches and volunteers have recourse to the services of the Committee where allegations are made against them.
- d. All who wish to work with children, in the care of the Association, will be subject to procedures which aim to protect the children. This process is likely to include, for example, a CRB check, using the service provided by the EGU, a Self-Disclosure Form, or any other means thought necessary to protect children.
- e. The training of all personnel to enable them to deal with such child protection issues as might arise with the NJGA Secretary maintaining records of the recruitment of personnel and of the training courses attended.
- f. The safety and welfare of children relies upon a pro-active partnership amongst the Management Committee, PGA Staff, Coaches, volunteers and parents/guardians.

2. PRINCIPLES

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

- a. The safety and well being of the children is central to all considerations. The Association has a duty of care to seek to protect children at all organised activities.

- b. All children can expect to be treated with respect and dignity by those representing the Association.
- c. Children should have the confidence to rely upon members of the Management Committee, PGA professionals, coaches and volunteers and to be able to trust them, whatever the circumstances.
- d. Parents/guardians should be informed of the Association's policies, and understand and appreciate the Association's Child Protection policies and procedures. They have the right to be informed of any matter which may impinge upon the welfare of their child.
- e. All those working with children are expected to set a good example to the children in their charge.

3. POLICIES IN PRACTICE

- a. Members of the Management Committee, PGA Professionals, Coaches and volunteers have responsibilities and are expected to:
 - i. Take their responsibilities seriously, knowing that the welfare of children and their protection from harm is the paramount concern.
 - ii. Be conscious of the fact that adults are role models for the children. Those who have contact with children should conduct themselves appropriately at all times. They are required to set high standards in such matters as behaviour, attitude, appearance, fairness, moderation, organisation and punctuality.
 - iii. Treat all children fairly and equally. This should hold true, no matter what the children's age, culture, ability or disability, gender, language, racial origin, and/or sexual orientation.
 - iv. Build a sound working relationship with the children based on mutual respect and trust.
 - v. Inform parents of any matters relating to their child's welfare, either directly or through the Association's Child Welfare Officer or Secretary.
 - vi. Report to the Welfare Officer or Secretary any instance of alleged poor practice' or inappropriate physical contact, or abuse. The facts of the situation must be recorded on an Incident Report Form. Depending on the circumstances of the allegation, the Welfare Officer/Secretary will investigate and, if necessary, may refer the matter either to the Management Committee, Sub-Committee, or to an appropriate agency. Confidentiality will be strictly observed at every stage. All who have contact with the children should seek to ensure that their behaviour cannot be compromised.
 - vii. Ensure, as far as is reasonable, that no child is placed in danger or potential harm. Events should be organised with safety in mind, and the children should be kept informed of any Health and Safety procedures, risks or hazards on the course.
 - viii. Avoid situations where there is possibility of misinterpretation of any physical contact or behaviour. Contact with children should generally be in an open environment, especially, for example, whilst waiting for parents to arrive to pick up their child. No child should be left alone or be left to make his/her own way home. Transporting children alone should be avoided, if at all possible. If it is absolutely necessary to transport a child alone, parental consent should be sought, with a colleague being informed

of the route, details and estimated time of arrival being communicated. All safety measures should be observed.

- ix. Ensure that any child who suffers accidental injury or temporary illness at any event organised by the Association is treated by a person competent and qualified to do so. If no qualified person is immediately available, the criterion is to respond to that situation by using common sense, as would a caring parent or guardian, until professional help arrives. The matter should be recorded on an Accident Report form, which should be passed to the Secretary. Parents/guardians must be informed of the action that has been, or is intended to be, taken.

b. All children representing or competing in Association organised events have responsibilities and should:

- i. Observe the highest standards of behaviour, appearance, punctuality, attitude, restraint, moderation and sportsmanship on and off the course. Alcohol, performance-enhancing substances, smoking, sexual behaviour and foul language are forbidden. Children are expected to act with courtesy and politeness at all times.
- ii. Not engage in any irresponsible, inappropriate or illegal behaviour.
- iii. Play by the Royal & Ancient's Rules of Golf, and the Etiquette of golf Observe the finer courtesies of the game.
- iv. Adhere to instructions or restrictions requested by appropriate members of the Management Committee, coaches, tournament officials, club members or staff. In the event of any disagreement, dispute or problem, children should consult the Child Welfare Officer, Secretary or a member of the Management Committee, rather than seeking to resolve the matter themselves.
- v. Remain on the premises - clubhouse, golf course or hotel - unless given permission by the appropriate Association official.

C. Parents/Guardians have responsibilities, including:

To know the Association's policy on child protection and seek to support the Association's officials in creating and maintaining a safe and amenable environment for children in which to enjoy their golf at a competitive level. They should be at ease with the system in place for the protection of their child, but be ready to raise any matters which may give rise to concern.

- ii. Completion of a Consent and Player Profile form.
- iii. Signify that they accept the conditions of the Association's procedures relating to their child's participation in an event. Occasionally, for training, coaching or publicity purposes, children may be photographed or videoed. Parents/Guardians who do not wish for their child to be photographed for these purposes should inform the Association on the Consent Form.
- iv. Arrange transport for their child to arrive punctually at a match, tournament or coaching session. It is important to communicate with the Secretary or his delegate if there are likely to be any difficulties arising from transporting children to a venue - picking them up or dropping them off. Parents/Guardians should leave emergency contact numbers with officials at an event and inform the Secretary of any matters, such as medical or dietary

concerns, or other physical problems which affect the child, by way of the Parental Consent and Player Profile Form.

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

4. FORMS

This document makes reference to four forms, these being:-Parental Consent and Player Profile
Incident Report
Self Disclosure
Accidental Injury

These forms can be downloaded from the Association's web site (www.njga.org.uk) or on request from the Secretary, John Duncan (Tel: 0191 2365525) or from most Clubs in the County. The Parental Consent and Player Profile form is also reproduced on the reverse of the junior competition entry forms towards the end of this Handbook. It should be stressed that this form must be completed and in the hands of the Association before any child under the age of 18 is allowed to compete in any NJGA/NUGC event, other than in exceptional circumstances.

5. CONCLUDING REMARKS - FURTHER HELP

It is to be understood that these procedures are merely guidelines for the protection of all who participate in events organised by the NJGA or NUGC.

The procedures will be reviewed on a regular basis. However, not all circumstances may be covered in this working document. It is important to recognise that, while every effort will be made to ensure the well being of every child, things can go wrong, by accident or human error.

Any problems that may arise in the course of an event will be dealt with thoroughly, carefully investigated, and the appropriate agencies contacted, where necessary. At every stage parents/guardians will be informed.

If any problem cannot be resolved within the Association/Union, recourse may be had to the EGU Lead Protection Officer, the Regional Development Officer, Social Services, the Police, or to the NSPCC Helpline (0800 800 5000).

**NORTHUMBERLAND JUNIOR GOLFING ASSOCIATION
A N D
NORTHUMBERLAND UNION OF GOLF CLUBS**

PARENTAL CONSENT FORM AND PLAYER PROFILE

Details of Child

Forename(s).....Surname.....D.o.b.....

Emergency Contact 1

Name.....Relationship to Child.....

Address.....

.....Post Code.....

Tel: Home.....Work.....Mobile.....

Emergency Contact 2

Name.....Relationship to Child.....

Address.....

Tel:Home.....Work.....Mobile.....

Child's Doctor

Name.....Tel.....

Please indicate any medical, dietary or other requirements:

I give consent for my child to receive essential medical treatment.

I am aware of the Child Protection Policies and Guidelines relating to events organised by the Northumberland Junior Golfing Association and the Northumberland Union of Golf Clubs.

I give consent to my child taking part in these organised events.

I agree to be at the pick-up and drop-off points at the agreed time.

I agree to my child being photographed as described for the purposes stated.

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

**NORTHUMBERLAND JUNIOR GOLFING ASSOCIATION
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Incident Report Form

Details of Recorder

Name:

Address:

Post Code:

Details of Child

Name:

Address:

Post Code:

Details of Complainant

Name:

Address:

Post Code:

Details of Allegation (include date, time, location and nature of incident)

Additional Information / Witnesses / Corroborative Statements

Action Taken

Date and Time of Notification:

To Whom Was the Incident Referred? (e.g. Junior Committee Chairman, County Chairman, County Secretary etc.)

Signature of Complainant:

Signature of Recorder:

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Accident / Injury Form

Name of Recorder:	
Position Held:	
Name of Injured Person:	
Address:	
	Post Code:
Telephone No:	
Type / Nature of Injury Sustained:	
Where Did Injury Occur?	
State Briefly how the injury occurred:	
Were Others Involved? (Give names and, if possible, contact numbers):	
Were There Any Witnesses to this Accident? (Give details):	
What Action Was Taken / Treatment Administered? (State by whom treatment was given):	
Were Other Agencies Involved? (e.g. Ambulance Service):	
Have Parents Been Contacted?	Yes / No
Was the Incident Referred to the County Secretary?	Yes / No
Signature of Recorder:	
Date:	Time:

**NORTHUMBERLAND JUNIOR GOLFING ASSOCIATION
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Self Disclosure Form

Part 1			
Title:	Forename:	Surname:	
Date of Birth:			
Previous Names by which you have been known:			
Address:			
			Post Code:
Tel: Home:	Work:	Mobile:	
Details of Current Employment:			
Details of Previous Employment:			
Part 2			
Have you ever been convicted of a criminal offence?			Yes / No
If yes provide details of offence:			
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 provide details:			
Have you ever been subject any disciplinary action or investigation relating to child abuse or poor practice?			Yes / No
If yes provide details:			
I certify that all 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 service.			
Signed:		Print Name:	
Date:			