

HOUGHTON LE SPRING GOLF CLUB

CHILD PROTECTION POLICY

1/1/2012

HOUGHTON LE SPRING GOLF CLUB, COPT HILL, HOUGHTON LE SPRING, TYNE & WEAR DH5 8LU
HLSGC COMMITTEE



Prepared By: PG Foster
Junior Committee member

Date: 14 December 2011

Authorised For Issue by: JF Ellison (Chairman) Date: 14 December 2011
Sheila Munroe (Child Welfare Officer)

| REV | Authorised for issue by | Signature | Date |
|------------|--------------------------------|------------------|-------------|
| A | HLSGC Committee | D Freeman | 02.12.09 |
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1. INTRODUCTION

1.1 Houghton-le-Spring Golf Club (HLSGC) has considered its responsibilities to the children participating in golf at our premises and within our club very carefully, and therefore has produced the following child protection policy and accompanying procedures in order to set out the standards we wish to uphold in running activities for children and in safeguarding the welfare of young people in our care.

1.2 HLSGC affiliates to the English Golf Union and the English Ladies' Golf Association and our professional coaching staff are all members of the Professional Golfers' Association, therefore the club recognises the policies of these governing bodies, as set in out in the "Children in Golf Resource Pack".

2. POLICY STATEMENT

2.1 Houghton-le-Spring Golf Club acknowledges its duty of care to safeguard the welfare of all children (defined as those under 18) involved in golf within the club. All children have a right to protection, and have their particular needs taken into account. HLSGC 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 of the club. It is the responsibility of all adults within the club to assist the Management in achieving this aim.

3. POLICY AIMS

- To provide children with appropriate safety and protection whilst in the care of HLSGC, 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 HLSGC
- To provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively

4. PRINCIPLES

4.1 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 Lead Child Protection Officer
- 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

- HLSGC will work in partnership with parents to review and implement child protection and welfare procedures

4.2 HLSGC 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 & 1998
- Working Together to Safeguard Children 1999
- 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”

4.3 The following procedures not only ensure that the child is protected, they also ensure that the adult is aware of, and thereby themselves protected from, situations and practises that are unsound.

5. TYPES OF ABUSE

5.1 Somebody 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.

5.2 **Neglect** – where adults fail to meet a young person’s basic physical and/or psychological needs, likely to result in the serious impairment of 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.

5.3 **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.

5.4 **Sexual abuse** – where girls and boys are abused by adults 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 material (books, videos, pictures) is also a form of sexual abuse.

5.5 Emotional abuse – is the persistent emotional ill treatment of a young person such as to cause severe and persistent adverse effects on the young person'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 inappropriate 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 a 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*

5.6 Bullying - Bullying can be psychological, verbal, or physical in nature. It involves an imbalance of power in, 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

6. WHEN TO BE CONCERNED ABOUT A YOUNG PERSON

6.1 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 an 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

7. COMMUNICATION OF POLICY

7.1 On the initial introduction of the Policy a letter will be sent to all junior members & Parents/Guardians explaining:

- Why the policy is being introduced
- The changes that will affect them
- How to get access to a copy of the policy
- Parents/Guardians will be required to return an annual 'confirmation slip' confirming their understanding of the policy and acknowledgement of their agreement and responsibilities outlined within the policy (Failure by the parent/guardian to return the 'confirmation slip' required by January 31st each year will result in the suspension of the junior member concerned until the matter is satisfactorily resolved)

7.2 The HLSGC Child Protection Policy will be available to all members, parents, staff, volunteers and participants and key parts of the policy will be explained to Juniors & Parents/ Guardians at new members meetings.

7.3 Copies of the full policy will be available at the meetings for awareness and a copy will be held in the club office for parents / guardians to view if requested.

It is also the intention that a copy will be posted on the club website.

7.4 The Policy will be reviewed every three years by the Management, and amended as appropriate. Guidance from golf's governing bodies will be sought as part of the review process.

7.5 Any key changes to the policy will be communicated to the juniors & parents/guardians via letter, email or the Clubs website.

7.6 The Club 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.

7.7 Parents have a responsibility to work together with the club in implementing procedures and providing their children with the necessary information to safeguard themselves.

8. VOLUNTEERS

8.1 HLSGC 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.

8.2 We require that all volunteers and staff who are in a position of responsibility, particularly those who will supervise children and young people, e.g.

- Anyone over the age of 16 with substantial access to children and young people
- Anyone with managerial responsibility for individuals in the above positions

will be required to provide/complete:

1. A Volunteer Application Form giving basic personal details and information of their previous experience working with children and which requires Self Disclosure of any criminal record (Appendix 2)
2. A current enhanced Criminal Records Bureau check with the referral recorded & tracked on the Log of CRB checks (Appendix 4)
3. References from at least 2 people (Appendix 3)

8.3 The Club Secretary and Welfare Officer hold copies of the necessary forms and contact information for the Criminal Records Bureau.

8.4 All staff and volunteers will be offered access to appropriate child protection training. The **sportscoachUK** "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. HLSGC recommends this workshop and will endeavour to ensure that all volunteers and staff who have significant contact with children attend.

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

8.6 The self-disclosure form (Appendix 2) must be completed and forwarded to the Club Secretary who will arrange for an enhanced level Criminal Records Bureau (CRB) check to be carried out.

8.7 All adults working with children and young people in golf will be asked to sign up to and adhere to the 'Code of Conduct' (Appendix 5). If this is breached, individuals may face disciplinary action.

9. SUPERVISION OF CHILDREN AT THE GOLF CLUB

9.1 HLSGC has a Junior Welfare Officer – Mrs Sheila Munroe.

9.2 If the Welfare Officer is not available at the club Secretary, Bar

Manager or staff have the authority to address any immediate issues arising from junior behaviour.

9.3 If parents are unhappy about the clubs arrangements, they must personally provide whatever supervision they feel is appropriate for their children.

9.4 For on course supervision refer to Appendix 6 of this document '**Code of Conduct for Parents**'.

9.5 During any coaching sessions for young people over the age of 8 years HLSGC will endeavour to ensure that there is at least one club representative present for every 15 children.

9.6 If there are young children (under 8 years of age) attending coaching or playing, they will be supervised at all times, including in the club changing rooms – See section 12 Children in Changing Rooms.

9.7 Parents will be encouraged to attend all events where their children are present and for young people of age 8 or under, a parent /guardian should be present at all times both in the clubhouse and on the Golf Course.

9.8 During the specific times outlined within the Club Rules or other times specified during club organised functions for juniors, the club will endeavour to provide adequate supervision as outlined in and around the clubhouse only.

9.8 Parents should be aware that if children are left on the club premises unsupervised, other than to attend club coaching sessions, competitions, or other club organised events, the club cannot accept supervisory responsibility.

(When Juniors are playing on the course supervision will not be provided)

10. ADULTS & JUNIORS PLAYING TOGETHER

10.1 Situations where an adult and an individual child are in a one to one situation are to be avoided wherever possible.

10.2 If a child is drawn to play with an adult in a club competition, they must have another adult present. It is the responsibility of the child/parent to arrange for another adult to be present, (unless they are playing with a family member or guardian).

10.3 Failure to do this will prevent the game going ahead and unless the game can be rearranged in the specified timescale, will result in the junior forfeiting the match.

11. TRANSPORTATION & PARTICIPATION AT AWAY EVENTS

11.1 The Club must receive permission from parents/carers for young people to participate in all away competitions/fixtures.

11.2 A Player Profile/ Parental/Carer consent form (Appendix 7) must be completed and with the Junior Liaison Officer or authorised representative **prior to the event** (It is the intention that one form will cover all away league fixtures).

11.3 A copy of the form will be taken to the event and a copy will be held in the secretary/managers office.

11.4 Special arrangements will be made for authorised trips away from the HLSGC that may require an overnight stay (Appendix 12). Parents will receive full information about arrangements for any such trip and they will be required to provide 'specific' additional consent for their child's participation.

11.5 HLSGC 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 HLSGC staff, members, coaches or volunteers to transport children and young people to and from the club for activities, tournaments or matches.

11.6 If members or other parents wish to provide transport for juniors, they do so at their own risk, and are not acting on behalf of HLSGC. They should receive permission from 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 HLSGC.

11.7 HLSGC may make arrangements for 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.

11.8 It is strongly advised that private cars, other than those of parents, are not used by volunteers to transport children at any time, either to and from a coaching session, or to away fixtures.

11.9 If private cars are being used, then the following guidelines must be followed:

- The drivers used will be checked for their suitability to supervise children (see Section - Volunteers).
- Drivers must register their vehicle with the club using the 'Vehicle Registration Form - see Appendix 8. This form must be re-issued annually or when any information on the form changes.
- Drivers must ensure that their vehicle is roadworthy and that they have a valid licence and insurance cover.
- Copies of the form will be held in the club secretary's office.

11.10 If it is necessary for approved volunteers to transport the juniors the Club will provide the parents/carers with a contact number that must be used to notify the Junior Organiser if the parent/carers will be late to collect their

child/children.

11.11 If a parent/carer is late the Club will in the first instance:

- (i) *Attempt to contact the parent/carer; then*
- (ii) *Contact the alternative contact name/number*
- (iii) *Wait with the young person at the agreed meeting point with wherever possible other volunteers or parents. -Remind parents/carers of the policy relating to late collection*

11.12 If parents/carers remain un-contactable volunteers may need to report the situation to social services or the police.

11.13 Volunteers should avoid where possible:

- (i) *Taking the child home or to any other location*
- (ii) *Asking the child to wait in a vehicle or the club with you alone*
- (iii) *Sending the child home with another person without permission*

12. CHILDREN IN CHANGING ROOMS

12.1 For the purposes of this document, “changing” refers to the complete removal of clothes either for a shower or to change into replacement clothes.

12.2 For any junior under the age of 18 a parent or guardian should be present at all times if they need to use the changing room facilities. When applicable the following procedures will be followed:

- Adults should not change or shower at the same time using the same facility as young people.
- Adults should try to change at separate times to young people
- If adults and young people need to share a changing facility, the Club must have consent from the parents that their child/children can share a changing room with adults in the club
- If young people need to share changing facilities with adults, their parents should be allowed to supervise them whilst they are changing
- Players aged 10 and under must be supervised at all times in changing rooms by two adults of the same gender as the players
- If the club has any disabled players, involve them and their carers in deciding how, if applicable, they wish to be assisted to change and ensure they provide full consent to any support or assistance required.

12.3 Appendix 9 provides an example of a notice to be displayed.

13. USE OF PHOTOGRAPHY & VIDEO

13.1 The Club will ensure that all necessary steps are taken to protect children/young people from the inappropriate use of their images in resource and media publications, on the Internet and elsewhere.

13.2 If someone within the club wishes to take pictures of any juniors, the following procedure must be followed:

- The request must be made to one of the junior organisers listed in Appendix 1.
- The junior organisers will ensure written permission from the player and parent/carer to take and use their image is obtained using the Consent Form Appendix 10.

13.3 The Junior Organisers will review the images, their proposed use and storage to make sure the following key principles are being followed;

- a. If the player is named, avoid using their photograph
- b. If a photograph is used avoid naming the player
- c. NEVER publish personal details (email addresses, telephone numbers, addresses etc) of a child /young person
- d. Only use images of players in suitable dress to reduce the risk of inappropriate use
- e. Ensure that images reflect positive aspects of children's involvement in golf i.e. enjoyment / competition.

13.4 **Use of Video as a Coaching Aid** - The use of video equipment by PGA professionals, trainees and coaches is a legitimate coaching aid. Young golfers and their parents /guardians should be made aware that this is part of the coaching programme.

13.5 It is the responsibility of the junior organisers to obtain the necessary prior consent (using the Consent Form Appendix10) if video and photographic analysis is to be used as a coaching aid.

13.6 It must be agreed with the parents/guardian where the material will be stored and who will have access to it.

13.7 **Use of Photographic and Filming Equipment at Competitions** - If the club ask the press or a professional photographer to a competition, match or other junior event, it is important to ensure that they are clear about the expectations of them in relation to child welfare issues.

13.8 In this situation one of the junior organisers is responsible for:

- Providing a clear brief about what is considered appropriate, in terms of picture content and their behaviour around the players.
- Informing young golfers and their parents/guardians that a Photographer will be at the competition/match or other junior session and ensure consent is received for both the taking and publication of photographs.
- Unsupervised access to young golfers or one-to-one photos/filming sessions at the event should not be permitted.

13.9 If parents or other spectators are intending to photograph or video the

event, they should be made aware of the Clubs expectations.

13.10 Concerns regarding inappropriate or intrusive photography should be reported to the Child Welfare Officer (Sheila Munroe) or Club Official in and recorded in the same manner as any child protection concern.

14. WHAT TO DO IF YOU SUSPECT CHILD ABUSE

14.1 **COMPLAINTS, CONCERNS AND ALLEGATIONS** - 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 HLSGC, 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.

14.2 **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 & 2 for the referrals process.

The Club Child Welfare Officer is: **Sheila Munroe**
Telephone: **0191 523 7725**
The EGU Case Management Officer is: Richard Brown
Telephone: 01653 697578
The ELGA Lead Child Protection Officer is: _____
Telephone: _____

14.3 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.

14.4 The CWO will report concerns to the EGU/ ELGA Lead Child Protection Officer, and will seek advice on further action. The EGU/ELGA reporting process will be followed in the handling and referral of concerns and allegations.

14.5 Concerns will be recorded on the concern/allegation recording form, sent to the EGU/ ELGA Lead CPO and retained confidentially within the club.

14.6 HLSGC 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 EGU, ELGA and PGA disciplinary procedures apply and will be followed where possible by HLSGC.

14.7 In the event of a child making a disclosure, the following guidance is given:

1. Reassure the child that they have done the right thing to share the information

2. Do not make promises that cannot be kept, such a promising not to tell anyone else
3. Do not question the child or lead them in any way to disclose more information than they are comfortably are able to: this may compromise any future action
4. Record what the child has said as soon as possible
5. Report the information to the Club Child Welfare Officer in the first instance
6. Do not notify the parents unless you have first sought advice from the HLSGC Child Welfare Officer or the EGU/ ELGA Lead Child Protection Officer

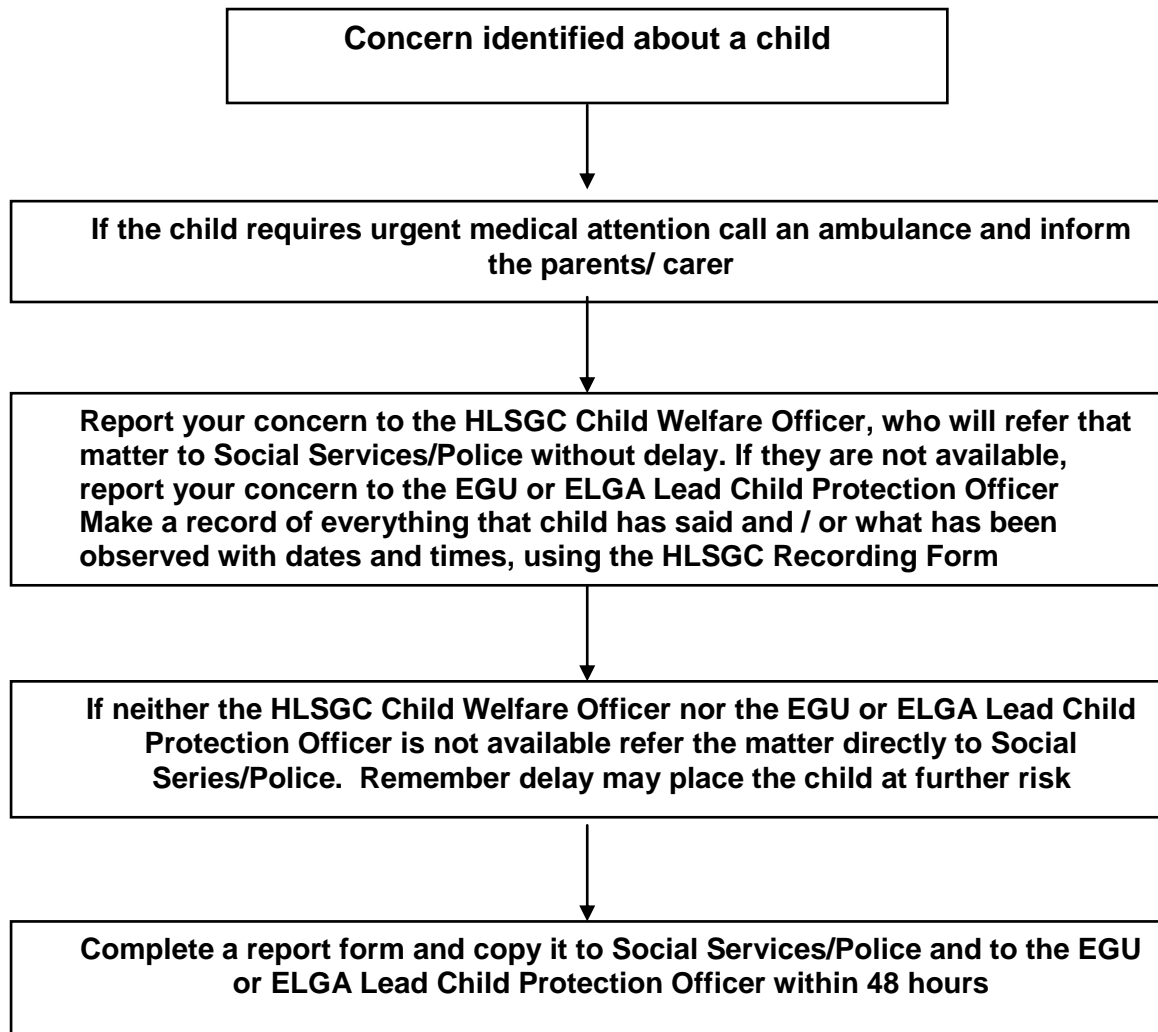
14.8 The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public. No referrals are made from the calls. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.

14.9 **Responding to Disclosure of Abuse** - If a child indicates that he/she is being abused or information is received which gives cause for concern, you need to always:

- Stay calm
- Keep an open mind
- Listen carefully to what is said and take the young person seriously
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not keep secrets.
- Keep questions to a minimum to ensure a clear and accurate understanding of what has been said.
- Re assure the young person that they have done the right thing by telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the persons own words as soon as possible. Use the Incident Report Form Appendix 7

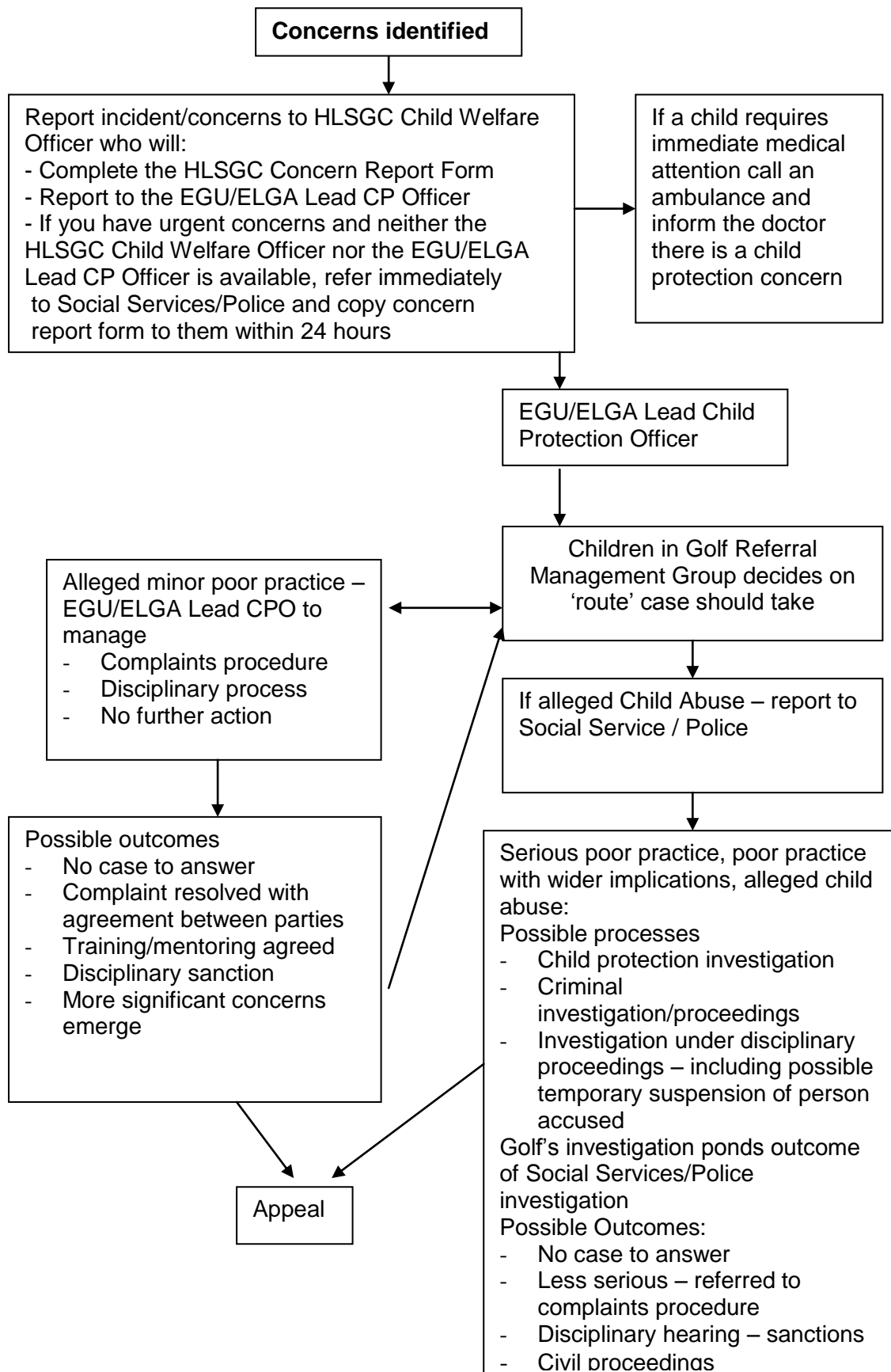
FLOWCHART 1

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 organisations



14.10 **Informing Parents** - Advice and guidance will be sought by the Golf National Golfing Body Child Protection Officer from the local Social Services officer with respect to consulting with parents.

The Club should not contact the parents.

14.11 **Records & Information** - Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed incident record (Appendix 11) at the time of the disclosure/concern.

14.12 Wherever possible, referrals telephoned to the Social Services department must be confirmed in writing within 24 hours. A record must also be made of the name & designation of the Social Services member of staff or Police officer to whom the concerns were passed, together with the time and date of the call, in case any follow – up is needed.

14.13 A copy of this information should be sent to the National Golfing Body Lead Child Protection Officer.

15. EMERGENCIES AND INCIDENTS

15.1 Player Profile/ Medical Consent Forms will be obtained at the beginning of each year and retained by HLSGC 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.

15.2 In the event of a child requiring medical attention the parents will be contacted immediately

15.3 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.”

15.4 In such circumstances an adult club representative will accompany the child to seek medical attention, if appropriate and a record of the action taken will be made and retained by HLSGC.

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

- Attempt to contact the parent/carer using the contact details on the Player Profile Form
- Attempt to contact the first, then the second emergency contact nominated on the Player Profile Form
- Wait with the young person(s) at the club with, wherever possible, other staff/volunteers or parents.

15.6 If no one is reachable, contact the Club Child Welfare Officer or the Secretary for advice. The local police may be contacted to enquire about the best course of action.

15.7 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.

15.8 When necessary parents/carers will receive written reminders of the policy relating to late collection as specified within the good practice guidance for parents/carers.

16. AUDIT / REVIEW

16.1 This policy will be reviewed by the committee of Houghton Le Spring Golf Club, the Clubs Welfare Officer and Junior Organiser as required, but as a minimum annually by December 31st.

16.2 Any significant changes can then be communicated to both juniors and parents/guardians with the renewal subscription notices.

17. GENERAL JUNIOR INFORMATION

17.1 All new junior members will be issued with a player profile form (Appendix 7) to be handed in completed at the new junior members meeting. This form will ensure the club have up to date contact details.

17.2 A player profile form (Appendix 7) will also be issued in January each year to all existing junior members with subscription renewals to ensure the golf club keeps up to date contact details.

17.3 This information will be securely stored in the Club Secretary's office and access to this information will be controlled in line with the requirements of the Data Protection Act.

17.4 All updated player profile forms must be returned to the Club Secretary by 31st January otherwise it will be assumed that the junior member no longer wants to be a member of HLSGC and any information held will be destroyed 1 month following this date.

APPENDIX 1

**List of Key people involved in organising and running the junior section,
who will primarily be responsible for implementing this policy**

| Name | Position | Address | Contact No |
|---------------|-----------------------------------|--|--|
| Sheila Munroe | Club Welfare Officer | 70 Sunnybrow Newport Rise Silksworth Sunderland SR3 1DQ | 0191 5237725 |
| Simon Cossar | Junior Organiser | 15 St Barnabas, Burnmoor, Houghton Le Spring Tyne & Wear DH4 6ET | 0191 3859105 07966879043 07794350128 simon.cossar@nwl.co.uk |
| Bernie Munroe | Vice Captain | | |
| Pat Coxon | Junior Development Team Member | | |
| D Freeman | Secretary HLSGC | | |
| JF Ellison | Chairman HLSGC | | |
| | Competition Secretary HLSGC | | |

Key Contact Details

| | | |
|---|------------------|--|
| NGB Lead Child Protection Officer | Kirstie Jennings | Tel: 01295 254190 Mob: 07949 111924 Email: jennings.elga@btinternet.com |
| Local Social Services Contact NB - In an Emergency, the Samaritans will hold the SS Duty Officers contact number | | Tel: Samaritans: 08457 909090 |
| Local Police Child Protection Teams *In an emergency contact via 999 | | Tel: |

| | | |
|-------------------------------------|-----------------------------------|--------------------|
| NSPCC Freephone 24 hour Helpline | For children seeking advice | Tel: 0800 1111 |
| | For adults worried about children | Tel: 0808 800 5000 |

VOLUNTEER APPLICATION FORM
Self Disclosure Form

General Details

| | |
|--|--|
| Position applied for: | |
| Name: | |
| Address: | |
| Tel: | |
| Mob: | |
| Email: | |
| Are you a member of the golf club: | *Yes/No If yes for how long: yrs |
| DOB: | |
| 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 a 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? | <input type="checkbox"/> | |
| Other (please state): ----- ----- ----- ----- | | |

Self Disclosure

Is there anything that you would consider the club needs to be aware of before appointing you?

Criminal Convictions/Cautions/Reprimands? *Yes/No

If yes please give details: -----

Are you registered with Social Services/Police as a risk to children? *Yes/No

Have you had any disciplinary sanction imposed by any other sports organisation or youth organisation due to you using poor practice? *Yes/No

Is there anything else the club needs to be aware of before appointing you? *Yes/No

If yes please give details: -----

References

Please give 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: |
| Email: | Email: |

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 inline with the club's child welfare policy and procedures, which I agree to read and be aware of the relevant content for my voluntary role & position. I also agree to abide by the club's code of conduct for adult volunteers; not to smoke and not to drink, to support, encourage, respect and treat all juniors equally, to listen and be approachable.

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: _____

*Delete as appropriate

For Office use only;

Date form received: _____

By who: _____

Does the volunteer want any training?

What training?

Organised by who? _____

Date: _____

Volunteer informed?

Volunteer given copy of code of conduct?

Date: _____ By who: _____

Volunteer given CRB form to complete?

Date: _____ By who: _____

CRB clearance for volunteer to start role given by EGU/EWGA?
volunteer given go ahead to start their role: _____

Date: _____ By who: _____

This form should be completed and returned to:

The Club Secretary
Houghton-le-Spring Golf Club
Copt Hill
Houghton-le-Spring
Tyne & Wear
DH5 8LU

APPENDIX 3

REFERENCE FORM

(Name) has expressed an interest in working with Houghton-le-Spring 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

| | Poor | Average | Good | Very good | Excellent |
|-----------------------|------|---------|------|-----------|-----------|
| Responsibility | | | | | |
| Self-motivation | | | | | |
| Can motivate others | | | | | |
| Energy | | | | | |
| Trustworthy | | | | | |
| Reliability | | | | | |
| Dealing with children | | | | | |
| Commitment | | | | | |
| Reliability | | | | | |
| Trustworthiness | | | | | |

This 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.

Yes

No

If you answered YES, we will contact you in confidence.

Name: _____ Organisation: _____

Contact Numbers: _____

Signed: _____ Date: _____

APPENDIX 5

Code of Conduct for Junior Organisers, committee members and teachers (PGA Professional)

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 high standards 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 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, follow reporting procedures laid down in the HLSGC 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 people
- 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 power or 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 alone with children away from others
- Do things of a personal nature for young people that they can do for themselves
- Engage in 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 in all my dealings with children and young people within HLSGC and have been inducted in HLSGC procedures and protocol to follow in relation to child protection and safeguarding.

Signature:

Name (printed):

Date:

Code of Conduct for Parents

Houghton-le-Spring Golf Club recognises its 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 HLSGC have an enjoyable and safe experience of golf.

We wish to work in partnership with parents and therefore would ask that you assist HLSGC by considering the following points:

- Complete the Parent Consent form promptly, and notify the club of any amendments so that we may care for your child as well as possible
- 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
- 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.
- 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 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 HLSGC Child Protection Policy and Procedures
- Read the Junior's Code of Conduct and discuss this 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. a hat and sun protection cream to protect them from the sun or waterproofs), a drink to take in their bag, dehydration occurs even if it is not that warm
- Discuss any particular requirements your child has that may effect 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 communication to keep up with your child's progress

- Raise any concerns you have about the coaching, club procedures, or care that your child receives with either the 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

Code of Conduct for Juniors

This code of conduct has been written to make sure that all young golfers at Houghton-le-Spring 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 that you do.
- Demonstrate fair play on and off the course. Respect differences in gender, disability, culture, race, ethnicity and religious beliefs between your self 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 behavior 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 ensure you are always in good time where the tee has been reserved for junior competitions
- Do not leave the club following a coaching session or competition without the knowledge and permission of the Junior Organiser or person in charge
- Always follow the club rules and dress codes
- Listen to the junior organiser and/or 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 behavior at all times
- Advise the junior organizer or coach of any medical conditions which may affect your standard of play
- You must not:
 - Enter or stay in the clubhouse when the bar is closed and the bar staff are not on duty unless accompanied by and under the control of an adult member
 - Use the television set in the clubhouse against the wishes of any adult member or play pool after 8.00pm (unless invited to do so by an adult member who will be responsible for them).
 - Consume alcohol or illegal and performance enhancing drugs
 - Smoke
 - Use foul language
 - Engage in sexual behaviour
 - Gamble (e.g. on gaming machines)

Dress Code

On the Course:

- No rugby or football type tops or shorts are permitted, which include such things as tracksuits.
- No Jeans are allowed.
- A shirt with a collar is expected and tailored shorts only allowed.
- Juniors are encouraged to wear golf shoes, but trainers may be worn on the course.

In the clubhouse:

- Shoes must be worn at all times for health and safety reasons but golf shoes are forbidden
- Shoes or trainers that have been worn on the course must be changed, prior to entering the clubhouse.
- A reasonable standard of dress is expected.
- Denim jeans are acceptable however dirty work wear, ill-fitting track pants that show under wear waistbands or tee shirts displaying offensive logos are not acceptable nor is it permitted to wear caps.

Remember also that:

Juniors MUST LEAVE the clubhouse by 9.00pm (May – Oct) or by 7.00pm (Nov – April) unless:

- They are playing for the team and under the control of the J L O.
- Have been invited by the Captain.
- They are accompanied by either; their parents or another adult member who will be responsible for them.

***IMPORTANT NOTE TO PARENTS**

Please remember that the Clubhouse contains a licensed bar and therefore children MUST leave by the times indicated above, so please ensure that for their welfare and safety you are ready to collect them at agreed times.

I agree to abide by the above code of conduct while in the care of, or representing Houghton-le-Spring 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:

Name (printed):

Date:

APPENDIX 7

PLAYER PROFILE FORM (UNDER 18) ANNUAL CONSENT FORM

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 assurance 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 | |
| <i>Date of Birth</i> | |
| <i>Address</i> | |
| <i>Telephone Number</i> | |

| Parents' Names | Father | Mother |
|----------------------------|--------|-----------------------|
| <i>Address</i> | | <i>(If different)</i> |
| <i>Home Telephone No</i> | | |
| <i>Mobile Telephone No</i> | | |
| <i>Work Telephone No</i> | | |

| Emergency Contacts | |
|--------------------------------|--|
| Contact 1 Name | |
| <i>Relationship to child</i> | |
| <i>Home Telephone Number</i> | |
| <i>Mobile Telephone Number</i> | |
| <i>Work Telephone Number</i> | |

| | |
|--------------------------------|--|
| Contact 2 Name | |
| <i>Relationship to child</i> | |
| <i>Home Telephone Number</i> | |
| <i>Mobile Telephone Number</i> | |
| <i>Work Telephone Number</i> | |

Medical Information

| | |
|------------------------------|--|
| <i>Child's Doctor's name</i> | |
| Doctor's Surgery Address | |
| <i>Telephone Number</i> | |

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

*Yes

No If yes please give details, including medication, dose and frequency.

3. Does your child have any allergies?

*Yes

No *If yes please give details.

4. Does your child have any specific dietary requirements?

*Yes No *If yes please give details.

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

Disability

The Disability Discrimination Act 1995 defines 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 your disability?

Visual impairment Hearing impairment Physical disability

Learning disability Multiple disabilities

Other (Please specify):

6. 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 do to enable him/her to communicate with us fully.

- I am aware of the HLSGC Child Protection Policy and Procedures and I consent to my child taking part in all golf activities ‘organised’ by the club.
- I have received comprehensive details of ‘Away Events’ involving my child and I consent to my child taking part in the related activity and agree to be at the drop off/pick up point at the agreed time
- I confirm to the best of my knowledge that my son/daughter does not suffer from any medical condition other than those detailed above.
- I agree to notify HLSGC should the above details need to be updated/changed and if my son/daughter should not be participating in an event/activity due to illness or injury.
- I,, being parent/guardian of the above named child, hereby give permission for the HLSGC responsible person to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.
- I agree/ do not agree (*delete as appropriate*) to the name and home telephone number of my child appearing in the Club Handicap File

| | |
|---------------------------------|--|
| Signed – Parent/Guardian | |
| Print name | |
| Date | |

The data in this form will be processed solely for the said purposes and will remain strictly confidential in line with the Data Protection Act.

APPENDIX 8

PRIVATE VEHICLE REGISTRATION FORM To be completed by Volunteer Club / County Drivers

Purpose of this form

- **To register the private vehicles used for the transport of individuals in connection with golf away fixtures or tours.**
- **The form must be completed by the driver of any private vehicle used for the transportation of individuals to and from golf activity.**
- **Completed forms must be handed to Houghton Le Spring Golf Club Junior Organiser.**

| Driver Details | Vehicle Details |
|--|----------------------------|
| Full Name: | Registration No: |
| Address: | Colour: |
| | Name of Registered Keeper: |
| Postcode: | Make: |
| Tel: | Model: |
| Driving Licence No and type (e.g. full): | |
| Insurance company – | |

My vehicle is roadworthy and complies with all current traffic legislation.

I will inform all passengers of the legal requirements to wear seat belts when the above vehicle is being used on behalf of golf.

I am aware that it is not good practice to give individual young people a lift on their own.

I declare that the information stated here is correct and that I will inform the Golf County/ Club of any changes.

| | |
|--------------------|--|
| Signed: | |
| Print Name: | |
| Date: | |

GOLF APPROVED DRIVER

Name:

Registration Number:

Signed:

Date:

HOUGHTON LE SPRING GOLF CLUB JUNIOR WELFARE OFFICER

English Golf Union Child Protection Policy

Locker Rooms

Dear Members and Visitors,

As part of the recommendations from English Golf Union and Sport England Houghton-le-Spring Golf Club have implemented a

Child Protection Policy

This is to ensure that all our Members and Visitors are protected and enjoy their golf at Houghton-le-Spring Golf Club.

A particular area of concern is when Juniors or Adults are showering or changing clothes.

If you are showering/changing and a Junior/Child enters the Locker room please display courtesy and ensure that you are covered up.

If a Junior/Child are showering/changing and you enter the locker room it is recommended by EGU and Sport England that you leave until they are fully clothed.

I thank all Members/Visitors for their co-operation with these recommendations.

Best regards,

The Committee
Houghton-le-Spring Golf Club

APPENDIX 10

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.

Houghton-le-Spring 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.

ELGA will take steps to ensure that these images are used solely for the purposes they are intended, which is the promotion and celebration of the activities of the club. Please refer to the HLSGC 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 Club Child Welfare Officer immediately:

Name: Mrs Sheila Munroe **Tel:** 0191 523 7725 **email:** Houghton.golf@virgin.net

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

✂ _____

To be completed by the parent/carer:

I agree to HLSGC photographing _____ (*name of young person*) under the stated rules and conditions and I confirm I have legal parental responsibility for this child and am entitled to give this consent. I also confirm that there are no restrictions related to taking such photographs.

Signed _____

Date _____

Telephone number _____

To be completed by the young person:

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

Signed _____

Date _____

INCIDENT FORM

Please ensure that confidentiality is maintained as far as possible. Only discuss your concerns on a need to know basis.

| | |
|---|-------|
| 1. Recorder's Details | |
| Title: Mr/Mrs/Miss (Delete as appropriate) | |
| Name: | |
| Address: | |
| Postcode: | |
| Telephone: | |
| Position: | |
| Signature: | Date: |
| 2. Details of young person/s | |
| Name of young person: | |
| Address: | |
| Postcode: | |
| Date of birth: | |
| Club and County: | |
| School: | |
| Contact details of parents (if different from above) | |
| 3. Information regarding person relating to the concern/allegation | |
| Name: | |
| Address: | |
| Postcode: | |
| Position/relationship to young person/s: | |
| 4. Specific details of the concern/allegation | |

| | |
|--|-----------------|
| Date/Time/Location of any incidents: | |
| How did the concern/allegation come to your attention? | |
| Nature of allegation/concern | |
| Observations made by you or to you: <i>e.g. changes in behaviour, inappropriate actions, injuries, etc.</i> | |
| 5. Record of conversation | |
| Record details of exactly what was said to you, what was said by you | |
| 6. Action taken | |
| 7. Contacts made | |
| Child Protection Officer contacted | |
| Date: | Time: |
| Name: | Contact number: |
| Advice received: | |
| Other persons contacted: (please note name and position) | |

| |
|--|
| |
| Signature: |
| Name: |
| Date: |
| Time: |
| <p>You may wish to discuss your concerns with someone outside of the organisation to gain reassurance. The NSPCC Helpline can help with this, and is confidential.</p> <p>NSPCC Helpline: 0808 800 5000</p> |

JUNIORS AWAY TRIPS GUIDANCE NOTES

Even the simplest trip away requires some planning.

The key points are:

- Communication with Parent/Guardians to obtain Player Profile/Consent forms
- Ensure adults accompanying children have been CRB checked in accordance with requirements outlined within Sport England Child Protection in Sport Unit and their publication Standards for Safeguarding and Protection of Children in Sport
- Pick-up point and times
- Estimated time of return
- Destination and venue
- Competition details
- Name & details of contact person
- Costs for any kit required by the child/young person
- Medical Documentation

Transport

- Journey times and stopping points
- Driver has appropriate qualifications e.g. full driving licence; mini-bus training
- Supervision requirements
- Insurance
- Seat belts on mini-buses or coaches

NB: In principle, the use of private cars should be avoided and it is advisable that adults driving children and young people are not put in a position where they are alone with a child. However, where this is unavoidable remember that:

- The **vehicle** must be **roadworthy**.
- The **driver** must have the appropriate **licence** and **insurance** cover.
- The **driver** must ensure passengers use **seat belts**.
- **Parents' permission** should be sought for children and young people to be carried in other parents' cars.
- Ideally, **central** picking-up and dropping-off points should be arranged and **information** regarding the expected departure and arrival times made available to relevant people.
- The child should **travel in** the **back** seat of the car.

There should be a list of group members so that a simple head count or register can be easily taken.

- Access to Parents' contact numbers should be available.
- Organisation representatives should not travel alone with young people under any circumstances.
- Parents should be informed that it is not the responsibility of the organisation to transport young people to their homes if they are not collected on time.

In general, supervisory people are expected to take the role of a responsible parent i.e. acting in loco parentis

In the case of the parents not being there at the appointed pick up place and time the volunteer(s) should:

- Attempt to contact the parent or the alternative contact person;
- Wait with the young person at the agreed collection point with wherever possible other staff/volunteers;
- Remind parents of the policy relating to late collection.

The volunteer(s) should not: should:

- Take the young person home or to any other location;
- Ask the young person to wait in a vehicle or venue with you alone;
- Send the young person home with another person without parental permission.

In exceptional circumstances, and when there is no other option, the volunteer(s) should call the parents and get their authorisation to transport the child home or to any other location.

GENERAL INSURANCE

The organising committee should be sure that its insurers are aware of the activities in which the juniors/youths will be involved.

Public Liability Cover:

This is the minimum requirement for clubs, though in order to cover all aspects, which may arise due to advice given by committee members, coaches and helpers, this cover may be extended to civil liability.

Personal Accident:

For travel within the country, the organising committee should also consider cover that would give no fault payout in the event of serious injury or death.

Car Insurance:

Passengers travelling in motor vehicles in the country are covered by insurances required under the country's legislation. For self-drive hire vehicles, consideration should be given to accident; breakdown and recovery cover through a reputable motoring service.

Travel abroad:

When groups are travelling abroad it is advised that the following cover should be in place:

- Medical cover, including repatriation expenses (form E111 for European cover)
- Compensation for loss of baggage, passports or money
- Emergency expenses to cover accommodation and transport
- Legal assistance in recovery of claims

The organising committee should check that the travel insurance company is aware that golf will be played, since some general travel insurances exclude sporting activities.

AWAY FIXTURE CHECKLIST

tick as appropriate ✓

| | | |
|------------------------|--|--|
| Communicate to parents | destination & venue | |
| | competition details | |
| | pick up times | |
| | Kit requirements | |
| | other requirements | |
| CRB checks completed | Once details are know of all adults in attendance arrange through club officials for CRB checks to be undertaken | |
| Transport | journey time and stopping points | |
| | Supervision | |
| | suitability, accessibility | |
| | private cars – drivers checked, insurance, seat belts | |
| Supervision / Staffing | numbers of staff / golfers | |
| | who? male/female, specialists, carers | |
| | Responsibilities | |
| Emergency procedures | first aid | |
| | specific medical details | |
| | reporting procedures | |
| Insurance | liability, accident | |
| Costs | Fares | |
| | Meals | |
| Other | | |
| | | |
| | | |

OVERNIGHT STAYS or DAY TRIPS

tick as appropriate ✓

| | | |
|----------------------------|---|--|
| Purpose of the trip | competition, training, social, combination | |
| Planning | When | |
| | Where | |
| | Who | |
| | risk assessment of activity | |
| Communication with parents | pick up times | |
| | destination & venue | |
| | competition details | |
| | kit and equipment list | |
| | emergency procedures – home contact | |
| | remote supervision | |
| | consent form | |
| | code of conduct | |
| Accommodation | what type | |
| | catering, special diets? | |
| | suitability for group, accessibility | |
| | room lists | |
| Transport | journey time and stopping points | |
| | Supervision | |
| | suitability, accessibility | |
| | private cars – drivers checked, insurance, seat belts | |
| Supervision | Ratio of volunteers/adults / golfers | |
| | Who' male/female, specialists, carers | |
| | Responsibilities | |

| | | |
|----------------------|--|--|
| Emergency procedures | first aid | |
| | specific medical details | |
| | reporting procedures | |
| Insurance | liability, accident | |
| Costs | for trip | |
| | payment schedule – deposit, staged payments | |
| | extra meals? | |
| | spending money | |
| Arrival | check – rooms, meal times, phones, valuables | |
| | check sporting venue | |
| | collect in money, valuables | |
| | information on medications | |
| | arrange group meeting(s) | |
| | confirm procedures with staff | |
| | rules, curfews | |
| Other | | |
| | | |
| | | |

TRAVELLING ABROAD OR HOSTING

tick as appropriate ✓

| | | |
|----------------------------|---|--|
| Purpose of the trip | competition, training, social, combination | |
| Planning | When | |
| | Where | |
| | who | |
| | risk assessment of activity | |
| Communication with parents | pick up times | |
| | destination & venue | |
| | competition details | |
| | kit and equipment list | |
| | emergency procedures – home contact | |
| | remote supervision | |
| | consent form | |
| | code of conduct | |
| Accommodation | what type | |
| | catering, special diets? | |
| | suitability for group, accessibility | |
| | room lists | |
| Hosting or being Hosted | hosts vetted | |
| | hosts aware of special requirements | |
| | transporting arrangements | |
| | telephone contact | |
| Transport | journey time and stopping points | |
| | supervision | |
| | suitability, accessibility | |
| | private cars – drivers checked, insurance, seat belts | |

| | | |
|------------------------|--|--|
| Supervision / Staffing | numbers of staff / athletes | |
| | who? Male / female, specialists, carers | |
| | responsibilities | |
| Emergency procedures | First aid | |
| | specific medical details | |
| Insurance | liability, accident, travel, medical | |
| Costs | for trip | |
| | payment schedule – deposit, staged payments | |
| | extra meals? | |
| | spending money | |
| Documentation | travel tickets | |
| | passports, visas – check any non-EU nationals | |
| | parental consent forms | |
| | home contact details | |
| | insurance details including E111 | |
| | location of local hospital/medical services | |
| | contingency money/travellers cheques | |
| Preparing Golfers | local culture, language | |
| | food & drink | |
| | currency | |
| | telephones maps of area | |
| Arrival | check – rooms, meal times, phones, valuables | |
| | check sporting venue | |
| | collect in money, valuables | |
| | information on medications | |

| | | |
|-------|-------------------------------|--|
| | arrange group meeting(s) | |
| | confirm procedures with staff | |
| | rules, curfews | |
| Other | | |
| | | |