



**OXFORDSHIRE LADIES'
COUNTY GOLF ASSOCIATION**

**CHILD PROTECTION
INFORMATION FOR PARENTS
& GUARDIANS**

1. INTRODUCTION

The Oxfordshire Ladies' County Golf Association (OLCGA) has considered its responsibilities to children and vulnerable adults (henceforth encompassed under the terms 'child' or 'children') participating in golf very carefully, and has documented Child Protection Procedures which underpin the Child Protection Policy ratified by the Executive Committee of the OLCGA. The full Policy and Procedures document is available on the County website (www.olcga.org.uk).

Parents have an important role to play in their children's participation in golf and are therefore encouraged to work together with OLCGA to ensure the safety of all children. The purpose of this document is to assist parents in identifying the responsibilities of OLCGA in relation to their children, and how they can best assist OLCGA to ensure their child has an enjoyable and beneficial experience at coaching sessions and events organised by OLCGA.

2. CHILD PROTECTION POLICY STATEMENT

2.2 Policy Aims

The OLCGA Child Protection Policy and associated procedures aims to:

- Provide children with appropriate safety and protection whilst in the care of OLCGA and also help them to enjoy their experience of the sport.
- Reassure parents that their children will receive the best care possible whilst participating in activities by OLCGA.
- Provide support to members and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

2.2 Principles

OLCGA is committed to the following:

- 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 members and volunteers working in golf have a responsibility to report concerns to the County Welfare Officer or Nominated Person.
- All adults involved in County golf activities (e.g. volunteers, coaches, referees, parents, members) will be supported to understand their roles and responsibilities 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.
- OLCGA will work with parents to review & implement child protection and welfare procedures.

2.3 Responsibilities and Communication

- The OLCGA Child Protection Policy will be available to all members, parents, volunteers and participants.
- The Policy and Procedures will be reviewed every three years by the County Executive
- The Policy and Procedures will be reviewed every three years by the County Executive Committee, and amended as appropriate. Guidance from golf's governing bodies will be sought as part of the review process.
- The County Executive Committee has responsibility for ensuring that the policy and procedures are implemented, including taking any appropriate disciplinary action necessary.

- The County Welfare Officer or Nominated Person has responsibility for responding to any allegations, concerns or child protection incidents, passing information to England Golf's Compliance Team, and any external agencies that it is appropriate to involve, and inform the appropriate County personnel.
- Parents have a responsibility to work together with OLCGA in implementing procedures and providing their children with the necessary information to safeguard themselves.

3. VOLUNTEERS AND COACHES

OLCGA will endeavour to ensure that all volunteers and coaching staff working with children in its care are suitable to do so, and that they have all the information they require to perform their job effectively and appropriately. This includes ensuring that coaches and volunteers have been the subject of relevant vetting procedures, which include DBS (Disclosure and Barring Service) check, if applicable, and have attended appropriate workshops on "Safeguarding and Protecting Children".

A "Code of Conduct for Adults" has been adopted by OLCGA in order to ensure that all adults, even those with limited contact with children, are familiar with what is appropriate behaviour when working with children. All volunteers and coaching staff are required to sign a copy of the Code of Conduct and will be held accountable to the standards within the code.

4. COUNTY WELFARE OFFICER AND NOMINATED PERSON

OLCGA has appointed a County Welfare Officer (CWO) or, in their absence, the Nominated Person, whose main responsibilities are to provide a focal point & initial direction for both adults and children who need advice or wish to report concerns. They also advise the Executive Committee on how to comply with the Child protection Procedures and check that everyone with access to children within the County have been appropriately vetted.

If parents have any concerns regarding the behaviour of an adult involved in any OLCGA activities, or any other issues affecting the welfare of the girls involved, they should contact the CWO. If preferred, parents may also contact the County Junior Organiser or England Golf's Compliance Team.

OLCGA County Welfare Officer:	
OLCGA County Junior Organiser: Heather Slevin	Home: 01295 780513
England Golf Compliance Manager: Nancy Squires	Office: 01526 354500

5. PROVIDING A WELCOME AND SAFE ENVIRONMENT

5.1 Junior Player Profile Forms

It is important that we are aware of any illness, medical condition and other relevant health details of the children in our care. Parents are therefore asked to complete a "Junior Player Profile Form". It is the responsibility of the junior and their parent to notify the CJO if any of the details change at any time. The completed forms will be treated in confidence and only shared with those who require the information they contain to perform their role effectively.

5.2 Code of Conduct for Young People

A "Code of Conduct for Young People" has been developed to suit the needs of children. Parents and children will be made aware of this Code of Conduct and its importance in ensuring that all participants enjoy and gain benefit from the activities provided by OLCGA. Children and their parents will be asked to sign a copy of the Code of Conduct before taking part in any OLCGA coaching sessions or events. If necessary, appropriate disciplinary action will be taken if the Code is not adhered to.

5.3 Emergencies and Incidents

In the event of a child requiring medical attention:

- The parents will be contacted immediately.
- If the parents cannot be contacted, the alternative emergency contacts will be used.
- The consent form will be consulted to establish whether parents have given their consent for an OLCGA representative to act *in loco parentis*.
- An adult OLCGA representative will accompany the child to seek medical attention, if appropriate.

5.4 Late Collection Procedures

If a parent/guardian is late in collecting their child, these procedures will be followed:

- An attempt will be made to contact the parent/guardian using the details on the Contact Form for a particular event or the details on the Junior Player Profile Form.
- An attempt will be made to contact the first, then the second emergency contact nominated on the form.
- An adult OLCGA representative will wait with the young person(s) with, wherever possible, other staff/volunteers or parents.
- If no parent or emergency contact can be reached, the CJO will be contacted for advice.
- If necessary, the local police will be contacted to enquire about the best course of action.

5.5 Supervision

During coaching sessions, OLCGA will endeavour to ensure that there is at least one OLCGA representative present for every 8 children. Parents will be encouraged to attend all events where their children are present. However, they should be aware that some children progress better in coaching sessions without their parents watching them.

If there are young children (under 11 years of age) attending coaching or playing, they will be supervised at all times, including in club changing rooms.

5.6 Changing Rooms

One of the areas where children are most vulnerable at many sports clubs is the locker/changing/shower room and golf clubs are no different in this respect. OLCGA volunteers and staff are sensitive to the issues involved in children using golf club changing facilities, but parents should be aware that the County often does not have exclusive use of the facilities.

5.7 Transport

It is the responsibility of parents to transport their child/children to and from the events organised by OLCGA. It is not the responsibility of OLCGA members or volunteers to transport children and young people to and from activities, tournaments or matches. If members or volunteers wish to provide transport for juniors, they do so at their own risk, and are not acting on behalf of OLCGA.

5.8 Photography and Recorded Images

OLCGA will not permit photographs, video images, or other images of children to be taken or used without the consent of the parents and their child – permission will be sought using the “Junior Player Profile Form” (which includes consent for the use of photographic or recorded images). Parents have the right to ask for their children’s images to be removed from any website or publication. If such a request is made, it will be acted upon within seven days.

6. CONCERNS AND ALLEGATIONS

If a parent has a concern about the welfare of a child, or the conduct of an adult (whether they are a parent, coach, volunteer or otherwise), these concerns should be brought to the attention of the CWO, even if the person concerned does not consider that the matter requires immediate attention. The person reporting the matter is not required to decide whether bullying or abuse has occurred, but it is their responsibility to act on any concerns.

Concerned parents are encouraged to complete an “Incident Report Form” which is available from the CWO. All issues will be treated in confidence. Details will only be shared with those who can help with the management of the concern and the number of OLCGA personnel involved will be kept to a minimum. After the incident has been reported to the CWO, the CWO will inform England Golf’s Compliance Team who will provide advice and support, as necessary.

- 6.1 Parents may be the first to have concerns about a child’s safety and welfare but may be reluctant to express their concerns as speaking up may be difficult. When individuals feel unable to follow the normal reporting procedures or consider that the issues have not been adequately addressed, they are encouraged to contact England Golf’s Compliance Team. This “whistle-blowing” process enables individuals to share their concerns, in confidence, without fear of victimisation, subsequent discrimination or disadvantage.

OLCGA and England Golf will do their best to protect the identity of the whistle blower when they raise a concern and do not want their name to be disclosed. However, depending on the seriousness of the allegation, it may not be possible to keep the source of the information hidden. The individual will be given prior notice of this and a chance to discuss the consequences. England Golf will ensure that support is available both during and following an incident or allegation.

In cases where an individual needs to take immediate steps regarding a serious incident of abuse, or if they do not feel able to disclose their concerns to England Golf’s Compliance Team, they should contact the Police, their local CSC or the NSPCC (Helpline number 0808 800 5000).

