



**OXFORDSHIRE LADIES'
COUNTY GOLF ASSOCIATION**

CHILD PROTECTION POLICY AND PROCEDURES

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1.	CHILD PROTECTION POLICY STATEMENT
1.1	Introduction
	<p>The Oxfordshire Ladies' Golf Association (OLCGA) has considered its responsibilities to the children and vulnerable adults participating in golf very carefully and has produced the following Child Protection Policy and accompanying procedures in order to set out the standards we wish to uphold in providing activities for children and in safeguarding the welfare of the children and vulnerable adults in our care.</p> <p>The procedures are based on the Children in Golf (CiG) recommendations contained in their publication 'Guidelines for Safeguarding Children in Golf', a copy of which can either be downloaded from the CiG website (www.childreningolf.org) or purchased from the England Golf website (www.englandgolf.org).</p> <p>OLCGA is affiliated to England Golf (EG) which is a member of the CiG Strategy Group. All professional coaching staff involved in the coaching of children and vulnerable adults in our care are members of the Professional Golfers' Association (PGA). OLCGA recognises the policies of these National Governing Bodies (NGB) as set out in the CiG guidelines.</p>
1.2	Policy Statement
	<p>OLCGA acknowledges its duty of care to safeguard the welfare of all children (defined as those under 18) and vulnerable adults (henceforth encompassed in our documents & procedures by the term 'child' or 'children') involved in golf activities organised by the Association. All children have the right to protection and have their particular needs taken into account. OLCGA will endeavour to ensure the safety and protection of all children involved in County golf activities through the Child Protection guidelines adopted by the County Executive Committee. It is the responsibility of all adults within OLCGA to assist the County Executive Committee in achieving this aim.</p>
1.3	Policy Aims
	<p>The OLCGA Child protection Policy and associated procedures aims to:</p> <p>Provide children with appropriate safety and protection whilst in the care of OLCGA and also help them to enjoy their experience of the sport.</p> <p>Reassure parents that their children will receive the best care possible whilst participating in activities organised by OLCGA.</p> <p>Provide support to members and volunteers to make informed and confident responses to specific child protection issues and to effectively fulfil their role.</p>

1.4	Principles
	<p>OLCGA is committed to the following:</p> <p>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.</p> <p>All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.</p> <p>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.</p> <p>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 issue that may arise.</p> <p>OLCGA will work in partnership with parents to review and implement child protection and welfare procedures.</p>
1.5	Responsibilities and Communication
	<p>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 Committee and amended as appropriate. Guidance from golf's governing bodies will be sought as part of the review process.</p> <p>The County Executive Committee has responsibility for ensuring that the policy and procedures are implemented, including taking any disciplinary action if necessary. A County Welfare Officer (CWO) will be appointed who has the responsibility for responding to any allegations, concerns or child protection incidents, passing information to the EG Case management officer via the Compliance Team and any external agencies that it is appropriate to involve. She/he will also inform the relevant County personnel.</p> <p>In the absence of a County Welfare Officer being appointed or available, the County Junior Organiser (CJO) has been nominated to be the first point of contact for anyone wanting informed advice on OLCGA's Child Protection Policy and Procedures.</p> <p>Parents have a responsibility to work together with OLCGA and implement procedures, providing their children with the necessary information to safeguard themselves.</p>
2.	RECRUITMENT
	<p>OLCGA will endeavour to ensure that all volunteers and 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. They will be asked to read and become familiar with the OLCGA Child Protection Policy and Procedures.</p>

2.1	Requirements and Training
	<p>All coaching staff (e.g. PGA Professionals and PGA Level 1 coaches) engaged by OLCGA are required to have maintained their qualifications and remain registered as a golf professional at whatever level of their experience.</p> <p>When recruiting volunteers OLCGA follows EG's DBS 'Regulated Activity Procedures'. They must complete a 'Code of Conduct for Adults' form and a 'Volunteer Application' form. All OLCGA forms can be found on the website under Officers and Policies.</p>
2.2	Code of Conduct for Adults
	<p>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.</p> <p>All volunteers and coaching staff will be held accountable to the standards within the code. All volunteers will be required to read and sign a copy. Alleged breaches of the code will be handled in accordance with OLCGA's disciplinary procedures.</p>
2.3	Record Keeping
	<p>An OLCGA checklist for volunteers and coaches will be kept up to date by the CWO. This will include the following information (as applicable):</p> <ul style="list-style-type: none"> • Name & Position • Date 'Volunteer Recruitment Form' completed • Record of DBS disclosure (DOB, DBS disclosure number, date of disclosure) • Date 'Child Protection' training attended • Date 'Adult Code of Conduct' completed
3.	COUNTY WELFARE OFFICER AND NOMINATED PERSON
3.1	County Welfare Officer
	<p>The CWO assists OLCGA with the implementation of the procedures outlined in this child policy document and will act as the focal point for reporting any concerns. She/he has the primary responsibility to check that everyone who has significant access to children within the Association is suitable for that role.</p> <p>The CWO will maintain contact details for Child Social Care (CSC), the Police and the EG Case Management Officer and Compliance Team.</p> <p>She/he will also ensure that Codes of Contact are in place for adults and children and that there are guidelines for parents and OLCGA members. She will advise on child protection issues and be a member of the County Junior Committee.</p>

3.1	<p>The CWO will maintain the records associated with this Child protection Policy and will be responsible for reminding volunteers and coaches when they need to update their documents or attend Safeguarding Children training.</p> <p>As mentioned earlier in the document, the Nominated Person (CJO), is responsible for implementing the above in the absence of a CWO.</p>
4.	<p>PROVIDING A WELCOME AND SAFE ENVIRONMENT</p>
4.1	<p>Guidance for Parents/Guardians</p>
	<p>Parents have an important role to play in their children’s participation in golf and must have overall responsibility for their child’s behaviour and conduct. Parents are encouraged to work together with OLCGA to ensure the safety of all children. A document entitled ‘Child Protection Information for Parents & Guardians’ is on the OLCGA website, providing information that will help parents to identify the responsibilities of OLCGA in relation to their child and how they can assist.</p>
4.2	<p>Junior Player Profile Forms</p>
	<p>The safety and welfare of juniors in our care is paramount and it is important that we are aware of any illness, medical condition, allergy or any other relevant health details in order that their best interests are addressed. Therefore, parents are asked to complete a ‘Junior Player Profile Form’. It is the responsibility of the junior and their parent to notify the CJO of any changes to the details on the form.</p> <p>Junior Player Profile Forms will be obtained and retained for all children who are attending coaching or other events organised by OLCGA. They will be reviewed each year. The information is collated on a central database which is available as appropriate at all coaching sessions and events organised by OLCGA. Both the original form and any copies will be treated in confidence and only shared with those who require the information they contain to perform their role effectively.</p> <p>A brief version of this form should be kept by the child in her golf bag. This ‘Profile Bag Form’ can be downloaded from the OLCGA website.</p> <p>N.B. These forms also include the parental and child consent for the use of photographic images and videoing.</p>
4.3	<p>Code of Conduct for Young People</p>
	<p>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 and its importance in ensuring that all participants enjoy and gain benefit from the activities provided by OLCGA. Children and parents will be asked to sign a copy of the Code before taking part in any OLCGA coaching sessions or events. If necessary, disciplinary action will be taken if the Code is not adhered to.</p>

4.4	Emergencies and Accidents
	<p>In the event of a child needing medical attention, the following will happen:</p> <p>The parents will be contacted immediately.</p> <p>If the parents cannot be contacted, the alternative emergency contacts will be used.</p> <p>The consent form will be consulted to establish whether parents have given their consent for an OLCGA representative to act <i>in loco parentis</i>.</p> <p>An adult OLCGA representative will accompany the child to seek medical attention, if appropriate.</p> <p>An Accident Form will be filled out and sent to the CWO and the procedures of the venue also followed.</p> <p>The CWO will be informed of the situation as soon as possible.</p> <p>The action taken will be recorded in the Accident Book and retained by OLCGA.</p>
4.5	Late Collection Procedures
	<p>If a parent is late in collecting their child, these procedures will be followed:</p> <p>An attempt will be made to contact the parent using the contact details given on the Contact Form for the particular event or on the Junior Player Profile Form.</p> <p>An attempt will be made to contact the first, then the second emergency contact nominated on the Form.</p> <p>An adult OLCGA representative will wait with the young person(s) with, wherever possible, other staff/volunteers or parents.</p> <p>If no parent or emergency contact can be reached, the CJO will be contacted for advice and, if necessary, the local police will be contacted to enquire about the best course of action.</p> <p>OLCGA volunteers should avoid –</p> <ul style="list-style-type: none"> • Taking the child home or to another location. • Waiting alone with the child in a vehicle or at the venue. • Sending the child home with another person without parental permission. • Leaving the child alone. <p>Parents returning late will be reminded of the policy relating to late collection within the good practice guidance for parents.</p>

4.6	Supervision
	<p>During coaching sessions, OLCGA will endeavour to ensure that there is at least one OLCGA representative there for every 8 children.</p> <p>Parents will be encouraged to attend all events where their children are present. However, they will also be made aware that some children progress better in coaching sessions without their parents watching them.</p> <p>If there are young children (under 11 years of age) attending coaching or playing, they will be supervised at all time, including in Club changing rooms.</p>
4.7	Conduct in Changing Rooms
	<p>Whenever possible, adult volunteers and staff should avoid changing or showering at the same time as children. Particular attention should be given to the supervision of children aged 11 and under in changing facilities; if possible, adults should not be alone with such children when they are changing.</p> <p>Parents will be made aware that, on occasions, adults and children may need to share a changing facility.</p> <p>If children are uncomfortable changing or showering in public, no pressure will be placed upon them to do so.</p>
4.8	Physical Contact
	<p>Volunteers and staff will follow the guidance in the CiG ‘Guidelines for Safeguarding Children in Golf’ if their role involves physical contact. They must consider carefully any contact and whether it is necessary and appropriate. Volunteers and staff should only use physical contact if their aim is:</p> <ul style="list-style-type: none"> • To develop golf skills or techniques. • To treat an injury. • To prevent an injury or accident from occurring.
4.9	Transport
	<p>OLCGA believes it is primarily the responsibility of parents to transport their children to and from the events organised by the Association. 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. Parental permission should be obtained prior to the journey. Such arrangements are purely personal and are not made with the sanction of OLCGA.</p>

4.10	Photography and Recorded Images
	<p>OLCGA will not permit photographs, video images or other images of children to be taken or used without the consent of the parents and the young person. Permission will be sought using the 'Junior Player Profile Form' (which includes consent for photographic or recorded images). The personal details of the child will not be used in any promotional material. Professional photographers at an event will be given a clear briefing about the acceptable standards and behaviour expected at an OLCGA event.</p> <p>Parent 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 7 days.</p> <p>Most golfing activity takes place in areas that are open to the public and it is not possible to control all potential photographers, including parents. Any concerns regarding inappropriate or intrusive photography should be brought to the attention of the event organiser or CWO in the same manner as any child protection concern.</p>
5.	DEALING WITH CONCERNS AND ALLEGATIONS
	<p>If a member, parent or volunteer 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 immediate attention of the CWO. 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.</p> <p>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.</p>
5.1	Reporting and Managing Concerns Outside of Golf
	<p>There may be occasions when a concern is raised regarding alleged abuse outside golf. If the referral relates to an incident outside golf, but the concern is identified through the child's involvement in golf, then the procedures below should be followed:</p> <p>If a child requires medical attention, an ambulance should be called and the hospital doctor informed that there is a child protection concern.</p> <p>The CWO should be notified. If she/he is not available, the matter should be reported to the Child Social Care (CSC)/Police.</p> <p>The CWO will, if necessary, refer the matter to CSC or the Police.</p> <p>Although no further action will be taken under golf procedures, OLCGA may need to provide support for the child and the person making the referral, in partnership with the appropriate agencies.</p>

5.2	Reporting and Managing Concerns Inside Golf
	<p>There may be occasions when a concern is raised regarding alleged abuse inside golf, in which case the following procedures should be followed:</p> <p>If the child requires urgent medical attention, an ambulance should be called and the hospital doctor informed that there is a child protection concern.</p> <p>The CWO should be notified. If the CWO or the EG Compliance Team is not available, delay must be avoided and advice sought from the local CSC, the Police or NSPCC.</p> <p>The CWO will complete an OLCGA 'Incident Report Form' and will notify the EG Compliance Team as soon as possible. Where concerns are urgent and/or the EG Compliance Team is not available, the CWO should refer the incident immediately to the local CSC and/or Police.</p> <p>The EG Compliance Team will provide advice, notify the appropriate agencies and support OLCGA in handling the matter.</p> <p>To protect a child from any further potential risk and also to protect the person against whom the allegation is being made, all concerns or allegations will be dealt with in confidence. Until such time as the allegations are substantiated, only the persons who can assist with the handling of the case will be informed. Even if the allegation is shown to be unfounded after investigation, the rules of confidentiality will be adhered to.</p>
5.3	Whistle-blowing
	<p>Volunteers, PGA Professionals, coaches, referees, parents and other juniors may be the first to have concerns about a child's safety and welfare. However, they may be reluctant to express their concerns as speaking up may be difficult. They may also fear harassment or victimisation. In these circumstances, it may seem easier to ignore the concern rather than report what may just be a suspicion of poor practice.</p> <p>If individuals feel unable to follow the normal reporting procedures or have already followed them and consider that the issues have not been adequately addressed, they are encouraged to contact EG Compliance Team. This 'whistle-blowing' process enables individuals to share their concerns in confidence and without fear of victimisation, discrimination or disadvantage.</p> <p>OLCGA and the EG Compliance Team will do their best to protect the identity of the whistle-blower when they raise a concern. However, depending on the seriousness of the allegation, particularly when it may be necessary to seek advice or inform the CSC or Police, 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. EG will ensure that support is available both during and following an incident or allegation.</p> <p>In cases regarding a serious incident of abuse, where an individual needs to take immediate steps or if they feel unable to disclose their concerns to the EG Compliance Team, then they should contact the local CSC, Police or NSPCC.</p>

5.4	Disciplinary Procedures
	<p>An allegation of abuse may give rise to a child protection investigation by the CSC and/or a criminal investigation involving the Police. For volunteers and PGA members, if the abuse is alleged to have occurred within the context of golf, it may also require separate disciplinary action by the County and/or EG and/or the PGA. The CWO should, therefore, inform the EG Compliance Team of the circumstances.</p> <p>The EG Compliance team, in consultation with the officers of the CiG Case Management Group, will make a decision as to whether any immediate action is required. If the Police and/or CSC are investigating the matter, it may be appropriate to await the outcome of these investigations which may or may not influence a disciplinary investigation.</p> <p>Allegations of misconduct, inappropriate behaviour or abuse will be investigated in accordance with the OLCGA disciplinary procedures. OLCGA will consider whether to suspend the individual concerned while an investigation is taking place. This is not intended to prejudice the outcome of the investigation but, simply, to remove the individual from contact with children until the investigation is concluded. OLCGA will follow guidance from EG in handling suspensions in child protection matters and will take advice from the EG Compliance Team.</p>
6.	CONTACT DETAILS
	<p>Contact details for the CWO, CJO and the EG Compliance Team will be made available to all volunteers, parents and children.</p> <p>Telephone numbers for the appropriate local Oxfordshire County Council departments and Police will also be provided, along with useful national contact numbers.</p> <p>The NSPCC Helpline is also available to members of the public where they can discuss in confidence concerns regarding poor practice and abuse. No referrals are made from the calls and those with concerns are encouraged to use this service. The Helpline number is 0808 8005000.</p>
7.	FORMS AND GUIDANCE
	<p>The following forms, statements and guidance notes are available from the CWO or the CJO for implementation of the OLCGA Child Protection Policy and Procedures. They are also available on the OLCGA website.</p> <p>Policy Statement: OLCGA Child Protection Policy Statement</p> <p>Recruitment: Volunteer Recruitment Form Self-disclosure Form* Volunteer Reference Form Code of Conduct for Adults</p>

7.	<p>Key Personnel: County Welfare Officer – Job Description OLCGA Child Protection Checklist Contacts List</p> <p>Children and Parents: Junior Player Profile Form (including photographic consent) Code of Conduct for Young People Child Protection Information for Parents Guidance for Parents</p> <p>Concerns and Allegations: Incident Report Form</p> <p>Accidents: Accident Report Form</p> <p>*This may be either the OLCGA Self-disclosure Form or the Self-declaration Form as part of a DBS Check.</p>
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GLOSSARY

All references to parents are deemed to include other adults who have legal caring or guardianship responsibilities for the children in their care.

OLCGA	Oxfordshire Ladies' Golf Association
CiG	Children in Golf Strategy Group
DBS	Disclosure and Barring Service
EG	England Golf
CWO	County Welfare Officer
CJO	County Junior Organiser
NGB	National Governing Body
PGA	Professional Golfers' Association
CSC	Child Social Care
NSPCC	National Society for the Prevention of Cruelty to Children

