SAFEGUARDING POLICY

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	Anti-Bullying Policy	Yes
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Faela Heavin

Concra Wood Castleblayney Golf Club Safeguarding Policy

This document is based on the national guidelines as outlined in the following documents:

Code of Ethics and Good Practice for Children's Sport, Sports Ireland (SI) & Sports Council Northern Ireland (Sport NI), 2005

For Republic of Ireland Clubs and organisations reference should also be made to

- Children First: National Guidance for the Protection and Welfare of Children, Dept. of Health & Children 1999, revised 2009 and again in 2011 by the Department of Children and Youth Affairs
- Our Duty to Care, Dept. of Health & Children 2002
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016
- Children First Act 2015

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Promoting Core Values in Sport for Juniors/Juveniles

Concra Wood is committed to promoting core values in sport for young people. Junior golf is based on the following principles that will guide the development of juniors/juveniles within golf. A junior's/juvenile's experience of sport should be guided by what is best for the young person. The stages of development and the ability of the junior/juvenile should guide the types of activity provided within the club. Adults will need to have a basic understanding of the needs of juniors/juveniles, including physical, emotional and personal needs.

- **Integrity in relationships**

  Adults interacting with juniors/juveniles in golf should do so with integrity and respect for the child. All adult actions in sport should be guided by what is best for the young person and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within sport.

- **Quality atmosphere and ethos**

  Golf for juniors/juveniles should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will contribute to a safe and enjoyable atmosphere within the club.

- **Equality**

  All children should be treated in an equitable and fair manner regardless of age, ability, sex, race, religion or belief, gender reassignment, social and ethnic background or political persuasion. Children with disabilities should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other juniors/juveniles.

- **Fair Play**

  Golf for juniors/juvenile should be conducted in an atmosphere of fair play. Fair play incorporates the concepts of friendship, respect for others and always playing with the right spirit. The values of fair play should always be emphasised. Volunteers and organisers should encourage junior/juvenile golfers to win in an open and fair way. Behaviour which signifies cheating in any form should be discouraged.

- **Competition**

  A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. Golf Leaders should aim to put the welfare of the young person first and competitive standards second. A child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place. Through such competition, children learn respect for opponents, officials and rules of the sport.

- **Respect**

  All children have a fundamental right to be respected, nurtured, cared for and protected from all forms of sexual exploitation and sexual abuse and from any other kind of exploitation and abuse.

- **Good Practice**

  Children learn best by example. To assist in the promotion of good practice golf should be conducted in a safe, positive and encouraging atmosphere. Standards of behaviour for leaders and children at Concra Wood Castleblayney Golf Club should be as important as the standards set for sports performance. Standards of excellence should extend to club etiquette and personal conduct.

- **Safe Systems**

  Concra Wood Castleblayney Golf Club will operate effective and safe systems to assure the protection of children and will also apply defined methods of selecting, training and clarifying the responsibilities of Leaders working with children.

- **Proper Balance**

  must reflect the primacy principle of child safety. A proper balance will be maintained between protecting children and respecting the needs and rights of staff, but, where there is a conflict, the welfare of the child will have primacy.

- **Parents**

  Parents of children have a right to respect and will be consulted and involved in matters which concern their family.

- **Role of Adult**

  Adults should always ensure that children are treated with integrity and respect, and that the self-esteem of young people is enhanced. All adult actions in sport should be guided by what is best for the child and carried out in the context of respectful and open relationships;

- **Reporting Concerns**

  TUSLA The Child Family Agency should always be informed when a person has reasonable grounds for concern that a child may have been, is being or is at risk of being abused or neglected. A concern about a potential risk to children posed by a specific person, even if the children are unidentifiable, should also be communicated to the HSE Children and Family Services. The guiding principles in regard to reporting child abuse or neglect may be summarised as follows:

  The safety and well-being of the child must take priority. Reports should be made without delay to the TUSLA The Child Family Agency or the Gardai.

- **Complaints**

  All suspicions and allegations of child abuse will be taken seriously and responded to swiftly and appropriately.

- **Investigation of Complaints**

  Where a criminal offence is suspected the Statutory Authorities will be informed. It is the duty of the statutory authorities, not of individuals or organisations, to investigate reports of child abuse.

- **Multi Agency**

  Concra Wood Castleblayney Golf Club will work cooperatively with all agencies and disciplines concerned with the protection and welfare of children.

Concra Wood Castleblayney Golf Club

Child Safeguarding Statement

Concra Wood Castleblayney Golf Club is fully committed to safeguarding the wellbeing of juniors/juvenile golfers. Every individual in golf should at all times, show respect and understanding for all member's rights, safety and welfare and conduct themselves in a way that reflects the principles of ***Concra Wood Castleblayney Golf Club*** and the guidelines contained in the *Code of Ethics and Good Practice for Children's Sport and* ***Concra Wood Castleblayney Golf Club's*** *Safeguarding Policy.*

Concra Wood Castleblayney Golf Club's first priority is the welfare of juniors/juveniles and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from neglect, emotional, physical and sexual abuse, bullying and intimidation. All leaders/volunteers within ***Concra Wood Castleblayney Golf Club*** undergo the necessary Garda Vetting/Access NI checks, sign codes of conduct and complete the appropriate safeguarding training as required by legislation and best practice.

Concra Wood Castleblayney Golf Club's written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring and gives the required policy, guidance and procedures required to alleviate these risks.

In addition to our risk assessment document described above, there are further procedures that support our intention to safeguard children whilst they are availing of our activities. ***Concra Wood Castleblayney Golf Club*** has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities
- Procedures for the safe recruitment of staff and volunteers to work with children in our activities
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities

For further information in relation to safeguarding juniors/juvenile golfers or if you have a concern please contact our Club Children's Officer/Designated Liaison Person person(s) below. If you feel that, a junior/juvenile is in immediate danger contact Tusla/Gateway NI or An Garda Síochána/PSNI

Designated Liaison Person – (**Faela Heavin, Email:cwjuniorgolf@gmail.com, Tel:0429749485**

Club Children's Officer - (**Faela Heavin, Email:cwjuniorgolf@gmail.com, Tel:0429749485)**

This Child Safeguarding Statement will be reviewed by 11th March 2020

Signed: *Faela Heavin*

Position: Juvenile Convenor **Date: 11th March 2018**

(On behalf of ***Concra Wood Castleblayney Golf Club*****):** **Phone no:** 0429749485

CLUB CHILDREN'S OFFICER ROLE

Name of Children's Officer in Concra Wood Castleblayney Golf Club: Faela Heavin (2018-2020)

Every club/organisation must appoint a CCO. Club Children's Officers should be child centred in focus and have as the primary aim, the establishment of a child centred ethos within the club. S/he is the link between the children and the adults in the club. S/he also takes responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and Sports Leaders.

The Children's Officer should be a member of or have access to, the Club Management Committee and should be introduced to the young people in an appropriate forum. The Children's Officer should have the following role:

- To promote awareness of the code within the club, among young members and their parents/guardians. This could be achieved by:- the production / distribution of information leaflets, the establishment of children's/age-group specific notice boards, regular information meetings for the young people and their parents/guardians
- Familiarisation with all relevant documents and legislation
- Undertake training in relation to child protection (Safeguarding 1 Basic Awareness & Safeguarding 2 Children's Officer workshops)
- To influence policy and practice within the club in order to prioritise children's needs
- Establish contact with the National Children's Officer at governing body level.
- To ensure that children know how to make concerns known to appropriate adults or agencies.
- To encourage the appropriate involvement of parents/guardians in the club activities
- To act as an advisory resource to Sports Leaders on best practice in children's sport
- To report regularly to the Club Management Committee
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Sports Leaders
- To ensure that the children have a voice in the running of their club and ensure that there are steps young people can take to express concerns about their sports activities / experiences.
- Establish communication with other branches of the club, e.g. facilitate parent's information sessions at the start of the season
- Keep records on each member on file, including junior members, their contact numbers and any special needs of the child that should be known to leaders
- Ensure each member signs an annual membership form that includes signing up to the code of conduct
- Ensure all volunteers successfully complete Garda Vetting or AccessNI vetting process, sign codes of conduct annually and undertake the appropriate safeguarding training and keep records of same.
- Ensure that the club rules and regulations include:-

- *complaints, disciplinary and appeals procedures*
- *an anti-bullying policy*
- *safety statement*
- *rules in relation to traveling with children*
- *supervision and recruitment of leaders*

(Note: This may simply mean adopting the regulations set out in the governing body's code for children's sport)
(Taken from the Sport Ireland Code of Ethics & Good Practice for Children in Sport)

CLUB DESIGNATED LIAISON PERSON ROLE

Name of Designated Liaison Person in Concra Wood Castleblayney Golf Club: Faela Heavin (2018-2020)

Every club/organisation must appoint a person to be responsible for dealing with any concerns about the protection of children. The designated liaison person is responsible for reporting allegations or suspicions of child abuse to Tusla Child and Family Agency or Social Services (NI) and/or An Garda Siochána / PSNI. It is recommended that this person is a senior club person. However, if there is difficulty identifying a separate individual to take this role, the Children's Officer can be appointed as designated person once the club/organisation is clear about the responsibilities of each role. The organisation's child protection policy and procedures should include the name and contact details of the designated person and the responsibilities attached to the role.

The Designated Liaison Person should have the following role:

- Have knowledge of the Code of Ethics and statutory guidelines
- Have a knowledge of categories and indicators of abuse
- Undertake training in relation to child protection (Safeguarding 1 Basic Awareness & Safeguarding 3 Designated Liaison Person workshops)
- Be familiar with and able to carry out reporting procedures as outlined in the code
- Communicate with parents and/or agencies as appropriate
- Assist with the ongoing development and implementation of the organisation's child protection training needs
- Liaise with the national children's officer in relation to child protection training needs
- Be aware of local contacts and services in relation to child protection, i.e. principal and duty social workers and their contacts
- To inform local duty social worker in Tusla Child and Family Agency / local Social Services and/or An Garda Síochána/PSNI of relevant concerns about individual children, using the Standard Reporting Form. Keep a copy of this form and ensure acknowledgement of receipt of this form
- Report persistent poor practice to the National Mandated Person
- Advise club administrators on issues of confidentiality, record keeping and data protection

Children's Officers/Designated Persons do not have the responsibility of investigating or validating child protection concerns within the club/organisation and have no counselling or therapeutic role. These roles are filled by the Statutory Authorities as outlined in Children First and Our Duty to Care. It is, however, possible that child protection concerns will be brought to the attention of the Children's Officer. In this event, it is essential that the correct procedure is followed.

(Taken from the Sport Ireland Code of Ethics & Good Practice for Children in Sport)

Disciplinary, Complaints & Appeals Procedure

Non-safeguarding concerns may be dealt with under the 'disputes' rule contained within the Union's Constitution.

- If any party does not agree with the disciplinary finding the appropriate appeals process can be invoked
- The appeals committee shall have the power to confirm, set aside or change any sanction imposed by the disciplinary committee
- The appropriate disciplinary committee should hear the case of all parties involved and decide if a rule or regulation has been infringed. They should, in writing, inform those involved of the sanctions to be imposed. Written notification should be given to parents if the complaint is against a junior/juvenile member

Safeguarding Complaints

The majority of concerns will be poor practice issues and should be dealt with by the club, but for those complaints that cause serious grounds for concern contact DLP for further advice. ***Concra Wood Castleblayney Golf Club Safeguarding Policy reporting procedures will be followed.***

- Complaints should be received in writing/email by the DLP of the club. Email cwjuniorgolf@gmail.com.
- The complaint should outline all relevant details about the parties involved
- If the complaint involves the possibility of a criminal offence, the DLP will follow the Policy's reporting procedure. The Statutory Authorities will then be informed
- The DLP may convene a disciplinary committee (including 3 members involved with junior/juvenile and /or the Joint Committee).
- While maintaining confidentiality the appropriate disciplinary committee with safeguarding knowledge should hear the case of all parties involved and decide if behaviour has breached Concra Wood Castleblayney Golf Club Safeguarding Policy.
- They should, in writing inform those involved of the sanctions to be imposed. Written notification should be given to parents if the complaint is against a junior/juvenile member
- Records of poor practice complaints should be kept on file by the club in accordance with Data Protection legislation and Child Protection legislation

Any safeguarding concerns within *Concra Wood Castleblayney Golf Club* should be made to the CCO or DLP. The DLP is responsible for reporting any abuse allegations to the statutory authorities.

Recruitment & Supervision Policy for Golf Leaders/Volunteers

Concra Wood Castleblayney Golf Club will take all reasonable steps to ensure that adults representing them and working with juniors/juveniles are suitable to do so and are appropriately qualified, experienced and motivated. Recruitment and/or supervision procedures will apply to all persons with substantial access to juniors/juveniles, whether paid or unpaid. A decision to appoint a Leader/volunteer is the responsibility of the Joint Committee and not of any one individual within it. Paid staff are appointed by the Board of Directors.

Concra Wood Castleblayney Golf Club will use the following as a suitable recruitment procedure and best practice procedure;

- A description of the role including responsibilities, level of experience/qualifications required should be drawn up and clearly stated
- Once voted / nominated to an elected position the Leader/volunteer should be made aware of and sign up to the code of conduct as it relates to juniors/juveniles and any related guidelines within this document. This involves newly recruited volunteers and all volunteers assigned by the club. Existing Leaders will sign the appropriate code of conduct, including the self- declaration questions, (see appendix 3).
- Leaders must successfully complete the Garda Vetting (ROI) or Access NI (NI) process
- Undertake training: Safeguarding 1(Basic Awareness Workshop) must be completed, firstly on a face to face basis and then an online refresher course every 3 years until the 9th year which will require the face to face workshop being completed again.
- New Leaders/volunteers should fill in an information form, giving names of two referees that can be contacted and answering the self-declaration questions. (See appendix 1). For regulated position (i.e. working directly with children) you will also be asked to undergo Garda vetting (ROI) or Access NI(NI) checks and you will receive these forms from the relevant governing body.
- Where possible there should be an induction, this can be done in an informal manner with members of the junior/juvenile committee. Following this, a probationary period is advisable.
- Adequate supervision should always be provided, a Leader/volunteer should not have to work alone. Every effort should be made to manage and support appointed Leaders/volunteers. Codes of conduct will be made available and Garda Vetting/Access NI will be implemented.

Anti-Bullying Policy Statement

Bullying can occur between an adult and young person, and young person to young person. In either case, it is not acceptable within Concra Wood Castleblayney Golf Club. The competitive nature of golf can create an environment that provides opportunities for bullying. The bully may be a parent who pushes too hard, a coach who adopts a win-at-all costs philosophy, a young player who intimidates another or an official who places unfair pressure on a person.

The Anti-Bullying Policy and Guidance (appendix 8) applies to all – juniors/juveniles, adults, parents, coaches and any others who help and assist within golf and golf activities.

Code of Conducts

The codes of conduct are for junior/juvenile members, parents and leaders involved in activities organised by Concra Wood Castleblayney Golf Club.

Juniors/Juvenile Code of Conduct

Concra Wood Castleblayney Golf Club wishes to provide the best possible environment for all juniors/juveniles involved in golf. Juniors/juveniles deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Juniors/juveniles have responsibilities to treat other participants and Golf Leaders with fairness and respect.

Guidelines for Parents

To help your child have a positive experience remember to:

- Focus on what your child wants to get out of golf
- Be the best role model you can be
- Help your child achieve their potential
- Be respectful of other children and coaches
- Communicate with the coach and club

Parents are expected to co-sign their child's code of conduct form (appendix 4 and the specific parental code of conduct form/guidelines for parent's appendix 6)

Leaders/Volunteers Code of Conduct

Leaders/Volunteers should familiarise themselves with Concra Wood Castleblayney Golf Club's Safeguarding Policy, in particular this code of conduct. Leaders/volunteers should read and agree to abide by these terms. Leaders/volunteers must complete this Code of Conduct (appendix 3) annually.

Guidelines for Golf Leaders/Volunteers (including professional, coach, convenor etc.)

Concra Wood Castleblayney Golf Club recognises the key role leaders (professionals, coaches, convenors, captains, selectors and team managers, etc.) play in the lives of juniors/juveniles in golf. Leaders in golf should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided. All Leaders should have as their first priority the children's safety and enjoyment of golf and should adhere to the guidelines and regulations set out in the Safeguarding Policy.

Leaders/volunteers should respect the rights, dignity and worth of every junior and must treat everyone equally, regardless of gender reassignment, age, sex, race, ability, religion or belief, social and ethnic background or political persuasion etc.

Leaders/volunteers working with juniors/juveniles in golf should have the appropriate experience or hold the necessary qualifications. Leaders/volunteers will be expected to go

through an appropriate recruitment and a selection procedure, whether paid or unpaid. Vetting checks must be undertaken to comply with legislation, for those in ROI Garda Vetting should be successfully completed every 3 years for all those working with or in contact with juniors/juveniles on a regular and continuous basis.

There will be a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by the Safeguarding Policy. The Leaders Code of Conduct must be completed annually.

Once appointed the Leader/volunteer should act as a role model and promote the positive aspects of golf and maintain the highest standards of personal conduct. Leaders/volunteers should develop an appropriate relationship with juniors/juveniles, based on mutual trust and respect. You should report any concerns you have to the Club's Children's Officer and DLP in your Concra Wood.

Being a role model

- You will be required to display high standards of language, manner, punctuality, preparation and presentation
- Ensure that golfers in your care respect the rules of the game. Insist on fair play and ensure golfers are aware you will not tolerate cheating or bullying behaviour
- Encourage the development of respect for opponents, officials, selectors and other leaders and avoid criticism of fellow professionals and coaches. Do not criticise other leaders/volunteers
- The use of illegal drugs, alcohol and tobacco must be actively discouraged as they are incompatible with a healthy approach to sporting activity. Leaders/volunteers should avoid the use of alcohol and illegal substances before coaching, during events, while supervising trips with juniors/juveniles and providing a duty to care

Reducing Risk

It is important that leaders/volunteers build a good working relationship with juniors/juveniles they are coaching but ensure this relationship remains professional and in accordance with the Safeguarding Policy and the Leaders Code of Conduct. (appendix 3)

- Leaders/volunteers are responsible for setting and clearly stating the boundaries between a working relationship and friendship with players. It is advisable for leaders/volunteers not to involve juniors/juveniles in their personal life i.e. visits to leaders' homes to ensure that they reduce the risk of their behaviour being misinterpreted by the participant or others
- Avoid working alone and ensure there is adequate supervision for all activities
- Where possible work in an open environment and ensure that physical contact is appropriate and has the permission or understanding of the junior/juvenile
- Care must be taken not to expose a junior/juvenile intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the junior/juvenile or his/her family
- Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or by exclusion

A positive environment

- Be generous with praise and never ridicule or shout at players for making mistakes or for losing a game. All juniors/juveniles are entitled to respect.
- Be careful to avoid the "star system". Each player deserves equal time and attention
- Remember that juniors/juveniles play for fun, enjoyment and competition. Never make winning the only objective
- Set realistic goals for the participants and do not push juniors/juveniles. Create a safe and enjoyable environment
- When approached to take on a new golfer, ensure that any previous coach-participant relationship has been ended in a professional manner
- When juniors/juveniles are invited into adult groups/squads, it is advisable to get agreement from a parent/guardian. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads
- Leaders/volunteers who become aware of a conflict between their obligation to their players and their obligation to the club/organisation must make explicit to all parties concerned the nature of the conflict and the loyalties and responsibilities involved
- Leaders/volunteers should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their players' medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the junior/juvenile requires the passing on of this information
- The nature of the relationship between leader/volunteers and a participant can often mean that a leader/volunteers will learn confidential information about a golfer or golfer's family. This information must be regarded as confidential and, except where abuse is suspected, must not be divulged to a third party without the express permission of the player/family.

Photographic Image Guidelines

Concra Wood Castleblayney Golf Club has adopted guidelines (appendix 9) for consideration in relation to the use of images of golfers on their websites and in other publications as part of its commitment to providing a safe environment to juniors/juveniles. Concra Wood Castleblayney Golf Club will take all necessary steps to ensure that juniors/juveniles are protected from the inappropriate use of their images in resource and media publications, on the internet and elsewhere.

Concra Wood Castleblayney Golf Club benefits from using images of young golfers to promote and celebrate activities, events and competitions. Parents and children generally welcome

opportunities to celebrate or publicise their achievements. Some leaders/ coaches may want to use photographs or videos as a tool to support a young golfers' skill development.

Video recording as a coaching aid

Video equipment can be used as legitimate coaching aid. However, permission should first be obtained from the golfer and the golfer's parent.

General Guidelines with Juniors/Juveniles

Travelling

There is extra responsibility taken on by leaders when they travel with juniors/juveniles to events. When travelling with juniors/juveniles you should:

- Inform parents of the child why and how long the journey will take.
- Have more than one child in the car
- Alternate drivers if possible and drop off at a central location (the golf club)
- Ensure the driver has a point of contact/mobile phone.
- Have a person other than the planned driver talk to the child about transport arrangements to check they are comfortable about the plans.
- Ensure that they have insurance to carry others.
- Ensure use of safety belts
- Ensure drivers representing and volunteering on behalf of a club are vetted through Access NI/National Vetting Bureau if driving regularly, and therefore meeting the regulated activity criteria.
- Parents and coaches can also download Sport Ireland's Safeguarding App.https://www.sportireland.ie/Participation/Code_of_Ethics/Code-Of-Ethics-App/ and one of the features of the App is a 'Travel Tracker' function. This allows parents and coaches who are driving someone else's child/children home for example after a training session, to permit the child's parent or guardian to view and have oversight of their journey.

Booster Seats

From 2006, the law in Europe requires all children in cars, vans and other goods vehicles to be carried using an appropriate child restraint until either they have reached the age of 12 years or are 150cm (5" in Republic of Ireland) and 135cms (4' 5" in Northern Ireland) or whichever comes first with very few exceptions. The European law allowed countries to opt for minimum height of between 135cm and 150cm.

Supervision

• Make sure there is an adequate adult: child ratio. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age.

• Where there are mixed groups there should be leaders of both genders

• Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others

• Leaders/volunteers should not need to enter the changing rooms when juniors/juveniles are using them.

• Clearly state time for start and end of sessions or competitions, leaders should remain with junior/juveniles until all participants have been collected

• Keep attendance records and records of any incidents / injuries that arise

• Facilitate parents who wish to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise)

Away trips / Overnight stays

• Separate permission forms should be signed by parents and participants, containing emergency contact number and any other relevant information.

• Juniors /Juveniles should sign a Code of Conduct agreement for representing club

• Appoint a group leader who will make a report on returning home to the club committee who organised the trip.

• A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details

• Rooming arrangements – adults should not share rooms with juniors/juveniles. Juniors/juveniles should share rooms with those of same age and gender and adults should knock before entering rooms

• All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa)

• Alcohol, smoking or any illegal substances are not permitted to players

• There must be at least one adult of each gender with a mixed party, there should be a good adult – child ratio, 1:5/6

• Lights out times should be enforced

• Juniors/juveniles should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

Safety

All clubs / organisations must have a safety statement, including specific risk assessments linked to the activity. They should also have procedures in place for safeguarding against such risks. In addition, clubs / organisations should:

- Ensure activities are suitable for age and stage of development of participants
- Keep a record of any specific medical conditions of the participants
- Keep a record of emergency contact numbers for parents / guardians

- Ensure any necessary protective gear is used
- Ensure First Aid kit is close at hand with access to qualified first-aider
- Know the contact numbers of emergency services
- Keep first aid kit appropriately stocked
- Ensure easy access to medical personnel if needed and have an emergency plan
- If an incident occurs, make a brief record of injury and action taken. Make a brief record of the problem/action/outcome. Contact the participant's parents and keep them informed of all details
- Officials (convenors and referees, etc.) should ensure the conduct of the game
- Participants should know and keep the etiquette guidelines of golf, keeping in mind that many rules are there for safety
- Leaders should hold appropriate qualifications required by the governing body
- Ensure there is adequate insurance cover for all activities
- Ensure parents / guardians are present at finishing time of sessions or events

Physical Contact

Golf on occasion requires a 'hands on approach', especially in a teaching or coaching situation, e.g., it may be necessary to assist a junior/juvenile when learning how to grip the club for the first time but the following should be taken into consideration

- Avoid unnecessary physical contact
- Any necessary contact should be in response to the needs of the junior/juvenile and not the adult
- It should be in an open environment with the permission and understanding of the participant and parent/guardian.
- It should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves
- Never engage in inappropriate touching

Late Collection

If a parent is late to collect a junior/juvenile contact the parent using the emergency contact number. If there is no answer, ask the junior/juvenile if there is another family member to contact. Wait with the junior/juvenile at the club or venue, preferably with other staff or volunteers. Remind parents of the policy in relation to good practice and supervision.

Adults and Juniors playing together

One of the reasons for the popularity of golf is that the game is not restricted either competitively or socially by skill, age or gender. Golf can be enjoyed and keenly contested by players from and between any number and/or apparently diverse groups. That this diversity, almost unique to golf, is encouraged is essential to ensure the continuity of one of the most endearing traditions of the game. Every effort must be made to promote this mix of physical and technical ability.

Responsible interaction between adults and juniors/juveniles helps bring mutual respect and understanding and helps the standards of the club to be understood and maintained. Nevertheless, when playing golf with a junior/juvenile, adults should always be aware that certain age-related differences do exist and should conduct themselves in a manner that recognises this.

Juniors/Juveniles playing on the course without adults

Juniors/juveniles must book online and call into the Pro shop before starting their round of golf. Under 10 years old are not permitted to go out on the course unaccompanied by an adult.

Concra Wood Castleblayney Golf Club is not responsible for providing adult supervision of juniors/juveniles, except for formal junior/juvenile golf coaching, matches or competitions.

Changing Rooms

As golf clubs are seen as a recreational facility, members, visitors and juniors/juveniles are entitled to the use of the changing rooms, this means that often people of all ages regularly need to change and shower during the same period.

Therefore, the following guidance in relation to adults and juniors/juveniles using the changing rooms should be followed:

- Adults should exercise care when in the changing rooms at the same time as juniors/juveniles
- Parents/guardians should be made aware that adults and juniors may need to share the changing facility. The parent/guardian should discuss this with their child ensuring their child is aware of who to talk to if any issues arise in unsupervised areas.
- Parents can choose to supervise their child while they change.
- If juniors/juveniles are uncomfortable changing or showering in public, no pressure should be placed on them. Encourage them to do this at home.

Mobile Phones

Young people value their mobile phones as it gives them a sense of independence and they can often be given to young people for security to enable parents to keep in touch. However, technology has given direct personal contact between adults and juniors/juveniles and in some cases, adults have used this to cross personal boundaries placing themselves and young people at risk. The following guidelines should be followed:

As a Leader/Volunteer

- Use group texts for communication among players and teams and inform parents of this at the start of the season, tournament or event. Have parents numbers included in these groups

- It is not appropriate or acceptable to have constant contact with an individual athlete.
- Don’t use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera.
- Do not send messages late at night
- Remember the principles of the Leaders/volunteers Code of Conduct apply to social media communication as well and consider your digital footprint before posting.

As a Junior/Juvenile golfer

- If you receive an offensive message, email or photo don’t reply to it, save it, make note of times and dates and tell a parent, children’s officer or responsible adult you trust.
- Be careful about whom you give your number or email address to and don’t respond to unfamiliar numbers.
- Don’t use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera.
- Treat your phone as you would any valuable item so that you can guard against theft.

Child Welfare and Protection Procedures

The following are the procedures for dealing with any welfare or protection issue that may arise. Child welfare and the protection of juniors/juveniles is the concern of all adults at all times, irrespective of their role within the organisation.

If there are grounds for concern about the safety or welfare of a junior/juvenile, you should react to the concern. Persons unsure about whether or not certain behaviours are abusive and therefore reportable should contact the duty social worker in Tusla – Child & Family Agency or An Garda Siochana where they will receive advice. (details in Appendix 11)

Reasonable Grounds for Concern

TUSLA or Health and Social Care Trust (HSCT) should always be informed when there are reasonable grounds for concern that a child may have been abused, or is being abused, or is at risk of abuse.

The following examples would constitute reasonable grounds for concern:

- A specific indication from the child that he or she was abused (disclosure)
- An account by a person who says the child is being abused
- Evidence, such as an injury or behaviour, that is consistent with abuse and unlikely to be caused in another way
- An injury or behaviour that is consistent both with abuse and with an innocent, explanation, but where there are corroborative indicators supporting the concern that it may be a case of abuse e.g. a pattern of injuries, an implausible explanation, and other indications of abuse and/or dysfunctional behaviour
- Consistent indication, over a period of time that a child is suffering from emotional or physical neglect

A report may be made by any member in the club but should be passed on to the Club Children's Officer & Designated Liaison Person, who may in turn have to pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within golf, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local Statutory Authorities. However, there is a responsibility to protect juniors/juveniles by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the junior.

Everyone should follow both procedures outlined below, firstly the procedure for responding to a junior/juvenile in distress and secondly the procedure for reporting the concern.

Response to a Child Disclosing Abuse

When a junior/juvenile discloses information of suspected abuse you should:

(a) Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the junior/juvenile to tell you about the problem, rather than interviewing the junior/juvenile about details of what happened

(b) Stay calm and don't show any extreme reaction to what the junior/juvenile is saying. Listen compassionately, and take what the junior/juvenile is saying seriously

(c) Understand that the junior/juvenile has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the junior/juvenile will not mind talking to those involved in the investigation

(d) Be honest with the junior/juvenile and tell them that it is not possible to keep information a secret but you will maintain confidentiality

(e) Make no judgmental statements against the person whom the allegation is made

(f) Do not question the junior/juvenile unless the nature of what s/he is saying is unclear. Do not use leading questions. Open, non-specific questions should be used such as "Can you explain to me what you mean by that"

(g) Check out the concerns with the club's DLP and then advise the parents/guardians you are contacting the statutory authorities unless doing so would possibly place the child at any further risk.

(h) Give the junior/juvenile some indication of what would happen next, such as informing parents/guardians, or Statutory Authorities. It should be kept in mind that the junior/juvenile may have been threatened and may feel vulnerable at this stage.

(i) Carefully record the details

(j) Pass on this information to the Club's Children's Officer & DLP

(k) Reassure the junior/juvenile that they have done the right thing in telling you

Reporting Suspected or Disclosed Child Abuse

The following steps should be taken in reporting child abuse to the Statutory Authorities:

(a) Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information

(b) Report the matter as soon as possible to the Club Children Officer or Designated Liaison Person within the Concra Wood Castleblayney Golf Club who has responsibility for reporting abuse. If the Club Children Officer & DLP has reasonable grounds for believing that the junior/juvenile has been abused or is at risk of abuse, s/he will make a report to local Statutory Authorities who have statutory responsibility to investigate and assess suspected or actual child abuse

(c) In cases of emergency, where a junior/juvenile appears to be at immediate and serious risk and the Club Children's Officer & DLP is unable to contact a duty social worker, An Garda Síochána/Police authorities should be contacted. Under no circumstances should a junior/juvenile be left in a dangerous situation pending intervention by the Statutory Authorities

(d) If the Club Children Officer & DLP is unsure whether reasonable grounds for concern exist s/he can informally consult with the Statutory Authorities. S/he will be advised whether or not the matter requires a formal report

A Club Children's Officer & DLP reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would put the child at further risk or undermine an investigation.

The Protection for Persons Reporting Child Abuse Act, 1998 (ROI only) provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Tusla Child and Family Agency or An Garda Síochána. The act also covers the offence of 'false reporting'. The main provisions of the Act are:

1. The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of Tusla Child and Family Agency or any member of An Garda Síochána

2. The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including, dismissal

3. The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities "knowing that statement to be false". This is a new criminal offence designed to protect innocent persons from malicious reports

This law does not exist in Northern Ireland, but an individual who reports concerns in 'good faith' is not deliberately attempting to slander another person's name. In Northern Ireland, there is legislation, the Criminal Law Act (NI) 1967 which places the responsibility on everyone to report offences or to forward information to the police by emphasizing the, 'duty of every other person, who knows or believes, (a) that the offence or some other arrestable offence has been committed: and (b) that he has information which is likely to secure, or to be material assistance in securing, the apprehension, prosecution or conviction of any person for that offence'

Allegations against Golf Leaders/Volunteers

If an allegation is made against a Golf Leader/Volunteers working within the club, two procedures should be followed:

- The reporting procedure in respect of suspected child abuse (reported by the Club Children's Officer & DLP)
- The procedure for dealing with the Golf Leader/Volunteers

The safety of the child making the allegation should be considered and the safety of any other children who may be at risk. The club will take any necessary steps that may be needed to protect children in its care.

The issue of confidentiality is important. Information is on a need to know basis and the Golf Leader/volunteer should be treated with respect and fairness.

The reporting procedure

If the Club Children's Officer & DLP has reasonable grounds for concern, the matter should be reported to the Statutory Authorities, following the standard reporting procedure. See appendix 10 a (for ROI) and 10 b (for NI)

The procedure for dealing with Golf's leader/volunteer

The Club Children's Officer& DLP makes the report to the Statutory Authorities and seeks advice about how and when to inform the person the allegation is made against.

- following advice from statutory agencies will inform the Leader that

(a) an allegation has been made against him / her and

(b) the nature of the allegation. He / she should be afforded an opportunity to respond. His / her response should be noted and passed on to the Statutory Authorities

- The Leader/volunteers may be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings

Disciplinary action on the Leader/volunteers should be considered but only if this does not interfere with the investigation of the Statutory Authorities. It is important to consider the outcome of the investigation and any implications it might have. The fact that someone an allegation has been made against has not been prosecuted or been found guilty does not automatically mean that they are appropriate to work with juniors/juveniles in the future.

Irrespective of the findings of the Statutory Authorities, Concra Wood Castleblayney Golf Club will assess all individual cases to decide whether a member of staff or volunteer should be reinstated and if so how this can be sensitively handled. This may be a difficult decision, especially where there is insufficient evidence to uphold any action by the Statutory Authorities. In such case Concra Wood Castleblayney Golf Club must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true, and the implications of this for the safety of juniors/juveniles. The welfare of the junior/juvenile should remain of paramount importance throughout.

CATEGORIES OF ABUSE

All Sports Leaders should be familiar with signs and behaviours that may be indicative of child abuse.

Though a child may be subjected to more than one type of harm, abuse is normally categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. For detailed definitions of abuse, refer to Children First: National Guidelines for the Protection and Welfare of Children (R.O.I.) and Co-operating (N.I.) to Safeguard Children. The categories of abuse may be briefly summarised as follows:

NEGLECT

Neglect is normally defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care. It may also include neglect of a child's basic emotional needs.

Harm can be defined as the ill-treatment or the impairment of the health or development of a child. Whether it is significant is determined by the child's health and development as compared to that which could reasonably be expected of a child of similar age.

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For example, a child who suffers a series of minor injuries may not be having his or her needs met in terms of necessary supervision and safety. A child whose height or weight is significantly below average may be being deprived of adequate nutrition. A child who consistently misses school may be being deprived of intellectual stimulation.

The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her well-being and/or development are severely affected.

EMOTIONAL ABUSE

Emotional abuse is normally to be found in the relationship between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms. Examples may include:

- The imposition of negative attributes on a child, expressed by persistent criticism, sarcasm, hostility or blaming;
- Conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions;
- Emotional unavailability of the child's parent/carer;
- Unresponsiveness, inconsistent or unrealistic expectations of a child;
- Premature imposition of responsibility on the child;
- Unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself or herself in a certain way;

- Over or under protection of the child;
- Failure to provide opportunities for the child's education and development;
- Use of unreasonable or over-harsh disciplinary measures;
- Exposure to domestic violence;
- Exposure to inappropriate or abusive material through new technology.

Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective or physical functioning. Examples of these include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, and oppositional behaviour. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/carer.

PHYSICAL ABUSE

Physical abuse is any form of non-accidental injury that causes significant harm to a child. It may occur as a single incident or repeated incidents.

Physical abuse can involve:

- Severe physical punishment;
- Beating, slapping, hitting or kicking;
- Pushing, shaking or throwing;
- Pinching, biting, choking or hair-pulling;
- Terrorising with threats;
- Observing violence;
- Use of excessive force in handling;
- Deliberate poisoning;
- Suffocation;
- Fabricated/induced illness
- Allowing or creating a substantial risk of significant harm to a child.

SEXUAL ABUSE

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal, or for that of others.

Examples of child sexual abuse include:

- Exposure of the sexual organs or any sexual act intentionally performed in the presence of the child;
- Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;
- Masturbation in the presence of the child or the involvement of the child in an act of masturbation;
- Sexual intercourse with the child, whether oral, vaginal or anal;

- Sexual exploitation of a child, which includes inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or other sexual acts. Sexual exploitation also occurs when a child is involved in the exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, video tape or other media) or the manipulation, for those purposes, of the image by computer or other means. It may also include showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse;
- It may include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.
- Consensual sexual activity involving an adult and an underage person. In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 17 years for both boys and girls in the Republic of Ireland and 16 years in Northern Ireland. An Garda Síochána/PSNI will deal with the criminal aspects of the case under the relevant legislation.

Confidentiality

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare or poor practice. It is important that the rights of both the junior and the person about whom the complaint has been made are protected.

The following points should be kept in mind:

- A guarantee of secrecy cannot be given, as the welfare of the junior will supersede all other considerations but confidentiality will be maintained.
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know
- Information should be conveyed to the parents / guardians of the child in a sensitive way following consultation with the Club Children Officer/DLP and statutory agencies
- Giving information to others on a 'need to know' basis for the protection of a junior is not a breach of confidentiality
- All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family, Leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure
- Information should be stored in a secure place, with limited access only to designated people and/Club Children's Officer and DLP
- The requirements of the Data Protection laws should be adhered to
- Breach of confidentiality is a serious matter

Anonymous Complaints

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the juniors/juveniles is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the Club Children's Officer & DLP. The information should be checked out and handled in a confidential manner.

Rumours

Rumours should not be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the Club Children's Officer & DLP and checked out without delay.

Appendix 1

Section 1

VOLUNTEER / COACH APPLICATION FORM

All information received in this form will be treated confidentially

Name: _____Mobile:_____

Current Address: _____

Are you (Please tick):

Employed □ Unemployed □ Student □ Homemaker □ Retired □ Other □

Previous work/voluntary experience & relevant qualifications:

_____

_____

_____

Have you previously been involved in voluntary work? YES □ / NO □

If yes, give details:_____

Do you agree to abide by the Leaders Code of Conduct? Yes [ ] No [ ]

Any other relevant information?

_____

_____

Please supply the names of two responsible people (not relatives) whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.

Name:	Name:
Address:	Address:
Tel:	Tel:
Position:	Position

Section 2

DISCLOSURE OF CRIMINAL CONVICTIONS FOR ELIGIBLE POSITIONS

Statement of non-discrimination

This club is affiliated to GUI and ILGU and is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing members, volunteers and employees. This organisation will adhere to NVB and Access NI guidance on the recruitment of ex-offenders.

For the purpose of your application for the post of: _____

We require all coaches/volunteers in positions of responsibility for managing the safety and development of young people to consent to a NVB or Access NI disclosure process and sign the declaration and return in marked confidential to : (Designated Liaison Person (DLP) at Concra Wood Castleblayney Golf Club, Dundalk Road, Castleblayney, Co. Monaghan)

Should you require further information, please contact: Designated Liaison Person at Concra Wood Castleblayney Golf Club.

Concra Wood Castleblayney Golf Club will adhere to NVB or Access NI's Code of Practice

Name of Applicant

_____

Home **Address:**

_____

_____

ContactTel.No:

_____

Please read this information carefully

The purpose of the check is to make sure that people are not appointed who might be a risk to children or vulnerable adults.

The check will tell us whether you have a criminal record, caution, or whether any other information about you held on barred lists may have a bearing on your suitability. Any information which we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information returned from Access NI will be destroyed.

Advice to Applicants

Northern Ireland applicants: You have applied for a role, which falls within the definition of an "excepted" position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore ALL convictions including SPENT convictions that are not protected by the 2014 amendments MUST be disclosed. The disclosure of a criminal history information will not debar you from participating as a volunteer unless the Name Governing Body case management group considers that the information renders you unsuitable for the role applied for. In making this decision the Name Governing Body case management group will consider the nature of the offence/caution, how long ago it was committed and what age you were at the time and other factors which may be relevant. This information will be verified through an appropriate Access NI Enhanced Disclosure check. If you are currently facing prosecution for a criminal offence you should also bring this to our attention given the "excepted" nature of the role.

Thank you for your co-operation.

Do you have any convictions/caution that are not "protected" as defined by the Rehabilitation of Offenders (Exception) (amendment) Order (Northern Ireland) Order 2014. Been barred by the Disclosure and Barring Service (formally the Independent Safeguarding Authority) which would prevent you from working with children and/or vulnerable adults or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

Yes No

If so, please state below the nature, date(s) and sentence of the offence(s), date prevented from working in this area or allegations

_____

_____

Please provide any other information you feel may be of relevance such as:

- The circumstances of the offence/cautions/incident
- A comment on the sentence received
- Any relevant developments in your situation since then
- Whether or not you feel the conviction has relevance to this post

_____

_____

_____

Please continue on a separate page if necessary.

(If you require further information on what information to disclose please contact NIACRO Helpline Tel: 028 90 320157)

Declaration

I understand that I must also complete a NVB or Access NI Disclosure Certificate Application Form and that this check must be carried out before my application for registration/appointment can be confirmed. This has been explained to me and I am aware that spent convictions/cautions may be disclosed. I declare that the information I have given is accurate.

Have you ever been known to any Social Service department as being a risk or potential risk to children? Yes _____ No_____

Yes (if yes, please provide further information below): No

_____
_____
_____

Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?

Yes (if yes, please provide further information) No

_____
_____
_____

Confirmation of Declaration (tick box below)

I agree that the information provided here may be processed in connection with my volunteer/paid role and I understand that any role may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.

I agree to inform the club within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained on this form and information supplied by third parties may be supplied by the Concra Wood Castleblayney Golf Club, GUI & ILGU to other persons or organisations in circumstances where this is considered necessary to safeguard other children.

I declare that any answers are complete and correct to the best of my knowledge and I will inform Concra Wood Castleblayney Golf Club of any future convictions or charges.

Signature: _____

Print Name: _____ Date_____

Reference form – Appendix 2

_____is a Leader/Volunteer within golf at Concra Wood Castleblayney Golf Club and has given your name as a referee.

As this post involves substantial access to children and as an organisation committed to safeguarding children, **it is important that if you have any reason to be concerned about this applicant that you do not complete the following form,** but please contact us on**:**

Designated Liaison Officer, Concra Wood Castleblayney Golf Club.0429749485

Any information disclosed in this reference will be treated in confidence 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.

How long have you known this person?_____

In what capacity_____

Do you know of any reason why this person should not work with children? (If Yes, please contact the DLP on 0429749485)

Name_____

Occupation_____

Address_____

Telephone Number_____

Signature_____

Date_____

Appendix 3

Leaders/Volunteers Code of Conduct

Leaders/Volunteers should familiarise themselves with the Safeguarding Policy, in particular this code of conduct. Leaders/volunteers should read and agree to abide by these terms.

Leaders/volunteers must complete this Code of Conduct annually.

As a leader/volunteer in golf I agree that I should:

- Be positive during sessions and competitions, praise and encourage effort as well as results
- Put the welfare of young person first, strike a balance between this and winning / results
- Encourage fair play and treat participants equally
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately
- Have experience relevant to working with juniors or hold up-to-date qualifications and be committed to the guidelines in the Safeguarding Policy
- Involve parents where possible and inform parents of progress as well as when problems arise
- Keep a record of attendance at training and competitions
- Keep a brief record of injury(s) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise
- Report any concerns in accordance with this Code's reporting procedures

Where possible I will avoid:

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children to my home
- Taking children on journeys alone in my car

Golf Leaders/ Volunteers should not:

- Use any form of physical punishment or physical force on a child
- Use any form of abusive language
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms

- Take measurements or engage in certain types of fitness testing without the presence of another adult
- Undertake any form of therapy (hypnosis etc.) in the training of children

Communication with Parents

To continue to ensure a child reaches their full potential and enjoys their time at the club officials/coaches need to encourage parents to consider;

• What do they want their child to get out of golf? Is it the same as what the parent wants?

• Does the parent understand what their child is trying to achieve and what support they need to achieve it?

• Is the parent being the best role model they can be to help their child enjoy their golfing experience?

• Is the parent focused on their child's development and enjoyment?

Emergency Action/First Aid

All officials/coaches, leaders working directly with juniors/juveniles should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures.

This will include:

- Access to First Aid equipment
- Telephone contact if the participant is a minor
- Telephone contact to the Emergency Services

Self-Declaration

- Do you agree to abide by the guidelines contained in Concra Wood Castleblayney Golf Club Safeguarding Policy? Yes [ ] No [ ]
- Have you ever been asked to leave a sporting organisation? Yes [ ] No [ ]
  (If you have answered yes, we will contact you in confidence)
- Is there any reason you should not be working with young people Yes [ ] No [ ]
- Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations? Yes [ ] No[ ]

(If you have answered yes, we will contact you in confidence)

_____ _____ _____

Printed name of official/coach/volunteer Signature of official/coach/volunteer Date

Appendix 4

Code of Conduct for Juniors/Juveniles

Concra Wood Castleblayney Golf Club wishes to provide the best possible environment for all juniors/juveniles involved in golf. Juniors/juveniles deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Juniors/juveniles should be encouraged to realise that they have responsibilities to treat other participants and Golf Leaders with fairness and respect.

Juniors/Juveniles are entitled to:

• Be safe and to feel safe

• Be listened to and believed

• Have fun and enjoy golf

• Have a voice in relation to their activities within golf

• Be treated with dignity, sensitivity and respect

• Participate on an equitable and fair manner, regardless of gender, appearance, age, ability, religion or belief, disability, social and ethnic background or political persuasion etc.

• Experience competition at a level at which they feel comfortable

• Make complaints and have them dealt with

• Be safe from risk of bullying behaviour

• Say No to things that make them feel unsafe

• Privacy and Confidentiality

Juniors/Juveniles should always:

• Give their friends a second chance

• Treat Golf Leaders with respect, (including professionals, coaches, convenors, club officials, etc.)

• Look out for themselves and the welfare of others

• Play fairly at all times, do their best

• Be organised and on time, tell someone if you are leaving a venue or competition

• Respect team members, even when things go wrong

• Respect opponents, be gracious in defeat

• Abide by the rules set down by team managers when travelling to away events, representing the club, school, province or country, etc.

• Behave in a manner that avoids bringing golf into disrepute

• Talk to the Children's Officer within the club if they have any problems

Juniors/Juveniles should never:

• Cheat

• Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour

• Shout or argue with officials, team mates or opponents

• Harm team members, opponents or their property

• Bully or use bullying tactics to isolate another player or gain advantage

• Take banned substances, drink alcohol, smoke or engage inappropriate sexual behaviour

• Keep secrets, that may leave them or others at risk

• Tell lies about adults / juniors or spread rumours

• Discriminate against other players on the basis of gender, appearance, age, ability, religion or belief, disability, social and ethnic background or political persuasion

Printed Name of Junior/Juvenile_____

Signature of Junior/ Juvenile_____

Date_____

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian_____

Date _____

Appendix 5

Parental/Guardian Consent Form

Parental/guardian must complete this consent form

Full Name of Golfer:_____

Address:_____

_____

Date of Birth: _____

Home Telephone: _____

Golfers Mobile No (in case of emergency): _____

Parent(s) Mobile(s): _____

Parents E-mail(s): _____

MEDICAL/BEHAVIOURAL INFORMATION *Please include all medical details that might be relevant in dealing with your child in a safe manner, such as allergies, medication, dietary, special needs, etc.*

_____

_____

_____

Date of last Tetanus Injection: _____

Doctors Name, address and contact phone number: _____

_____

PARENT/GUARDIAN Section

Full Name of Parent/Guardian: _____

Address (if different from above): _____

_____

Home Telephone(if different from above): _____

Name of alternative adult to be contacted in case of emergency: _____

_____

Contact No._____

Declaration

I am the Parent/guardian of: _____

- I hereby consent to the above child participating in golf activities in line with the Safeguarding Policy.
- I confirm that all details are correct and I am able to give parental consent for my child to participate in and travel to all activities.
- I am happy for me, and my child, to receive appropriate communication through text and email.
- I understand that photographs/videos will be taken during or at golf related events and may be used in the promotion of golf, including social media.
- If selected for teams, I confirm I am happy with the travel arrangements the Club may arrange for my child.
- I acknowledge that the Concra Wood Castleblayney Golf Club is not responsible for providing adult supervision for my child except for formal junior coaching, matches and competitions.
- I understand and agree that my son/daughter in my care be bound by the above Code of Conduct whilst representing the Concra Wood Castleblayney Golf Club and I absolve all its representatives from all liability and/or claims for illness, injuries and damage that may arise directly as a result of my son/daughter breaching conditions set out in this document.

PARENT/GUARDIAN STATEMENT

I will inform the Juvenile Convenor/Children's Club Officer/designated liaison person of any important changes to my child's health, medication or needs and also of any changes to our address or phone numbers given. In the event of illness, having parental responsibility for the above named child, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

SIGNATURE OF PARENT/ GUARDIAN: _____

PRINT NAME OF PARENT/GUARDIAN: _____

DATE: _____

Appendix 6

Guidelines for Parents/Guardian

As a parent/guardian of a junior/juvenile member, we would encourage you to consider the following messages as Concra Wood Castleblayney Golf Club wants to help you continue supporting your child to reach their full potential and enjoy their time within golf, therefore please

To help your child have a positive experience remember to:

- Focus on what your child wants to get out of golf
- Be the best role model you can be
- Help your child achieve their potential
- Be respectful of other children and coaches
- Communicate with the coach and club/organisation

Parents are expected to co-sign their child's code of conduct form and this specific parental expectation form.

Golf and its affiliated organisations believe that parents should:

- Be a role model for your child and maintain the highest standards of conduct when interacting with juniors, other parents, officials and organizers.
- Always behave responsibly and do not seek to unfairly affect a player or the outcome of the game
- Never intentionally expose any junior/juvenile to embarrassment or disparagement using flippant or sarcastic remarks.
- Always recognize the value and importance of the officials and volunteers who provide sporting and recreational opportunities for your child. Do not publicly question the judgement or honesty of referees, coaches or organisers. Respect convenors, professionals, coaches, referees, organisers and other players. Parents are welcome to attend events and coaching sessions but should not interfere with the coach or professional while working with the player.
- Encourage your child to play by the rules. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play. Encourage mutual respect for teammates and opponents.
- Parents should support all efforts to remove abusive behaviour and bullying behaviour in all its forms. Please refer to Anti-bullying policy guidance (appendix 8)
- Respect;
    - ❖ The rules and procedures set down by Concra Wood Castleblayney Golf Club .
    - ❖ My child's teammates and leaders as well as players, parents and coaches from opposing teams.
- I will never demonstrate threatening or abusive behaviour or use foul language.

- Any misdemeanours and breach of this code of conduct will be dealt with immediately by the Juvenile Convenor/Club Children's Officer. Persistent concerns or breaches will result in the parent/guardian being asked not to attend competitions if their attendance is detrimental to the child's welfare.

Signature of Parent/Guardian _____

Printed name of Parent/Guardian_____

Date_____

Appendix 7

Players selected to represent golf agreement

You have been selected to represent Concra Wood Castleblayney Golf Club, you must show the highest standard of behaviour – on and off the golf course. You are an ambassador for the club and for the game of golf in general. It is important that you understand what is required of you at all times when representing Concra Wood Castleblayney Golf Club.

You should be safe and feel safe while representing the club. Team Captains and Managers are there to help you. If you have any problems, you should talk to the Team Captain and/or Manager. You can expect to have all concerns listened to, and to have any problems treated with confidentiality.

Code of Conduct – What you must commit to:

- To observe any instructions or restrictions requested by your Team Captain or Manager
- To behave to the highest standard both on and off the golf course
- To behave in a sporting manner at all times
- To display a professional attitude, and to be organized, prepared and properly dressed
- To arrive promptly for all meetings as directed by the Team Captain or Manager
- To report all incidents, no matter how trivial, to the Team Captain or Manager
- To adhere to all travel arrangements made for you by Concra Wood Castleblayney Golf Club
- Never to be absent from the golf course, golf club or accommodation without the express permission of the Team Captain/Team Manager.
- Never to leave your room at night without the permission of the Team Captain / Team Manager
- Never to use bad language either on or off the golf course
- Never to use any drug (performance enhancing or recreational substance)
- Never cheat
- Smoking and drinking of alcohol by players on an under 18 team is strictly forbidden.

Agreement

- ❖ I understand the points above.
- ❖ I understand that if I breach this Code of Conduct, or behave in a manner which, in the view of the Team Captain or Manager, damages Concra Wood Castleblayney Golf Club, I may be withdrawn from the event and sent home.
- ❖ I agree to accept all the points above, as well as all reasonable instructions and requests made by the Team Captain or Manager, at all times.

SIGNATURE OF PLAYER: _____ DATE_____

PRINT NAME: _____

Appendix 8

Anti-Bullying Policy and Guidance

Bullying behaviour can be defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

Types of Bullying Behaviour

Bullying behaviour exists in many different forms, some are not as obvious as others, but are just as damaging to the victim. Listed below are some of the more common types of bullying, one or more method may be used by the person displaying bullying behaviour.

- **Physical**
  Physical bullying includes any physical contact that would hurt or injure a person like pushing, hitting, kicking, punching, tripping, etc. Physical bullying can put the person experiencing bullying behaviour at risk of injury and makes them feel powerless. Taking something that belongs to someone else and destroying it would also be considered a type of physical bullying.
- **Verbal**
  Verbal bullying usually takes the form of name-calling or making nasty remarks or jokes about a person's religion, gender, appearance, sexuality, ethnicity, socio-economic status, or the way they look. It can also include freezing the victim out by exclusion or spreading rumours.
- **Threats**
  Making threats against a person or their property is also a type of bullying. It can be a threat to damage or take something belonging to the victim or to hurt them physically. Often the threat is not actually carried out, but the fear created by the threat can be enough to upset the person experiencing bullying behaviour.
- **Cyber**
  Cyber bullying is done by sending messages, pictures, or information using electronic media, computers (email & instant messages), mobile phones (text messaging & voicemail) and social networking websites. This activity can be upsetting and harmful to the person targeted. This type of bullying can allow the person who is displaying bullying behaviour to hide their identity which may have a bigger impact on the person experiencing bullying behaviour.
- **Homophobic**
  Homophobic bullying is motivated by prejudice against a person's actual or perceived sexual orientation and gender identity- lesbians, gay males, bisexual, transsexual, or transgender people.
- **Racist**
  Racist bullying is motivated by prejudice against a person's skin colour, cultural or religious background or ethnic origin.

The Impact of Bullying Behaviour

The damage inflicted by bullying behaviour can frequently be underestimated. It can cause considerable distress to juniors/juveniles, to the extent that it affects their health and development, or at the extreme, cause them significant harm.

Recognising Bullying Behaviour

There are a number of signs that may indicate a person is being bullied:

- Reluctance to come to a venue or take part in activities
- Physical signs (unexplained bruises, scratches, or damage to belongings)
- Stress-caused illness – headaches, and stomach aches which seem unexplained
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven)
- Frequent loss of, or shortage of, money with vague explanations
- Having few friends or drop out of newer members
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed, not eating, reduced concentration, drop in performance)
- Anxiety (shown by nail-biting, fearfulness, tics)

This list is not exhaustive and there are other possible reasons for many of the above. The presence of one or more of these indicators is not proof that bullying is actually taking place.

How to prevent Bullying Behaviour

- Ensure that all members follow the Code of Conduct, which promotes the rights and dignity of each member
- Deal with any incidents as soon as they arise
- Use a whole group policy or 'no-blame approach', i.e. working with person (s) displaying the bullying behaviour and the group of juniors, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group
- Encourage juniors to negotiate, co-operate and help others, particularly new or children with specific needs
- Offer the person experiencing bullying behaviour immediate support and put the 'no blame approach' into operation
- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much
- Never encourage a young person to take the law into their own hands and beat the person (s) displaying the bullying behaviour at his/her own game.
- Reassure the person experiencing bullying behaviour that they have done nothing wrong. Reinforce that there is a 'right to tell' culture within the club.

Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the Statutory Authorities, dealing with bullying behaviour is normally the

responsibility of all Leaders within golf. You should also liaise with the appropriate Club Children's Officer & DLP.

Using the NO BLAME Approach

The NO BLAME approach seeks to find a resolution for the young people involved in the bullying behaviour whilst maintaining their relationship within the club or the group.

This is important for young people who often simply want the behaviour to stop, without a need for punishments to be imposed.

The NO BLAME approach encourages young people to recognise the impact of their behaviour and then to take responsibility for changing it. By using this approach, a previous relationship between or within a team can often be re-established; this is often a preferred option for the young people involved.

The ethos behind the NO BLAME approach is to:

- EXPLAIN the problem, i.e. that someone seems to be unhappy in the club, seems to be picked on etc. and explain how that person is feeling; this should not accuse anyone.
- ASK for ideas as to how to help this person
- LEAVE the individuals involved to check how the behaviour has changed
- SHARE the responsibility of changing the behaviour and encouraging everyone to speak to a trusted adult if there is bullying behaviour in the club
- The NO BLAME approach does not attempt to get 'confessions', it seeks to get an acknowledgement of behaviour and provides an opportunity for young people to change hurtful behaviour.

There may be issues that are not resolved through the NO BLAME approach, where behaviour continues. Bullying behaviour is a breach of a code of conduct and may have to be dealt with through a disciplinary process. However, the outcome for young people is far better when issues can be resolved through the NO BLAME approach.

NO BLAME APPROACH

STEP 1: MEET WITH THE JUNIOR/JUVENILE WHO IS THE TARGET OF THE BULLYING BEHAVIOUR

If you find that there has been an incident of bullying behaviour, first talk to the young person who is the target of the behaviour. At this stage find out who was involved and what the young person is now feeling. Try asking the following questions:

- What was the behaviour that has caused upset?
- Are you emotionally/physically hurt and/or how are you feeling?
- Who was involved in the behaviour, i.e. was it in your own peer group?
- When and where did it happen?
- Make sure you actively listen and advise the young person of the next steps that will be taken

STEP 2: MEET WITH ALL INVOLVED

Arrange to meet with all those involved; this should include those who initiated the bullying behaviour. The meeting should be informal, and it is better to try to meet the individuals before meeting as a group. If you meet with a group keep the number controllable and you should only deal with the topic. Make sure everyone knows you are there to get their point of view and find their solutions.

STEP 3: EXPLAIN THE PROBLEM

Talk about the hurt caused in general terms without apportioning blame, e.g. you might suggest the target of the bullying behaviour doesn't seem to be happy in the club, and you have heard they have been called names/left out/picked on etc. It might be helpful to ask questions like:

- What do you think they are feeling?
- How would you feel if it was you?
- What would you do if it happened to you?
- What could we do to see it does not happen again?

You should not use specific details of the incident or allocate blame, however explain the feelings of loneliness, feeling left out, being rejected, laughed at and how that the person may be feeling.

Listen and watch out for reactions and pick up on comments without accusing or if in a group without isolating anyone; this is an opportunity to find out how others in the group feel about bullying behaviour.

STEP 4: ASK THE GROUP/INDIVIDUAL FOR THEIR IDEAS

At this stage the group or individual is encouraged to suggest ways that would make a target of the bullying behaviour feel happier. Use phrases like: "if it were you what would help you….", to encourage a response.

Listen to all suggestions and note them, especially positive responses as these will help create an environment for young people involved to work together.

STEP 5: LEAVE IT TO THE GROUP OR INDIVIDUAL

Now the problem has been identified and solutions suggest it is now handed over to the group/individual to act on. Arrange what actions they will take and to meet again a certain time frame. You have now passed the responsibility over to the group or the individual to take the suggested action within that time.

STEP 6: MEET THEM AGAIN

Meet everyone, including the person who had been responsible for the bullying behaviour and the target of the behaviour; discuss how things are going and check if there have been other incidents.

This allows for continual monitoring and keeps everyone involved in the process.

The parents of the young people involved should be informed of the actions taken.

STEP 7: SHARE THE RESPONSIBILITY

Meet with the wider group or team to discuss what should be in place to help prevent further incidents and what impact bullying behaviour may have on everyone, e.g. less free time or social activities, or other actions might need to be imposed as a preventative measure.

Any action should be used in the spirit of prevention, not as a punishment.

Useful Contacts

- Childline ROI Tel: 1800 66 66 66 or Text Talk to 50101 www.childline.ie
- Childline UK Tel: 0800 1111 www.childline.org.uk
- www.kidscape.org.uk www.endbullying.org.uk www.cpsu.org.uk www.bullying.co.uk

Appendix 9

Photographic Image Guidelines

Using photographs and videos of children and young people in golf for publication, promotion, press, or for coaching purposes.

Golf clubs benefit from using images of young participants to promote and celebrate activities, events and competitions. Parents and children generally welcome opportunities to celebrate or publicise their achievements. Golf Instructors may want to use photographs or videos as a tool to support a young golfer's skill development.

However, the use of photos and videos on websites and social media, and in posters, the press or other publications, can pose direct and indirect risks to children and young people if not managed correctly.

What are the risks?

Children may be identified, located, groomed or contacted

Including the child's personal identity (full name, address) can make them identifiable and therefore vulnerable to individuals looking to locate, contact and 'groom' children for abuse.

Even if these details are kept confidential, any other details accompanying the images (such as the organisation, school or club they belong to, or their favourite sports person or team) can also be used to groom the child.

This also increases the risk of identification of, and contact with, a child by someone in circumstances where there are legal restrictions or this could otherwise be potentially harmful. For example if the child is in statutory care or placed in an adoptive family; or where it is potentially dangerous to reveal the child's whereabouts to an estranged parent due to previous concerns about domestic violence.

Taking or producing inappropriate or illegal images of children

Photo or video content may themselves be inappropriate (for example images of children changing); or images may be used inappropriately, or out of context. Images can easily be copied and adapted, perhaps to create child abuse images, which can then find their way into the public domain on websites or social media.

Potential impact on children affected

The effects on children and young people of grooming or sexually abusive experiences can be devastating and life changing. Young people who have experienced online grooming or whose images have been misused and/or shared through social media often find this as traumatic and damaging as other, more direct, forms of sexual abuse.

There have been instances where identification of children through images and information appearing in public media have resulted in the breakdown of children's foster or adoptive family placements due to the intervention of adults who have subsequently traced them.

Some children have also been put at risk when identified and traced by adults (known to them or not) with bad intent.

How can the risks be minimised?

- Think carefully before using any images showing children and young people on your website, social media, or in your publications.
- Establish the type of images that present the activity in a positive light and promote the best aspects of the sport and organisation.
- Avoid supplying the full name(s) of the child or children along with the image(s), unless this is considered necessary, is in the child's best interests, and the child and parent have consented.
- Only use images of children in suitable dress/kit.
- Where possible images of these activities should:
- focus on the activity rather than a particular child
- avoid images and camera angles that may be more prone to misinterpretation or misuse than others.
- Consider using models or illustrations if you are promoting an activity, rather than the children who are actually involved in it.
- Link to guidance on talented young athletes and open, public sites (below)
- Provide coaches who wish to use images of young athletes for development purposes with clear guidelines they are required to comply with. Cover: consents, retention, safe storage, confidentiality, and use.
- The term "grooming" refers to the process of a potential abuser using their knowledge of and/or relationship with a child to manipulate the child (and often adults around them) in order to create opportunities for sexually abusive behaviour.

What to do when using official/professional photographers

- Ensure that children and parents are aware that a photographer will be active at the event, and consent has been obtained.
- Check the photographer's identity, the validity of their role, and the purpose/use of the images to be taken.
- Issue the photographer with identification, which must be worn at all times.
- Provide the photographer with a clear brief about what is considered appropriate in terms of image content and their behaviour (as above)*.
- Clarify areas where all photography is prohibited (toilets, changing areas, and so on)
- Inform the photographer about how to identify and avoid taking images of children without the required parental photography consent (this will depend on the process in place at each event) *.
- Do not allow unsupervised access to children or one-to-one photo sessions at events*.
- Do not allow photo sessions away from the event, for instance at a young person's home*.

- Clarify issues about ownership of and access to all images, and for how long they will be retained and/or used*(establish/clarify during commissioning/contracting process).
- Do I need parental permission?

Close up images

Organisers should seek parents' consent to take and use images of individual or smaller groups of participants in which their child would easily be recognisable.

Parents should understand how, where and in what context an image may be used (for example on a public website, through social media, or in a printed resource).

They should be aware of and support your policy on using children's images, and of the way these represent the organisation or activity.

This can be recorded on a parental consent form for use of images of children, possibly as part of the process for registering and consenting the child's participation in the activity/event.

You should also ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the activity. A children's permission form is one way of recording their consent.

Examples of consent forms are available on the Child Protection in Sport Unit website.

When using a photographer (even if this is undertaken by someone already involved in the club or activity) inform parents and children that a photographer will be in attendance and ensure they consent to both the taking and publication of films or photos.

General (e.g. wide angle) images of events

At many events organisers will quite reasonably wish to take wide angle, more general, images of the event, site/s, opening and closing ceremonies, and so on. It is usually not reasonable, practical or proportionate to secure consents for every participating child in order to take such images, or to preclude such photography on the basis of the concerns of a small number of parents.

In these circumstances, organisers should (before and during the event) make clear to all participants and parents that these kinds of images will be taken, and for what purposes.

Talented young athletes

As young athletes progress up the competitive ladder within their sport, elite level events are increasingly likely to take place in a public arena. Event organisers and golfing organisation will quite reasonably seek publicity to positively promote their activity, and elite young athletes receiving endorsements or sponsorship may well welcome positive media coverage on a local, regional or national level.

In this case some aspects of the guidance around the use of images detailed above (for example avoiding the inclusion of names and some other personal details alongside

photographs) are neither practical nor desirable. Organisers retain their duty of care to these athletes and a responsibility to safeguard them, and must ensure that parents and young athletes understand and consent to images being taken and information used in these circumstances.

It is important that other practice guidance (for example about the nature, content and use of images; and about ensuring that photography sessions are supervised) are still considered and applied. It is important for the golfers, their parents and media representatives to be clear about appropriate arrangements and ground rules for interviews, filming and photo sessions.

When parental consent is not given

Organisers have a responsibility to put in place arrangements to ensure that any official/professional photographers can identify or be informed about which children should not be subject to close-up photography.

This could involve providing some type of recognisable badge, sticker or wrist band (perhaps a different colour to 'consented' young people – ideally something easily recognisable but not stigmatising for the child), and/or a system for photographers to check with the activity organiser and/or team manager to clarify which groups or individuals should not feature in images. It must be emphasised to any photographer that the use of images with these 'unconsented' children included will not be permitted.

How should I respond to concerns?

All staff, volunteers, children and parents should be informed that if they have any concerns regarding inappropriate or intrusive photography (in terms of the way, by whom, or where photography is being undertaken), these should be reported to the event organiser or another official.

There must be an appropriate safeguarding policy and procedure in place to ensure that any reported concerns are dealt with in the same way as any other child protection issue, ensuring that your club/event or lead child protection or safeguarding officer is informed. If there are concerns or suspicions about potentially criminal behaviour this should include referral to the police.

Concerns about professional photographers should also be reported to their employers.

Visit www.thecpsu.org.uk for further information on;

- Photography by parents/spectators at events
- Photography in changing rooms/showers

Information adapted with permission from the Child Protection in Sport Unit

Appendix 10 (a) Standard Report Form for ROI

INCIDENT RECORD FORM : SAFEGUARDING

Name of Club: Concra Wood Castleblayney Golf Club

Record completed by:_____

Position:_____

Date:_____

Child/Young Person's Name:

_____

Child/Young Persons Address: _____

Child/Young Persons Date of Birth: _____

Parents/Guardian's Names and Address: _____

_____

Date and time of any incident: _____

Date: _____Time:_____

Your Observations: *Detail exactly what the child/young person said and what you said. Remember do not lead the child/young person – record actual details. Continue on a separate sheet if necessary)*

_____
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Action taken so far:-

_____
_____
_____
_____
_____
_____
_____
_____

Designated Liaison Person informed? Yes No

External Agencies contacted

Police Yes No

Branch contacted:_____

Details of advice received:_____

Name:_____

Contact no:_____

Social Services/Gateway Yes No

Branch contacted:_____

Details of advice received:_____

Name:_____

Contact number:_____

Sports Governing Body Yes No

Details of advice received:_____

Name:_____

Contact number:_____

Local Council or Education Authority (if appropriate) Yes No

Org name:_____

Details of advice received:_____

Name:_____

Contact number:_____

Other (e.g. NSPCC) Yes No

Details of advice received:_____

Name:_____

Contact number:_____

Signature_____ Date_____

Remember to maintain confidentiality on a need to know basis – only if it will protect the child/young person. Do not discuss this incident with anyone other than those who need to know.

N.B. A copy of this form should be sent to social services after the telephone report and to the governing body Designated Liaison Person for monitoring purposes.

Appendix 11 - Useful Contacts

CGI National Children's Officer & DLP – Fiona Power fiona@cgigolf.org +353(0)1 505 2070

GUI National Children's Officer & DLP – Barbara Creggy barbara@gui.ie +353(0)1 505 4000

ILGU National Children's Officer & DLP - Audrey Quinn audrey@ilgu.ie +353(0)1 293 4833

PGA Lead Compliance and Safeguarding Officer – Andy Wright andy.wright@pga.org.uk +44(0)1675 477 897

ISPCC/Childine www.childline.ie 1800 66 66 66

NSPCC/Childline www.childline.org.uk 0800 11 11

Child Protection in Sport Unit www.cpsu.org.uk

An Garda Síochána www.garda.ie 999 or 112

PSNI www.psni.police.uk 999

Contact details for Social Workers ROI

Dublin North East

Eilidh MacNab

Child and Family Agency,

180-189 Lakeshore Drive,

Airside Business Park,

Swords, Co Dublin.

Tel: 01-8708000 eilidh.macnab@tusla.ie

Joy McGlynn

Child and Family Agency,

Dublin North City,

Ballymun Healthcare Facility,

Ballymun Civic Centre,

Dublin 9.

Tel 01-8467129 joy.mcglynn@tusla.ie

Grainne Sullivan

Child and Family Agency,

Louth/Meath,

Gilligan House,

C/O Community Care Centre,

Dublin Road,

Dundalk.

Tel 042-9381282 grainne.sullivan@tusla.ie

Gerry Lowry

Child and Family Agency,

Cavan/Monaghan,

Support Services Building,

Rooskey,

Monaghan.

Tel 047-30473 gerry.lowry@tusla.ie

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Dublin Mid Leinster

Dublin South East/ Wicklow

Joanne Cullen

Child and Family Agency,

Dublin South East / Wicklow,

PO Box 12639,

Dublin 8.

Tel 01-4150533

joannes.cullen@tusla.ie

Dublin South Central

Doreen McGowan

Child and Family Agency,

Dublin South Central,

Cherry Orchard Hospital,

Ballyfermot,

Dublin 10.

Tel 01-076 6955792

doreen.mcgowan@tusla.ie

Dublin South West, Kildare, West Wicklow

Sarah Clarke

Child and Family Agency,

Dublin South West, Kildare, West Wicklow,

Poplar House,

Poplar Square,

Naas,

Co Kildare.

Tel 045-907891 sarah.clarke@tusla.ie

Midlands (Laois, Longford, Offaly & Westmeath)

Annette Maguire

Child and Family Agency,

Midlands,

Mullingar Health Centre,

Longford Road,

Mullingar,

Co Westmeath.

Tel 044-9395019/5020 annette.maguire1@tusla.ie

South

Kerry

Oliver Mawe

Child and Family Agency,

Kerry,

Rathass,

Tralee,

Co Kerry.

Tel 066-7195620 oliver.mawe@tusla.ie

Cork

Barry Murray

Child and Family Agency,

Cork,

Ground Floor,

Áras Sláinte,

Wilton Road,

Cork.

Tel 021-4923503 barry.murray@tusla.ie

Carlow, Kilkenny & South Tipperary

Marie Kennedy

Child and Family Agency,

Carlow/Kilkenny/South Tipperary,

Community Services,

James Green,

Kilkenny.

Tel 056 - 7784713 marieu.kennedy@tusla.ie

Waterford & Wexford

Vincent Daly

Child and Family Agency,

Community Services,

Cork Road,

Waterford.

Tel 051-842880 vincent.daly@tusla.ie

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West

Donegal

Michael Gallagher

Child and Family Agency,

Donegal,

Euro House,

Killybegs Road,

Donegal Town.

Tel 074 9743026 michael.gallagher@tusla.ie

Galway and Rosommon

Angela Toolis

Child and Family Agency,

Galway/Roscommon,

25 Newcastle Road,

Galway.

Tel 091 546128 angela.toolis@tusla.ie

Sligo, Leitrim and West Cavan

Gerry Hone

Office of the Area Manager,

Child and Family Agency,

Sligo/Leitrim/West Cavan,

Shiel House, College Street,

Ballyshannon,

Co Donegal.

Tel 071 9822776 gerry.hone@tusla.ie

Mayo

Paddy Martin

Child and Family Agency,

Mayo,

2nd Floor, Mill Lane,

Bridge Street,

Castlebar,

Co Mayo.

Tel 094 9042030

paddy.martin@tusla.ie

Mid West (Limerick, Clare and North Tipperary)

Ger Brophy

Child and Family Agency,

Mid West,

Ballycummin Ave,

Raheen Business Park,

Raheen,

Limerick.

Tel 061-482792 ger.brophy@tusla.ie

Contact Details for Social Workers NI – Health and Social Care Trust – Gateway

Belfast Health and Social Care Trust

Regional Emergency Social Work Service

Child Protection Services

If you are concerned about the safety or wellbeing of a child call Gateway to Children's Social Work Service:

During Office Hours

028 9050 7000

Out of hours, weekends and public holidays

028 9504 9999

Southern Health and Social Care Trust

Child Protection Services

If you are concerned about the safety or wellbeing of a child call Gateway to Children's Social Work Service:

During Office Hours

028 3741 5285 or Freephone 0800 783 7745

Northern Health and Social Care Trust

Child Protection Services, Antrim, Moyle, Ballyclare, Ballymena, Ballymoney, Carrickfergus, Coleraine, Cookstown, Glengormley, Larne, Magherafelt, Newtownabbey areas.

If you are concerned about the safety or wellbeing of a child call Gateway to Children's Social Work Service:

During Office Hours

0300 1234 333

Out of hours, weekends and public holidays

028 9446 8833 or 028 9504 9999

Western Health and Social Care Trust

Child Protection Services, Derry, Limavady, Strabane, Omagh and Enniskillen areas.

If you are concerned about the safety or wellbeing of a child call Gateway to Children's Social Work Service:

During Office Hours

028 7131 4090

Out of hours, weekend and public holidays

028 95 049 999