



## **Child Protection Policy**

### **1 Introduction**

The Northumberland Golf Club (NGC) acknowledges its responsibilities in matters relating to the protection of children and is committed to safeguarding the welfare of children using the Club's facilities.

This policy, and its underlying procedures, has been adopted to promote the standards we wish to uphold in providing activities for children. The main aims of NGC's Child Protection Policy are:

- To provide children with appropriate safety and protection whilst in the care of the club and also help them to enjoy their experience of the sport.
- To reassure parents that their children will receive the best practical care possible whilst participating in activities within the club.
- To provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

### **2 Principles**

NGC's Child Protection Policy is based on the following principles:

- The welfare of children is paramount.
- All suspicions and allegations of abuse and inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers working in golf have a responsibility to report concerns to the Junior Committee.
- Adults – staff, volunteers, coaches and members will be supported to understand their role and responsibility with regard to the duty of care and protection of children and young people.
- Individuals will receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.

### **3 Putting Policy into Practice**

NGC's working practices are continually developed to reflect changing circumstances. They are available to all members, parents, staff, volunteers and participants via the NGC website and notice boards.

### **3.1 Codes of Conduct**

Codes of Conduct have been adopted for Juniors, and for Adults working with Juniors, to ensure everyone is aware of their responsibilities. These Codes of Conduct are given to all Junior Members and Volunteers and copies can be found on the Junior Section of the NGC website.

### **3.2 Bullying**

NGC does not tolerate bullying in any form. To mitigate against such behaviour every effort will be made to supervise young people on the course and in the club house. The staff and volunteers will observe the behaviour of individuals and groups and promote an open environment where young people can voice any concerns they may have.

Suspensions/allegations of bullying or harassment will be handled in the same way as other forms of abuse by referring them to the NGC junior committee

### **3.3 Coaches and Volunteers**

All coaches and members of the Junior Committee at NGC will be required to be Criminal Record Bureau (CRB) checked.

Volunteers will be required to complete a Volunteer Disclosure Form and may be CRB checked where appropriate.

All those involved in the development of Junior Golf at NGC will receive a copy of this document for their reference.

### **3.4 Photography and Video Recording**

As part of our commitment to the protection and welfare of Junior Members of NGC we do not permit photographs, video or other media images to be taken or used by officials of the Club without the consent of the parent/guardian and the Junior Member.

A Photographic Consent Form is available on the NGC website and will be used to seek consent from parents and juniors.

### **3.5 Medical Consent**

The safety and welfare of young people in our care is paramount. It is important, therefore, that we are aware of any illness, medical condition or other relevant health details.

Parents/guardians will be required to complete a Parental Consent Form detailing existing illnesses, medical conditions, allergies etc. together with GP and emergency contact details.

A written record will be kept of any injury/illness that occurs and the details of any treatment given.

### **3.6 Transport**

It is the responsibility of parents to transport their children to and from the club or any alternative nominated meeting point.

When staff, members or volunteers agree to transport children to events they must have prior written permission from parents/guardians.

Vehicle drivers should ensure that their vehicle is roadworthy, have a valid road licence and insurance and that all passengers abide by the law during journeys.

When transport is supplied, every effort will be made to ensure that a child does not travel alone with an adult and that a third party is present.

### **3.7 Responding to Reports of Inappropriate Behaviour or Abuse**

*Inappropriate behaviour includes a wide variety of issues such as bullying, harassment and abuse – be it physical, verbal or emotional.*

It is not the responsibility anyone working with children at NGC to decide whether or not a child is the subject of any form of abuse. However it is their responsibility to act on any concerns which are raised.

Everyone has a duty to ensure concerns are reported and acted on quickly and appropriately. All reports of abuse/inappropriate behaviour of whatever nature must be reported to NGC's Junior Chairman. If for any reason he/she is not contactable, or the report involves him/her, the Club Secretary should be contacted.

Coaches, volunteers and parents will have access to the correct procedures to follow should a concern or complaint need to be raised.

### **3.8 Confidentiality**

All personal information provided to NGC will be held securely in the Secretary's office and only authorised persons will be permitted to access and use such information.

Any questions in connection with the above policy should be addressed to the Junior Committee in the first instance.

K A Atkinson  
Chairman of Junior Committee