



Trefloyne Golf Course

Safeguarding children and young people

**Our policy, procedures
and supporting documents**



Trefloyne Golf Course

Our policy and procedures for safeguarding children and young people

Introduction

Trefloyne is committed to the principle that every child and participant in golf should be given the right to thrive through involvement in sporting activity for life, in an enjoyable, safe environment where they are protected from harm.

We acknowledge the additional vulnerability of some groups – such as disabled children, looked-after children and those with communication differences – and aim to ensure that the environment is appropriate for each individual child, tailored to their needs so they have a positive experience of their sport without risk of harm.

While children and young people are participating in golf activities in our care, we have a responsibility to ensure their safety and wellbeing. So we recognise, endorse and support the policies of Wales Golf, as set out in the “Wales Golf Safeguarding Children and Young People Policy and Procedures”.

This policy and supporting procedures form the framework of the actions we take, to fulfil our commitment to good practice and the protection of children in our care.

Key principles

- The welfare of children is paramount.
- A child is defined by law in Wales and Wales as a person under the age of 18 years.
- All children, regardless of their age, race, religion or belief, disability, gender identity or sexual orientation, have the right to protection from abuse.
- All concerns and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All children have the right to be safe.
- All children have the right to be treated with dignity and respect.
- Trefloyne works with children, their parents/carers and external organisations to safeguard the welfare of children participating in golf.
- We recognise the authority of the statutory agencies and are committed to complying with Local Safeguarding Children Board Guidelines (LSCB), the Working Together under the Children Act 2004, and any legislation and statutory guidance that supersedes these.
- Trefloyne is committed to working in partnership with other key UK Golf Bodies to continually improve and to promote safeguarding initiatives across the sport.
- Trefloyne owes a legal duty of care to children on its premises or engaged in its activities. That duty is to take reasonable care to ensure their reasonable safety and the weight of that duty is greater than it would be for adults.

Aims

Trefloyne aims to:

- combat any and all forms of child abuse (*pages 14/15*)
- provide a safe environment for children and young people participating in golfing activities and try to ensure that they enjoy the experience
- ensure that robust systems are in place to manage any concerns or allegations
- support adults – staff, volunteers, PGA and other professionals, coaches, members and visitors – in understanding their roles and responsibilities with regard to their duty of care to and protection of children
- provide or make available appropriate level training, support and resources for staff, volunteers and coaches, so they can make informed and confident responses to specific safeguarding issues and fulfill their roles effectively
- ensure that children and their parents/carers are informed and consulted and, where appropriate, fully involved in decisions that affect them
- reassure parents and carers that all children and young people will receive the best care possible while participating in activities at Trefloyne, and communicate our policy and procedures to them through website/letter/consents.

Responsibilities and implementation

Trefloyne promotes the principles of safeguarding children by:

- reviewing our policy and procedures every three years or whenever there is a major change in legislation, seeking guidance from Wales Golf as part of the review process
- conducting a risk assessment of any activities with regard to safeguarding and take appropriate action to address any identified issues within suitable timescales
- using appropriate recruitment procedures to assess the suitability of volunteers and staff working with children and young people in line with guidance from Wales Golf
- following National Governing Body (NGB) procedures to report concerns and allegations about the behaviour of adults and ensuring that all staff, volunteers, parents and children are aware of these procedures
- directing staff, volunteers and coaches to appropriate safeguarding training and learning opportunities, where this is appropriate to their role.

1. Recruitment and training

Trefloyne's actions

Trefloyne aims to ensure that all volunteers and staff working with children and young people are appropriate and suitable individuals for that role, and that they have all the information they need to undertake their job effectively and appropriately.

When recruiting we assess the requirements for each role, voluntary or paid, which involves an element of responsibility for children, particularly those involving the regular supervision of children. A role involving significant contact with children and young people is a regulated activity, which requires a Disclosure and Barring Service (DBS) check. That is normally accompanied by an additional check against the list of individuals banned from working with children.

We have specific documents in place to help assess which qualifications, checks and other requirements are appropriate and necessary, including:

- the application form, which includes a disclosure form (*pages 16–19*)
- an assessment of the level of DBS check required for the post (*page 20*)
- confirmation that all identity/background checks have been carried out (*page 21*)
- a request for a reference (*page 22*).

The Trefloyne Safeguarding Lead

Trefloyne's Safeguarding Lead records and retains details of the requirements, and the qualifications and checks of individuals, including copies of the necessary Safeguarding and Protecting Children (SPC) certificates. S/he also holds all the contact details of relevant staff/volunteers and other relevant bodies.

Clarity and awareness for staff and volunteers

All staff, volunteers and coaches are offered access to appropriate child protection training. We encourage attendance at the UK Coaching SPC workshop and require all volunteers and staff who have significant contact with children to attend. Attendance at the training or the Safeguarding Children – Reflecting on Practice (SPC2) refresher workshop will be repeated every 3 years for those involved in regulated activity.

All staff, volunteers and coaches working with children and young people are required to read and become familiar with this document, the Trefloyne Safeguarding Policy and Procedures.

They are also required to read the Trefloyne Code of Conduct for staff, volunteers and coaches, and sign to indicate that they understand it and will act in accordance with its requirements. (*Pages 23/24*).

2. Complaints, concerns and allegations

Trefloyne supports an environment where staff, volunteers, parents/carers and the public are encouraged to raise safeguarding and child protection concerns. We take all concerns seriously and will support anyone who reports a legitimate concern, even if that concern turn out to be unfounded.

- 2.1** If you have a concern about the welfare of a child, or the conduct of another child/young person or an adult, please bring it to the attention of the Trefloyne Safeguarding Lead without delay.

You do not need to decide whether abuse has occurred, but you do have a duty to pass your concerns and any relevant information to the Trefloyne Safeguarding Lead. (*Flowcharts on pages 6 & 7.*)

- 2.2** We treat all concerns in strict confidence and only ever share details on a “need to know” basis, with those who can help to handle and resolve the concern.

- 2.3** The Trefloyne Safeguarding Lead records details on the Incident Report Form and sends a copy to the Wales Golf Lead Safeguarding Officer, who is there to provide any help and guidance.

- 2.4** If the Trefloyne Safeguarding Lead is not available and there is no justification for a delay, contact the Wales Golf Lead Safeguarding Officer yourself. If they are not immediately available and a delay would be risky or dangerous, contact the local Children’s Social Care Department, the Police, the LADO (the Local Authority Designated Officer) or the NSPCC. (*All the contact details are on pages 12/13.*)

The NSPCC Helpline is available to discuss concerns about poor practice and abuse in confidence with anyone who needs support. Those with concerns are encouraged to use this service, and their Helpline number is 0808 800 5000.

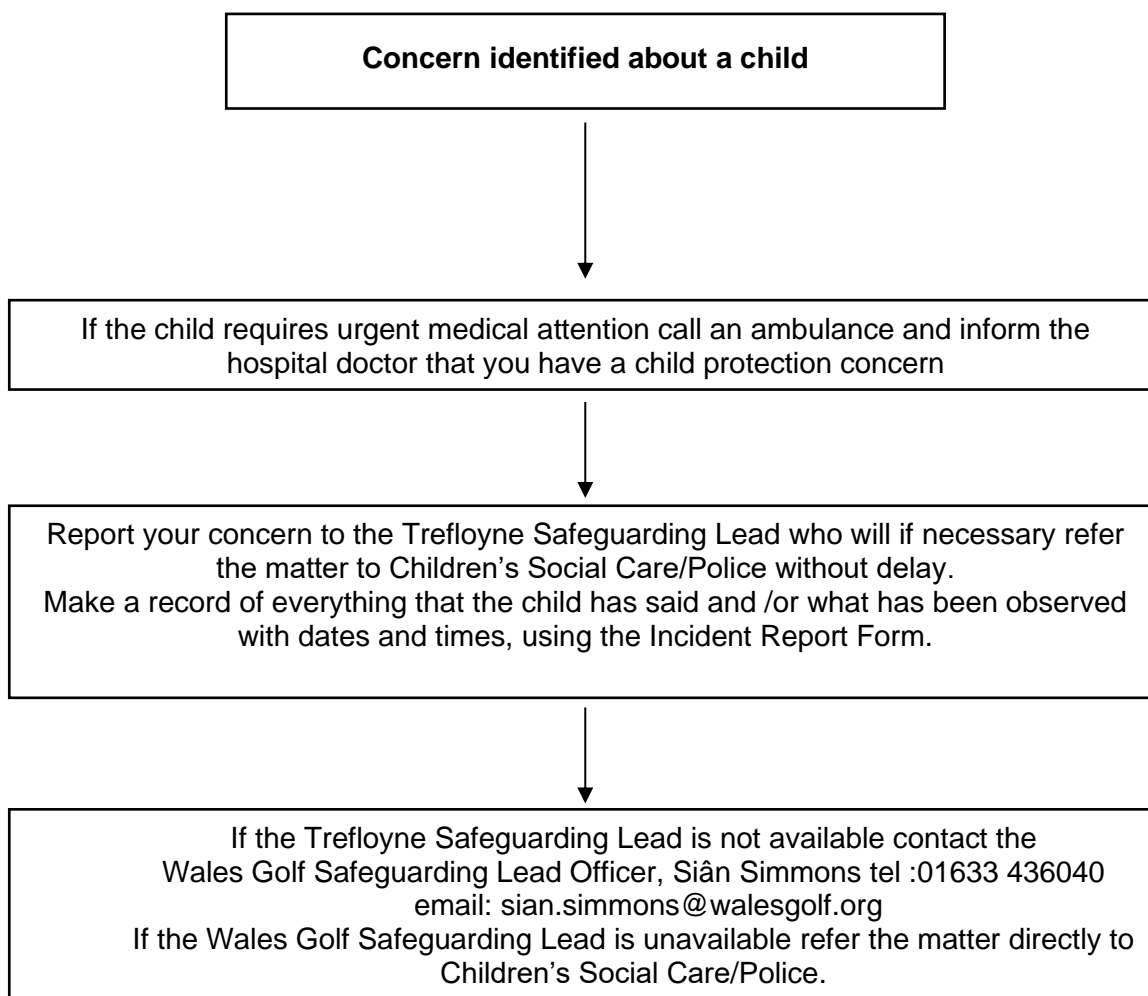
- 2.5** If you are not the child’s parent or guardian it is important that you do NOT notify them until the Trefloyne Safeguarding Lead has sought advice from Wales Golf Lead Safeguarding Officer.

- 2.6** If a child makes a disclosure to you about any type of abuse, it is important to follow these guidelines.

- Reassure the child that s/he did the right thing by sharing the information.
- Listen carefully.
- Do not make promises that cannot be kept, such as promising not to tell anyone else.
- Do not actively question the child or lead them in any way to disclose more information than they are comfortably able to, as this may compromise any future action. Only ask questions if you need to clarify your understanding, e.g. *Can you tell me what you mean by the word xxxxx?*
- Record what the child said in as much detail and as soon as you can, so you can give the fullest possible picture when you contact the Trefloyne Safeguarding Lead.

FLOWCHART 1

What to do if you are worried about what is happening to a child outside Trefloyne, but the concern is identified through the child's involvement in golf



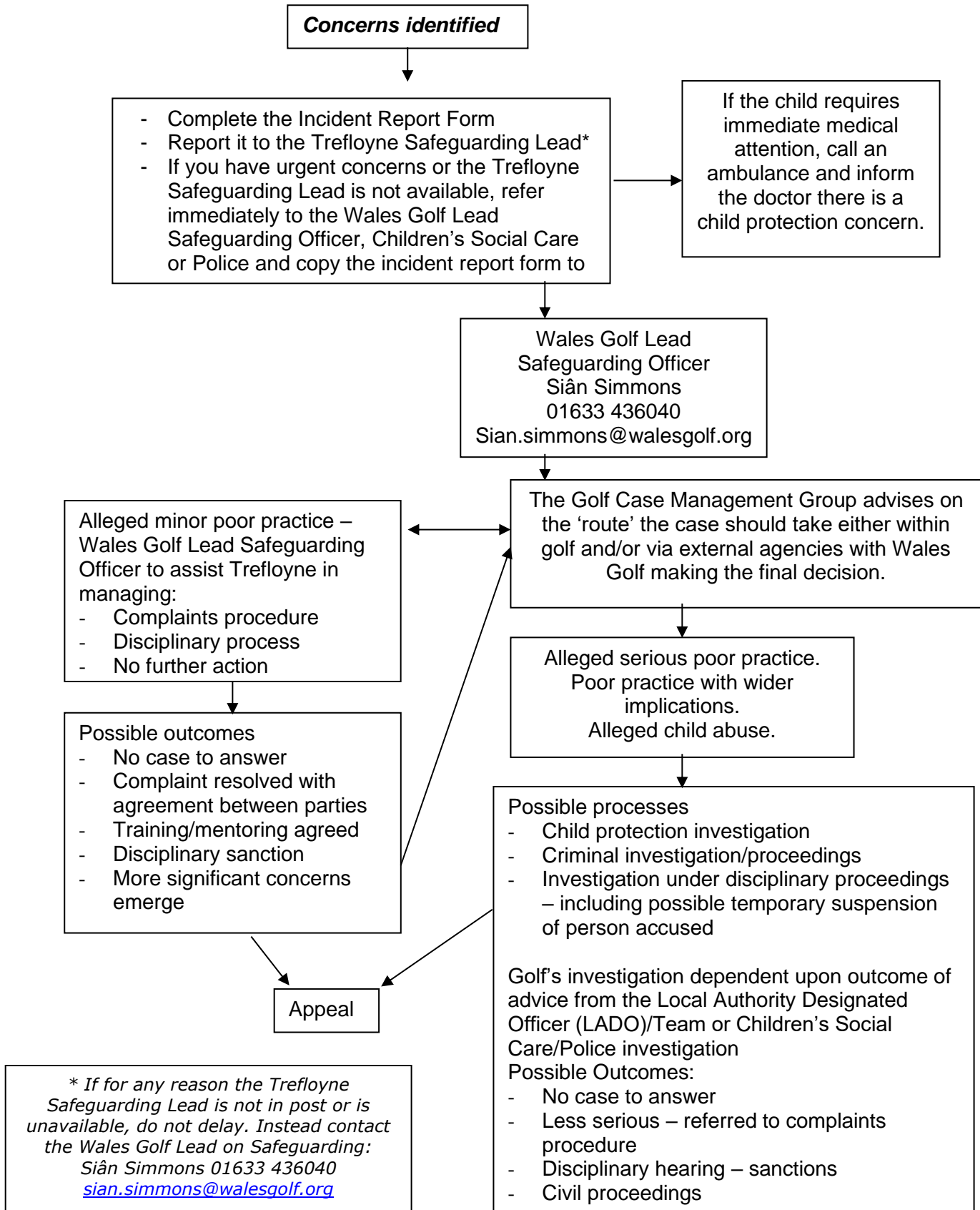
If the Trefloyne Safeguarding Lead is not in post or is unavailable, do not delay.

Contact the Wales Golf Lead on Safeguarding, who will give you all the support and advice you might need

Siân Simmons 01633 436040 sian.simmons@walesgolf.org

FLOW CHART 2

What to do if you are worried about the behaviour of any member, parent/carer, volunteer, staff, golf professional, coach or official in any golf or affiliated organisation



3. Emergencies and incidents

3.1 We obtain and retain Parental Consent Forms for all children who are participating in events or activities, or attending coaching organised by Trefloyne. These forms are treated in confidence and only shared with those who need the information to perform their role effectively. *(Pages 27–31)*

3.2 In the event of a child requiring medical attention the adult in charge will:

- contact the parents immediately, or use the alternative emergency contacts if the parents cannot be contacted
- refer to the consent form to establish whether parents have given their consent for a Trefloyne representative to act in loco parentis
- arrange for an adult Trefloyne representative to accompany the child if they need to seek medical attention, taking the consent form with them
- note down all the action taken and pass the details to the Trefloyne Safeguarding Lead

3.3 If medical attention is needed because of an accident, the adult in charge must complete an accident report form. *(Pages 32/33)*

3.4 Where a parent is late in collecting their child the adult in charge will:

- attempt to contact the parent/carer using the primary contact details on the Parental Consent Form
- if that is unsuccessful, go to the second nominated emergency contact
- wait with the young person(s) at the venue with, wherever possible, other staff/volunteers or parents
- contact the Trefloyne Safeguarding Lead for advice if no-one is reachable
- consider contacting the police for advice if all attempts to make contact fail.

Staff, volunteers and coaches must always try to avoid:

- taking the child home or to another location without parental or carer consent
- asking the child to wait in a vehicle or elsewhere with them, alone
- sending the child home with another person, without parental or carer permission.

4. Supervision

- 4.1** During coaching sessions, coaches should conduct a risk assessment to help them decide on appropriate supervision levels. Regardless of the recommended ratio of adults to participants, it is best practice to have at least two adults present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity.
- 4.2** Parents may be encouraged to stay for coaching/competitions and other events, where their children are of an age that requires greater levels of parental supervision.
- 4.3** Wherever possible adults will avoid changing or showering at the same time as children, but parents must be made aware that with limited changing room space there may be occasions when adults and children may need to share the facilities.
- 4.4** Parents should be aware that if children are left at a venue unsupervised, other than to attend specific coaching sessions, competitions, or other organised events, Trefloyne cannot accept supervisory responsibility.
- 4.5** Special arrangements are made for away trips. Parents will receive full information about the arrangements for any such trip and will be required to provide their consent for their child's participation. *(Pages 34/35)*

5. Good practice guidelines

5.1 Behaviour of adults and children

- 5.1.1** Because adults who work with children are placed in a position of trust in relation to children, it is important that they behave appropriately and provide a strong positive role model for children. This is not only to protect children, but also to protect those working with children from false allegations of poor practice.
- 5.1.2** Trefloyne requires that all staff, coaches and volunteers working with children and young people adhere to the standards set out in the Code of Conduct for staff, volunteers and coaches. *(Pages 36/37)*
- 5.1.3** Children are expected to follow the Code of Conduct for young golfers, to ensure the enjoyment of all participants, and assist Trefloyne in ensuring their welfare is safeguarded. *(Page 38)*
- 5.1.4** The Code of Conduct for parents and carers of young golfers sets out what we need from parents, to ensure that their children and others get maximum benefit from their involvement with golf. *(Pages 39/40)*
- 5.1.5** Trefloyne requires that all staff and volunteers working with children adhere to the guidelines on Managing Challenging Behaviour. *(Pages 41/43)*
- 5.1.6** Parents and carers should also work together with Trefloyne to ensure that the welfare of all children is safeguarded. We have produced a handout of parental guidance that explains how they can best assist us in this. *(Pages 44/45)*

5.2 Adults and Children playing golf together

One of the reasons for the popularity of golf is that the game is not restricted by ability, age or gender. Responsible interaction between adults and children helps bring mutual respect and understanding and will be encouraged as part of Trefloyne activities. Adults should always be aware however that age-related differences do exist and conduct themselves in a manner that both recognises this and prioritises the welfare of any children involved.

5.3 Physical Contact

Physical contact with children by coaches or volunteers must always be intended to meet the needs of the child and the sport, not the adult. That is, to develop golf technique, to protect the child from injury, to provide first aid or treat an injury. It should always take place in an open environment, and should not, as a general principle, be made gratuitously or unnecessarily.

5.4 Transport

5.4.1 Trefloyne believes it is primarily the responsibility of parents/carers to transport their child/children to and from events. It is not the responsibility of Trefloyne volunteers or coaches to transport children and young people to and from events, activities, tournaments or matches.

5.4.2 Trefloyne may make arrangements for transport in exceptional circumstances, such as team events. Where this is the case we seek the written permission of the parents or carers of the relevant children. We check all drivers for their suitability to transport and supervise children (*see Section 1 Recruitment and Training*) and verify their insurance arrangements.

5.4.3 Children and young people are often involved in competition. When taking young people away from Trefloyne, consideration and planning needs to be paramount to ensure that the duty of care for the young people within the team is delivered.

5.5 Photography/ videoing

5.5.1 We always seek parents' permission before the publication or use of any video or photographic images of their child, for instance in newspapers, websites or for coaching purposes. The personal details of the child are not used in any promotional material. (*Page 46*)

5.5.2 Any press/official photographers attending events must obtain permission from Trefloyne before taking photographs, and parents' permission before using the images. (*Pages 47/48*)

5.6 Social media

Social media provides unique opportunities for Trefloyne to engage and develop relationships with people, in a creative and dynamic forum where users are active participants. It is important that all staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of Trefloyne are aware of Trefloyne's Social Media policy. (*Pages 49/50*)

5.7 Bullying

Trefloyne and its staff, volunteers and coaches do not tolerate bullying in any form or at any time whatsoever. (*Pages 51–53*)

5.7.1 We believe that every effort must be made to eradicate bullying in all its forms.

Bullying can be difficult to define and can take many forms, some of which can be categorised as:

- physical – hitting, kicking, theft
- verbal – homophobic or racist remarks, threats, name calling
- emotional – isolating an individual from activities or a group.

All forms of bullying include:

- deliberate hostility and aggression towards an individual(s)
- a victim who is weaker and less powerful than the bully or bullies
- an outcome which is always painful and distressing for the victim.

Bullying behaviour may also include:

- other forms of violence
- sarcasm, spreading rumours, persistent teasing
- tormenting, ridiculing, humiliation
- racial taunts, graffiti, gestures
- unwanted physical contact
- abusive or offensive comments of a sexual nature.

5.7.2 We aim to handle any suspicion of bullying quickly and efficiently by :

- having a safe and confidential point of contact (Trefloyne Safeguarding Lead) to whom anyone who feels they are being bullied can report their concerns
- taking the problem seriously.
- investigating any and all incidents and accusations of bullying.
- talking to bullies and their victims separately, along with their parents/carers.
- imposing sanctions where appropriate
- keeping a written record of all incidents referred to Wales Golf and the action taken.
- having discussions about bullying and why it matters.

5.8 Confidentiality

5.8.1 Details of all juniors are kept on file in the office and are not shared with any third party without parent/carer consent.

5.8.2 We handle all concerns or allegations completely confidentially, and only share information on a need to know basis, either internally or externally depending on the nature/seriousness of the concern/allegation.

5.9 Changing rooms

The changing rooms are used by all members and visitors. Juniors will only be supervised if needed at Trefloyne organised events. Parents will be made aware that adults use the changing rooms throughout the day for changing and showering. Where a parent/carer does not consent to their child accessing the changing rooms, it is their responsibility to either supervise the child while in the changing rooms or ensure that they do not use them.

6. Useful Contacts

Golf contacts		
Name	Address	Number
Trefloyne Safeguarding Lead Eifion Price	Trefloyne Manor Trefloyne Lane Tenby SA70 7RG	Mob: 07795 112978 email: deprice1@btinternet.com
Wales Golf Lead Safeguarding Officer Siân Simmons	Wales Golf Catsash Newport NP18 1JQ	01633 436040 sian.simmons@walesgolf.org
Trefloyne Managing Director Kim Beynon	Trefloyne Manor Trefloyne Lane Tenby SA70 7RG	Landline: 01834 842165 email: kim@celvac.co.uk

...continued

Local contacts outside golf

Pembrokeshire County Council Child Care Services provide protection and support to children who are at risk of abuse.	Child Care Assessment Team Pembrokeshire CC County Hall Haverfordwest Pembrokeshire SA61 1TP	Child Care Duty Officer 01437 776444 Pembrokeshire County Council Contact Centre 01437 764551 Social Services out of hours 0300 333 2222
Samaritans		08457 90 90 90
Local police		0845 3302000 or 101 If you think a child is in immediate danger: 999
NSPCC Freephone (24 hour helpline)		0808 800 5000
NSPCC Whistleblowing Helpline for Professionals		0808 028 0285

National Contacts

The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0808 800 5000 help@nspcc.org.uk
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 1111
Northern Ireland Childline	74 Duke Street Londonderry	Tel: 028 90 327773
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel: 0116 234 7278 cpsu@nspcc.org.uk



Trefloyne Golf Course

The need to safeguard against all types of child abuse

Protecting and safeguarding against all types of child abuse

Child protection and safeguarding are strategies in the war against abuse.

Safeguarding is defined as:

- protecting children from maltreatment
- preventing the impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best life chances.

Child protection is the activity that is undertaken to protect specific children who are suffering, or are likely to suffer significant harm.

Child abuse may come in a number of forms

Abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm.

It can happen anywhere and at any time that children and young people are present. The relevance for us at Trefloyne is that children and young people can be harmed through poor practice and bullying within a sport setting. Abuse may take place in a family or in an institutional or community setting. Victims often know their abusers, although they may be strangers... adults or other children, male or female.

There are 4 main types of abuse: neglect, and physical, sexual and emotional abuse.

Neglect is when adults consistently or repeatedly fail to meet a child's basic physical and/or psychological needs which could result in the serious impairment of the child's health or development. It may be failure to provide adequate food, shelter and clothing, or to protect a child from physical harm or danger. It can be to withhold access to appropriate medical care or treatment, or to refuse to give love, affection and attention.

Examples in sport could include a coach or supervisor repeatedly:

- failing to ensure children are safe
- exposing them to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration
- exposing them to unnecessary risk of injury, for instance by ignoring safe practice guidelines, or failing to ensure the use of safety equipment
- requiring young people to participate when injured or unwell.

Physical abuse is when someone hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing harm. Physical harm may also be caused when a parent or carer ignores or discounts symptoms of, or deliberately causes ill health to a child in their care

Examples in sport may be when:

- the nature and intensity of training or competition exceeds the capacity of the child's immature and growing body
- coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty
- participants are required or pressurised to participate when injured
- sanctions that coaches impose involve inflicting pain.

Sexual abuse is where children and young people are abused by adults (both male and female) or other children who use them to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, kissing and sexual fondling. Showing children pornographic material (books, videos, pictures) or taking pornographic images of them are also forms of sexual abuse.

Sexual abusers groom children, protective adults and Trefloynes/organisations in order to create opportunities to abuse and reduce the likelihood of being reported.

Examples in sport may include coaching techniques involving physical contact with children, or creating situations where sexual abuse can be disguised and go unnoticed.

The power and authority of, or dependence on, the coach if misused, may also lead to abusive situations developing. Contacts made within sport and pursued elsewhere, such as through texts, Facebook or Twitter have been used to groom children for abuse.

Child sexual exploitation is a form of child sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity:

- a. in exchange for something the victim needs or wants, and/or
- b. for the financial advantage or increased status of the perpetrator/facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact. It can also occur through the use of technology.

Emotional abuse is the persistent emotional ill-treatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children or even the over protection of a child. It may involve causing children to feel frightened or in danger by being constantly shouted at, very nervous and withdrawn, threatened or taunted, which may make the child. Some level of emotional abuse is involved in all types of ill-treatment of a child.

Examples in sport may include children being subjected to constant criticism, name-calling, sarcasm, bullying or racism, or pressure to achieve unrealistically high results. Or it may be when their value or worth is judged by sporting success or achievement.



Trefloyne Golf Course

Volunteer/staff application & disclosure for a role working with children

Position applied for:

Personal details

Title: Mr/Mrs/Miss/Dr/Other (please specify) _____

Full Name: _____

Any previous surname: _____

Date and place of birth: _____

National Insurance Number: _____

Present Address: _____

Post Code: _____

Telephone Numbers: _____

Email address: _____

Current Occupation: _____

Name and address of Organisation: _____

Role: _____

Start Date: _____

Relevant experience of working with children and young people

Reasons for applying

References

Please provide the names and addresses of two people who know you well, and whom we can approach for a reference as to your suitability for the role. Please provide one personal referee (not related to you) and one from a professional relationship – normally a current or previous employer.

Name

Address

Telephone number

Name

Address:

Telephone number

Confidential disclosure

Earlier in the application you outlined your previous experience working with children and young people. We now need you to complete the disclosure form below, as this role involves frequent or regular contact with and/or responsibility for children.

We will need to obtain a valid DBS (Disclosure and Barring Service) certificate, which provides details of any criminal convictions. Depending on the role, we may also require you to be checked against the Barring List.

We treat all the information you provide as totally confidential and manage it in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Have you ever been known to any Children's Services department as being a risk or potential risk to children?	YES / NO <i>(if Yes, please provide further information below)</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, please provide further information)</i>
Confirmation of Declaration <i>(tick the left column)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	If required I agree to provide a valid DBS certificate, and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation 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.
<input type="checkbox"/>	I understand that Trefloyne may supply the information contained on this form, the results of the DBS check and information supplied by third parties to other persons or organisations, in circumstances where this is considered necessary to safeguard other children.
Signature	
Name (capitals)	
Date	

Data protection notification

Information that you have provided in this form will be used to process your application.

Trefloyne will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

Please check, sign and date the following authorisation and declaration

Data protection authorisation

I have read the data protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.

Signature

Date

Declaration

I confirm that the information I have provided is correct and that any false or misleading information may lead to the termination of my appointment.

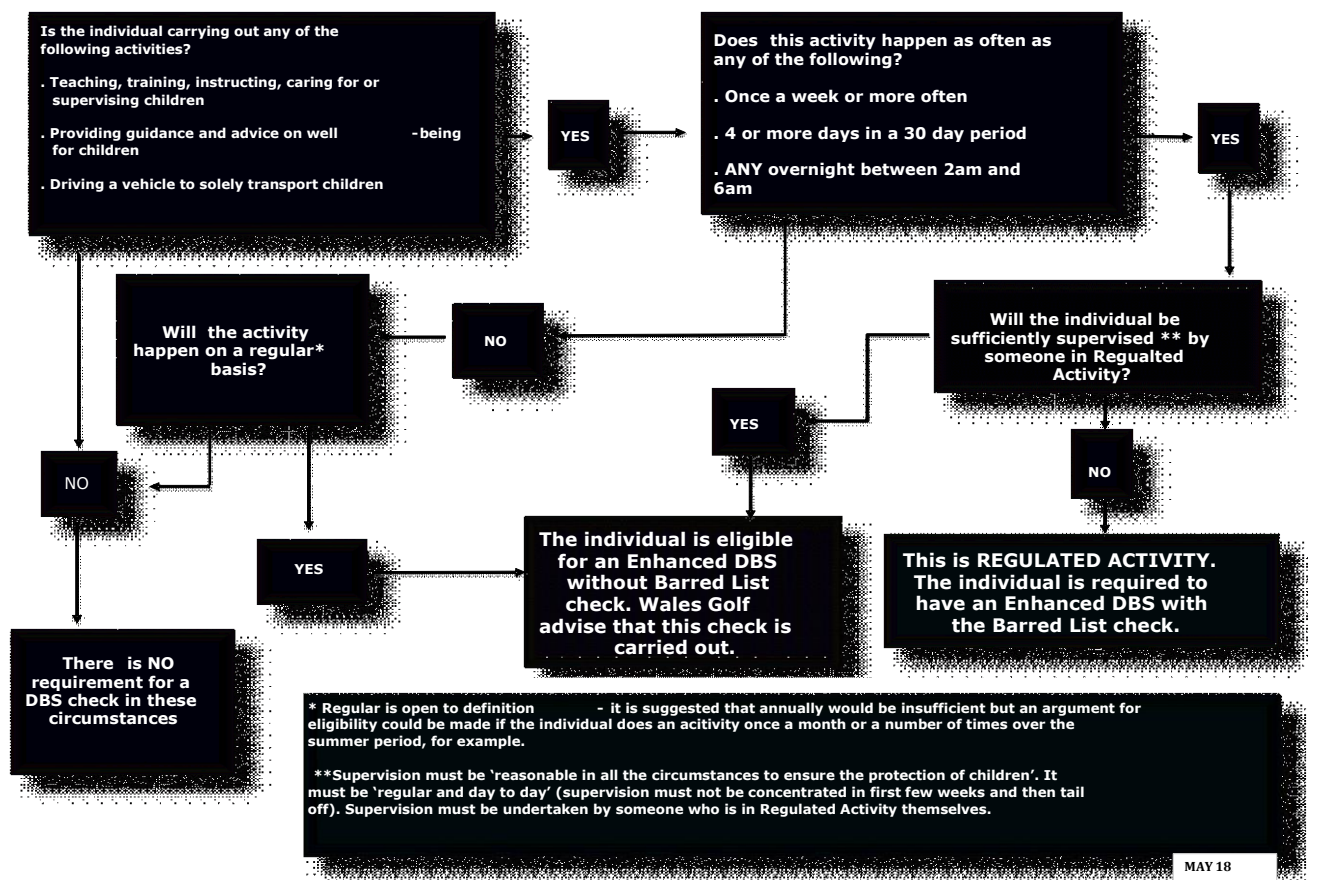
Signature

Date

Trefloyne Golf Course

Assessing the level of check with the Disclosure & Barring Service (DBS)

Wales Golf DBS Flowchart





Trefloyne Golf Course

Confirmation of identity and disclosure checks

Confirmation of details on provided by

for the position of

Applicant's name:			
Address and postcode:			
Telephone/Mobile No:			
Date of birth:			
Gender:	Male	/	Female
Confirmation of identity		Tick	
I confirm that I have seen identification documents relating to this person, and that they are accurate as far as I am able to determine.			
Either UK Passport Number & Issuing Office Or UK Photo Driving Licence Number			
Plus National Insurance number or current work permit number			
Confidential disclosure check		Tick one	
None of the boxes was ticked.			
One or more of the boxes was ticked, and I have referred this form to Wales Golf Governance Department for a risk assessment and advice.			
Trefloyne Safeguarding lead Signature Date		



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Reference request for a position working with children / young people

(Name) _____

has expressed an interest in becoming a Trefloyne member of staff, volunteer / coach* (*delete as appropriate) and has given your name as a referee.

As the role involves substantial access to children, if you have any concerns about this applicant's suitability please do not complete the form, but contact me direct and in confidence by phoning 07484 874840, or email gtw1947@btinternet.com

We will treat any information that you provide in the strictest confidence and in accordance with relevant legislation and guidance. It 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?**
- **What attributes do they have which would make him/her suited to a role working with children?**
- **How would you describe his/her personality?**

Name

Signature

Date:



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Incident report form

Recorder's Name:

Address:

Post Code:

Telephone No:

Child's Name:

Address:

Post Code:

Telephone No:

Complainant's Name:

Address:

Post Code:

Telephone No:

Details of the allegations: [include: date; time; location; and nature of the incident.]

Additional information: [include: witnesses; corroborative statements; etc.]

Wales Golf notified (01633 436040)

Case Number (if allocated):

Name of person spoken to:

Date:

Time:

Action taken:

Date:

Time:

Signature of Recorder:

Signature of Complainant:

Data protection:

Trefloyne and Wales Golf Governance Department may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with their Children and Young People Safeguarding Policy and Procedures.

Strict confidentiality will be maintained and information will only be shared on a "need to know" basis in the interests of safeguarding and in accordance with the company's data protection policy. This may involve disclosing certain information to a number of organisations and individuals including relevant Trefloynes and County bodies, individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Children's Social Care.



Trefloyne Golf Course

Whistleblowing: our policy

Safeguarding children, young people and adults at risk depends on everyone being committed to the highest possible standards of openness, integrity and accountability.

We are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

You may be the first to recognise that something is wrong but feel that you cannot express your concerns as this may be disloyal to your colleagues or you may that you will be the victim of harassment or victimisation as a result.

But anyone who sees, hears of or suspects any problems with the way children, young people and/or vulnerable adults are being treated must report their concerns, so they can be investigated and dealt with

In other words all children, young people and adults at risk deserve our support, and need someone like you to safeguard their welfare.

We will listen carefully and openly to any concerns in total confidence, and investigate carefully. During any investigation the details of who said or reported what remain strictly confidential between the whistle blower and the Trefloyne Safeguarding Lead

What is whistle blowing?

In the context of safeguarding it is when someone raises a concern about the well-being of a child or an adult at risk. A whistle blower may be anyone, including a player, parent or member of the public, a coach, volunteer, official or member of staff.

The reasons people hold back from whistle blowing

It's not always easy to blow the whistle. For instance you may feel that you:

- might not be believed, or are afraid of getting it wrong or making a mistake
- are starting a chain of events that you have no control of, and which could disrupt work or training
- fear that there may be repercussions, personal or professional
- worry that it might damage someone's career

The reasons for whistle blowing

We each have to acknowledge our individual responsibilities, and speak up about concerns about unacceptable practice or behaviour. It is the only way to protect or reduce risk to others, and stop a problem from becoming worse or more widespread.

It is also the best way to protect ourselves – to avoid becoming implicated when the problems do come to light.

In other words, turning a blind eye and keeping quiet is definitely not an option.

What to do if you have concerns

If a child or and adult at risk is in immediate danger or risk of harm, do not hesitate: contact the police by calling 999.

Where there is a concern but no immediate danger the first person you should report your suspicion or allegation to is the Trefloyne Safeguarding Lead.

If for any reason you cannot, or do not wish to talk to the Trefloyne Safeguarding Lead please contact the Wales Golf Lead Safeguarding Officer on 01633 436040 or email sian.simmons@walesgolf.org

Or contact the Local Authority Designated Officer (LADO) or the NSPCC on 0808 800 5000. You can find all these and other contact details below.

What to say when raising a concern

A whistle blower should provide as much information as possible about the incident or circumstance which has given rise to the concern, including:

- their name and contact details (unless they wish to remain anonymous)
- the names of individuals involved
- the date, time and location of incident/circumstance
- whether any witnesses were present.

Remember that we will listen carefully and openly, in total confidence. Anyone and everyone involved will be treated fairly and all concerns will be considered and investigated carefully and in full.

During any investigation the details of who said or reported what remain strictly confidential between the whistle blower, the Trefloyne Safeguarding Lead and anyone who needs to know as part of the investigation.

If suspicions prove to be unfounded, no action will be taken against the whistle blower, as long as they acted in good faith and without malicious intent.

What happens next, if you blow the whistle?

As far as possible we will keep you up to date on the nature and progress of any enquiries – obviously depending on the nature of the situation and the result of the investigations.

All concerns will be treated in confidence, and every effort will be made to restrict the identity of those raising the concern to those who need to know.

The Public Interest Disclosure Act 1998 protects whistle blowers from victimisation, discipline or dismissal where they raise genuine concerns of misconduct or malpractice.

In addition, given that you acted in good faith and in line with Trefloyne's policy, we will do everything possible to protect you from harassment or victimisation.

No action will be taken against you if the concern proves to be unfounded and was raised in good faith. Malicious allegations and accusations will result in an enquiry and further action against the perpetrator.

If you do not believe that the concern has been dealt with appropriately and you wish to speak to someone outside Trefloyne or the Wales Golf Governance Department, the NSPCC Whistleblowing advice line is on 0800 028 0285 or at help@nspcc.org.uk.



Trefloyne Golf Course

Junior profile and parental consent form

Introduction

The player profile section of the form contains the information needed to deal effectively with any emergency situation.

It spells out who to contact in the case of an incident or accident, whether the child has any relevant medical conditions, and whether they have any special needs, dietary requirements, allergies or disabilities.

Anyone working with children in any sort of session, event or match must have these details readily to hand, for all the children involved in the activity.

All the information on profile forms is totally confidential and must not be shared with anyone other than those who need it to fulfil a duty of care for the child.

The parental consent section confirms that:

- the medical and other personal details are accurate and correct, and that the parent will update us on any changes as soon as they need to be noted
- we know who to contact in case of an accident or incident that requires medical or emergency intervention, and that we have agreed to make that contact urgently, in such a situation
- we have the right to act in loco parentis (in place of the parent), to make decisions and take appropriate action regarding medical needs and emergencies, if the parent, carer or other nominated adult is not present
- the child has their parents' permission to be at Trefloyne, and that we are responsible for their wellbeing only during the time that they are attending formal junior golfing coaching, matches or competition
- the child's parents agree to us transporting their child to and from other locations when that child is representing Trefloyne.

Player profile

(For players Under the age of 18)

The safety and welfare of juniors in our care is paramount, and so that we can always act in their best interests we need to know about any illness, medical condition and other relevant health details.

In line with the Data Protection Act 1998 we make every effort to ensure that information is accurate, kept up to date and secure and is used only in connection with the purpose and activities of the organisation.

We do not keep information once a person is no longer a member or is signed up for coaching sessions.

We disclose information only to those members of the organisation for whom it is appropriate, and to relevant officers of Wales Golf where necessary.

It is the responsibility of the junior player and their parent to notify the Trefloyne Safeguarding Lead of any changes to the information we hold.

Junior Name		
Date of Birth		
Address		
Telephone Number		
Parents' Names	Parent 1	Parent 2
Whom should we should contact first?		
Address		
Home tel. number		
Mobile tel. number		
Work tel. number		

Emergency Contacts	
Contact 1 Name	
Relationship to child	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	
Contact 2 Name	
Relationship to child	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	

Medical information

Child's Doctor's name	
Doctor's Surgery Address	
Telephone Number	

Does your child have any conditions requiring medical treatment / medication?

YES **NO**

If YES please give details, including medication, dose and frequency.

--

Does your child have any allergies?

YES **NO**

If YES please give details.

--

Does your child have any specific dietary requirements? **YES** **NO**
If YES please give details.

Does your child have any additional needs, such as help to administer planned medication, assistance with lifting or access, regular snacks?
If YES please give details.

YES **NO**

Disability

The Equality Act 2010 defines a disabled person as 'anyone with a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'.

Do you consider your child to have a disability? **YES** **NO**
If YES, what is the nature of the disability?

Communication

Does your child have any communication needs e.g. non-English speaker/
hearing impairment/ sign language user/ dyslexia?

YES **NO**

If yes, please tell us what we need to do to enable him/her them to communicate with us fully.

Consent from Parent/Legal Carer

Please tick each box to show you agree

- I confirm to the best of my knowledge that my child does not suffer from any medical condition other than those detailed above.
- I agree to notify Trefloyne of any changes to this information.
- In an emergency situation I agree that Trefloyne may act in my place (in loco parentis), if my child needs emergency first aid and/or other medical treatment which, in the opinion of a qualified medical practitioner, may be necessary.
 I also understand that in such an occurrence, you will take all reasonable steps to contact me or the alternative adult named in this form.
- BY signing this I confirm that my child has my permission to be on the golf Trefloyne’s premises.
- I agree that Trefloyne is not responsible for providing adult supervision for my child, except for formal junior golfing coaching, matches or competition.
- I agree to my child being transported by Trefloyne representatives to and from venues, when he/she is representing Trefloyne.

<p>By signing this document, I confirm that I:</p> <ol style="list-style-type: none"> 1. have legal responsibility for 2. am entitled to give this consent 3. understand and accept how the information I have given may be used. 	
Signed – Parent/Carer	
Print name	
Date	



Trefloyne Golf Course

Accident report form

Recorder's name:	
Address:	
Postcode:	Telephone no:
Name of injured person [s]:	
Address:	
Postcode:	Telephone no:
Nature of the injury sustained	
Where and when did the accident happen? [date; time; exact place]	
What happened, and how? [description of the events, and nature of the accident.]	
Who was involved? [person hurt, others involved, witnesses – names, addresses, phone numbers etc.]	

What action was taken: [include: treatment administered, by whom, etc.]	
Were any other agencies involved: [e.g. one or more emergency services]	
Have the parents / carers been contacted? YES NO [Please circle.]	
Does the accident need to be referred to Wales Golf Governance Dept? YES NO	
Date:	Time:
Signature of recorder:	
<p>Data protection:</p> <p>Trefloyne and Wales Golf Governance Department may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with their Children and Young People Safeguarding Policy and Procedures.</p> <p>Strict confidentiality will be maintained and information will only be shared on a "need to know" basis in the interests of safeguarding and in accordance with the company's data protection policy. This may involve disclosing certain information to a number of organisations and individuals including relevant Trefloyne and County bodies, individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Children's Social Care.</p>	



Trefloyne Golf Course

Managing young people on away trips

When we take junior teams on an away fixture for a day (not overnight), we:

- appoint a team manager with clear roles and responsibilities
- appoint a designated safeguarding lead contact (not the team manager) who is appropriately trained and competent for the role and responsibilities
- establish well in advance where the fixture is
- ensure there are have sufficient staff to manage and look after the young people
- obtain written permission from the parents/carers or carers for participation, transporting and supervising; we require an up to date photograph to be attached to the child's consent form (for use in the event of any child going missing)
- ensure that a written welfare plan is communicated to staff, participants and carers
- ensure all staff responsible for the young people have been DBS checked to the appropriate level and staff have had appropriate safeguarding training
- ensure that a risk assessment has been conducted
- ensure that someone is nominated and available to act as the key contact point if required, for instance a Trefloyne staff member who is not travelling away.

Overnight stays

Those responsible for organising overnight stays start by establishing the purpose of the trip, identifying suitable venues and facilities for both the fixtures and the accommodation, and confirming the dates, location, and duration.

They then ensure that parents know the full answers to these questions.

- What is the purpose of the trip?
- Who will be going, both children and staff?
- How much will it cost? How much spending money is required?
- How are children to be supervised, during playing and non-playing time.
- Have we reviewed every child's special needs and catered for them?

In addition, we answer these questions as part of our planning process.

- Have we given all the details to parents, and secured their permission?
- Does our itinerary give all the detail needed?
- What insurance cover is required?
- Do we have a complete list of the team and staff and their contact details and emergency contact numbers, for staff use and to leave at the accommodation?
- Do we have an information pack to take with us, containing our emergency procedures and telephone contacts, codes of contact for both staff and children, and our welfare and child protection procedures?

Accommodation

Whatever the accommodation, the team manager ensures that the children are safe and that any risk to health or safety is removed or reduced, by:

- discussing our code of conduct and discipline policy with the staff at the accommodation
- ensuring that all children know which rooms staff are in and how to contact them
- ensuring that no inappropriate programmes are available if rooms are equipped with satellite TV
- removing all alcohol from any rooms with fridges or minibars
- checking the accommodation policy for extras on bills, breakages and lost keys
- ensuring that all accommodation is clean, with access to adequate toilet and bathing facilities
- confirming in advance and checking on arrival that the needs of children with special needs – dietary physical/intellectual difficulties or any other issues – are met (for wheelchair users this means checking access to the building, room and bathroom facilities).

It is never acceptable for:

- children to share a bed
- male and female children to share a room
- staff to share a room with children.



Trefloyne Golf Course

Code of Conduct for staff, volunteers and coaches

- Respect the rights, dignity and worth of every person within the context of golf
- Treat everyone equally and do not discriminate on the grounds of age, gender, race, religion or belief, sexual orientation or disability
- If you see any form of discrimination, do not condone it or allow it to go unchallenged
- Place the well-being and safety of the young person above the development of performance
- Develop an appropriate working relationship with young people, based on mutual trust and respect
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment)
- Do not engage in any form of sexually related contact with a young player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms
- Do not have regular contact outside your Trefloyne role with the juniors, either in person or through regular communication by text, email or social network sites
- Know and understand the Trefloyne Child Safeguarding Policies and Procedures
- Respect young people's opinions when making decisions about their participation in golf
- Inform players and parents of the requirements of golf
- Be aware of and report any conflict of interest as soon as it becomes apparent
- Display high standards of language, manner, punctuality, preparation and presentation
- Do not smoke, drink or use recreational drugs while actively working with young people in Trefloyne. This reflects a negative image and could compromise the safety of the young people
- Do not give young people alcohol when they are in Trefloyne's care

- Hold relevant qualifications and insurance cover. All Staff, Volunteers and Coaches who work regularly with children must have current DBS clearance, approved by Wales Golf Governance Department
- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual
- Promote the positive aspects of golf e.g. fair play
- Display high standards of behaviour and appearance
- Follow Trefloyne Procedures and good practice guidelines
- Ensure that you attend appropriate training to keep up-to-date with your role and the welfare of young people
- Report any concerns you may have in relation to a child or the behaviour of an adult, following reporting procedures laid down by the Trefloyne

Before you undertake any work with children you must sign and date this Code of Conduct to confirm that you have read, understood and will comply with its requirements.

Then take a copy for your records and give the signed original to the Trefloyne Safeguarding Lead.

Signed	Date
Name (in capitals)	



Trefloyne Golf Course

Code of Conduct: Young golfers

As a young golfer at Trefloyne you should:

- help create and maintain an environment free of fear and harassment
- demonstrate fair play and apply golf's standards both on and off the course
- understand that you have the right to be treated as an individual
- respect the advice that you receive
- treat others as you would wish to be treated yourself
- respect other people and their differences
- look out for yourself and for the welfare of others
- speak out to your parents or someone responsible at Trefloyne if you think that you or someone else has been poorly treated
- be organised and on time
- tell someone in authority if you are leaving the venue
- accept that these guidelines are in place for the well-being of all concerned
- treat organisers and coaches with respect
- observe any instructions or restrictions requested by the adults looking after you.

You should not take part in any irresponsible, abusive, inappropriate or illegal behaviour including:

- smoking
- using foul language
- publicly using critical or disrespectful descriptions of others either in person or through text, email or social network sites
- consuming alcohol, illegal performance-enhancing drugs or stimulants

Please sign and date this form and get your parent or carer to sign it as well. Then take a copy and pass the original to the Trefloyne Safeguarding Lead. Thanks.

Your signature Print Name

Parent or carer's Signature Print Name.....



Trefloyne Golf Course

Code of Conduct: Parents/carers of young golfers

As parents you are expected to:

- positively reinforce your child and show an interest in their chosen activity
- refrain from putting your child under pressure or pushing them in to activities they do not want to do
- be realistic and supportive
- promote your child's participation in playing sport for fun
- complete and return the Player Profile Form and Consents that apply to your child's participation in activities at Trefloyne
- keep us informed about any changes relevant to your child's health and wellbeing
- deliver and collect your child punctually before and after coaching sessions/competitions
- ensure your child has clothing and kit appropriate to the weather conditions
- ensure your child has appropriate equipment, plus adequate food and drink
- ensure that your child understands the rules of Golf
- teach your child that they can only do their best
- ensure that your child understands the Code of Conduct for young golfers
- behave responsibly at Trefloyne and on the golf course; do not embarrass your child
- show appreciation and support the coaches, volunteers and staff at Trefloyne
- accept officials' decisions and judgements during events and competition

As a parents/carer you have the right to:

- be assured that your child is safeguarded during their participation in the sport
- be informed of any problems or concerns relating to your child
- be informed if your child is injured
- have your consent sought for issues such as trips and photography
- contribute to the decisions we make about your child and their golf
- have any concerns about any aspect of your child's welfare listened to and responded to

Any breaches of this code of conduct will be dealt with immediately by the Trefloyne Safeguarding Lead.

Persistent concerns or breaches may result in you being asked not to attend games if your attendance is considered detrimental to the welfare of young participants.

The ultimate action should a parent/carer continue to breach the code of conduct may be the Trefloyne regrettably asking your child to leave the session, event or Trefloyne.

Please sign and date this form to show you have read, understood and accepted its contents, then take a copy and pass the original to the Trefloyne Safeguarding Lead.

Thank you.

Signed	Date
Name (capitals)	



Trefloyne Golf Course

Managing challenging behaviour

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice, based on the following principles.

- The welfare of the child is the paramount consideration.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- The specific needs a child may have (e.g. communication, behaviour management, comprehension and so on) should be discussed with their parent/carer and where appropriate the child, before activities start. Where appropriate it may be helpful to record the details of any agreed plan or approach and provide copies to all parties.
- Every child should be supported to participate. Consideration to exclude a child from activities should apply only as a last resort and after all efforts to address any challenge have been exhausted, in exceptional circumstances where the safety of that child or of other children cannot be maintained.

Planning for activities

Planning for activities should include consideration of whether any child involved may need additional support or supervision to participate safely. This should address:

- assessment of additional risk associated with the child's behaviour
- appropriate supervision ratios and whether numbers of adults should be increased
- information sharing for all/volunteers on managing any challenging behaviour to ensure a consistent approach
- specialist expertise or support that may be needed from carers or outside agencies. This is particularly relevant where it is identified that a child may need a level of physical intervention to participate safely. (see below)

Agreeing acceptable and unacceptable behaviours

Staff, volunteers, children, young people and parents/carers should be involved in developing an agreement about:

- what constitutes acceptable and unacceptable behaviour (code of conduct)
- the range of sanctions that may be applied in response to unacceptable behaviour.

This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp. It should involve the views of children and young people to encourage better buy in and understanding.

Where challenges are anticipated in light, for example of a child's impairment or other medical condition, a clear plan/agreement should be established and written down. Ensure that parents/carers understand the expectations on their children, and ask them to reinforce this ahead of any trip or activity.

Handling challenging behaviour

When responding to challenging behaviour the response should always be:

- proportionate to the actions you are managing.
- imposed as soon as is practicable.
- fully explained to the child and their parents/carers.

In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options.

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking with the child and distracting them from challenging behaviour.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for the child's future or continued participation.
- Sanctions or consequences e.g. missing an outing or match
- Seeking additional/specialist support through working in partnership with other agencies.
- Temporary or permanent exclusion.

Some responses are never acceptable ways to manage behaviour, specifically:

- physical punishment or the threat of physical punishment
- refusal to speak to or interact with the child
- Depriving a child of food, water, access to changing facilities or toilets or other essential facilities
- verbal intimidation, ridicule or humiliation.

Staff/volunteers must always consider the risks associated with employing physical intervention compared with the risks of not employing physical intervention.

The use of physical intervention must always:

- be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property
- aim to achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern
- form part of a broader approach to the management of challenging behaviour
- be the result of conscious decision-making and not a reaction to frustration
- employ the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time
- used only after all other strategies have been exhausted
- be recorded as soon as possible using the appropriate organisational reporting form and procedure.

Parents must always be informed following an incident where a coach/volunteer has had to physically intervene with their particular child.

Physical intervention must never:

- involve contact with buttocks, genitals and breasts.
- be used as a form of punishment.
- involve the inflicting of pain.

Debriefing after physical intervention

A timely de-brief for staff/volunteers, the child and parents must always take place in a calm environment following an incident where physical intervention has been used. Even children who haven't directly been involved in the situation may need to talk about what they have witnessed.

There should also be a discussion with the child and parents about the child's needs, and their continued safe participation in the group or activity.



Trefloyne Golf Course

Guidance for parents

We at Trefloyne are delighted to welcome you and your child to what we hope is the first of many events that you – and especially they – will be taking part in.

There are many possible reasons for a child showing an interest in golf. Maybe it's to learn a new game, or to hang out with their friends? Or because they did it in school and liked it, or because they've watched it on TV? Or is it because you play? Whatever... the important thing is to make sure they're playing for their own reasons, not yours.

It's impossible to overstate the positive effect of your support as a parent, and your behaviour has a real influence on the way your child experiences golf. So it is important to take an interest in your child's activity and progress, and be supportive.

So please always:

- make sure you're punctual when dropping off and picking up your child from coaching/events; it is important to let us know if there's any possible problem with collecting your child after an event/coaching session
- introduce yourself to the adults involved in the supervision of your child
- make sure that your child has the necessary provisions and equipment for the time they're with us, including enough to eat and the ability to cope with changing weather conditions
- ensure that your mobile is switched on when you are away from Trefloyne, so that you can be contacted in an emergency
- encourage your child to take part and support Trefloyne activities such as coaching and competitions
- help your child to arrange golf with other juniors away from Trefloyne organised activities so they have someone to play golf with

For our part, we want to provide the best possible experience for you and your child. So please read through the following guidance and complete the attached forms, and specifically:

- familiarise yourself with the attached:
 - a. safeguarding policy
 - b. Codes of Conduct for parents, coaches, children and young people.
 - c. transport policy.
 - d. changing Room policy
 - e. policies on photography, videoing and the use of social media.
- complete the attached Parental Consent form so that event organisers can cater for any particular needs your child may have (e.g. medical conditions and medications, allergies, learning difficulties etc.), and will know who to contact in the unlikely event of an emergency
- go through the attached Code of Conduct with your child.

Please discuss with Trefloyne's Safeguarding Lead any concerns that you have about the organisation of activities or the behaviour of adults towards your child. They will take your concerns seriously and handle them with in the strictest confidence

The Trefloyne Safeguarding Lead is Eifion Price and his contact details are:

Telephone 07795 112978

email deprice1@btinternet.com

The Wales Golf Lead Safeguarding Officer is also available for advice: 01633 436040

Wherever it says so on a form, please take a copy for your own information and returned a signed copy to us, either direct to the Trefloyne Safeguarding Lead, or via whoever is leading your child's coaching or activity at Trefloyne.



Trefloyne Golf Course

Photography consent

Trefloyne recognises the need to ensure the welfare and safety of all children in golf. As part of our commitment to ensure their safety we will not permit photographs, video images or other images of your child to be taken (except where some incidental inclusion may not be possible to avoid) or used without your consent.

We will ensure that any image of a child obtained without consent will not be published.

Trefloyne will follow the guidance for the use of images of children as detailed within Trefloyne's Safeguarding Children and Young Peoples Policy.

Trefloyne will take steps to ensure these images are used solely for the purposes for which they are intended i.e. promoting and celebrating Trefloyne's activities.

If you become aware that these images are being used inappropriately you should inform the Trefloyne Safeguarding Lead immediately.

The photographs may be available on the Trefloyne website but if at any time either the parent/carer or the child wishes them to be taken down, tell the Trefloyne Safeguarding Lead and they will be removed as soon as possible, and always within 7 days.

To be completed by parent/carer

NB. If you have more than one child registered you need to complete a form for each one.

I _____ (Parent full name), having legal parental responsibility for this child and being entitled to do so, consent to Trefloyne photographing or videoing _____ (name of child) under the stated rules & conditions.

Signature _____ Date _____

To be completed by child

I _____ (Child full name) consent to Trefloyne photographing or videoing me under the stated rules and conditions.

Signature _____ Date _____



Trefloyne Golf Course

Policy on photography and video

While Trefloyne does not seek to prohibit those with a legitimate interest in filming or photographing children participating in sporting activities, any such activity must take place within an appropriate policy and procedural framework.

This policy applies at any Trefloyne event at which children under the age of 18 are participating.

Policy

The policy at Trefloyne is that:

- the welfare of children taking part in golf is paramount
- children and their parents/guardians and or the Trefloyne have control over the images taken of children at Trefloyne events.
- photographs of golfing activity must be to illustrate the game of golf, and never as a way of obtaining images of children.
- images must never be sexual or exploitative in nature, or open to misinterpretation and misuse
- the identity of children in a published image should be protected so as not to make the children vulnerable; if an individual golfer's name is published with their photograph to celebrate an achievement, other personal contact details must never accompany the picture.

Procedure

Official/professional photographers and those using 'professional' equipment

Anyone wishing to take photographic or video images at any Trefloyne event at which children under the age of 18 are participating, in an official or professional capacity or using 'professional' camera or video equipment must register their details with officials at Trefloyne, either in the golf shop or at the bar in the main Trefloyne Manor building.

This must be done before carrying out any such activity on Trefloyne land, including the golf course, any practice ground or anywhere surrounding the terrace or the clubhouse.

Once registered an identification label will be issued as confirmation of registration. Anyone found using photographic or video equipment without an appropriate identification label will be questioned and may be asked to leave.

Trefloyne reserves the right to refuse to grant permission to take photographic or video images if it sees fit.

Photographers wishing to use images of a child's must obtain consent from the child's parents before taking any pictures.

Parents/carers/family members of competitors

Parents, carers and family members taking occasional informal photographs with mobile devices of their own child, ward or family member at a Trefloyne event do not need to register their details with the Trefloyne.

If such photographs include other children (for example at a prize presentation) they must not be publicly displayed or published on social media until and unless the parents/guardians of all the children in the photographs have given their permission.

Concerns

If any competitors or parents have any concerns they should raise them by contacting officials at Trefloyne immediately, either in the golf shop or at the bar in the main Trefloyne Manor building

We will notify the relevant authorities if there are any doubts about the authenticity and credentials of any individual taking photographs.



Trefloyne Golf Course

Guidance on the use of social media

We have procedures that support and underpin the use of social networking and other online services within Trefloyne. All members, staff, volunteers, coaches, officials/referees, board members, or anyone working on behalf of Trefloyne must be aware of this policy and agree to the following terms.

Advice for individuals

- Do not accept children as contacts on social networking sites if you hold a position of trust with children/young people.
- Where contact through social networking sites is used for professional reasons, restrict the communication to professional content and obtain written consent from parents before establishing contact.
- Include a third party in any communications to children, e.g. copy parents into communications.
- Use the privacy settings on the various sites to ensure that your content will only be viewed by appropriate people.
- Ensure that any content you place on a social networking site is age-appropriate. Do not use the site to criticise or abuse others.
- Know where to direct junior members and their parents for information.
- Know how to report concerns.
- Know how to keep data safe and secure. This should include the personal contact data of individuals, such as mobile numbers, email addresses and social networking profiles.

Advice for Children

- Consider carefully who you invite to be your friend online and make sure they are who you actually think they are.
- There are websites that offer advice about protecting yourself online, such as www.ceop.gov.uk and www.childnet.com Use them!
- Make sure you use privacy settings so that only friends can view your profile.
- Remember that anything you post on websites may be shared with people you don't know.
- Never post comments, photos, videos or anything else that are hurtful or might upset someone, or are untrue or you don't know to be true. Stop and think about whether you may regret posting the content at a later date.
- If you're worried or upset about something that's been posted about you, or by texts you receive from other juniors or adults at Trefloyne, raise this with the

Trefloyne Safeguarding Lead. Or contact the Wales Golf Lead Safeguarding Officer (call Siân Simmons at 01633 436040). Do not suffer alone – whoever you talk to will listen to you and take your concerns seriously.

- If you'd rather talk to someone anonymously, call Childline on 0800 1111, or online at www.childline.org.uk Or you can call the NSPCC on 0808 800 5000.

Advice for Parents

- Get up to speed about social networking platforms and how they work.
- Go on the internet with your child and agree what sites are acceptable to visit. Regularly check that they are staying within the agreed limits.
- Encourage your child to talk to you about what they've been doing online.
- Create the environment where they always feel able to speak to you if they ever feel uncomfortable, upset or threatened by anything they see online.
- Encourage children to look out for each other when they're online. Explain that it's all part of staying safe and having fun together.
- Explain to children that it's not safe to reveal personal information, such as their name, address or phone number on the internet. Encourage them to use a cool nickname rather than their own name.
- Explain why these should only open attachments or click on links from people they know, as attachments and links in emails can contain viruses and may expose children and young people to inappropriate material.

Further advice for parents

- If you are concerned about any texts, social networking posts or any other use of communication technology by members of the golf Trefloyne, volunteers or members of staff, raise this with the Trefloyne Safeguarding Lead. They will look into the matter and take appropriate action. Alternatively contact Wales Golf Lead Safeguarding Officer Tel 01633 436040.
- As well as reporting concerns to Wales Golf (National Governing Body), you should immediately report possible online abuse to the Child Exploitation and Online Protection Centre (CEOP) or the police. Law enforcement agencies and the internet service provider may need to take urgent steps to locate a child and/or remove the content from the internet. Where a young person may be in immediate danger, dial 999.
- Do not post/send negative or critical comments or messages about other children at Trefloyne, or staff or volunteers. If you have concerns about a person, raise them with the Trefloyne Safeguarding Lead, not via social media.
- If you wish to speak to an external organisation for advice, you can contact the NSPCC helpline on 0808 800 5000.



Trefloyne Golf Course

Anti-bullying policy

Trefloyne:

- recognises its duty of care and responsibility to safeguard all participants from harm
- promotes and implements this anti-bullying policy in addition to our safeguarding policy and procedures
- seeks to ensure that bullying behaviour is not accepted or condoned
- gives all members of Trefloyne access to this policy and its details, and asks them to read it carefully and adopt its principles
- takes action to investigate and respond to any alleged incidents of bullying
- encourages and facilitates children and young people in playing an active part in developing and adopting a code of conduct to address bullying
- ensures that staff, volunteers and coaches are given access to information, guidance and/or training on bullying.

Each participant, coach, volunteer or official:

- respects every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respects the feelings and views of others
- recognises that everyone is important and that our differences make each of us special and should be valued
- shows appreciation of others by acknowledging individual qualities, contributions and progress
- is committed to the early identification of bullying, and prompt and collective action to deal with it
- has access to clearly written rules and practices, to make it easier to ensure safety
- reports any incidents of bullying they see – doing nothing condones bullying.

Bullying

- Everybody at Trefloyne has a responsibility to work together to stop bullying.
- There are no acceptable forms of bullying – all are addressed, and bullying can include:
 - physical pushing, kicking, hitting, pinching etc.
 - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or continually ignoring individuals
 - posting of derogatory or abusive comments, videos or images on social network sites
 - racial taunts, graffiti, gestures, sectarianism - sexual comments, suggestions or behaviour
 - unwanted physical contact
 - online as well as offline behaviour.
- Children or young people with a disability, from ethnic minorities, who are gay or lesbian, or have learning difficulties are more vulnerable to this form of abuse, and are more likely to be targeted.

Support for the child

- Children should know who will listen to and support them.
- Trefloyne's coaches, volunteers and staff aim to open the door to children who wish to talk about bullying, or any other issue that affects them
- We always aim to remove potential barriers to talking – including those associated with a child's disability or impairment – so that children feel safe and comfortable approaching adults for help.
- We publish details of helpline numbers on posters for children, and outline our approach to bullying when they join Trefloyne and/or begin coaching sessions.
- Anyone who reports an incident of bullying is listened to carefully and be supported.
- Any reported incident of bullying are investigated objectively and we listen carefully to all those involved.
- We support and give assistance to children who are being bullied, to uphold their right to play and live in a safe environment which allows their healthy development.
- We try to support, help and encourage the right behaviour in those who bully.
- We do not impose on bullies sanctions which involve long periods of isolation, or which diminish them and make them look or feel foolish in front of others.

Support for parents/carers

- Parents/carers receive details of Trefloyne’s bullying policy and procedures.
- Any incident of bullying are discussed with the child’s parents/carers.
- Parents/carers (of both victim and bully) are always consulted on action to be taken, to reach agreements on what action is appropriate.
- We disseminate information and offer advice on coping with bullying.
- We offer support to all parents/carers involved, including information on other agencies or support lines.

Useful contacts

Trefloyne Safeguarding Lead

Eifion Price 07484 874 840 gtw1947@btinternet.com

NSPCC Helpline 0808 800 5000

ChildLine 0800 1111 www.childline.org.uk

Kidscape www.kidscape.org.uk

Anti-Bullying Alliance www.antibullyingalliance.org.uk

Wales Golf

Lead Safeguarding Officer 01633 436040