



Children & Young People
Safeguarding Policy



CHILDREN AND YOUNG PEOPLE SAFEGUARDING POLICY

INTRODUCTION

Whilst children and young people are participating in golf activities in our care, Rose Golf has a responsibility to ensure their safety and wellbeing.

Rose Golf fully recognises, supports and works closely with the England Golf Safeguarding Team and their policies, as set out in the "England Golf Safeguarding Children and Young People Policy and Procedures document".

The policy and supporting procedures set out a framework 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 England 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.
- Rose Golf will work with children, their parents/carers and external organisations to safeguard the welfare of children participating in the organised activities.
- We recognise the authority of the statutory agencies and are committed to complying with Local Safeguarding Partnership Guidelines (LSP), Working Together under the Children Act 2004, and any legislation and statutory guidance that supersedes these.
- Rose Golf is committed to working in partnership with other key UK Golf Bodies to continually improve and to promote safeguarding initiatives across the sport.
- Rose Golf owes a legal duty of care to children taking part in the organized activities. That duty is to take reasonable care to ensure their reasonable safety and the duty is higher than it would be for adults.



OBJECTIVES

Rose Golf aims to:

- Provide a safe environment for children and young people participating in the organized activities and try to ensure that they enjoy the experience.
- Ensure robust systems are in place to manage any concerns or allegations.
- Support adults (staff, volunteers, PGA Professionals, coaches, members, sponsors / event partners and visitors) to understand their roles and responsibilities with regard to their duty of care and protection of children.
- Provide appropriate level training, support and resources for staff, volunteers & coaches to make informed and confident responses to specific safeguarding issues and fulfill their role 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 whilst participating in organized activities and communicate Policy and Procedure to them through website/letter/consents.

RESPONSIBILITIES AND IMPLEMENTATION

Rose Golf will seek to promote the principles of safeguarding children by:

- Reviewing their policy and procedures every three years or whenever there is a major change in legislation. Guidance from England Golf will be sought as part of the review process.
- Using appropriate recruitment procedures to assess the suitability of volunteers and staff working with children and young people in line with guidance from England 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 & coaches to appropriate safeguarding training and learning opportunities, where this is appropriate to their role.



1. RECRUITMENT AND TRAINING

Rose Golf will endeavour to ensure that all volunteers and staff working with children and young people are appropriate and suitable to do so, and that they have all the information they require to undertake their job effectively and appropriately.

Each role which involves an element of responsibility with regard to children, particularly those involving the regular supervision of children, whether voluntary or paid, should be assessed by the recruiting body to establish which qualifications, checks and other requirements are necessary. These will include the following:

All staff, volunteers & coaches working with children and young people will be asked to read and become familiar with the Safeguarding Policy and Procedures.

All staff, volunteers & coaches involved with children and young people will be asked to read the Code of Conduct relevant to their role, and sign to indicate their understanding and agreement to act in accordance with the code.

Rose Golf are committed to the fact that every child and participant in the organised activities should be afforded the right to thrive through being involved in sporting activity for life, in an enjoyable, safe environment, and be protected from harm.

Rose Golf acknowledge the additional vulnerability of some groups of children (e.g. disabled, looked after children, those with communication differences).

Rose Golf will ensure that the environment at the organised activities is appropriate for the child, and tailored to their needs so that they have a positive experience without risk of harm.

2. COMPLAINTS, CONCERNS AND ALLEGATIONS

2.1 If a player, parent/carer, member of staff or volunteer has a concern about the welfare of a child, or the conduct of another child/young person or an adult (whether they are a parent, coach, member, or otherwise), these concerns should be brought to the attention of a member of Rose Golf staff without delay. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass their concerns and any relevant information to the staff member.

2.2 All concerns will be treated in confidence. Details should only be shared on a "need to know" basis with those who can help with the management of the concern.

2.3 Concerns will be recorded on an Incident Report Form and sent to the England Golf Lead Safeguarding Officer and retained confidentially within Rose Golf records.

England Golf Lead Safeguarding Team (Petra Duvanna and Craig Scott) can assist with completion of this form if required, tel: 01526 351856.



2.4 Rose Golf will work with England Golf and other external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice.

2.5 In the event of a child making a disclosure of any type of abuse, the following guidance is given:

- Reassure them that they have done the right thing to share the information
- Listen carefully
- Do not make promises that cannot be kept, such as promising not to tell anyone else
- Do not seek to actively question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action. Only ask to clarify your understanding where needed e.g. Can you tell me what you mean by the word xxxxx?
- Record what the child has said as soon as possible on an incident report form.

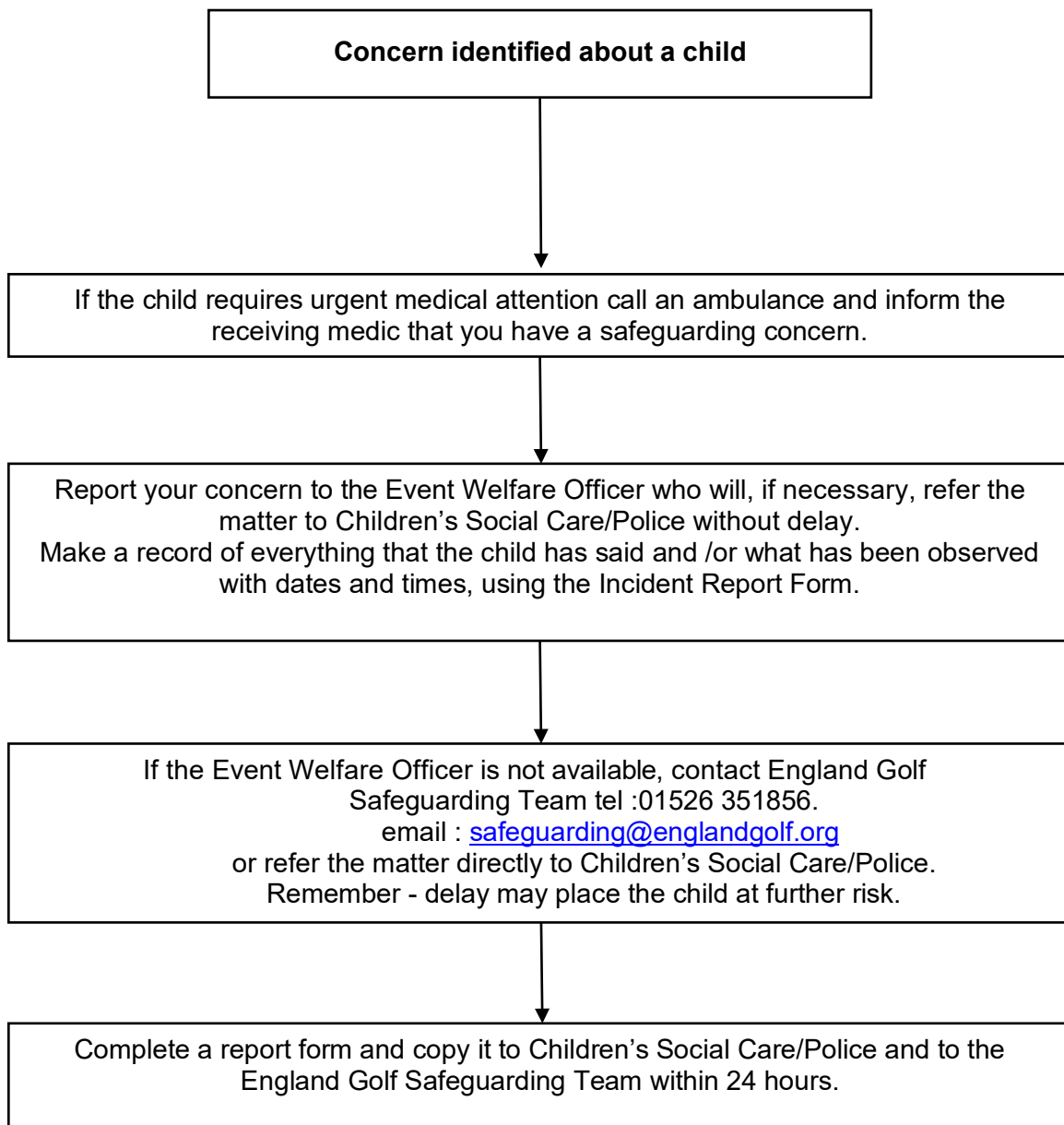
If the England Golf Lead Safeguarding Officer is not available and a delay cannot be justified then seek advice from the local Children's Social Care department, the Police, the LADO (the Local Authority Designated Officer) or the NSPCC.

2.6 The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public who need support. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.

2.7 Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. Rose Golf supports an environment where staff, volunteers, parents/carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who reported a legitimate concern to the organisation (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously.

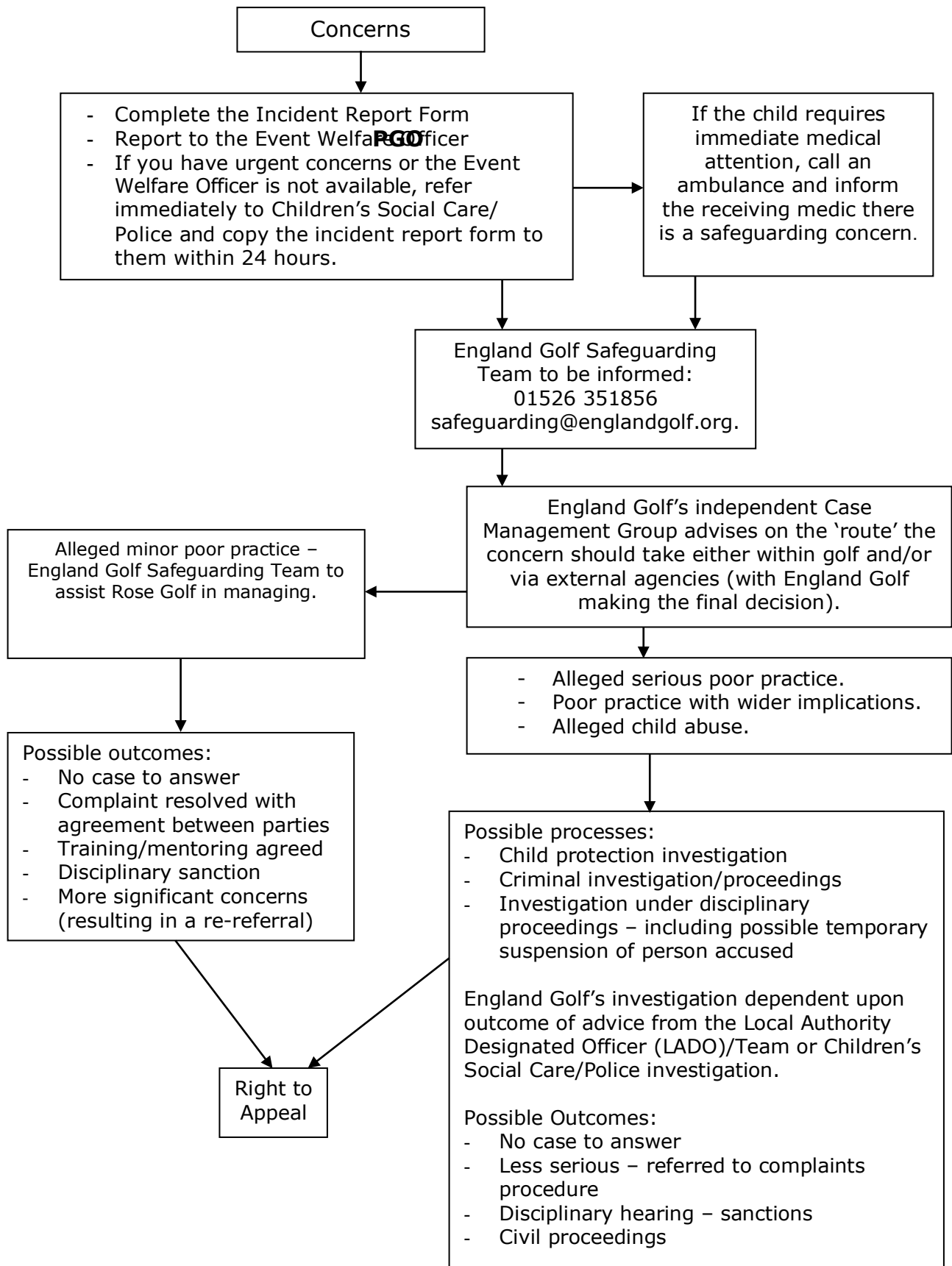
FLOWCHART 1

What to do if you are worried about what is happening to a child outside of the activities (but the concern is identified through the child's involvement in the organized activities)



FLOW CHART 2

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



3. EMERGENCIES AND INCIDENTS

3.1 Parental Consent Forms will be obtained and retained by the organisers of the activities. These forms will be treated in confidence and only shared with those who require the information they contain to perform their role effectively.

3.2 In the event of a child requiring medical attention:

- The parents will be contacted immediately.
- In the event of failure to contact parents, the alternative emergency contacts will be used.
- The consent form will be consulted to establish whether parents have given their consent for a representative to act in loco parentis.
- An adult representative will accompany the child to seek medical attention, if appropriate, ensuring that they take the consent form with them.
- A record of the action taken will be made and retained by a representative.

3.3 Where a parent is late in collecting their child from the activity the following procedure will apply:

- Attempt to contact the parent/carer using the contact details on the Parental Consent Form
- Attempt to contact the first, then the second emergency contact nominated on the Consent Form
- Wait with the young person(s) at the venue with, wherever possible, other staff/volunteers or parents.
- If all attempts to make contact fail, consideration should be given to contacting the police for their advice.

Staff and volunteers should avoid:

- Taking the child home or to another location without consent.
- Asking the child to wait in a vehicle or the club with them alone.
- Sending the child home with another person without permission.

4. PROFESSIONAL RELATIONSHIPS

- 4.1 Adults who work/volunteer with children are expected to behave appropriately and represent a positive role model for children. Rose Golf requires that all staff and volunteers working with children adhere to the standards set out in the Code of Conduct relevant to their role. Similarly, children and all participants are expected to follow their own Code of Conduct to ensure the enjoyment of all participants and assist Rose Golf in ensuring their welfare is safeguarded.
- 4.2 All adults should clearly understand the need to maintain appropriate boundaries in their dealings with children and young people.
- 4.3 Any sexual activity between adults and children under 16 is illegal and constitutes abuse.
- 4.4 The Sexual Offences Act 2003 (amended by the Police, Crime, Sentencing and Courts Act 2022) includes 'positions of trust' offences. This provision protects young people aged 16 and 17 who, despite reaching the age of consent for sexual activity, are considered to be vulnerable to sexual abuse and exploitation.

The 2022 amendments protect 16 and 17-year-olds participating in certain sporting activities from potential abuse by adults with power and influence over them. Intimate relationships between an individual in a Position of Trust and a 16/17-year-old they are responsible for, are now illegal; prior to this amendment, such relationships were legally considered consensual.

AN ADULT WHO WORKS/VOLUNTEERS WITH CHILDREN MUST NOT ENTER INTO A SEXUAL RELATIONSHIP WITH A CHILD THEY HAVE RESPONSIBILITY FOR. FAILURE TO ADHERE TO THIS RULE WILL RESULT IN THE ADULT INVOLVED BEING SUBJECT TO SAFEGUARDING AND DISCIPLINARY PROCEEDINGS.

IT IS **HIGHLY LIKELY** THE ADULT INVOLVED WILL BE **REPORTED TO THE POLICE.**

5. GOOD PRACTICE GUIDELINES

5.1 Behaviour of adults and children

- 5.1.1** Adults who work with children are placed in a position of trust in relation to children, and therefore it is important they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from false allegations of poor practice. Codes of conduct will be issued to junior members & adults working with them to promote good practice.
- 5.1.2** Rose Golf requires that all staff and volunteers working with children and young people adhere to the standards set out in the Code of Conduct relevant to their role. Similarly, children are expected to follow their own Code of Conduct to ensure the enjoyment of all participants and assist the organisers in ensuring their welfare is safeguarded.
- 5.1.3** Rose Golf requires that all staff and volunteers working with children adhere to the guidelines on Managing Challenging Behaviour.
- 5.1.4** Parents and carers should also work together with the championship organisers to ensure that the welfare of all children is safeguarded. A sheet on "Parental Guidance" is provided to assist them in understanding how they can best assist.

5.5 Photography/ Videoing

- 5.5.1** Permission will be sought from parents prior to 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 will not be used in any promotional material.
- 5.5.2** Any press/official photographers attending the activities will be required to seek permission from Rose Golf before taking photographs and also permission of parents to use the images.

5.6 Social Media

Social media provides unique opportunities for the championship 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, event sponsors / supporters, or anyone working on behalf of Rose Golf are aware of the Social Media policy

5.7 Anti Bullying Procedures

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 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 & aggression towards an individual(s)
- A victim who is weaker and less powerful than the bully or bullies
- An outcome which is always painful & 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 or abusive or offensive comments of a sexual nature.

Rose Golf and its staff and volunteers, will not tolerate bullying in any of its forms at the final.

5.7.2 We will:

- Provide a point of contact where those being bullied can report their concerns in confidence.
- Take the problem seriously.
- Investigate any and all incidents and accusations of bullying.
- Talk to bullies and their victims separately along with their parents/carers.
- Impose sanctions where appropriate
- Keep a written record of all incidents referred to England Golf and the action taken.
- Have discussions about bullying and why it matters.

5.8 Confidentiality

5.8.1 Details of all juniors will be kept on a secure file and will not be shared with a third party without parent/carer consent.

5.8.2 All concerns/allegations will be dealt with confidentially by Rose Golf and information will only be shared on a need to know basis, either internally or externally depending on the nature/seriousness of the concern/allegation.

6. Useful Contacts

Golf Contacts		
Name	Address	Number
Sonia Schofield Event Welfare Officer Rose Golf	Rose Golf Limited, Oriel House, 26 The Quadrant, Richmond, TW9	Mob:07796 974 458 Email:sonia@rosegolf.co.uk
England Golf Safeguarding Team (Petra Duvanna and Craig Scott)	England Golf National Golf Centre The Broadway Woodhall Spa Lincolnshire LN10 6PU	01526 351856 safeguarding@englandgolf.org

Local Contacts		
Local Children's Social Care (including out of office hours contact) NB. In an emergency, the Samaritans will hold the Duty Officer's contact number	SSSCP Team Quadrant Court 35 Guildford Road Woking, Surrey GU22 7QQ	After 5pm or at the weekends please contact The Emergency Social Work Duty Team 01483 517898
Samaritans		116 123
Local Police child protection teams In an emergency contact 112 (Portugal)		101 Hospital Particular do Algarve, Urbanizacao Casal de Gambelas, Lote 2, 8005-226, Faro, Portugal. +351 282 420 400
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
NI Childline	74 Duke Street Londonderry	Tel: 028 90 32773
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel: 0116 234 7278 cpsu@nspcc.org.uk



Social Media Guidance -

This guidance gives procedures that will support and underpin the use of social networking and other online services within Rose Golf. It is important that all members of staff and volunteers working on behalf of Rose Golf are aware of this policy and agree to the following terms.

Advice for Individual

- 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 prior to 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
- 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, etc., that may upset someone, that are untrue or that are hurtful. Think about whether you may regret posting the content at a later date.
- If you are worried or upset about something that's been posted about you, or by texts you receive from other juniors or adults involved with the championship final, raise this with your Welfare Officer. Alternatively contact your England Golf Safeguarding Team (Tel: 01526 351856). Do not suffer alone. You will be listened to and your concerns will be taken seriously.
- If you want to talk to someone anonymously, call Childline on 0800 1111, or contact them on the web at www.childline.org.uk . You can also call the NSPCC on 0808 800 5000.



Advice for Parents

- Make yourself knowledgeable 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 have been doing on the internet.
- Make sure they 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.
- Attachments and links in emails can contain viruses and may expose children and young people to inappropriate material. Teach children to only open attachments or click on links from people they know.

Further Advice for Parents of Young Golfers

- If you are concerned about any texts, social networking posts or any other use of communication technology by Rose Golf staff or volunteers, raise this with the Welfare Officer. They will look into the matter and take appropriate action. Alternatively contact England Golf Safeguarding Team, Tel: 01526 351856.
- In addition to reporting concerns to England 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 in the championship final, staff, officials, event sponsors / supporters, or volunteers. If you have concerns about a person, these should be raised using appropriate channels within the club and not using social media.
- If you wish to speak to an external organisation for advice, you can contact the NSPCC helpline on 0808 800 5000.



ANTI-BULLYING POLICY

Rose Golf will:

- recognise its duty of care and responsibility to safeguard all participants from harm
- promote and implement this anti-bullying policy in addition to safeguarding policy and procedures
- seek to ensure that bullying behaviour is not accepted or condoned
- take action to investigate and respond to any alleged incidents of bullying
- encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- ensure that staff, volunteers and coaches are given access to information, guidance and/or training on bullying.

Each participant, staff member will:

- respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others
- recognise that everyone is important and that our differences make each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress
- be committed to the early identification of bullying, and prompt and collective action to deal with it
- ensure safety by having rules and practices carefully explained and distributed for all to be familiar with
- report incidents of bullying they see – by doing nothing you are condoning bullying.

Bullying

- all forms of bullying will be addressed
- everybody at Rose Golf has a responsibility to work together to stop bullying
- bullying can include online as well as offline behaviour
- bullying can include:
 - physical pushing, kicking, hitting, pinching etc.
 - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of 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

- children with a disability, from ethnic minorities, young people who are LGBTQ+, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

Support to the child

- children should know who will listen to and support them
- systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them
- potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- children should have access to helpline numbers
- anyone who reports an incident of bullying will be listened to carefully and be supported
- any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- those who bully will be supported and encouraged to stop bullying
- sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

Support to the parents/carers

- parents/carers to be advised on the Rose Golf bullying policy and practice
- any incident of bullying will be discussed with the child's parents/carers
- parents/carers will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- information and advice on coping with bullying will be made available
- support should be offered to the parents/carers including information on other agencies or support lines.

Useful contacts

NSPCC Helpline 0808 800 5000

ChildLine 0800 1111 / www.childline.org.uk

Kidscape www.kidscape.org.uk

Anti-Bullying Alliance www.anti-bullyingalliance.org.uk

England Golf Safeguarding Team 01526 351856



PHOTOGRAPHY & FILMING POLICY

Whilst Rose Golf does not seek to prohibit those with a legitimate interest in filming or photographing children participating in the activities, it recognises that such activity should take place within an appropriate policy framework.

This policy applies at activities at which children under the age of 18 are participating.

POLICY

The Rose Golf policy is as follows;

The welfare of children taking part in the Championship final is paramount.

Children and their parents/carers and/or Rose Golf should have control over the images and videos taken of children at the Final.

The golfing activity should not be misused purely for the purpose of obtaining images or videos of children.

Images or videos should not be sexual or exploitative in nature or open to misinterpretation and misuse.

The identity of children in a published image or videos should be protected so as not to make the children vulnerable. (If the name of an individual golfer is published with their photograph to celebrate an achievement other personal contact details should never accompany the picture).

PROCEDURE

Official/professional photographers and those using 'professional' equipment

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

Consent from parents to take and use their child's image and videos of the child participating will be obtained by Rose Golf on behalf of the official event photographers & the TV Crew.

Parents/carers/family members of competitors

Parents, carers and family members taking occasional informal photographs or videos with mobile devices of their own child or family member at the Final do not need to register their details with Rose Golf.

If such photographs or videos include other children (eg at a prize presentation) they should not be publicly displayed or published on social media unless the prior permission of the parents/carers of all the children in the photographs or videos has been obtained.

CONCERNS

If competitors or parents have any concerns they should raise them by contacting a member of Rose Golf staff.

Rose Golf will notify the relevant authorities should it have any doubts as to the authenticity of any individual taking photographs or videos.



WHISTLEBLOWING POLICY

Safeguarding children, young people and adults at risk requires everyone to be 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 be concerned that you will be the victim of harassment or victimisation as a result.

Children, Young People and Adults at risk need someone like you to safeguard their welfare.

What is whistle blowing?

In the context of safeguarding, "whistle blowing" is when someone raises a concern about the well-being of a child or an adult at risk.

A whistle blower may be:

- a player;
- a volunteer;
- a coach;
- other member of staff/sponsor/supporter;
- an official;
- a parent;
- a member of the public.

Reasons for whistle blowing:

Those involved in the championship must acknowledge their individual responsibilities and bring matters of concern to the attention of the relevant people and/or agencies. Although this can be difficult it is particularly important where the welfare of children may be at risk.

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour:

- To protect or reduce risk to others
- To prevent a problem from becoming worse or more widespread
- To prevent becoming implicated yourself

What prevents those individuals from whistle blowing:

- Starting a chain of events that they have no control of
- Disrupting work or training
- Fear of getting it wrong or making a mistake
- Fear of repercussions
- Fear of damaging careers
- Fear of not being believed.



If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.

Where a child or an adult at risk is not in immediate danger the first person you should report your suspicion or allegation to the Welfare Officer. If for any reason you cannot, or do not wish to report the matter to your Championship Welfare Officer please contact England Golf Safeguarding Team on 01526 351856 or safeguarding@englandgolf.org.

Alternatively you can contact the Local Authority Designated Officer (LADO) or the NSPCC on 0800 800 5000.

Information to include when raising a concern

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

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

Rose Golf assures that all involved will be treated fairly and that all concerns will be properly considered. In cases where suspicions prove to be unfounded, no action will be taken against those who report their concerns, provided they acted in good faith and without malicious intent.

What happens next?

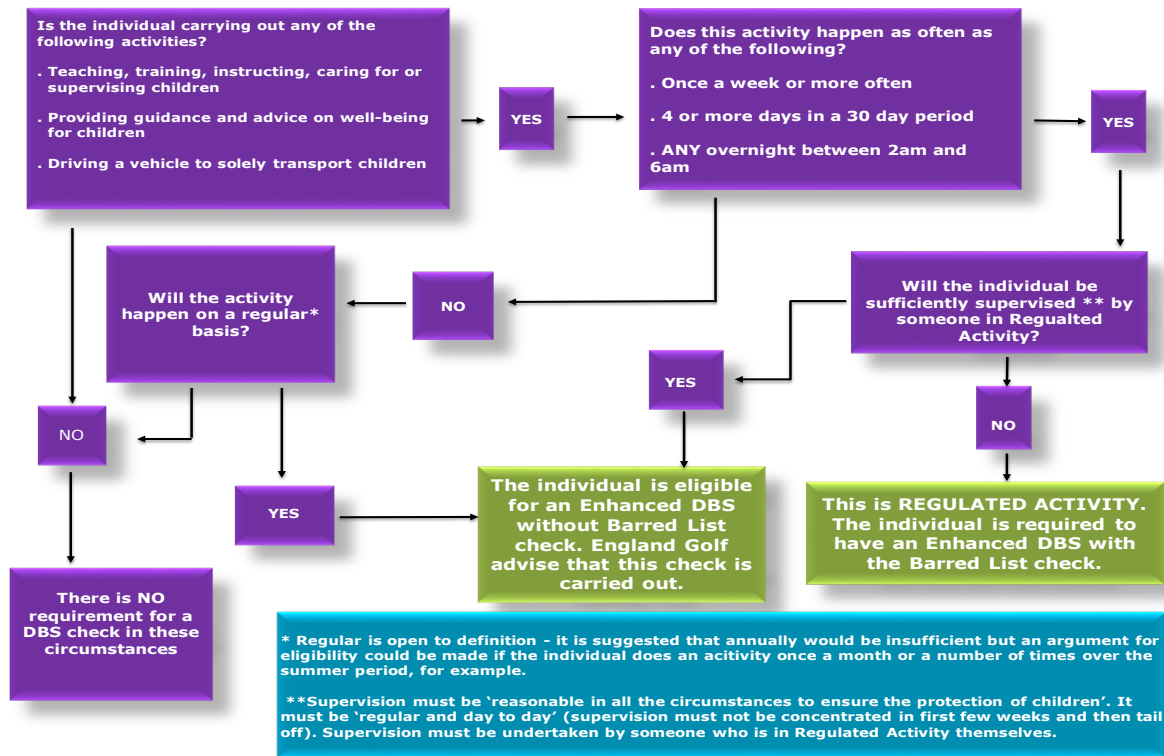
- You should be given information on the nature and progress of any enquiries – this may vary depending on the nature and result of the investigations.
- All concerns will be treated in confidence. During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern to the minimum number of individuals practicable.
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith.
- Malicious allegations may be considered a disciplinary offence.

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

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the championship or the England Golf Governance Department the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing help@nspcc.org.uk.



England Golf DBS Flowchart



MAY 18

CATEGORIES OF CHILD ABUSE

Abuse can happen on any occasion or in any place where children and young people are present.

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Children can be abused by adults, either male or female, or by other children.

Safeguarding is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- 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.

There are 4 main types of abuse: neglect, physical abuse, sexual abuse and emotional abuse. Children and young people can also be harmed through poor practice and bullying within a sport setting.

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 e.g. failure to provide adequate food, shelter and clothing; failing to protect a child from physical harm or danger; or the failure to ensure access to appropriate medical care or treatment. It may also include refusal 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 e.g. by ignoring safe practice guidelines, failing to ensure the use of safety equipment, or by requiring young people to participate when injured or unwell.

Physical abuse is when someone physically 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 feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after.

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; where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty; if athletes are required to participate when injured; or when sanctions used by coaches imposed 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 clubs/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 creating situations where sexual abuse can be disguised and may therefore 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 e.g. through texts, Facebook or Twitter have been used to groom children for abuse.



Child Sexual Exploitation is a form of child sexual abuse. It occurs 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 or 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, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child.

Examples in sport may include children who are subjected to constant criticism, name-calling, sarcasm, bullying, racism or pressure to perform to unrealistically high expectations; or when their value or worth is dependent on sporting success or achievement.



TRANSPORT POLICY

Introduction

The issue of transporting children to and from golfing activities safely can present challenges. Rose Golf activities could not operate without the goodwill of staff, volunteers and parents ensuring that children are returned home or transported to the venue in a private car on occasions. **Where this is a private arrangement between parents, they as opposed to Rose Golf are responsible for the children's safety.** However where Rose Golf has organised transportation, it is Rose Golf that has a responsibility to ensure this happens as safely as possible.

What is the Issue

1. Rose Golf encourages staff and volunteers not to take children on journeys alone in their car. This view has been taken as our knowledge has grown of how those who want to harm children has developed. The vast majority of staff and volunteers will help out through their genuine desire to see children progress within their sport. Unfortunately, we must face the reality that a very small minority of others will join a sports club to gain access to children and create an air of acceptability about their role, justifying their close contact with children.
2. Though those who want to abuse children may find it more difficult to do so in a group setting, they could use this time to gain the trust of not only the young person but also other adults. Developing credibility is an essential part of any abusers 'grooming process'. Not only grooming the child but also grooming other coaches or parents i.e. becoming the best volunteer.
3. The last stage to enable someone to offend against a child is viewed as grooming the environment i.e. creating a justifiable reason for getting the child alone. There have in the past been many opportunities within the sport setting for those who wish to abuse children to isolate a particular child. This possibility has been greatly reduced during coaching sessions, but the issue of transport can still leave children vulnerable.

Best Practice

Best practice is clearly to avoid transporting a child alone, but Rose Golf recognises that in some circumstances it is an essential part of a child's participation in the championship. If all alternatives have been exhausted and an adult has to transport a child there are a number of safety measures that should be put in place to minimise the risk:

- a. The driver like all staff and volunteers who have unsupervised access to children should have agreed to a vetting (DBS) check, where eligible, being carried out on them.
- b. Parents should be informed of the person who will be transporting their child, the reasons why and how long the journey will take.



- c. Where possible a person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans.
- d. The car used must be in road worthy condition and must comply with all legislation, MOT, Car Tax etc.
- e. The driver must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses.
- f. The driver should attempt to have more than one child in the car.
- g. The person who returns the children to the agreed point, should be alternated; this would reduce the risk of any one individual frequently being alone with any child or children.
- h. The driver should have a point of contact and mobile phone should they break down. This must never be answered while driving.
- i. Ensure that children are aware of their rights and they have someone to turn to or report any concerns they may have. If a culture of safety is created then a child is more likely to talk to another person if they are feeling uncomfortable about a situation.
- j. Late collections. These can present particular difficulties. Parents/guardians should be provided with guidelines addressing the issue and outlining their responsibility and the consequences of late collections. Drivers should have contact numbers for parents or guardians and if possible be provided with an alternative contact number. Parents or guardians should have a contact number for the driver to inform them of emergencies and possible late collections.
- k. Children should wear seatbelts at all times. The following is guidance regarding the seat-belt law which was introduced in September 2006, for more information please visit:

<https://www.gov.uk/seat-belts-law/overview>.
- l. Drivers are responsible for making sure that children under 14 are safely strapped in at all times.
- m. Passengers on minibuses will be required to wear seat belts where fitted and the driver will be responsible for making sure that children under 14 use their seatbelts correctly.



ONLINE AND THE USE OF SOCIAL MEDIA POLICY

Introduction

This policy provides guidance on how Rose Golf uses the internet and social media, and the procedures for doing so. It also outlines how we expect the staff and volunteers who work for us, and the parents, children or young people who take part in activities, to behave online.

Aims

The aims of our online safety policy are:

- to protect all children and young people involved with the activities and who make use of technology (such as mobiles phones, games consoles and the internet) while in our care
- to provide staff and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents
- to ensure Rose Golf is operating in line with our values and within the law regarding how we behave online

Understanding the online world

As part of using the internet and social media for the activities, Rose Golf will:

- understand the safety aspects - including what is acceptable and unacceptable behaviour for staff and children - when using websites, social media, apps and other forms of digital communication
- be aware that it doesn't matter what device is being used for digital interaction, but that the same safety aspects apply whether it is a computer, mobile phone or game console
- when using social media platforms (including Facebook, Twitter and Instagram), ensure that we adhere to relevant legislation and good practice guidelines, regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including:
 - making sure concerns of abuse or disclosures that take place online are written into our reporting procedures
 - incorporating online bullying ('cyberbullying') in our anti-bullying policy
- provide training for the person responsible for managing our organisation's online presence



Managing our online presence

Our online presence through our website or social media platforms will adhere to the following guidelines:

- all social media accounts will be password-protected, and at least 3 members of staff will have access to each account and password
- the account will be monitored by a designated person, who will have been appointed by Rose Golf
- the designated person managing our online presence will seek advice from our designated safeguarding lead to advise on safeguarding requirements
- a designated supervisor will remove inappropriate posts by children or staff, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)
- identifying details such as a child's home address, school name or telephone number shouldn't be posted on social media platforms
- any posts or correspondence will be consistent with our aims
- we'll make sure children and young people are aware of who manages our social media accounts and who to contact if they have any concerns about the running of the account
- parents of the finalists will be asked to give their approval for us to communicate with their children through social media, or by any other means of communication
- parents of the finalists will need to give permission for photographs or videos of their child to be posted on social media
- all of our accounts and email addresses will be appropriate and fit for purpose

What we expect of staff and volunteers

- staff should be aware of this policy and behave in accordance with it
- staff should seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media
- staff should communicate any messages they wish to send out to children and young people to the designated person responsible for the organisation's online presence
- staff should not 'friend' or 'follow' children or young people from personal accounts on social media
- staff should make sure any content posted is accurate and appropriate, as young people may 'follow' them on social media
- staff should not communicate with young people via personal accounts or private messages
- rather than communicating with parents through personal social media accounts, staff should choose a more formal means of communication, such as face-to-face, in an email or in writing, or use an organisational account, profile or website
- at least one other member of staff should be copied in to any emails sent to

- children or young people
- staff should avoid communicating with children or young people *via* email outside of normal office hours
- emails should be signed off in a professional manner, avoiding the use of emojis or symbols such as 'kisses' ('X's)
- any disclosures of abuse reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our reporting procedures
- smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy
- staff and young people must not engage in 'sexting' or send pictures to anyone that are obscene, indecent or menacing

What we expect of children and young people

- children should be aware of this online safety policy and agree to its terms
- we expect children and young people's behaviour online to be consistent with the guidelines set out in our acceptable use statement
- children should follow the guidelines set out in our acceptable use statement on all digital devices, including smart phones, tablets and consoles

Using mobile phones or other digital technology to communicate

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging), we'll take the following precautions to ensure young people's safety:

- Staff will avoid having children's or young people's personal mobile numbers and will instead seek contact through a parent or guardian. For Safeguarding reasons and operational necessity, staff will have direct contact at certain times
- Staff should have a separate phone from their personal one for any contact with parents or young people
- Texts will be used for communicating information - such as reminding children or young people about upcoming events, which kit to bring or practice timings - and not to engage in conversation
- If a young person misinterprets such communication and tries to engage a staff member in conversation, the member of staff will take the following steps to end the conversation or stop replying:
 - suggest discussing the subject further at the next face to face meeting
 - if concerned about the child or young person, provide contact details for the Welfare Officer or appropriate agencies

Using mobile phones during sports activities

So that all children can enjoy and actively take part in the activities, we discourage the use of mobile phones on course. As part of this policy we will:

- make children aware of how and who to contact if there is an emergency or a change to previously agreed arrangements
- inform parents of appropriate times they can contact the finalists and discourage them from attempting contact outside of these times
- advise parents that it may not be possible to contact children during certain times and provide a contact from Rose Golf who will be reachable should there be an emergency
- explain to young people how using mobile phones during activities has an impact on their safe awareness of their environment, and their level of participation and achievement

Use of other digital devices and programmes

The principles in this policy apply no matter which current or future technology is used - including computers, laptops, tablets, web-enabled games consoles and smart TVs - and whether an app, programme or website is used.

If any digital devices are used as part of activities by Rose Golf:

- we expect children and young people to adhere to the guidelines surrounding online use and behaviour set out in our acceptable use statement
- we'll establish appropriate restrictions, more commonly known as 'parental controls', on any device provided to prevent misuse or harm

Rose Golf commit to implementing this policy in relation to the Final and addressing any concerns quickly and within these guidelines.

Further information for parents and carers on keeping children safe online:

The following websites provide information for organisations and parents about online safety to help them protect their children from harm:

- NSPCC – www.nspcc.org.uk
- Child Exploitation and Online Protection Centre (CEOP)- www.ceop.police.uk
- Childnet - www.childnet.com
- The UK Safer Internet Centre - www.saferinternet.org.uk



ACCEPTABLE USE STATEMENT FOR INTERNET AND SOCIAL MEDIA USE

Rose Golf understand the importance of online communication for children and young people's development. However, we recognise that relevant safeguards need to be put in place to ensure children and young people remain safe while online or using social media.

We ask that all guardians spend a few minutes to read through and discuss this statement with their child.

- I will be responsible for my behaviour when using the internet and social media at the activities, including the content I access and how I conduct myself.
- I will not deliberately create, browse or access material that could be considered offensive or illegal. If I accidentally come across any such material, I will report this to a member of staff.
- I will not use social media or the internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or that is illegal.
- I understand that I should only use the Rose Golf official social media or website communication channels to contact them and should not seek out individual members of staff or volunteers.
- I understand that all my use of internet and social media is potentially visible to everyone and that any issues involving my behaviour online may be addressed by the organisers.
- I will not give out any of my personal information (such as name, age, address or telephone number online), or that of anyone else.
- I will not share my passwords with anyone else.
- I understand that these rules are designed to keep me safe, and if they are not followed, my parents may be contacted.
- I will avoid using my mobile or smartphone during the championship final on and off course activities as I understand that it will have an impact on my safety and my opportunity to learn and achieve.
- I am aware that if I am experiencing bullying behaviour or abuse online, I can contact Sonia Schofield at Rose Golf.
- I know I can contact Childline on 0800 11 11 if I have any worries about something I've seen or experienced online.



Code of Conduct for all staff

- 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
- You should not have regular contact outside your Rose Golf role with the juniors and should not engage in regular communication through text, email or social network sites
- Know and understand the Child Safeguarding Policies and Procedures
- Respect young people's opinions when making decisions about their participation in the activities
- Inform players and parents of the requirements of the activities
- 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. This reflects a negative image and could compromise the safety of the young people
- Do not give young people alcohol when they are under the care of Rose Golf
- Hold relevant qualifications and insurance cover. All Staff, Volunteers & Coaches who work regularly with children must have current DBS clearance, approved by England 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 the Rose Golf procedures & 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 Rose Golf



Code of Conduct for Juniors

As a finalist taking part in any activity, 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 a Rose Golf representative) if you consider that you or others have 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, officials, events sponsors / supporters and coaches with respect
- Observe instructions or restrictions requested by the adults looking after you, in particular regarding curfews in the evenings
- Respect the behaviour requests and dress codes of the hotel and the golf club as outlined in the information pack

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

- 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
- Entering the room of any other competitor of the opposite sex under any circumstances



Code of Conduct for Parents/Guardians

As parents you are expected to:

- Positively reinforce your child and show an interest in their chosen activity
- Do not place your child under pressure or push them in to activities they do not want to do
- Be realistic and supportive
- Promote your child's participation in playing golf for fun
- Complete and return forms & consents pertaining to your child's participation in activities.
- Report and update Organisers with any changes relevant to your child's health and wellbeing
- Deliver and collect your child punctually to the airport for departure and upon return to the UK.
- Ensure that you child understands the rules of Golf
- Teach your child that they can only do their best
- Ensure that your child understands their Code of Conduct
- Behave responsibly at the activities and on the golf course; please do not embarrass your child
- Show appreciation and support the staff at Rose Golf
- Accept the decision and judgement of the officials 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 final
- Be informed of problems or concerns relating to your child
- Be informed if your child is injured
- Have consent sought for issues such as TV coverage and photography
- 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 Rose Golf.



Photography and filming consent form

Name of organisation:	Rose Golf Ltd
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In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the child or the parent if the child is under 16.

Rose Golf Ltd will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Rose Golf immediately.

Consent information:	
<i>To be completed by child:</i>	
<ul style="list-style-type: none"> <input type="checkbox"/> I give permission for my photograph to be used within the Host Venue club for display purposes <input type="checkbox"/> I give permission for my photograph to be used within other printed publications <input type="checkbox"/> I give permission for my photograph to be used on the Rose Ladies Open and Host Venue website <input type="checkbox"/> I give permission for videos of me to be used on the Rose Ladies Open and Host Venue website <input type="checkbox"/> I give permission for my photograph to be used on the Rose Ladies Open and Host Venue social media pages <input type="checkbox"/> I give permission for videos of me to be used on the Rose Ladies Open and Host Venue social media pages <input type="checkbox"/> I give permission for videos of me to be used as part of the Rose Ladies Open highlights programme shown on Sky Sports and youtube channel 	
Signature of child:	Print name child:
Date:	

If the child is under 16, consent must be obtained from parents.

<i>To be completed by parent:</i>	
<ul style="list-style-type: none"> <input type="checkbox"/> I give permission for my child's photograph to be used within the Host Venue club for display purposes <input type="checkbox"/> I give permission for my child's photograph to be used within other printed publications <input type="checkbox"/> I give permission for my photograph to be used on the Rose Ladies Open and Host Venue website <input type="checkbox"/> I give permission for videos of me to be used on the Rose Ladies Open and Host Venue website <input type="checkbox"/> I give permission for my photograph to be used on the Rose Ladies Open and Host Venue social media pages <input type="checkbox"/> I give permission for videos of me to be used on the Rose Ladies Open and Host Venue social media pages <input type="checkbox"/> I give permission for videos of me to be used as part of the Rose Ladies Open highlights programme shown on Sky Sports and youtube channel <input type="checkbox"/> I can confirm that I have read, or been made aware of how these images or videos will be stored within the organisation. 	
Signature of parent:	Print name of parent:
Date:	

