

# GUIDELINES FOR CHILD PROTECTION



SCOTTISH GOLF UNION



SCOTTISH LADIES' GOLFING ASSOCIATION

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## FOREWORD

Sport, and golf in particular, can and does have a very powerful and positive influence on people. Not only can golf provide opportunities for enjoyment and achievement, it can also help those who participate to develop valuable qualities and skills such as self-esteem, leadership and teamwork. These positive effects can only take place if golf is in the right hands – in the hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them. The reality is that abuse does take place in sport and in some cases coaches and other trusted adults in sport have been convicted of abusing children.

It is everyone's responsibility to have a duty of care towards children to help to protect them from abuse. It is hoped that these guidelines for golf clubs and facilities will help create a safe environment in golf and reduce the risk of false allegations for all staff or volunteers working with children. Scottish Golf is committed to improving the protection of children through this policy and the provision of guidelines for golf clubs and facilities.

'Scottish Golf' is a collective term and not an entity and encompasses the Scottish Golf Union and Scottish Ladies Golfing Association.

clubgolf Scotland Limited have also adopted this policy. clubgolf is a partnership between Scottish Golf Union, Scottish Ladies Golfing Association, the Professional Golfers Association, The Golf Foundation and sportscotland introduces children and young people to the game of golf.

Scottish Golf have drawn on a number of sources for material within these guidelines and would like to thank the following organisations for their kind permission on the use and adaptation of materials

- CHILDREN 1ST
- Children in Golf Strategy Group

## **SECTION 1**

# **CHILD PROTECTION POLICY**

## **CHILD PROTECTION POLICY**

**BGHC is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.**

**BGHC affiliates to the Scottish Golf Union/Scottish Ladies Golfing Association and the golf club recognises the child protection procedures of these governing bodies, as set out in the Guidelines for Child Protection for Golf Clubs and Facilities.**

**This document outlines the Golf Clubs commitment to protecting children.**

These guidelines are based on the followings principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents to promote the welfare, health and development of children.

The Golf Club will:

- Promote the health and welfare of children by providing opportunities for them to take part in golf safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

### **Review**

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within the golf club.
- Following any issues or concerns raised about the protection of children within the golf club.
- In all other circumstances, at least every three years.

**Club Child Protection Officer/ Junior Convenor: Graham Milne – 01592 874093 (Club-house)**

## WHAT ARE WE PROTECTING CHILDREN AGAINST?

The following examples are ways in which children may be abused or harmed, either within or out with sport.

### CHILD ABUSE

In Scotland child abuse is defined as follows:

*'Children may be in need of protection where their basic needs are not being met, in a manner appropriate to their age and stage of development, and they will be at risk through avoidable acts of commission or omission on the part of their parent(s), sibling(s) or other relative(s), or a carer (i.e. the person while not a parent who has actual custody of the child).'<sup>1</sup>*

This definition includes placing children at risk through something a person has done to them or something a person is failing to do for them. For those working in the field of child care and protection the definition gets broken down further into categories of abuse, namely;

- |                        |                      |  |
|------------------------|----------------------|--|
| (i) Emotional Abuse    | (ii) Physical Injury | (v) Non-organic Failure to Thrive <sup>2</sup> |
| (iii) Physical Neglect | (iv) Sexual Abuse    |  |

These categories are not mutually exclusive, for example, a child experiencing physical abuse is undoubtedly experiencing emotional abuse as well. The following definitions of the different types of child abuse are taken from *Protecting Children- A Shared Responsibility, Guidance on Inter-agency co-operation* (Scottish Office, 1998).

#### Identifying Child Abuse

Although the physical and behavioural signs listed may be symptomatic of abuse, they may not always be an indicator and, conversely, children experiencing abuse may not demonstrate any of these signs.

Child abuse is often difficult to recognise. It is not the responsibility of anyone involved in sport to decide whether or not a child has been abused. This is the role of trained professionals. We all however, have a duty to act on any concerns about abuse.

#### Children and Young People with a Learning or Physical Disability

Research<sup>3</sup> tells us that children and young people who have a learning or physical disability are more vulnerable to abuse. This is because:

- they are often dependent on a number of people for care and handling, some of which can be of an intimate nature.
- they may be unable to understand the inappropriateness of the actions or communicate to others that something is wrong.
- signs of abuse can be misinterpreted as a symptom of the disability.
- like other children they are fearful of the consequences of disclosing abuse.
- attitudes and assumptions that children with disabilities are not abused.
- they may be unable to resist abuse due to physical impairment.

<sup>1</sup> Protecting Children- A Shared Responsibility. A Guidance on Interagency Co-operation (The Scottish Office, 1998)

<sup>2</sup> Children who significantly fail to reach normal growth and developmental milestones where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.

<sup>3</sup> "It doesn't happen to disabled children" Child protection and Disabled Children, NSPCC (2003)

- of negative attitudes towards children with disabilities.
- possible failures to recognise the impact of abuse on children with disabilities.

Particular care should be taken by all staff and volunteers when with working with children affected by disability.

### **(i) EMOTIONAL ABUSE**

*“failure to provide for a child’s basic emotional needs such as to have a severe effect on the behaviour and development of the child”*

This could include making a child feel worthless or unloved, inadequate or not valued; inappropriate expectations being imposed on children for their age or stage of development; the corruption or exploitation of a child, or causing them frequently to feel frightened or in danger; persistent exposure to domestic abuse; failing to provide a child with love, care and affection.

#### **Examples of Emotional Abuse in Sport**

- Persistent failure to show any respect to a child e.g. continually ignoring a child.
- Constantly humiliating a child by telling them they are useless.
- Continually being aggressive towards a child making them feel frightened.
- Acting in a way which is detrimental to the child’s self-esteem.

Signs which **may** raise concerns about emotional abuse include:

- |                                       |   |
|---------------------------------------|---|
| • low self-esteem                     | • significant decline in concentration      |
| • running away                        | • indiscriminate friendliness and neediness |
| • extremes of passivity or aggression | • self-harm or mutilation                   |

### **(ii) PHYSICAL INJURY**

*“actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge or reasonable suspicion, that the injury was inflicted or knowingly not prevented”.*

This could include deliberately hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming a child. Physical injury may also occur where someone knowingly fails to take action to protect a child from physical harm.

Most children sustain accidental cuts and bruises throughout childhood. These are likely to occur in parts of the body like elbows, shins and knees. An important indicator of physical abuse is where the bruises or injuries are unexplained or the explanation does not fit the injury or the injury appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks or thighs. The age of the child must also be considered. It is possible that some injuries may have occurred for other reasons e.g. skin disorders, rare bone diseases.

Physical injury may also be caused when a parent feigns the symptoms of or deliberately causes ill health to a child whom they are looking after. This is known as *Fabricated Fictitious Syndrome by Proxy*. A parent may do this because they need or enjoy the attention they receive through having a sick child.

#### **Examples of Physical Abuse in Sport**

Bodily harm that may be caused by:

- over training or dangerous training of athletes.
- over playing an athlete.

- failure to do a risk assessment of physical limits or pre-existing medical conditions.
- administering, condoning or failure to intervene in drug use.

Signs which **may** raise concerns about physical abuse include:

- refusal to discuss injuries
- improbable excuses given to explain injuries
- running away
- excessive physical punishment
- avoiding activities due to injuries or possibility of injuries being discovered
- aggression towards others
- fear of parents being approached for an explanation
- untreated injuries
- unexplained injuries, particularly if recurrent

### **(iii) PHYSICAL NEGLECT**

*“This occurs where a child’s essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances which endanger the child”.*

As well as being the result of a deliberate act, neglect can also be caused through the omission or the failure to act or protect e.g. the failure to obtain medical attention for a child.

### **Examples of Physical Neglect in Sport**

- exposing a child to extreme weather conditions e.g. heat and cold.
- failing to seek medical attention for injuries.
- exposing a child to risk of injury through the use of unsafe equipment.
- exposing a child to a hazardous environment without a proper risk assessment of the activity.
- failing to provide adequate nutrition and water.

Signs which **may** raise concerns about physical neglect include:

- constant hunger
- constant tiredness
- untreated medical problems
- poor peer relationships
- poor personal hygiene and/or poor state of clothing
- frequent lateness or unexplained non-attendance (particularly at school)
- low self-esteem
- stealing

### **(iv) SEXUAL ABUSE**

*“Any child may be deemed to have been sexually abused when any person(s), by design or neglect, exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated or consented to, the behaviour”.*

This includes forcing or enticing a child to take part in sexual activities whether or not they are aware of or consent to what is happening. Sexual abuse may involve physical contact, and non-contact acts such as forcing children to look at or be involved in the production of pornographic material, to watch sexual activities or encouraging them to behave in sexually inappropriate ways. Some of the aforementioned activities can occur through the internet.

Boys and girls are sexually abused by males and females, including persons to whom they are and are not related and by other young people. This includes people from all walks of life.

Some children may never be able to tell someone they have been sexually abused. Changes in a child's behaviour may be a sign something has happened. In some cases there may be no physical or behavioural signs to suggest that a child has been sexually abused.

### Examples of Sexual Abuse in Sport

- exposure to sexually explicit inappropriate language or jokes.
- showing a child pornographic material or using a child to produce such material.
- inappropriate touching.
- sexual intercourse and/or sexual activity with a child under 16.

The following signs may raise concerns about sexual abuse:

- lack of trust in adults or over familiarity with adults, fear of a particular adult
- sleep disturbance (nightmares, bed-wetting, fear of sleeping alone)
- girls taking over the mothering role
- reluctance or refusal to participate in physical activity or to change clothes for games
- drug, alcohol or solvent abuse
- sexual promiscuity, over-sexualised behaviour, compulsive masturbation
- unusual interest in the genitals of adults, children or animals
- bruises, scratches, bite marks to the thighs or genital areas
- discomfort/difficulty in walking or sitting
- urinary tract problems, vaginal infections or genital damage
- stained underwear, soiling or wetting
- fear of bathrooms, showers, closed doors
- having irrational fears
- psychosomatic factors e.g. recurrent abdominal or headache pain
- social isolation – being withdrawn or introverted, poor peer relationship
- running away from home
- school problems e.g. falling standards, truancy
- low self-esteem
- display of sexual knowledge beyond the child's age
- eating disorders
- anxiety, depression, self-harm/mutilation, suicide attempts
- pregnancy
- fear of medical examinations
- genital odour, venereal /sexually transmitted diseases
- itchiness, soreness, discharge, unexplained bleeding from the rectum, vagina or penis
- abnormal sexual drawings
- developmental regression/acting younger than their age
- "Grooming" including over the internet.

## BULLYING

Bullying may be seen as particularly hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can take many forms including children being bullied by adults, their peers and in some cases by members of their families. Bullying can be difficult to identify because it often happens away from others and those who are bullied often do not tell anyone.

Bullying is a significant issue for children and has been the main reason for calls to ChildLine for the last eight consecutive years.

## Examples of Bullying in Sport

- physical e.g. theft, hitting, kicking (in some cases, this might constitute an assault).
- verbal (including teasing) e.g. racist or sectarian remarks, spreading rumours, threats or name-calling, ridicule or humiliation.
- emotional e.g. isolating a child from the activities or social acceptance of the peer group.
- harassment e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress.

Signs which **may** raise concerns about bullying include:

- hesitation or reluctance to come to attend training or activity
- often last one picked for a team or group activity for no apparent reason, or being picked on when they think your back is turned
- reluctance to go to certain places or work with a certain individual
- clothing or personal possessions go missing or get damaged
- bruising or other injuries
- 'losing' pocket money repeatedly
- becoming nervous and withdrawn
- suddenly prone to lashing out at people, either physically or verbally, when normally quiet



*Appendix 2 page 49 - Recommended Guidelines for Managing Bullying*

### **RACISM**

Children from British minority ethnic communities (and their parents) may have experienced harassment, racial discrimination, and institutional racism. Although not formally recognised as a form of child abuse, racism can be emotionally harmful to children. Some racist acts also involve acts of physical violence towards individuals or groups.

All organisations working with children, including those where British minority ethnic communities are numerically small, should address institutional racism.

### **HARASSMENT**

An essential characteristic of harassment is that it is unwanted by the recipient. It is for individuals to determine what behaviour is acceptable to him or her and what they regard as offensive.

Children may experience harassment or negative discrimination because of their race or ethnic origin, socio-economic status, culture, age, disability, gender, sexuality or religious beliefs. This can have a detrimental effect on a child.

**SECTION 2**

**ROLES AND RESPONSIBILITIES**

## THE ROLE OF THE GOLF CLUB IN PROTECTING CHILDREN

### *Why protecting children is important*

There are many reasons why golf clubs need to address, plan and implement the protection of children and young people. It:

- Will help to ensure the Golf Club fulfil legal and moral obligations for the care and protection of children.
- Sends a positive message to both children and parents about the value you place on children and their participation in your sport.
- Sends a positive message to staff and volunteers that you will support and guide them when they work with children and you will put safeguards in place to minimise risk to all.
- Sets the standards and expectations for everyone working in the sport and provides a benchmark against which practice can be measured and challenged.
- Builds a legacy for the future of golf.
- Reduces the risk of successful legal action against the golf club by ensuring that all legal duties have been fulfilled and that all reasonable steps have been taken to safeguard and promote the health, welfare and development of children.

These recommendations are based on legislation, national guidance and messages from inquiries and recognised good practice.

## ROLES AND RESPONSIBILITIES IN CHILD PROTECTION

The Golf Club will:

- Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children taking part in sport.
- Actively work jointly with parents and other agencies through joint planning, training and monitoring of their arrangements for the protection of children.
- Ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children.

Within member clubs of Scottish Golf the Club Child Protection Officer will:

- Be supported by Scottish Golf and be appropriately trained.
- Implement and promote Scottish Golf's Child Protection Policy and Procedures.
- Be a member of the club's junior committee and/or regularly report to the Committee.
- Act as the main contact within the Club for the protection of children.
- Encourage good practice and support of procedures to protect children.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Communicate with Scottish Golf's Child & Adult Protection Officer.
- Maintain confidential records of reported cases, action taken, liaise with the statutory agencies and ensure they have access to all necessary information.
- Report cases, concerns and action taken to Scottish Golf's Child & Adult Protection Officer.
- Attend training on the protection of children and organise appropriate training for other members.
- Establish and maintain contact with local statutory agencies including the police and social work services.
- Monitor and review the Child Protection Policy and procedures for their club.
- Ensure there are mechanisms in place for quality assurance.

## **SECTION 3**

# **PROCEDURES FOR IMPLEMENTING THE POLICY**

## PROCEDURE FOR THE RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS TO CHILD CARE POSITIONS

The Golf Club will take all reasonable steps to ensure unsuitable people are prevented from working, or volunteering, with children. Further, we have a legal duty to ensure that individuals who are fully listed on the *Disqualified from Working with Children List* (DWCL) are not engaged (either paid or unpaid) in child care positions within the Golf Club.

This recruitment and selection procedure has two functions. It:

1. Provides the Golf Club with an opportunity to assess the suitability of the individual to work/volunteer with children.
2. Provides the prospective employee or volunteer with an opportunity to assess the organisation and the opportunities available.

The following recommended procedure will be completed for all positions deemed to be child care positions in the organisation (in terms of Schedule 2 of the Protection of Children (Scotland) Act 2003).

### 1. Advertising

All forms of advertising used to recruit and select staff/volunteers for childcare positions will include the following:

- The aims of the Golf Club and, where appropriate, details of the particular programme involved.
- The responsibilities of the role.
- The level of experience or qualifications required (e.g. experience of working with children is an advantage).
- Details of the Golf Club open and positive stance on child protection.
- A statement that the position applied for is a child care position (exempted post) and requires a Disclosure Certificate check which will be requested before the appointment is confirmed and after the applicant has been offered the position.

### 2. Pre-application Information

Pre-application information for childcare positions will be sent to applicants and will include:

- A description of the position including roles and responsibilities.
- A candidate specification (e.g. stating qualifications or experience of working with children required).
- Application and self-declaration forms and guidance notes (see Pg 52-62).
- Information on the Golf Club and related topics.

Evidence of qualifications will always be verified.

### 3. Application and Self-Declaration Form

All applicants will be requested to complete an application and self-declaration form. The purpose of this is to obtain from the applicant relevant details for the position, including information on past criminal behaviour, records or investigations. The self-declaration form shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview. If the applicant is not selected the form will be returned unopened to the applicant or destroyed.

#### **4. References**

References will always be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children in any of the following capacities: employee; volunteer; or work experience. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements will be agreed before their appointment commences (✍ see page 63).

#### **5. Interview**

Interviews will be carried out for all childcare positions. Where appropriate e.g. the recruitment of a volunteer, a discussion will take place with the prospective volunteer.

(📖 Ideas for questions can be found on page 65).

#### **6. Offer of Position**

Once a decision has been made to appoint, an offer letter will be sent to the applicant including the details of the position, any special requirements and the obligations e.g. agreement to the policies and procedures of the Golf Club, the probationary period and responsibilities of the role. The offer must be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to the organisation. A volunteer agreement will be completed for voluntary positions.

#### **7. Disclosure Scotland Certificates**

The Scottish Golf Union will provide a centralised police check/vetting service on behalf of all member Areas and Clubs who wish to utilise this service when appointing its own participants. After its facilitation of the criminal records check, the Scottish Golf Union will provide the results to the relevant Area or Club (as set out below). The Area or Club concerned will then be responsible for taking such a result into consideration in its own recruitment procedures. The Scottish Golf Union's involvement in the recruitment procedure of Areas and Clubs will be limited to obtaining, on behalf of that Area or Club, the relevant checks on behalf of that Area or Club.

The Scottish Golf Union is registered with Central Registered Body in Scotland. Prior to appointment an Enhanced Disclosure check and/or equivalent international check (if applicable) will be completed for all individuals appointed to child care positions. This will require the applicant to complete and submit a Disclosure application form, which will be returned to Scottish Golf's Child & Adult Protection Officer. (📖 Page 61: Guidance Notes on Disclosure Scotland Certificates). Disclosure checks should be completed every 3 years.

The applicant's appointment will only be confirmed when a satisfactory Enhanced Disclosure check has been returned to the Lead Signatory for Scottish Golf and the golf club has seen a copy of the satisfactory letter sent from the Scottish Golf Child & Adult Protection Officer to the applicant and satisfactory references have been received and checked. (📖 Page 17: Recruitment and Selection Procedure for Child Care Positions).

#### **8. Overseas Applicants**

Applicants from overseas being appointed to childcare positions are required to complete an Enhanced Disclosure check.

Applicants from overseas will also be requested to provide a police check from their relevant country where possible. Where this is not possible, or in addition to the police check, the following information, where relevant to the position, will be requested:

- A statement from the governing body in the country of origin of the applicant and/or the country from which they are transferring in regard to their participation and suitability for the position.
- A statement from the international federation of the sport in regard to their participation and suitability for the position.

## **9. Induction**

The induction process will include the following:

- An assessment of training, individual aims, needs and aspirations.
- Clarification, agreement and signing up to the Child Protection Policy and procedures, including the Code of Conduct.
- Clarification of the expectations, roles and responsibilities of the position.

## **10. Training**

Newly appointed Golf Club Participants will complete the following training over an agreed period:

- Protecting children.
- Working effectively with children (including presentation skills, developing child friendly resources and activities).
- Any other identified training needs.

## **11. Probation**

Newly appointed Golf Club Participants will complete an agreed period of probation on commencement of their role.

## **12. Monitoring and Performance Appraisal**

All Golf Club Participants in childcare positions will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

All volunteers in childcare positions will be supervised.

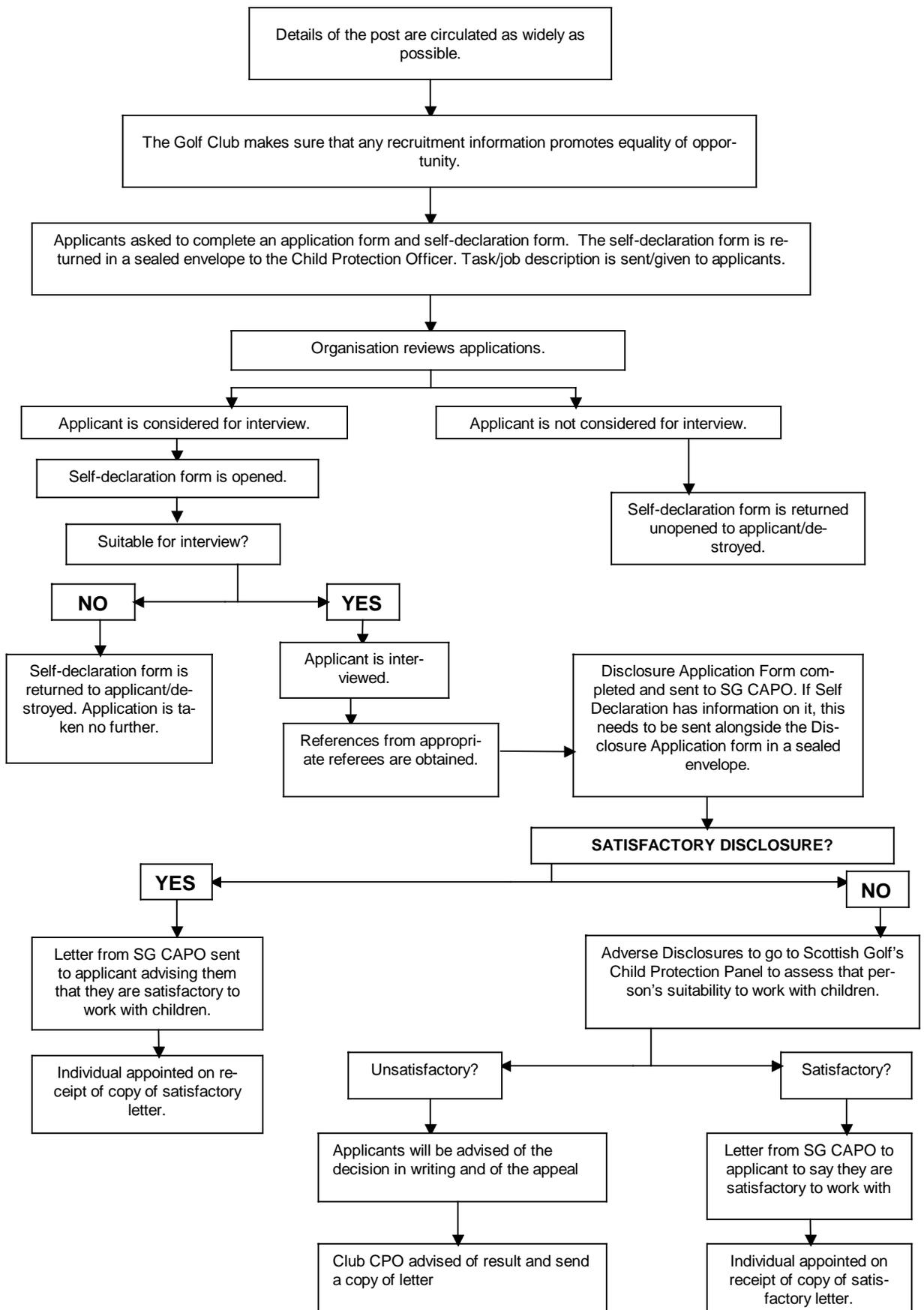
## **13. Retention of Staff and Volunteers**

The Golf Club recognises the contribution of all staff and volunteers to achieving the aims of The Golf Club and will ensure that measures are in place to support the retention of staff and volunteers.

## **14. Scottish Golf Child Protection Panel**

The purpose of the Panel is to consider Child Protection matters relating to Scottish Golf. The panel will consider all adverse (or positive) disclosures including all minor offences (e.g speeding) to assess that person's suitability to work with children. Refer to the Scottish Golf Child Protection Panel Terms of Reference for more information.

## RECRUITMENT AND SELECTION PROCEDURE FOR CHILD CARE POSITIONS



# CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN IN SPORT

## ***Why this is important***

A Code of Conduct has a number of important functions. It:

- sets out what behaviour is acceptable and unacceptable
- defines standards of practice expected from those to whom it applies
- forms the basis for challenging and improving practice
- helps to safeguard staff by encouraging them to adhere to agreed standards of practice
- sets out for children and parents the standards of practice which they and the organisation should expect from those who work/volunteer with children

The Golf Club supports and requires ***all*** members to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with children.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with the golf club's Disciplinary Procedure and/or Procedure for Responding to Concerns about Child Abuse.

### **GOOD PRACTICE**

- Make golf fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships based on mutual trust that empower and include children in the decision-making process.
- Always work in an open environment. Avoid private or unobserved situations.
- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children and avoid excessive training and competition, pushing them against their will and putting undue pressure on them.

### **PRACTICE TO BE AVOIDED**

In the context of your role within The Golf Club, the following practice should be avoided:

- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, alert the occupants by knocking and announcing your intention to enter. The door should remain open, if appropriate.
- Where possible, doing things of a personal nature for children that they can do for themselves.

## **PRACTICE NEVER TO BE SANCTIONED**

In the context of your role within the Golf Club, the following practices will never be sanctioned:

- Engaging in sexually provocative games, including horseplay.
- Engaging in rough or physical contact except as permitted within the rules of the game or competition.
- Forming intimate emotional, physical or sexual relationships with children.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Inviting or allowing children to stay with you at your home.
- Coaches and other leaders sharing a room alone with a child for sleeping accommodation.

Some residential facilities offer dormitory sleeping arrangements where leaders may be required to share with children. In such circumstances organisers must ensure that at least two adults who have been recruited and selected using the recommended procedure are present, preferably one male and one female, and that such arrangements have been discussed and agreed with children and parents in advance.

In some circumstances older children may be required to share rooms with senior team mates (i.e. over 18s). If this is necessary, it should be discussed and agreed in advance with the young person and the parents (where appropriate and practicable). The young people involved should also be aware of whom they should speak to if they have any worries or concerns during this time.

## SAFE in CARE GUIDELINES

### **Why this is important**

These guidelines have been introduced to provide practical guidance for those working and/or volunteering directly with children on practices to keep the child safe and to promote a safe operating environment for the member of staff/volunteer. These guidelines compliment and should be read in conjunction with the Code of Conduct for the Protection of Children in Sport. Breach of these guidelines may be dealt with under The Golf Club's Disciplinary Procedure and/or Procedure for Responding to Concerns About a Child (page 33).

Golf Clubs have a *duty of care* towards all children involved in activities. Children under the age of 16 years should not be placed in positions of responsibility in relation to other children. These guidelines apply to all children and young people under the age of 18 years. Common sense should be applied when considering the circumstances of older children and all children should have the opportunity to express their views on matters which affect them, should they wish to do so.

As golf takes place in many different structures, locations, environments and formats, it is impossible to provide specific guidance on many of the issues covered. The following guidelines are therefore based on generally recognised good practice and common sense. Ultimately, most practical situations will require a judgment to be made about what is practicable and reasonable in the circumstances.

### **ADULT TO CHILD RATIOS**

As a *guide*, the following ratios are recommended in the National Care Standards Early Education and Childcare up to the age of 16 (Scottish Executive, 2005):

Age: 3 and over	1:8
If all children are over 8	1:10

In terms of coaching Scottish Golf recommends a ratio of 1:6

All activities should be planned to involve *at least* two adults, preferably one male and one female. As a general guide, the following factors will also be taken in to consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the activity.
- The age, maturity and experience of the children.
- Whether any of the group leaders or children has a learning or physical disability or special requirements.
- Whether any of the children have challenging behaviour.
- The particular hazards associated with the activity.
- The particular hazards associated with the environment.
- The level of qualification and experience of the leaders.
- The programme of activities.

There may be other considerations which are specific to golf or environment in which golf takes place.

### **PHYSICAL CONTACT**

All forms of physical contact should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect for all children. Children should be encouraged to express their views on physical contact.

In the first instance, coaching techniques should be delivered by demonstration (either by the coach or an athlete who can display the technique being taught).

Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. This should be accompanied by checking if the child is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

If it is necessary to help a child with personal tasks e.g. toileting or changing, the child and parents should be encouraged to express a preference regarding the support and should be encouraged to speak out about methods of support with which they are uncomfortable. Staff/volunteers should work with parents and children to develop practiced routines for personal care so that parents and children know what to expect.

Do not take on the responsibility for tasks for which you are not appropriately trained e.g. manual assistance for a child with a physical disability.

### **FIRST AID and THE TREATMENT OF INJURIES**

All Golf Club Participants must ensure:

- Where practicable all parents of children under 16 have completed a Partnership with Parents form before their child participates in golf (see page 67 Safe in Care- The Golf Club Partnership with Parents).
- There is an accessible and well-resourced first aid kit at the venue.
- They are aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Only those with a current, recognised First Aid qualification treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible.
- A Significant Incident Form is completed if a child sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant.
- Where possible, access to medical advice and/or assistance is available.
- A child's parents are informed of any injury and action taken as soon as possible.
- The circumstances in which any accidents occur are reviewed to avoid future repetitions.

### **MANAGING CHALLENGING BEHAVIOUR<sup>4</sup>**

Golf Club Participants who deliver activities to children may, from time to time, require to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions which must *never* be used by staff or volunteers.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- A risk assessment should be completed for all activities which take in to consideration the needs of the all children involved in the activity.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff should attempt to respond to challenging behaviour by using techniques for which they have not been trained.

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<sup>4</sup> Adapted from CHILDREN 1<sup>ST</sup>'s Safe Care and Child Protection Standards, Policy and Procedures.

### *Planning Activities*

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of a risk assessment, coaches should consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to either, the tasks involved, the other participants or the environment.

Where staff/volunteers identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The risk assessment should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/volunteers involved.

All those delivering activities to children should receive training on these guidelines and should be supported to address issues of challenging behaviour through regular supervision.

### *Agreeing Acceptable and Unacceptable Behaviours*

Staff, volunteers, children and parents should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour and the range of sanctions which 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.

Issues of behaviour and control should regularly be discussed with staff, volunteers, parents and children in the context of rights and responsibilities. When children are specifically asked, as a group, to draw up a 'List of Acceptable and Unacceptable Behaviours and Sanctions for Unacceptable Behaviour' that will govern their participation in the group/team, they tend to arrive at a very sensible and working set of 'rules'. If and when such a list is compiled, every member of the group can be asked to sign it, as can new members as they join.

### *Managing Challenging Behaviour*

In dealing with children who display risk-taking 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 through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Sanctions or consequences e.g. missing an outing.

Adults and children shall never be permitted to use any of the following as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- The withdrawal of communication with the child.
- Being deprived of food, water or access to changing facilities or toilets.
- Verbal intimidation, ridicule or humiliation.

Staff and volunteers should review the needs of any child for whom sanctions are frequently necessary. This review should involve the child and parents to ensure an informed decision is made about the child's future or continued participation in the group or activity. Whilst it would always be against the wishes of everyone involved, ultimately, if a child continues

to present a high level of risk or danger to him or herself, or others, he or she may have to be debarred from activity in the sport.

### *Physical Interventions*

The use of physical interventions should always be avoided unless it is absolutely necessary in order to prevent a child injuring themselves, injuring others or causing serious damage to property. All forms of physical intervention shall form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?'

The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts. Staff/volunteers should never behave in a way which could be interpreted as sexual.
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Staff/volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- The scale and nature of physical intervention must always be proportionate to the behaviour of the young person and the nature of harm/ damage they might cause.
- All forms of physical intervention should employ only a reasonable amount of force – the minimum force needed to avert injury to a person or serious damage to property – applied for the shortest period of time.
- Staff/volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or staff/volunteers.
- Staff/volunteers shall never use physical intervention as a form of punishment.

Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the Significant Incident Form (see pages 72-73) and passed to the Child & Adult Protection Officer as soon as possible.

A timely debrief for staff/volunteers, the child and parents should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well-being of those involved has been addressed and ongoing support offered where necessary. Staff/volunteers, children and parents should be given an opportunity to talk about what happened in a calm and safe environment.

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

## **CHANGING ROOMS**

One of the areas where children are most vulnerable at many sports clubs is the locker/changing/shower room, and golf clubs are no different in this respect. Obviously people will wish to refresh themselves after having taken part in a round of golf, and limited changing facilities often mean that people of all ages regularly need to change and shower during the same period.

To avoid possible misunderstandings and embarrassing situations, adults need to exercise care when in the changing room at the same time as children. However, bullying can be an issue where children are left unsupervised in locker rooms, and a balance should be struck depending on the situation. In general, it is better if one adult is not alone to supervise in a locker room, and possibly extra vigilance may also be required if there is public access to the

venue. If, in an emergency, a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany him or her.

Unless the club is fortunate enough to be able to isolate a specific junior shower cubicle or changing area and to minimize embarrassment as much as possible, the following advice may be useful:

- Wherever possible, adults should avoid changing or showering at the same time as children
- Parents need to be aware that on occasion adults and children may need to share a changing facility.
- It is recommended that particular attention is given to the supervision of children aged ten and under in changing rooms. It is advisable for adults not to be alone with any such child in these circumstances.
- If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.

### **ADULTS AND CHILDREN PLAYING TOGETHER**

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

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

When children are playing in an adults competition it is recommended that there is more than one adult with any child. It is also recommended that there is a Child Protection Officer present on the competition day or that they can be contacted and the children made aware of this.

### **CHILDREN PLAYING ON THE COURSE WITHOUT ADULTS**

Golf courses may have a number of unmanned access and egress points which limit the control of children playing alone or with another child, but this in itself should not preclude the club from attempting to minimize potential problems involving children playing together.

Golf clubs should endeavour to have procedures in place for children to register in and out when using the golf club. This is to help ensure that they are aware when children are playing on or on club premises.

- If possible, it is advisable to have some method for children playing on their own or with another junior to sign in and out. If it is not practicable to hold a register (see page 71) then at least permission should be gained from parents for their children to be on the club's premises by including this on the Safe in Care – Golf Club Partnership with Parents (see page 67).

The golf club is not responsible for providing adult supervision of children, except for formal junior golf coaching, matches or competitions.

### **TRANSPORTING CHILDREN**

Where it is necessary to transport children, the following good practice is required:

- Where parents make arrangements for the transportation of children to and from the activity, *out with* the knowledge of the Golf Club it will be the responsibility of the parents to satisfy themselves about the appropriateness and safety of the arrangements.
- Where the Golf Club makes arrangements for the transportation of children the members of staff/volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:
  - Ensuring that all vehicles are correctly insured for the purpose.
  - Ensuring the driver has a valid and appropriate license for the vehicle being used.
  - All reasonable safety measures are available i.e. fitted, working seatbelts.
  - An appropriate ratio of adults per child.
  - Ensuring drivers have adequate breaks.
- When transporting children, wherever possible they should be in the back seat of the car for health and safety reasons.
- Where practicable and planned, written parental consent will be requested if staff/volunteers are required to transport children.

To safeguard the member of staff/volunteer the following good practice is required:

- Agree a collection policy with parents which will include a clear and shared understanding of arrangements for collection at the end of a session.
- Always tell another member that you are transporting a child, give details of the route and the anticipated length of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.
- Where possible, have another adult accompany you on the journey.
- Call ahead to inform the child's parents that you are giving them a lift and inform them when you expect to arrive.

## **TRIPS AWAY FROM HOME (INVOLVING OVERNIGHT STAYS)**

### **1. Designate a Child Protection Officer for the Trip**

Those in charge of the group will be responsible for the safety and well being of children in their care. It is recommended that one of the group leaders co-ordinates the arrangements to safeguard the safety and welfare of children during the trip. The Child Protection Officer should ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and welfare of children whilst away from home.

A detailed itinerary will be prepared and copies provided to the designated contact for the Golf Club and parents.

### **2. Risk Assessment**

Potential area of risk should be identified at the planning stage through a risk assessment, which is legally required, and which should be recorded in writing. Safeguards should be put in place to manage the risks, where appropriate. Risk assessment should be an on-going process throughout the trip as groups can often find themselves in unexpected situations despite the best laid plans!

### **3. Travel Arrangements**

See page 25 Guidelines on Transporting Children. Organisers must ensure there is adequate and relevant insurance cover (including travel and medical insurance). If the trip involves travel abroad, organisers shall ensure they are aware of local procedures for dealing

with concerns about the welfare of children and are familiar with the details of the emergency services in the location of the visit.

Children should be informed of local custom regulations

#### **4. Adult to Child Ratios**

All trips away should be planned to involve *at least* two adults, preferably one male and one female where possible. The guidelines on adult to child ratios (see page 21) will inform an assessment of the numbers of adults required to safely supervise the group.

Those involved should be recruited and selected in accordance with the procedure for recruiting child care positions.

Group leaders should be familiar with and agree to abide by the Golf Club's Child Protection Policy, procedures and Code of Conduct.

#### **5. Accommodation**

Organisers should find out as much as possible about the accommodation and the surroundings at the planning stage. *Where possible*, an initial visit to the venue/ accommodation should take place to help those organising the trip identify all practical issues and allow time to address them in advance, in consultation with children and parents where appropriate.

The following is a (non-exhaustive) list of some of the practical things which should be considered in advance about the arrangements for accommodation:

- Location: central and remote locations both present different challenges.
- Sleeping arrangements. These will enable suitable sharing in terms of age and gender and appropriately located staff/volunteer bedrooms for both supervision and ease of access in case of emergency. Parents and children should be consulted in advance about arrangements for sharing where possible and appropriate.
- Appropriate safeguards where others have access to the sleeping quarters.
- Special access or adaptive aids required by group leaders or children.
- Environmental factors.
- Personal safety issues.

#### *Exchange Visits/ Hosting*

Before departure, organisers should ensure there is a shared understanding of the standards expected during home stays between them, host organisation/ families, parents and children themselves. These standards should include arrangements for the supervision of children during the visit.

Host families should be appropriately Disclosure Scotland Checked where possible or equivalent police checks undertaken and references thoroughly checked. Organisers, parents and children should all be provided with a copy of emergency contact numbers.

Children should be aware of who they should talk to if problems arise during the visit. Daily contact should be made with all children to ensure they are safe and well.

#### *Residential at a Facility/Centre*

Organisers should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have a policy on the protection of children and Health and Safety. Adequate security arrangements should be in place and facility staff should have been Disclosure Scotland checked where appropriate. Facility staff involved in the training or instruction of children must be appropriately qualified and trained.

Organisers should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

## **6. Involving Parents**

Where possible, a meeting should be held with parents before departure to share information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with children and parents in advance of the trip along with sanctions for unacceptable behaviour.

Parents must complete a Safe in Care – the Golf Club Partnership with Parents Form (see page 67) and provide emergency contact details.

In the event of an emergency at home during the trip, parents should be encouraged to make contact with the group leaders in the first instance so that arrangements can be put in place to support the child on hearing any distressing news.

## **6. During the Trip**

Organisers must ensure arrangements are in place for the supervision and risk assessment of activities during free time. Children shall not be allowed to wander alone in unfamiliar places.

Group leaders should have clear roles and responsibilities for the duration of the trip. They must not be over familiar with or fraternise with children during the trip and remember that they are in a position of trust at all times. The use of alcohol and/ or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip, even if the legislation relating to any of these behaviours is more lenient than in Scotland.

Group leaders should maintain an overview of the well being of all children during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible. Children can participate in this process by, for example, taking turns to complete a daily diary about the trip. This can be an overt or discreet way for them to communicate things (both positive and negative) that they want you to know.

## **7. After the Trip**

Where appropriate, a debrief will take place with all those involved in the trip, including children. This will provide an opportunity to reflect on what went well, not so well and what could have been done differently. Feedback will be used to inform future trips.

# **INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)**

The aim of these guidelines is to not to prevent bona fide persons from recording footage for performance development reasons or the recording of achievements. They aim to ensure that children are protected from the misuse of opportunities to take or manipulate film and video footage in a way that harms children or places them at risk of harm.

Some sports take place in areas where organisers have little or no control over the environment such an open river or areas to which the public have general rights of access e.g. the open countryside. In these circumstances, organisers should take all reasonable steps to promote the safe use of photographing and filming and to respond to any concerns raised.

## **1. PHOTOGRAPHS, FILM and VIDEO**

### *Scope*

- The Golf Club will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated. However, the

Golf Club has no power to prevent individuals photographing or filming in public places.

- The Golf Club reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.

#### *Notification*

- Parents and children will be informed they may, from time to time, be photographed or filmed whilst participating in golf. This could be for one of the following reasons:
  - (i) Video footage for performance development.
  - (ii) Media coverage of an event or achievement.
  - (iii) Promotional purposes e.g. website or publication.
- Materials promoting events will state, where possible, photography and filming will take place.
- Those who have sought and obtained permission to photograph or film will be formally identifiable e.g. a badge or sticker will be issued, after production of the letter of approval and identification (see pages 69-70: Request for Permission to Use Camera and Video Equipment and Notification to Applicant)
- Information about what to do if concerned about photographing and filming will be available at all events.
- Registration of intention to photograph will be required on the day. This enables tracking of the equipment and operator should concerns arise in the future.

#### *Permission*

- Parents will be offered the opportunity to withhold their permission to photographing and filming. In the absence of any expressed objection, parental agreement will be assumed.
- The Golf Club will do everything reasonable in the individual circumstances to give effect to the wishes of parents and children. All actions by the Golf Club will be based on the best interests of the child.

#### *Use of Images and Information*

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parent.
- No photographing or filming will be permitted in changing areas.
- All images and accompanying information will comply with the Golf Club's Safe in Care Guidelines, where this is within the control of the Golf Club.
- The Golf Club will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Images will not be shared with external agencies unless express permission is obtained from the child and parent.

#### *Concerns*

- Anyone behaving in a way which could reasonably be construed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day. They should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported to the person in charge on the day or the Golf Club's Child Protection Officer.
- Where appropriate concerns should also be reported to the police.

## **2. INTERNET**

#### *Permission*

- Written consent must be obtained from the child's parent before publishing any information about a child. If the material is changed from the time of consent, the parents must be informed and consent provided for the changes.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

#### *Use of Images and Information*

- Information published on the websites must never include personal information that could identify a child e.g. home address, e-mail address, telephone number of a child. All contact must be directed to the Golf Club. Credit for achievements by a child should be restricted to first names e.g. Tracey was Player of the Year 2002.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.

#### *Concerns*

- Any concerns or enquiries about publications or the internet should be reported to Club's Child Protection Officer.

### **3. MOBILE PHONES**

Short Message Service (SMS) messaging is a quick and easy way to communicate with others and is a popular and often preferred means of communication with children. Staff and volunteers must be aware that intimidating, bullying or even abusive messages can be discreetly sent by text. Information sent in this way, even where well-meaning, could be misinterpreted.

Further, the risks presented by developments in modern technology are becoming increasingly recognised. Adults who seek to harm children have been known to use text messaging and internet chat rooms to "groom" children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.

#### **3.1 TEXTING**

Golf Club Participants must consider whether it is necessary and appropriate to hold the mobile phone numbers of children. The general principle is that all communications with children should be open, transparent and appropriate to the nature of the relationship.

In the first instance contact should always be made at the phone number the parent has provided on the child's behalf. Good practice would include agreeing with children and parents what kind of information will be communicated directly to children by text message. This information should only be "need to know" information such as the last minute cancellation of a training session.

The following good practice is also required:

- the mobile phone numbers of children will be carefully stored (in accordance with data protection principles) and access will only be provided to those who need access for a legitimate reason.

- staff/volunteers must never engage in personal or sensitive communications with children via text message.
- all concerns about the inappropriate use of text messaging will be dealt with in line with the Golf Club Disciplinary Procedure and/or Procedure for Responding to Concerns about Child Abuse.

### **3.2 CAMERAS/ VIDEOS**

There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. The use of mobile phones in this way can be very difficult to monitor.

The Procedure for the use of Photographs, Film and Video should be observed in relation to the use of mobile phones as cameras/videos. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or video footage should ever be permitted in such areas of personal privacy.

All concerns about the inappropriate use of mobile phones to record photographs or video footage will be dealt with in line with the Golf Club's Disciplinary Procedure and/or Procedure for Responding to Concerns about Child Abuse. This may include the concerns being reported to the police.

## **SECTION 4**

### **RESPONDING TO CONCERNS**

## RESPONDING TO CONCERNS

### ***Why it is important to respond to concerns***

It takes considerable courage for a child or adult to disclose abuse. Disclosures need to be handled very carefully and sensitively to avoid causing further distress to the child.

All concerns must be responded to in a way that ensures that a child receives appropriate help and support and to ensure that appropriate action is taken against those who pose a risk to children and to protect not only the child involved but all other children.

Robust procedures for responding to concerns will:

- help to avoid those receiving information from engaging in judgements.
- reassure those who report concerns that an appropriate course of action will ensue.
- support those charged with managing concerns by providing them with a step-by-step process to follow.
- safeguard the rights of those against whom complaints or allegations have been made.

***It is not the job of anyone in the golf club to decide whether or not a child has been abused. It is however, everyone's responsibility to report concerns***

### **Confidentiality**

The following is taken from *Sharing Information About Children at Risk: A Guide to Good Practice* (Scottish Executive, 2003).

Information provided to organisations should remain confidential unless permission has been given to share the information by the individual concerned or the safety of that person or another person may be at risk.

If there is a reasonable concern that a child may be at risk of significant harm, this will always override a professional or organisational requirement to keep information confidential. It is good practice to inform parents and children about the kind of situations which may lead to them having to share information with other agencies.

### **Defamation**

Concerned adults are sometimes reluctant to report concerns about abuse for fear that the person suspected will sue them for defamation if the allegation turns out to be unfounded.

To be defamatory a statement must first of all be untrue. Even if subsequently shown to be untrue, the statement will be protected by 'qualified privilege' if it is made to the appropriate authority "in response to a duty, whether legal, moral or social or in the protection of an interest" (Norrie K, *Defamation and Related Actions in Scots Law*, 1995). Unjustified repetition of the allegations to other persons will not be protected by privilege.

The qualification on privilege refers to statements made by malice. If a statement, even to the appropriate authority, can be shown to be motivated by malice, then an action of defamation could be successful.

(Taken from *Guidelines for Child Protection Prepared for the Independent Schools in Scotland*, Kathleen Marshall, Second Edition, January 1997)

# PROCEDURES FOR RESPONDING TO CONCERNS ABOUT A CHILD

These procedures apply to all staff and volunteers involved in the Golf Club.

## 3.1 Concerns about the General Welfare of a Child (NOT involving concerns about child abuse)

The Golf Club is committed to working in partnership with parents whenever there are concerns about a child. Parents have the primary responsibility for the safety and well being of their children.

In most situations, not involving the possibility of the abuse of a child, concerns should be discussed with parents. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations.

Any significant, untoward or unusual incidents which cause concern about the welfare of a child should be recorded on the Significant Incident Form (see page 72) and reported to the Golf Club's Child Protection Officer as soon as possible. Parents should also be informed of the circumstances as soon as possible.

Advice should be sought from the Golf Club's Child Protection Officer if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a child.

## 3.2 What to Do if a Child Tells You about Abuse

***No member of the Golf Club shall investigate allegations of abuse or decide whether or not a child has been abused.***

Allegations of abuse must always be taken seriously. False allegations are very rare. If a child says or indicates they are being abused or information is obtained which gives concern that a child is being abused, the information must be responded to on the same day in line with the following procedure.

### 3.2a Respond

- React calmly so as not to frighten the child.
- Listen to the child and take what they say seriously. Do not show disbelief.
- Reassure the child they are not to blame and were right to tell someone.
- Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language.
- Do not assume that the experience was bad or painful - it may have been neutral or even pleasurable.
- Avoid projecting your own reactions onto the child.
- Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the *possibility* that abuse may have occurred. Only use open-ended, non-leading questions e.g. Who? Where? When?
- Do not introduce personal information from either your own experiences or those of other children.

### Avoid:

- Panicking.
- Showing shock or distaste.
- Probing for more information than is offered.
- Speculating or making assumptions.

- Making negative comments about the person against whom the allegation has been made.
- Approaching the individual against whom the allegation has been made.
- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.

Where there is uncertainty about what to do with the information, the Golf Club's Child Protection Officer must firstly be consulted for advice on the appropriate course of action.

If the Golf Club's Child Protection Officer is unavailable or an immediate response is required the police and social work services must be consulted for advice. They have a statutory responsibility for the protection of children and they may already hold other concerning information about the child. Record any advice given.

**If you are concerned about the *immediate* safety of the child:**

Take whatever action is required to ensure the child's immediate safety.

Pass the information immediately to the police and seek their advice.

### **3.2b Record**

Make a written record of the information as soon as possible using the Significant Incident Form (AND/OR Child Protection Referral Form- ~~see~~ see page 72), completing as much of the form as possible. The following information will help the police and social workers decide what action to take next:

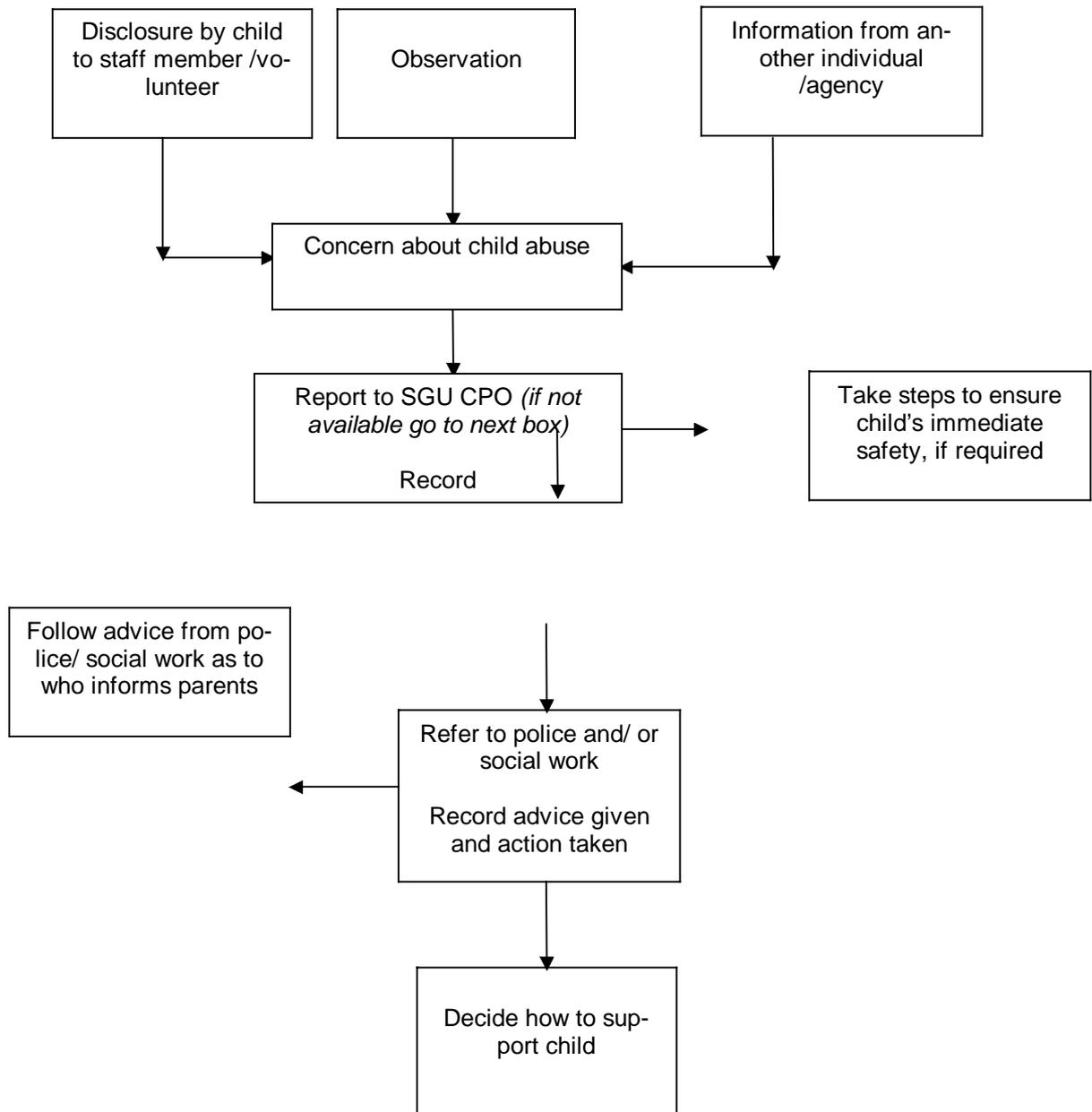
- Child's name, age and date of birth.
- Child's home address and telephone number.
- Any times, dates or other relevant information.
- Whether the person making the report is expressing their own concern or the concerns of another person.
- The child's account, if it can be given, of what has happened and how any injuries occurred *using the child's own words*.
- The nature of the concern (include all of the information obtained during the initial account e.g. time, date, location).
- A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not physically examine the child).
- Details of any witnesses.
- Whether the child's parents have been informed.
- Details of anyone else who has been consulted and the information obtained from them.
- If it is not the child making the report, whether the child has been spoken to, if so what was said *using the child's own words*.
- The child's views on the situation.

If completing the form electronically, do not save copies to the hard drive or floppy disk. Print a copy, sign and date and then delete immediately. Pass the record to social work services or the police and to the Golf Club's Child Protection Officer that day.

### **3.2c Sharing Concerns with Parents**

Where there are concerns that the parent(s) may be responsible for or have knowledge of the abuse, sharing concerns with the parent(s) may place the child at further risk. ***In such cases advice must always firstly be sought from the police or social work services as to who informs the parents.***

## RESPONDING TO CONCERNS ABOUT CHILD ABUSE



## PROCEDURE FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF OR VOLUNTEER

### Concerns about the Conduct of a Member of Staff

This section of the procedures should be read in conjunction with the Golf Club's Disciplinary Procedures. Section 3.2 (above) 'What to do if a Child tells you about Abuse', applies whether the information is about a member of staff or someone not connected in any way with the sport. The following section details the procedure to be followed where the concern is about a member of staff.

These procedures aim to ensure that all concerns about the conduct of a member of staff are dealt with in a timely, appropriate and proportionate manner. No member of the Golf Club staff in receipt of information that causes concern about the conduct of a member of staff towards children shall keep that information to himself or herself, or attempt to deal with the matter on their own.

*In the event of an investigation in to the conduct of a member of staff all actions will be informed by the principles of natural justice:*

- Employees will be made aware of the nature of concern or complaint.
- Where the concern is about possible child abuse, advice will firstly be taken from the police as to what can be said to the employee.
- An employee will be given an opportunity to put forward their case.
- The Golf Club will act in good faith, ensure the matter is dealt with impartially and as quickly as possible in the circumstances.

In all cases where there are concerns about the conduct of a member of staff towards children, the welfare of the child will be the paramount consideration.

***At any point in the management of concerns about the conduct of a member of staff, advice may be sought from the police or social work services.***

#### **4.1 Initial Reporting of Concerns**

Any concerns for the welfare of a child arising from the conduct of a member of staff must be reported to the line manager/ the Golf Club's Child Protection Officer on the day the concern arises, as soon as practically possible.

Where the concern is about the line manager or the Child Protection Officer it must be reported to the Chief Executive.

#### **4.2 Recording**

Concerns must be recorded using the Significant Incident Form (see page 72) as soon as possible. Reporting the concerns to the line manager/ the Golf Club's Child Protection Officer should **not** be delayed by gathering information to complete the form or until a written record has been made.

All subsequent actions taken and reasons for decisions shall be contemporaneously recorded on the Significant Incident Form, signed and dated by the line manager/ the Golf Club's Child Protection Officer or the person appointed to manage the response to the concerns. Where Performance Management Procedures/ Disciplinary Procedures are invoked, a written record

will be made of all actions and reasons for decision. Guidance on the storage, sharing and retention of such records is contained in the relevant procedure.

#### **4.3        *Establishing the Basic Facts***

Once the concerns have been reported, the line manager/ the Golf Club's Child Protection Officer will:

- Establish the basic facts
- Conduct an initial assessment of the facts in order to determine the appropriate course of action.
- Consult external agencies such as the police and social work services for advice at any time. This is important because they may hold other important information which, when considered alongside the current concerns builds a significant picture of concern.

#### **4.4        *Conducting the Initial Assessment***

The line manager/ the Golf Club's Child Protection Officer will conduct the initial assessment.

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine whether there is reasonable cause to suspect or believe that a child has been abused/ harmed or is at risk of abuse or harm. Every situation is unique so guidance cannot be prescriptive.

- Where the established facts support a concern about possible abuse, the initial assessment will not form part of the disciplinary investigation.
- Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed the member of staff *may* be approached as part of the information gathering process.  
Where the nature and seriousness of the information suggests that a criminal offence *may* have been committed, or that to assess the facts may jeopardise evidence, *advice will be sought from the police before the member of staff is approached.*
- An initial assessment of the basic facts may require the need to ask a child(ren) some basic, open-ended, non- leading questions *solely with a view to clarifying the basic facts.* It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.
- Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child in order to clarify the basic facts best practice suggests that consent from the parent be obtained.

#### **Possible outcomes of initial assessment:**

- (i) No further action (facts do not substantiate complaint).
- (ii) Situation is dealt with under procedures to manage poor practice; and/or,
- (iii) Disciplinary investigation (by the SGB).
- (iv) Child protection investigation (jointly by police and social work services).
- (v) Criminal investigation (by the police).  
The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.
- (vi) Civil proceedings (by the child/family who alleged abuse).

#### **4.5        *Initial assessment supports concerns about poor practice and/or misconduct (but not possible child abuse)***

The line manager/ the Golf Club's Child Protection Officer will deal with the situation in line with the Golf Club's Performance Management Procedures and/or Disciplinary Procedures.

Pending the outcome of any investigation conducted under Performance Management Procedures or Disciplinary Procedures, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a member of staff towards children (see section 4.7). The welfare of children will be the paramount concern in such circumstances.

Where the circumstances meet the referral criteria set out in the Protection of Children (Scotland) Act 2003 section 4.11, the Golf Club has a duty to make a referral to Scottish Ministers (see section 4.11).

#### **4.6 Initial assessment supports concerns about possible child abuse**

Where the initial assessment of information gives reasonable cause to suspect or believe possible child abuse the line manager/ the Golf Club's Child Protection Officer will refer the concerns to the police and/or social work services as soon as possible on the day the information is received.

The line manager/ the Golf Club's Child Protection Officer will make a written record of the name and designation of the social worker or the police officer to whom the concerns were passed together with the time and date of the call, in case any follow up is required.

Referrals to the police/social work services will be confirmed in writing by the line manager/ the Golf Club's Child Protection Officer within 24 hours. A copy of the Significant Incident Form should be provided to the police/ social work services on request.

Appropriate steps will be taken to ensure the safety of the child(ren) or who may be at risk. The parents of the child(ren) involved will be informed as soon as possible following advice from the police/ social work services.

Advice will firstly be obtained from the police/social work services about informing the staff member involved about the concerns. If the advice is to inform the staff member, they will be told that information has been received which may suggest an allegation of abuse. As the matter will be *sub judice* no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the employee.

The Golf Club will take all reasonable steps to support a member of staff against whom an allegation of abuse has been made.

#### **4.7 Precautionary Suspension**

Suspension is not a form of disciplinary action. The staff member involved may be suspended whilst an investigation is carried out.

Suspension will be carried out by the Chief Executive in accordance with the Golf Club's Disciplinary Procedures. At the suspension interview the member of staff will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the staff member in accordance with the Golf Club's Disciplinary Procedures.

#### **4.8 Disciplinary Investigation**

Following advice from the police, cases that also involve a criminal investigation, will not preclude disciplinary action being taken provided sufficient information is available to enable the line manager/ the Golf Club's Child Protection Officer to make a decision and that to do so does not jeopardise the criminal investigation.

#### **4.9 False or Malicious Allegations**

In the very exceptional circumstances that an investigation establishes an allegation is false, unfounded or malicious:

- The staff member involved will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice.
- All records pertaining to the circumstances and investigation will be destroyed.
- The line manager/ the Golf Club's Child Protection Officer will take all reasonable steps to support the individual in this situation.
- In these circumstances the Golf Club will review the child's participation in golf.
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

#### **4.10 Historical Allegations of Abuse**

Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by someone who is still currently working with children. These procedures will be followed in the event of an allegation of historical abuse.

##### **4.11 Protection of Children (Scotland) Act 2003**

The Golf Club will refer to Scottish Ministers the cases of any member of staff who has (whether or not in the course of their role within the SGB) harmed a child or placed a child at risk of harm **AND** as a result:

1. The Golf Club has dismissed the staff member.
2. The staff member would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
3. The Golf Club has transferred the staff member to a position in the Golf Club which is not a child care position.
4. The staff member would have been dismissed or considered for dismissal where employment was not due to end at the expiry of a fixed term contract; or,  
The staff member would have been dismissed or considered for dismissal had the contract not expired.
5. The Golf Club will also refer the case of a staff member where information become available after the staff member has:
  - been dismissed by the Golf Club,
  - resigned, retired or been made redundant,
  - been transferred to another position in the Golf Club which is not a child care position;and,

The Golf Club form the opinion (on the basis of the information) that they would have dismissed or considered dismissing the staff member on such grounds, had the information been available at the time of resignation/ redundancy/ retirement/ transfer.

Where the Golf Club receives information that a staff member who holds a child care position has been fully listed on the Disqualified from Working with Children List, the staff member will be removed from the child care position.

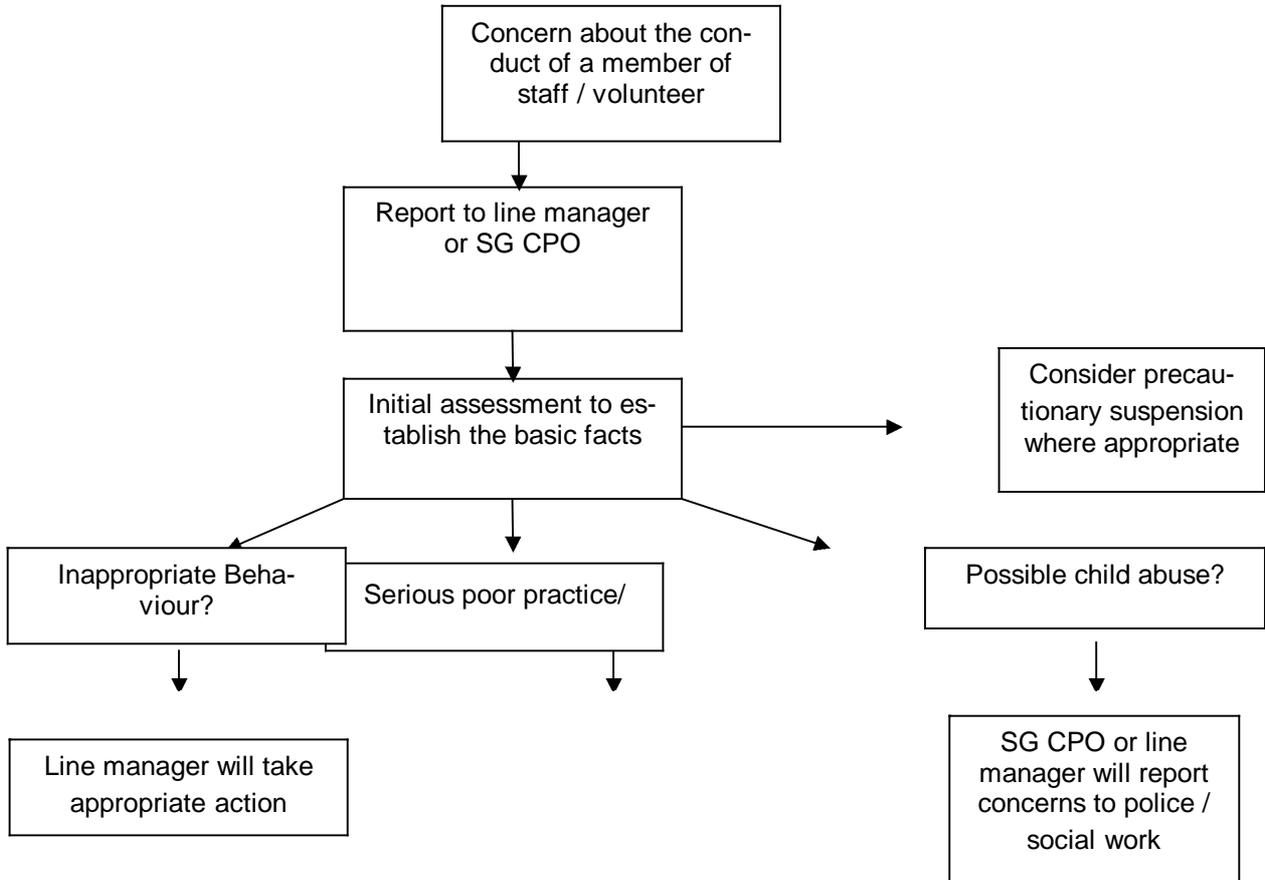
#### **4.12 Media**

All media enquiries relating to the conduct of a member of staff will be referred to the Golf Club Chief Executive.

#### **Concerns about the Conduct of Volunteers**

The procedures outlined in section 4 apply to the management of concerns about the conduct of volunteers.

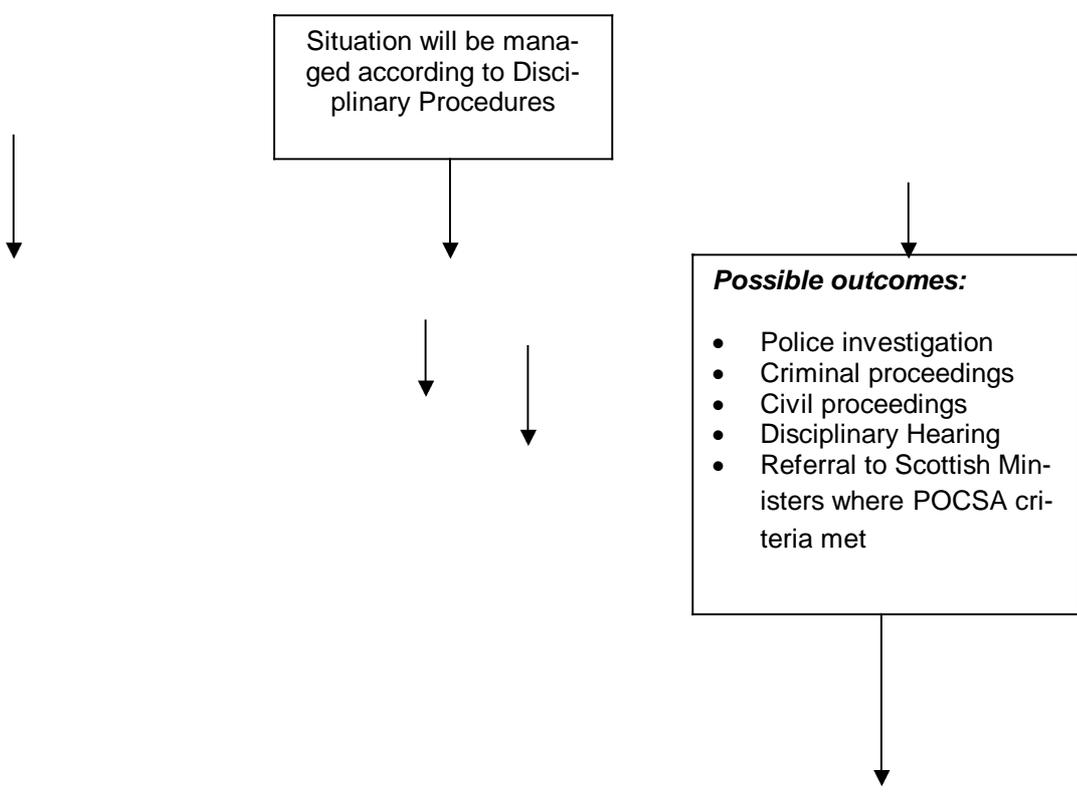
## RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF OR VOLUNTEER



- Possible outcomes:**
- No case to answer
  - Informal discussion
  - Formal discussion
  - Further training and support agreed

- Possible outcomes:**
- No case to answer
  - Disciplinary Hearing
  - Formal warning
  - Further training and support agreed
  - Referral to Scottish Ministers where POCSA criteria met

Opportunity to appeal decision of the Disciplinary Hearing



## **SECTION 5**

### **GLOSSARY & APPENDICES**

## GLOSSARY

<b>Adversity</b>	Difficulty or misfortune ( <i>Source: Oxford Dictionary</i> ).
<b>Agencies</b>	Organisations in the statutory or voluntary sector where staff, paid or unpaid, work with or have access to children and/or families. This includes, but is not exclusive to, social work, health, education and the police.
<b>Child</b>	For the purposes of these guidelines, the words “child” and “children” will be used to refer to all those under the age of 18 years.
<b>Child Abuse</b>	 See page 4 for the definition generally recognised in Scotland.
<b>Child care position</b>	One of the definitions in Schedule 2 of the Protection of Children (Scotland) Act 2003 that applies to many voluntary sector roles is “a position whose normal duties include caring for, training, supervising or being in sole charge of children”.
<b>Child Protection Committee</b>	The key local bodies for developing and implementing child protection strategies across and between agencies.
<b>Child (&amp; Adult) Protection Officer</b>	A paid or voluntary position whose remit generally involves co-ordinating the implementation of Child Protection Policy and procedures within the organisation.
<b>Concern</b>	A suspicion or belief that a child might be in need of help or protection. For the purpose of these guidelines can also include a suspicion or belief that the conduct of an adult or another child is actually or potentially harmful towards another child.
<b>Consent</b>	Permission or agreement.
<b>CRBS</b>	Central Registered Body in Scotland registers voluntary organisations and processes their requests for Enhanced Disclosures to Disclosure Scotland. Also provides training and advice. See <a href="http://www.crbs.org.uk">www.crbs.org.uk</a>
<b>Disclosure</b>	In this context, the act of a child (or adult) making information about abusive or harmful experiences known to others. In many cases the child will have been keeping the information secret.
<b>Disclosure Certificate</b>	A document which details conviction and/or other relevant information held by the police and government departments.
<b>Disability</b>	A person has a disability if he or she has 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. ( <i>Source: Disability Rights Commission Scottish Code of Practice</i> ).
<b>Disclosure Scotland</b>	The organisation with responsibility for issuing Disclosure Certificates. See <a href="http://www.disclosurescotland.org.uk">www.disclosurescotland.org.uk</a>
<b>Disqualified from Working with Children List (DWCL)</b>	Created by the Protection of Children (Scotland) Act, this is a list of persons who are considered to be unsuitable to work with children because they have harmed a child or considered to have placed a child at risk of harm and have had their positions terminated, or could have had their positions terminated because of this had they not resigned or left the organisation. Individuals who are fully listed will be disqualified from working with children and young people under the age of 18

<b>(DWCL cont/)</b>	years. Scottish Ministers maintain the List. The only way to determine if an individual is named on the List is through a Disclosure Scotland check for a child care position.
<b>Exempted Position</b>	Exempted positions are detailed in the Exclusions and Exceptions (Scotland) Order 2003. Individuals appointed to an exempted position can legally be asked to disclose both spent and unspent conviction information. Child care positions are exempted positions.
<b>Fully Listed</b> (relates to DWCL)	In terms of the Protection of Children (Scotland) Act 2003, a person will be 'fully listed' when Scottish Ministers place their name on the Disqualified from Working with Children List and it is considered that they are unsuitable to work with children. Those who have been fully listed by Scottish Ministers will commit a criminal offence if they apply to or work with children.
<b>Grooming</b>	The term given to the process of forming a relationship with a child and significant people in the child's life with the ultimate aim of exploiting the relationships by sexually abusing the child.
<b>Harassment</b>	The act of causing worry or torment to another person.
<b>Harm</b>	Includes but it not restricted to physical harm. Actions or behaviours by others which have a detrimental effect on a child's physical and emotional health and well being. This means that "harm" would not only cover the deliberate infliction of physical or emotional harm but also where harm resulted, or might have resulted, from a degree of carelessness or neglect which amounted to misconduct.
<b>Institutional racism</b>	<i>"The collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion", MacPherson Inquiry Report on Stephen Lawrence.</i>
<b>Inter- agency</b>	Where more than one agency is working together.
<b>Neglect</b>	Failing to provide for, or to secure for a child the basic needs of food, warmth, clothing, emotional security, physical safety and well being. Also includes exposing a child to risk where it could have been avoided.
<b>Misconduct</b>	Unacceptable or improper behaviour ( <i>Source: Oxford Dictionary</i> ).
<b>Parents</b>	Those who have parental rights and responsibilities in relation to the child. For the purpose of these guidelines it also covers carers, guardians, co-habitees and others who have the primary responsibility for the care of the child.
<b>Partnership</b>	In this context where more than one person, agency, professional or community are working together towards shared and agreed aims and share responsibility for decisions and actions.
<b>POCSA</b>	Protection of Children (Scotland) Act 2003 see <a href="http://www.hmsso.org.uk">www.hmsso.org.uk</a> This act applies to all organisations who appoint workers and/or volunteers in to child care positions.
<b>Policy</b>	A course or principle of action adopted or proposed by an organisation.

<b>Poor Practice</b>	In this context can be described, as but is not confined to: <ul style="list-style-type: none"> <li>• Behaviour or practices which are contrary to the behaviours or practices set out in the Code of Conduct.</li> <li>• Behaviour which is not in keeping with professional standards or leadership as defined by the sport.</li> <li>• Practices which, if not challenged, result in risks to the safety, development and welfare of children or a group of children.</li> <li>• Behaviour which fails to meet the required standard of performance or conduct where the shortfall is of a minor nature.</li> </ul>
<b>Prevention</b>	To stop something from happening/arising.
<b>Professionals</b>	In this context, staff who work directly or indirectly with children and/or families. Can include, but is not exclusive to, police officers, doctors, nursery staff, teachers, social workers, therapists, dentists, youth leaders, leisure and recreational workers, housing staff and staff who work in criminal justice, mental health or drug/alcohol services and the voluntary sector.
<b>Provisionally Listed</b> (relates to DWCL)	<p>Where an individual who is the subject of a referral to Scottish Ministers in terms of the Protection of Children (Scotland) Act 2003 is temporarily named on the Disqualified from Working with Children List, pending a full inquiry in to and consideration of the circumstances of the referral by Scottish Ministers.</p> <p>Provisional listing does not disqualify the individual from working with children and young people in a child care position for the period of time they are provisionally listed. Disclosure Certificates for child care positions will show that the person is provisionally on the List. Both the person who is the subject of the referral and any organisation known to be “employing” that person in a child care position (either as a paid or volunteer worker) will be notified of the provisional listing and the outcome of the decision process. Provisional listing will not normally last longer than 6 months (though there are some circumstances where this time period can be extended).</p>
<b>Racism</b>	Conduct, words or practices which disadvantage or advantage people because of their colour, culture or ethnic origin. It can be subtle or overt, intentional or unwitting and occur at different levels: individual, cultural or institutional ( <i>Source: Scottish Executive</i> ).
<b>Resilience</b>	Ability to cope with adverse circumstances.
<b>Rights</b>	Entitlements enshrined in treaties, legislation or regulation.
<b>Risk</b>	Exposure to harm or hazards.
<b>Risk Assessment</b>	The process of identifying hazards and who might be affected by them and determining what action needs to be taken to reduce and manage the hazard.
<b>SG</b>	Scottish Golf.
<b>Safeguarded</b>	Measures taken to protect or prevent something ( <i>Source: Oxford Dictionary</i> ).
<b>Sectarianism</b>	A form of religious bigotry which manifests itself in the form of prejudice, discrimination or harassment of an individual or a group of people

on the grounds of their religious beliefs (*Source: Scottish Executive*).

**Statutory Responsibilities**

A responsibility enshrined in treaty legislation and/or regulation.

**Sub Judice**

Under judicial consideration and therefore prohibited from public discussion elsewhere.

**UNCRC**

United Nations Convention on the Rights of the Child (1989). The UK is a signatory to this international document which states the rights of all children under the age of 18. see [www.unicef.org/crc/](http://www.unicef.org/crc/)

**Welfare**

The health, happiness and fortunes of a person or group. Action or procedure designed to promote the basic physical and material well-being of people in need.

**Volunteers**

Someone offering services in an unpaid capacity for an organisation. For more information on volunteering see [www.vds.org.uk](http://www.vds.org.uk)

**Vulnerable**

Exposed to being attacked or harmed (*Source: Oxford Dictionary*).



## APPENDIX 1: CHILD PROTECTION- LEGISLATION

This is intended as a brief guide to the legislation relevant to the care and protection of children in Scotland. SGBs should obtain advice from a solicitor in relation to specific legal issues.

### **INTERNATIONAL CONVENTIONS**

#### ***United Nations Convention on the Rights of the Child (1989) UNCRC***

An international agreement which prescribes the rights of all children and young people under the age of 18. The rights in the Convention are generally cover three areas: participation (e.g. a child's right to have a say in decisions which affect them), provision (e.g. provision of services to promote health and education) and protection (e.g. the right to be protected from all forms of abuse, harm and exploitation at all time).

The UK is a signatory to UNCRC and must report to a UN Committee on steps taken to promote and respect these rights. Whilst not legally binding, the Convention is highly influential on decisions made by courts and public authorities about the lives of children.

#### ***European Convention on Human Rights (1950)***

This convention is legally binding on the UK because its provisions were introduced in to the law of Scotland by the Human Rights Act 1998 and the Scotland Act 1998. The rights prescribed apply to children and adults. The main articles of relevance are:

Article 8: right to respect for private and family life, home and correspondence

Article 3: the right not to be tortured or experience inhuman or degrading treatment

Courts and public authorities must act in a manner which is consistent with these rights and can only interfere (in some cases) where there is a legitimate reason to do so. The protection of children is one such reason. For a copy of the Convention see [http://www.hrcr.org/docs/Eur\\_Convention/euroconv.html](http://www.hrcr.org/docs/Eur_Convention/euroconv.html)

### **UK and SCOTTISH LEGISLATION**

#### ***Rehabilitation of Offenders Act 1974***

Generally, criminal convictions become spent after a period of time (which depends on the sentence imposed by the court at the time of conviction). As a result of this Act spent convictions, generally, do not have to be disclosed to potential employers.

#### ***Exclusions and Exceptions (Scotland) Order 2003***

There are certain jobs and voluntary positions for which prospective employers need to know about a person's criminal record to decide whether they are suitable for the position e.g. work with children. This Order lists the positions and professions where there is an exception to the general rule on non-disclosure of convictions.

#### ***Data Protection Act 1998***

Applies to any information, however obtained and used, which relates to living persons. Covers how such information is to be gathered, stored, processed and protected. All organisations that hold or process personal data must comply.

#### ***Police Act 1997***

Introduced three levels of disclosure information which are released in the form of Disclosure Certificates from Disclosure Scotland. Also introduced access to criminal records for those who engage or appoint volunteers in positions which bring them in to contact with vulnerable groups.

#### ***Age of Legal Capacity (Scotland) Act 1991***

Children under 16 do not generally have legal capacity. This act sets out the circumstances in which children are regarded as having legal capacity including the ability to consent to medical treatment.

***Commissioner for Children and Young People (Scotland) Act 2003***

Scotland's Commissioner for Children and Young People is Kathleen Marshall. It is her job to promote and safeguard the rights of children living in Scotland as set out in UNCRC.

***Criminal Procedure (Scotland) Act 1995***

Schedule 1 to this Act contains a list of offences against children e.g. abandonment or wilful neglect. Someone who has committed an offence which is listed in this Schedule is often referred to by professionals as a "Schedule 1 offender".

***Children (Scotland) Act 1995***

The main piece of legislation covering child welfare and protection. Covers the rights and responsibilities of parents, the role of the local authority, the Children's Hearing System and introduced a number of measures for taking action to protect children in an emergency. This Act clearly states that the best interests of the child must always be considered and children should be given an opportunity to have a say on matters which affect them, should they wish to do so.

***Criminal Justice (Scotland) Act 2003***

Amended the law in Scotland in relation to the physical punishment of children by parents. This Act makes it illegal for parents to hit a child on the head, hit a child with an implement and to shake a child.

***Sexual Offences (Amendments) Act 2000***

Introduced a new offence of abuse of trust applicable to "positions of trust" which involve looking after children and young people who are in full time education, detained under a court order, looked after in a hospital/ children's home or other establishment providing social care or in foster care.

***Protection of Children (Scotland) Act 2003***

Provides for the creation of the Disqualified from Working with Children List. It will be an offence for an organisation to knowingly appoint a worker (paid and unpaid) who is fully listed in to child care positions (as defined in Schedule 2 of the Act).

The Act also creates a duty on organisations to refer an individual to the list where the individual has harmed a child or placed a child at risk of harm and has been dismissed or moved away from access to children as a consequence, or who would have been dismissed, but who has resigned, retired or was made redundant before the dismissal was completed or left at the end of a temporary contract.

Also creates a duty to remove an individual who is fully listed from a child care position.

***Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005***

Addresses the predatory behaviour of those who "groom" children with the aim of abusing them by introducing a new offence of "grooming". Enables the police to take preventative action before the child meets the perpetrator. Provides the police and courts with additional powers to apply for and grant, a Risk of Sexual Harm Order on those who are considered to pose a risk to children.

## APPENDIX 2: GUIDELINES FOR MANAGING BULLYING

Bullying may be seen as particularly hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying can take many forms including:

- Physical e.g. hitting, kicking, theft
- Verbal (including teasing) e.g. racist remarks, spreading rumours, threats or name-calling
- Emotional e.g. isolating a child from the activities or social acceptance of the peer group
- Harassment e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress.
- Children may be bullied by adults, their peers and in some cases by their families.

### **Action to Help the Victim(s) and Prevent Bullying:**

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help the victim(s) to speak out and tell the person in charge or someone in authority. Create an open environment.
- Take all allegations seriously and take action to ensure the victim(s) is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim(s) that you can be trusted and will help them, although you cannot promise to tell no-one else.
- Keep records of what is said i.e. what happened, by whom and when.
- Report any concerns to the person in charge at the organisation where the bullying is occurring.

### **Action towards the Bully(ies):**

- Talk with the bully(ies), explain the situation and try to get the bully(ies) to understand the consequences of their behaviour.
- Seek an apology from the bully to the victim(s).
- Inform the bully's parents/guardians.
- If appropriate, insist on the return of 'borrowed' items and that the bully(ies) compensates the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour
- Keep a written record of action taken.

## **SECTION 6**

### **SAMPLE FORMS & GUIDANCE NOTES**

## LETTER TO PROSPECTIVE APPLICANTS FOR A CHILD CARE POSITION<sup>5</sup>

Dear

**Your interest in the position of \_\_\_\_\_ (e.g. coach) within the game of golf.**

We thank you for your interest in taking up this post within the game of golf and have pleasure in enclosing forms that are relevant to this.

The post you are interested in meets the definition of a child care position (in terms of the Protection of Children (Scotland) Act 2003). The [Golf Club] has a legal duty to ensure the suitability of any individual who works or volunteers in child care positions. In accordance with the [Golf Club]'s Child Protection Policy and procedures, everyone seeking appointment in a child care position must complete an Application Form and a Self-Declaration form prior to appointment.

We would ask, therefore, that you complete the enclosed Application and Self-Declaration forms.

Please note that for the position in which you are interested, [GOLF CLUB] will undertake an Enhanced Scotland Check on the person it wishes to appoint to the position. Your agreement to this check is part of the declaration on the application form. This cost of this will be met by [insert as appropriate].

Once you have completed the forms, please insert the Self-Declaration form in the enclosed envelope marked, "Self-Declaration. Only to be opened if applicant is to be interviewed", seal it and return it, with the application form.

*All information will be strictly managed in accordance with the Scottish Golf Union's Policy on the Secure Storage of Information, Policy on the Rehabilitation of Offenders **and will only be shared with those who are involved in decisions about recruitment and selection.** Previous convictions do not automatically mean that you will not be considered for the position applied for. A full assessment of each applicant's suitability will be undertaken based on all available information.*

Thank you, again, for interest in promoting the game of golf amongst children and young people. We look forward to receiving your application.

Yours etc

**Enclosed:**

- Role description
- A blank Application Form
- A blank Self-Declaration Form
- An envelope marked "Self-Declaration. Only to be opened if candidate is to be interviewed"
- Guidance Notes on Completing the Self-Declaration Form

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<sup>5</sup> Adapted from Template Letter for Prospective Applicants for Positions Involving Contact with Children, developed by Donald MacKenzie, Camanachd Association.

## APPLICATION FORM

[GOLF CLUB] is committed to ensuring that all staff and volunteers who are recruited in to child care positions (as defined in Schedule 2 of the Protection of Children (Scotland) Act 2003) are suitable for the position.

In accordance with [GOLF CLUB]'s Child Protection Policy all staff and volunteers seeking appointment to a child care position must complete this application form, prior to appointment.

### PART A PERSONAL DETAILS

**Title:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Middle Name:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**All previous names by which you have been known:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Telephone Contact: Day:** \_\_\_\_\_

**Evening:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

### PART B PRESENT/ MOST RECENT EMPLOYMENT/ ROLE

**Organisation:** \_\_\_\_\_

**Position held:** \_\_\_\_\_

**Dates of employment/ involvement:** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

\_\_\_\_\_

**Reasons for Leaving:** \_\_\_\_\_

**PART C PREVIOUS POSITIONS (continue on separate sheet if necessary)**

NAME OF ORGANISATION	POSITION/ RESPONSIBILITIES	START/ END DATE

**PART D QUALIFICATIONS AND PREVIOUS EXPERIENCE OF WORKING WITH CHILDREN** (include name of organisation, responsibilities/ duties, dates involved and reasons for leaving).

**PART E ADDITIONAL INFORMATION**

Please provide details of relevant experience, voluntary work, principal achievements, personal skills and qualities and explain how you might use them in this post (continue on a separate sheet if necessary).

**PART F REFEREES**

Please provide details of 2 referees (not relatives). At least one should have knowledge of your previous work with children. Referees will be contacted for the purposes of verifying the information contained in this form.

<p><b>Name:</b> _____</p> <p><b>Organisation:</b> _____</p> <p><b>Address:</b> _____</p> <p>_____</p> <p><b>Telephone:</b> _____</p> <p><b>Relationship to Applicant:</b> _____</p>	<p><b>Name:</b> _____</p> <p><b>Organisation:</b> _____</p> <p><b>Address:</b> _____</p> <p>_____</p> <p><b>Telephone:</b> _____</p> <p><b>Relationship to Applicant:</b> _____</p>
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**TO BE COMPLETED BY APPLICANT**

I am aware that in accordance with the Data Protection Act 1998, information provided on this application form will be stored for the purposes of processing the data for recruitment and selection and monitoring the recruitment and selection process.

If successful, I consent to a relevant Disclosure Scotland check being requested.

I have completed this form accurately and truthfully and to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO BE COMPLETED BY HUMAN RESOURCES/ CHILD PROTECTION OFFICER**

I confirm that I have seen the following identification documents, relating to **[insert name of applicant]**:

- 1.
- 2.

**Note: at least one form of identification must be photographic.**

I confirm to the best of my ability that the identification documents are accurate.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

## SELF-DECLARATION FORM FOR A CHILD CARE POSITION

It is the policy of [GOLF CLUB] that all applicants in child care positions are required to complete a self-declaration form. Before completing this form, please read the guidance notes which are included with this form.

### Part A: Previous convictions.

To be completed for positions which require an Enhanced Disclosure Check?

Date(s) of conviction(s):

Court(s) where your conviction(s) were heard:

Type of offence(s):

Sentence(s) received

Please give details of the reasons and circumstances that led to your offence(s)

Please give details of how you completed the sentence(s) imposed, (for example did you pay your fine(s) as required; what conditions were attached to your probation/community service/supervised attendance order(s), did you comply with the requirements of your custodial sentence(s).

Have any other organisations supported you to work through any of the above issues/difficulties?

What have you learned from your experience?

**Part B – Details of any disciplinary action relating to behaviour to children.  
To be completed for positions which require an Enhanced Disclosure check.**

Have you been disciplined because of inappropriate behaviour towards a child which may have harmed them or put them at risk of harm? **YES/NO**

If YES, please give details.

Cont/d over

**Part C: Police Investigations – this should include relevant police non-conviction information.**

**To be completed for a positions which require an Enhanced Disclosure check**

Date of investigation(s):
Police Division(s) involved:
Details of investigation(s)
Please give details of the reasons and circumstances that led to your investigation(s):
Disposal(s) if known:

Are you, or have you ever been, known to any Social Work Department/Social Services Department (in England and Wales) as an actual or potential risk to children? **YES/NO**

If yes, please provide details

Cont/d over

**Part D: Protection of Children (Scotland) Act 2003 Self -Declaration.**

**Before answering the question below, please read the following notes**

Section 11 of the *Protection of Children (Scotland) Act 2003* creates a new offence which an individual who is disqualified from working with children will commit if they apply for, offer to do, accept or do any work in a child care position. An organisation will also be guilty of an offence if they knowingly employ (paid or unpaid) a disqualified person in a child care position.

Section 17 of the *Protection of Children (Scotland) Act 2003* defines “disqualified from working with children”. **It extends to Scotland disqualifications which previously applied in England and Wales only.** A person is disqualified from working with children if they are:

- Included (otherwise than provisionally) in the Disqualified from Working with Children List established under section 1(1) of the *Protection of Children (Scotland) Act 2003*;
- Included (otherwise than provisionally) in the List kept under section 1 of the *Protection of Children Act 1999*;
- On List 99 and subject to direction under subsection (1)(a) of section 142 (prohibition from teaching etc.) of the *Education Act 2002* given on the grounds mentioned in subsection (4)(b) of that section, not to carry on work to which that section applies;
- Subject to a Disqualification Order within the meaning of the *Criminal Justice and Court Services Act 2000*.

To help us ensure we are complying with the new child protection laws, please complete the following declaration.

I \_\_\_\_\_ [full name in block capitals]

Of [address] \_\_\_\_\_

\_\_\_\_\_

confirm that I am not subject to any of the disqualifications set out in section 17 of the *Protection of Children (Scotland) Act 2003*

**OR**

I am the subject of a disqualification from working with children under

\_\_\_\_\_

I understand that deliberately giving false information can result in prosecution.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Part E: Declaration to be completed by all applicants**

I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.

I give my consent to \_\_\_\_\_ Golf Club requesting a Disclosure Certificate (if appropriate) and to requesting references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

I agree to inform \_\_\_\_\_ Golf Club if I am convicted of an offence after I take up any post within the organisation. I understand that failure to do so may lead to the immediate suspension of my work with children with the organisation and/or the termination of my services.

If I am appointed to a post, I agree to abide by the organisation's Code of Conduct and Child Protection Policy and Guidelines.

I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension of my work with children or the termination of my services.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please note that any information you give in this form will be managed according to the organisation's Confidentiality Policy.

**Please return the completed self-declaration form to the organisation in a separate envelope. Your completed self-declaration form will only be seen by those individuals in the organisation who have a responsibility for recruiting staff and volunteers.**

## GUIDANCE ON COMPLETING SELF-DECLARATION FORMS

Please read these notes before completing the Self-Declaration Form.

The information you give in this Self-Declaration Form will support the information we also obtain from your application form, references and, where we decide to make an appointment, a Disclosure Certificate. All of these sources of information will help us to make an informed decision about your application.

### 1. Who must complete the Self-Declaration Form?

It is the policy of this organisation to ask all applicants who apply to work in “child care” positions to complete a self-declaration form. The post which you are applying for is also exempt from the *Rehabilitation of Offenders Act 1974* by the *Exclusions and Exceptions (Scotland) Order 2003*. This means we are entitled to ask you about your criminal convictions. You are therefore advised to declare all convictions including ‘spent’ convictions.

### 2. Which sections of the form must I complete?

As the Job/Task description states that the position requires an **Enhanced Disclosure** check you must complete all parts A, B, C, D and E of this form.

You must also provide identification so that the personal details you provide can be verified. You will be asked to provide these should we invite you to interview.

### 3. Who gets to read the Self-Declaration Form?

The Self-Declaration Form should be sent to us in a sealed envelope. Please do not send it with your completed application form. If you are not invited to interview, the envelope will either be destroyed or returned to you unopened for you to dispose of.

The envelope will be opened if you are being considered for interview. If you are selected for interview and you have recorded previous convictions or other relevant information, you will be given the opportunity to discuss this at the interview.

### 4. What happens to the Self-Declaration Form after a decision has been made on my application?

If you are unsuccessful the Self-Declaration Form will either be destroyed or returned to you for you to dispose of.

If you are successful, Disclosure checks will then be requested. The Self-Declaration Form and the Disclosure certificate will then be retained by us until a decision has been made on your application. Usually, this information will not be kept any longer than six months.

### 5. What happens if my application is successful?

If your application is successful you will also be required to complete an **Enhanced Disclosure** check under the terms of the *Police Act 1997 (Part V)*.

### 6. What happens if I do not wish to complete a Self-Declaration Form?

In accordance with our child protection policy and guidelines you will not be allowed to work in a “child care” position within our organisation.

## GUIDANCE ON DISCLOSURE CERTIFICATES

Recent changes in the laws have enhanced the ways in which employers and organisations can take steps to ensure that people who work with children are suitable for such positions. The following provides answers to commonly-asked questions.

### **1. Do I have to employ people with previous convictions?**

The Rehabilitation of Offenders Act 1974 provides that after a certain amount of time, a conviction will be regarded as 'spent'. This means that in certain circumstances, a potential employee does not have to declare this conviction. It is illegal to discriminate against someone on the grounds of a spent conviction.

### **2. Are there exceptions to this rule?**

Yes. For certain positions, a prospective employer can ask you to declare all spent and unspent convictions. These are known as 'exempted positions' and are listed in the Rehabilitation of Offenders Act 1974 Exclusions and Exceptions (Scotland) Order 2003. These include child care positions and includes voluntary positions.

### **3. How can I ask people about their previous convictions?**

Applicants for child care positions (paid and unpaid) will be made aware that such positions are exempted i.e. they will be asked to declare all convictions. As part of our recruitment and selection procedures all staff/ volunteers should complete an application form and a self-declaration form. The self-declaration form provides an opportunity to declare convictions and is confidential. The interview process helps us to identify the person we wish to appoint. At this point you successful applicants will be asked to complete a Disclosure Scotland check. This will verify or otherwise the information contained in the self-declaration form.

### **4. How can I get access to criminal records information?**

Part V of the Police Act 1997 changed the procedures for checking criminal records. Organisations can apply for criminal records information to Disclosure Scotland. Disclosure Scotland began operating as part of the Scottish Criminal Records Office in Scotland on 29th April 2002.

To assist clubs with the procedures for gaining disclosures on behalf of those who meet the criteria, the Scottish Golf Union have registered with Central Registered Body in Scotland and act as the umbrella body for golf clubs.

### **5. What are the different types of Disclosure Certificates?**

For those applying for a child care position, an Enhanced Disclosure is required. Enhanced Disclosures are only available for exempted positions.

Enhanced Disclosures can only be obtained through a Registered Body and the Lead or Counter signatory must sign the application form. A copy of the Enhanced Disclosure Certificate will be sent to both the applicant and the Registered Body. The Enhanced Disclosure reveals details of all spent and unspent convictions and may also include non-conviction information held locally by the police, where this is considered relevant to the post or voluntary work sought. Only an Enhanced Disclosure will be considered suitable for a child care position.

### **6. Is more than one Disclosure Certificate required?**

For people who work in more than one different area e.g. Club and Local Authority, it is possible that more than one check will be required. At present there is no guidance or rule about this and each employer must decide whether another check is necessary. A Certificate issued for one post may not be appropriate for another. Only applicants have the right to show their Disclosure Certificate to whomever they choose.

**7. *What happens to the Disclosure Certificate?***

Disclosure Scotland recommends the Disclosure Certificate be destroyed after a decision on recruitment has been reached. They must not be kept any longer than 6 months.

**8. *What if the information on the Certificate is incorrect?***

Disclosure Scotland has provided an appeals procedure for the applicant to challenge the accuracy of the information on the Certificate assuming the inaccuracy is known about.

## REFERENCE FORM

[GOLF CLUB] is committed to ensuring that all staff and volunteers who are recruited in to child care positions (as defined in Schedule 2 of the Protection of Children (Scotland) Act 2003) are suitable for the position.

In accordance with [GOLF CLUB]'s Child Protection Policy, references will be obtained and thoroughly checked for all staff and volunteers seeking appointment to a child care position.

### DETAILS OF REFEREE

**Name:** \_\_\_\_\_

—

**Position held:** \_\_\_\_\_

—

**Organisation:** \_\_\_\_\_

—

**Address:** \_\_\_\_\_

**Post Code:** \_\_\_\_\_

—

\_\_\_\_\_

—

**Telephone:** \_\_\_\_\_

—

**Relationship to Applicant:** \_\_\_\_\_

—

**[name of applicant]** has expressed an interest in a position in golf and has given your name as a referee. The position is a child care position (as defined in the Protection of Children (Scotland) Act 2003). As an organisation committed to the welfare and protection of children we are anxious to know -is any reason at all to be concerned about this applicant being in contact with children?

**YES/NO** Delete as appropriate. If you have answered yes we will contact you in confidence.

All the information on this form will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the applicant's suitability for the position and the immediate supervisor should they be offered a position.

We would appreciate you being extremely candid in your evaluation of this person.

**How long have you known this person:** \_\_\_\_\_

**In what capacity:** \_\_\_\_\_

**What qualities does this person have that would make them suitable to work with children?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please rate this person on the following (please tick one)

	Unsatisfactory	Satisfactory	Good	Excellent
Attendance				
Responsibility				
Maturity				
Self Motivation				
Can motivate others				
Ability to work as a team				
Willingness to follow instructions				
Commitment				
Communication skills				
Trustworthiness				
Reliability				

**OTHER RELEVANT INFORMATION**

Please use this space to provide any other information about the applicant which you consider is relevant to the position applied for (continue on a separate sheet if necessary).

**TO BE COMPLETED BY REFEREE**

I declare that all the information contained in this form is accurate and truthful to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

Please return this form in an envelope marked **PRIVATE** and **CONFIDENTIAL** to:

**[insert name of Child Protection Officer]**

**[insert address of organisation]**

## SUGGESTED INTERVIEW/ DISCUSSION QUESTIONS FOR CHILD CARE POSITIONS<sup>6</sup>

Interviews are a two way process of gathering information. The best way to do this is to ask questions that seek to explore a person's previous experiences, their attitudes and to look at how they have used those experiences and their awareness of attitudes.

Questions that allow for simple 'Yes' or 'No' answer should be avoided. The following suggested questions will help you to plan the interview/ discussion and should be built around other information gathering questions. The questions are accompanied by the sorts of words and phrases that interviewers might look for in a good candidate.

<b>Question</b>	<b>Answers should demonstrate:</b>
Can you tell us why you want to take on the post of [insert]?	<i>A commitment to helping young people enjoy the sport safely and to share knowledge and experience.</i>
Can you tell us about your experience of caring for, working with, or coaching children and young people?	<i>Experiences as a parent, employment or voluntary work. Interviewers must also assess what level of direct, unsupervised contact was involved.</i>
What do you think are the attributes/skills required in a good coach/team manager of children and young people?	<i>An understanding of issues that affect children. Communication skills. The importance of promoting enjoyment, not just achievement. Promoting healthy competitiveness. Being sensitive to the ability of children. Encouragement, not criticism.</i>
Can you give us examples of where and how you have used some of those skills?	<i>Experience at work (perhaps working with adults, but the skills should be evident) or in voluntary work.</i>
Can you think of an example where you have been critical towards a child? How could you have handled it differently?	<i>Positively demonstrating or explaining how child could have acted/behaved.</i>
If we approached people who know you well, what would they say were your strengths so far as this post/role is concerned?	<i>Patience. Supportive. Encouraging attitude, etc.</i>
If a child approaches you to say they're being bullied by others in the team, how will you handle this?	<i>Interviewers should refer to the relevant section in the procedures and compare applicant's response.</i>
How will you gain the respect and trust of children and young people?	<i>Being fair, consistent, not having favourites, being clear in what I say and do, Being honest, positive. Listening. Respect</i>

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<sup>6</sup> Adapted from Suggested Interview Questions for Positions involving Contact with Children and Young People, developed by Donald MacKenzie, Camanachd Association.

<b>Question</b>	<b>Answers should demonstrate:</b>
Can you give us an example of where you have seen or heard someone treating a child inappropriately (verbally or physically) (at sports match, in the home, in the street)? What was the adult doing wrong?	<i>Venting their frustration. Failing to understand the child's perspective. Failing to recognise that they are an adult and dealing with a child (using adult orientated language etc).</i>
Imagine you've had a rotten day at work. Now, this evening, you have a coaching session. You're feeling very irritable and could take this out on the young people. What do you do about that?	<i>Asking another adult to assist at the session. Being aware that that was work, this is now sport. Focusing on the session and the young people.</i>
A young child is lingering in the showers after a game. He says he can't dry himself properly and asks you to do it. What do you do?	<i>Interviewers should refer to Code of Conduct and compare applicant's response. Ask child why. Get another adult to view (unobtrusively) actions.</i>
Can you tell us what has given you greatest pleasure with your own children (or children of relatives/friends etc)?	<i>Seeing them happy. Seeing them succeed. Seeing them participate in ..... Helping them solve problems/acquire new skills</i>
Will you undertake training sessions for coaches?	<i>If the answer is 'No' then you do not have a successful candidate.</i>
Will you undertake to read and abide the Golf Club's Child Protection Policy?	<i>If the answer is 'No' then you do not have a successful candidate.</i>

# SAFE IN CARE

## GOLF CLUB'S PARTNERSHIP WITH PARENTS

The Golf Club values the involvement of children in our sport. We are committed to ensuring that all children have fun and stay safe whilst participating in golf.

To help us fulfil our joint responsibilities for keeping children safe the golf club has introduced Safe in Care Guidelines. These Guidelines tell you what you can expect from us when your child participates in golf and details the information we need from you to help us keep your child safe.

We need you to complete this form at the start of every season and to let us know as soon as possible if any of the information changes. All information will be treated with sensitivity, respect and will only be shared with those who need to know e.g. a team manager or first aider.

<b>NAME OF CHILD:</b>		<input type="text"/>	<input type="text"/>	
Date of Birth:		<input type="text"/>	<input type="text"/>	
Address:				
Telephone Number:				
<b>PARENTS' NAMES:</b>				
Address: (if different to above)				
Home Telephone Number:				
Mobile Telephone Number:				
Work Telephone Number:				
<b>EMERGENCY CONTACTS</b>				
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:				
<b>MEDICAL INFORMATION</b>				
Child's Doctor's Name:				
Doctor's Surgery Address:				
Telephone Number:				
<b>Does your child have any pre-existing medical conditions that may affect the child's participation in golf:</b>				
			<b>YES*</b>	<b>NO</b>
*If YES please give details, including medication, does and frequency:				

<b>Does your child have any existing injuries:</b>	<b>YES*</b>	<b>NO</b>
*If YES please give details, including injury sustained and treatment received):		

<b>Does your child have any allergies:</b>	<b>YES*</b>	<b>NO</b>
*If YES please give details:		

I consent to my child receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary. *(Please tick the box if agreed)*

**TRANSPORTATION OF CHILDREN**

I consent / I do not consent (delete as appropriate) to my child being transported by persons representing the golf club or one of its individual members or affiliated clubs for the purposes of taking part in golf.

I understand the golf club will ask any person using a private vehicle to declare that they are properly licensed and insured and, in the case of a person who cannot so declare, will not permit that individual to transport children.

**PHOTOGRAPHS AND PUBLICATIONS (INCLUDING WEBSITE)**

Your child may be photographed or filmed when participating in golf. All reasonable steps will be taken to obtain parental consent *In the absence of any explicit objection, those responsible will act in the best interests of the child which may include assuming parental agreement for the above reasons.*

I GIVE/DO NOT GIVE (delete as appropriate) my permission for my child to be involved in photographing/filming and for information about my child to be used for the purposes stated in [GOLF CLUB]'s Safe in Care Guidelines.

**ADULT SUPERVISION**

I acknowledge that the club is not responsible for providing adult supervision for my child except for formal junior golf coaching, matches or competition. *(Please tick the box if agreed)*

**Signed** (Parent/Guardian): \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**REQUEST FOR PERMISSION TO USE CAMERA AND VIDEO EQUIPMENT**

This form must be completed by individuals seeking permission to use camera or video equipment.

**Section A To be Completed by the Applicant**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Venue/event:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

I declare that the pictures/film(s) produced will not be altered in any way without prior written permission the person(s) concerned. I understand that I may only use the pictures/film(s) for the purpose stated above. I agree to abide by the Golf Club's Safe in Care Guidelines and Child Protection Policy.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**Section B For Official Use Only**

**Application APPROVED / REFUSED (delete as appropriate)**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Reason for Refusal:** \_\_\_\_\_

Now complete "Notification to Applicant" form, and keep a copy of this form.

**NOTIFICATION TO APPLICANT**

Your application has been **ACCEPTED / REFUSED** (delete as appropriate) for use as follows:

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Venue/event:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Official Signature:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NOTE: Proof of identity and this letter of approval must be produced on request at the event or activity to which it relates.**



**SIGNIFICANT INCIDENT FORM  
and / or  
CHILD PROTECTION REFERRAL FORM**

This form must be completed as soon as possible after receiving information that causes concern about the welfare or protection of a child. The form must be passed to \_\_\_\_\_ Golf Club as soon as possible after completion; do not delay by attempting to obtain information to complete all sections.

Complete Part A of this form if the concerns relate to the general welfare of a child.

Complete Parts A and B if the concerns relate to possible child abuse.

**1. CHILD'S DETAILS**

Child's Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Contact: \_\_\_\_\_  
Child's Ethnicity: \_\_\_\_\_  
Child's Preferred Language: \_\_\_\_\_  
Is an Interpreter Required? **YES / NO** (delete as appropriate)  
Is the child affected by disability? **YES / NO** (delete as appropriate)  
If yes, give details:  
\_\_\_\_\_  
\_\_\_\_\_

**2. DETAILS OF PERSON RECORDING CONCERNS**

Name: \_\_\_\_\_  
Position/Role: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Contact: \_\_\_\_\_

**3. DETAILS OF INCIDENT GIVING RISE TO CONCERNS**

(Record details including date, time, location, nature of concerns)

**4. DETAILS OF ANY WITNESSES**

(Record names, addresses and telephone contacts)

**5. DETAILS OF INJURIES**

(Record all injuries sustained, location of injury and action taken)

**PART B**      *where there are concerns about possible child abuse*

**6. DETAILS OF PERSON ABOUT WHOM THERE IS A CONCERN**

Name: \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Contact: \_\_\_\_\_

**7. DETAILS OF CONCERNS**  
(Continue on a separate sheet if necessary)

**8. DETAILS OF ANY ACTION TAKEN**

**9. DETAILS OF AGENCIES CONTACTED**  
(Record date, time, name of person contacted and advice received)

**10. Have the child's parents been informed?      YES / NO (delete as appropriate)**  
If yes, record details:

**11. Child's views on situation (if expressed)**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

## **SECTION 7**

### **USEFUL CONTACTS AND WEBSITES**

## USEFUL CONTACTS AND WEBSITES

<b>Scottish Golf Union</b>	The Dukes St Andrews KY16 8NX 01334 466 477 <a href="http://www.scottishgolf.org">www.scottishgolf.org</a>
<b>Scottish Ladies Golfing Association</b>	The Den 2 Dundee Road Perth PH2 7DW 01738 442 357 <a href="http://www.slga.co.uk">www.slga.co.uk</a>
<b>Child Protection in Sport Service</b>	CHILDREN 1 <sup>ST</sup> 61 Sussex Street, Glasgow, G41 1DY 0141 418 5674 <a href="http://www.childprotectioninsport.org.uk">www.childprotectioninsport.org.uk</a>
<b>sportscotland</b>	Caledonia House South Gyle, Edinburgh EH12 9DQ 0131 317 7200 <a href="http://www.sportscotland.org.uk">www.sportscotland.org.uk</a>
<b>Help For Clubs</b>	<a href="http://www.helpforclubs.org.uk">www.helpforclubs.org.uk</a>
<b>CHILDREN 1<sup>ST</sup></b>	83 Whitehouse Loan Edinburgh EH9 1AT 0131 446 2300 <a href="http://www.children1st.org.uk">www.children1st.org.uk</a>
<b>ChildLine Scotland</b>	0800 1111 <a href="http://www.childlinescotland.org.uk">www.childlinescotland.org.uk</a>
<b>ParentLine Scotland</b>	0808 800 2222
<b>Child Protection in Sport Unit</b> (NSPCC- covers England, Wales and Northern Ireland)	0116 234 7278 <a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a>
<b>Scottish Disability Sport</b>	0131 317 1130 <a href="http://www.scottishdisabilitysport.com">www.scottishdisabilitysport.com</a>
<b>Central Registered Body in Scotland</b>	General Helpline: 08700 100 450 Overseas Helpline: 01786 849 777 <a href="http://www.crbs.org.uk">www.crbs.org.uk</a>
<b>Disclosure Scotland</b>	0870 609 6006 <a href="http://www.disclosurescotland.co.uk">www.disclosurescotland.co.uk</a>

**Scottish Executive**

[www.scotland.gov.uk/childprotection](http://www.scotland.gov.uk/childprotection)

**Commissioner for Children and Young People**

[www.cypcommissioner.org](http://www.cypcommissioner.org)

**Volunteer Development Scotland**

01786 479 593

[www.vds.org.uk](http://www.vds.org.uk)