



GREENORE GOLF CLUB
SAFEGUARDING POLICY 2020.

**GREENORE GOLF CLUB
SAFEGUARDING POLICY 2018.**

POLICY STATEMENT

Greenore Golf Club are fully committed to safeguarding the well-being of their members. Every individual in golf should at all times, show respect and understanding for members rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport & Code of Ethics for Golf for Young People.

In working with young people in golf our first priority is the Welfare of the young people and we are committed to providing and environment that will allow participants to perform to the best of their ability, free from bullying and intimidation.

GREENORE GOLF CLUB SAFEGUARDING POLICY 2020

GUI, ILGU, The PGA in Ireland & CGI

The guidelines in this document are based on the national guidelines as outlined in the following documents:

- Code of Ethics and Good Practice for Children's Sport, Irish Sports Council & Sports Council Northern Ireland, 2006.
- Children First National Guidance for the Protection and Welfare of Children, Department of Children & Health 1999 revised 2009 and again in 2011 by the Department of Children & Youth Affairs.
- Our Duty to Care, Department of Health & Children 2002.
- National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 to 2016 & Children's First Act 2015.

GREENORE GOLF CLUB SAFEGUARDING Policy 2020.

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Glossary

Golf

Golf, when referred to as a collective authority, shall mean the GUI, ILGU, The PGA in Ireland and CGI

GUI

The Golfing Union of Ireland founded in 1891, the administrative authority for means amateur golf in Ireland.

ILGU

The Irish Ladies Golf Union, founded in 1893, the administrative authority for ladies' amateur golf in Ireland.

The PGA in Ireland

The Professional Golfers Association in Ireland, originally founded in 1911 by the GUI at the request of the Professional Golfers of Ireland and then known as the Irish Professional Golfers Association, the Governing Authority for Professional Golf in Ireland.

CGI

The Confederation of Golf in Ireland (CGI) was established to support, promote and develop the game of golf on the island of Ireland. A not for profit organisation, the CGI was established by the Golfing Union of Ireland (GUI), the Irish Ladies Golfing Union (ILGU) and the Professional Golfers Association in Ireland (PGA) to compliment the work of the three associations in advancing the game of golf in Ireland.

Ireland

The island of Ireland.

Branch

A provincial branch of the GUI

District

A District of the ILGU

Unions

Referring to both the GUI and ILGU

Affiliated organisation

Any GUI or ILGU affiliated member golf clubs

SI & SNI

Sport Ireland and Sport Northern Ireland

Junior Convenor

The individual(s) in the club/organisation who heads the Junior Golf Committee or oversees the development of junior programmes.

Designated Liaison Person

The Designated Liaison Person is responsible for ensuring that reporting procedures within an organisation are followed so that child welfare and protection concerns are referred promptly to the Statutory Authorities. The Designated Liaison Person should record all concerns or allegations of child abuse brought to his/her attention, and the actions taken following receipt of a concern or allegation of child abuse.

National Designated Liaison Person

Is the same as DLP (above) but at National Level.

National Children's Officer (NCO)

A nominated person within each body to advise on all matters in relation to safeguarding.

Club Children's Officer (CO)

Club Children's Officer should be junior centred in focus and have as the primary aim, the establishment of a junior centred environment within the club. S/he is the link between children and the adults in the club. S/he also takes responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and Golf Leaders.

Leader

A Volunteer, PGA Professional or qualified coach who works with and/or facilitates juniors to learn and compete in golf. A volunteer includes, but is not limited to Junior Convenors, Teachers, Coaches, Golf Professionals and members of Junior Golf Committees and those appointed to positions of trust with juniors.

Parent

Parent shall mean parent, guardian or carer

Junior or Junior Members

The terms "junior member, juniors, young people and children" will be used interchangeably in the text to refer to those under 18 years of age.

Golf Policy

Golf's Safeguarding policy- this document which is based on guidelines of the SI and SNI and those listed at the front of this document.

Statutory Authorities

Refers to those who have statutory responsibility for the welfare and protection of juniors in Ireland, namely An Garda Síochána, PSNI and Tusla Child and Family Agency/ Health and Social Care Trust.

Core values in Sport for Juniors

Junior Golf in Ireland is based on the following principles that will guide the development of young people within golf, (as outlined in page 9, Code of Ethics and Good Practice for Children's Sport). Young Peoples experience of Sport should be guided by what is best for the young person. The stages of development and the ability of the young person should guide the type of activity provided within the club/organisation. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal.

Integrity in relationships;

Adults interacting with young people in sport should do so with integrity and respect for the child. There is a danger that sporting context can be used to exploit or undermine children. All adult actions in sport should be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within sport.

Quality atmosphere and ethos;

Sport for young people should be conducted in a safe, positive and encouraging atmosphere. A child centred ethos will contribute to a safe and enjoyable atmosphere within the organisation.

Equality;

All children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Children with disability should be involved in sports activity in an integrated way, thus allowing them to participate to their potential alongside other children.

Fair Play;

Fair play is the guiding principle of the Code of Ethics and Good Practice for Children's Sport. A sport for young people should be conducted in an atmosphere of fair play. Ireland has contributed and is committed to the European Code of Sports Ethics, which defines fair play as; "much more than playing within the rules". It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption. (European Sports Charter and Code of Ethics, Council of Europe, 1993).

Competition;

A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. However, competitive demands are often placed on children too early, which results in excessive levels of pressure on them. This can contribute to a high level of drop out from sport. Sports leaders should aim to put the welfare of children first and competitive standards second. A child centred approach will help to ensure that competition and specialisation are kept in their appropriate place.

Policy Statement

**Golfing Union of Ireland
Irish Ladies' Golf Union
The PGA in Ireland & CGI**

from here on will be represented by the term golf

The GUI, ILGU, The PGA in Ireland and CGI are fully committed to safeguarding the wellbeing of their members. Every individual in golf should at all times, show respect and understanding for members rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport and Golf's Safeguarding Policy.

In working with young people in golf our first priority is the welfare of the young people and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from bullying and intimidation.

CLUB CHILDREN'S OFFICER ROLE

The Children's Club Officer for Greenore Golf Club is –Eileen English.

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

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

The Children's Officer will have the following role :-

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

- Ensure each member signs an annual membership form that includes signing up to the code of conduct
- Ensure all volunteers successfully complete Garda Vetting process, sign codes of conduct annually and undertake the appropriate safeguarding training and keep records of same
- Ensure that the club rules and regulations include-
 - (a) Complaints, disciplinary and appeals procedures
 - (b) an anti-bullying policy
 - (c) safety statement
 - (d) rules in relation to travelling with children
 - (e) supervision and recruitment of leader

CLUBS DESIGNATED LIAISON PERSON

The Designated Liaison Person for Greenore Golf Club is –

Kieran Clarke – Phone Number-086-8201745.

Every club/organisation must appoint a person to be responsible for dealing with any concerns about the protection of children. The designated liaison person is responsible for reporting allegations or suspicions of child abuse to Tusla Child and Family Agency and or An Garda Siochana. It is recommended that this person is a senior club person.

The Designated Liaison Person has the following roles;-

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

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

Disciplinary, Complaints & Appeals Procedure for GUI, ILGU, PGA & CGI

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

Any such complaints received in relation to PGA members will be referred to the PGA for consideration.

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

Safeguarding Complaints

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

- Complaints should be received in writing/email by the National DLP of the union, CGI or the PGA Lead Compliance Officer. (see Appendix 11 for contact details).
- The complaint should outline all relevant details about the parties involved
- If the complaint involves the possibility of a criminal offence, the National DLP will follow the Policy's reporting procedure. The Statutory Authorities will then be informed
- The DLP may convene a disciplinary committee (including 3 members involved with junior golf at Provincial/District or National Level).
- While maintaining confidentiality the appropriate disciplinary committee with safeguarding knowledge should hear the case of all parties involved and decide if behaviour has breached Golf's Safeguarding Policy.
- They should, in writing inform those involved of the sanctions to be imposed. Written notification should be given to parents if the complaint is against a junior member.
- Records of poor practice complaints should be kept on file by the Unions until the young person concerned becomes a full member within golf. The PGA will hold appropriate case management records in relation to their own members and staff at their national headquarters in accordance with data protection legislation and UK Child Protection legislation.

This is the process for GUI, ILGU, PGA and CGI.

Any safeguarding concern within golf clubs should be made to their CCO or DLP. The DLP is responsible for reporting any allegations to the statutory authorities.

Recruitment & Supervision Policy for Golf Leaders/Volunteers

Greenore Golf Club will take all reasonable steps to ensure that adults representing them and working with juniors are suitable to do so and are appropriately qualified, experienced and motivated.

Recruitment and/or supervision procedures will apply to all persons with substantial access to juniors whether paid or unpaid. A decision to appoint a Leader is the responsibility of Greenore Golf Club and not of anyone individual within it. The relevant committee ratify all recommendations for appointments.

Greenore Golf Club will use the following as a suitable recruitment procedure;

- The responsibilities of the role and the level of experience/qualifications should be drawn up and clearly stated
- Once voted/nominated to an elected position the Leader should be made aware of the code of conduct as it relates to juniors and any related guidelines within this document, This involves newly recruited volunteers and all volunteers assigned by the club for that season. Existing Leaders will sign the appropriate code of conduct, including the self-declaration questions, (see appendix 3). Leaders will also be requested to undergo Garda Vetting in the Republic of Ireland.
- Safeguarding 1 course must be completed, firstly on face to face basis and then an online refresher course every 3 years until the 9th year which will require the face to face course being completed once again. For those residents in ROI please follow the link below for the online refresher course <https://able.ineqe.com/apps/sportireland/coaches/introduction.php> **HYPERLINK** <https://able.ineqe.com/apps/sportireland/coaches/introduction.php>
- For an online introductory safeguarding course for anyone who has infrequent contact with children in a sports organisation **HYPERLINK** <https://www.nspc.org.uk/what-you-can-do/get-expert-training/child-protection-sport-online-course/>
- New Leaders should fill in an information form, giving names of two referees that can be contacted and answering the self declaration questions (See Appendix 1). For regulated position (i.e.working directly with children) you will also be asked to undergo Garda Vetting (ROI) checks and you will receive these forms from the relevant governing body.
- Where possible there should be an induction, this can be done in an informal manner with members of the junior committee, perhaps on a junior competition day. Following this, a probationary period is advisable.
- Adequate supervision should always be provided, a Leader should not have to work alone

Every effort should be made to manage and support appointment Leaders. Coaching courses and workshops will be provided; codes of conduct will be made available and Garda Vetting will be implemented.

Anti Bullying Statement

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

Greenore Golf Club's Anti Bullying Policy and Guidance (Appendix 8) applies to all-Juniors, adults, parents, coaches and any others who help and assist within golf and golf activities.

CODES OF CONDUCT

The codes of conduct are for junior members, parents and leaders involved in activities organised by the Unions or CGI. Any amended guidelines will remain consistent with the ethos that the welfare of the child is paramount.

JUNIOR CODE OF CONDUCT

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

GUIDELINES FOR PARENTS

To help your child have a positive experience remember to.

;

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

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

LEADERS CODE OF CONDUCT

Leaders should familiarise themselves with Greenore Golf Club's Safeguarding Policy, in particular this code of conduct. Leaders should read and agree to abide by these terms. Leaders must complete this Code of Conduct (Appendix 3) annually.

GUIDELINES FOR GOLF LEADERS (including Professional, coach, convenor etc)

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

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

Leaders working with young people in golf should have the appropriate experience or hold the necessary qualifications. Leaders will be expected to go through appropriate recruitment and selection procedures, whether paid or unpaid. Vetting procedures **must** be followed to comply legislation, for those in ROI Garda Vetting should be successfully completed every three years for all those with ongoing contact with young people and in NI all those working unsupervised in 'regulated activity', 'frequently' or 'intensively' must complete an Access NI enhanced check. For those 'new' to the organisation references will be needed and will be followed up.

There will be a 'sign up' procedure, whereby the appointed/reappointed leaders agree to abide by **Greenore Golf Club's Safeguarding Policy**. The Leaders code of conduct must be completed annually. You should know and understand the junior protection policies and procedures in the Safeguarding Policy.

Once appointed the Leader should act as a role model and promote the positive aspects of golf and maintain the highest standards of personal conduct. Leaders should develop an appropriate relationship with juniors based on mutual trust and respect. Remember your behaviour to players, other officials, and opponents will influence the players in your care. You should report any concerns you have to the Designated Liaison Person.

Being a role model

- You will be required to display high standards of language, manner, punctuality, preparation and presentation
- Ensure that players in your care respect the rules of the game, insist on fair play and ensure players are aware you will not tolerate cheating or bullying behaviour

- Encourage the development of respect for opponents, officials, selectors and other leaders and avoid criticism of fellow professionals and coaches. Do not criticise other leaders.
- The use of illegal drugs, alcohol and tobacco must be actively discouraged as they are incompatible with a healthy approach to sporting activity. Leaders should avoid the use of alcohol and illegal substances before coaching, during events, while supervising trips with juniors and providing a duty to care.

Reducing Risk

It is important that leaders build a good working relationship with juniors they are coaching but ensure this relationship remains professional and in accordance with Greenore Golf Club Safeguarding Policy and the Leaders Code of Conduct, (Appendix 3)

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

A Positive Environment

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

Photographic Image Guidelines

Greenore Golf Club has adopted guidelines (Appendix 9) for consideration in relation to the use of images of athletes on their websites and other publications as part of its commitment to providing a safe environment to juniors. Greenore Golf Club will take all necessary steps to ensure that juniors

are protected from the inappropriate use of their images in resource and media publications, on the internet and elsewhere.

This guidance is for anyone with responsibility for the publication of official photography (including videos) of children involved in golfing activities or events.

Golf benefits from using images of young participants to promote and celebrate activities, events and competitions. Parents and children generally welcome opportunities to celebrate or publicise their achievements. Some leaders/coaches may want to use photographs or videos as a tool to support a young athletes skill development.

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

Greenore Golf Club will follow the good practice guidelines outlined in appendix 9 to safeguard children.

What are the risks?

- Children may be identified, located, groomed or contacted
- Taking or producing inappropriate or illegal images of children

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

Anyone concerned about any photography taking place at events or training sessions can contact the Children's Officer & Designated Liaison Person and ask them to deal with the matter.

General Guidelines with Juniors

Travelling

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

- Inform parents who will be transporting their child, why and how long it will take.
- Attempt to have more than one child in the car.
- Alternate drivers if possible and which child is dropped off last.
- Ensure driver has a point of contact/mobile phone.
- Have a person other than the planned driver talk to the child about transport arrangements to check they are comfortable about plans.
- Ensure that they have insurance to carry others.
- Ensure drivers representing and volunteering on behalf of the club are vetted through Access NI/ National Vetting Bureau if driving regularly, and therefore meeting the regulated activity criteria.
- Consider the need for booster seats.
- Parents and coaches can also download the Sports Ireland Safeguarding App. **http://irishsportsCouncil.ie/Participation/Code_of_Ethics/Code%20OfE-Ethics-APP/** and one the features of the App is a "Travel Tracker"function. This allows parents and coaches who are driving someone else's child/children home for example after a training session, to permit the child's parent/guardian to view and have oversight of their journey.

Booster Seats

From 2006, the law in Ireland requires all children in cars, vans and other goods vehicles to be carried using an appropriate child restraint until either they have reached the age of 12 years or are 150 cm (5' in Republic of Ireland) and 135 cms (4'6" in Northern Ireland) or whichever comes first with very few exceptions. The European law allowed countries to opt for minimum heights of between 135cm and 150cm. For more information visit; www.rsa.ie **HYPERLINK** "http://www.rsa.ie/" www.thecpsu.org.uk **HYPERLINK** "http://www.thecpsu.org.uk/" www.carchildseats.org.uk **HYPERLINK** [HTTP://www.carchildseats.org.uk/](http://www.carchildseats.org.uk)

Supervision

- Make sure there is an adequate adult; child ratio. This will depend on the nature of the activity, the age of the participants and any special needs of the group. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age. **There must always be at least two adults present for all activities.** This is only a guide and will change depending on circumstances -eg players with special needs or away trips
- Where there are mixed groups there should be leaders of both genders
- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others
- Leaders should not need to enter changing rooms unless juniors are very young or need special assistance, where supervisors should be in pairs of appropriate gender
- Clearly state time for start and end of practice session or competitions, leaders should remain in pairs until all participants have been collected
- Keep attendance records and records of any incidents/injuries that arise
- Facilitate parents who may wish to stay and supervise sessions (for safety and supervision, not necessarily for their 'technical' expertise.

Away trips/ Overnight stays

- Separate permission forms should be signed by parents and participants, containing emergency contact number and any other relevant information
- Young person's should sign a Code of Conduct agreement
- Appoint a group leader who will make a report on returning home to the club committee who organised the trip
- A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary requirements and any other necessary details
- Rooming arrangements- adults should not share rooms with juniors. Juniors should share room with those of same age and gender and adults should knock before entering rooms
- All group socialisation should take place in communal areas (i.e. no boys in girls rooms and vice versa)
- Alcohol, smoking or any illegal substances are not permitted to participants
- There must be one adult of each gender with a mixed party, there should be a good adult child ratio 1:5/6
- Lights out times should be enforced
- Juniors should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

Safety

The Club Safety Statement sets out the various procedures that are in place for minimising the risks associated with various activities within the club. These include;-

- Ensuring activities are suitable for age and stage of development of participants
- A record is kept of any specific medical conditions of the participants

- Record is kept of emergency numbers for parents/guardians
- Contact Numbers for emergency services are readily available
- First Aid Kit is appropriately stocked and maintained and readily available
- A Defibrillator is available at exterior of Clubhouse
- Trained operators of the Defibrillator are members of club
- Protective gear is worn where required
- Access routes for Emergency Services are readily available
- Incident Book is available to make record of injuries and details of incident and record of action taken, including contact with parent/guardian/relative of persons involved
- Leaders are appropriately trained as required under guidelines
- All activities on the golf course are properly covered by insurance
- Rules and etiquette associated with golf are strictly implemented

Physical Contact

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

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

Late Collection

It is important to have some clear and easy guidelines if a parent is late to collect a junior, such as, contact the parent using the emergency contact number. If there is no answer, ask the junior if there is another family member to contact. Wait at the location with the junior preferably with other staff or volunteers. Remind parents of the policy in relation to good practice and supervision.

Adults and Juniors Playing Together

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

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

Juniors Playing on the Course without Adults

All juniors are advised to report to the Pro-Shop before playing on the golf course. Every effort is made to minimise the risks associated with juniors playing on the course without adults.

Changing Rooms

The Golf Club is a recreational facility, members, visitors and juniors are entitled to the use of the changing rooms, this means that often people of all ages regularly need to change and shower during the same period.

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

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

Mobile Phones;

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

As a Leader;

- Use group texts for communication among players and teams and inform parents of this at the start of the season, tournament or event.
- It is not appropriate or acceptable to have constant contact with an individual player.
- Don't use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera,
- Do not send messages late at night
- Remember the principles of the Leaders Code of Conduct apply to social media communications as well and consider your digital footprint before posting

As a Junior Golfer

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

Child Welfare and Protection Procedures

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

If there are grounds for concern about the safety or welfare of a junior, you should react to the concern. Persons unsure about whether or not certain behaviours are abusive and therefore reportable, should contact the duty social worker in the local health service executive or Statutory Authorities Department where they will receive advice. (details in Appendix 11)

Reasonable Grounds for Concern

The TUSLA- Health Board should always be informed when there are reasonable grounds for concern that a child may have been abused or is being abused, or is at risk of abuse.

The following examples would constitute reasonable grounds for concern;

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

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

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

Response to a Child Disclosing Abuse

When a junior discloses information of suspected abuse you should;

- Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the junior to tell you about the problem, rather than interviewing the junior about details of what happened
- Stay calm and don't show any extreme reaction to what the junior is saying. Listen compassionately, and take what the junior is saying seriously
- Understand that the junior has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the junior will not mind talking to those involved in the investigation
- Be honest with the junior and tell them that it is not possible to keep information a secret but you will maintain confidentiality
- Make no judgement statements against the person whom the allegation is made
- Do not question the junior unless the nature of what he/she is saying is unclear. Do not use leading questions. Open non specific questions should be used such as "Can you explain to me what you mean by that"
- Check out the concerns with the Designated Liaison Person (Kieran Clarke) and then advise the parent/guardian you are contacting the statutory authorities unless doing so would possibly place the child at any further risk
- Give the junior some indication of what would happen next, such as informing parents/guardians, or Statutory Authorities. It should be kept in mind that the junior may have been threatened and may feel vulnerable at this stage
- Carefully record the details
- Pass on this information to the Designated Liaison Person (Kieran Clarke)
- Reassure the junior that they have done the right thing in telling you

Reporting Suspected or Disclosed Child Abuse

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

- Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused together with any other relevant information
- Report the matter as soon as possible to the Designated Liaison Person (**Kieran Clarke** within the club who has responsibility for reporting abuse. If the Designated Liaison Person has reasonable grounds for believing that the junior has been abused or is at risk of abuse, he will make a report to the Statutory Authorities who have statutory responsibility to investigate and assess suspected or actual child abuse
- In cases of emergency where a junior appears to be at immediate and serious risk and the Designated Liaison Person is unable to contact a duty social worker, An Garda Síochána/ Police Authorities should be contacted. Under no circumstances should a junior be left in a dangerous situation pending intervention by the Statutory Authorities
- If the Designated Liaison Person is unsure whether reasonable grounds for concern exist, he can informally consult with the local health board/Statutory Authorities. He will be advised whether or not the matter requires a formal report.

A Designated Liaison Person reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would put the child at further risk or undermine an investigation.

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

The main provisions of the Act are;

- The provision of immunity from civil liability to any person who reports child abuse 'reasonably and in good faith' to designated officers of Tusla Child and Family Agency or An Garda Síochána
- The provision of significant protection for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including dismissal
- The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities 'knowing that statement to be false'. This is a new criminal offence designed to protect innocent persons from malicious reports

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

Allegations against Golf Leaders

Golf has agreed procedures to be followed in cases of alleged child abuse made against Golf Leaders. If such an allegation is made against a Golf Leader working within the club, two procedures should be followed

- The reporting procedure in respect of suspected child abuse reported by Designated Liaison Person, (see previous page)
- The procedure for dealing with the Golf Leader

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

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

The Reporting Procedure

If the Designated Liaison Person has reasonable grounds for concern, the matter should be reported to the Statutory Authorities, following the standard reporting procedure. See appendix 10a (for ROI) and 10(b) (for NI)

The Procedure for Dealing with Golf's Leader

The Designated Liaison Person makes the report to the Statutory Authorities and seeks advice about how and when to inform the person the allegation is made against.

- In golf, the Unions have taken advice from the statutory agencies and as a result the following procedure will be followed.
- The Designated Liaison Person will inform the Chairperson of the Management Committee of the details of the allegations made
- At the appropriate time the Chairperson will inform the Leader that an allegation has been made against him/her and the nature of the allegation. He/she should be afforded an opportunity to respond. His/her response should be noted and passed on to the Statutory Authorities.
- The Leader may be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings.

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

Irrespective of the findings of the Statutory Authorities, the Golf Unions and PGA Disciplinary Committee will assess all individual cases to decide whether a member of staff or a volunteer should be reinstated and if so how this can be sensitively handled.

This may be a difficult decision, especially where there is insufficient evidence to uphold any action by the Statutory Authorities. In such case the Golf Disciplinary Committees must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true, and the implications of this for the safety of juniors. The welfare of the junior should remain of paramount importance throughout. The Club may need to disclose information to ensure the protection of juniors in its care.

Categories of Abuse

All sport Leaders should be familiar with signs and behaviours that maybe indicative of child abuse. Though a child maybe subjected to more than one type of harm, abuse is normally categorised into four different types; neglect, emotional abuse, physical abuse and sexual abuse. For detailed definitions of abuse, refer to Children First; National Guidelines for the Protection and Welfare of Children. The categories of abuse maybe briefly summarised as follows;

Neglect

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

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

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

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

Emotional Abuse

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

- The imposition of negative attributes on a child, expressed by persistent criticism, sarcasm, hostility or blaming
- Conditional parenting in which the level of care shown to a child is made contingent on his /her behaviours or actions;
- Emotional unavailability of the child's parent/carer
- Unresponsiveness , inconsistent or unrealistic expectations of a child
- Premature imposition of responsibility on a child
- Unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself or herself in a certain way
- Over or under protection of a child
- Failure to provide opportunities for a child's education and development
- Use of unreasonable or over harsh disciplinary measures,
- Exposure to domestic violence,
- Exposure to inappropriate or abusive material through new technology.

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

Physical Abuse

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

Physical abuse can involve;

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

SEXUAL ABUSE

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

Examples of child sexual abuse include;

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

Confidentiality

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

The following points should be kept in mind;

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

Anonymous Complaints

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

Rumours

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

Appendix 3

LEADERS CODE OF CONDUCT;

Leaders should familiarise themselves with Clubs Safeguarding Policy, in particular this code of Conduct. Leaders should read and agree to abide by these terms. Leaders must complete this Code of Conduct annually.

As a leader in golf I agree that I should;

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

Where possible I will avoid;

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

Sports Leaders should not;

- Use any form of physical punishment or physical force on a child
- Use any form of abusive language
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and/or make sexually suggestive comments about, to a child. This includes innuendo, flirting or inappropriate gestures and terms
- Take measurements or engage in certain types of fitness testing without the presence of another adult
- Undertake any form of therapy (hypnosis etc) in the training of children.

Communication with Parents

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

- What do they want their child to get out of golf ? Is it the same as what parents wants?
- Does the parent understand what their child wants to achieve and what support they need to achieve it?
- Is the parent being the best role model they can be to help their child enjoy their golfing experience?
- Is the parent focussed on their child's development and enjoyment?

Emergency Action/First Aid

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

This will include;

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

Self- Declaration

Do you agree to abide by the guidelines contained in the Club's Safeguarding Policy?

Yes { } No { }

Have you ever been asked to leave a sporting organisation?

Yes { } No { }

If you answered yes , we will contact you in confidence.

Is there any reason you should not be working with young people ? Yes { }, No { }.

Have you ever been convicted of a criminal offence or been subject of a caution a Bound Over Order or are you at present the subject of a criminal investigation?

Yes { }, No { }.

Signature; _____
(Official) (Coach) (Volunteer)

Printed Name _____
(Official) (Coach) (Volunteer)

Appendix 4.

Code of Conduct for Juniors

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

Juniors are entitled to ;

- Be safe to feel safe
- Be listened to and believed
- Have fun and enjoy
- Have a voice in relation to their activities within golf
- Be treated with dignity, sensitivity and respect
- Participate on an equitable and fair manner, regardless of gender, appearance, age, ability, religion or belief, disability, social and ethnic background or political persuasion etc
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Be safe from risk or bullying behaviour
- Say No to things that make them feel unsafe
- Privacy and Confidentially

Juniors should always;

- Give their friends a second chance
- Treat Golf Leaders with respect (including professionals, coaches, convenors, club officials etc)
- Look out for themselves and the welfare of others
- Play fairly at all times, do their best
- Be organised and on time, tell someone if you are leaving a venue or competition
- Respect team members, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers when travelling to away events, representing the club, school, province or country, etc
- Behave in a manner that avoids bringing your club or golf into disrepute
- Talk to the Children's Officer within the club if they have any problems

Juniors should never

- Cheat
- Use violence or engage in irresponsible abusive, inappropriate or illegal behaviour
- Shout or argue with officials, team mates or opponents
- Harm team members, opponents or their property
- Bully or use bullying tactics to isolate another player or gain advantage
- Take banned substances, drink alcohol, smoke or engage in inappropriate sexual behaviour
- Keep secrets, that may leave them or others at risk
- Tell lies about adults/juniors or spread rumours
- Discriminate against other players on the basis of gender, appearance, age, ability, religion or belief, disability, social and ethnic background or political persuasion.

(Printed Name of Junior)

(Signature of Junior)

(Printed Name of Parent/Guardian)

(Signature of Parent/Guardian)

Appendix 5.**Parent/ Guardian Consent Form**

(Please complete this form with parent/guardian)

Full Name of Player	
Address of Player	
Date of Birth	
Home Telephone Number	
Players Mobile Number (in case of emergency)	
Parents/Guardians Mobile Number	
Players E-Mail (optional)	
Parents/Guardians E-Mail	

Medical /Behavioural Information

Please include all medical details that might be relevant in dealing with your child in a safe manner, such as allergies, medication, dietary, special needs etc.	
Date of last Tetanus Injection	
Doctors Name, address & Contact Number	

Parental/Guardian Section

Full Name of Parent/ Guardian.	
Address – if different from Above	
Home Telephone Number if different from above	
Name and Mobile number of alternate adult to be contacted in case of emergency	

Declaration

I am the Parent/Guardian of _____

- I hereby consent to the above child participating in golf activity at Greenore Golf Club in line with the Club's Safeguarding Policy.
- I confirm that all details are correct and I am able to give parental consent for my child to participate in and travel to all activities.
- I am happy for me, and my child, to receive appropriate communication through text and email.
- I understand that photographs/videos will be taken during or at golf related events and may be used in the promotion of golf, including social media.

- If selected for teams, I confirm I am happy with the travel arrangements the Club may arrange for my child.
- I acknowledge that Greenore Golf Club is not responsible for providing adult supervision for my child except for formal junior coaching, matches and competitions.
- I understand and agree that my son/daughter in my care be bound by the Club Code of Conduct for Juniors whilst representing the club and I absolve all its representatives from all liability and/or claims of illness, injuries and damage that may arise directly as a result of my son/daughter breaching conditions set out in this document.

PARENT GUARDIAN STATEMENT

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

(Signature of Parent/Guardian)

(Print Name of Parent/Guardian)

Date _____

Appendix 6.

Guidelines for Parents/ Guardians.

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

To help your child have a positive experience remember to

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

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

Golf and its affiliated organisations believe that parents should;

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

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

(Signature of Parent/Guardian)

(Printed Name of Parent/Guardian)

Date _____

Appendix 7. Players selected to represent Greenore Golf Club.

Introduction

You have been selected to represent **Greenore Golf Club**. As a result you must show the highest standard of behaviour- on and off the golf course. You are an ambassador for your club and for the game of golf in general. It is important you understand what is required of you at all times when representing the club.

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

Code of Conduct- What you must commit to;

To observe any instruction or restrictions requested by your Team Captain/Manager

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

Agreement

I understand the points above;

I understand that if I breach this Code of Conduct, or behave in a manner which, in the view of the Team Captain/Manager damages Greenore Golf Club or the game of golf, I may be withdrawn from the event and sent home.

I agree to accept all the points above, as well as all reasonable instructions and requests made by the Team Captain/Manager, at all times.

Signature of Player _____

Print Names; _____

Date; _____

Appendix 8.

Greenore Golf Club Club- Anti Bullying Policy and Guidance

What is Bullying Behaviour

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

Types of Bullying Behaviour

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

Physical

Physical bullying includes any physical contact that would hurt or injure a person like pushing, hitting, kicking, punching, tripping, etc. Physical bullying can put the experiencing bullying behaviour at risk of injury and makes them feel powerless. Taking something that belongs to somebody else and destroying it would be considered a type of physical bullying.

Verbal

Verbal bullying usually takes the form of name calling or making nasty remarks or jokes about a person's religion, gender, appearance, sexuality, ethnicity, socio-economic status, or the way they look. It can also include freezing the victim out by exclusion or spreading rumours.

Threats

Making threats against a person or their property is also a type of bullying. It can be a threat to damage or take something belonging to the victim or to hurt them physically. Often the threat is not actually carried out, but the fear created by the threat can be enough to upset the person experiencing bullying behaviour.

Cyber

Cyber bullying is done by sending messages, pictures, or information using electronic media, computers (email & instant messages), mobile phones (text messaging & voicemail) and social networking websites. This activity can be upsetting and harmful to the person targeted. This type of bullying can allow the person who is displaying bullying behaviour to hide their identity which may have a bigger impact on the person experiencing bullying behaviour.

Homophobic

Homophobic bullying is motivated by prejudice against a person's actual or perceived sexual orientation and gender identity- lesbians, gay males, bisexual, transsexual, or transgender people.

Racist

Racist bullying is motivated by prejudice against a person's skin colour, cultural or religious background or ethnic origin.

The Impact of Bullying Behaviour

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

Recognising Bullying Behaviour

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

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

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

How to prevent Bullying Behaviour

- Ensure that all members follow the Code of Conduct, which promotes the rights and dignity of each member
- Deal with incidents as soon as they arise

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

Who should deal with bullying

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the Statutory Authorities, dealing with bullying behaviour is normally the responsibility of all Leaders within the Club. You should liaise with the Children's Officer and Designated Liaison Person.

Using the **NO BLAME** Approach

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

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

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

The ethos behind the **NO Blame** approach is to;

EXPLAIN the problem, i.e. that someone seems to be unhappy in the club, seems to be picked on etc, and explain how the person is feeling; this should not accuse anyone.

ASK for ideas as to how to help this person

LEAVE the individuals involved to check how the behaviour has changed

SHARE the responsibility of changing the behaviour and encouraging everyone to speak to a trusted adult if there is bullying behaviour in the club

*The **NO BLAME** approach does not attempt to get confessions it seeks to get an acknowledgement of behaviour and provided an opportunity for young people to change hurtful behaviour.*

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

NO BLAME APPROACH;

Step 1; Meet with the Junior who is the target of the Bullying Behaviour

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

Try asking the following questions;

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

Step 2; Meet with all involved

Arrange to meet with all those involved; this should include those who initiated the bullying behaviour, some of the back up and if necessary you might want to ask the audience.

The meeting should be informal, and it is better to try and meet the individuals before meeting as a group. If you meet with a group keep the number controllable and you should only deal with the topic. Make sure everyone knows you are there to get their point of view and find their solutions.

Step 3; Explain the Problem

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

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

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

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

Step 4; Ask the Group/Individual for their ideas

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

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

Step 5; Leave it to the Group or Individual

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

Step 6; Meet them again

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

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

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

Step 7; Share the Responsibility

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

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

Useful Contacts; Childline Telephone No. 1800 66 66 66 or Text Talk to 50101, www.childline.ie

Appendix 9;

Photographic Image Guidelines

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

This guidance is for anyone with responsibility for developing policies and procedures about the use and publication of official photography (including videos) of children involved in sports activities or events.

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

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

Organisations wishing to use or permit the use of children involved in their activities must therefore have a policy in place to safeguard them.

What are the risks

Children may be identified, located, groomed or contacted, including the child's personal identity (full name and address) can make them identifiable and therefore vulnerable to individuals looking to locate, contact and 'groom' children for abuse.

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

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

Taking or producing inappropriate or illegal images of children

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

Potential impact on children affected

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

There have been instances where identification of children through images and information appearing in public media have resulted in the breakdown of children's foster or adoptive family placements due to the intervention of adults who have subsequently traced them. Some children have also been put at risk when identified and traced by adults (known to them or not) with bad intent.

How can the risk be minimised?

- Think carefully before using any images showing children and young people on your website, social media, or in club publications.
- Establish the type of images that present the activity in a positive light and promote the best aspects of golf and the club.
- Avoid supplying the full name(s) of the child or children along with the image(s), unless this is considered necessary, is in the child's best interest, and the child and parent have consented.
- Only use images of children in suitable dress/kit.
- Where possible images of these activities should;
 - Focus on the activity rather than a particular child
 - Avoid images and camera angles that may be more prone to misinterpretation or misuse than others
- Consider using models or illustrations if you are promoting an activity, rather than the children who are actively involved in it.
- Link to guidance on talented young athletes and open public sites below.

- Provide coaches who wish to use images of young golfers for development purposes with clear guidelines, they are required to comply with. Cover; consents, retention, safe storage, confidentiality and use.

What to do when using official/professional photographers

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

Do I need parental permission?

Close up images

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

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

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

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

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

Examples of consent forms are available on the [Child Protection in Sport Unit](#) website.

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

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

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

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

Talented young golfers

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

In this case some aspects of the guidance around the use of images detailed above (for example avoiding the inclusion of names and some other personal details alongside photographs) are neither practical or desirable. Organisers retain their duty of care to these golfers and a responsibility to safeguard them, and must ensure that parents and young golfers understand and consent to images being taken and information used in these circumstances.

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

Young elite golfers and their parents will be supported by the club, golfing organisations who are prepared to manage these and a range of other issues (including safeguarding concerns) that may arise as a result of their sporting success and increased public profile

Parents of high performance young golfers should contact the golfing union for, guidance and support to help them manage the media, for example in planning media interviews.

When parental consent is not given

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

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

How should I respond to concerns?

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

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

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

Appendix 10- Tusla Standard Report Form- Available in Club Office.

Junior Membership Application Form

Please complete this form with our assurance that the information will be treated as confidential.

Full Name of Junior;	
Male/Female	
Date of Birth.	
Address.	
Home Telephone Number	
Mobile Telephone of Junior	
Email Address	

EM EMERGENCY CONTACTS
Contact 1;
Name/Address;
Relationship to Junior;
Home Telephone Number;
Mobile Telephone Number/Email Address-
Work Telephone Number
CONTACT 2;
Name/Address
Relationship to Junior;
Home Telephone Number;
Mobile Telephone Number;/Email Address-
Work Telephone Number;

The safety and welfare of Junior Members, when in our care, is paramount, and it is therefore important that we are aware of any illness, medical condition and other relevant health details so that their best interests are addressed.

	MEDICAL INFORMATION
Juniors Doctor's Name;	
Doctor's Surgery Address	
Doctor's Surgery Phone Number	
Medical History Information	
	Please include all medical details that might be relevant in dealing with your child in a safe manner, such as allergies, medication, special needs etc.

Parental/ Guardian Consent

- I consent to the above child/junior participating in golf activities at **Greenore Golf Club** in line with the Clubs Safeguarding Policy for Young People and the Club's Regulations for Junior Members.
- I will inform the leader of any changes to the information provided on this form. I confirm that all the details are correct and I am able to give parental consent for my child to participate in and travel to all activities.
- I am happy for me, and my child, to receive appropriate communication through text and email relating to golf related activity.
- If selected on teams to represent the club, I confirm I am happy with the travel arrangements the club may arrange for my child.
- I understand that photographs will be taken during or at golf related events and may be used in the promotion of golf, including social media.
- I acknowledge that the club is not responsible for providing adult supervision for my child except at formal events and junior golf coaching, matches or competitions.

Signature (Parent/Guardian)_____

PRINTED NAME;_____

Date_____

KEY CONTACT TELEPHONE NUMBERS;

Organisation	Phone Number	Mobile Phone Number
Tusla Child & Family Services	042-9381282	
Dundalk Garda Station	042-9388400	
Confederation of Golf Carton Demesne Maynooth	01-5052070	
Junior Golf Ireland Carton Demense Maynooth	01-6290735/ 353	
Irish Sports Council Top Floor, Block A West End Office Park, Blanchardstown	01-8608800	
Ombudsman for Children Millennium House, 52/6 Great Strand Street Dublin1	01-8656800 1890-654-654	
Irish Society for Prevention of Cruelty to Children, 29 Baggot Street, Dublin 2.	01-6767960	
Childline	1800-666666 (Freephone)	

*Management Committee,
Greenore Golf Club.*

February 2020.

THIS IS DRAFT COPY.