



SAFEGUARDING TOOLKIT

Contents.

How to use this resource	3
Content overview	4
Template safeguarding policy	5
Template responding to concerns procedures	7
Template concern recording form	8
Template code of conduct for adults working/ volunteering with children	10
Template code of conduct for juniors.....	11
Template code of conduct for parents/carers.....	12
Good practice guidelines.....	13
First aid and the treatment of injuries.....	13
One-to-one coaching.....	13
Physical contact	14
Transporting children	14
Collection by parents/carers.....	15
Use of photos and video	15
Trips away from home (including overnight stays).....	16
Template permission form	18
Template safeguarding officer: role descriptor	19
Organisation safeguarding checklist.....	20

Please note that the contents of this toolkit are presented as guidance only and should be adapted to suit your organisation and to comply with laws and rules in your country and/or territory. None of the contents of this toolkit is intended to constitute legal advice.

How to use this resource.



This toolkit is a collection of templates and good practice guidelines that your organisation can use to help keep children safe and promote their wellbeing. The information within this resource is regularly reviewed and incorporates any new and updated child wellbeing and protection guidance. In this resource a child is defined as someone under the age of 18.

The toolkit has been developed with golf organisations in mind. It provides guidance and support for staff and volunteers working with children and any member of staff or volunteer taking on the lead safeguarding role within their organisation. It should be read in conjunction with other relevant policies and procedures.

The toolkit can be used in a variety of ways, these include:

- In its entirety or select only the relevant sections
- To look at what is already in place at your organisation, to confirm the positives and/or identify any gaps
- To develop policies and procedures, templates within the toolkit can be used in their current form or changed to suit your organisation's needs based on local guidance and legislation

Throughout this toolkit we will refer to volunteers/staff. By this we mean anyone involved in the delivery of junior golf for example paid or unpaid staff including volunteer coaches, parent helpers, officials etc.

Content overview.



Safeguarding policy

A Safeguarding Policy clarifies an organisations aim to put the wellbeing of children first. Having a policy is the basis for everyone taking responsibility for child wellbeing and protection. It should underpin all work with children and be at the centre of any procedures developed. The policy should be approved at management/committee/Board level in any organisation.

Responding to concerns procedures

This procedure ensures that everyone working with children is clear on what action to take in the event of a safeguarding concern. It gives volunteers and members of staff clear, important steps to follow, ensuring action is taken quickly and in the best interests of children.

Concern recording form

This form should be used when a child discloses something to someone that they or another young person is suffering or is at risk of abuse.

It can be helpful to complete this form as soon as possible after any disclosure but don't let this delay any action you need to take.

Codes of conduct

A Code of Conduct has many essential functions:

- It sets out what behaviour is acceptable and unacceptable and provides transparency for all on what practice and behaviours to expect from others
- It defines standards of practice expected from those to who it applies
- It forms the basis for challenging and improving poor practice and behaviour
- It makes everyone aware of what the consequences are when they breach the Code of Conduct

A set of templates are provided for organisations wishing to administer these to coaches, juniors and parents.

Good practice guidelines

The purpose of the good practice guidelines is to help support all those working with children to follow best practice in some of the most common situations. These should be embedded by organisations to help keep children safe in golf.

Safeguarding officer: role descriptor

This template can be used by organisations when going through the process of recruiting a Safeguarding Officer. It covers the activities and accountability of the person who fills the role, as well as the skills, knowledge and characteristics required.

Organisation safeguarding checklist

The checklist will provide organisations delivering junior golf programmes with a short self-evaluation on how to meet best safeguarding practice. It is appreciated that while the legislation around safeguarding and child protection may vary between regions, the principles of creating a safe environment for children to enjoy golf remains universal.

TEMPLATE SAFEGUARDING POLICY (CHILDREN)

PURPOSE

The purpose of this policy is to set forth a statement of policy and procedures for the safeguarding of children. The policy lays out the commitments made by [INSERT ORGANISATION NAME], and informs staff, volunteers and associated personnel of their responsibilities in relation to safeguarding

THE POLICY

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them

The following principles are central to the construction and execution of our Policy:

- The wellbeing, welfare and safety of children is paramount in all of the work we do and in all of the decisions we take
- We will work in partnership with children, young people, their parents, carers and other relevant agencies, which is essential in promoting the welfare of children and young people
- All children, whatever their age, culture, disability, sex, sexual orientation, gender, language, race, socio-economic status, and/or religious belief, have an equal right to protection from all forms of harm and abuse
- Some children and young people are additionally vulnerable due to the impact of previous experiences, their level of dependency, communication needs or other issues
- Extra safeguards may be needed to keep children and young people who are additionally vulnerable safe from abuse
- Safeguarding is everyone's responsibility
- Children have the right to express views on all matters which affect them, should they wish to do so
- As far as possible, [INSERT ORGANISATION NAME] will use its best efforts to ensure that this Policy conforms to the local legislation associated with the location at which the regulated work/regulated activity is being performed

In order to seek to keep children and young people safe, the [INSERT ORGANISATION NAME] will:

- Promote the health and wellbeing of children by providing opportunities for them to take part in golf safely
- Respect and promote the rights, wishes and feelings of children and young people.
- Value, listen and respect children and young people
- Promote and implement appropriate procedures to safeguard the wellbeing of children and protect them from abuse
- Respond to the needs of children
- Appoint a designated Safeguarding Lead for children and young people, along with deputies and a lead Board member for Safeguarding
- Recruit, train, support and supervise its staff/volunteers to adopt best practice in order to safeguard and protect children and young people from harm and/or abuse, so that they know about and follow our policies, procedures and behavior codes confidently and competently
- Require staff/volunteers to abide by this Policy and these procedures
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures

MONITORING

This Policy and associated Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children and young people, or following any changes within *[INSERT ORGANISATION NAME]*.
- Following any issues or concerns raised about the protection of children and young people within *[INSERT ORGANISATION NAME]*.
- In all other circumstances, at least every three years.

[INSERT ORGANISATION NAME] Safeguarding Lead: _____

Contact Number: _____

Contact E-mail: _____

Date: _____

Signature: _____

TEMPLATE RESPONDING TO CONCERNS PROCEDURES

[INSERT ORGANISATION NAME] will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff, volunteers and the communities we work with.

[INSERT ORGANISATION NAME] will also accept complaints from external sources such as members of the public, partners and official bodies.

A complaint, concern or allegation may come from a number of sources: the child, one of their friends, their coach, a parent/carer or someone else within your organisation. It may involve the behaviour of a volunteer/employee, or something that has happened to the child outside golf, for example, at home or at school. Children may confide in adults they trust, in a place where they feel safe.

In the event of a child making a disclosure or reporting any type of concern the following guidance is given:

RESPOND

- React calmly so as not to frighten the child
- Listen to the child and take what they say seriously. Do not show disbelief
- Reassure the child they are not to blame and were right to tell someone
- Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate
- Avoid projecting your own reactions onto the child
- Use open-ended, non-leading questions e.g. Who? Where? When?
- Do not make promises that cannot be kept, such as promising not to tell anyone else

RECORD

Concerns will be noted on the 'Concern Recording Form' (see below) and shared with the [INSERT ORGANISATION NAME] Safeguarding Officer who will ensure that the appropriate actions are taken.

REPORT

If a child, parent/carer, member of staff or volunteer has a concern about the welfare of a child, or the conduct of another child/young person or an adult (whether they are a parent/carer, coach, volunteer, or otherwise), these concerns should be brought to the attention of the [INSERT ORGANISATION NAME] Safeguarding Officer without delay.

Name of Safeguarding Officer: [INSERT NAME]

E-mail: [INSERT E-MAIL ADDRESS]

Telephone: [INSERT PHONE NUMBER]

The [INSERT ORGANISATION NAME] Safeguarding Officer may work with external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice. The [INSERT ORGANISATION NAME] disciplinary procedures will be applied and followed where possible.

TEMPLATE CONCERN RECORDING FORM

- Complete Part A of this form if the concerns relate to the general wellbeing of a child or young person.
- Complete parts A and B if the concerns relate to possible child abuse.

PART A: WHERE THERE ARE CONCERNS ABOUT THE GENERAL WELLBEING OF A CHILD

Where the concern does not involve the possibility of abuse, worries may be discussed with parents/carers. Any significant incidents that cause concern about the wellbeing of a child should be recorded and reported to the [INSERT ORGANISATION NAME] Safeguarding Officer as soon as possible.

1. Child's Details:

Name:	Date of Birth:
Address:	
Postcode:	School:
Tel No:	
Preferred Language:	Is an interpreter required? YES / NO
Any Additional Needs?	

2. Details of situation giving rise to concerns

(including date, time, location, nature of concern, who, what, where, when, why):

--

3. Details of any witnesses/other people involved

(including names, addresses and telephone contacts):

--

4. Details of any injuries

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

--

5. Child's views on situation (if expressed). Where possible, please use the child's own words:

--

PART B: WHERE THERE ARE CONCERNS ABOUT THE CONDUCT OF AN ADULT

6. Details of person about who there is a concern:

Name:	Relationship to Child:
Address:	
Postcode:	Tel No:

7. Details of concerns

(date, time, location, nature of concern, who, what, where, when, why, continue on a separate sheet if necessary):

--

8. Details of any action taken:

--

9. Details of other persons/agencies contacted

(including date, time, name of person contacted and advice received):

--

10. Have the child's parents/carers informed? YES/NO If yes, record details/ If no, please state why not:

--

PART C: YOUR CONTACT INFORMATION

11. Details of Person Recording Concerns:

Name:	Position/Role:
Address:	
Postcode:	Tel No:

TEMPLATE CODE OF CONDUCT FOR ADULTS WORKING/ VOLUNTEERING WITH CHILDREN

This Code of Conduct details the required standards, behavior and practice, including verbal and non-verbal actions, by all *[INSERT ORGANISATION NAME]* coaches, helpers and staff when involved in activities with children.

Adults working or volunteering with children should comply with the principles of good ethical practice listed below:

- Consider the wellbeing and safety of the children before the development of performance
- Make golf, enjoyable and promote fair play
- Treat all children equally, with respect, dignity and fairness
- Involve parents/carers wherever possible
- Build balanced relationships based on mutual trust that empower and include children in the decision-making process
- Always promote the positive aspects of golf (e.g., fair play) and never condone rule violations or the use of prohibited substances
- Make sure all activities are appropriate to the age, ability and experience of those taking part
- Recognise the developmental needs and capacity of each junior and avoid excessive practice and competition, pushing them against their will and putting undue pressure on them
- Encourage juniors to value their effort in performance and not just results
- Clarify, at the outset, with juniors (and where appropriate with their parents/carers) exactly what is expected of them and what the juniors are entitled to expect from their coach
- Consistently display high standards of behaviour and appearance, be an excellent role model including not smoking or drinking or using foul language in the company of juniors
- Never ignore, tolerate or engage in any form of bullying
- Do not allow allegations to go unchallenged, unrecorded or fail to act upon them
- Ensure that the equipment and facilities meet safety standards and are suitable for practice

Emergency action and first aid

All coaches, should be prepared with an action plan in the event of an emergency and be aware of First Aid procedures. This will include:

- Access to First Aid equipment
- Emergency contact for the athlete
- Telephone contact to the Emergency Services

Adults working or volunteering with children have the right to:

- 1 Access ongoing training and information on all aspects of their role, including safeguarding
- 2 Support in reporting suspected abuse or poor practice
- 3 Fair and equitable treatment by *[INSERT ORGANISATION NAME]*
- 4 Not to be left vulnerable while carrying out their role

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with *[INSERT ORGANISATION NAME]* Responding to Concerns procedures.

I have read and understood this Code of Conduct and I agree to abide by the rules and guidelines of *[INSERT ORGANISATION NAME]*.

Name (print) _____ Signed _____

Role _____ Date _____

TEMPLATE CODE OF CONDUCT FOR JUNIORS

[INSERT ORGANISATION NAME] is dedicated to creating an environment that nurtures the enjoyment and enthusiasm of every member within [INSERT ORGANISATION NAME]. We want to empower our juniors to base their conduct on a sense of personal integrity and acceptance of rules, fairness, equality, respect for others, moral conduct and a sense of what is right.

I agree to:

- Be friendly and supportive, offer help if needed
- Practice and participate fairly and be trustworthy
- Behave with respect to others including coaches/volunteers, staff, officials, other golfers, parents/carers, team managers and spectators
- Respect the rules and those of the facilities
- Respect the rights, dignity and worth of all participants regardless of age, disability, gender, ability, race, cultural background or religious beliefs or sexual identity
- Always strive to do my best and refrain from inappropriate conduct towards others including physical, verbal, written or emotional, in person or through use of social media
- Be a positive role model and refrain from bullying and getting involved in inappropriate peer pressure and push others into something they do not want to do
- Set a good example at all times in aspects of punctuality, language, behaviour and respect of equipment and others
- Will not smoke, consume alcohol or drugs of any kind
- Report inappropriate behaviour or risky situations to a member of staff

Our [INSERT ORGANISATION NAME] recognises that to create a supportive atmosphere, which allows everyone to participate/compete to the best of their abilities, it is important for juniors to know that while we have high expectations of their behaviour, they can expect the same in return from us.

You have the right to:

- Be safe and happy while participating in golf
- Be respected and treated fairly and participate on an equal basis, appropriate to your ability
- Be protected from abuse by others from within or out with [INSERT ORGANISATION NAME]
- Ask for help
- Be believed
- Be listened too
- Be referred to professional help if needed

I understand that if I do not follow the Juniors Code of Conduct, any/all of the following actions may be taken:

- Be required to apologise formally
- Receive a warning; verbal or written
- Be suspended by [INSERT ORGANISATION NAME]
- Be required to leave [INSERT ORGANISATION NAME]

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name (print)

Signed _____ Date _____

Parent/Carer (required for U18s) _____

Name (print)

Signed _____ Date _____

TEMPLATE CODE OF CONDUCT FOR PARENTS/CARERS

Being a Supportive Parent/Carer

[INSERT ORGANISATION NAME] is dedicated to providing a fun, safe and progressive environment for every child within our programme. It is important that children participate in the right spirit and in a supportive atmosphere, which allows them to perform to the best of their abilities, valuing and recognising effort as well as results.

In order to achieve this, we rely heavily on parents/carers to give their support in the right way, which is outlined in this code of conduct.

Supporting your Child

- 1 Encourage your child to have fun
- 2 Never condone rule violations
- 3 Encourage your child to respect the rules, and teach them that they can only do their best
- 4 Ensure that your child understands their code of conduct
- 5 Inspire your child to be the best they can be in both in golf and in life
- 6 Help them understand the important life lessons to be gained from golf, such as: respect, handling setbacks, teamwork, persistence and compassion
- 7 Establish a positive relationship with your child's coach
- 8 Do not ridicule or shout at your child for making mistakes or losing at events/competitions

Supporting our Programme

- 1 Complete and return all permission forms relating to your child's participation
- 2 Report any changes to the permission form to the coach/organisation staff as soon as possible BEFORE they next take part in a session
- 3 Deliver and collect your child punctually before and after sessions and inform the organiser prior to the activity starting if your child is to be collected early
- 4 Support the [INSERT ORGANISATION NAME] by attending events and fundraising activities when you can

Attending events and competitions:

- 1 Encourage all participants by applauding their effort
- 2 Show understanding when juniors make mistakes or if they don't win
- 3 Be positive. Discuss performances in a constructive manner at an appropriate time, focus on things your child did well and don't dwell on mistakes
- 4 Support all efforts to remove verbal and physical abuse from golfing activities
- 5 Behave responsibly and do not use inappropriate language whilst spectating at events, treat other junior golfers, coaches, volunteers, officials and other parents/carers with due respect

As a Parent/Carer you have the right to:

- 1 Be assured that your child is safe and protected during their participation in all golf activities
- 2 Be informed of problems or concerns relating to your child
- 3 Be informed if your child is injured or unwell
- 4 Have your consent sought for issue such as trips or photography
- 5 Have any concerns about any aspect of your child's welfare listened to and responded to

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name (print) _____

Signed _____

Date _____

Good practice guidelines.



The guidelines cover the following selection of topics:

- First aid and the treatment of injuries
- Lone Working
- Physical contact
- Transporting children
- Collection by parents/carers

First aid and the treatment of injuries

All adults delivering golf activities must be made aware of any pre-existing medical conditions, or medicines being taken by participants or existing injuries and treatment required. This information can be shared by parents/carers through completing a permission form which should be obtained before a child takes part in a golf programme or event.

The following guidelines should be followed:

- Have an accessible and well-resourced first aid kit and a working telephone at the venue
- Where possible, access to medical advice and/or assistance should be made available
- Only those with a current First Aid training should treat injuries
- Inform parents/carers as soon as possible of any injury and action taken
- A Concern Recording Form should be completed if a child sustains a significant injury and the details of any treatment given recorded
- The circumstances of any accidents that occur should be recorded, reviewed, and steps taken to avoid it happening again

One-to-one coaching

[INSERT ORGANISATION NAME] recognises that due to the nature of golf there may be instances where coaches are providing one-to-one coaching with a child. In order to safeguard all parties [INSERT ORGANISATION NAME] has produced these guidelines for those involved in one-to-one coaching.

Coaches involved in any one-to-one delivery will:

- Understand, abide and have signed up to the code of conduct for adults working/volunteering with children
- Promote the need for the activity to take place in an open environment with others around and any on-course sessions in view of the organisation or other staff/members of the public
- Involve parents/carers and encourage them to attend wherever possible
- Behave in an appropriate manner, respecting the rights of the child and treating them with respect, dignity and fairness
- Ensure that coaching techniques are delivered by demonstration and avoid physical contact
- Obtain a copy of the child's emergency contact number and access to a phone
- Provide children with information on what to do and who to contact if they feel uncomfortable at any time during a one-to-one coaching session
- Ensure parents/carers are aware of all formal arrangements such as the structure, the location and the length of a one-to-one session and they are provided with guidance on who to speak to if they have any concerns

Good practice guidelines



Physical contact

Any necessary physical contact during an activity or coaching session should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect. Children should be encouraged to speak out if they feel uncomfortable.

Demonstrating a Technique

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

If physical support is necessary, this should be clearly explained to the child in advance and they should be given the chance to opt out. Physical support should be provided openly and must always be proportionate to the circumstances.

Transporting children

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

Where parents/carers decide the transportation of children to and from the activity, without involving [INSERT ORGANISATION NAME] it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.

Where [INSERT ORGANISATION NAME] makes arrangements for the transportation of children the volunteers/staff involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:

- All vehicles and drivers are correctly insured
- The driver has a valid and appropriate license
- All reasonable safety measures are available, e.g. fitted, working seatbelts or booster seats
- There is an appropriate ratio of adults per child
- Drivers take adequate breaks and are not included in the ratio of adults to children

Volunteers/staff should be discouraged from transporting children to activities by car. However, when this situation cannot be avoided, the following guidelines should be followed to ensure the safeguarding of children and provide transparency for all concerned:

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

Good practice guidelines



Collection by parents/carers

When golf activities are being delivered by the organisation, volunteers and staff have a duty of care to the children they are supervising.

Make sure that start and finish times for activities are clear and that the arrangements for collection are understood by all. Parents/carers who wish children to go home unaccompanied (according to their age and stage) should give consent in writing. Notify parents/carers that they should not drop children off too early and that they are expected to collect children promptly. Explain late collection procedures.

Have a late collection telephone contact and number on the permission slip and let the parent/carer know how to contact the organisation if they are held up.

When a parent/carer is delayed or have not turned up

If parents/carers are late when picking up their child, the wellbeing of the child will take precedence, and they must not be left alone. Volunteers and staff have a duty of care to the children in their charge and this continues when the activity has finished. However, it is not the responsibility of volunteers and staff to transport children home. If attempts to contact an adult who is responsible for the child fail, the organisations Safeguarding Officer should be informed.

Where possible have more than one volunteer/staff member to lock up at the end of an activity. If an adult is left in sole charge in these circumstances, they should record any actions taken and inform the organisations Safeguarding Officer and parents/carers as soon as possible.

Use of photos and video

Children must be protected from those who would seek to use photos and videos to place them at risk of harm. Written consent must be obtained from the child and their parents/carers before any photography or filming takes place.

Photos and video clips can be used to celebrate achievements, promote activities and let people know about the organisation. Footage is also recorded for performance development reasons. The aim of these guidelines is not to curb such activity but to ensure that children are protected from those who would seek to take or manipulate photos and video footage in a way that harms children or places them at risk of harm.

Management of photography and videos

Reasonable steps must be taken to promote the safe use of photography and filming at golf events and activities. It is not possible to prevent individuals photographing or filming in public places, but the organisation does have the right to prohibit the use of photography, film or video at its own events or activities at a private organisation.

Where photography or filming is permitted, and consent has been granted from parents/carers and children, the following guidelines should be followed:

- Put a system in place to allow easy tracking of photographers and their equipment. For example, use a badge or sticker to identify those with permission to photograph or film
- Children must never be portrayed in a demeaning, tasteless or provocative manner. Children should never be shown in a state of partial undress
- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers

Good practice guidelines



- Decisions about publishing images should reflect the best interests of the child and should consider whether they might place the child at risk. Special care must be taken in relation to vulnerable children such as those in care, fleeing domestic violence or some disabled children
- Where photographs and/or video footage is used for training and development purposes, coaches must follow guidance on appropriate use of the images, consent and safe storage of the information
- All copies of videos and digital images must be stored in a secure place. These must not be kept for any longer than is necessary
- If there are concerns about indecent images of children being taken or shared, this must be reported immediately to the police

Mobile phone cameras

Children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. Care is required in areas where personal privacy is important, e.g. changing rooms, bathrooms and sleeping quarters. No photographs or filming should ever be permitted in such areas.

Concerns

Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or taking photographs should be reported to the organisation Safeguarding Officer, or the police.

Trips away from home (including overnight stays)

The following provides guidance for ensuring good practice when taking children away from home.

Designate a Safeguarding Officer for the Trip

The Safeguarding Officer should confirm with the trip organiser that all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and welfare of children whilst away from home. A detailed itinerary should be prepared and copies provided to parents/carers. Even with a designated Safeguarding Officer ALL accompanying adults are responsible for ensuring the safety and wellbeing of children on the trip.

Risk Assessment

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

Involving children and parents/carers

A planning session with the children to discuss the proposed programme and draw up an agreed code of conduct for the trip ensures that both adults and children have a shared understanding of expectations and behaviours.

A meeting with parents/carers to share information about the trip, answer questions and make joint decisions is recommended. Parents/carers must complete a consent form and provide emergency contact details.

Good practice guidelines



Travel Arrangements

Organisers must ensure there is adequate and relevant insurance cover as appropriate (including travel and medical insurance). Parents will be encouraged to obtain personal insurance for their child. If the trip involves travel abroad, organisers shall ensure they are aware of local procedures for dealing with concerns about the welfare of children and are familiar with the details of the emergency services in the location of the visit. Children should be informed of any local customs or differences in legislation in relation to health and safety or access.

Supervision

Trips should be planned to involve at least two adults and include female and male volunteers. The number of adults required for appropriate supervision will be based on the needs of the group and the size, age and vulnerabilities of the children involved.

Adults responsible for managing the trip should be appointed and selected using appropriate procedures and sign up to the code of conduct for the trip.

Accommodation

Check the health and safety of any accommodation and the security and suitability of sleeping arrangements to allow supervision and access in case of emergency.

Sharing arrangements should be appropriate in terms of age and gender and parents/carers and children should be consulted in advance about arrangements.

Facilities checklist should include:

- Being appropriately licensed
- Having adequate and relevant insurance cover
- Having health and safety policy and procedures
- Having adequate security arrangements

During the trip

Organisers should have clear roles and responsibilities and must remember that they are always in a position of trust. As such, they should always adhere to the code of conduct and ensure that any concerns about a child are discussed with the Safeguarding Officer while on the trip.

Organisers must ensure arrangements are in place for the supervision and risk assessment of activities during free time.

Group leaders should keep an overview of the wellbeing of all children, making sure they check in with them each day to try to identify any issues early on and resolve them quickly.

After the trip

It is recommended that everyone involved in the trip, including the children, takes part in a debrief to reflect on what went well, not so well and what could be done differently next time.

TEMPLATE PERMISSION FORM

CHILD INFORMATION

Child's name

Date of birth

Address

PARENT/CARER INFORMATION

Name

Contact number

Relationship to child

EMERGENCY CONTACT/LATE COLLECTION INFORMATION

Name

Contact number

Relationship to child

MEDICAL INFORMATION

Are there any other medical conditions or disabilities to be aware of? NO YES
If yes, please give details

Does your child take any medication? NO YES
If yes, please provide medication name/purpose/dosage

Does your child have any existing injuries? NO YES
If yes, please give details

Does your child have any allergies? NO YES
If yes, please give details

DECLARATION OF CONSENT

Please tick the boxes below and then sign this form

- ☐ I consent to my child receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary.
- ☐ I confirm that I have read, or been made aware of, the organisation's:
- Codes of conduct for parents/carers, adults, and juniors
 - Transport guidelines
 - Photo and video guidelines
- ☐ I confirm that my child is aware of the [INSERT ORGANISATION NAME] code of conduct for Juniors

Signature

Print name

Today's date

TEMPLATE SAFEGUARDING OFFICER: ROLE DESCRIPTOR

About the role

The person who has primary responsibility for managing and reporting concerns about children and for putting in place safeguarding procedures within the organisation.

Duties and responsibilities

- Promote good practice throughout the organisation by implementing the Safeguarding Policy and Procedures
- Conduct the administrative work associated with processing information on new volunteers
- /Staff including any relevant background checks for those working with children
- Raise awareness of the Safeguarding Officer role to all those involved in junior programmes
- Act as the main contact within the organisation for the protection of children
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children
- Raise awareness of the Code of Conduct for those working with children
- Challenge behaviour which breaches the Code of Conduct
- Organise/signpost appropriate training for all adults working/volunteering with children on behalf of the organisation
- Where required liaise with statutory agencies and ensure they have access to all necessary information regarding any ongoing concerns

Recommended characteristics

- Have an understanding of the issues affecting children and the sensitive way in which they must be managed
- An interest in the well-being and safeguarding of children and safeguarding matters
- Strong listening skills and the ability to deal with sensitive situations with integrity and confidentiality
- Be able to follow procedures and recognise when to seek advice and not rely solely on their own judgement
- Be willing to challenge members who do not comply with the Safeguarding Policy and Procedures

Skills/attributes:

- Child-centred approach
- Good organisation and communication skills
- Reliable, trustworthy and a good listener
- Understanding and appreciation of the need for confidentiality
- Approachable and friendly
- Experience of working/volunteering with children

Requirements:

Insert details of any background checks which are applied to individuals working with children in your region

Training and support:

Insert details of any safeguarding/child protection training courses that are available to individuals working with children in your region

Responsible/reports to:

The organisation manager/general secretary

Time commitment:

Insert details of time commitment for the role, for example the number of days/hours per week

Organisation safeguarding checklist.



If there are any areas within the self-evaluation which are either not applicable or have not been covered then please edit the checklist to ensure it contains the appropriate requirements for your region.

The three areas within the checklist relate to:

Structure: The organisation has a nominated safeguarding lead who is responsible for ensuring that children and adults are operating within a safe environment.

Policies: The organisation has adopted and communicated all relevant safeguarding policies to staff, volunteers, members, parents/carers and juniors.

Procedures: All those working with children are aware of how to respond to concerns.

Focus area	Requirements	In place YES / NO	Actions	Due date	Person responsible
Structure	The organisation has appointed designated Safeguarding Officer.				
	The Safeguarding Officer's details are promoted to members/staff/volunteers/juniors and parents/carers.				
	The Safeguarding Officer has undertaken a background check i.e., police vetting (if available).				
	The Safeguarding Officer has undertaken safeguarding/child protection training (if available).				
	All those supervising children have undertaken a background check and attended basic safeguarding/child protection training (if available).				
Policies	The organisation has adopted a relevant Safeguarding Policy.				
	This policy is communicated to parents/carers, children, staff, volunteers and members.				
	The organisation has a code of conduct in place for all junior members which they are required to sign up to and return.				
	The organisation has a code of conduct in place for all adults working/volunteering with children which they are required to sign up to and return.				
	The organisation has a code of conduct in place for parents/carers which they are required to sign up to and return.				
Procedures	The organisation asks for parental/carer consent, relevant medical conditions and emergency contact details as part of a child's registration.				
	The organisation has procedures in place for responding to concerns about a child and shares this with all those working with children.				
	The responding to concerns procedure is communicated to all staff, volunteers, parents/carers and children.				
	The organisation seeks the views of children.				
	The organisation are aware of the good practice guidelines for delivering golf to children and will implement these where necessary.				