

ENGLAND GOLF SOUTH EAST GROUP

CHILD PROTECTION POLICY

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POLICY STATEMENT

The South East Group ("SEG") acknowledges its responsibilities in matters relating to the safeguarding of children at all events that it organises. SEG expects that all who have contact with children at its events will observe and be guided by the procedures and policies contained in this document.

NB: For the purposes of this document a 'child' refers to any young person below the age of 18 but it is acknowledged by SEG that some of the participants in the Junior Championship may be over the age of 18 on the date of the event. Notwithstanding the fact that such a participant has achieved the age of adulthood, he is expected to respect the fact that he is participating in a junior event and should behave accordingly.

The South East Group is committed to the following principles:

1. Children should be able to take part in golf events safely at all times. SEG will take all measures, as far as is reasonable, to provide and consistently maintain a safe and caring environment to try to ensure that they enjoy the experience.
2. Should any suspicions or allegations of abuse be made, including, for example, alleged bullying, harassment, neglect, mistreatment and violence, SEG undertakes to treat the allegation seriously, and investigate the matter under the guidance of relevant agencies where necessary, with understanding and sensitivity to all concerned.

The South East Group's policies have the following aims:

1. The safety and well-being of the children is central to all considerations.
2. SEG has a duty of care to seek to protect children at all SEG organised activities.
3. All children can expect that those representing SEG will treat them with respect and dignity.
4. Parents/guardians will be made aware of the SEG policies and procedures and will confirm that they have read and understand them.
5. Parents have the right to be informed of any matter which, may impinge upon the welfare of their child.
6. All those working with children are expected to set a good example to the children in their charge.

Policy into Practice:

a) Responsibilities of those representing SEG

Everyone representing SEG at an event is expected to:

- i. Take their responsibilities seriously, knowing that the welfare of children, and their protection from harm, is the paramount concern.
- ii. Be conscious of the fact that adults are role models for the children and to conduct themselves appropriately at all times. They are required to set high standards in such matters as behaviour, attitude, appearance, fairness, moderation, organisation and punctuality.
- iii. Treat all children fairly and equally.

This should hold true, no matter what the child's age, culture, ability or disability, gender, language, racial origin, and / or sexual orientation.

- iv. Inform parents of any matters relating to their child's welfare, either directly, or through the SEG Secretary.
- v. Report to the SEG Secretary, any instance of alleged 'poor practice', or inappropriate physical contact, or abuse. The facts of the situation must be recorded on an Incident Report form. (See Appendix 1)

Depending on the circumstances of the allegation, the SEG Secretary will investigate, and, if necessary, refer the matter to the SEG Committee.

- vi. Ensure, as far as is reasonable, that no child is placed in danger or potential harm. Events should be organised with safety in mind, and children should be kept informed of any safety procedures, risks or hazards on the course.
- vii. Ensure that any child who suffers accidental injury or temporary illness at any event organised by SEG is treated by a person competent and qualified to do so. If no qualified person is immediately available, the criterion is to respond to that situation by using common sense, as would a caring parent or guardian, until professional help arrives. The matter should be recorded on an Accident Report Form, which should be passed to the SEG Secretary (See Appendix 2). Parents/guardians must be informed of the action that has been, or intended to be taken.

b) Responsibilities of the children:

They should:

- i. Observe the highest of standards of behaviour, appearance, punctuality, attitude, restraint, moderation and sportsmanship on and off the course.
- ii. Know that alcohol, unlawful performance-enhancing substances, smoking, sexual behaviour and foul language are forbidden.
- iii. Know that they are expected to act with courtesy and politeness at all times.
- iv. Not engage in any irresponsible, inappropriate or illegal behaviour.

- v. Play by the Royal & Ancient's Rules of Golf, and the Etiquette of golf.
- vi. Observe the finer courtesies of the game.
- vii. Observe instructions or restrictions requested by those representing SEG or the host club.

c) Responsibilities of the Parents/Guardians:

They should:

- i. Know the SEG policy on child protection.
- ii. Take note of the Parental Guidance given in Appendix 3.
- iii. Seek to support SEG officials in creating and maintaining a safe and amenable environment for children in which to enjoy their golf at a competitive level.
- iv. Complete the Online Consent and Player Profile form (Appendix 4) to signify that they accept the conditions of the SEG's procedures relating to their child's participation in an event. Occasionally for publicity purposes, children may be photographed or videoed. Parents/guardians who do not wish their child to be photographed for these purposes should inform the SEG on the Consent form.
- v. Arrange transport for their child to arrive (and be collected from) the tournament punctually.
- vi. Leave emergency contact numbers with officials at an event, especially if there may be problems.
- vii. Inform the Championship Committee of any matters, such as medical or dietary concerns, or any other physical problems which may affect the child.
- viii. Encourage and foster the right spirit of fair competitive play in their child, without pressuring him to play beyond his physical, mental and emotional capabilities.

CONCLUDING REMARKS

It is to be understood that these procedures are guidelines for the protection of all who participate in events organised by SEG. The procedures will be reviewed on a regular basis. However, not all circumstances may be covered in this document. It is important to recognise that, while every effort will be made to ensure the well-being of every child, things can go wrong, by accident or human error. Any problems that may arise in the course of an event will be dealt with thoroughly, carefully investigated, and the appropriate agencies contacted, where necessary.

At every stage parents/guardians will be informed unless the child is believed to be at greater risk by doing so. In this circumstance relevant agencies will provide instruction.

Appendix 1

INCIDENT REPORT FORM

1. Recorder's details

Name Address

Postcode Tel no.

2. Details of child

Name Address

Postcode Tel no.

3. Information regarding complainant

Name Address

Postcode Tel. no.

Details of the allegations (Include date, time, location and nature of the incident)

Additional information / witnesses / corroborative statements

Action taken

Date Time To whom was this incident referred?

Signature of Complainant.....

Signature of Recorder.....

Appendix 2

ACCIDENT / INJURY REPORT FORM

Recorder's Name

Position held

Name of person injured

Address

Tel No.

Type/nature of injury sustained

Where and how did the accident/injury occur?

Were others involved? Give names and, if possible, contact numbers

Were there any witnesses to this accident? If so, give details

What action was taken/treatment administered?

State by whom treatment was given

Were other agencies involved? (E.g. ambulance service)

Have the parents/guardians been contacted? Yes/No

Was the incident referred to the SEG Secretary? Yes/No

Recorder's signature.....

Date..... Time.....

Appendix 3

PARENTAL GUIDANCE NOTE

To avoid any accusations of giving advice, or influencing players, parents are asked to abide by the following guidelines:

- During play, parents should not get at all involved with their son or with his game or his fellow competitors or their game(s) including giving any rulings.
(If they wish to spectate then it is recommended that they walk ahead of the game and act as "ball spotters" for all players.)
- Please stay at least 25 metres from players at all times during the round, and do not encroach onto tees or greens. This guideline may be dispensed with when helping to search for a ball or handing over refreshments but they must be mindful of any discussions with players.
- Please do not converse with players at any time whilst the round is in progress – applause and gentle encouragement are fine though.
- Please show equal respect and appreciation for good shots to all participating players.
- Please do not make any contact (other than the usual pleasantries) with any of your son's fellow competitors either before or during the round.
- Ensure all players including your son are given some 'space' before tee-off to compose their thoughts.

Appendix 4

Junior Profile and Parental Consent Forms

The safety and welfare of juniors 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.

In compliance with the Data Protection Act 2018, GDPR and all relevant data protection legislation, all efforts will be made to ensure that information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the organisation. Information will not be kept once a person is no longer a member of the organisation. The information will be disclosed only to those members of the organisation for whom it is appropriate and relevant officers of England Golf where necessary.

It is the responsibility of the junior and their parent to notify the SEG Secretary if any of the details change at any time.

Player's Name		
Date of Birth		
Address		
Telephone Number		
Email Address:		
Parents' Names		
Contact details Telephone Email		
Emergency Contacts		
Contact 1 Name		
Relationship to child		
Contact Telephone numbers		

Contact 2 Name	
Relationship to child	
Contact Telephone numbers	

Medical Information

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

Does your child experience any conditions requiring medical treatment and/or medication?

YES **NO**

*If yes please give details, including medication, dose and frequency.

Does your child have any allergies? **YES** **NO**

*If yes please give details.

Does your child have any specific dietary requirements or other additional needs e.g. needs help to administer planned medication **YES** **NO**

*If yes please give details.

Disability

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

Do you consider your child to have a disability? **YES** **NO**

*If yes what is the nature of the disability?

Does your child have any communication needs e.g. non-English speaker/ hearing impairment/ sign language user/ dyslexia? If yes, please tell us what we need to do to enable him/her them to communicate with us fully.

Consent from Parent/Legal Carer:

- I confirm that, to the best of my knowledge, my child does not suffer from any medical condition other than those detailed above.

- I agree to notify the SEG Secretary of any changes to this information.

- I give my consent that in an emergency situation, the SEG may act in my place (loco parentis), if the need arises for the administration of emergency first aid and/or other medical treatment which, in the opinion of a qualified medical practitioner, may be necessary. I also understand that in such an occurrence all reasonable steps will be taken to contact me or the alternative adult named in this form.

- The attached signature will denote that my child has my permission to be on the premises where SEG activities are taking place.

- I acknowledge that the SEG is not responsible for providing adult supervision for my child, except for the duration of the SEG Junior Championship 2021.

(Please tick the boxes if agreed)

<p>By signing this document I confirm that I have legal responsibility for ; I am entitled to give this consent and I am aware of how the information I have provided may be used.</p>	
Signed – Parent/Carer	
Print name	
Date	

Photography Consent

This form is to be signed by the legal carer of a child under the age of 18, together with the child. Please note that if you have more than one child registered you will need to complete separate forms for each.

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

SEG will ensure, to the extent that is possible, that any image of a child where consent has not been obtained will not be published.

SEG will take steps to ensure these images are used solely for the purposes for which they are intended i.e. the promotion and celebration of the activities of the player or the competition.

If you become aware that these images are being used inappropriately you should inform the SEG Secretary immediately.

Photographs may be available on the website <http://southeastgolfunion.co.uk>. If at any time either the parent/ carer or the child would like a photograph to be removed from the website, 7 days' notice must be given to the SEG Secretary after which the data will be removed.

To be completed by parent/carer

I _____ (Parent full name) consent to SEG Officials or those having obtained a permit from the SEG Secretary photographing or videoing _____ (name of child) under the stated rules and conditions, and I confirm I have legal parental responsibility for this child and am entitled to give this consent.

Signature _____ Date _____

To be completed by child

I _____ (Child full name) consent to SEG Officials or those having obtained a permit from the SEG Secretary photographing or videoing me under the stated rules and conditions.

Signature _____ Date _____