



Scottish  
Golf

**SAFEGUARDING GUIDELINES FOR SCOTTISH  
GOLF**

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## OUR RESPONSIBILITY

We all have a role and responsibility to promote, support and safeguard children's wellbeing in Scottish Golf. Ensuring a child's wellbeing at all times, includes celebrating when things have gone well, understanding a child's circumstances and forming positive relationships.

Golf can contribute in many different ways to a child's positive wellbeing, these include the health benefits of being active, the achievements they make in gaining new skills and their experiences of being included and respected by their peers.

To ensure we can respond to situations when a child needs help or support, we must firstly understand their rights and the meaning of wellbeing. Secondly, we must recognise a number of risks that exist for children in golf and therefore put in place a range of safeguards that minimise these risks. These are managed and promoted by people within particular roles who receive specific training for their level of responsibility. It is necessary for this understanding and the appropriate processes to be in place if ever a child's wellbeing or need for protection is identified as a concern. Scottish Golf can then respond and support any child who needs help, informing the relevant agencies and organisations.

These policies, procedures and safeguards, as well as training will give us the confidence and support needed to fulfil our role and responsibility to keep children safe in golf.

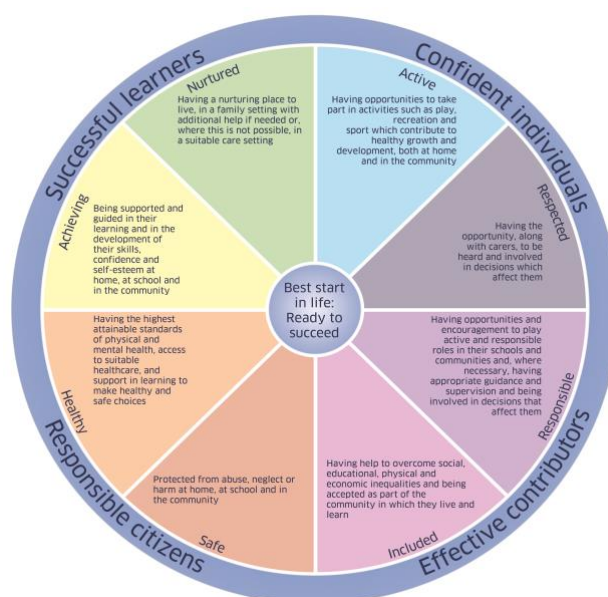
Scottish Golf has drawn on a number of sources for material within these guidelines and would like to thank the following organisations for their kind permission on the use and adaption of materials

- CHILDREN 1<sup>st</sup>
- Children in Golf Strategy Group
- VSDS
- SFA – Children's Wellbeing in Scottish Football

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## CHILDREN’S WELLBEING IN SCOTLAND

It is important to recognise what we mean by children’s wellbeing. As part of Scotland’s national approach to ‘Getting it Right for Every Child’ (GIRFEC), the wellbeing wheel below demonstrates the eight indicators that are believed to be essential for a child’s overall wellbeing.



Organisations working with children must play their part in making sure they are safe, healthy, achieving, nurtured, active, respected, responsible and included, these are commonly known as the SHANARRI indicators.

It is essential that in Scottish Golf we understand these wellbeing indicators and if we are ever worried that something is impacting a child’s wellbeing, we know who to share that with.

As part of the ‘Children and Young People (Scotland) Act 2014’, the concept of wellbeing and the GIRFEC approach is now enshrined in law.

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**Scottish Golf aims to promote these SHANARRI indicators through the following:**

**Safe** – Ensuring all those working with children have been through the appropriate vetting process and attended relevant training so they can safeguard children from harm, neglect or abuse.

**Healthy** – Enabling children to experience the physical and mental benefits of being active and supporting young people to make healthy choices.

**Achieving** – Supporting children to develop skills, confidence and self-esteem through encouraging effort.

**Nurtured** – Ensuring the golfing environment is stimulating, enabling a child to develop a range of skills and realise their potential.

**Active** – Providing opportunities to be physically active through participating in golf.

**Respected** – Making sure all children are treated with respect by adults and peers regardless of what they may have done or failed to do.

**Responsible** – Educate children on the importance of rules, etiquette and honesty and encourage them to take an active role in making decisions.

**Included** – Ensure all children are included and have the opportunity to make a valuable contribution to the sport.

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**SECTION 1**  
**POLICY STATEMENTS**

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## CHILDREN'S RIGHTS - POLICY STATEMENT

Scottish Golf is fully committed to embedding a rights-based approach throughout the sport. We recognise and work within the general principles of the United Nations Convention on the Rights of the Child (UNCRC) for the best interests of the child, non-discrimination, participation as well as survival and development.

For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

### **Scottish Golf will:**

- Respect the rights of children as paramount.
- Provide opportunities for every child interested in playing golf to gain a positive experience.
- Include and involve children in decision making, providing opportunities for children to be heard.
- Promote and implement policies and procedures to safeguard the wellbeing of children and protect them from abuse, ensuring they know what to do and who they can speak to if they need help.
- Promote and implement policies and guidelines to prevent and respond to bullying, ensuring they know what to do and who they can speak to if they need help.
- Require members of staff and volunteers to adopt and abide by this policy.
- Train, support and supervise its members of staff and volunteers to adopt best practice in embedding children's rights in Scottish Golf and promoting, protecting and respecting these rights to children.
- Respond to any concerns raised where a child's rights are being denied within Scottish Golf.
- Regularly monitor and evaluate the implementation of this policy, these procedures and associated safeguards in developing our child-rights based approach and include children's views in this process.

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## **Review**

### **This policy and these procedures will be regularly reviewed:**

- In accordance with changes in legislation and guidance on children's rights or following any changes within Scottish Golf.
- Following any issue or concern raised about children's rights being denied within Scottish Golf.
- In all other circumstances, at least every three years.



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## **CHILD PROTECTION - POLICY STATEMENT**

Scottish Golf is fully committed to promoting, supporting and safeguarding the welfare of all children in its care. Child protection means protecting a child from child abuse or neglect, as stated within the National Guidance for Child Protection in Scotland 2014. We recognise the responsibility to promote safe practice and to protect children from harm, abuse and exploitation.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people. This document outlines Scottish Golf's commitment to protecting children.

### **These guidelines are based on the following principles:**

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

### **Scottish Golf will:**

- Promote the health and welfare of children by providing opportunities for them to take part in golf safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the wellbeing of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.

- 
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
  - Observe guidelines issued by local Child Protection Committees for the protection of children.
  - Regularly monitor and evaluate the implementation of this Policy and these procedures.

### **Review**

This Policy and these Procedures will be regularly reviewed:

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

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## ANTI-BULLYING - POLICY STATEMENT

Scottish Golf is fully committed to safeguarding the wellbeing of all children in its care. We understand that children's wellbeing can be seriously impacted by bullying behaviour. Scottish Golf therefore recognises the information provided for children by respect *me*, Scotland's Anti-Bullying Service: 'Bullying is never acceptable; it doesn't make a child better or stronger to get through it and it should never be seen as a normal part of growing up.

Bullying is a behaviour that can make a child feel frightened, threatened, left out and hurt. Something only has to happen once to make a child feel worried or scared to go to school or other places they enjoy going'. For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

### **Scottish Golf will:**

- Respect the rights of children as paramount.
- Work together to develop positive relationships amongst children and adults which are mutually respectful, responsible and trusting; and promote their emotional health and wellbeing.
- Seek to prevent, reduce and respond effectively to bullying behaviour, through the implementation of this policy and guidelines.
- Require members of staff, volunteers and members of the Council to adopt and abide by this policy.
- Train, support and supervise its members of staff, volunteers and members of the Council to adopt best practice to prevent, reduce and respond to bullying.
- Address the needs of children who are bullied as well as those who bully within a framework of respect, responsibility, resolution and support.
- Respond to any concerns raised either in the experiences of children of poor practice/misconduct or abuse caused by an adult's bullying behaviour.
- Highlight bullying based on prejudice and perceived differences, to ensure our practices are effective in dealing with these issues.
- Regularly monitor and evaluate the implementation of this policy and guidelines and include children's views in this process.

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## **Review**

This Policy and guidelines will be regularly reviewed and will include children's participation and feedback on the content and actual experience of implementation as part of the review:

- In accordance with changes in guidance on anti-bullying or following any changes within Scottish Golf.
- Following any issue or concern raised about bullying within Scottish Golf.
- In all other circumstances, at least every three years.

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## SOCIAL MEDIA AND DIGITAL COMMUNICATION - POLICY STATEMENT

Scottish Golf recognises the significant benefits of setting up and utilising social networking sites as this is one of the most direct forms of communication with children. There is also recognition that this method of communication poses a number of risks as social networking sites, chat rooms and instant messaging systems are increasingly being used by online predators to “groom” children. In addition digital communication is also being used more and more by children as a means of bullying their peers.

For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy outlines Scottish Golf’s commitment to ensure all adults working with children in golf adhere to best practice guidelines.

### **Scottish Golf will:**

- Advise that adults do not communicate with children on a one to one basis by text, e-mail, instant messaging or through social networking sites, group messages shall always be recommended.
- Obtain parental consent from anyone under the age of 18 when communicating via text, e-mail, instant messaging or social networking sites (See safe in care partnership with parents form)
- Highlight that coaches, staff, volunteers, parents and members should always behave responsibly and respectfully when posting content online.
- Advise that adults should not add or accept children as their “friend” on social networking sites when the primary reason for the relationship is golf.
- Ensure that anyone interacting with a child on behalf of Scottish Golf via social networking sites does not discuss any other topic than golf.
- Remind all those who are using social networking sites that these are restricted to people aged 13 years and over.
- Ensure that both children and adults are aware of the procedures for reporting any concerns they have relating to online materials. This will involve informing the club or governing bodies Child Protection Officer in the first instance.

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## **Review**

This policy and these procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on children's rights or following any changes within Scottish Golf.
- Following any issue or concern raised about children's rights being denied within Scottish Golf.
- In all other circumstances, at least every three years.

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## **LONE WORKING POLICY - POLICY STATEMENT**

Scottish Golf recognises that due to the nature of the sport there may be instances where coaches are providing one to one coaching with a child. In order to safeguard all parties Scottish Golf has produced a lone working policy which will guide those involved in one to one coaching.

For the purposes of this policy a child is recognised as someone under the age of 18 years.

### **Scottish Golf will:**

- Ensure that all coaches understand, abide and have signed up to the code of conduct for the protection of children in sport.
- Promote the need for activity to take place in an open environment with others around and any on-course sessions in view of the clubhouse or other golfers/members.
- Involve parents and encourage them to attend wherever possible.
- Ensure that all adults behave in an appropriate manner, respecting the rights of the child and treating them with respect, dignity and fairness.
- Advise that coaching techniques are delivered by demonstration and avoid physical contact.
- Remind all those working with children alone to have 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 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.

### **Review**

This policy and these procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on children's rights or following any changes within Scottish Golf.
- Following any issue or concern raised about children's rights being denied within Scottish Golf.
- In all other circumstances, at least every three years.

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## **SECTION 2**

### **CATEGORIES OF ABUSE**



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## CATEGORIES OF ABUSE

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

### CHILD ABUSE

In Scotland child abuse is defined as follows:

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

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

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

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

#### Identifying Child Abuse

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

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

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

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

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

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

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

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

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

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

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

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

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### Examples of Emotional Abuse in Sport

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

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

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

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

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

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

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

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

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## Examples of Physical Abuse in Sport

Bodily harm that may be caused by:

- over training or dangerous training of athletes.
- over playing an athlete.
- failure to do a risk assessment of physical limits or pre-existing medical conditions.
- administering, condoning or failure to intervene in drug use.

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

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

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

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

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

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### Examples of Physical Neglect in Sport

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

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

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

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

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

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

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

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

### **Examples of Sexual Abuse in Sport**

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

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The following signs **may** raise concerns about sexual abuse:

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

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## **BULLYING**

Bullying can take some children's rights away from them. There have been many different definitions and theories about what constitutes bullying, but it's not helpful to define bullying purely in terms of behaviour.

Bullying is a mixture of behaviours and impacts, behaviours that can impact on a person's capacity to feel in control of themselves. This is what is termed as their sense of 'agency'. Bullying takes place in the context of relationships; it is behaviour that can make people feel hurt, threatened, frightened and left out, it strips a person of their capacity for agency.

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

Bullying behaviours can be:

- Being called names, teased, put down or threatened
- Being hit, tripped, pushed or kicked
- Having belongings taken or damaged
- Being ignored, left out or having rumours spread about you
- Receiving abusive messages, threats or comments on social media sites
- Behaviour which makes people feel like they are not in control of themselves
- Being targeted because of who you are or who you are perceived to be

When talking about bullying, it's never helpful to label children as 'bullies' or 'victims'. Labels can stick for life and can isolate a child, rather than helping them to recover or change their behaviour. It is preferable to talk about someone displaying bullying behaviour rather than label them a 'bully' – behaviour can be changed with help and support.

 *Appendix 1 page 80 - Guidelines for Managing Bullying*

As per Scottish Golf's equality policy, no form of bullying or prejudice against children will be tolerated.



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**SECTION 3**  
**ROLES & RESPONSIBILITIES**

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## THE ROLE OF SCOTTISH GOLF IN PROTECTING CHILDREN

### Why protecting children is important

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

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

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

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## ROLES AND RESPONSIBILITIES IN CHILD PROTECTION

Scottish Golf will:

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

The Child & Adult Protection Officer for Scottish Golf will:

- Be supported by Scottish Golf and be appropriately trained.
- Implement and promote Scottish Golf's Child Protection Policy and Procedures.
- Will lead on the effective implementation of policy and procedures throughout the sport.
- Regularly report to the Scottish Golf Deputy CEO.
- Act as the main contact within Scottish Golf for the protection of children.
- Provide information and advice on the protection of children within the boundaries of the remit.
- Support and raise awareness of the protection of children.
- Communicate with members on issues of child protection.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Encourage good practice and support of procedures to protect children.
- Establish and maintain contact with local statutory agencies including the police and social work services.
- Maintain confidential records of reported cases, action taken, liaise with the statutory agencies and ensure they have access to all necessary information.
- Organise training for members.
- Regularly monitor and review Scottish Golf's Child Protection Policy and Procedures.
- Ensure there are mechanisms in place for quality assurance

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

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

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**SECTION 4**

**PROCEDURES FOR IMPLEMENTING**

**THE POLICY**

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

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

This recruitment and selection procedure has two functions. It:

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

The following recommended procedure will be completed for all positions deemed to be child care positions in the organisation (in terms of the PVG Scotland Act 2007).

### **1. Advertising**

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

- The aims of Scottish Golf and, where appropriate, details of the particular programme involved.
- The responsibilities of the role.
- The level of experience or qualifications required (e.g. experience of working with children is an advantage).
- Details of Scottish Golf open and positive stance on child protection.
- A statement that the position applied for is a child care position (exempted post) and requires the individual to become a member of the PVG scheme before the appointment is confirmed and after the applicant has been offered the position.

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## **2. Pre-application Information**

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

- A description of the position including roles and responsibilities.
- A candidate specification (e.g. stating qualifications or experience of working with children required).
- Application and self-declaration forms and guidance notes (~~see~~ Pg 50-60).
- Information on Scottish Golf and related topics.

Evidence of qualifications will always be verified.

## **3. Application and Self-Declaration Form**

All applicants will be requested to complete an application and self-declaration form. The purpose of this is to obtain from the applicant relevant details for the position, including information on past criminal behaviour, records or investigations.

The self-declaration form shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview. If the applicant is not selected the form will be returned unopened to the applicant or destroyed.

## **4. References**

References will always be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children in any of the following capacities: employee; volunteer; or work experience. References from relatives will not be accepted.

If the applicant has no experience of working with children, specific training requirements will be agreed before their appointment commences

## **5. Interview**

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

(📖 Ideas for questions can be found on pages 100 & 101).

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## 6. Offer of Position

Once a decision has been made to appoint, an offer letter will be sent to the applicant including the details of the position, any special requirements and the obligations e.g. agreement to the policies and procedures of Scottish Golf, the probationary period and responsibilities of the role.

The offer must be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to the organisation. A volunteer agreement will be completed for voluntary positions.

## 7. PVG Certificates

Scottish Golf is registered with Volunteer Scotland Disclosure Services. Prior to appointment a PVG check will be completed for all individuals appointed to child care positions.

This will require the applicant become a member of the PVG scheme by completing and submitting a PVG application form, which will be returned to Scottish Golf's Child & Adult Protection Officer.

 page 96: Guidance on PVG Disclosure Certificates).

The applicant's appointment will only be confirmed when a satisfactory Enhanced Disclosure check has been returned to the Lead Signatory for Scottish Golf and satisfactory references have been received and checked.

## 8. Overseas Applicants

Applicants from overseas being appointed to childcare positions are required to complete an Enhanced Disclosure check. Applicants from overseas will also be requested to provide a police check from their relevant country where possible. Where this is not possible, or in addition to the police check, the following information, where relevant to the position, will be requested:

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



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## **9. Induction**

The induction process will include the following:

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

## **10. Training**

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

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

## **11. Probation**

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

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

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

All volunteers in childcare positions will be supervised.

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

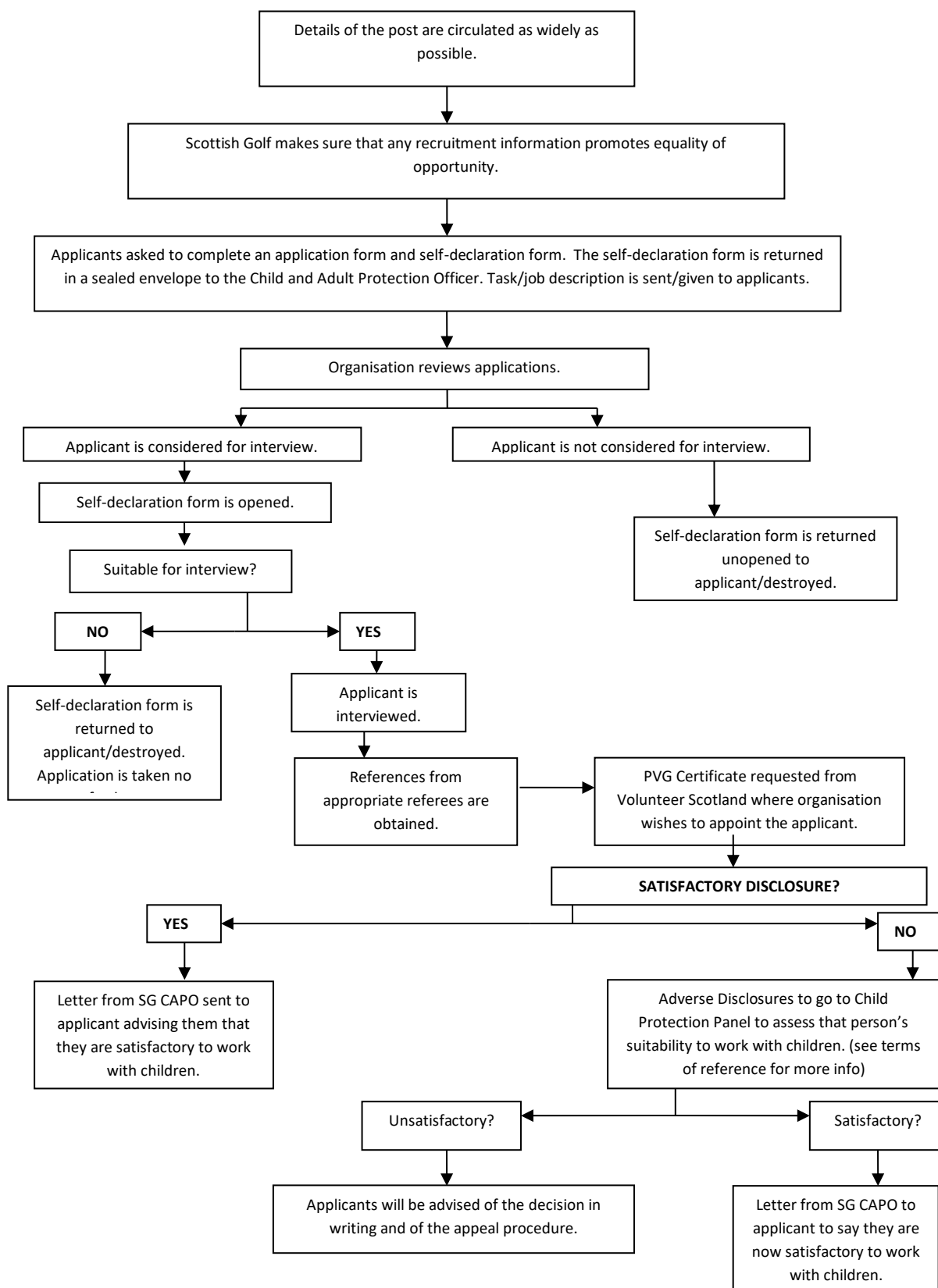
Scottish Golf recognises the contribution of all staff and volunteers to achieving the aims of Scottish Golf and will ensure that measures are in place to support the retention of staff and volunteers.

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

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

## RECRUITMENT AND SELECTION PROCEDURE FOR CHILD CARE POSITIONS



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## CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN IN SPORT

### *Why this is important*

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

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

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

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

### **GOOD PRACTICE**

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

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## **PRACTICE TO BE AVOIDED**

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

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

## **PRACTICE NEVER TO BE SANCTIONED**

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

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

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

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

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## GOOD PRACTICE GUIDELINES

Scottish Golf has a *duty of care* towards all children involved in tour activities. Although it is not possible to give guidance for all possible circumstances, the Good Practice Guidelines are based on best practice and cover some of the most common situations. They apply to all young people under the age of 18, but common sense should be applied when considering the circumstances of older children.

### ADULT TO CHILD RATIOS

The following ratios are recommended in the National Care Standards: Early Education and Childcare up to the Age of 16 (Scottish Executive, 2005). They are a relevant minimum for daytime activities, but should be modified for overnight stays, trips away from home and to take into account other risk factors:

AGE	RATIO
3 and over	1:8
All children over 8yrs	1:10

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

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

- The number of children involved in the activity
- The age, maturity and experience of the children
- Whether any of the group leaders or children has a disability or special requirements
- Whether any of the children have challenging behaviour
- The particular hazards associated with the activity
- The particular hazards associated with the environment
- The level of qualification and experience of the leaders
- The programme of activities
- Whether there are volunteers under the age 18

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## FIRST AID AND THE TREATMENT OF INJURIES

Parents/carers must complete a *Partnership with Parents/Carers Form* before their child participates in golfing activities. This ensures that staff/volunteers running an event or activity are made aware of any pre-existing medical conditions, or medicines being taken by participants or existing injuries and treatment required.

- 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, recognised First Aid qualification 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. Good sense or sport specific guidance should be used to determine which injuries are significant.
- The circumstances of any accidents that occur should be recorded and reviewed to avoid it happening again.

## VOLUNTEERS AGED 17 OR UNDER

While some children under the age of 16 may be in 'regulated work' with children they should not be placed in positions of sole responsibility for other children. They should be supervised by a more senior qualified coach or volunteer who has been appropriately vetted.

Volunteers aged 17 and under should be assessed for their suitability to work with children. There is no lower age limit for PVG membership. Where the post meets the 'regulated work' criteria, membership of the PVG Scheme should be considered.

Young volunteers may come under different pressures (e.g. lack of respect from peers) and closeness in age could lead to the development of friendships or romantic/sexual relationships. Regular supervision, training and extra support is recommended. Supervision ratios should also be reassessed, as a young volunteer may not be as capable of overseeing a group of children and young people as an adult in the same position.



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## PHYSICAL CONTACT

Any necessary physical contact during a 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 a player who can display the technique safely).

If physical contact is necessary, for example to provide support, this should be clearly explained to the child in advance and he/she should be given the chance to opt out. Physical support should be provided openly and must always be proportionate to the circumstances.

### **Supporting Child with Personal Care**

If it is necessary to help a child with personal care e.g. toileting or changing, this should be agreed in advance with the child and parents/carers and guidance taken. Volunteers/staff should work with parents/carers and children to develop practised routines for personal care, such as help with getting changed for younger children, so that parents/carers and children know what to expect.

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

### **Administering First Aid**

Parents/carers must complete a *Partnership with Parents/Carers Form* to ensure that volunteers/staff are made aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required. When administering First Aid the child should be told what action is being taken and why. Only those with a current, recognised First Aid qualification should treat injuries and parents/carers should be informed as soon as possible of any injury and action taken. Treatment should be administered in an open environment where ever appropriate, avoiding private or unobserved situations.

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## SEXUAL ACTIVITY & GROOMING

Within sport intimate relationships can occur. This section looks at both sexual activity among young people and that between adults and young people.

A person in a legally defined 'position of trust' who takes advantage of their position to develop an intimate relationship with a child/young person may be committing a criminal offence known as 'abuse of trust'. Sports coaching is not currently defined in law as a 'position of trust', but the principle of the law should be followed.

The notion of 'positions of trust' applies as much to young people in leadership roles as it does to adults.

### **Young people**

Sexual activity between children/young people at team events, in sports facilities and at any social activities should be discouraged.

Criminal sexual behaviour committed by a young person should be referred to the police or social services. This may also lead to disciplinary action in accordance with Scottish Golf's disciplinary procedure.

For more information see the National Guidance on 'Under-age Sexual Activity: Meeting the Needs of Children and Young People and Identifying Child Protection Concerns':

<http://www.gov.scot/resource/doc/333495/0108880.pdf>

### **Adults**

**Sexual activity between adults and children under the age of 16** is illegal and must be reported to the police.

Sexual activity between adults and young people (aged 16+) involved in sport raise serious issues given the power imbalance in the relationship. Even if a young person is of the age of consent, the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. For example, a coach may have significant power or influence over a young person's sporting career.

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Sexual activity between adults and young people (16+) involved in sport should therefore be prohibited when the adult is in a position of trust or authority (coach, trainer, official). This should be communicated clearly to adults in such positions at the outset and clear procedures drawn up to deal with such a situation promptly, fairly and consistently.

### **Grooming**

Most adults involved in sport with children participate with the aim of providing a fun and positive experience for the children taking part. However, some may use sport as a way of gaining access to children with the purpose of developing inappropriate intimate relationships.

People who commit sexual offences against children often first gain the trust of people around the child, such as their family and friends and those involved in sport. Those who commit offences work hard to portray themselves as caring and trustworthy and they befriend their victims to break down barriers before an offence may be committed.

This is referred to as 'grooming'. This predatory behaviour is an offence and may be prosecuted separately to direct sexual abuse. Any suspicions of grooming should be reported to police.

## **MANAGING CHALLENGING BEHAVIOUR**

### **Planning**

Sessions should be planned around the group and take into consideration the needs of each child. Staff/volunteers should consider previous and likely behaviour. There should be strategies to manage risks agreed in advance. This should identify the appropriate number of adults required to manage and support the session safely, including being able to respond adequately to safeguard the group.

From time to time volunteers/staff may have to deal with challenging behaviour from children.

The following principles should be applied:

- The wellbeing of all children is the paramount consideration.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff should attempt to respond to challenging behaviour by using techniques for which they have not been trained.

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None of the following should be used as a means of managing a child's behaviour:

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

### **Physical Interventions**

Physical interventions should only be used as a last resort to prevent a child from injuring themselves or others or causing serious damage to property. **Only the minimum force needed to avert injury to a person or serious damage to property should be used and applied for the shortest period of time.** Physical intervention must not ever be used as a form of punishment.

## **TRANSPORTING CHILDREN**

Prior to any trip Scottish Golf will undertake a risk assessment which will include 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.
- If an adult is regularly transporting children on behalf of Scottish Golf this may be regulated work with children as such it should be assessed whether or not this person requires a PVG check

Staff/volunteers should be discouraged from transporting children to activities by car. However, when this situation cannot be avoided the following guidelines should be followed:

- Request parent/carer consent in advance and provide details of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.
- Where possible, have another adult accompany you on the journey.

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## COLLECTION BY PARENTS/CARERS

Make sure that start and finish times 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 *Partnership with Parents/Carers Form* and let the parent/carer know how to contact you if they are held up.

### **Dealing with the situation**

If parents/carers are late when picking up their child, the wellbeing of the child will take precedence, and he/she must not be left alone. The leaders and coaches 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 staff/volunteers to transport children home. If attempts to contact an adult who is responsible for the child fail, the Scottish Golf CPO should be informed.

Where possible have more than one adult/leader 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 Scottish Golf CPO and parents/carers as soon as possible.

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## TRIPS AWAY FROM HOME (INVOLVING OVERNIGHT STAYS)

### **Designate a CWPO for the Trip and a Home Contact person.**

Prior to each trip the group must nominate a staff member/volunteer to be the designated CPO to acts as the main contact for dealing with concerns about the safety and wellbeing of children whilst away from home. Children and parents or carers should be given a detailed itinerary and should be informed of the CPO contact details and arrangements for handling concerns.

In an emergency situation the Scottish Golf CPO will be the main point of contact for coaches and parents/carers.

### **Risk Assessment**

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Scottish Golf will undertake a risk assessment prior to any trip and relevant safeguards will be put in place to manage the risks identified. The risk assessment will be an on-going process throughout the trip.

### **Travel Arrangements**

If the trip involves travel abroad, ensure that those in charge are aware of local emergency procedures and how to deal with concerns about the wellbeing of children. Children and adults should be informed of any local customs.

### **Adult to Child Ratios**

Trips should be planned to involve *at least* two adults, (preferably one male and one female). See the guidelines on adult to child ratios to assess the numbers of adults required to supervise the group safely.

All adults involved in the trip will go through the relevant recruitment procedure for a person in regulated work and all adults will have signed up to Scottish Golf's child protection policy, procedures and code of conduct.

### **Accommodation**

Prior to any trip Scottish Golf will:

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

Ensure sharing arrangements are appropriate in terms of age and gender and parents/carers and children are consulted in advance about arrangements where possible.

### **Exchange Visits/Hosting**

Before departure, Scottish Golf will make sure there is a shared understanding of the standards expected during home stays between the host organisation/families, parents/carers and children themselves. Put in place arrangements for the supervision of children during the visit.

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When Scottish Golf are assigning a host family they will be appropriately vetted utilising the PVG Scheme or equivalent police checks and references thoroughly checked. Organisers, parents/carers and children will all be provided with a copy of emergency contact numbers.

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

### **Facility checklist**

Facilities should:

- Be appropriately licensed
- Have adequate and relevant insurance cover
- Have a policy on the protection of children
- Have Health and Safety policy and procedures
- Have adequate security arrangements
- Have staff that are vetted, qualified and trained

### **Involving Parents/Carers**

A meeting with parents/carers to share information about the trip, answer questions and make joint decisions will take place. A Code of Conduct with consequences for unacceptable behaviour will be agreed in advance.

Parents/carers must complete a partnership with parents/carers form and provide emergency contact details.

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

### **Free time**

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

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### **During the trip**

Group leaders should have clear roles and responsibilities. They should not be over familiar with children and must remember that they are in a position of trust at all times.

The use of alcohol and/or drugs or engaging in sexual relationships (between two young people) is not allowed, even if the local legislation relating to these behaviours is more lenient than in Scotland.

Group leaders should keep an overview of the wellbeing of all children and try to identify issues early on to resolve them quickly. Children can be encouraged to participate in this process. For example, by taking turns to complete a daily diary as a way for them to communicate (both positive and negative) things that they want the group leaders to know.

### **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.

Please also see *Safe Sport Events, Activities and Competitions*, published by the NSPCC Child Protection in Sport Unit for further guidance: <https://thecpsu.org.uk/resource-library/2013/safe-sport-events-activities-and-competitions/>

## **PROCEDURE FOR THE USE OF PHOTOGRAPHS, FILM 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's parents/carers before any photography or filming takes place.

### **MANAGEMENT OF PHOTOGRAPHY**

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



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

- Implement a system 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 a provocative manner. Children should never be shown in a state of partial undress, other than when depicting an action shot within the context of golf.
- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.
- 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 a child with a disability.
- All negatives, copies of videos and digital images will be stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Indecent images of young people under 18 years of age are classified as child abuse imagery and must be reported immediately to the police.

### **MOBILE PHONE CAMERAS**

A number of children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. Particular 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 photographing should be reported to the Scottish Golf Child Protection Officer, or the police.

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## COMMUNICATION TECHNOLOGY & SOCIAL MEDIA

Communication technology and social media developments advance extremely quickly, meaning ways in which we communicate and receive and absorb information are changing all the time. This provides Scottish Golf with a great opportunity to promote activities and communicate easily with members and the wider public. But it can also put children and young people at considerable risk, which is why safeguards must be put in place.

Adults who seek to harm children have been known to use technology and social media to “groom” children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005. It is also widely acknowledged that children can be harmed by the behaviours and actions of their peers for example, on-line bullying and sexting.

The following guidelines will be met in order to safeguard all parties when communicating using texting/social media:

- All communication with children should be open, transparent and appropriate.
- Messages should only be sent to communicate details of meeting points, practices, event/match details, competition results etc. The same message should be sent to every member of the group/team.
- It should always be clear that it is Scottish Golf who is communicating information – one-to-one messaging arrangements between staff/volunteers should be strongly discouraged and safeguards should be in place and settings adjusted to prevent this happening.
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation.
- Written permission must be sought from parents/carers to communicate with children under 16 years via technology/social media.
- Parents should be offered the option to be copied in to any messages their child will be sent.
- Consent to communicate via technology/social media should be sought directly from young people aged 16 to 18. Though consent from parents/carers is not required for this age group it is recommended that parents/carers are informed of the intention to communicate with their children.

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- All concerns about the inappropriate use of technology and social media will be dealt with in line with the Procedure for *Responding to Concerns about a Child*. This may include the concerns being reported to police.
  - All phone numbers/email addresses of children and young people should be recorded and kept securely in a locked cabinet or password-protected electronic file or database.
  - The number of people with access to children and young people's details should be kept to a practical minimum.

### **Club Websites/Social Media Sites**

Websites/Social Media sites provide an opportunity to communicate easily with players. Thought should be given to consent, tone and how sites and pages will be monitored. In terms of publishing information and pictures the following good practice should be noted:

#### **Permission**

- Written parent/carer consent must be obtained for all children aged under 16 before publishing any information or pictures of a child. If the material is changed from the time of consent, the parents/carers must be informed and consent provided for the changes.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
- Young golfers who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

#### **Use of Images and Information**

- Information published on the websites/social networking sites must never include personal information that could identify a child e.g. home address, email address, telephone number of a child. Credit for achievements by a child should be restricted to first names e.g. Tracey was Player of the Year 2002.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.

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- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.

### **Forums**

Where a site allows for two way communication between the organisation and members close monitoring is required. From time to time forums can be used to target individuals or to engage contributors in debates that can cause upset and embarrassment to children and young people.

Coaches, members of staff or volunteers should refrain from being drawn into debates concerning selection, performance or personalities – even where the subject of discussion is anonymous.

Any offending comments should be removed and appropriate procedures should be used to address poor practice or Code of Conduct breaches.

### **Concerns**

Any concerns or enquiries should be reported to the Scottish Golf Child Protection Officer.

For more information on the use of social media please access Safeguarding in Sports ‘Social Media Guidelines for Sport Coaches, Volunteers and Athletes’ at: <http://www.children1st.org.uk/what-we-do/how-we-help/safeguarding-in-sport/safeguarding-in-sport-resources/>

## **CLUBHOUSES AND CHANGING ROOMS**

Children are particularly vulnerable in the changing area of sports facilities

Bullying can occur where children are left unsupervised in changing areas. It is recommended that particular attention is given to the supervision of children aged 10 and under in changing rooms.

Adults should avoid changing or showering at the same time as children. If limited changing facilities mean that adults and children must share, adults must take care to protect the modesty and privacy of themselves and the children. Parents/carers should be made aware if this is likely to be the case.

An adult should not be alone with a child in the changing areas. If possible more than one adult should supervise changing areas. Extra vigilance may also be required if there is public access to the venue.

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If children are uncomfortable changing or showering in public, do not pressure them to do so.

If you need to use a changing room for another purpose, such as a team talk, wait until all children are fully dressed.

No photography or filming should be allowed in changing areas.

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

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

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

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# **SECTION 5**

## **RESPONDING TO CONCERNS**

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## RESPONDING TO CONCERNS

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

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

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

Robust procedures for responding to concerns will:

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

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

### **Confidentiality**

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

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

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

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## **Defamation**

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

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

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

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



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## PROCEDURES FOR RESPONDING TO CONCERNS ABOUT A CHILD

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

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

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

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

Any significant, untoward or unusual incidents which cause concern about the welfare of a child should be recorded on the Significant Incident Form (see page 108) and reported to Scottish Golf's Child & Adult Protection Officer as soon as possible. Parents should also be informed of the circumstances as soon as possible.

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

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

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

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

### **3.2a Respond**

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

#### **Avoid:**

- Panicking.
- Showing shock or distaste.
- Probing for more information than is offered.
- Speculating or making assumptions.
- Making negative comments about the person against whom the allegation has been made.
- Approaching the individual against whom the allegation has been made.
- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.

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

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

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

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

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

*3.2b Record*

Make a written record of the information as soon as possible using the Significant Incident Form (AND/OR Child Protection Referral Form- ~~see~~ see page 108), completing as much of the form as possible. The following information will help the police and social workers decide what action to take next:

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

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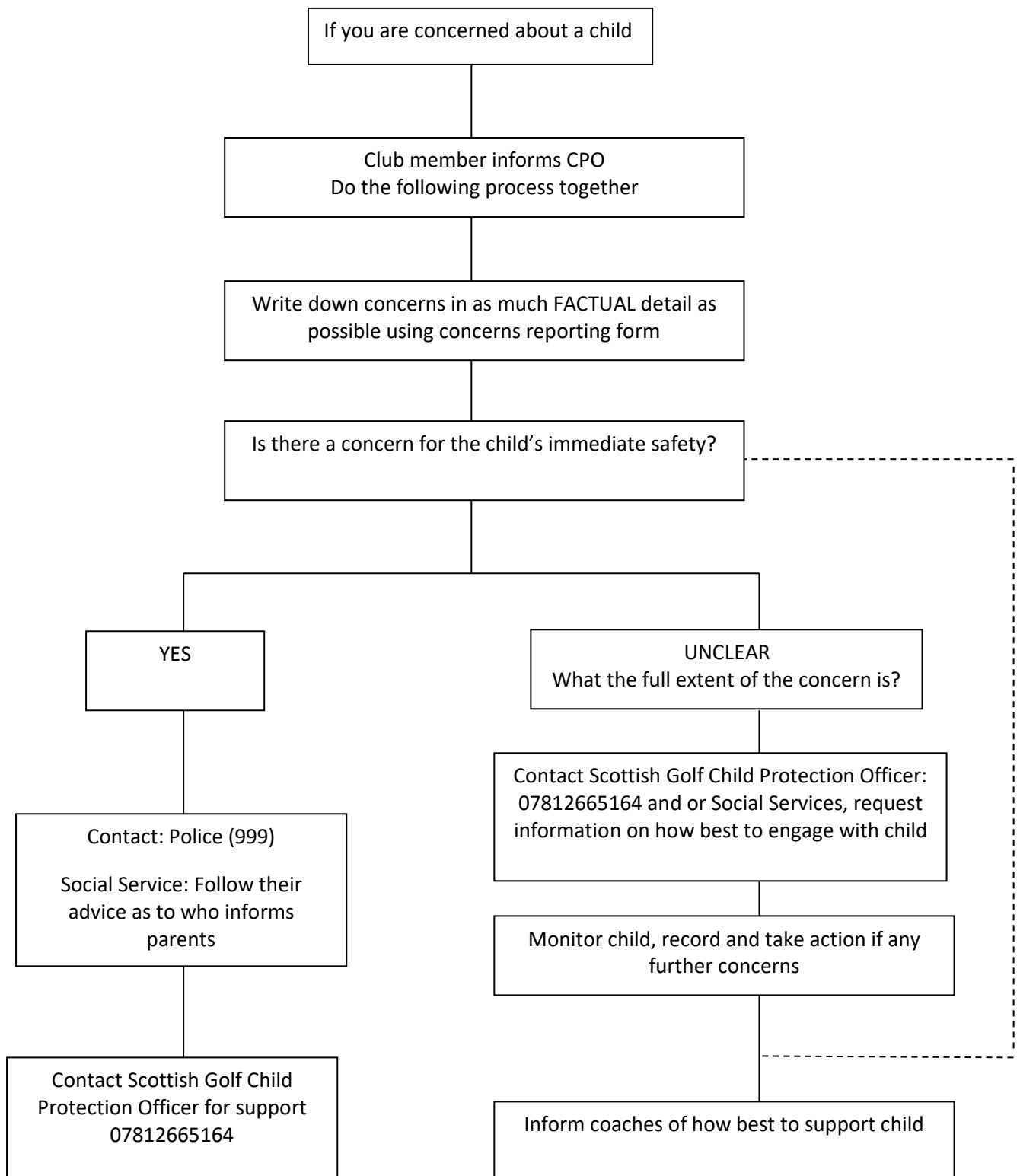
If completing the form electronically, do not save copies to the hard drive or floppy disk. Print a copy, sign and date and then delete immediately. Pass the record to social work services or the police and to Scottish Golf's Child & Adult Protection Officer that day.

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

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

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## RESPONDING TO CONCERNS ABOUT CHILD ABUSE



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

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

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

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

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

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

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

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

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

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

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

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

#### **4.2 Recording**

Concerns must be recorded using the Significant Incident Form (see page 108) as soon as possible. Reporting the concerns to the line manager/ Scottish Golf's Child & Adult Protection Officer should **not** be delayed by gathering information to complete the form or until a written record has been made.

All subsequent actions taken and reasons for decisions shall be contemporaneously recorded on the Significant Incident Form, signed and dated by the line manager/ Scottish Golf's Child & Adult Protection Officer or the person appointed to manage the response to the concerns. Where Disciplinary Procedures are invoked, a written record will be made of all actions and reasons for decision. Guidance on the storage, sharing and retention of such records is contained in the relevant procedure.

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

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

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

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

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

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

- Where the established facts support a concern about possible abuse, the initial assessment will not form part of the disciplinary investigation.
- Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed the member of staff *may* be approached as part of the information gathering process.

Where the nature and seriousness of the information suggests that a criminal offence *may* have been committed, or that to assess the facts may jeopardise evidence, *advice will be sought from the police before the member of staff is approached.*

- An initial assessment of the basic facts may require the need to ask a child(ren) some basic, open-ended, non-leading questions *solely with a view to clarifying the basic facts*. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.
- Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child in order to clarify the basic facts best practice suggests that consent from the parent be obtained.

*Possible outcomes of initial assessment:*

- (i) No further action (facts do not substantiate complaint).
- (ii) Situation is dealt with under procedures to manage poor practice; and/or,
- (iii) Disciplinary investigation (by Scottish Golf).
- (iv) Child protection investigation (jointly by police and social work services).
- (v) Criminal investigation (by the police).

The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.

- (vi) Civil proceedings (by the child/family who alleged abuse).



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

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

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

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

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

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

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

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

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

Advice will firstly be obtained from the police/social work services about informing the staff member involved about the concerns. If the advice is to inform the staff member, they will be told that

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information has been received which may suggest an allegation of abuse. As the matter will be *sub judice* no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the employee.

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

#### **4.7 Precautionary Suspension**

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

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

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

#### **4.8 Disciplinary Investigation**

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

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

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

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

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

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

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

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

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

- 
- been dismissed by Scottish Golf,
  - resigned, retired or been made redundant,
  - been transferred to another position in Scottish Golf which is not a child care position; and, Scottish Golf form the opinion (on the basis of the information) that they would have dismissed or considered dismissing the staff member on such grounds, had the information been available at the time of resignation/ redundancy/ retirement/ transfer.

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

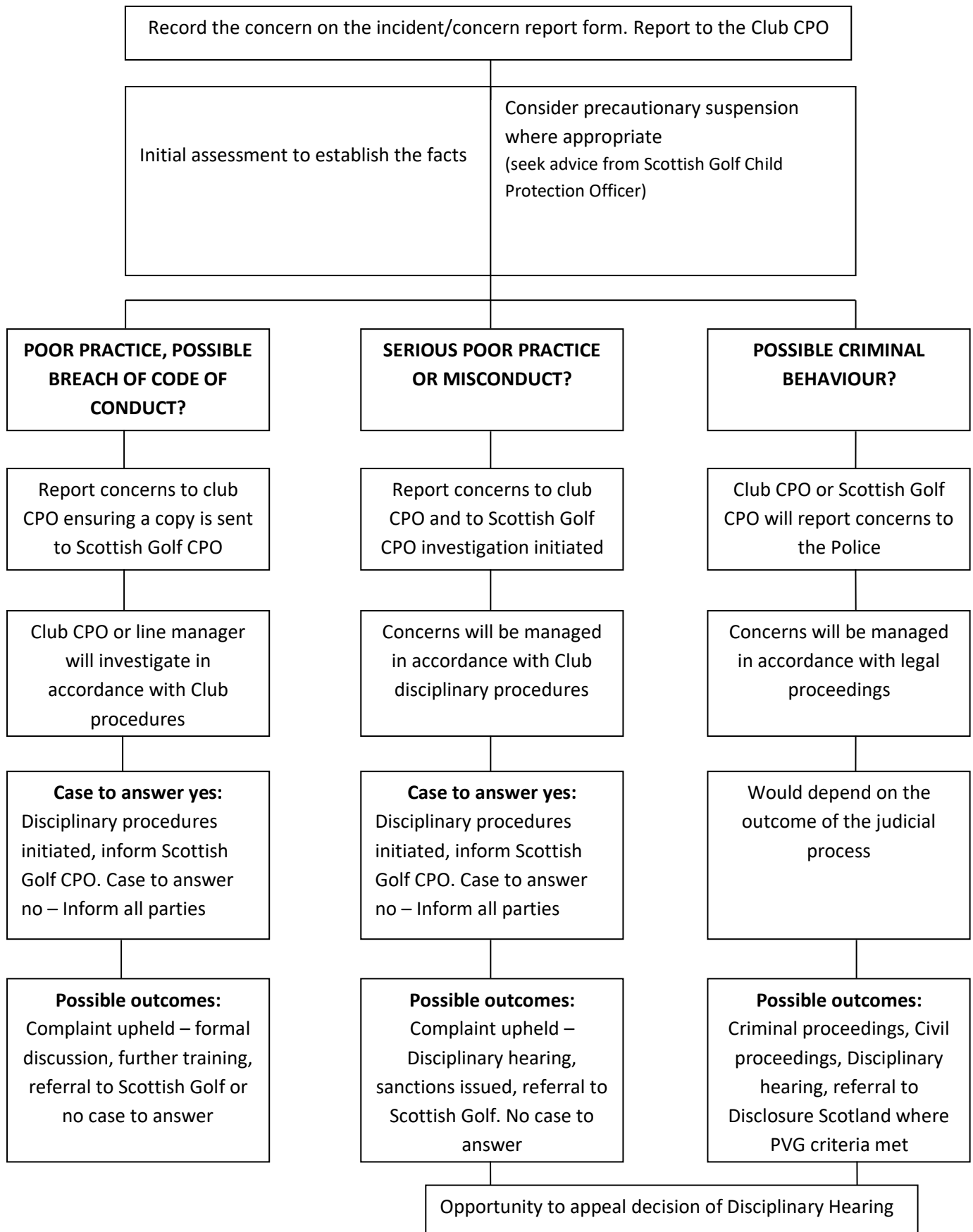
#### **4.12 Media**

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

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

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

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




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# **SECTION 6**

## **GLOSSARY & APPENDICES**

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## GLOSSARY

<b>Adversity</b>	Difficulty or misfortune ( <i>Source: Oxford Dictionary</i> ).
<b>Agencies</b>	Organisations in the statutory or voluntary sector where staff, paid or unpaid, work with or have access to children and/or families. This includes, but is not exclusive to, social work, health, education and the police.
<b>Child</b>	For the purposes of these guidelines, the words “child” and “children” will be used to refer to all those under the age of 18 years.
<b>Child Abuse</b>	 See page 16 for the definition generally recognised in Scotland.
<b>Child care position</b>	One of the definitions in Schedule 2 of the Protection of Children (Scotland) Act 2003 that applies to many voluntary sector roles is “ <i>a position whose normal duties include caring for, training, supervising or being in sole charge of children</i> ”.
<b>Child Protection Committee</b>	The key local bodies for developing and implementing child protection strategies across and between agencies.
<b>Child (&amp; Adult) Protection Officer</b>	A paid or voluntary position whose remit generally involves co-ordinating the implementation of Child Protection Policy and procedures within the organisation.
<b>Concern</b>	A suspicion or belief that a child might be in need of help or protection. For the purpose of these guidelines can also include a suspicion or belief that the conduct of an adult or another child is actually or potentially harmful towards another child.
<b>Consent</b>	Permission or agreement.
<b>Volunteer Scotland Disclosure Services</b>	Volunteer Scotland registers voluntary organisations and processes their requests for PVGs to Disclosure Scotland. Also provides training and advice. See <a href="http://www.volunteerscotland.net">www.volunteerscotland.net</a>
<b>Disclosure</b>	In this context, the act of a child (or adult) making information about abusive or harmful experiences known to others. In many cases the child will have been keeping the information secret.
<b>PVG Certificate</b>	A document which details conviction and/or other relevant information held by the police and government departments.

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<b>Disability</b>	A person has a disability if he or she has a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. <i>(Source: Disability Rights Commission Scottish Code of Practice).</i>
<b>Disclosure Scotland</b>	The organisation with responsibility for issuing Disclosure Certificates. See <a href="http://www.disclosurescotland.co.uk">www.disclosurescotland.co.uk</a>
<b>Disqualified from Working with Children List (DWCL)</b>	Created by the Protection of Children (Scotland) Act, this is a list of persons who are considered to be unsuitable to work with children because they have harmed a child or considered to have placed a child at risk of harm and have had their positions terminated, or could have had their positions terminated because of this had they not resigned or left the organisation. Individuals who are fully listed will be disqualified from working with children and young people under the age of 18 years. Scottish Ministers maintain the List. The only way to determine if an individual is named on the List is through a Disclosure Scotland check for a child care position.
<b>(DWCL cont/)</b>	
<b>Exempted Position</b>	Exempted positions are detailed in the Exclusions and Exceptions (Scotland) Order 2003. Individuals appointed to an exempted position can legally be asked to disclose both spent and unspent conviction information. Child care positions are exempted positions.
<b>Fully Listed</b> (relates to DWCL)	In terms of the Protection of Children (Scotland) Act 2003, a person will be 'fully listed' when Scottish Ministers place their name on the Disqualified from Working with Children List and it is considered that they are unsuitable to work with children. Those who have been fully listed by Scottish Ministers will commit a criminal offence if they apply to or work with children.
<b>Grooming</b>	The term given to the process of forming a relationship with a child and significant people in the child's life with the ultimate aim of exploiting the relationships by sexually abusing the child.
<b>Harassment</b>	The act of causing worry or torment to another person.
<b>Harm</b>	Includes but it not restricted to physical harm. Actions or behaviours by others which have a detrimental effect on a child's physical and emotional health and well being. This means that "harm" would not only cover the deliberate infliction of physical or emotional harm but also where harm resulted, or might have resulted, from a degree of carelessness or neglect which amounted to misconduct.



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<b>Institutional racism</b>	<i>“The collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion”, MacPherson Inquiry Report on Stephen Lawrence.</i>
<b>Inter- agency</b>	Where more than one agency is working together.
<b>Neglect</b>	Failing to provide for, or to secure for a child the basic needs of food, warmth, clothing, emotional security, physical safety and well being. Also includes exposing a child to risk where it could have been avoided.
<b>Misconduct</b>	Unacceptable or improper behaviour <i>(Source: Oxford Dictionary)</i> .
<b>Parents</b>	Those who have parental rights and responsibilities in relation to the child. For the purpose of these guidelines it also covers carers, guardians, co-habitees and others who have the primary responsibility for the care of the child.
<b>Partnership</b>	In this context where more than one person, agency, professional or community are working together towards shared and agreed aims and share responsibility for decisions and actions.
<b>POCSA</b>	Protection of Children (Scotland) Act 2003 see <a href="http://www.hmsso.org.uk">www.hmsso.org.uk</a> This act applies to all organisations who appoint workers and/or volunteers in to child care positions.
<b>Policy</b>	A course or principle of action adopted or proposed by an organisation.
<b>Poor Practice</b>	In this context can be described, as but is not confined to: <ul style="list-style-type: none"> <li>• Behaviour or practices which are contrary to the behaviours or practices set out in the Code of Conduct.</li> <li>• Behaviour which is not in keeping with professional standards or leadership as defined by the sport.</li> <li>• Practices which, if not challenged, result in risks to the safety, development and welfare of children or a group of children.</li> <li>• Behaviour which fails to meet the required standard of performance or conduct where the shortfall is of a minor nature.</li> </ul>
<b>Prevention</b>	To stop something from happening/arising.

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<b>Professionals</b>	In this context, staff who work directly or indirectly with children and/or families. Can include, but is not exclusive to, police officers, doctors, nursery staff, teachers, social workers, therapists, dentists, youth leaders, leisure and recreational workers, housing staff and staff who work in criminal justice, mental health or drug/alcohol services and the voluntary sector.
<b>Provisionally Listed</b> (relates to DWCL)	<p>Where an individual who is the subject of a referral to Scottish Ministers in terms of the Protection of Children (Scotland) Act 2003 is temporarily named on the Disqualified from Working with Children List, pending a full inquiry in to and consideration of the circumstances of the referral by Scottish Ministers.</p> <p>Provisional listing does not disqualify the individual from working with children and young people in a child care position for the period of time they are provisionally listed. PVG Certificates for child care positions will show that the person is provisionally on the List. Both the person who is the subject of the referral and any organisation known to be “employing” that person in a child care position (either as a paid or volunteer worker) will be notified of the provisional listing and the outcome of the decision process. Provisional listing will not normally last longer than 6 months (though there are some circumstances where this time period can be extended).</p>
<b>Racism</b>	Conduct, words or practices which disadvantage or advantage people because of their colour, culture or ethnic origin. It can be subtle or overt, intentional or unwitting and occur at different levels: individual, cultural or institutional ( <i>Source: Scottish Executive</i> ).
<b>Resilience</b>	Ability to cope with adverse circumstances.
<b>Rights</b>	Entitlements enshrined in treaties, legislation or regulation.
<b>Risk</b>	Exposure to harm or hazards.
<b>Risk Assessment</b>	The process of identifying hazards and who might be affected by them and determining what action needs to be taken to reduce and manage the hazard.
<b>SG(L)</b>	Scottish Golf
<b>Safeguarded</b>	Measures taken to protect or prevent something ( <i>Source: Oxford Dictionary</i> ).

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<b>Sectarianism</b>	A form of religious bigotry which manifests itself in the form of prejudice, discrimination or harassment of an individual or a group of people on the grounds of their religious beliefs ( <i>Source: Scottish Executive</i> ).
<b>Statutory Responsibilities</b>	A responsibility enshrined in treaty legislation and/or regulation.
<b>Sub Judice</b>	Under judicial consideration and therefore prohibited from public discussion elsewhere.
<b>UNCRC</b>	United Nations Convention on the Rights of the Child (1989). The UK is a signatory to this international document which states the rights of all children under the age of 18. see <a href="http://www.unicef.org/crc/">www.unicef.org/crc/</a>
<b>Welfare</b>	The health, happiness and fortunes of a person or group. Action or procedure designed to promote the basic physical and material well-being of people in need.
<b>Volunteers</b>	Someone offering services in an unpaid capacity for an organisation. For more information on volunteering see <a href="http://www.vds.org.uk">www.vds.org.uk</a>
<b>Vulnerable</b>	Exposed to being attacked or harmed ( <i>Source: Oxford Dictionary</i> ).

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## **APPENDIX 1: GUIDELINES FOR MANAGING BULLYING**

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

- Being called names, teased, put down or threatened
- Being hit, tripped, pushed or kicked
- Having belongings taken or damaged
- Being ignored, left out or having rumours spread about you
- Receiving abusive messages, threats or comments on social media sites
- Behaviour which makes people feel like they are not in control of themselves
- Being targeted because of who you are or who you are perceived to be

### **Support for children involved in bullying behaviour:**

- Cultivate an ethos where there's an anti-bullying culture – it is especially important that adults are good role models for children.
- Take all signs and reports of bullying very seriously.
- Encourage all children to speak and share their concerns. Help those being bullied to speak out and tell a coach or adult who can support them. Create an open environment.
- Take all allegations seriously and take action to ensure the child is safe. Speak with those being bullied and those displaying bullying behaviour separately.
- Reassure the child that you can be trusted and will help them, although you can't promise to tell no-one else. Explain what will happen next, and how they are going to be kept informed.
- Keep records of what is said i.e. what happened, by whom and when.
- In cases of online/electronic bullying advise children who are being bullied by text, email or online to retain the communication or to print it out. Be clear that online bullying behaviour will be treated seriously as any other form of bullying behaviour, as it can impact on both the child and football.
- Report any concerns to the Child Protection Officer and complete a Child Protection Referral form (see page 108) as part of the Procedures for Responding to Concerns about a Child. (See page 61).
- Talk with the child(ren) who have been displaying bullying behaviour. Explain the situation and try to get them to understand the consequences of their behaviour.

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- In some cases it might be worth considering seeking an apology from those involved in bullying behaviour (for example where those on the receiving end wish reconciliation). Apologies are only of real value however, when they are genuine.
  - Be sensitive and use good judgement when it comes to informing parents/carers of those whose negative behaviour is impacting on others. Put the child at the centre – will telling the parents/carers result in more problems for the child? What are the child's views on parents/carers knowing?
  - If appropriate, insist on the return of 'borrowed' items.
  - Aim to restore positive relationships and only consider imposing consequences as necessary, e.g. exclusion from the team or particular activity until behaviour standards are improved.
  - Encourage and support those displaying bullying behaviour to change this behaviour. Ask them to consider the impact their actions are having.
  - Keep a written record of action taken.

These guidelines have been informed and developed with support from *respectme*, their publication 'Bullying in Scotland 2014' and the National Approach to Anti-Bullying for Scotland's Children and Young People, Scottish Government 2010. Copyright remains with *respectme* and we acknowledge all and any material taken from [www.respectme.org.uk](http://www.respectme.org.uk).

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# **SECTION 7**

## **SAMPLE FORMS AND GUIDANCE NOTES**

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## LETTER TO PROSPECTIVE APPLICANTS FOR A CHILD CARE POSITION<sup>4</sup>

Dear

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

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

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

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

Please note that for the position in which you are interested, Scottish Golf will undertake an Enhanced (**Club or Association Official to delete whichever does not apply**) Disclosure Scotland Check on the person it wishes to appoint to the position. Your agreement to this check is part of the declaration on the application form. This cost of this will be met by [insert as appropriate].

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

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

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<sup>4</sup> Adapted from Template Letter for Prospective Applicants for Positions Involving Contact with Children, developed by Donald MacKenzie, Camanachd Association.

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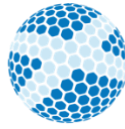
Thank you, again, for interest in promoting the game of golf amongst children and young people.  
We look forward to receiving your application.

Yours etc

**Enclosed:**

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





Scottish  
Golf

**APPLICATION FORM**

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

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

**PART A PERSONAL DETAILS**

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

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

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

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

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

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

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

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

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

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

---

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

<b>NAME OF ORGANISATION</b>	<b>POSITION/ RESPONSIBILITIES</b>	<b>START/ END DATE</b>

**PART D QUALIFICATIONS AND PREVIOUS EXPERIENCE OF WORKING WITH CHILDREN**

(include name of organisation, responsibilities/ duties, dates involved and reasons for leaving).

---

**PART E ADDITIONAL INFORMATION**

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

**PART F REFEREES**

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

**Name:** \_\_\_\_\_  
**Organisation:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Relationship** \_\_\_\_\_  
**to Applicant:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Organisation:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Relationship** \_\_\_\_\_  
**to Applicant:** \_\_\_\_\_

---

**TO BE COMPLETED BY APPLICANT**

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

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

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

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

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

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

- 1.
  
- 2.

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

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

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

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



## **SCOTTISH GOLF SELF-DECLARATION FORM FOR REGULATED WORK WITH CHILDREN**

The role of [INSERT ROLE TITLE HERE] at Scottish Golf is 'regulated work' with children. Before Scottish Golf can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member and to make a self-declaration of any relevant convictions or investigations.

Under the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 applicants are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 '*Offences which must always be disclosed*'. Applicants are not required to disclose spent convictions for offences included in schedule B1 '*Offences which are to be disclosed subject to rules*' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

**Details of Schedule A1 Offences can be found at:**

<http://www.disclosurescotland.co.uk/news/documents/UKSCOffencesthatwillalwaysbedisclosedv1website10September2015.pdf>

**Details of Schedule B1 Offences can be found at:**

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjecttorulesv1website10September2015.pdf>

**Information given is confidential. It will be managed according to our data protection policy and will not be shared outside of those responsible for making safe appointment decisions.**

---

**PERSONAL DETAILS**

Title:		Tel No:	
Full Name:		E-mail:	
Address:			
Post Code:			

**DETAILS OF ROLE WITHIN SCOTTISH GOLF e.g. National Boys Coach**

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**Section 1 – Unspent Convictions and Cautions (must be disclosed)**

a)	Please give the date and details of all the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard.
b)	Please outline the circumstances that led to your offence(s).
c)	Please give details of the sentence imposed and how it was completed (for example paid fine as required) Include information on conditions attached to your probation/community service/supervised attendance order.

**Section 2 – Details of any disciplinary action in relation to children**

Have you been disciplined because of inappropriate behaviour towards a child, which may have harmed them or put them at risk of harm? YES/NO  If YES, please give details.
--

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### Section 3 – Relevant non-conviction information (including any police information)

- a) Please give details of any investigations and outline the reasons and circumstances and disposal if known.

- b) Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children? YES/NO

If yes, please provide details

### Section 4 – Other relevant information

Please give details of any other relevant information which you think we should be aware of when considering your application:

### Section 5 – Protection of Vulnerable Groups (Scotland) Act 2007

Before signing the declaration below, please read the following notes on the *Protection of Vulnerable Groups (Scotland) Act 2007* (PVG Act):

1. It is an offence to do, or to seek or agree to do any regulated work (paid or unpaid) from which you are barred.
2. *Section 35* of the same act makes it an offence for Scottish Golf to offer regulated work (paid or unpaid) to someone who is barred from that work.
3. A person is barred from regulated work with children if they are:
  - The subject of an automatic listing (under *section 14* of the PVG Act).

- 
- Included on the PVG Children’s List and/or the Disclosure and Barring Service Children’s List which covers the rest of the UK.
  - ‘considered for listing’ while information on their suitability is assessed.

Please delete the following statements as appropriate:

\*I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under ‘consideration for listing’ as set out in section 12 of the same Act.

**OR**

\*I am under ‘consideration for listing’

### **Section 5 – Declaration**

1. I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.
2. I will assist Scottish Golf to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.
3. I agree to inform Scottish Golf if I am convicted of an offence while a member of staff/volunteer. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the club and/or the termination of my services.
4. If I become ‘considered for listing’, I understand this will result in precautionary suspension.

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal. I understand that deliberately giving false information can result in prosecution.

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

Please complete and return to the Scottish Golf Child Protection Officer in a sealed envelope marked, **‘Private and Confidential – Self Declaration’**.



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## SAFE RECRUITMENT INFORMATION

### Protection of Vulnerable Groups (PVG):

#### FREQUENTLY ASKED QUESTIONS

Anyone applying to do regulated work with children in Scotland must become a member of the PVG Scheme. Before Scottish Golf can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member and to make a self-declaration of any relevant convictions or investigations.

Under the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 applicants are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 '*Offences which must always be disclosed*'. Applicants are not required to disclose spent convictions for offences included in schedule B1 '*Offences which are to be disclosed subject to rules*' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

**Details of Schedule A1 Offences can be found at:**

<http://www.disclosurescotland.co.uk/news/documents/UKSCOffencesthatwillalwaysbedisclosedv1website10September2015.pdf>

**Details of Schedule B1 Offences can be found at:**

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjecttorulesv1website10September2015.pdf>

**Information given is confidential. It will be managed according to our data protection policy and will not be shared outside of those responsible for making safe appointment decisions.**

- 1. Does the legislation say that I need to be a PVG Scheme member to work with children?**

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No. It is not a legal requirement for you but it is a legal requirement that Scottish Golf does not employ anyone on the Barred for Working with Children List. In order to check this Scottish Golf will ask you to become a PVG Scheme Member.

**2. *How do I become a PVG Scheme member?***

1. Complete a form applying for a Scheme Record.
2. Have your identification verified by showing one of the Scottish Golf ID verifiers your passport or driving license and 2 recent official letters to your home address. For example: a bank statement or utility bill.

A copy of your Scheme Record is then issued to you, with your own unique identification number. Scottish Golf will also receive a copy. You will then remain a PVG scheme member for life or until you notify Disclosure Scotland that you are no longer involved in regulated work with children. However in line with best practice Scottish Golf may request regular scheme record updates every 3 years.

**3. *What if I have previous convictions/non-conviction information?***

A criminal record will not necessarily prevent you from working or volunteering in Scottish Golf. Please give details of any relevant information in the self-declaration form. We may invite you to discuss this further to make sure we have as much of an understanding as possible about your situation before deciding whether or not offences are relevant to your post. Vetting information on your PVG Scheme Record will also be considered in relation to the position you are being considered for.

**4. *What if I am already a PVG scheme member?***

If you are already PVG scheme member, you will be asked to complete new self-declaration forms as well as a Scheme Record Update before taking a role. The Scheme Record Update provides any new information on your Scheme Record since it was issued. Scottish Golf may also request further scheme record updates as part of the process of continuous risk assessment of staff/volunteers.

**5. *How much will it cost?***

This service is free of charge for all volunteer coaches in Scotland.

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For paid professional coaches there will be a charge of £59 to become a member of the PVG scheme using a full application form or an £18 charge to submit a scheme record update in connection with the club if they are already a member.

**6. *What is a self-declaration?***

This is your opportunity to provide information and comment on your own record of convictions and/or investigations. It will be considered alongside your PVG Scheme Record and references when the decision about appointments is made by those responsible for safe appointments at Scottish Golf.

\*For more information and details on the PVG Scheme, visit [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk)

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## GUIDANCE ON PVG DISCLOSURE CERTIFICATES

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

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

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

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

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

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

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

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

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

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To access a Disclosure Scotland Certificate an organisation must firstly register with Disclosure Scotland. Each registered body will have to pay a fee of £150 to register with an additional £10 per named signatory. From 1 April 2006 the cost rose to £20 and organisations will need to decide whether they will seek to pass on the charge this cost. Unpaid volunteers in the voluntary sector can access free Disclosures through Volunteer Scotland Disclosure Services run by Volunteer Development Scotland.

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

For those applying for a child care position, a PVG Certificate is required.

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

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

For people who work in more than one different area e.g. Club and Local Authority, it is a requirement that more than one check will be required. A Certificate issued for one post is not appropriate for another. Only applicants have the right to show their PVG Certificate to whomever they choose.

#### **7. *What happens to the PVG Certificate?***

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

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

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

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## VOLUNTEER REFERENCE FORM

(Name) \_\_\_\_\_ has expressed an interest in becoming a volunteer at your club & has given your name as a referee.

Scottish Golf is committed to safeguarding children. As this post involves substantial access to children it is important that if you have any reason to be concerned about this applicant, you should not complete this form, but please contact me on -

Telephone Number: **07812 665164**

Name: **Gavin Forrester** Organisation: **Scottish Golf**

Any information disclosed in this Reference will be treated in confidence and in accordance with relevant legislation and guidance, and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he or she is offered the position in question.

- How long have you known this person and in what capacity?

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- What duties would the applicant be involved with if he/she is successful in securing this post?

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- What attributes does this person have which would make him/her suited to this work?

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- How would you describe his/her personality?

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- Please rate the person on the following: *(Please tick one box for each question)*

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

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

Signature: \_\_\_\_\_

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

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

Position at Club : \_\_\_\_\_

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

Gavin Forrester, Child & Adult Protection Officer, Scottish Golf, The Dukes, St Andrews, KY16 8NX

#### **SUGGESTED INTERVIEW/ DISCUSSION QUESTIONS FOR CHILD CARE POSITIONS<sup>5</sup>**

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

Questions that allow for simple 'Yes' or 'No' answer should be avoided. The following suggested questions will help you to plan the interview/ discussion and should be built around other

\_\_\_\_\_

<sup>5</sup> Adapted from Suggested Interview Questions for Positions involving Contact with Children and Young People, developed by Donald MacKenzie, Camanachd Association.

information gathering questions. The questions are accompanied by the sorts of words and phrases that interviewers might look for in a good candidate.

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



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



## SAFE IN CARE- SCOTTISH GOLF'S PARTNERSHIP WITH PARENTS

Scottish Golf values the involvement of children in our sport. We are committed to ensuring that all children have fun and stay safe whilst participating. To help us fulfil our joint responsibilities Scottish Golf has 'Safeguards' in place. These Safeguards tell you what you can expect from us when your child participates in golf and details the information we need from you to help us keep your child safe.

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

<b>Child's Name:</b>	<b>Date of Birth:</b>
<b>Address:</b>	<b>Tel No:</b>
<b>Postcode:</b>	
<b>Emergency Contact Name:</b>	<b>Emergency Contact Tel No:</b>
<b>Relationship to Child:</b>	
<b>Late Collection Contact:</b>	<b>Contact Tel No:</b>
<b>Relationship to Child:</b>	
<b>Name of School:</b>	<b>Contact Tel No:</b>
<b>Name of GP:</b>	<b>Tel No of GP:</b>
<b>Address of GP:</b>	<b>Postcode:</b>

---

**A. GENERAL & MEDICAL INFORMATION**

Please complete the following details. If none, please state “none”.

1. Does your child have a disability/medical condition that will affect their ability to take part in golf? If yes, please give details:
2. Does your child take any medication? If yes, please give details:
3. Does your child have any existing injuries (include when injury sustained and treatment received)? If yes, please give details:
4. Does your child have any allergies, including allergies to medication? If yes, please give details:
5. Is there any other relevant information which you would like us to know about your child? (e.g. access rights, disabilities, etc)

**B. CONSENT – MEDICAL TREATMENT**

I consent / I do not consent\* to my child receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary.

**C. CONSENT – TRANSPORTATION OF CHILDREN**

I consent / I do not consent\* to my child being transported by persons representing Scottish Golf for the purposes of taking part in golf.

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

**D. CONSENT - PHOTOGRAPHS AND PUBLICATIONS (INCLUDING WEBSITE)**

Your child may be photographed or filmed when participating in golf and this may be published.

I consent / I do not consent \*for my child to be involved in photographing/filming and for information about my child to be used for the purposes stated in the Scottish Golf safe in care guidelines ‘Information and Communications Technology (ICT)’ section.

---

**E. CONSENT – CONTACT INFORMATION**

Scottish Golf may contact your child from time to time via email, text or social networking site. I consent / I do not consent\* for my child to be contacted via email, text or social networking site for the purposes stated in the Scottish Golf safe in care guidelines. I do / do not\* wish to be copied in to these messages.

Child's Email: \_\_\_\_\_

Child's Mob No: \_\_\_\_\_

**F. CONSENT – SIGNATURE**

1. I am aware of the Safeguards for golf and agree to work in partnership with Scottish Golf to promote my child's safe participation in our sport.
2. I am aware of the Scottish Golf Code of Conduct for Safeguarding Children's Wellbeing.
3. I undertake to inform Scottish Golf should any of the information contained in this form change.

Parent/Carer's Signature: \_\_\_\_\_

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

(Please state relationship to child if not parent):

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

Email: \_\_\_\_\_

Child's Signature (If 8 years or older): \_\_\_\_\_

\*(delete as appropriate)

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## REQUEST FOR PERMISSION TO USE CAMERA AND VIDEO EQUIPMENT

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

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

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

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

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

\_\_\_\_\_

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

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

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

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

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

### **Section B**      *For Official Use Only*

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

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

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

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

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

**Reason for** \_\_\_\_\_

**Refusal:**

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

---

## NOTIFICATION TO APPLICANT

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

**Name:** \_\_\_\_\_  
**Designation:** \_\_\_\_\_  
**Venue/event:** \_\_\_\_\_  
**Date(s):** \_\_\_\_\_  
**Purpose:** \_\_\_\_\_  
**Official Signature:** \_\_\_\_\_  
**Designation:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

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



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

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

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

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

### 1. CHILD'S DETAILS

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

Telephone Contact: \_\_\_\_\_

Child's Ethnicity: \_\_\_\_\_

Child's Preferred

Language: \_\_\_\_\_

Is an Interpreter

Required? **YES / NO** (delete as appropriate)

Is the child affected by

disability? **YES / NO** (delete as appropriate)

If yes, give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**2. DETAILS OF PERSON RECORDING CONCERNS**

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

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

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

**4. DETAILS OF ANY WITNESSES**

(Record names, addresses and telephone contacts)

**5. DETAILS OF INJURIES**

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

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

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

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

**7. DETAILS OF CONCERNS**

(Continue on a separate sheet if necessary)

**8. DETAILS OF ANY ACTION TAKEN**

**9. DETAILS OF AGENCIES CONTACTED**

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

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**10. Have the child's parents been informed? YES / NO (delete as appropriate)**

If yes, record details:

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

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

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

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

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

## COACHES RISK ASSESSMENT FORM

<b>Venue/Facility</b> _____ <b>Completed by</b> _____		
<b>Date:</b>	<b>Teaching Area:</b> Range/Bay/Short-Game/Putting Green/Course/Other	
<b>Session/Activity:</b>		
<b>Safety issues to check</b>	<b>Checked?</b>	<b>Note any action taken or comments</b>
Check equipment? Grips, shafts, heads, weight, golf balls	<input type="checkbox"/>	
Coaching environment? Check for light, space & hitting area	<input type="checkbox"/>	
Check the safety of the Coaching Area? Foreign objects/machinery, sharp edges, broken equipment, uneven surfaces, other potential hazards	<input type="checkbox"/>	
Is the participants' footwear/apparel suitable for the venue/activity?	<input type="checkbox"/>	
Participants aware of dangerous and/or off limits areas?	<input type="checkbox"/>	Dangerous and/or off limits areas:
Have participants been made aware of emergency procedures/exits?	<input type="checkbox"/>	Emergency Procedures & exits:

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The location of First Aid equipment & telephone?		Location of 1st Aid Box & telephone:
The name & location of a qualified First Aider?		1st Aiders name & location:
The participants emergency contact details & medical conditions?		Where is this information kept:
Issues/Areas to raise with - The Coaching Team Course Manager and/or Club Manager		

**SECTION 8**  
**USEFUL CONTACTS AND WEBSITES**

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**Scottish Golf Child Protection Officer**

Gavin Forrester  
The Dukes  
St Andrews  
KY16 8NX

**Tel:** 07812 665 164

**E-mail:** [g.forrester@scottishgolf.org](mailto:g.forrester@scottishgolf.org)

**Generic e-mail:** [safeguarding@scottishgolf.org](mailto:safeguarding@scottishgolf.org)

**UK Safer Internet:**

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

**Children 1st Child Protection in Sport Unit**

Tel: 0141 419 1150

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

**ParentLine Scotland**

0808 800 2222

**Childline Scotland**

0800 1111

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

**NSPCC Child Protection Helpline**

0808 800 5000

**Internet Safety:**

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

**The Child Exploitation and Online**

Protection Centre (CEOP)

[www.ceop.gov.uk](http://www.ceop.gov.uk)

**respectme**

Scotland's Anti-Bullying Service

[enquire@respectme.org.uk](mailto:enquire@respectme.org.uk)

**LGBT YOUTH SCOTLAND**

[info@lgbtyouth.org.uk](mailto:info@lgbtyouth.org.uk)

**(Your) Local Social Work Department (including out of hours contact telephone number)**

**(Your) Local Police Family & Child Protection Unit Contact telephone number (in an emergency dial 999)**

**Disclosure Scotland**

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

03000 2000 40