



Nenagh Golf Club
Junior &
Safeguarding Policy

January 2019

Contents

Introduction
Junior Categories/membership
Policy Statement

Section 1 - Junior Policy

Safety First
Allotted playing times
Etiquette

- Course
- Clubhouse

Dress Code

Section 2 - Safeguarding

Recruitment & Supervision Policy for Golf Leaders/Volunteers
Nenagh Golf Club Bullying Policy Statement
Guidelines for Golf Leaders
Code of Conduct for Leaders
Code of Conduct for Young People
Guidelines/Code of Conduct for Parents/Guardians
Disciplinary & Complaints procedure (non-safeguarding)
General Guidelines in relation to working with Juniors
Child Welfare & Protection Procedures

Appendices:

Appendix A

Form 001 Junior Members Code of Conduct/Medical form
Form 002 Travelling permission Form
Form 003 Recruitment Form – Existing Leaders
Form 004 Recruitment Form – New leaders
Form 005 Accident/Incident Form

Appendix B Useful contacts

Appendix C Photographic Image Guidelines

Appendix D Anti-Bullying Policy & Guidance

Introduction

The purpose of the Junior Section of Nenagh Golf Club is to develop and grow Junior Golf within the Club, to provide a framework within which our junior golfers can mix with their peers, develop their golfing skills and enjoy the game of golf. We want to encourage our junior members to become active participants in the club including junior representation at inter club and national level.

This Document sets out the rules each junior is encouraged to follow. The Club wishes that every junior member enjoys their participation in a disciplined manner, demonstrate courtesy and sportsmanship at all times, irrespective of how competitive they may be. This is the spirit of golf.

This Document also outlines our safeguarding policy in line with the guidance from Junior Golf Ireland's Charter "Code of Ethics for Golf for Young People" to ensure that we provide an environment that will allow junior golfers to perform to the best of their ability, free from bullying and intimidation.

This document will be reviewed at a minimum of once a year by the Junior committee and updated/amended as required.

Junior categories/membership:

Juniors must be 10 years of age before they can be registered with Nenagh Golf Club.

Subscription:

Age 10-17 €100 (reduced to €65 for additional Juniors from the same family)

Cadet categories/membership:

Cadets are under 10 years of age. They may only use the course facilities while accompanied by an adult member.

Subscription: €45

Main Junior Committee contacts 2019:

Helen McMahon	Club Children's Officer (CCO)	
	Designated Liaison Person (DLP)	(087) 9293029
Marie Scroope	Junior Girls Convenor	(087) 9118303
Cronan Casey	Junior Boys Convenor	(086) 8663993

Policy Statement

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

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

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

- Code of Ethics and Good Practice for Children's Sport, Sports Ireland (SI) & Sports Council Northern Ireland (Sport NI), 2005
- Children First: National Guidance for the Protection and Welfare of Children, Dept. of Health & Children 1999, revised 2009 and again in 2011 by the Department of Children and Youth Affairs
- Our Duty to Care, Dept. of Health & Children 2002
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016
- Children First Act 2015

Section 1 - Junior Policy

Safety First:

The most important thing to remember when playing any sport is to look after your health and safety.

Juniors (U14+ with a Handicap) are permitted to play alone but must:

1. Check if there is availability on the time sheet - put their names on the time sheet.

In all other cases U18 going out on the course must:

1. Check if there is availability on the time sheet - put their names on the time sheet.
2. Be accompanied by a full member (this can be another Junior)

We would like to remind parents/guardians that The Club is not in a position to provide supervision outside Junior competitions and organized group activities i.e. the Club cannot provide any guardianship during unsupervised playing of casual golf. We recommend that Juniors do not play alone & Juniors should not be dropped off or left unaccompanied at the Golf Club.

Parents/Guardians are encouraged to accompany their child (need not be in a golfing capacity) while he/she plays casual golf, particularly while they are beginners. Parents are requested to familiarise themselves with course etiquette and course safety and ensure their child practices the same.

Prior to making a practice swing or playing a stroke, the player should ensure that no one is standing close by or in a position to be hit by the club, the ball or any stones, pebbles, twigs etc which may be moved by the striker's swing.

When walking ahead of playing partners do not take a path that puts you in the way of their next shot.

Play in turn on the basis that furthest from the hole plays first. Never hit when there's a chance you might be able to reach the group ahead of you, and anytime you hit a shot that you think even has remote chance of hitting any other players, yell "fore" immediately, and make a point of apologizing to any players your ball lands near.

Always wear appropriate clothing (i.e. shoes, hats, waterproofs, sun cream etc.)

Leaders will keep a record of attendance at coaching & competitions, keep a brief record of injury, actions taken (see form 0005) and keep a brief record of problem/action/outcome if behavioral problems arise.

If any Junior member encounters any problems or issues please feel free to talk to the Junior Convenor or Club Childrens officer (see details on page 3). Bullying or any form of horseplay will not be tolerated. Juniors are encouraged to report such incidents to a member of the committee – see section 2 – Safe Guarding.

Allotted playing times:

Juniors are allotted specific playing times on Saturday afternoons and other times as specified by the Junior Convenors on the time sheet.

A Junior can play outside these hours once they have checked if there is availability on the course, put name on timesheet, they are accompanied by a full member (if no handicap and/or U14).

Etiquette

To preserve the tradition of the game of golf and to keep the game safe and enjoyable for you and those around you we should all practice good golf etiquette before, during and after our round of golf.

Course Etiquette

Junior should not play alone or in groups of more than three.

On the 1st tee:

Be organised and on time. -

Be silent when fellow competitors are teeing off. -

-Swap cards with your playing partners.

-Make sure to place an identifying mark on your ball and inform the other players the type you are playing.

On the course:

Slow Play:

-Play at a good pace and keep the round moving

-Begin planning your next shot as you approach the ball

-If you aren't ready to play when it is your turn, encourage one of your fellow players to play.

-For the comfort and pleasure of all players it is mandatory that in the event of losing one complete hole on the players directly ahead allow those following behind to go through.

-Do not spend too much time looking for a lost ball, particularly if there is a group behind you ready to play. If you insist on taking the full five minutes allotted in the rulebook to look for lost balls, golf etiquette says wave up the group behind to allow them to play through.

- When you reach the green make sure you place your trolley beside the green in the direction of the next tee box.

Juniors may not cut in on a hole if there are players playing the previous hole.

Remember to respect the course. Replace divots, repair pitch marks, rake bunkers, take the ball out of the holes with your hand and please do not take caddy cars onto tees or greens etc.

Mobile Phones should be put on silent and only used on the golf course in case of emergency.

Junior members need to study and learn the rules & ethics of the game as published in official R&A booklets.

Junior member should abide by Nenagh Golf Club's dress code.

Clubhouse Etiquette

Junior member should abide by Nenagh Golf Club's dress code

Please make sure not to block the area at the entrance to the pro shop/locker rooms with your golf bag.

Please keep the locker room tidy – store shoes/runners or other belongings away.

When in the club house, be respectful of others, keeping noise to an acceptable level and be careful not to leave a mess behind you.

Mobile phones should be put on silent while in the Clubhouse.

Smoking and drinking of alcohol by members under 18 years is strictly forbidden

No person under the age of 18 years shall be allowed in the licensed area of the Club after 9pm (see also 24.7 & 24.8 Nenagh Golf Club Constitution)

Junior Dress Code

Course

Appropriate footwear - Golf shoes or runners
Smart casual clothing

Clubhouse

Smart casual clothing
Any footwear worn on the course should be taken off before entering the clubhouse.
Hats should be taken off when in the Clubhouse

Section 2 - SAFEGUARDING

Recruitment & Supervision Policy for Golf Leaders/Volunteers

Nenagh Golf Club take all reasonable steps to ensure that adults working with young people are suitable to do so and are appropriately qualified, experienced and motivated. Recruitment and/or supervision procedures apply to all persons with substantial access to young people, whether paid or unpaid. A decision to appoint a Leader is the responsibility of the club and not of any one individual within it. The relevant committee(s) should ratify all recommendations for appointment.

Recruitment and Supervision procedure:-

- The responsibilities of the Golf Leaders role are clearly stated.
- Once nominated to a position the Leader will be made aware of the **code of conduct** and any related guidelines within this document
- **Existing** club Leaders will sign the appropriate code of conduct (Appendix A Form 003), including the self-declaration questions. Leaders will also be requested to undergo Garda vetting.

Safeguarding 1 course must be completed, firstly on a face to face basis and then an online refresher course every 3 years until the 9th year which will require the face to face course being completed again. Follow the link below for the online refresher course <https://able.ineqe.com/apps/sportireland/coaches/introduction.php>

For an online introductory safeguarding course for anyone who has infrequent contact with children in a sports organization:

<https://www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-sport-online-course/>

- **New** Leaders are required to fill in a Recruitment form (Appendix A Form 0004), giving names of two referees that can be contacted and should answer the self-declaration questions. New Leaders will also be requested to undergo Garda vetting.
- Where appropriate there should be an induction process, done in an informal manner with members of the junior committee, perhaps at a junior event.
- Adequate **supervision** will be always be provided. A leader should not have to work alone.

Every effort will be made to manage and support appointed Leaders. CGI offer support/workshops, codes of conduct will be made available and vetting procedures will be implemented.

Nenagh Golf Club's Anti-Bullying Policy Statement

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

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

Guidelines for Golf Leaders

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

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

Leaders working with young people in golf should have the appropriate experience or hold the necessary qualifications. Vetting checks must be undertaken to comply with legislation, Garda Vetting should be successfully completed every 3 years for all those working with or in contact with juniors on a regular and continuous basis.

There is a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by *Nenagh Golf Club Safeguarding Policy*. The Leaders Code of Conduct must be completed annually (Appendix A Form 0003). You should know and understand the junior protection policies and procedures in Nenagh Golf Club's Safeguarding Policy.

Once appointed the Leader should act as a role model and promote the positive aspects of golf and maintain the highest standards of personal conduct. Leaders should develop an appropriate relationship with young people, based on mutual trust and respect. Remember your behaviour to players, other officials and opponents will have an effect on the players in your care. You should report any concerns you have to Nenagh Golf Club's DLP.

Being a role model

- You will be required to display high standards of language, manner, punctuality, preparation and presentation
- Ensure that players in your care respect the rules of the game. Insist on fair play and ensure players are aware you will not tolerate cheating or bullying behaviour
- Encourage the development of respect for opponents, officials, selectors and other leaders and avoid criticism of fellow professionals and coaches. Do not criticise other leaders
- The use of illegal drugs, alcohol and tobacco must be actively discouraged as they are incompatible with a healthy approach to sporting activity. Leaders should avoid the use of alcohol and illegal substances before coaching, during events, while supervising trips with young players and providing a duty to care

Reducing Risk

It is important that leaders build a good working relationship with juniors they are coaching but ensure this relationship remains professional and in accordance with Nenagh Golf Club's Safeguarding Policy and the Leaders Code of Conduct.

Leaders are responsible for setting and clearly stating the boundaries between a working relationship and friendship with players. It is advisable for leaders not to involve juniors in their personal life i.e. visits to leaders' homes to ensure that they reduce the risk of their behaviour being misinterpreted by the participant or others

Avoid working alone and ensure there is adequate supervision for all activities

Where possible work in an open environment and ensure that physical contact is appropriate and has the permission or understanding of the junior .

Care must be taken not to expose a junior intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the junior or his/her family.

Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or by exclusion.

A positive environment

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

Code of Conduct for Young People

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

Juniors are entitled to:

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

Juniors should always:

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

Juniors should never:

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

Printed name of junior

Signature of Junior

Printed name of Parent/Guardian

Signature of Parent/Guardian

Date _____

Guidelines for Parents/Guardian

As a parent/guardian of a Junior member, we would encourage you to consider the following messages as Nenagh Golf Club's wants to help you continue supporting your child to reach their full potential and enjoy their time within golf, therefore please to help your child have a positive experience remember to:

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

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

Nenagh Golf Club's and its affiliated organisations believe that parents should:

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

Signature of Parent/Guardian

Printed name of Parent/Guardian

Date

Disciplinary & Complaints Procedure (non-safeguarding)

The Junior Convenor shall be included in all relevant discussions and parents/guardians kept informed.

Discipline:

- Any Incident will be addressed by the responsible person at the time and reported to the Junior Committee as appropriate.
- Depending on the nature of the misbehavior a Verbal or Written warning may be given.
- In the event of a persistent or more serious issue a disciplinary committee may be convened as outlines below.

Complaints:

- Complaints may be lodged by all members of the club
- They should be received in writing by the relevant junior convenor of the club. Complaints should be made to the club secretary/manager if it is about the convenor.
- The complaint should outline all relevant details about the parties involved
- The junior convenor may convene a disciplinary committee of 3 (including members involved with junior golf). However, if the complaint involves the possibility criminal offence the convenor should inform the Officer of the day & the statutory authorities informed.
- The disciplinary committee should hear the case of all parties involved and decide if a rule or regulation of the Code has been infringed.
- They should, in writing, inform those involved of the sanctions to be imposed. Written notification should be given to parents if the complaint is against a junior member
- Keep all records on file (decide for how long and with who – by junior convenor until young person concerned becomes full member within the club)
- If any party does not agree with the disciplinary committee they can appeal the decision in writing within 10-day period
- The appeals committee is convened by the junior convenor, whose chairperson should be taken from the Management committee and include those who have not been on the original disciplinary committee
- The appeals committee should confirm or set aside or change any sanction imposed by the disciplinary committee.

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

General Guidelines with Juniors

Travelling

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

- Inform parents who will be transporting their child, why and how long the journey will take.
- Attempt to have more than one child in the car.
- Alternate drivers if possible and which child is dropped off last.
- Ensure the driver has a point of contact/mobile phone.
- Have a person other than the planned driver talk to the child about transport arrangements to check they are comfortable about the plans.
- Ensure that they have insurance to carry others.
- Ensure drivers representing and volunteering on behalf of a club are vetted if driving regularly, and therefore meeting the regulated activity criteria.
- Consider the need for booster seats.
- Parents and coaches can also download Sport Ireland's Safeguarding App.

http://irishsportsCouncil.ie/Participation/Code_of_Ethics/Code-Of-Ethics-App/ and one of the features of the App is a 'Travel Tracker' function. This allows parents and coaches who are driving someone else's child/children home for example after a training session, to permit the child's parent or guardian to view and have oversight of their journey.

Booster Seats

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

Supervision

Make sure there is an adequate adult: child ratio. This will depend on the nature of the activity, the age of the participants and any special needs of the group. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age. This is only a guide and will change depending on the circumstances, e.g. players with special needs or away trips

- Where there are mixed groups there should be leaders of both genders
- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others
- Leaders should not need to enter the changing rooms unless juniors are very young or need special assistance, where supervision should be in pairs of appropriate gender
- Clearly state time for start and end of training sessions or competitions, leaders should remain in pairs until all participants have been collected
- Keep attendance records and records of any incidents / injuries that arise
- Facilitate parents who wish to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise)

Safety

Nenagh Golf Club has a Safety Statement, including specific and potential risks attached to golf. We have associated procedures in place for safeguarding against such risks. In addition Nenagh Golf Club:

- Ensures activities are suitable for age and stage of development of participants
- Keeps a record of any specific medical conditions of the participants
- Keeps a record of emergency contact numbers for parents / guardians
- Ensures any necessary protective gear is used
- Ensures First Aid kit is close at hand with access to qualified first-aider
- Knows the contact numbers of emergency services
- Keeps first aid kit appropriately stocked
- Ensures easy access to medical personnel if needed and have an emergency plan
- If an incident occurs, make a brief record of injury and action taken. Make a brief record of the problem/action/outcome. Contact the participant's parents and keep them informed of all details.
- Officials (convenors and referees, etc.) should ensure the conduct of the game
- Participants should know and keep the etiquette guidelines of golf, keeping in mind that many rules are there for safety
- Leaders should hold appropriate qualifications required by the governing body
- Ensures there is adequate insurance cover for all activities
- Ensures parents / guardians are present at finishing time of sessions or events

Physical Contact

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

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

Late Collection

Parents are asked to be on time collecting their child/children after club activities and to notify the club if they are unduly delayed. If a parent is late collecting a child the parent will be contacted using the emergency contact number on file. If there is no answer we will ask the child if there is another family member to contact. We will wait with the young person at the club or venue, preferably with other staff or volunteers. On arrival the parent/guardian is reminded of the importance of being on time or contacting the club if delayed.

Adults and Juniors playing together

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

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

Changing Rooms

As golf clubs are seen as a recreational facility, members, visitors and juniors are entitled to the use of the changing rooms, this means that often people of all ages regularly need to change and shower during the same period.

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

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

Mobile Phones

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

As a Leader

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

As a Junior golfer

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

Away trips / Overnight stays

Separate permission forms should be signed by parents and participants, containing emergency contact number and any other relevant information.

- Young participants should sign a Code of Conduct agreement
- A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details
- Rooming arrangements – adults should not share rooms with juniors. Juniors should share rooms with those of same age and gender and adults should knock before entering rooms
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa)
- Alcohol, smoking or any illegal substances are not permitted to players
- There must be at least one adult of each gender with a mixed party, there should be a good adult /child ratio, 1:5/6
- Lights out times should be enforced
- Juniors should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

Child Welfare and Protection Procedures

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

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

Reasonable Grounds for concern

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

The following examples would constitute reasonable grounds for concern:

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

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

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

Response to a Child Disclosing Abuse

When a junior discloses information of suspected abuse you should:

- (a) Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the junior to tell you about the problem, rather than interviewing the junior about details of what happened
- (b) Stay calm and don't show any extreme reaction to what the junior is saying. Listen compassionately, and take what the junior is saying seriously
- (c) Understand that the junior has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the junior will not mind talking to those involved in the investigation
- (d) Be honest with the junior and tell them that it is not possible to keep information a secret but you will maintain confidentiality
- (e) Make no judgmental statements against the person whom the allegation is made
- (f) Do not question the junior unless the nature of what s/he is saying is unclear. Do not use leading questions. Open, non-specific questions should be used such as "Can you explain to me what you mean by that"
- (g) Check out the concerns with the DLP and then advise the parents/guardians you are contacting the statutory authorities unless doing so would possibly place the child at any further risk.

(h) Give the junior some indication of what would happen next, such as informing parents/guardians, or Statutory Authorities. It should be kept in mind that the junior may have been threatened and may feel vulnerable at this stage.

(i) Carefully record the details

(j) Pass on this information to the Children's Officer & DLP

(k) Reassure the junior that they have done the right thing in telling you

Reporting Suspected or Disclosed Child Abuse

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

(a) Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information

(b) Report the matter as soon as possible to the Children's Officer & DLP. If the Children's Officer & DLP has reasonable grounds for believing that the junior has been abused or is at risk of abuse, s/he will make a report to local Statutory Authorities who have statutory responsibility to investigate and assess suspected or actual child abuse

(c) In cases of emergency, where a junior appears to be at immediate and serious risk and the Children's Officer & DLP is unable to contact a duty social worker, An Garda Síochána should be contacted. Under no circumstances should a junior be left in a dangerous situation pending intervention by the Statutory Authorities

(d) If the Children's Officer & DLP is unsure whether reasonable grounds for concern exist s/he can informally consult with Tusla.

A Children's Officer & DLP reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would put the child at further risk or undermine an investigation.

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

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

Tusla Child protection & welfare report form

<http://www.tusla.ie/services/child-protection-welfare/publications-and-forms>

Allegations against Golf Leaders

Nenagh Golf Club have agreed procedures to be followed in cases of alleged child abuse complaints concerning Leaders. If such an allegation is made against a Golf Leader working within the Club, two procedures should be followed:

- The reporting procedure in respect of suspected child abuse (reported by the Children's Officer & DLP), see previous page
- The procedure for dealing with the Golf Leader

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

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

The reporting procedure

If the Children's Officer & DLP has reasonable grounds for concern, the matter should be reported to the Statutory Authorities, following the standard reporting procedure.

The procedure for dealing with Golf's leader

The Children's Officer & DLP makes the report to the Statutory Authorities and seeks advice about how and when to inform the person the allegation is made against.

- following advice from statutory agencies will inform the Leader that
 - (a) an allegation has been made against him / her and
 - (b) the nature of the allegation. He / she should be afforded an opportunity to respond. His / her response should be noted and passed on to the Statutory Authorities
- The Leader may be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings

The Nenagh Golf Club Management Committee will need to consider the outcome of any investigation and any implication they might have. The fact that someone an allegation has been made against has not been prosecuted or been found guilty does not automatically mean that they are appropriate to work with juniors in the future. The welfare of the junior should remain of paramount importance throughout.

Confidentiality

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

The following points should be kept in mind:

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

Anonymous Complaints

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

Rumours

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

Appendix A

Parental/Guardian Consent Form

DATE: _____

Full Name of Junior: _____

Address: _____

Telephone/Home: _____

Telephone/Mobile (in case of emergency): _____

Telephone Mobile of Junior Golfer: _____

E-MAIL: _____

Date of Birth: _____

MEDICAL/BEHAVIOURAL INFORMATION

Please include all medical details that might be relevant in dealing in with your child in a safe manner, such as allergies, medication, special needs, etc.

Date of last Tetanus Injection: _____

Doctors name, address and contact phone number:

PARENTAL/GUARDIAN SECTION

Full Name of Parent/Guardian: _____

Address (if different from above):

Telephone/Home (if different from above): _____

Name & Mobile number of alternative adult to be contacted in case of emergency:

Declaration

I am the Parent/Guardian of _____

I hereby consent to the above child participating in golf activities of Nenagh Golf Club in line with it's Safeguarding Policy.

I confirm that all details are correct and I am able to give parental consent for my child to participate in and travel to all activities.

I am happy for me, and my child, to receive appropriate communication through text and email.

I understand that photographs/videos will be taken during or at golf related events and may be used in the promotion of golf, including social media.

If selected for teams, I confirm I am happy with the travel arrangements the Golf Club may arrange for my child.

I acknowledge that the Golf Club is not responsible for providing adult supervision for my child except for formal junior coaching, matches and competitions.

I understand and agree that my son/daughter in my care be bound by the above Code of Conduct whilst representing the Club and I absolve all its representatives from all liability and/or claims for illness, injuries and damage that may arise directly as a result of my son/daughter breaching conditions set out in this document.

PARENT/GUARDIAN STATEMENT

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

SIGNATURE OF PARENT/ GUARDIAN: _____

PRINT NAME OF PARENT/GUARDIAN: _____

DATE:

SIGNATURE JUNIOR: _____

PRINTED NAME JUNIOR: _____

FORM 0001

Travelling Permission Form
Travelling with Underage Participants

EVENT: _____ **Junior's Name:** _____

VENUE: _____ **Transport:** _____

DATES: _____

Travelling Volunteer

I hereby agree to abide by the guidelines and regulations contained in this Junior & Safeguarding Policy

Name: _____ Role: _____

Date: _____

Parent / Guardian of Participant

I hereby give my permission for the above named Junior to travel to the above named event. I am aware of Nenagh Golf Club's Guidelines/Procedures in relation to travelling/Away trips

Parents/Guardians:

Name: _____ Date: _____

Signature: _____

Emergency Contact Number(s): _____

Young Participant

I agree to abide by the rules set down by Nenagh Golf Clubs team managers/Club leaders/Volunteers when travelling to away events, representing the club, school, province or country, etc.

Name: _____ Date: _____

Signature: _____

FORM 0002

Code of Conduct for Leaders

Leaders will familiarise themselves with Nenagh Golf Club's safeguarding Policy, in particular this code of conduct. Leaders should read below and agree to abide by these terms.

As a leader in golf I agree that I will:

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

Where possible I will avoid:

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Constant communication with individual golfers by mobile phone or email
- Taking children to my home
- Taking children on journeys alone in my car

Sports Leaders will not:

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

Communication with Parents

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

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

Emergency Action/First Aid

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

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

Self-Declaration

Do you agree to abide by the guidelines contained in Nenagh Golf Clubs Safeguarding Policy? Yes [] No []

Have you ever been asked to leave a sporting organisation? Yes [] No []
(If you have answered yes, we will contact you in confidence)

Is there any reason you should not be working with young people Yes [] No []

Printed name of volunteer
FORM 0003

Signature of volunteer

Date

Recruitment Form for a New Leader:

*Vetting services **must** also be availed of*

Full Name: _____ Any surname previously: _____

Current Address: _____

Occupation: _____

Date of Birth: _____ Place of Birth: _____

Telephone No.(s): _____ National Insurance No: / PPSI: _____

List previous experience/relevant qualification/ involvement in any other club. Include experience of working with young children in a voluntary or professional capacity:

Do you agree to abide by the Leaders Code of Conduct? Yes [] No []

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations? Yes [] No []
(If you have answered yes, we will contact you in confidence)

References:

Please supply the name and address of two people who we can contact and who, from personal knowledge, are willing to endorse your application. One of these names should be, where possible, the name of an administrator / leader in your last club / place of involvement

Name/Address/Tel no. of Referee 1: _____

Name/Address/Tel no. of Referee 2: _____

Signed: _____ Date: _____

FORM 0004

ACCIDENT FORM
PERSONAL DETAILS (Injured Person)

FORM 0005 p1 of 2

Surname	
First Name	
Age	
Status	
Club	
Address	
Phone numbers	
Email address	

NATURE OF INJURY

Describe injury	
Was first aid given?	
Name of First Aider	
Were you taken to hospital/Doctors? If yes give details including further treatment given	

ACCIDENT DETAILS

Form 0005 p2 of 2

Date of Accident	
Time	
Weather conditions	
Where Accident took place	
Description of Accident/Incident (Indicate site/incident layout, position of injured person and witnesses)	

WITNESS DETAILS**A witness statement should be taken form more serious incidents**

Name	
Address	
Phone numbers	
Witness Statement	

Details of person reporting the accident:

Name	
Address	
Phone numbers	
Date	

APPENDIX B

Useful Contacts

CGI National Children's Officer &DLP	Fiona Power fiona@cgigolf.org	01 505 2070
GUI National Children's Officer & DLP	Barbara Creggy barbara@gui.ie	01 505 4000
ILGU National Children's Officer & DLP	Audrey Quinn audrey@ilgu.ie	01 293 4833
PGA Lead Compliance and Safeguarding Officer	Andy Wright andy.wright@pga.org.uk	+44 (0) 1675 477 897
ISPCC/Childline www.childline.ie		1800 66 66 66
Child Protection in Sport Unit		www.cpsu.org.uk
An Garda Síochána		www.garda.ie 999 or 112 Nenagh Station Kickham Street Nenagh 067 50450
Tusla (Child & Family Agency)	Information & advice Discuss report a concern	Laura Nee Children First Information and Advice Officer, Child and Family Agency, Civic Offices, Limerick Road, Nenagh, Co. Tipperary Mobile: 087 7987854 E-mail: laura.nee@tusla.ie Child and Family Agency , Unit 3, St. Camillus Hospital, Shelbourne Road, Limerick 061 588688

<p>Golfing Union of Ireland Carton Demesne Maynooth Co. Kildare</p> <p>01 45054000 / info@gui.ie</p>	<p>Irish Ladies Golfing Union Q House Sandyford Dublin 18</p> <p>01 2695000 / info@ilgu.ie</p>
<p>PGA (Irish Region) Dundalk Golf Club Blackrock Co. Louth</p> <p>042 5555</p>	<p>Confederation of Golf in Ireland Carton Demesne Maynooth Co. Kildare</p> <p>Jennifer Hickey 087 6644189 / jennifer@cgigolf.org</p>
<p>Irish Sports Council Top Floor, Block A West End Office Park Blanchardstown Dublin 15</p> <p>Tel No. 01-8608800</p>	<p>Volunteering Ireland Coleraine House Coleraine Street Dublin 7</p> <p>01 8722622 / info@volunteeringireland.com</p>
<p>Ombudsman for Children Millennium House 52 – 56 Great Strand Street Dublin 1</p> <p>1890 654654 / 01 8656800 oco@oco.ie</p>	

APPENDIX C

Photographic Image Guidelines

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

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

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

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

What are the risks?

Children may be identified, located, groomed* or contacted

*The term "grooming" refers to the process of a potential abuser using their knowledge of and/or relationship with a child to manipulate the child (and often adults around them) in order to create opportunities for sexually abusive behaviour.

Including the child's personal identity (full name, address) can make them identifiable and therefore vulnerable to individuals looking to locate, contact and 'groom' children for abuse.

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

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

Taking or producing inappropriate or illegal images of children

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

Potential impact on children affected

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

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

How can the risks be minimised?

- Think carefully before using any images showing children and young people on your website, social media, or in your publications.
- Establish the type of images that present the activity in a positive light, and promote the best aspects of the sport and organisation.
- Avoid supplying the full name(s) of the child or children along with the image(s), unless this is considered necessary, is in the child's best interests, and the child and parent have consented.

- Only use images of children in suitable dress/kit.
- Where possible images of these activities should:
- focus on the activity rather than a particular child
- avoid images and camera angles that may be more prone to misinterpretation or misuse than others.
- Consider using models or illustrations if you are promoting an activity, rather than the children who are actually involved in it.
- Link to guidance on talented young athletes and open, public sites (below)
- Provide coaches who wish to use images of young athletes for development purposes with clear guidelines they are required to comply with. Cover: consents, retention, safe storage, confidentiality and use.

What to do when using official/professional photographers

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

Do I need parental permission?

Close up images

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

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

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

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

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

Examples of consent forms are available on the **Child Protection in Sport Unit** website.

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

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

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

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

Talented young athletes

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

In this case some aspects of the guidance around the use of images detailed above (for example avoiding the inclusion of names and some other personal details alongside photographs) are neither practical nor desirable. Organisers retain their duty of care to these athletes and a responsibility to safeguard them, and must ensure that parents and young athletes understand and consent to images being taken and information used in these circumstances.

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

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

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

When parental consent is not given

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

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

How should I respond to concerns?

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

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

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

Visit www.thecpsu.org.uk for further information on;

- • Photography by parents/spectators at events
- • Photography in changing rooms/showers

Information adapted with permission from the Child Protection in Sport Unit

APPENDIX D

Anti-Bullying Policy and Guidance

What is Bullying Behaviour

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

Types of Bullying Behaviour

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

Physical

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

Verbal

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

Threats

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

Cyber

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

Homophobic

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

Racist

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

The Impact of Bullying behaviour

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

Recognising Bullying Behaviour

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

- Reluctance to come to a venue or take part in activities
- Physical signs (unexplained bruises, scratches, or damage to belongings)
- Stress-caused illness – headaches, and stomach aches which seem unexplained
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven)
- Frequent loss of, or shortage of, money with vague explanations

- Having few friends or drop out of newer members
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed, not eating, reduced concentration, drop in performance)
- Anxiety (shown by nail-biting, fearfulness, tics)

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

How to prevent Bullying Behaviour

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

Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the Statutory Authorities, dealing with bullying behaviour is normally the responsibility of Leaders. You should also liaise with the CCO & DLP

Using the NO BLAME Approach

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

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

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

- EXPLAIN the problem, i.e. that someone seems to be unhappy in the club, seems to be picked on etc. and explain how that person is feeling; this should not accuse anyone.
- ASK for ideas as to how to help this person
- LEAVE the individuals involved to check how the behaviour has changed
- SHARE the responsibility of changing the behaviour and encouraging everyone to speak to a trusted adult if there is bullying behaviour in the club

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

There may be issues that are not resolved through the NO BLAME approach, where behaviour continues.

Bullying behaviour is a breach of a code of conduct and may have to be dealt with through a disciplinary process. However, the outcome for young people is far better when issues can be resolved through the NO BLAME approach.

NO BLAME APPROACH

STEP 1: MEET WITH THE JUNIOR WHO IS THE TARGET OF THE BULLYING BEHAVIOUR

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

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

STEP 2: MEET WITH ALL INVOLVED

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

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

STEP 3: EXPLAIN THE PROBLEM

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

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

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

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

STEP 4: ASK THE GROUP/INDIVIDUAL FOR THEIR IDEAS

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

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

STEP 5: LEAVE IT TO THE GROUP OR INDIVIDUAL

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

STEP 6: MEET THEM AGAIN

Meet everyone, including the person who had been responsible for the bullying behaviour and the target of the behaviour; discuss how things are going and check if there have been other incidents. This allows for continual monitoring and keeps everyone involved in the process. The parents of the young people involved should be informed of the actions taken.

STEP 7: SHARE THE RESPONSIBILITY

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

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

Useful Contacts

Childline Tel: 1800 66 66 66 or Text Talk to 50101 www.childline.ie