

AUGUST 2017



Taymouth Castle Golf Club
Policy and Procedures to Protect
Children and Adults in Golf in Scotland

Creating a Safe Environment in Golf for Children and Adults

Disclaimer

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Acknowledgements

The Scottish Golf Union (SGU) acknowledge that this document is based upon the work undertaken by **sportscotland** on behalf of sport in Scotland. **sportscotland's** support and agreement for the SGU to use their policy template is greatly appreciated.

This document was prepared with the very helpful contributions from Children 1st and Dr Susan Hamilton, Child Protection Consultant and Trainer.

In addition we would like to acknowledge the following organisations, whose child protection documents were consulted and/or reproduced in part with their kind permission:

SportsCoachUK
Scottish Football Association
Amateur Swimming Association
The National Coaching Foundation
The Scouts

The Royal Dornoch Golf Club

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Foreword

Sport, and golf in particular, can and does have a very powerful and positive influence on people. Not only can golf provide opportunities for enjoyment and achievement, it can also help those who participate to develop valuable qualities and skills such as self-esteem, leadership and teamwork. These positive effects can only take place if golf is in the right hands – in the hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them. The reality is that abuse does take place in sport and in some cases coaches and other trusted adults in sport have been convicted of abusing children.

Everyone has a duty of care towards children to help to protect them from abuse. It is hoped that this model policy and procedures for golf bodies will help create a safe environment in golf and reduce the risk of false allegations for all staff or volunteers working with children. The Scottish Golf Union is committed to improving the protection of children through its own policy and the provision of this model policy and the supporting procedures for golfing bodies.

This model policy and procedures for golf refer to children as the primary focus throughout. The same principles apply and are intended to be actioned in respect of vulnerable adults (as defined in Appendix One). Further, this policy and procedures is developed for the protection of the child first, but also importantly the adult working with children through the promotion of awareness and good practice. For this reason the document is referred throughout as the 'Child and Adult Protection Policy and Procedures'.

The document is split into two sections – the policy itself, which is augmented by the appendices that generally provide additional background information or practical forms for the consideration and use of golfing bodies in implementing the strategy.

Guidance on Usage

It is the intention of this document to provide a model example of a policy and procedures to protect children and adults in golf.

The Policy should be a clear and precise statement of intent and commitment to protect children and adults within your organisation. The Child and Adult Protection Policy is accompanied by a set of Procedures through which the policy is implemented. The Policy and Procedures must be supported by the organisation's constitution and a plan to implement the policy and procedures that includes training and the monitoring and review of the policy and procedures.

It is strongly recommended that legal advice be sought by your organisation on implementation of this template. Differences in structure, operations and the nature of your Area/Club may require additional sections or amendments to the template Policy and Procedures. It should be noted that the SGU itself has adopted a policy based on this model policy.

Sections of the document can be used to supplement an existing policy and procedures in your organisation however it is not recommended that parts be used in isolation. All of the following Policy and Procedures are relevant for a golfing body and excluding one or more sections could put children, vulnerable adults, or members at risk.

It is important that before using the model in part or in full that the document is read and understood fully and the appropriate structures referenced are in place. The Policy and Procedures must also be consistent with other procedures within the organisation i.e. Health and Safety, Disciplinary Procedures, Recruitment and Selection Procedures.

Support for implementation of the document and development of a child and adult protection plan can be sought from **sportscotland** directly. **sportscotland** can also advise on generic training programmes and opportunities available for sporting bodies in Scotland. In the near future it is anticipated that the governing bodies of golf in Scotland, including the SGU, will appoint a Child and Adult Protection Officer, for whom part of their role will be assisting clubs to develop and implement appropriate policies and procedures. In addition, this position is expected to act as the clearing house for all police checks on golf's behalf (see cover letter sent with this document).

Please note the document is based on the legislation, knowledge and guidance relevant as of the published date. This Policy and Procedures does not contain reference to the provisions of the Protection of Children (Scotland) Bill. Reviews and updates on the Policy and Procedures will be ongoing as and when the legislation and guidance changes and will be available on the SGU website or alternatively on request from the SGU.

This document can also be made available electronically from the SGU by request to Jennifer McKay in the SGU office.

It is recommended that all Areas/Clubs obtain a copy of the Local Authority Child Protection Procedures for the Local Authority areas in which the Area/Club operate. It is advised that any policy and procedures drafted by an Area/club is consistent with the relevant Local Authority guidelines.

Taymouth Castle Golf Club Child and Adult Protection Policy

Responsibilities

Taymouth Castle Golf Club will:

- Promote the health and welfare of children and adults by providing opportunities for them to take part in golf safely.
- Respect and promote the rights, wishes and feelings of children and adults.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its members to adopt best practice to safeguard and protect children from abuse and to minimise risk to themselves.
- Require members to adopt and abide by this Child and Adult Protection Policy and Procedures.
- Respond to any allegations of abuse in line with this Policy and Procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Review and evaluate this Policy and Procedures on a regular basis.

Principles

The welfare of children is everyone's responsibility, particularly when it comes to protecting them from abuse. Children have a lot to gain from golf. Their natural sense of fun and spontaneity can blossom in a positive environment created by golf. It provides an excellent opportunity for them to learn new skills, become more confident and maximise their own unique potential. These Policy and Procedures 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, religious belief and/or sexual identity have the right to protection from abuse.
- It is everyone's responsibility to report any concerns about abuse and the responsibility of the Social Work Department and the Police to conduct, where appropriate, a joint investigation.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- Personal data are processed in accordance with the requirements of the Data Protection Act 1998 and the Human Rights Act 1998.

Review

This Policy and supporting Procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the protection of children and adults or any changes within Taymouth Castle Golf Club.
- Following any issues or concerns raised about the protection of children within Taymouth Castle Golf Club.
- In all other circumstances, at least annually.

Guidance

It is recommended that your policies and procedures apply to children and young people up to the age of 18 years.

It is crucial that your Policy and Procedures apply to **everyone** who works on behalf of your organisation. This includes all professional and non-professional, full and part-time staff, paid and unpaid employees, coaches, officials, Board/Executive and Committee members, volunteers, parents, guardians and the children themselves. Advice should be sought as to whether your constitutional and contractual provisions ensure that this can be achieved.

In this Policy and Procedures the term 'members' has been used to describe those to whom the policy and procedures applies. It may be necessary to include an opening statement in your Policy defining to whom your Policy and Procedures apply to ensure that all of the categories listed above are included.

It is advisable to formally require any other individual who is associated with your organisation to agree to abide by your policy and procedures for the duration of their involvement with your organisation e.g. a specialist working with a group of developing golfers who is not a member but whose services are used by the Area/Club, either paid or unpaid.

Documents for Reference:

Appendix A: Definitions of Terms

Taymouth Castle Golf Club

Child and Adult Protection Procedures

Recruitment and Employment

All reasonable steps must be taken to ensure people who pose a risk to children are prevented from working with children. Equally all reasonable steps must be taken to ensure adults working with children are fully supported and aware of good practice regarding child protection issues.

For all positions that may require periods of caring for or responsibility for children the following recruitment procedures must be completed.

1.1 Advertising

All forms of advertising used to recruit members for positions involving contact with children will include the following:

- The aims of Taymouth Castle Golf Club 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 Taymouth Castle Golf Club's open and positive stance on child and adult protection, specifically stating that criminal checks may be carried out.

1.2 Pre-application Information

Pre-application information for positions involving contact with children will be sent to applicants and will include:

- An application form (or cover letter)
- A job description including roles and responsibilities.
- A candidate specification (e.g. stating qualifications or experience working with children required).
- A self-declaration form.
- Information on Taymouth Castle Golf Club and related topics.

1.3 Application and Self-Declaration Form

All applicants will be requested to complete an Application Form and a Self-Declaration Form. The purpose of the self-declaration form is to consider any information on criminal behaviour that indicates the applicant may pose a risk to children if offered the position e.g. criminal records or investigations. This should be retained by the applicant and will be requested to be forwarded to Taymouth Castle Golf Club only in the event that the applicant is shortlisted for the position after interview.

1.4 References

References will be sought as required. 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. If the person has no experience working with children a training requirement will be agreed before appointment in respect of the conduct of the contact with children which may be required by the applicant in the position concerned.

1.5 Checks

The SGU recommend that clubs request a Disclosure Scotland, Protecting Vulnerable Groups (PVG) check for all members whose position within the club may require caring for or responsibility for children.

The SGU will provide a centralised police check/vetting service on behalf of all member Areas and clubs who wish to utilise this service when appointing its own participants. After its facilitation of the criminal records check, the Scottish Golf Union will provide the results to the relevant Area or Club (as set out below). The Area or Club concerned will then be responsible for taking such a result into consideration in its own recruitment procedures. The Scottish Golf Union's involvement in the recruitment procedure of Areas and Clubs will be limited to obtaining, on behalf of that Area or Club, the relevant checks on behalf of that Area or Club.

The SGU is (will be) registered with the Central Registered Body for Scotland. Prior to appointment a PVG check and/or equivalent international check will be completed through the auspices of the SGU. This will require the prospective position holder to complete and submit a PVG form, with the results returning to the SGU. The individual will then receive advice through a national process as to whether they can be offered a position to work with Children. No details of the actual disclosure will be returned to the Area/Club, thereby ensuring confidentiality is maintained as far as possible. The Area/Club will require the individual to show the official confirmation that they can work with children prior to undertaking the role concerned. This check will be required once the relevant Area or club has decided to offer the applicant the relevant position but prior to the offer being made.

As recommended by Disclosure Scotland (*Protecting the Vulnerable by Safer Recruitment*, 2002) the following types of checks are to be requested for positions requiring contact with children:

Standard Disclosure

Standard disclosures will be requested from those applying for positions listed in the Rehabilitation of Offenders Act 1974 (ROA) (Exceptions) Order 1975. These categories include occupations with duties that involve regular contact with children and young people under the age of 18; and the elderly, sick and handicapped people.

Enhanced Disclosure

Enhanced Disclosures will be requested for positions that involve a greater degree of contact with children. For example positions that require regular contact with, training, supervising or being in sole charge of children and young people.

Protecting Vulnerable Groups (PVG) Scheme

The PVG Scheme is for people doing 'regulated work' with children and protected adults. A PVG certificate contains all unspent and certain spent conviction information. It also contains any other non-conviction information that the police or other government bodies think is relevant. Disclosure Scotland continually monitor PVG scheme members' records for vetting information including criminal convictions that may affect their suitability to work with vulnerable groups.

A copy of the PVG Certificate will be sent to both the applicant and the Registered Body. The PVG reveals 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.

It is therefore recommended that any person in the Area/Club that will specifically work with children undertakes the PVG check. Please also note that it is recommended that no retrospective checks are undertaken for those people already in position prior to a Policy and Procedures being adopted. Once a Policy has been adopted any new person, or person changing to take up a position working with children, would need to be checked as outlined.

The process for police checks is as follows:

- A Club talks to individual re volunteering
- Outlines role and expectations
 - Checks two references
 - Ensures Self Declaration Form completed
 - Explains central vetting process and provides official forms
 - Countersigns application after individual presents appropriate ID (lead signatory(s) in Club to sign)
 - provides copy of job description/role for volunteer to send with application (this is needed to ensure that the role to be undertaken warrants a police check and if so, at what level).
- B Individual submits application to SGU Children's Officer (CO)
- C CO forwards application to Central Registered Body
- D Central Registered Body forwards to Disclosure Scotland
- E Disclosure Scotland return PVG checks in duplicate:
one copy to individual; and
one copy to Central Registered Body.
- F Central Registered Body forwards to CO, who reviews Disclosure
- F1 If all clear CO writes to individual confirming they can work with children
Individual shows letter to Club and Club double check it is authentic
by calling CO to verify
Note: If no letter is shown the Club do not allow an individual to work with children
- F2 If CO is in doubt re Disclosure – it is submitted for a Panel's consideration.
- F3 Panel meet and reach view – CO writes to individual outlining the outcome.
- F3.1 If OK progress as per F1
F3.2 If not OK letter stating this sent, outlining right of appeal by a certain date
- F4 Right of Appeal
- The right of Appeal against the Panel's decision can only be based on its consideration of the disclosure itself.
- F4.1 If there is an appeal against the Panel's decision then an independent panel will hear that appeal, consider the information, and take a decision (refer F3)
- F4.2 If the appeal is against the content of the Disclosure it is referred to Disclosure Scotland and if subsequently changed, start consideration process again

1.6 Interview

For paid positions that require contact with children interviews will be carried out. For volunteers this requirement will be considered according to the seniority and nature of the role to be undertaken, but usually an interview will be required.

Offer of Position

Once a decision has been made to appoint an individual on a paid basis, an offer letter will be presented to the applicant including the details of the position, any special requirements and the obligations e.g. agreement to the policies and procedures of the organisation, and responsibilities of the role. Confirmation of the paid position being accepted will require the offer letter to be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning to the organisation.

Induction

The induction process for the newly appointed member will include the following:

- An assessment of training, individual aids and any other needs and aspirations.
- Clarification, agreement and signing up to the Child and Adult Protection Policy and Procedures.
- Clarification of the expectations, roles and responsibilities of the position.

1.9 Training

Newly appointed members will complete the following training over an agreed period:

- Protecting children;
- Working effectively with children (including presentation skills, developing child friendly resources and activities); and
- Any other identified training needs in respect of their conduct of contact with children which may be required in respect of the position concerned.

1.10 Probation

Newly appointed members may be required to complete an agreed period of probation on commencement of their role.

1.11 Monitoring and Performance Appraisal

All members who have contact with children 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.

Guidance

It is recommended that the process outlined for recruitment and selection be completed for all paid positions, at least, that require caring for or responsibility for children. The degree of formality required for each part of the recruitment procedure will depend on the position in question and this especially applies to voluntary positions. At no time however will the essential components of the process in relation to Child and Adult Protection not be followed. These are:

Outline of the roles and responsibilities of the post;

Application forms;

References;

Self declaration form completed;

Appropriate check undertaken;

Training needs identified and acted upon; and

Ongoing monitoring of performance undertaken. The recruitment procedure for positions that require caring for or responsibility for children should support or be consistent with the organisation's general recruitment and selection procedures.

Running Sport publication **Employment Matters** and the sportscoach UK publication **Investing in Coaches - A Guide to Local Coaching Development** provide information on general recruitment, including interview techniques (Contact Coachwise LTD on 0113 231 1310).

Information about previous convictions disclosed on the self-declaration form may benefit from clarification or additional information through discussion at interview. By obtaining more information you will be able to assess the risk this person may pose to children. You should then be able to decide whether you wish to offer the position to this person. A PVG check will then clarify the information that you have already obtained from the applicant via the national system outlined.

Information and guidance on PVG checks can be obtained from Disclosure Scotland or the Central Registered Body for Scotland directly or by reference to their published information and guidance (see www.disclosurescotland.co.uk or www.vds.org.uk)

- It is recommended that applicants from overseas are requested to provide an access police check from their relevant country. It is then advised that the organisation obtains, where possible, any information that may be provided in addition to or in replacement of a police check from the applicant's relevant country.

Documents for Reference

Appendix B: Example Application Form

Appendix C: Example References Form

Appendix D: Example of Self-Declaration Form

Appendix E: Guidance Notes for Completing Self-Declaration Form

Appendix F: Guidance on Disclosure Scotland and Protecting Vulnerable Groups Scheme (PVG)

Members with Specific Responsibility for the Protection of Children

2.1 Children's Officer

The Children's Officer has the main responsibility for managing child and adult protection issues with members. The role and responsibilities of the Children's Officer in relation to allegations against members is largely detailed in the Procedure for Managing Suspicions and Allegations of Abuse of a Child against Members (Section 7.5). It may be that an organisation would wish to establish a team to share the tasks outlined below.

2.2 Role and Responsibilities of the Children's Officer

Within Areas or Clubs, the Children's Officer will:

- Implement and promote Taymouth Castle Golf Club Child and Adult Protection Policy and Procedures
- Regularly report to the Committee/Board or appropriate authority
- 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 the SGU's Child and 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 on cases, concerns and action taken to the SGU's Child and Adult Protection Officer
- Attend training on the protection of children and adults
- Establish and maintain contact with local statutory agencies including the Police and Social Work Department.
- Monitor drop-outs and transfers
- Monitor and review the Child and Adult Protection Policy and Procedures

Guidance

The Roles and Responsibilities of the Children's Officer provide a job description for this position.

Within the organisation, the Children's Officer is recommended to be a member of the Board/Executive or management structure and who has the necessary independence to ensure there are no conflicts of interest.

It is also recommended that more than one individual be identified and trained to undertake this role to ensure both adequate cover and succession are catered for in this role.

Recommended Characteristics of the Children's Officer:

- Have an understanding of the issues affecting children and the sensitive way in which they must be managed.
- Be able to communicate the implications of protecting children and adults to all members.
- Be able to communicate with children.
- Be supportive of the introduction of Child and Adult Protection Policy.
- Have an understanding and appreciation of the need to respect confidentiality.
- Be able to follow procedures and recognise when to seek advice and not rely solely on their own judgement.
- Be willing to challenge members who do not comply with Child and Adult Protection Policy and Procedures.

3. Code of Conduct for the Protection of Children and Adults

This code of conduct details the types of practice required by all members of Taymouth Castle Golf Club when in contact with children. The types of practice are categorised into good practice; practice to be avoided; practice never to be sanctioned; and safe practice in unforeseen circumstances. Suspicions or allegations of non-compliance of the Code by a member will be dealt with through the Taymouth Castle Golf Club's Disciplinary Procedure for misconduct or, in some cases, through the Procedure for Managing Suspicions and Allegations of Abuse of a Child against Members (Section 7.5).

3.1 Good Practice

Taymouth Castle Golf Club supports and requires the following good practice with children.

When working with children:

- Make golf fun, enjoyable and promote fair play.
- Always work in an open environment e.g. avoid private or unobserved situations and encourage an open environment for activities.
- Treat all children equally, with respect and dignity.
- Put the welfare of each child first before winning or achieving 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.
- Ensure that if any form of manual or physical support is required for a child, it is provided openly, the child is informed of what is being done and their consent is obtained
- Deliver educational instruction first verbally; secondly role-modelled; and thirdly, and only if necessary, with hands on - which must be accompanied by telling the child where you are putting your hands, why it is necessary and obtaining their consent.
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships based on mutual trust that empower children to share in the decision-making process.
- Recognise the developmental needs and capacity of children, avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.

First Aid and Treatment of Injuries:

If a child requires first aid or any form of medical attention whilst in your care, then the following best practice must be followed:

- Where practicable all parents/guardians of children under 16 must complete a Taymouth Castle Golf Club Medical Consent Form before participating in golf.
- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Where possible, ensure access to medical advice and/or assistance is available.
- Only those with a current, recognised First Aid qualification should respond to any injuries.
- Where possible any course of action should be discussed with the child/vulnerable adult, in language, which they understand, and their permission should be sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.

- The child's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's interests or on professional advice not to do so.
- A Notification of Accident Form must be completed and signed and passed to the Children's Officer as soon as possible.

For taking and transporting children away from home:

In the course of your role within Taymouth Castle Golf Club, transporting children individually (i.e. one child only) in your car should be avoided, where possible. If it is necessary to provide transport the following good practice must be followed:

- Where practicable request written parental/guardian consent if members are required to transport children in their cars or minibuses.
- Always tell another member that you are transporting a child in your car, give details of the route and the anticipated length of the journey.
- Ensure all vehicles are correctly insured.
- All reasonable safety measures are taken, e.g. children in the back seat, seatbelts are worn.
- Ensure, where possible, a male and female accompany mixed groups of children. These adults should be familiar with and agree to abide by Taymouth Castle Golf Club's Child and Adult Protection Policy and Procedures.
- Always plan and prepare a detailed programme of activities and ensure copies are available for other members and parents/guardians.

3.2 Practice To Be Avoided

In the context of your role within Taymouth Castle Golf Club, the following practice should be avoided:

- Avoid having 'favourites' – this could lead to resentment and jealousy by other children and could lead to false allegations.
- Avoid spending excessive amounts of time alone with children away from others.
- Ensure that when children are taken away from home adults avoid entering their rooms unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, the door should remain open, if appropriate.
- Avoid taking children to your home.
- Avoid, where possible, doing things of a personal nature for children that they can do for themselves.

Important Note: It may sometimes be necessary for members to do things of a personal nature for children, particularly if they are very young or vulnerable. These tasks should only be carried out with the full understanding and consent of the child and where possible their parents/guardians. It is important to respect their views. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible, particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Do not take on the responsibility for tasks for which you are not appropriately trained.

Practice never to be sanctioned

In the context of your role within Taymouth Castle Golf Club, the following practices should never be sanctioned:

- Never engage in sexually provocative games, including horseplay.
- Never engage in rough or physical contact except as permitted within the rules of the game.

- Never form intimate emotional or physical relationships with children.
- Never allow or engage in touching a child in a sexually suggestive manner.
- Never allow children to swear or use sexualised language unchallenged.
- Never make sexually suggestive comments to a child, even in fun.
- Never reduce a child to tears as a form of control.
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Never share a room with a child for sleeping accommodation.
- Never invite or allow children to stay with you at your home who are known to you only in connection with your role within Taymouth Castle Golf Club.

3.4 Reporting

If members have concerns about an incident involving a child that seems untoward or unusual they must report their concerns as soon as possible to the Children's Officer. Parents should also be informed of the incident as soon as possible unless it is not in the child's interests to tell them.

Report, record and inform if the following occur:

- If you accidentally hurt a child.
- If a child seems distressed in any manner.
- If a child misunderstands or misinterprets something you have said or done.
- If a child appears to be sexually aroused by your actions.
- If a child needs to be restrained.

Guidance

The Code of Conduct sets the standards of acceptable and unacceptable behaviour when working with children in your organisation. Without a Code of Conduct you are open to challenge and you cannot challenge others.

The Code of Conduct detailed in this section was developed to achieve good practice by members and to reinforce common sense principles. If an organisation has specific codes of conduct for various roles and responsibilities of members already in existence, it is recommended that this Code of Conduct is either incorporated or added to the main body of those codes.

It is recommended that this Code of Conduct be produced in a version for children using language they can understand. This allows children, vulnerable adults, parents and guardians to be aware of behaviour that is acceptable and unacceptable in your organisation.

sportscotland can provide assistance with the development of appropriate and relevant codes of conduct for specific roles within your organisation. An example code of conduct for coaches is available from **sportscoach UK** (contact Coachwise Ltd on 0113 231 1310).

Your organisation's Disciplinary, Complaints and Appeals Procedures should be used to deal with any breaches of the Code of Conduct and misconduct by members. It is vital that these procedures are checked to ensure that all persons to whom they should apply are bound by them. It is also important that parents and children are aware of the existence of these procedures.

Documents to Reference

Appendix G: Example Medical Consent Form

Appendix H: The Law and Medical Consent: Guidance for Children

Appendix I: Example Notification of Accident Form

Appendix J: Example Notification of Incident Form

4. Good Practice: Identifying and Managing Bullying

The lives of many people are made miserable by bullying. Victims of bullying can feel lonely, isolated and deeply unhappy. It can have a devastating effect on a child's self-esteem; destroy their self-confidence and concentration. They may become withdrawn and insecure, more cautious, less willing to take any sort of risk. They may feel it is somehow their fault or that there's something wrong with them and at the worst cause depression and/or feelings of worthlessness that lead to suicide.

To ensure Taymouth Castle Golf Club creates an atmosphere where bullying of children is unacceptable and to help members manage bullying issues, guidelines for identifying and managing bullying have been developed.

Any suspicions or allegations of bullying of a child against a member will be dealt with through the Taymouth Castle Golf Club Disciplinary Procedures and/or Taymouth Castle Golf Club Procedure for Managing Suspicions and Allegations of Abuse of a Child against a Member (Section 7.5).

5. Photographing, Videoing and Filming of Children

There is evidence that some people have used sporting venues and activities as an opportunity to take inappropriate photographs or film footage of children. The following procedures have been developed to protect children.

The following is required for Taymouth Castle Golf Club activities or events where children are participating:

- Where appropriate all materials promoting Taymouth Castle Golf Club events or activities shall state that accredited photographers will be present.
- Where possible consent from the parent/guardian for photographing, videoing and/or filming of a child must be obtained prior to the event or activity.
- Where possible anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of Taymouth Castle Golf Club.
- If relevant, an activity or event specific identification badge/sticker must be provided to and clearly displayed at all times by accredited photographers, film and video operators on the day of the activity or event.
- No unsupervised access or one-to-one sessions are to be permitted unless this has been approved in advance and appropriate vetting has occurred e.g. PVG check of individual wanting to photograph, film or video.
- Taymouth Castle Golf Club reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- The requirements above are publicly promoted to ensure all people present at the event or activity understand the procedure and are aware of whom to contact if concerned.

5.1 Concerns about Photographers, Video or Film Operators

Any concerns with the manner in which or the products of photographers or video or film operators are to be reported to Taymouth Castle Golf Club's Children's Officer and, where relevant, the police.

6. Children in Publications and on the Internet

Sport websites and publications provide excellent opportunities to broadcast achievements of individuals to the world and to provide a showcase for the activities of young people. In some cases, however, displaying certain information about children could place them at risk. The following procedure must be followed to ensure Taymouth Castle Golf Club publications and Taymouth Castle Golf Club information on the Internet does not place children at risk.

Taymouth Castle Golf Club publications and Taymouth Castle Golf Club information on the Internet must adhere to the following:

- Publications or information on an Internet site must never include personal information that could identify a child e.g. home address, e-mail address, telephone number of a child. Any contact information must be directed to either Taymouth Castle Golf Club or another relevant organisation's address such as another governing body or club.
- Before publishing any information or making available or public any photograph or video footage about a child, written consent must be obtained from the child parent/guardian. If the material is changed from the time of consent, the parents/guardians must be informed and consent provided for the changes.
- The content of photographs or videos must not depict a child in a provocative pose or in a state of partial undress other than when depicting a sporting activity. Where relevant, a tracksuit may be more appropriate attire. Children must never be portrayed in a demeaning or tasteless manner.
- For photographs or videos of groups or teams of children ensure that only the group or team is referred to, not individual members.
- All published events involving children must be reviewed to ensure the information will not put children at risk.
- Particular care must be taken in publishing photographs, film or videos of children who are considered particularly vulnerable e.g. the subject of a child protection issue or a custody dispute. Specific consent of the child's parent or guardian must be obtained prior to any such publishing.
- Particular care is to be taken in publishing photographs, films or videos of children with physical, learning and/or communication or language disabilities, as they could be particularly vulnerable to abuse (Morgan, 1979; Watson, 1984¹). Specific consent of the child's parent or guardian must be obtained prior to any such publishing.

Important Note: Any concerns or enquiries about publications or Internet information should be reported to Taymouth Castle Golf Club's Children's Officer.

¹ Morgan S R (1979), *Psycho-Educational Profile of Emotionally Disturbed Abused Children*, Journal of Clinical Psychology, 8(1) pp3-6. Watson G (1984), *Sexual Attitudes and Knowledge of Children with Mild and Moderate Learning Difficulties*, G Campbell (ed.) Health Education and Youth, Falmer Press.

Guidance

Section 4 provides specific information about bullying which can be supported by the documents for reference below. It is recommended that if the documents for reference are used that they are supported by wider guidance on bullying or anti-harassment for adults.

It is recognised that it may be challenging in some circumstances to monitor conduct in regard to the procedures outlined for photographing, videoing and filming of children. However it is important that members, in particular event organisers, are aware of their responsibilities and trained so that the procedures including monitoring are followed, good practice is achieved and the risks are minimised.

Documents for Reference

Appendix K: Guidelines for Identifying and Managing Bullying of Children

Appendix L: Example Consent Form for the Use of Photographs, Film or Video Recordings of Children

Appendix M: Example Application Form to Photograph, Film or Video a Sporting Event or Activity involving Children

For further information about bullying, see:

- www.kidscape.org.uk
- www.childline.org.uk
- www.children1st.org.uk

7. Responding to Disclosures

Information you receive about or from a child may fall into one of the following categories:

1. Suspicion or allegation of misconduct against a member of Taymouth Castle Golf Club
2. Suspicion or allegation of abuse against a member of Taymouth Castle Golf Club
3. Suspicion or allegation of inappropriate behaviour against someone who is not a member
4. Suspicion or allegation of abuse against someone who is not a member

If unclear about the nature of the information (and therefore which category the disclosure falls) advice must be sought from the Children's Officer or the Police or Social Work Department.

It is not the responsibility of anyone from Taymouth Castle Golf Club to decide whether or not a child has been abused. It is however everyone's responsibility to report concerns.

It is very important that Taymouth Castle Golf Club members understand what is meant by the term "abuse". The different types of abuse are:

- Emotional Abuse
- Neglect
- Physical Abuse
- Sexual Abuse
- Discrimination (including racism)
- Bullying (includes bullying by gangs; bullying by family members; physical bullying; verbal bullying; teasing; and harassment)

The definitions for the types of abuse and signs that may suggest abuse are detailed in Appendix A. It is very important that this appendix is read and understood.

7.1 How to Listen to a Disclosure

It is important to listen carefully to the information a child discloses. When listening to a disclosure the following good practice is required:

- React calmly so as not to frighten the child/vulnerable adult.
- Listen to the child/vulnerable adult.
- Do not show disbelief.
- Tell the child/vulnerable adult that he/she is not to blame and that he/she was right to tell.
- Take what the child/vulnerable adult says seriously, recognising the difficulties inherent in interpreting what a child/vulnerable adult says, especially if they have a speech disability and/or differences in language.
- Do not pre-suppose that the experience was bad or painful – it may have been neutral or even pleasurable. Always avoid projecting your own reactions onto the child.
- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- If you need to clarify or the statement is ambiguous use open-ended, non-leading questions.
- Do not introduce personal information from either your own experiences or those of other children.
- Reassure the child.

Actions to Avoid

When receiving a disclosure:

- Avoid panic.
- Avoid showing shock or distaste.
- Avoid probing for more information than is offered.
- Avoid speculating or making assumptions.
- Avoid making negative comments about the person against whom the allegation has been made.
- Avoid approaching the individual against whom the allegation has been made.
- Avoid making promises or agree to keep secrets.
- Avoid giving a guarantee of confidentiality.

7.2 Responding to a Suspicion or Allegation of Inappropriate Behaviour or Misconduct against Someone who is Not a Member of Taymouth Castle Golf Club

In the course of your role within Taymouth Castle Golf Club a child may disclose information to you about a person who is not a member that leads to a suspicion or allegation of inappropriate behaviour or misconduct.

If the disclosure is about an incident that occurred during a Taymouth Castle Golf Club event or activity:

- listen to the child as detailed above
- acknowledge the information received
- pass the information to the Children's Officer and if appropriate and if confirmed by the Children's Officer the parents/guardians/carers of the child (refer to Section 8 Sharing Concerns with Parents, Guardians or Carers)
- make a written record of the disclosure and provide this to the Children's Officer for retention.

7.3 Responding to a Suspicion or Allegation of Inappropriate Behaviour or Misconduct against a Member of Taymouth Castle Golf Club

If you receive a disclosure that leads to a suspicion or allegation of inappropriate behaviour or misconduct against a member:

- listen to the child as detailed above
- acknowledge the information received
- pass to the Children's Officer
- make a full written record of the disclosure on the day you receive the disclosure
- sign and date the record then pass to the Children's Officer

Establishing the Basic Facts

- The Children's Officer must clarify the basic facts to establish whether there is reasonable cause to suspect or believe that misconduct has occurred.

If the basic facts support a suspicion or allegation of misconduct by a member, the matter will be dealt with in accordance with the Taymouth Castle Golf Club's Disciplinary Procedure.

7.4 Responding to a Suspicion or Allegation of Abuse against someone who is Not a Member of Taymouth Castle Golf Club

All allegations of abuse must be taken seriously. Although false allegations of abuse do occur, they are less than usual. If a child says or indicates that he/she is being abused or information is obtained which gives concern that a child is being abused, you must react as soon as possible that day in line with the following procedures.

Where there is uncertainty about whether the concern relates to abuse or misconduct, the Children's Officer must firstly be consulted for advice on the appropriate course of action. If the Children's Officer is unavailable external agencies such as the Police and Social Work Department must be consulted for advice. This is important because they have an overview of child protection issues and they may well have other information that together causes concern.

On receiving information about a non-member that leads to a suspicion or allegation of abuse:

- Listen to the child as detailed in section 7.1 How to Listen to Disclosures.
- Pass your concerns to the Children's Officer or, where he/she is unavailable, to the Social Work Department or the Police in the area where the abuse is alleged to have occurred immediately (these are available 24 hours a day). Act on any advice given. At the earliest opportunity tell the Children's Officer about the action taken.
- Make a full written record of what has been seen, heard and/or told as soon as possible in the child's own words. The information must, where known, include the following:
 - Name of child.
 - Age, date of birth of child.
 - Home address and telephone number of the child.
 - The nature of the allegation in the child's own words.
 - 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.
 - The nature of the allegation (include **all** of the information obtained during the initial account e.g. time, date, location of alleged incident).
 - A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not examine the child).
 - Details of any witnesses to the incident.
 - Whether the child's parents or guardians have been contacted.
 - 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.
- Record, sign and date on the day what you have seen, heard or been told.
- If making an electronic copy do not save to the hard drive or floppy disk. Print off the record, sign and date, then delete the electronic copy, that day.
- Pass the record to the Children's Officer or, where he/she is unavailable, to the Social Work Department or Police.

Remember: Listen; Reassure; Report and Record

7.5 Responding to a Suspicion or Allegation of Abuse against a Member of Taymouth Castle Golf Club

The feelings caused by the discovery of potential abuse by a member will raise different issues, e.g. disbelief that a member would act in this way. It is not the responsibility of a member to take responsibility or to decide whether or not a child has been abused. However, as with allegations against non-members, it is the responsibility of the individual to act on any concerns.

Any information that raises concern about the behaviour of a member towards a child must be passed on as soon as possible that day, in accordance with these procedures. No member in receipt of such information shall keep that information to himself/ herself or attempt to deal with the matter on their own.

These Procedures aim to ensure that all suspicions and/or allegations of abuse against a member are taken seriously and are dealt with in a timely and appropriate manner. They must be read in conjunction with the Taymouth Castle Golf Club's Disciplinary Procedures

7.5.1 On receiving information about a member that leads to a suspicion or allegation of abuse:

- Listen to the child as detailed in section 7.1 How to Listen to Disclosures.
- Pass your concerns to the Children's Officer on the day or if not available, the Social Work Department or the Police in the area where the abuse is alleged to have occurred (these are available 24 hours a day). Act on any advice given.
- Make a full written record of what has been seen, heard and/or told as soon as possible in the child's own words.
- Sign and date the record including what you have seen, heard or been told, that day.
- If making an electronic copy do not save to the hard drive or floppy disk. Print the record, sign and date, then delete the electronic copy, that day.
- Pass the record to the Children's Officer, or if not available, to the Social Work Department or Police

Important Note: Where the concern is about the Children's Officer it must be reported to the Secretary of Taymouth Castle Golf Club.

Actions for the Children's Officer when Concerns are Reported

Before taking any action the Children's Officer must always seek advice from the Police or Social Work Department. Thereafter:

- **Establish Basic Facts** – the Children's Officer must initially clarify the basic facts as soon as is practicable to establish whether there is reasonable cause to suspect or believe that a member may have abused a child.

Important Note:

- This may necessitate the child(ren) involved being asked 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 e.g. coaches. **After** seeking advice from the Police and/or or Social Work Department, the parents/guardians be approached to provide consent to speak to a child.
 - Advice **must** be sought from the Police and/or Social Work Department as to whether the member about whom the allegation has been made may be approached as part of the initial enquiry.
 - This process will not form part of the disciplinary investigation.
- **Making a Referral in Cases of Suspected and/or Alleged Abuse** - If the basic facts support a suspicion or allegation of abuse:

- The Children's Officer will refer the suspicion and/or allegation to the Social Work Department and the Police, as soon as possible that day.
- Appropriate steps may be required to ensure the safety of the child(ren) who may be at risk.
- A record should be made of the name and designation of the Social Work member of staff 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.
- Following advice from the Social Work Department and/or Police the parent/guardian of the child should be contacted as soon as possible.

Important Note:

- Reporting of the matter to the Police or Social Work Department must not be delayed by attempts to obtain more information. A Referral for Reporting Suspicions and/or Allegations of Abuse Against a Member of Taymouth Castle Golf Club Form must be completed as soon as possible that day. Where possible, a copy of this form must be sent to the Police and Social Work Department within 24 hours.

• Possible Outcomes following advice from Police

- Following advice from the police, disciplinary action may be taken in cases where a criminal investigation is ongoing provided sufficient information is available to enable a decision to be made and doing so does not jeopardise the criminal investigation.
- Where the initial enquiry reveals that there is reasonable cause to suspect or believe that a member has abused a child there will be an investigation.
- There are three types of investigation:
 - A disciplinary investigation
 - A child protection investigation
 - A criminal investigation
- The Children's Officer will undertake an immediate investigation into all the circumstances of the case, unless the allegation is against them. In this case the investigation will be conducted by the Captain and/or Secretary of Taymouth Castle Golf Club or a person nominated by them.

Procedures 7.5.1 and 7.5.2 are summarised in Flowchart 1.

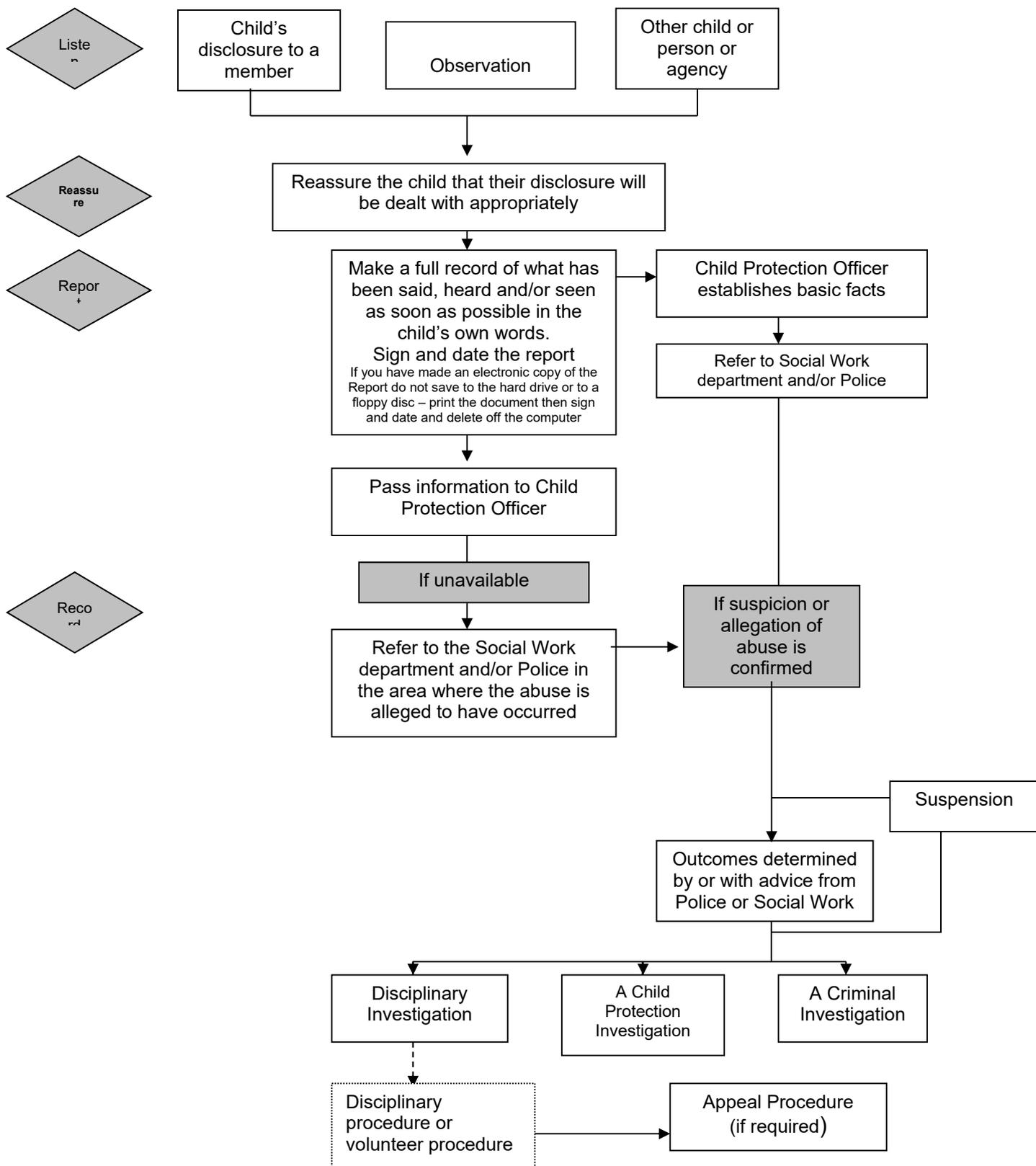
7.5.3 Procedure for Managing the Member Against Whom the Allegation has Been Made

- **Informing the Member** - Following advice from the Police, if the decision is made that the member against whom the allegation has been made is to be informed, the member should be told an allegation has been made which suggests abuse. It is essential to preserve best evidence for any criminal proceedings while at the same time safeguarding the rights of the member. Where possible the member should be given details of the allegation in writing.

7.5.4 Suspension

- Suspension is not a form of disciplinary action. The member may be suspended whilst an investigation is carried out. This suspension must be on reasonable grounds, for example, that the member holds a position that could put other children at risk. It must be carried out in accordance with Taymouth Castle Golf Club's Disciplinary Procedures.
- Suspension will be carried out by the Captain and/or Secretary of Taymouth Castle Golf Club in accordance with Taymouth Castle Golf Club's Disciplinary Procedures.
- At the suspension interview the member will be informed of the reason suspension is taking place and given the opportunity to give a statement should he/she wish. Notification of the suspension and the reasons will be conveyed in writing to the member in accordance with Taymouth Castle Golf Club's Disciplinary Procedures.

**Flowchart 1:
Procedure for Responding to Suspicious and/or Allegations of Abuse of a Child against an SGU Participant**



7.5.5 Managing False or Malicious Allegations

- Where after investigation, the allegation is found to be false or malicious the member will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter.
- All records pertaining to the circumstances and investigation will be destroyed.
- Where this involves a member of staff of Taymouth Castle Golf Club, they must be advised of the appropriate counselling services available to staff.

7.5.6 Managing Allegations of Historical Abuse

- Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by a member who is still currently working with children. Where such an allegation is made these Procedures must be followed.

Sharing concerns with Parents, Guardians or Carers

8.1 Where it is Not Abuse

There is always a commitment to work in partnership with parents/guardians/carers where there are concerns about a child. Therefore in most situations, **not** involving the possibility of the abuse of a child, it would be important to talk to parents/guardians/carers to help clarify any initial concerns. 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 however advice should be sought from the Children's Officer if there is any uncertainty about the appropriate course of action.

8.2 Allegations of Abuse

There are circumstances in which a child might be placed at even greater risk if concerns are shared e.g. where a parent/guardian/carer may be responsible for the abuse or not able to respond to the situation appropriately. **In all cases of suspected or alleged abuse, advice and guidance must firstly be sought, usually by the Children's Officer, from the local Social Work Department or Police as to who contacts the parents.**

Legal Framework

The legislation and guidance on which this policy and supporting procedures is based is located in Appendix O.

Guidance

If your organisation has members of staff, the Policy should be amended to include reference to the Line Manager when dealing with suspicions or allegations of poor practice and abuse. Staff should be supported by their Line Manager to take the appropriate action outlined in the Procedures.

Section 5 of the Children (Scotland) Act 1995 creates a statutory duty to report any suspicions of child abuse i.e. *a duty to do what is reasonable in all the circumstances to safeguard the child's health, development and welfare*. Failure to report concerns, turning a blind eye or failing to protect a child may result in legal action.

Defamation

Concerned adults may be reluctant to report suspicions of abuse for fear that the person suspected will sue them for defamation should the allegation turn out to be unfounded.

To be defamatory an allegation must first be untrue. Even if later shown to be untrue, the statement will be protected by *qualified privilege*, if it is made to the Police or Social Work Department in response to a duty, whether legal, moral or social or in the protection of an interest.

An action for defamation may, however, be successful where:

- The allegation has been repeated to other people without justification for doing so; and
- The statement made is untrue and is motivated by malice.

Confidentiality

Passing confidential information on without permission may lead to an action for breach of confidence.

Information that can be described as *confidential* may include:

- Information that is confidential in character (i.e. not a matter for the public record)
- Where the disclosure of such information has or would cause actual harm to a person whose confidence was breached; and
- It could be inferred from all the circumstances that the confider did not want the information to be passed on.

However, confidential information may be passed on where it is necessary to safeguard and promote the health, welfare and development of a child and only to the extent necessary to achieve this.

Accordingly, suspicions or allegations of abuse against children must only be reported in accordance with these procedures.

The Procedures for Managing Allegations or Suspicions of Abuse against members must be read in conjunction with your organisation's Disciplinary Procedures.

Documents to Reference

Appendix N: Example Referral Form for Suspicions or Allegations of Abuse of a Child

Appendix O: Model Policy and Procedures Legal Framework