



**Berkshire County Ladies Golf Association**  
**Berkshire Girls Golf**  
**Child Protection Procedures**

*BCLGA /BGG Child  
Protection Policy &  
Procedures: v4.1  
Child Protection  
Procedures: January  
2018*

## 1. Introduction

The purpose of this document is to describe the Child Protection Procedures which underpin the Child Protection Policy (Appendix 1A) for Berkshire County Ladies Golf Association (BCLGA) and its junior section, Berkshire Girls Golf (BGG) (together also referred to as 'the County').

The procedures are based on the Safeguarding Children In Golf (SCiG) recommendations and the England Golf guidance on the Disclosure and Barring Service (DBS). The DBS was formed in December 2012 by the merger of the Criminal Records Bureau with the Independent Safeguarding Authority (ISA). Advice on the DBS can be found at [www.gov.uk](http://www.gov.uk) and advice specific to golf at the England Golf website [www.englandgolf.org/dba](http://www.englandgolf.org/dba) and the SCiG website [www.childreningolf.org.uk](http://www.childreningolf.org.uk).

SCiG is a partnership of the key golf governing bodies and organisations in England, including England Golf (EG), Professional Golfers' Association (PGA) and the Golf Foundation who have come together to try and ensure that golf provides a safe environment for children by making every reasonable effort to have a consistent message and provide workable guidance to anyone working with children and vulnerable adults in golf.

BCLGA affiliates to England Golf, which is a member of the Safeguarding Children in Golf Strategy Group (SCiG). The professional coaches used by BCLGA and BGG are members of the Professional Golfers Association (PGA). BCLGA recognises the policies of these Governing Bodies in providing activities for children and safeguarding the welfare of children in our care.

BCLGA/BGG is committed to the following:

- The welfare of children is paramount.
- All children regardless of age, gender, racial origin, religious belief, sexual identity and any disability have a right to enjoy sport free from all forms of abuse or poor practice.
- All suspicions and allegations will be taken seriously and responded to swiftly and appropriately.
- All children have the right to be safe.
- All children have the right to be treated with dignity and respect.

The BCLGA/BGG Child Protection Policy and associated recommended procedures aim to:

- Provide children with appropriate safety and protection whilst in the care of BCLGA/BGG and to ensure that they enjoy the experience of their sport.
- Reassure parents that their children will receive the best practicable care whilst participating in golfing activities.
- Support adults (volunteers, PGA Professionals, coaches and referees) to understand their roles and responsibilities with regard to the Duty of Care and protection of children.
- Provide support to volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

BCLGA/BGG will seek to promote the principles of safeguarding children by:

- Reviewing the policy and procedures at least every three years or whenever there is a major change in legislation applicable to any of the organisations within Children in Golf.
- Provide advice and support to individuals working within BGG through education and training and the guidance contained within Guidelines for Safeguarding Children in Golf.

The full text of BCLGA/BGG's Child Protection Policy Statement as ratified by the BCLGA Executive Committee and BGG Committee can be found in Appendix 1A. This document contains content from SCiG guidance as well as information that relates specifically to BCLGA/BGG. It is available to the volunteers, coaches, parents and children connected with BCLGA/BGG – see [www.bclga.co.uk](http://www.bclga.co.uk) click on “Juniors” then click on “Keeping Children Safe”.

It should be noted that BCLGA/BGG does not police the Child Protection Policies and Procedures of the clubs in the county but tries to set an example by implementing effective county level procedures and promoting best practice.

## **2. Child Protection Procedures**

### **2.1 Recruitment of Volunteers and Coaches**

Grassroots golf would not exist today without the many thousands of volunteers involved and it is essential to encourage suitable individuals to participate in the many roles that golf has to offer. However, in order to also protect children and vulnerable adults, the Disclosure and Barring Service (DBS) has been set up to be responsible for implementing and administering the Vetting and Barring Scheme for people (including volunteers) who work in “Regulated” activity.

The following guidelines have been adopted by BCLGA/BGG to reflect Government guidance and legislation; they are aimed at ensuring that all involved in working with children are suitable to do so. The recruitment framework applies to those supervising or coaching children including volunteers, PGA Professionals and PGA Level 1/2 Coaches.

From November 2010 Registered Activity Providers taking on new staff or volunteers to work in a ‘Regulated Activity’ (see below) are required to make sure they are registered with the DBS and have a ‘not barred’ status.

‘Regulated Activity’ as it relates to golf is:

- teaching, training or the instruction of children/vulnerable adults
- care or supervision of children under 18/vulnerable adults
- provision of advice or guidance relating to a child/vulnerable adult’s physical, emotional or educational wellbeing
- transport specifically for children/vulnerable adults

and do so

- once a week or more often
- for 4 days or more in a 30 day period
- overnight (between 2am and 6am)

Within these guidelines, volunteers fall into two groups – “occasional volunteers” and “regular volunteers” as follows:

- “Occasional volunteers” who will help out at events or coaching infrequently and so are not deemed to be taking part in “Regulated activity”.
- “Regular volunteers” whose role falls into the definition of “Regulated activity” above.

Volunteer and professional coaches who obtain a PGA level 1 / 2 or professional certificate engaged by BCLGA/BGG will be required to register with the DBS and have a “not-barred” status.

England Golf have produced a flowchart for determining what constitutes “Regulated Activity” – and therefore who will need a DBS check – as well as information in the form of “Frequently Asked Questions” . These can be found at [www.englandgolf.org/db](http://www.englandgolf.org/db) .

The England Golf Compliance Team can also offer advice. Please call 01526 351851

### 2.1.1 Appointment

When appointing anyone who will work directly with children in a regular capacity (i.e. their role falls into the definition of “Regulated activity”) certain information will be collected. The groups of people falling into this category are:

- Any regular volunteers engaged in ‘Regulated Activity’.
- PGA Professionals employed by Clubs or who are self-employed
- Volunteer and Professional PGA Level 1/2 coaches

All such candidates are required to:

- Have completed a DBS check through England Golf or the PGA and have a “not barred” status - which is repeated at 3 yearly intervals (see Notes 1 and 2 below)
- Attend a Child Protection Workshop if they have not already done so in the past three years. (*See Note 3 below*).
- Sign the Code of Conduct for Professional Coaches and Volunteers Form (see appendix 2C - also see below).
- Supply ID (for DBS check) and may be required to provide references (see table in section 2.1.4)

**Note 1:** England Golf Vetting - The DBS disclosure is free for volunteers when obtaining it through EG, but there is a nominal administration charge which can be claimed back from the BCLGA. (See Appendix 2A – Obtaining a DBS check through England Golf)

**Note 2:** PGA Professionals and Level 1/2 Coaches should have received their DBS check through the PGA ( in some cases through England Golf). As BCLGA/BGG does not receive direct notification from the PGA of the suitability of a person, the person is required to provide the BGG Honorary Secretary with the following:

- Date of most recent DBS check (as arranged by the PGA) – and ensure the check is repeated 3 yearly
- The DBS reference number – confirming they have a “not barred” status within the last 3 years

This will not apply if the individual has already been vetted by the Berkshire, Buckinghamshire and Oxfordshire Golf Partnership (BB&O) in which case a letter confirming suitability will be required from BB&O.

**Note 3:** BCLGA/BGG will reimburse volunteers for the cost of the Child Protection workshop if they attend at the request of BGG.

DBS disclosures are only accurate up to the day they are obtained.

#### 2.1.1.1 Adult’s Code of Conduct

An Adult’s Code of Conduct (see Appendix 2C – Code of Conduct for Professional Coaches and Volunteers) has been adopted by the County in order to ensure that ALL adults, even those with limited contact with children are familiar with what is appropriate behaviour when working with children.

All volunteers and coaches, regardless of the amount of time they spend with the children, will be held accountable to the standards within the code. All volunteers, including parent volunteers, will be required to read and sign a copy. Alleged breaches of the code will be handled in accordance with the county disciplinary procedures.

Appendix 2D – Duties for club lady /volunteer coach assisting professional coaches and

Appendix 2E – Guidance for Parent Volunteers

Can be used for events /coaching where volunteers help occasionally

Copies of the relevant appendices should be made easily available at venues used regularly for BGG coaching (Appendix 2F Contents of Coaching Venue Box Files).

### 2.1.2 Induction

Any new volunteer or coach to the County even with limited contact with children should be made familiar with his/her roles and responsibilities and an induction should be carried out that includes:

- formally signing up to the County’s Adult’s Code of Conduct (see Appendices 2C ).
- being made aware of the County’s Child Protection Policy Statement (Appendix 1A) and relevant Procedures and other relevant policies – see [www.bclga.co.uk/Juniors](http://www.bclga.co.uk/Juniors)
- clarification of the expectations, roles and responsibilities of the position
- introduction to colleagues.

### 2.1.3 Training

The County requires individuals working with children on a regular basis, to attend a three-hour awareness course – Safeguarding and Protecting Children. (See [www.getberkshireactive.org](http://www.getberkshireactive.org) ) for further details or contact a BGG Committee Member– see section 4).

### 2.1.4 Volunteer/Coach Record Keeping

The BGG Honorary secretary will keep up-to-date records on volunteers and coaches who act on their behalf and these will be held by the BGG Committee Honorary Secretary. These records will be made available to the BGG Committee and the County Welfare Officer on request. Difficulties in collecting this information will be reported to the Junior County Organiser.

Position	DBS no., date & issuing body & due date of next	Child Protection workshop – date attended & due date of next	PGA level certificate	Signed adult’s code of conduct certificate	Proof of ID	References
Regular volunteers in “Regulated activity”	Yes	Yes	recommended	Yes	No	Yes
PGA level 1 and 2 coaches (BCLGA funded)	Yes	Yes	Yes	Yes	No	No
PGA level 1 and 2 coaches (not BCLGA funded)	Yes	Yes	Yes	Yes	Yes	Yes
PGA Professionals	Yes	Yes	Yes	Yes	Yes	Yes
PGA Professionals (BB&O vetted)	Yes	Yes	Yes	Yes	No	No
BGG Committee members in “Regulated activity”	Yes	Yes	recommended	Yes	No	No
BGG Committee members who are “Occasional volunteers”	No	Yes (if BGG committee requests)	No	Yes	No	No
“Occasional volunteers”	No	No	No	Yes	No	No

For adults appointed by BCLGA/BGG to work with children who do not fit into any of the above criteria (eg a therapist employed by BCLGA) then the requirements for recruitment, appointment, induction and training will be considered on a case by case basis by the Junior county organiser in conjunction with the BCLGA/BGG committee and England Golf.

## **2.2 County Welfare Officer and Nominated Persons**

### **2.2.1 County Welfare Officer**

The purpose of having a County Welfare Officer (CWO) is:

- to provide a focal point and initial direction for both adults and children needing advice and for reporting any concerns.
- advise the Executive Committee on how to comply with the procedures described in these Guidelines.
- check that everyone with access to children within the County has been vetted.

The Job Description for the post of Club Welfare Officer is contained in Appendix 3A.

Contact details for the County Welfare Officer are contained in Section 4.

### **2.2.2 Nominated Persons**

In addition to the County Welfare Officer, the County has appointed other 'nominated persons' who can be contacted by anyone wanting informed advice on the County's Child Protection Policy and Procedures. Contact details for nominated persons can also be found in Section 4.

BGG Committee members' job descriptions can be found in Appendix 3 (3B = County Junior Organiser, 3C Coaching Organiser, 3D Honorary Secretary, 3E Database coordinator, 3F Fun Competition Organiser)

## **2.3 Providing a Welcoming Environment for Children at the County**

### **2.3.1 Membership of Berkshire Girls Golf (BGG)**

Berkshire Girls Golf welcomes all new girls to their Pre-handicap and BGG handicap activities which include coaching and competitions on short courses. Once the girls have gained a BGG handicap below 50 we hope they will join a club and work towards gaining a CONGU handicap.

BGG has set up a Talent Pathway (Appendix 4D) to coach and provide support for girls from beginners to single figure handicaps, and all stages in between. The aim is to give girls who join BGG access to high quality coaching, competition and development to suit their talent, skill level and experience. As a girl develops through the year, she may move up the pathway.

Each year, parents/guardians are required to complete a Membership Application Form /Membership renewal form (see Appendix 4A or 4A-R) which include consent for photography and video; a Medical Form (see Appendix 4B), and to talk through and sign with their daughter, the Code of Conduct for Young People (see Appendix 4C).

To be eligible to represent the County and play in the Championships a player must satisfy the membership criteria of BCLGA. (See the BCLGA Rules)

#### **2.3.1.1 Membership Application Form (Appendix 4A and 4A-R)**

The membership application form/renewal form contains basic information such as contact details and date of birth as well as information about the girls Club, handicap and school.

Note: this form also includes the parent and child consent for the use of photographic images and videoing.

For insurance purposes BGG membership is a pre-requisite for taking part in any coaching or competitions organised by BCLGA. Membership is paid annually. If a BGG member is also a member of a golf club, there is no charge for membership of BCLGA/BGG. If more than one girl in a family is a member of BGG, there is only one membership fee to pay.

A copy of the Membership application form should be kept in the girl's golf bag together with her medical form.

### **2.3.1.2 Medical Form (Appendix 4B)**

All parents are asked to complete two copies of the Player Medical Form, one of which is held by the BGG Database Administrator. Parents are asked to ensure that the second copy is kept in their daughter's golf bag so that it is always with them when attending County events. Event organisers should check this on a regular basis.

If a child falls ill or has an accident whilst attending County activities, it is important that information is available for medical staff or first aiders. Disabled children have particular requirements. Not all impairments, such as learning difficulties, are immediately apparent, but can affect the behaviour of a child or their ability to participate. It is advisable to double check with parents that all relevant information is available when running an event.

### **2.3.1.3 Code of Conduct for Young People (Appendix 4C)**

A Code of Conduct has been developed to suit the needs of children. Parents and children will be made aware of this Code of Conduct and its importance in ensuring that all participants enjoy and benefit in safety from the activities of others. Children and their parents will be asked to sign and return a copy when they join or renew their membership.

If necessary, appropriate disciplinary action will be taken if the code is not adhered to.

**Girls (and parents/guardians) may also find the Spectators' Code useful (Appendix 5K)**

**Note: Personal data collected by BGG is kept on a separate secure database. BCLGA/BGG procedures are currently being reviewed to ensure full compliance with General Data Protection Regulations that come into force 25<sup>th</sup> May 2018**

## **2.4 Guidance for Volunteers, Coaches and Therapists**

### **2.4.1 Supervision**

A risk assessment of venues used must be completed by the organiser of the event and supervision ratios must reflect the outcome of the assessment. (Appendix 5D).

Our aim is to have at least one adult to 6 girls with a maximum of 8 with a minimum of two adults at any one event.

Children under 8 years of age must be accompanied by a parent or other responsible adult nominated by the parent. Should a parent decide not to stay then a "Permission for girls under 8 years old to attend BGG events unaccompanied" (Appendix 5H) must be completed and signed by the parent/guardian.

A register must be taken at all events to ensure girls are checked in, medical forms are available, contact details are recorded and girls are checked off as they return to their parents.

- For each coaching session (Appendix 5A-Coaching).
- For Single Day Events (Appendix 5A-SDE).

### **2.4.2 Changing Rooms**

Whenever possible, adult volunteers and staff should avoid changing or showering at the same time as children. Parents must be made aware that on occasions adults and children may need to share a changing facility.

Particular attention should be given to the supervision of children aged ten and under in changing rooms. It is advisable for adults not to be alone with any such child in these circumstances.

If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.

### **2.4.3 Adults and Children Playing Golf Together**

When playing golf with a child, adults should always be aware that certain age-related differences exist and should conduct themselves in a manner that recognises this. Disciplinary action in accordance with the county procedures will be considered in the case of serious inappropriate behaviour

### **2.4.4 Physical Contact**

Adults must consult the guidance on physical contact in sport provided in the Guidelines for Safeguarding Children in Golf if their role involves such contact. They must consider carefully any contact and whether it is necessary and appropriate <http://www.childreningolf.org/policies-procedures/physical-contact>

### **2.4.5 Late Collection Guidelines**

A register should be held of all attendees at any County activity including parents' contact details and at least one other emergency contact. The person holding the register is then responsible for following the guidelines in order to get all children collected safely (see Appendix 5A- Coaching and 5A-SDE).

If attempts to contact the parent and the emergency contact(s) have failed, the supervising adult should wait with the child, and wherever possible, other volunteers, coaches or parents.

Volunteers and coaches should avoid:

- taking the child home or to another location.
- waiting alone with the child.
- without parental consent, sending the child home with another person.
- leaving the child alone.

If all attempts to make contact fail, consideration should be given to contacting the police for advice.

## **2.5 Transport**

### **2.5.1 Guidelines on Transport**

It is the responsibility of parents to transport their daughter to and from the nominated meeting point. It is NOT the responsibility of BCLGA/BGG volunteers or coaches to transport children from their home.

If the County undertakes to transport girls from the nominated meeting point to an event, the following issues must be addressed:

- the adults used to drive the vehicles will be vetted to ensure they are suitable to do so (i.e. the recruitment procedures will be followed).
- appropriate insurance cover must be arranged.
- Parents must provide their written consent for children to be transported by County representatives (see Appendix 5B).
- transporting children alone is to be avoided. If this situation arises, it is advisable for the child to sit in the back seat of the car.
- parents are aware of the time of collection and return.
- the vehicles have been registered with the County (see Appendix 5C).
- emergency contact numbers have been notified.

### **2.5.2 Hiring Transport**

- When booking transport for away fixtures/Junior County Week, the guidance contained within the Guidelines for Safeguarding Children in Golf will be followed.

## 2.6 Planning activities

Volunteers may find the following framework useful in their preparations:

Activity	Detail	Results/Action
Planning	When? Where? Who? Risk assessment of activity.	
Communication with Parents	Travel arrangements Start and collection times Venues Dates of competition Consent forms Emergency procedures Organiser contact details	
Venue	Risk assessment (for example form see Appendix 5D) Insurance First aid box and first aiders	
Supervision and Staffing	Child Protection point of contact Ratios of adults to children Staff checking & recruitment Roles and responsibilities Staff training	
Emergency Procedures	Medical information How will emergencies be managed? Who has responsibilities? Reporting procedures	
Registration	What is the process of registration for the competition? Parental permission?	
Documentation	Register of participants Player information Parental Medical Consent Forms Photography permission Programme Codes of Conduct	
Media	Guidelines for photography and media	

## 2.7 Managing Events Away from the County

### 2.7.1 Roles and Responsibilities

All volunteers supervising children at an 'away' event such as Junior County Week will have a clear knowledge of their role and responsibilities and be familiar with the relevant Child Protection Policy and Procedures and Codes of Conduct. Parents are required to sign the Away Match Consent Form (see Appendix 5E) to indicate that they have given their permission and are in receipt of full information about the event.

## **2.8 Guidelines for Photography and Use of Video**

Permission will be sought from parents before children's images are taken or used in publications, press releases or websites. Parents have the right to ask for their children's images to be removed from any website or publication. Images will be stored appropriately, and only used for the purposes outlined in the permission obtained.

Parents of young golfers MUST provide written consent for the use of video and photographic analysis. This is included as part of the Membership application form /renewal form for girls under 18 years (Appendix 4A and 4A-R – or Appendix 5F if more appropriate). A copy of this should be kept in the girl's bag along with her up to date medical form.

Professional photographers at an event must be given a clear brief about the acceptable standards and behaviour expected at a county event.

- those attending must be asked to register at the event if they wish to use photographic equipment (see Appendix 5G for sample Event Registration Form – Photographic Consent).
- parents and children must be informed that if they have concerns they can report them to the event organiser or County Welfare Officer (CWO)
- concerns regarding inappropriate or intrusive photography should be recorded by the event organiser or CWO in the same manner as any child protection concern
- most golfing activity takes place in areas that are open to the public and it is therefore understood that it is not possible to control all photography.
- Girls, parents, spectators must be made aware that we will not permit photographs, video images or other images of a child to be taken or used from any BGG events without the consent of the people concerned.

BGG has a closed Facebook group "Berkshire Girls Golf – The Junior Section of BCLGA" open to BGG members and their parents/guardians. The County Junior Organiser is the moderator and requests to join the group go through her.

## **2.9 Juniors Participating in BCLGA Events Primarily Intended for Adults**

### **2.9.1 Single Day Events**

If juniors enter BCLGA events that are primarily intended for adults, their parents must be informed that the child protection procedures applied at Junior events will not be in place. If the parents have any concerns they should be asked to stay during the event. When parents elect not to remain, the event organiser should ensure that a medical/emergency contact details form has been completed (see Appendix 5A-SDE) for each participating junior.

### **2.9.2 Events Involving Overnight Stays**

Where events, such as County Week, involve overnight stays, the same Child Protection procedures will apply as for Junior events. An Away Match Consent form must be completed (Appendix 5E)

## **3. How to deal with Concerns and Allegations**

### **3.1 Introduction**

**It is not the responsibility of those working in Golf to make judgements as to whether or not child abuse is occurring. However, it is their responsibility to act on any concerns.**

BCLGA/BGG staff and volunteers have a duty of care to respond to inappropriate behaviour, abuse or bullying.

All information received and discussed must be treated in confidence and only shared with those individuals within the County who will be able to manage and resolve the situation. On occasion it may be necessary to seek advice, or inform statutory agencies e.g. Child Social Care (CSC) or the Police.

## **3.2 Responding to Allegations and Concerns**

There are appropriate procedures to manage reported concerns or allegations, which have been compiled in accordance with Government guidelines and legislation. The procedures below are used:

### **3.2.1 Outside of Golf**

If the referral relates to an incident outside golf:

- the County Welfare Officer should be notified.
- the County Welfare Officer will notify the local Social Services or Police.
- no further action will be taken under golf procedures.
- in partnership with appropriate agencies, golf may need to provide support for the child and person making the referral.

Working in a school – you must inform the designated teacher, who will follow Local Safeguarding Children’s Board (LSCB) procedures.

Working on a local authority programme – you must inform the Sports Development Officer or nominated person, who will follow the LSCB procedures.

### **3.2.2 Inside Golf**

If the referral relates to incidents of child abuse within golf:

- the County Welfare Officer should be notified.
- the County Welfare Officer must notify either the local Children’s Social Care (CSC) and/or the Police and the EG Lead Child Protection Officer
- the EG Lead Child Protection Officer will provide advice, notify the appropriate agencies, and support the county in handling the matter

If the County Welfare Officer or the EG Lead Child Protection Officer is not available, delay must be avoided and advice sought from the local CSC, the Police the LSCB or the NSPCC. As soon as possible inform the EG Lead Child Protection Officer and explain action taken to date. In the event that a written report is required, a Concern/Allegation Reporting Form can be found in Appendix 6A.

In all instances if an incident is reported, ensure that the NGB CPO is made aware. It is essential that any concerns or allegations are dealt with centrally, rather than just within the County. The concern or allegation may be part of a much wider picture concerning the child or adult.

To protect the child from any further potential risk and also to protect the person against whom the allegation is made, it is essential that any concerns or allegations are dealt with confidentially. Until such time as the allegation is substantiated, only those who can assist with the handling of the case will be informed. Even if the allegation is, after investigation unfounded, the rules of confidentiality are to be adhered to.

In line with data protection principles, all records kept will be kept securely with limited access to authorised people.

## **3.3 Whistle-Blowing**

Volunteers, PGA Professionals, coaches, referees, parents and other juniors may be the first to have concerns about a child’s safety and welfare. However, they may be reluctant to express their concerns as speaking up may be difficult. They may also fear harassment or victimisation. In these circumstances it may seem easier to ignore the concern rather than report what may just be a suspicion of poor practice. When individuals feel unable to follow the normal reporting procedures or have

already followed the procedure and consider that the issues have not been adequately addressed, they are encouraged to contact the EG Lead Child Protection Officer

The EG will fully support and protect those, who, in good faith, report their concerns that someone has demonstrated poor practice or has abused, or may be, abusing a child. The EG will do its best to protect the identity of the whistle blower when they raise a concern and do not want their name to be disclosed. However, depending on the seriousness of the allegation, particularly when it may be necessary to seek advice or inform the Police or Children’s Social Care, it may not be possible to keep the source of the information hidden. The individual will be given prior notice of this and a chance to discuss the consequences. The EG will ensure that support is available both during and following an incident or allegation.

In cases where you are required to take immediate steps regarding a serious incident of abuse, or you do not feel able to disclose your concerns to the EG Lead Child Protection Officer, you must contact the Police, Children’s Social Care or the NSPCC.

### 3.4 Disciplinary Procedures

An allegation of abuse may give rise to a child protection investigation by the CSC department and/or a criminal investigation involving the police. For volunteers and PGA members, if the abuse is alleged to have occurred within the context of golf, it may also require separate disciplinary action by the County and/or the Governing Body. The County Welfare Officer will therefore inform the EG Lead Child Protection Officer of the circumstances.

All allegations of misconduct, inappropriate behaviour or abuse will be investigated in accordance with the county disciplinary procedures.

## 4. Contacts

### 4.1 BCLGA and BGG - Nominated Persons

County Junior Organiser	Sharron Hargreaves	<a href="mailto:juniororganiser@bclga.co.uk">juniororganiser@bclga.co.uk</a>
County Welfare Officer	Gabi Heuschel	<a href="mailto:cwo@bclga.co.uk">cwo@bclga.co.uk</a>
BGG Honorary Secretary	Marion Walker	<a href="mailto:bggsecretary@bclga.co.uk">bggsecretary@bclga.co.uk</a>
BGG Coaching Organiser		<a href="mailto:bggcoachingorganiser@bclga.co.uk">bggcoachingorganiser@bclga.co.uk</a>

### 4.2 Golf Contacts

Other contacts are:

England Golf - Compliance Manager	01526 351813
Golf Administrator - Safeguarding Children in Golf	01526 354500
PGA - Alan Wright - Lead Compliance and Safeguarding Officer	07799 111873
NSPCC 24 Hour HELPLINE	Tel: 0808 800 5000 Txt: 88858

#### 4.3 Local Contacts

##### Bracknell Forest

Multi Agency Safeguarding Hub (Mash team)	01344 352005
Out of Hours Emergency Duty Team	01344 786543

##### Reading

Multi-Agency Safeguarding Hub (MASH team)	0118 937 3641
Out of Hours Emergency Duty Team	01344 786543

##### Royal Borough of Windsor and Maidenhead

Multi-Agency Safeguarding Hub (Mash team)	01628 683150
Out of Hours Emergency Duty Team	01344 786543

##### Slough

Multi-Agency Safeguarding Hub (Mash team)	01753 875362
Out of Hours Emergency Duty Team	01344 786543

##### West Berkshire

Multi-Agency Safeguarding Hub (Mash team)	01635 503090
Out of Hours Emergency Duty Team	01344 786543

##### Wokingham

Multi-Agency Safeguarding Hub (Mash team)	0118 908 8002
Out of Hours Emergency Duty Team	01344 786543

<b>NB: In an emergency, the Samaritans will hold the SS Duty Officer's contact number 0845 7 909 090</b>
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Local Police Child Protection Team	101
In an emergency	999
NSPCC Free phone 24 hour Helpline	0808 800 5000

#### 4.4 National Contacts

NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester L4 1EZ	0116 366 5590
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The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	0207 825 2500
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Childline UK	Freepost 1111 London N1 0BR	0800 1111
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#### 4.5 Helplines

NSPCC HELPLINE	0808 800 5000
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