

# **BERKSHIRE COUNTY LADIES GOLF ASSOCIATION**



and its Junior Section

## **BERKSHIRE GIRLS GOLF**

### **Child Protection Policy & Procedures**

Version 4.1

## Document History

Aug 2016	Irene Gregory, Secretary BCLGA and Pauline Cameron CJO	Complete review	Version 4
Dec 2017	<p>Membership of the BGG committee changed due to retirement of members. BCLGA Executive agreed that responsibility for updating and control of the master forms in the “Child Protection Policy &amp; Procedures” will be the responsibility of the Junior Section and held by the BGG Honorary Secretary, <i>(CJO report for County Executive 30/11/17)</i>.</p> <p><b>The BCLGA Executive retains overall responsibility for the Child Protection Policy</b></p>		
January 2018	<p>Marion Walker BGG Honorary Secretary and BGG Committee members reviewed and updated the forms (appendices). In addition, the information on DBS checks was updated in line with England Golf and reference to ISA /CRB removed as no longer relevant.</p>		<p>Version 4.1</p> <p>Approved by BCLGA/BGG committee 16<sup>th</sup> February 2018</p>
	<p>All appendices checked and updated. BGG Committee name changes; format changed slightly for consistency; explanatory note (as given in Index of Appendices – page 4 of this document) added for clarity. The following Appendices added: 2D, 2E, 2F, 3C, 3D, 4A-R, 4B-County, 5A-Coaching, 5K</p>		
<p><b>Only the most up to date version is to be referred to and used – all previous versions become obsolete once this version (version 4.1) is ratified.</b></p> <p><b>Proposed future review dates</b></p>			
Through 2018	<p>Update all job descriptions and add job descriptions for CJO, database coordinator, fun competition organiser. Update any appendices as changes advised. Add in section related to procedures for competitions/matches and fun competitions</p>		<p>Maintain version control v4.2; v4.3 etc</p>
January 2019	<p>Update any name changes – amend any forms highlighted during the year needing updating</p>		
August 2019	<p>Complete review – as 3 years since last major review</p>		<p>Version 5</p>

Version control of this document is managed through the Honorary secretary of BGG in conjunction with the BCLGA secretary and Executive.

Electronic versions of the following sections are posted on the Berkshire County Ladies Golf Association website [www.bclga.co.uk](http://www.bclga.co.uk) click “Juniors” then “Keeping Children safe”

- Front Cover and Contents
- Child Protection Procedures
- Appendix 1A: Child Protection Policy
- Other appendices as required on the website

The remaining appendices (as listed on page 4 and 5 of this section) can be obtained by emailing the BGG Honorary Secretary: [bggsecretary@bclga.co.uk](mailto:bggsecretary@bclga.co.uk)

# CONTENTS

1.	Introduction	1
2.	Child Protection Procedures	2
2.1	Recruitment of Volunteers and Coaches	2
2.1.1	Appointment	3
2.1.1.1	Adult's Code of Conduct	3
2.1.2	Induction	4
2.1.3	Training	4
2.1.4	Volunteer/Coach Record Keeping	4
2.2	County Welfare Officer and Nominated Persons	5
2.2.1	County Welfare Officer	5
2.2.2	Nominated Persons	5
2.3	Providing a Welcome Environment for Children at the County	5
2.3.1	Membership of Berkshire Girls Golf	5
2.3.1.1	Membership Form	5
2.3.1.2	Parental Medical Consent Form and Photography And Video Consent Form (4B and 5F)	6
2.3.1.3	Young Person's Code of Conduct	6
2.4	Guidance for Volunteers and Coaches	6
2.4.1	Supervision	6
2.4.2	Changing Rooms	6
2.4.3	Adults and Children Playing Together	6
2.4.4	Physical Contact	6
2.4.5	Late Collection Guidelines	6
2.5	Transport	7
2.5.1	Guidelines on Transport	7
2.5.2	Hiring Transport	7
2.6	Planning Activities	8
2.7	Managing Events Away from the County	8
2.7.1	Roles and Responsibilities	8
2.8	Guidelines for Photography and Use of Video	9
2.9	Juniors Participating in BCLGA Events Primarily for Adults	9
2.9.1	Single Day Events	9
2.9.2	Events Involving Overnight Stays	9
3.	How to Deal with Concerns and Allegations	9
3.1	Introduction	9
3.2	Responding to Allegations and Concerns	10
3.2.1	Outside Golf	10
3.2.2	Inside Golf	10
3.3	Whistle-Blowing	10
3.4	Disciplinary Procedures	11
3.5	Independent Safeguarding Authority	11
4.	Contacts	11
4.1	BCLGA and BGG	11
4.2	Golf Contacts	11
4.3	Local Contacts	12
4.4	National Contacts	12
4.5	Helplines	12

## INDEX OF APPENDICES

App.	Title	Use
1A	BCLGA /BGG Child Protection Policy Statement	This Statement will be made available to all volunteers, coaches, members and their parents and available on the BCLGA.co.uk website click on “Juniors” then “Keeping Children Safe”
<b>The following Appendices can be obtained by e-mailing the BGG secretary: <a href="mailto:bggsecretary@bclga.co.uk">bggsecretary@bclga.co.uk</a></b>		
2A	Obtaining a DBS check through England Golf	Refer to section 2.1 and 2.1.4 of the BCLGA/BGG Child Protection Procedures for guidance on who should complete this form
2B	Reference Form	See section 2.1.4
2C	Code of Conduct For Professional Coaches & Volunteers	To be completed by all volunteers and PGA coaches
2D	Duties for club lady/volunteer coach assisting professional coach	To be read by all volunteers assisting coaches
2E	Guidance for Parent Volunteers	
2F	Contents of Coaching Venue Box Files	
2G	Fun Competition Helpers – Sign up Sheet	
3A	County Welfare Officer Job Description	All BGG Job descriptions to be reviewed and updated in 2018
3B	CJO Job Description	
3C	BGG Coaching Organiser Job Description	
3D	BGG Honorary Secretary Job Description	
3E	BGG Coaching Assistant Job Description	
3F	BGG Database Co-ordinator job description	
3G	BGG Fun Competition Organiser Job Description	
3H	BGG Junior Competition Organiser Job Description	
3K	BGG Junior Match Organiser Job Description	
<p>The coaching organiser will ensure parents/guardians of girls receiving BGG coaching are annually sent forms 4A/4A-R; 4B (if updating required); 4C and 4D with the coaching application form.</p> <p>The CJO will ensure elite/level 4 girls who are not in coaching are annually sent forms 4A/4A-R; 4B-County (if updating required);4C</p>		
4A	Membership Application Form for girls under 18 – Including consent for photography and video	To be completed by parents/guardians for all new members.
4A-R	Membership Renewal Application Form for girls under 18 -including consent for photography and video	To be completed for renewal membership only – including girls not in coaching but attend BGG events

4B	Medical form – updates communicated to database coordinator as necessary	To be completed by parents/guardians for all new members. One copy will be held with BGG and another in the member's golf bag. This should be checked at regularly intervals and another completed if necessary. Updates to be held in golf bag
4B-County	Medical Form for County Competitions	
4C	Code of Conduct for Young People	To be signed by junior players and their parent/guardian- all new and renewing members. annually
4D	BGG Talent Pathway	Sent out to juniors offered coaching (attached to coaching application form)
5A-SDE	Attendance and Information Register for Single Day event	A register of all attendees at an event with their up to date emergency contact details
5A-Coaching	Attendance and Information Register for Coaching	A register of all girls attending coaching with their up to date emergency contact details
5B	Transport Consent Form	To be signed by parents/guardians if a BGG volunteer is to transport children
5C	Private Vehicle Registration Form	To be completed by BGG volunteer who will be transporting the 'above' children and to be registered with the County.
5D	Venue Risk Assessment Form	To be completed by Event Organiser for all one off events and by PGA Pros/Coaching Organiser for coaching venues
5E	Away Match Consent Form	To be completed when members are staying away from home at an event such as Junior County Week
5F	Photography and Video Consent Form including County competitions	(or use App 4A or 4A-R if more relevant)
5G	Event Registration Form - Photographic Consent	To be completed by any outside photographer, such as press, at an event.
5H	Permission for girls under eight years old to attend BGG events unaccompanied	To be completed by parents / legal guardian of BGG members under the age of 8 years.
5K	Spectators' Code - ESGA	May be useful to hand out to girls / parents /adults spectating
6A	Concern/Allegation Form Recording Form	To be completed in the event of an incident, concern or allegation