St Patrick's Golf Club, Downpatrick

Safeguarding Policy

St Patrick's Golf Club, Downpatrick **is committed to ensuring the sport of golf is one within which all participants can thrive and flourish in a safe environment and that all children and young people have an enjoyable, safe and positive experience when playing golf.**

It is necessary that all those working or volunteering in *St Patrick's Golf Club, Downpatrick* understand their responsibility in safeguarding children.

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GOLF IRELAND

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GLOSSARY

Captain/Manager: A captain/manager is an individual who takes overall responsibility for a team or a group of sports people and who may often have a direct input into the nature and organisation of the activity itself.

Child/Junior/Young Person: A child/junior/young person is any person under 18 years of age unless they are or have been married (Child Care Act 1991).

Club Children's Officer (CCO): Children's Officers are appointed within golf clubs to act as a resource for children and to represent them at committee level. Their primary aim is the establishment of a child centred ethos within the club and to ensure Implementation and promotion of the relevant Safeguarding Policy and Guidelines so as to ensure that young people can participate, enjoy and benefit from our sport in safe and enjoyable surroundings.

Designated Liaison Person (DLP): A person who is responsible for reporting allegations or suspicions of child abuse and welfare issues to the Statutory Authorities at club or national level.

Leaders: For the purpose of this document, all adults involved in junior golf who work with and/or facilitate children to learn and compete in golf are referred to as Leaders. **Volunteers/Assistants:** Volunteers/Assistants are those people who provide back-up to any of the roles above and often such assistants are involved on an intermittent basis (e.g. supervision, provision of lifts to matches or competitions; checking equipment, etc.).

National Children's Officer (NCO) (*NGB level only):* A nominated person within Golf Ireland to advise on all matters in relation to safeguarding

Official: An official is an individual charged with the responsibility of ensuring that the rules of an activity are adhered to in a formal way. This category includes referees.

PGA: The Professional Golfers Association

Relevant Person: This means a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider's Child Safeguarding Statement.

Selector: A selector is an individual who has responsibility for the selection of participants under 18 years of age for teams and events.

Regulated Activity: Regulated activity is something that a person working in Northern Ireland must not do if the Disclosure and Barring Service (DBS) has "barred" them from working with children and adults. It is an offence for a barred person to do such work or to apply to do such work. Where an individual is working in regulated activity with children or adults, Golf Ireland requires they apply for an Access NI Enhanced check, together with a check of the "barred" lists held by the Disclosure and Barring Service and the Scottish Government.

Statutory Authorities: The authorities who promote the protection and welfare of young people and who have the responsibility for the investigation and/or validation of suspected child abuse, i.e. in the ROI it is Tusla & An Garda Siochána and in NI it is the Police Service of Northern Ireland (PSNI) and the Health and Social Care Trusts.

Statutory Authority Guidelines on Child Protection: In the Republic of Ireland **-** *Children First: National Guidance for the Protection and Welfare of Children, Department of Health and Children 2017 (ROI).* Northern Ireland - *Co-operating to Safeguard Children and Young People (NI) 2017.*

INTRODUCTION

St Patrick's Golf Club, Downpatrick believes everyone should be able to enjoy golf in a safe environment and that each person within the organisation either in a paid or voluntary position has a responsibility to protect and safeguard children and vulnerable adults. This policy aims to highlight these responsibilities and provide clear guidelines to all involved.

All sections of this policy are supported by detailed appendices referenced throughout the policy, which should be referred to while reading the relevant section.

In addition, *St Patrick's Golf Club, Downpatrick* are committed to:

- Respecting the rights of children as paramount.
- Providing opportunities for every child interested in playing golf to gain a positive experience.
- Including and involving children in decision making, providing opportunities for children to be heard.
- Promoting and implementing policies and procedures that:
    - safeguard the wellbeing of children and protect them from harm or abuse, ensuring that everyone knows what to do and who they can speak to.
    - prevent and respond to bullying behaviour, ensuring that everyone knows what to do and who they can speak to.
- Requiring members of staff and volunteers to adopt and abide by this safeguarding policy.
- Training, supporting and supervising members of staff and volunteers to adopt best practice.
- Regularly monitoring and evaluating the implementation of this policy.

NATIONAL POLICY & LEGISLATION

This safeguarding policy document is underpinned by national policy and legislation, in ROI Children First: National Guidance for the Protection and Welfare of Children 2017, and the requirements under The Children First Act 2015, and in Northern Ireland – the Children (NI) Order and Cooperating to Safeguarding Children and Young People 2017.

This guidance is also informed by Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice, the United Nations Convention on the Rights of the Child, The Child Care Act 1991, The Protections for Persons Reporting Child Abuse Act 1998 and the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016. In Northern Ireland guidance is also from Safeguarding Vulnerable Groups (NI) Order 2007 and Protection of Freedoms Act 2012.

1.0 St Patrick's Golf Club, Downpatrick Safeguarding Core Values and Principles

Participation in golf plays a crucial role in the development of children and young people due to the range of skills learned through their involvement in activities that contribute towards the holistic development of children. Whether at grassroots level or elite performance, *St Patrick's Golf Club, Downpatrick* want to create a safe, positive and nurturing environment where all children can learn important values including honesty, teamwork and fair play. In addition, children involved in golf can learn to respect themselves and others, adhere to rules, and develop a healthy relationship with competition at whatever level they are participating at.

The following are our core values and principles:

- **Importance of childhood** - The importance of childhood should be understood and valued by everyone involved in golf.
- **Fun and Healthy** – *St Patrick's Golf Club, Downpatrick* will try to make golf activities a fun and healthy experience for all involved.
- **Needs of the child** - All junior golf experiences should be guided by what is best for children. This means that adults should have a basic understanding of the emotional, physical and personal needs of young people.
- **Integrity in relationships** - Adults interacting with children in golf are in a position of trust and influence and must never abuse this position of trust. They should always ensure that children are treated with integrity and respect, and the self-esteem of young people is enhanced.
- **Fair Play** - All junior golf should be conducted in an atmosphere of fair play. *St Patrick's Golf Club, Downpatrick* will promote fair play, respect, ethics, integrity and safety throughout our organisation
- Quality atmosphere & ethos - Junior golf should be conducted in a safe, positive and encouraging atmosphere.
- **Competition** - Competition is an essential element of golf and should be encouraged in an age appropriate manner. A balanced approach to competition can make a significant contribution to the development of children, while at the same time providing fun, enjoyment and satisfaction. However competitive demands are often placed on children too early which results in excessive levels of pressure on them. Golf leaders should aim to put the welfare of young people first and competitive standards second.
- **Equality** - All children should be valued and treated in an equitable and fair manner regardless of ability, disability, age, gender, sexual orientation, religion, social and ethnic background or political persuasion.

2.0 Responsibilities of *St Patrick's Golf Club, Downpatrick* in Child Safeguarding

A central goal for *St Patrick's Golf Club, Downpatrick* is to provide a safe, positive and nurturing environment where children can develop and enhance their physical and social skills from grassroots to elite performance. Promoting a child centred ethos goes hand in hand with identifying and eliminating practice that impact negatively on safe and enjoyable participation in junior golf. *St Patrick's Golf Club, Downpatrick* promote the principles of safeguarding children by:

a) Carrying out a risk assessment and producing a Child Safeguarding Statement
b) Reviewing our policy and procedures every three years or whenever there is a major change in legislation.
c) Undertaking appropriate recruitment processes to include vetting checks and references.
d) Attending safeguarding training to raise knowledge and awareness of the standards that are expected when working with children and how/when to report a concern.
e) Implementing Codes of Conduct for all those working with juniors/young people
f) Appointing a Club Children's Officer and Designated Liaison Person
g) Communicating safeguarding procedures/guidelines to staff, coaches, volunteers, parents, and juniors.

h) Ensuring that the Sport Ireland Safeguarding audit process is completed including those in Northern Ireland.

By implementing the above it ensures:

a) *St Patrick's Golf Club, Downpatrick* fulfil legal and moral obligations for the protection of children
b) a positive message is sent to children and their parents/guardians about the value placed on children and their participation in golf
c) a positive message is sent to staff, leaders and volunteers that they will be supported and guided when they are working with children and safeguards will be in place to minimise risk to all
d) the standards and expectations for everyone working in golf
e) a legacy for the future of golf is built
f) the risk of legal action against the club is reduced, by ensuring that all legal duties have been fulfilled and that all reasonable steps have been taken to safeguard and promote the health, welfare and development of children.

3.0 Safeguarding Risk Assessment and Child Safeguarding Statement

Safeguarding Risk Assessment

In line with our requirements under Children First National Guidance 2017 (ROI) where we must ensure that we prevent, as far as practicable, deliberate harm or abuse to the children while availing of our services, *St Patrick's Golf Club, Downpatrick* have carried out a safeguarding risk assessment where we examined all aspects of our services from a safeguarding perspective. *St Patrick's Golf Club, Downpatrick* Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring and gives the required policy, guidance and procedures required to alleviate or minimize these risks.

Child Safeguarding Statement

The Child Safeguarding Statement is a written statement that specifies the service being provided by *St Patrick's Golf Club, Downpatrick* and the principles, that a child availing of our services is safe from harm by managing any risk identified as follows:

- Responding appropriately to any allegation against any leader/staff member/volunteer about any act, omission or circumstance in respect of a child availing of our service.
- Selecting and recruiting leaders/staff/volunteers who are suitable to work with children.
- Providing information and training to leaders/staff/volunteers on child protection and safeguarding issues.
- Enabling leaders/staff/volunteers in ROI, whether mandated persons or otherwise, to make a report to Tusla in accordance with the Act or any guidelines issued by the statutory authorities. In NI reports are made to the Health and Social Care Trust in accordance with their guidance.
- Maintaining a list of persons in *St Patrick's Golf Club, Downpatrick* who are mandated persons under the Act.
- Appointment of a relevant person in *St Patrick's Golf Club, Downpatrick* for the purposes of the Act.

Although the Children First Act 2015 is legally only applicable in ROI, Golf Ireland as an All-Ireland NGB expect all our golf clubs to work to the highest standards. Therefore, Northern Ireland clubs are expected to complete a safeguarding risk assessment and produce a safeguarding statement based on the sample template produced by Golf Ireland.

See appendix one for more details on the risk assessment and child safeguarding statement. Appendix 1

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4.0 Safeguarding Audit Framework

Golf Ireland are responsible for ensuring that the audit process (outlined below) is completed by their affiliated clubs and that any improvement actions arising from this process are implemented within an agreed period of time. Golf Ireland will evaluate, quality assure and endorse submissions of their affiliated clubs. On request, Golf Ireland will also provide an analysis of returns from their respective clubs to Sport Ireland.

Sport Irelands Safeguarding Audit Framework will strengthen the way that children and young people are made safer.

The Audit Framework is:

- Focused on safeguarding children.
- Easy to access and simple to understand.
- Designed to support the whole sporting community.
- Configured to reflect the voices of children, young people, parents, carers, staff and volunteers.
- Focused on a more detailed analysis of safeguarding arrangements.
- Compliant with relevant legislation and guidance, including Children First 2015 and Co operating to Safeguarding Children and Young People 2017.

Sport Irelands Safeguarding Audit Framework has been developed for use by all sporting organisations that work with children and young people, from grassroots to the national level. This includes individual golf clubs and Golf Ireland.

Sport Irelands Safeguarding Audit Framework is underpinned by current legislation and the principles set out in this document. It has a fundamental focus on the context of children and young people in sport and the creation of safe spaces where they can be seen, heard and helped.

This safeguarding framework is a self-assessment framework where clubs will self-assess adherence to safeguarding policies and procedures and the idea is to identify any gaps and action those areas.

It is compulsory to complete this framework and Golf Ireland will assist and support your club along the way.

Individual Golf clubs will be responsible for the timely completion of the safeguarding audit process. Clubs will be responsible for responding to any improvement actions that are identified through the Safeguarding Audit process and co-operating fully with any review that is commissioned in respect of their club.

5.0 Safeguarding Policies, Procedures and Practices for *St Patrick's Golf Club, Downpatrick*

By carrying out a risk assessment and producing a Child Safeguarding Statement *St Patrick's Golf Club, Downpatrick* have in place detailed policies and procedures outlining how we safeguard children and young people.

These policies and procedures include the roles and responsibilities of the people within *St Patrick's Golf Club, Downpatrick*, safe recruitment and selection of people, and the procedures to follow in relation to identifying and

reporting child welfare or child protection concerns and responding to allegations against someone within *St Patrick's Golf Club, Downpatrick*.

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6.0 Safe Recruitment Procedures

The vast majority of leader, coaches, staff and volunteers will help out through a genuine desire to see children develop within golf and with the aim of providing a fun and positive experience for the children. Unfortunately, we must face the reality that a small minority of people will join an organisation as an opportunity to gain access to children with the purpose of developing inappropriate intimate relationships. They will create an air of acceptability about their role, justifying their close contact with children. People who commit sexual offences against children often first gain the trust of people around the child, such as their family and friends. Those who commit offences work hard to portray themselves as caring and trustworthy and they befriend their victims to break down barriers before an offence may be committed.

In order to safeguard young people against such risks, *St Patrick's Golf Club, Downpatrick* take all reasonable steps to ensure that only suitable people are recruited to work with children by adopting and consistently applying a safe and clearly defined method of recruiting staff and volunteers.

The implementation of thorough recruitment and selection procedures will help to keep children and young people safe within *St Patrick's Golf Club, Downpatrick*. Good practice in management and supervision of workers and volunteers after appointment is a further essential safeguard to help keep children/young people safe.

St Patrick's Golf Club, Downpatrick endeavour to ensure that all volunteers and staff working with children and young people are appropriate and suitable to do so and they have all the information they require to undertake their job effectively.

This will mean that all individuals who occupy these roles undertake:

a) the appropriate vetting checks (renewed every three years)
b) safeguarding training (updated every three years)
c) the signing of codes of conduct (annually)
d) the responsibility to read and become familiar with *St Patrick's Golf Club, Downpatrick*'s Safeguarding Policy

See appendix two for more details on *St Patrick's Golf Club, Downpatrick***'s safe recruitment process.** **Appendix 2**

7.0 Safeguarding Training

All staff and volunteers will receive safeguarding training appropriate for their role. Training is updated every three years.

See appendix three for more information on *St Patrick's Golf Club, Downpatrick***'s safeguarding training.** **Appendix 3**

8.0 Roles and Responsibilities

All those working with children (including parents/carers) should accept the role and responsibilities that they undertake in their commitment to maintaining an enjoyable and safe environment and the vital role they play in the development of individuals and of junior golf as a whole.

Guided by this Safeguarding Policy, *St Patrick's Golf Club, Downpatrick* ensure that the work of all those working with juniors and interaction between children, their peers and adults, is conducted in a spirit of mutual respect, equality and non-discriminatory with a spirit of fair play.

Adults including parents /carers, who create an environment in which meaningful, open relationships are valued and where the integrity of everyone is respected, can promote such interaction.

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Safeguarding Roles and Responsibilities within *St Patrick's Golf Club, Downpatrick*

- Club Children's Officer
- Designated Liaison Person

If possible, it is good practice to have a deputy CCO and DLP.

See appendix four for the roles and responsibilities of the above roles. Appendix 4

9.0 Reporting & Protection

All those involved in golf have a moral duty of care to report child protection concerns in order to help create a safer environment for children. The procedure in ROI for reporting child protection or welfare concerns to Tusla is a specified procedure under the Children First Act 2015 (ROI) and should be done online following a discussion with Tusla staff.

In NI there is a standard UNIOCNI form for statutory agencies. It is recommended best practice that any telephone referral is followed up in writing and clubs may want to base this written report on the sample provided In Appendix 12.

St Patrick's Golf Club, Downpatrick have a duty to promote the welfare and safety of children. Staff and volunteers should be alert to the possibility that children with whom they are in contact may be being abused or at risk of being abused. They should know how to recognise and respond to the possibility of abuse or neglect, so as to ensure that the most effective steps are taken to protect a child and to contribute to the ongoing safety of children.

The guiding principles on reporting child abuse or neglect is summarised as follows:

1. The safety and wellbeing of the child must take priority over concerns about adults against whom an allegation may be made.
2. Reports of concerns should be made without delay to the DLP and/or (ROI) Tusla/Gardaí or (NI) Health and Social Care Trust/Police
3. It is not the responsibility of anyone working in a paid or voluntary capacity in *St Patrick's Golf Club, Downpatrick* to take responsibility or to decide whether or not child abuse is taking place. However, there is a responsibility on individuals (paid or voluntary) to protect children, which means if you have a concern you must report in order for the appropriate agency to make enquiries and take any necessary action to protect the young person.

4. Under no circumstances should any individual be left with a worry or concern about a child. Individuals should feel free to discuss any concern(s) with *St Patrick's Golf Club, Downpatrick*'s Designated Liaison Person or Golf Ireland's National Children's Officer, where all concerns will be treated in confidence.

5. Details should only be shared on a "need to know" basis with those who can help with the management of the concern.

In addition, individuals in ROI can:

Contact TUSLA to discuss or report a child protection/welfare concern (www.tusla.ie/children-first/contact-a-social-worker3)

If you think the child is in immediate danger and you cannot contact Tusla, you should contact the Gardaí without delay (999/112)

For individuals in Northern Ireland you should contact **Health and Social Care Trust (HSCT) Gateway Team**. **Visit gateway contacts** https://www.nidirect.gov.uk/publications/gateway-service-teams-contact-details

You can also contact the NSPCC helpline to discuss any concern about a child (Telephone: 0808 800 5000, Text: 88858, Email: help@nspcc.org.uk

If you think the child is in immediate danger, contact the **Police Service of Northern Ireland (PSNI) (999)**

See appendix five for more information on *St Patrick's Golf Club, Downpatrick***'s reporting procedures. Appendix 5**

10.0 Disciplinary, Complaints & Appeals

St Patrick's Golf Club, Downpatrick has developed a robust disciplinary, complaints and appeals process. It is important to note that the investigation of suspected child abuse is the responsibility of the Statutory Authorities and should not be undertaken by National Children's Officers/Designated Liaison Persons or other staff/volunteers.

See appendix six for more detail on the disciplinary, complaints and appeals procedure. Appendix 6

11.0 Safeguarding Good Practice Guidelines

A central goal for all involved in junior golf is to provide a safe, positive and nurturing environment where children can develop and enhance their physical and social skills.

Promoting a child centred ethos should go hand in hand with identifying and eliminating practice that impacts negatively on safe and enjoyable participation in junior golf.

This section of *St Patrick's Golf Club, Downpatrick* safeguarding policy provides guidance to provide a safe environment for children and young people:

- Supervision
- Transport
- Film & Photography
- Social Media
- Mobile Phones
- Physical Contact

- Late Collection
- Adults and Juniors Playing together
- Changing Rooms
- Away Trips/Overnight stays
- Accidents & Incidents
- Safety
- Anti-Bullying Policy

See appendix seven for more detailed guidelines. Appendix 7

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12.0 Codes of Conduct

Codes of conduct are an integral part of *St Patrick's Golf Club, Downpatrick*. We believe that adopting a Code of Conduct will ensure that all adults are familiar with what is acceptable and unacceptable behaviour when working with children. Adults who work with children are placed in a position of trust and therefore it is important they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from allegations of poor practice.

The code of conduct sets a standard of behaviour that help build *St Patrick's Golf Club, Downpatrick*'s culture and make it easier to deal with conduct and behaviour issues as they arise and form the basis for challenging and improving practice. These can be many and varied, ranging from on-course incidents, spectator abuse and mismanagement, to inappropriate social media posts, unfair treatment, poor sportsmanship and more. Codes of conduct set expectations for everyone and *St Patrick's Golf Club, Downpatrick* have a code of conduct in place for leaders, juniors and parents.

See appendix eight for the junior, leaders and parents code of conduct. Appendix 8

13.0 Representative Players (If applicable in your club)

Representative players are ambassadors for the game of golf. It is important that this is recognised as both an honour and a great achievement. When playing representative golf, players are acting as an ambassador for the entire game. In that role, there is an expectation that they will always conduct themselves in a way that reflects the standards of the game for showing respect to others and playing in accordance with the rules.

See appendix nine for more information on the procedure to investigate alleged misconduct involving representative players. Appendix 9

14.0 Legislation

There are a number of key pieces of legislation and guidance that relate to child welfare and protection.

See appendix ten which outlines the legislation and guidance that is applicable in the area of Safeguarding and Child Protection. Appendix 10

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Risk Assessment & Child Safeguarding Statement

St Patrick's Golf Club, Downpatrick Safeguarding Risk Assessment

This risk assessment considers the potential for harm to come to children whilst they are in the care of *St Patrick's Golf Club, Downpatrick* and indicates the areas of potential risk of harm, the likelihood of the risk occurring and gives the required policies, procedures and guidance documents required to alleviate these risks. This has been discussed and signed by the *St Patrick's Golf Club, Downpatrick* board on the date below.

This risk assessment precedes *St Patrick's Golf Club, Downpatrick*'s Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) and in accordance with the requirements of Section 11 (1) of the Children First Act 2015 (ROI) the risk is of abuse and not general health and safety risk.

All policies/procedures listed below are in *St Patrick's Golf Club, Downpatrick* - ***Safeguarding Policy.***

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/National	Further action required …
CLUB & COACHING PRACTICES				
Lack of coaching qualification	**Low**	▪ Coach education policy ▪ Recruitment policy	Committee Head Coach	*Proof of qualification to be confirmed, AccessNI, SG1 Basic Awareness training*
Supervision issues	**Medium**	▪ Supervision policy ▪ Coach education policy ▪ Unsupervised Children – Physical or Emotional harm	Committee	*Review supervision issues*
Unauthorised photography & recording activities	**Low**	▪ Photography and Use of Images policy	Committee	*Include in Safeguarding Training*
Behavioural Issues	**Low**	▪ Code of Conduct ▪ Safeguarding Level 1 (min) ▪ Complaints & Disciplinary policy	Committee	*Include in Safeguarding Training*
Lack of gender balance amongst coaches	**Low**	▪ Coach education policy ▪ Supervision/ratio policy	Committee	Review Policy
No guidance for travelling and away trips	**Low**	▪ Travel/Away trip policy ▪ Child Safeguarding Training	Committee	Train all coaches
Lack of adherence with procedures in Safeguarding policy (i.e. mobile phones, photography, transport, physical contact)	**Low**	▪ Safeguarding policy ▪ Complaints & disciplinary policy	Committee	Ongoing Review

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/National	Further action required …
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy	**Low**	▪ Complaints & Disciplinary procedure/policy ▪ Communications procedure ▪ Failure to report complaints	Coach	*Immediate action needed* *Greater communication required*
Difficulty in raising an issue by child & or parent Reason: Covered above	**Low**	▪ Complaints & Disciplinary procedure/policy ▪ Communications procedure	Coach	*Review the communication/responsibilities of the procedure/policy as required*
Complaints not being dealt with seriously	**Low**	▪ Complaints & Disciplinary procedure/policy	Committee	*Ongoing review*
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	**Medium**	▪ Reporting procedures/policy ▪ Coach education policy ▪ Code of Conduct ▪ Failure to report concerns	Committee	*Make policies and procedures available* *Include in Safeguarding Training (L1)*
No Mandated Person appointed		▪ Statutory Reporting procedures/policy	**NGB level only**	
No Designated Liaison Person Appointed	**Low**	▪ Statutory Reporting procedures/policy	DLP Appointed	*Train all DLPs* *Publicise identity of DLPs*
Concerns of abuse or harm not reported	**Low**	▪ Reporting procedures/policy ▪ Child Safeguarding Training – Level 1	DLP	*Include in Safeguarding Training (L1)* *Publicise names of Club Children's Officers, Designated Liaison Person* *Publicise internal and external reporting procedures*
Not clear who Junior/Young Person should talk to or report to	**Low**	▪ Post the names of Club Children's Officer Designated Liaison Person	Office Manager	*Communicate across the organisation reinforcing at tournaments/training/away trips* *Include in Safeguarding Training (L1)*

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/National	Further action required …
FACILITIES				
Unauthorised access to designated children's practice areas and to changing rooms, showers, toilets etc.	**Medium**	▪ Supervision policy ▪ Coach education	Committee / Coach	*Clarify responsibilities before session starts*
Unauthorised exit from children's areas	**Low**	▪ Supervision policy ▪ Coach education	Committee	*Clarify responsibilities before session starts*
Photography, filming or recording in prohibited areas	**Medium**	▪ Photography policy and use of devices in private areas	Committee	*Enforce policy in private changing areas*
Missing or found child on site	**Low**	▪ Missing or found child policy	Coach	*Refer to policy and inform Gardai/PSNI*
Children sharing facilities with adults e.g. dressing room, showers etc.	**Medium**	▪ Safeguarding policy	Committee	*Plan with management to create a suitable child centred environment in shared facilities*
Clubhouse Environment	**Medium**	▪ Exposure to adult behaviour/emotional harm	Coach	
RECRUITMENT				
Recruitment of inappropriate people	**Low**	▪ Recruitment policy ▪ Vetting procedures. Unvetted or unsuitable adults.	Committee	*Ongoing review*
Lack of clarity on roles No role descriptions or inadequate role descriptions	**Low**	▪ Recruitment policy	Committee	*Check job description Put supervision in place*
Unqualified or untrained people in role	**High**	▪ Recruitment policy ▪ Safeguarding Training	Committee	*Check qualification Urgent review required of qualifications of coaches etc*

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/National	Further action required …
COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors	**Low**	▪ Child Safeguarding Statement ▪ Training policy	Committee	*Communicate Child Safeguarding Statement AND Code of Conduct to members on BRS.*
No communication of Child Safeguarding Statement, Safeguarding Policy or Code of Conduct to members or visitors	**Low**	▪ Child Safeguarding Statement – display ▪ Code of Conduct - distribute ▪ Safeguarding Policy – make available	Committee / DLP	*Communicate/Display Child Safeguarding Statement* *Distribute Code or Sections as appropriate (induction booklet)* *Policy on website*
Unauthorised photography & recording of activities	**Medium**	▪ Photography and Use of Images policy ▪ Images used improperly ▪ Privacy breaches ▪ No tagging juniors	Committee	Issue guidance to all members on BRS on use of photographs and phone video etc.
Inappropriate use of social media and communications by under 18's	**Low**	▪ Communications policy ▪ Code of conduct	Committee	Provide instruction to all Junior Members
Inappropriate use of social media and communications with under 18's	**Low**	▪ Communications policy ▪ Code of conduct.	Committee	Communicate Code of Conduct to all members through BRS System.

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/National	Further action required …
GENERAL RISK OF HARM				
Harm not being recognised	**Medium**	▪ Safeguarding policy ▪ Child Safeguarding Training	Committee	*All Coaches to be advised of their responsibility to be on the lookout for incidents of harm.*
Harm caused by - **child to child** - **coach to child** - **volunteer to child** - **member to child** - **visitor to child** - **adult alone with child**	**Medium**	▪ Safeguarding policy ▪ Child Safeguarding Training ▪ Grooming risk	Committee / Coach	Ongoing Provide instructions and guidance to coached
General behavioural issues	**Low**	▪ Code of Conduct	Committee	*Take disciplinary action where necessary* *Sign code of conduct*

Explanation of terms used:

- **Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities within *St Patrick's Golf Club, Downpatrick.*
- **Likelihood of harm happening** – the likelihood of the risk occurring is measured by you as Medium.
- **Required Policy, Guidance and Procedure document** – indication of the policy required to alleviate the risk.
- **Responsibility** – provider should indicate where the responsibility for alleviating the risk lies.
- **Further action…** - indicates further action that might be necessary to alleviate any risk ongoing.

This Risk Assessment document has been discussed and completed by *St Patrick's Golf Club, Downpatrick* on 23/01 /2026

Signed: J Torney

Name: J. TORNEY

Role: *(insert role on Committee)* HON SECRETARY

Date: 28 February 2026.

Signed: J Torney

Name: Joe Torney

Role: Designated Liaison Person

St Patrick's Golf Club, Downpatrick

Child Safeguarding Statement

St Patrick's Golf Club, Downpatrick provides various golfing activities and opportunities for young people through participation in club and regional events.

- **Name:** *St Patrick's Golf Club, Downpatrick*
- **Sport:** Golf
- **Location:**

Section 2 - *St Patrick's Golf Club, Downpatrick* is committed to safeguarding children by working under our Safeguarding Policy. Our staff, both volunteers and employed, working with our young people, throughout the organisation, seek to create a safe environment for young people to grow and develop within golf by adhering to the following principles:

- **Importance of childhood** - The importance of childhood should be understood and valued by everyone involved in golf.
- **Needs of the child** - All junior golf experiences should be guided by what is best for children. This means that adults should have a basic understanding of the emotional, physical and personal needs of young people.
- **Integrity in relationships** - Adults interacting with children in golf are in a position of trust and influence and must never abuse this position of trust. They should always ensure that children are treated with integrity and respect, and the self-esteem of young people is enhanced.
- **Fair Play** - All junior golf should be conducted in an atmosphere of fair play. *St Patrick's Golf Club, Downpatrick* will promote fair play, respect, ethics, integrity and safety throughout our organisation
- **Quality atmosphere & ethos** - Junior golf should be conducted in a safe, positive and encouraging atmosphere.
- **Competition** - Competition is an essential element of golf and should be encouraged in an age appropriate manner. A balanced approach to competition can make a significant contribution to the development of children, while at the same time providing fun, enjoyment and satisfaction. However competitive demands are often placed on children too early which results in excessive levels of pressure on them. Golf leaders should aim to put the welfare of young people first and competitive standards second.
- **Equality** - All children should be valued and treated in an equitable and fair manner regardless of ability, disability, age, gender, sexual orientation, religion, social and ethnic background or political persuasion.

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Section 3 - Risk Assessment

St Patrick's Golf Club, Downpatrick's written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents required to alleviate these risks. The list of risks identified and procedures to manage these risks are contained in the following categories:

Risk Identified	Procedure in place to manage risk identified
Coaching Practices ➢ Lack of coaching qualification. ➢ Supervision issues. ➢ Unauthorised photography & recording activities. ➢ Behavioural Issues. ➢ Lack of gender balance amongst coaches ➢ No guidance for travelling & away trips ➢ Risk of harm of sexual abuse of a child by a volunteer/coach/member of staff while away on an overnight trip ➢ Lack of adherence with procedures in Safeguarding policy	➢ Coach education policy/Recruitment policy. ➢ Supervision policy/Coach education policy ➢ Photography & Use of Images policy ➢ Code of Conduct / Safeguarding 1 / Complaints & Disciplinary policy. ➢ Supervision policy. ➢ Travel/Away trip policy / Child Safeguarding Training. ➢ Travel/Away trip policy, Code of conducts for golf leaders and parents/supervision/recruitment policy ➢ Safeguarding Policy /Recruitment Policy/Code of Conduct/ Complaints & disciplinary policy
Complaints & Discipline ➢ Lack of awareness of a Complaints & Disciplinary policy. ➢ Difficulty in raising an issue by child & or parent ➢ Complaints not being dealt with seriously	➢ Complaints & Disciplinary procedure/policy / Communications procedure. ➢ Complaints & Disciplinary procedure/policy / Communications procedure. ➢ Complaints & Disciplinary procedure/policy.
Reporting Procedures ➢ Lack of knowledge of organisational & statutory reporting procedures ➢ No DLP appointed ➢ Concerns of abuse or harm not reported. ➢ Not clear who young people or adults should talk to or report to.	➢ Reporting procedures/policy / Code of Conduct. ➢ Reporting procedures/policy. ➢ Reporting procedures/policy / Child Safeguarding Training – Level 1 ➢ CCO and DLP names displayed and proactively promoted. (If possible appoint deputy CCO& DLP) ➢ Guidance on responding to non-recent abuse cases
Use of Facilities ➢ Unauthorised access to designated children's play & practice areas & to changing rooms, showers, toilets etc..... ➢ Unauthorised exit from children's areas. ➢ Photography, filming or recording in prohibited areas. ➢ Missing or found child on site.	➢ Supervision policy / General Guidelines with Juniors/Changing room guidelines ➢ Supervision policy / General Guidelines with Juniors. ➢ Photography policy and use of devices in private zones. ➢ Missing or found child policy.

➢ Children sharing facilities with adults e.g. dressing room, showers etc...	➢ Safeguarding policy/General Guidelines with Juniors/changing room guidelines
Recruitment ➢ Recruitment of inappropriate people. ➢ Lack of clarity on roles. ➢ Unqualified or untrained people in role.	➢ Recruitment policy/ AccessNI/NVB checks. ➢ Role Descriptions ➢ Recruitment policy.
Communications ➢ Lack of awareness of 'risk of harm' with members and visitors. ➢ No communication of Child Safeguarding Statement or Code of Conduct to staff/volunteers ➢ Unauthorised photography & recording of activities. ➢ Inappropriate use of social media & communications by under 18's ➢ Inappropriate use of social media & communications with under 18's.	➢ Child Safeguarding Statement / Training Policy. ➢ Child Safeguarding Statement (display) / Code of Conduct (distributed to all working with children). Proactive communication of golf club values and safeguarding standards. ➢ Photography & Use of Images policy ➢ Communications policy / Code of conduct/Social Media Policy/ Disciplinary policy. ➢ Communications policy / Code of conduct/Social Media Policy/ Disciplinary policy.
General Risk of Harm ➢ Harm not being recognised. ➢ Harm caused by: o Child to Child. o Coach to Child. o Volunteer to Child. o Member to Child. o Visitor to Child. ➢ General behavioural issues. ➢ Issues of Bullying. ➢ Vetting of staff/volunteers. ➢ Issues of Online Safety	➢ Safeguarding policy / Child Safeguarding Training. ➢ Safeguarding policy / Child Safeguarding Training/ Anti-Bullying policy/ Disciplinary policy. ➢ Code of Conduct. ➢ Anti-Bullying policy. ➢ Recruitment policy / Vetting policy. ➢ Social Media guidance

The Risk Assessment was undertaken on 28 feb 2026 ___/___/20___

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Section 4 – Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, (the Children First: National Guidance, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice). In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

St Patrick's Golf Club, Downpatrick has the following procedures in place as part of our Safeguarding Policy:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities.
- Procedures for the safe recruitment of staff and volunteers to work with children in our activities.
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities.

The Club Children's Officer for *St Patrick's Golf Club, Downpatrick* **is Carmel Hanvey**

Section 5 – Implementation

We recognise that implementation is an ongoing process. *St Patrick's Golf Club, Downpatrick* is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our activities.

Please note the following:

- That all volunteers and staff have been furnished with a copy of this statement.
- This statement is available to parents/guardians, the Agency & members of the public on request.
- This statement is displayed in a prominent place by *St Patrick's Golf Club, Downpatrick*.

This Child Safeguarding Statement will be reviewed every 2 years.

Signed: Carmel Hanvey **Date:** 12th March 2026

(Club Children's Officer On behalf of St Patrick's Golf Club, Downpatrick)

Signed: [signature] **Date:** 23 February 2026

(Secretary Manager/Chair of *St Patrick's Golf Club, Downpatrick*)

For queries on this Child Safeguarding Statement, please contact the (Relevant Person/CCO): Insert Name

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Appendix 2 – Safe Recruitment Procedures

St Patrick's Golf Club, Downpatrick **Recruitment Procedure for all leaders/staff/volunteers:**

Appendix 2 – Safe Recruitment Procedures

St Patrick's Golf Club, Downpatrick **Recruitment Procedure for all leaders/staff/volunteers:**

St Patrick's Golf Club, Downpatrick will take all reasonable steps to ensure that adults representing them and working with juniors are appropriate and suitable to do so and are experienced and motivated. Opportunities for young people to participate in golf may not exist without the time and commitment of volunteers who are motivated by their desire to put something back into their sport. Recruiting individuals for positions is good practice and provides a better support structure for people. A recruitment process introduces staff and volunteers to their role and strengthens the message of safeguarding children within *St Patrick's Golf Club, Downpatrick* and also reduces the vulnerability of children and leaders. Recruitment and/or supervision procedures will apply to all persons with substantial access to juniors, whether paid or unpaid. Although the style of advertising a vacancy may differ between paid staff and volunteers, the system of recruitment will follow the same lines. A decision to appoint a Leader is the responsibility of *St Patrick's Golf Club, Downpatrick* and not of any one individual within it.

St Patrick's Golf Club, Downpatrick use the following recruitment procedure to ensure safeguarding good practice at club level.: -

- A description of the role including responsibilities, level of experience/qualifications required will be drawn up and clearly stated
- Leaders who have no previous experience of volunteering with juniors within a golf club setting or at regional/national level will be asked to fill in an information form, giving names of two references that can be contacted
- Certain roles may involve interviewing or meeting with the individual either formally or informally to be able to:
    - Access the individuals experience of working with children or young people and knowledge of safeguarding issues
    - Assess their commitment to promoting good practice
    - Access their ability to communicate with children and young people (i.e. be approachable)

- Once voted / nominated / appointed to a position the Leader will be made aware of and sign up to the code of conduct and should read and become familiar with *St Patrick's Golf Club, Downpatrick*'s Safeguarding Policy
- Both existing and new leaders will sign the appropriate code of conduct including the self-declaration questions annually
- All Leaders must successfully complete the Garda Vetting (ROI) or Access NI (NI) process through Golf Ireland prior to commencing working with children/vulnerable adults
- All leaders will undertake training: Safeguarding 1(Basic Awareness Workshop) (ROI) or Safeguarding Children & Young People in Sport (NI) must be completed. SG2 and SG3 Training for relevant roles of Club Children's Officer or Designated Liaison Person.
- A probation period may apply in order to assess the leaders commitment to promoting good practice in relation to young people
- Adequate supervision will always be provided.
- Information in relation to applicants are treated as highly sensitive and confidential and are kept in a locked cupboard that is accessible only by *St Patrick's Golf Club, Downpatrick* Children's Officer.
- Names of Club Children's Officer/Designated Liaison Person within *St Patrick's Golf Club, Downpatrick* will be made know to new leaders

Every effort will be made to manage and support appointed Leaders. Safeguarding training will be provided; codes of conduct will be made available and Garda Vetting/Access NI will be implemented.

St Patrick's Golf Club, Downpatrick **Volunteer/Coach Application Previous work/ voluntary experience/relevant Form for Those with Access to Children qualifications**

(All information received in this form will be treated confidentially)

Position Applied For: _____

_____

Full Name:

_____

Current Address: _____

_____

_____

Date of Birth:

_____

Telephone Number: _____

Email Address: _____

_____

_____

_____

_____

Do you agree to abide by *St Patrick's Golf Club, Downpatrick* **Safeguarding Policy and Code of Conduct?**

Yes ☐ **No** ☐

Have you ever been asked to leave a sporting organisation in the past? *(if you have answered yes we will contact you in confidence)*

Yes ☐ **No** ☐

Any other relevant information?

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.

Name: _____

Address: _____

_____

Email: _____

Position: _____

Name: _____

Address: _____

_____

Email: _____

Position _____

For Official Use Only

Date application received: _____

Date of Interview: _____

Interviewed by:

1. _____

2. _____

References received and are satisfactory:

Yes ☐ **No** ☐

Comments: _____

_____

_____

Statutory check completed & returned (if applicable)

Yes ☐ **No** ☐

Proof of applicant's identification received:

Yes ☐ **No** ☐

Recommendation: _____

_____

Approved Reasons _____

_____

_____

Not Approved Reasons: _____

_____

_____

Signed _____

Date: _____

Confidential Reference Form

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The following person _____

Has expressed an interest in working with St Patrick's Golf Club

_____

(list position)

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position. We appreciate you being extremely candid, open and honest in your evaluation.

1. **How long have you known this person?**

_____

2. **In what capacity?**

_____

_____

_____

_____

_____

3. **What attributes does this person have that would make them suited to the role applied for?**

_____

_____

Please rate this person on the following-
Please tick one box for each statement:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to young people. As an organisation committed to the welfare and protection of young people, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

Yes ☐ **No** ☐

(If you have answered YES we will contact you in confidence)

Signed: _____

Date: _____

Position in organisation: _____

_____

Name of club / organisation _____

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Appendix 3 – Safeguarding Training

Any individuals whose role will have regular contact with children or vulnerable persons in *St Patrick's Golf Club, Downpatrick* must complete Safeguarding training.

If you do not hold a valid safeguarding training certificate, you cannot continue in your role until you refresh your safeguarding training. A list of roles required to attend training is included at the end of this policy.

You must also have successfully completed the vetting process through Golf Ireland before you can work with children and vulnerable persons.

Safeguarding Workshops – Republic of Ireland

All leaders working regularly with children and young people must attend the relevant Sport Ireland Safeguarding workshops. These courses are delivered through your Local Sports Partnership and by Golf Ireland.

See **Safeguarding Workshops** for details.

Basic Safeguarding Workshops (Delivered either via Zoom or face to face)

Safeguarding 1

- Validation period: 3 years
- Expected attendees: any person working with or who is involved in the planning/ administration of activities or events with young people
- Renewal: Safeguarding 1 certificate may be renewed by attendance at Safeguarding 1 (face to face workshop or online zoom) or Safeguarding 1 Refresher (e-learning module)

Safeguarding 1 Refresher (e-learning module) -
https://apps.ineqe.com/apps/sportireland/coaches/introduction.php

- Prerequisite: Valid Safeguarding 1 (face to face workshop or online zoom)
- Validation period: 3 years
- Expected attendees: any person having completed Safeguarding 1 (face to face workshop or online zoom)
- Renewal: Safeguarding 1 Refresher certificate may only be renewed by attendance at Safeguarding 1 (face to face workshop or online zoom)

Advanced Safeguarding Workshops – Role specific

Safeguarding 2 (Club Children's Officer Workshop)

- Prerequisite: Valid Safeguarding 1
- Validation period: 3 years
- Expected attendees: any person taking on the role of Club Children's Officer
- Renewal: Safeguarding 2 certificate may only be renewed by attendance at Safeguarding 2 (CCO workshop)

Safeguarding 3 (Designated Liaison Person workshop)

- Prerequisite: Valid Safeguarding 1, Safeguarding 1 Refresher
- Validation period: 3 years
- Expected attendees: any person taking on the role of Designated Liaison Person
- Renewal: Safeguarding 3 may only be renewed by attendance at Safeguarding 3 (face to face workshop)

Safeguarding Workshops – Northern Ireland

Basic Safeguarding Workshops

Safeguarding Children & Young People in Sport (SCYPS)

- Validation period: 3 years
- Expected attendees: any person working with or who is involved in the planning/administration of activities or events with young people
- Renewal: Safeguarding C&YP certificate may be renewed by attendance at Safeguarding C&YP (face to face/virtual workshop or via zoom) or Safeguarding 1 Refresher (e-learning module)

Safeguarding 1 Refresher (e-learning module) - https://www.sportlearningni.com

This is a free on-line course aimed primarily at those who have previously attended a Sport Northern Ireland Safeguarding Children and Young People in Sport three-hour, face to face/virtual workshop or equivalent and may want to refresh their knowledge

- Validation period: 3 years
- Expected attendees: any person having completed SCYPS workshop. This course can also be beneficial for parents and for all roles with regular responsibility for children this course can be a useful precursor to a face-to-face workshop

The NSPCC In Northern Ireland also offer an online Introductory safeguarding course for anyone who has occasional contact with children **CLICK HERE** for further information.

Advanced Safeguarding Workshops – Designated Safeguarding Officer Workshop – Role Specific

- Prerequisite: Valid Safeguarding Children & Young People in Sport.
- Validation period: 3 years
- Expected attendees: any person taking on the role of Club Children's Officer and DLP's.
- Renewal: Designated Safeguarding Officer Workshop may only be renewed by attendance at Designated Safeguarding Children's Officer Workshop.

Sport NI workshop information and booking

The above courses are delivered by Golf Ireland and Sport NI

See **Safeguarding Resources** for details.

Safeguarding Workshops Learning Outcomes

SAFEGUARDING 1:

Golf Leaders will be able to:

- Implement best practice in protecting the welfare of participants.
- Create a child-centred environment within the sports club.
- List categories of abuse and some indicators associated with abuse.
- Make appropriate response to a disclosure.
- Make a report to Designated Liaison Person or appropriate Statutory Authorities.

SAFEGUARDING 2:

- Understanding how to communicate with young people.
- How to deal with safeguarding issues.
- Your reflections on the Club Children's Officer (CCO) role.

SAFEGUARDING 3:

To provide training to the Designated Liaison Person who is responsible for reporting allegations or suspicions of child abuse to TUSLA Child and Family Agency and/or An Garda Síochána.

- Describe how the child protection system and its associated processes work.
- List the role and responsibilities of the DLP in relation to protecting and safeguarding children.
- Identify the categories and indicators of abuse.
- Communicate with parents and/or agencies as appropriate.
- Carry out reporting procedures.

SPORT NI TRAINING

Sport Northern Ireland offer two different levels of safeguarding workshops both of them are 3 hours long, but this Includes 30/40 minute pre-learning with a short quiz which should be complete before attending the tutor led learning opportunity.

- Safeguarding Children and Young People in Sport
- Designated Safeguarding Officer (DSO) suitable for those in DLP role.

Safeguarding Children and Young People in Sport workshop

During this training, you'll learn to:

- Understand the potential importance of your role in the lives of children and young people and what you can do to safeguarding them.
- Identify best practice procedures and behaviour to safeguard children and young people in sport.
- Recognise and respond if abuse/poor practice is suspected.

Designated Safeguarding Officer (DSO)

The aim of the workshop is to enable participants to become familiar with the role of a Designated Safeguarding Officer and develop their competence and confidence in carrying out this role within sport.

Participants must have attended the Safeguarding Children and Young People in Sport workshop prior to attending this training.

During this training, you'll learn to:

- Understand your roles and responsibilities.
- Be clear on actions to achieve a safer club.
- Consider difference between poor practice and abuse.
- Recognise and respond appropriately to a range of situations that give grounds for concern
- Be Informed and Inspired

Renewing Safeguarding certificates

Safeguarding training requires renewal every 3 years. Renewal may be achieved by attending any of the above

List of Roles and Training Requirements

Safeguarding 1 (ROI) **SCYPS (NI)**	**Safeguarding 2**	**Safeguarding 3**	**DSO (NI)** **(Combination of SG2&SG3 in ROI)**
Golf Leaders			
Golf Coach/PGA Professional			
Junior committee member			
Junior Team Manager/Captain			
Staff (working with U18)			
Junior Volunteers/helpers			
Junior convenors			
Mentor			
Designated Liaison Person(s)		Designated Liaison Person (s)	Designated Liaison Person (s)
Club Children's Officer (s)	Club Children's Officer (s)		Club Children's Officer (s)

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Appendix 4 – Safeguarding Roles & Responsibilities

Club Children's Officer

The appointment of Club Children's Officers in golf clubs is an essential element in the creation of a quality atmosphere. They act as a resource with regard to children's issues.

In summary Children's Officers should review current policies in relation to young people, check that all activities are safe and fun, and inform adults of how to deal with any concerns that may arise in relation to the protection of children and young people.

Club Children's Officers should be child centred in focus and have as the primary aim the establishment of a child centred ethos within the golf club. S/he is the link between the children and the adults in the club. S/he also takes responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and Golf Leaders.

The Children's Officer should be a member of or have access to, the Club Management Committee and should be introduced to the young people in an appropriate forum.

The role of the Club Children's Officer should be:

To promote awareness of safeguarding guidelines within the golf club, among young members and their parents/guardians. This could be achieved by:- the distribution of information leaflets, the establishment of a junior specific notice board, regular information meetings for the young people and their parents/guardians

- To influence policy and practice within the golf club in order to prioritise children's needs
- Establish contact with the National Children's Officer in Golf Ireland.
- To ensure that children know how to make concerns known to appropriate adults or agencies.
- To encourage the appropriate involvement of parents/ guardians in the club activities
- To act as an advisory resource to Golf Leaders on best practice in junior golf
- To report regularly to the Club Management Committee.
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Golf Leaders
- To ensure that the children have a voice in the running of their golf club and ensure that there are steps young people can take to express concerns about their golf activities/ experiences.
- Establish communication with other branches of the club, e.g. facilitate parent's information sessions at the start of the season
- Keep records on each member on file, including junior members, their contact numbers and any special needs of the child that should be known to leaders
- Ensure each member signs an annual membership form that includes signing up to the code of conduct for golf leaders and children and young people.
- The CCO should undertake the necessary training i.e. **Safeguarding 1 & 2 (ROI) or SCYPS & DSO (NI)**
- Ensure that the club rules and regulations include:
  - complaints, disciplinary and appeals procedures.
  - an anti-bullying policy.
  - safety statement.
  - rules in relation to traveling with children.
  - supervision and recruitment of leaders.

St Patrick's Golf Club, Downpatrick Club Children's Officer: Carmel Hanvey

Designated Liaison Person

Each Golf Club must appoint a Designated Liaison Person (DLP). This person may or may not also fulfil the role of Children's Officer, however, best practice advises that they are kept as separate roles. It is recommended that this person is a senior club person. The DLP is responsible for reporting allegations or suspicions of child abuse to Tusla/Gateway or An Garda Síochána/ PSNI.

- The DLP is a resource for volunteers/coaches and should ensure that the golf clubs reporting procedures are followed. The DLP reports any suspected cases of child neglect or abuse to the Duty Social Worker in Child and Family Agency/Túsla or An Garda Síochána/ Gateway team or PSNI.
- The DLP should also inform the National Children's Officer in Golf Ireland that a report has been submitted without identifying details
- The DLP should be knowledgeable about child protection and undertake any training considered necessary i.e. **Safeguarding 1 & 3 (ROI) or SCYPS & DSO (NI)**
- The DLP should familiarise themselves with the statutory and support services within their locality
- Have knowledge of the Safeguarding Code and relevant child protection legislation (Children First Act 2015 (ROI)/National Vetting Bureau Act 2012-2016 (ROI) and Cooperating to Safeguard Children and Young People in Northern Ireland 2017.

Children's Officers/Designated Persons do not have the responsibility of investigating or validating child protection concerns within the golf club and have no counselling or therapeutic role. These roles are filled by the Statutory Authorities. It is, however, possible that child protection concerns will be brought to the attention of the Children's Officer/Designated Liaison Person. In this event, it is essential that the correct procedure is followed.

St Patrick's Golf Club, Downpatrick DLP: _Joe Torney

National Children's Officer - NGB level only

Golf Ireland's National Children's Officer will advise on all matters in relation to safeguarding

The role of the National Children's Officer involves:

- Have knowledge of the Safeguarding Code and relevant child protection legislation (Children First Act 2015 (ROI)/ National Vetting Bureau Act 2012-2016, Co-operating to Safeguard Children and Young People in Northern Ireland 2017).
- Commitment to attendance at appropriate training as required in order to act as a resource to members in relation to children's needs
- Co-ordination of Child Safeguarding training.
- The promotion of the values, attitudes and structures which make sport enjoyable for children
- Circulation of all relevant information and resource materials, on children's sport to clubs and affiliates of the sports organisations
- Communication with Club Children's Officers to ensure the distribution of the Code and the promotion of related education programmes, materials events and governing body related codes
- Liaison with all clubs to examine the rules, regulations and structures to ensure that they are child centred, e.g., equal playing time, appropriate competition structures, modified equipment to allow sense of achievement and success, anti-bullying policy etc.

- Liaison with clubs, to ensure drop-out rates and transfers are monitored so that unusual developments or trends can be addressed, including transfer of sports leaders
- Assisting in the development of a system of record keeping which maintains confidentiality while allowing for appropriate information to be passed to relevant authorities where necessary
- Ensuring that Golf Ireland develops an appropriate golf specific policy, which includes a policy statement, codes of conduct, disciplinary procedures, bullying policy, safety statement, recruitment and selection policy and reporting procedures.

Golf Ireland National Children's Officer: Fiona Power safeguarding@golfireland.ie

Mandated Person

The Mandated person is a person named under schedule 2 of Children First Act 2015 (ROI). They have a legal responsibility to report concerns or allegations that reach or exceed the threshold of harm of abuse to the Tusla.

Legal Obligations of a Mandated Person:

Mandated persons have two main legal obligations under the Children First Act 2015 (ROI). These are:

- To report the harm of children above a defined threshold to Tusla;
- To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.

Golf Ireland Mandated Person: Fiona Power

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Appendix 5 – Reporting & Protection

Responding to Child Abuse:

Regardless of how a concern comes to a leader/volunteer's/staff's attention, it must be reported to the Designated Liaison Person (DLP) and Golf Ireland's National Children's Officer.

The Designated Liaison Person (DLP), in consultation with the person who raised the concern, will decide if reasonable grounds for concern exist. If reasonable grounds for concern exist, the Designated Liaison Person will report to a Tusla/Gateway duty social worker. If as the DLP you decide not to report a concern to Tusla/Gateway, the following steps will be taken:

- The reasons for not reporting should be recorded.
- Any actions taken as a result of the concern should be recorded.
- The employee or leader/volunteer who raised the concern should be given a clear written explanation of the reasons why the concern is not being reported to Tusla/Gateway.
- The employee or leader/volunteer should be advised that if they remain concerned about the situation, they are free to make a report to Tusla/Gateway team or An Garda Síochána/PSNI.

A report may be made by anyone in the organisation but should be passed on to the Designated Liaison Person/National Children's Officer, who may in turn have to pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within *St Patrick's Golf Club, Downpatrick*, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local Statutory Authorities. However, there is a responsibility to protect children by

assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the junior.

In ROI the individual employee or leader/volunteer has protection under the Protection for Persons Reporting Child Abuse Act 1998, should they report independently.

In NI this does not exist, but an individual who reports a concern in "good faith" is not deliberately attempting to slander another person's name.

Recording Procedure:

- Records should be factual and include details of contacts, consultations and any actions taken.
- All agencies dealing with children must cooperate in the sharing of records with the statutory authorities where a child protection or welfare issue arises.
- Records on child protection concerns and allegations are kept securely and safely in a locked cabinet within *St Patrick's Golf Club, Downpatrick* and these records are only accessed by the Designated Liaison Person and any other relevant person on a need to know basis
- Records are only used for the purpose for which they are intended.
- Records are only shared on a need to know basis in the best interests of the child/young person.

Reasonable Grounds for concern:

There are many reasons a leader/volunteer may be concerned about the welfare or protection of a child or young person.

You should always inform Tusla/NI Gateway Services if you have reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected. Persons unsure about whether or not certain behaviours are abusive and therefore reportable, can at anytime, contact a social worker for an informal discussion.

You can find details of who to contact to discuss your concern on the

Tusla website - **Tusla Contact a Social Worker**

NI Gateway Team - **Gateway Team Contact Details**

It is important to remember that children/young people are sometimes abused by members of their own family, by peers or by others outside the family environment such as strangers, workers or trusted adults.

The following are reasonable grounds for concern:

- Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way.
- Any concern about possible sexual abuse.
- Consistent signs that a child is suffering from emotional or physical neglect.
- A child saying or indicating by other means that he or she has been abused/harmed.
- Admission or indication by an adult or a child of an alleged abuse they committed.
- An account from a person who saw a child being abused/harmed.

Wherever appropriate, any issues should be checked with the parents/carers when considering whether a concern exists, unless doing so may further endanger the child or the person considering making the report.

It is important to remember that abuse is not always committed through personal contact with a child or young person, sometimes it is perpetrated through social media or the use of information and communication technology.

Responding to a child/young person who reports abuse:

A child or young person may say to a leader/volunteer that they have been or are being harmed or abused. Children/ young people will often have different ways of communicating that they are being abused. If a child or young person hints at or tells a leader/volunteer that he or she is being harmed by someone, be it a parent/carer, another adult or by another child/young person (peer abuse), it should be treated in a sensitive way.

- Remember, a child/young person may talk to you as a trusted adult about a worry or possible abuse at any time during your work with them. It is important that you are aware and prepared for this.
- Be as calm and natural as possible.
- Remember that you have been approached because you are trusted and possibly liked. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation.
- Do not panic.
- Be aware that talking about what happened to them can be very difficult for the child/young person.
- Remember, the child or young person may initially be testing your reactions and may only fully open up over a period of time.
- Listen to what the child/young person has to say. Give them the time and opportunity to tell as much as they are able and wish to. See when listening to young people below.
- Do not pressurise the child/young person. Allow him or her to talk at their own pace and in their own language.
- Conceal how hearing the allegation can make you feel as best you can i.e. shock, disgust, anger or even disbelief.
- Listen to what the child or young person has to say and follow *St Patrick's Golf Club, Downpatrick* procedures – false allegations are very rare and If you follow these guidelines you are protecting the child, club and yourself.
- It is important to differentiate between the person who carried out the abuse and the act of abuse itself.
- It is important to reassure the child/young person that they have done the right thing in talking about what was worrying them.
- Be honest with the child/young person and tell them that it is not possible to keep information a secret but you will maintain confidentiality.

When listening to the young person, ask open questions:

- Questions should be supportive and for the purpose of clarification only.
- Avoid leading questions, such as asking whether a specific person carried out the abuse.
- You should also avoid asking about intimate details or suggesting that something else may have happened other than what you have been told.

Let the person talk - don't interview. Allow the child to talk by facilitating them with open questions like;

- Tell me what happened
- Tell me more about the part where
- What happened next

To gather basic information, you may need to ask specific closed questions, (who, where, when, what, how).

Confidentiality:

It is essential that there is a clear understanding of professional and legal responsibilities with regard to confidentiality and the exchange of information.

- Where child protection and welfare concerns arise, information must be shared on a 'need to know' basis in the best interest of the child/young person with the relevant statutory authorities and with parents/guardians (see 4th bullet point).
- No undertakings regarding secrecy can be given. Those working with children/young people and families and in adult services should make this clear to parents/guardians and to the child/young person.
- The proportionate provision of information to the statutory agencies necessary for the protection of a child is not a breach of confidentiality or data protection.
- Parents/guardians and children/young people have a right to know if personal information is being shared, unless doing so could put the child/young person at further risk or may put the reporter at risk.

Reporting concerns about a Child to Statutory Authorities

St Patrick's Golf Club, Downpatrick have the following procedures in place for reporting concerns to the Statutory Authorities:

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

(b) Report the matter as soon as possible to the Designated Liaison Person within *St Patrick's Golf Club, Downpatrick* who has responsibility for reporting abuse. If the Designated Liaison Person have reasonable grounds for believing that the junior has been abused or is at risk of abuse, they will make a report to local Statutory Authorities who have statutory responsibility to investigate and assess suspected or actual child abuse.

The following forms will be used where reasonable grounds for concern exist –

Republic of Ireland – Tusla report form - https://www.tusla.ie/ children-first/individuals-working-with-children-and-young-people/how-do-i-report-a-concern-about-a-child/

Northern Ireland - contact Gateway Services and Use Appendix 11 - https://www.nidirect.gov.uk/publications/gateway-service-teams-contact-details

(c) In cases of emergency, where a junior appears to be at immediate and serious risk and the Mandated Person/Designated Liaison Person is unable to contact a duty social worker, An Garda Síochána/Police authorities should be contacted. Under no circumstances should a junior be left in a dangerous situation pending intervention by the Statutory Authorities

(d) If the Mandated Person/Designated Liaison Person is unsure whether reasonable grounds for concern exist they can informally consult with the Statutory Authorities. They will be advised whether or not the matter requires a formal report

(e) Where the person allegedly causing harm to a child is another child (peer abuse), reports should be made to Tusla/Gateway services for both children.

(f) The Retrospective Abuse Report Form is to be completed and submitted to Tusla for cases of adults alleging childhood abuse https://www.tusla.ie/children-first/publications-and-forms/.

In Northern Ireland use standard report form - Appendix 11

See Non-Recent Allegations of abuse below for more guidance.

Talking to parents/carers: You do not need to inform the family that a report is being made, if by doing so, the child will be placed at further risk or in cases where the family's knowledge of the report could impair Tusla's/Gateway's ability to carry out an assessment. Also, it is essential *St Patrick's Golf Club, Downpatrick* consult statutory services for advice when considering informing the family if the person making the report reasonably believes it may place them at risk of harm from the family.

Responding to Non-Recent Allegations of Abuse

It is possible that non-recent allegations of abuse can be made a number of years after the actual incident. This may be because of a change in circumstances for either the survivor or the alleged perpetrator. Any non-recent allegations must follow the current *St Patrick's Golf Club, Downpatrick* safeguarding procedures. If there are grounds for concern, then statutory authorities must be informed (Police or TUSLA/ Gateway Teams).

The following points should also be considered;

- Clearly establish with the adult complainant if there may be any children currently at risk of harm from the person they are saying abused them as a child.
- Advise the person making the complaint that they should inform the Police/An Garda Síochána. Encourage them to do so while acknowledging the brave steps they have already taken in beginning to talk about their experience as a child. It is important that the person knows that there is a likelihood that an abuser will not have stopped abusing after their individual abuse ended and if the person harmed them they could be continuing to cause harm to others. This needs to be done without reinforcing the inappropriate guilt the survivor may already have for not coming forward earlier.

- If the complainant refuses to talk to the statutory authorities but has provided you with enough identifying factors then this information MUST be shared with the police/ An Garda Síochána. This breach of the complainants' confidence is only appropriate if there is any potential that the alleged perpetrator is still a risk to children or could face prosecution (i.e. they are alive). Remember, the welfare of any children currently at risk is paramount. This must take priority over any request of confidentiality from the person providing you with the information/complaint. This should be explained to them at the earliest possible stage
- Offer support to the complainant when they are making a formal complaint to the police/An Garda Síochána.
- Signpost the complainant to support agencies that can provide counselling.

When an adult making a complaint chooses not to report the matter to the police/An Garda Síochána and you have already discussed the possibility of any child still being at risk you must follow *St Patrick's Golf Club, Downpatrick* reporting procedures and inform the Police/ An Garda Síochána or TUSLA/Gateway Team immediately of any identifying features of the allegation including the name of the alleged abuser. The person making the complaint should be informed that this is the organisation's moral and legal responsibility. If the individual wishes to remain anonymous this should be respected but again explaining that without any further cooperation, there may be little action the Police/An Garda Síochána can take to protect others. Encourage them to talk directly to the TUSLA/Gateway Teams, if not the Police/An Garda Síochána, in order to enable social services to consider if there is any action they can take to protect children at risk, as their threshold for intervention is lower than the evidence required for any criminal justice prosecution.

Allegations of abuse against *St Patrick's Golf Club, Downpatrick* Leaders

If such an allegation is made against a leader/volunteer/staff member the following procedures will be followed:

- The reporting procedure to Tusla/Gateway Services in respect of the child/ young person and the alleged abuser (see previous page)
- The internal personnel procedure for dealing with the leader/ volunteer.(Appendix 6)

An allegation of abuse may relate to a person who works with children who has:

- Behaved in a way that has or may have harmed a child/ young person;
- Possibly committed a criminal offence in relation to a child/young person;
- Behaved towards a child/young person or children/young people in a way that indicates they may pose a risk of harm to a child/young person;
- Behaved in a way that is contrary to *St Patrick's Golf Club, Downpatrick* code of conduct;
- Behaved in a way that is contrary to *St Patrick's Golf Club, Downpatrick* guidelines.

If an allegation is made against a golf leader/volunteer, *St Patrick's Golf Club, Downpatrick* will ensure that everyone involved is dealt with appropriately and in accordance with *St Patrick's Golf Club, Downpatrick* child safeguarding procedures, the rules of natural justice and any relevant employment law.

The safety of the child making the allegation and any others who are/may be at risk should be ensured and this should take precedence over any other consideration. In this regard, *St Patrick's Golf Club, Downpatrick* will take any necessary steps which may be immediately necessary to protect children

The reporting procedure

If the Designated Liaison Person has reasonable grounds for concern, the matter will be reported to the Statutory Authorities, following the standard reporting procedure. See page above

The procedure for dealing with a golf leader

The Designated Liaison Person makes the report to the Statutory Authorities and seeks advice about how and when to inform the person the allegation is made against.

- *St Patrick's Golf Club, Downpatrick* , following advice from statutory agencies will inform the golf Leader that (a) an allegation has been made against them and

(b) the nature of the allegation. They will be afforded an opportunity to respond and their response will be noted and passed on to the Statutory Authorities

- The Leader may be served with a precautionary suspension with no presumption of guilt or innocence pending the outcome of the investigation. It must be made clear to all that the precautionary suspension will not prejudice any later disciplinary proceedings. This task will be undertaken by a senior office holder other than the designated liaison person who takes the responsibility for reporting.

Disciplinary action for the Leader should be considered but only if this does not interfere with the investigation of the Statutory Authorities. It is important to consider the outcome of the investigation and any implications it might have. The fact that someone an allegation has been made against has not been prosecuted, been found not guilty or no further action (NFA) by statutory agencies, does not automatically mean that they are appropriate to work with juniors in the future.

Irrespective of the findings of the Statutory Authorities, *St Patrick's Golf Club, Downpatrick* Disciplinary Committee/Case Management Group will assess all individual cases to decide whether a member of staff or volunteer should be reinstated and if so, how this can be sensitively handled. This may be a difficult decision, especially where there is insufficient evidence to uphold any action by the Statutory Authorities. In such case *St Patrick's Golf Club, Downpatrick* Disciplinary Committee/Case Management Group must reach a decision based upon the balance of probability that an incident happened or not. This means that if the decision is made on the balance of probability that it is more likely than not that the allegation is true, there are implications of this for the safety of juniors and sanctions may be required. The welfare of the junior will remain of paramount importance throughout. *St Patrick's Golf Club, Downpatrick* may need to disclose information to ensure the protection of juniors in its care, in NI clubs/organisations are obliged to pass information to the Disclosure and Barring Service (DBS, see below).

All persons involved in a child protection process (the child, his/her parents/carers, the alleged offender, his/her family, Golf Leaders) will be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.

Duty to refer to Disclosure and Barring Service (NI only)

Under the Safeguarding Vulnerable Groups (NI) Order, all organisations have a duty to refer information to the Disclosure and Barring Service (DBS) in certain circumstances. In all cases there are two conditions, both of which must be met, to trigger a referral to the DBS by a regulated activity provider.

A referral MUST be made to the DBS if:

a. withdraws permission for an individual to engage in regulated activity, or would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not regulated activity; because

b. they think that the individual has:

- engaged in relevant conduct;
- satisfied the criteria set out in the Harm Test; or
- received a caution or conviction for a relevant offence.

If both conditions have been met, the club/organisation will refer the information on to the DBS.

The referral must be made to the DBS when the club/organisation has (in following with good practice) gathered sufficient evidence as part of its investigations to support its reasons for withdrawing permission for the person in question to engage in regulated activity, consulted with the relevant social services or police if appropriate.

ANONYMOUS COMPLAINTS

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the child/children is paramount. Any such complaints relating to possible child protection concerns should be brought to the attention of the Children's Officer/Designated Liaison Person. The information should be checked out and handled in a confidential manner.

RUMOURS

Rumours should not be allowed to hang in the air. Any rumours relating to possible child protection concerns should be brought to the attention of the Designated Liaison Person/Children's Officer and checked out without delay.

Categories of Abuse:

In ROI and NI the statutory authorities define a number of different categories of abuse.

Children First: National Guidance for the Protection and Welfare of Children 2017 (ROI) defines four categories of abuse: neglect, emotional abuse, physical abuse and sexual abuse. A child/young person may be subjected to one or more forms of abuse at any given time.

Cooperating to Safeguard Children and Young People 2017 (NI) defines categories of abuse: neglect, emotional abuse, physical abuse, sexual abuse and exploitation.

When working with children/young people it is important to be aware of the four categories of abuse these are as follows:

Neglect:

Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences.

Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety.

Emotional Abuse:

Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse. Abuse occurs when a child's basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver. In NI it is recognised that emotional abuse may involve bullying – including online bullying through social networks, online games or mobile phones – by a child's peers.

Physical Abuse:

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/ or development is, may be, or has been damaged as a result of suspected physical abuse.

Physical abuse can include the following:

- Physical punishment.
- Beating Slapping, hitting or kicking.
- Pushing Shaking or throwing.
- Pinching Biting, choking or hair-pulling.
- Use of excessive force in handling.
- Deliberate poisoning.
- Suffocation.
- Fabricated/induced illness.
- Female genital mutilation.

Sexual Abuse:

Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes contact and non-contact sexual acts such as masturbation, fondling, oral or penetrative sex or exposing the child to sexual activity directly or through pornography. Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

Exploitation:

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as

child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

NB: If you require further information on any of the categories of abuse listed above please consult Children First Guidance directly via the following link:

https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf

or

Cooperating to Safeguard Children and Young People: https://www.health-ni.gov.uk/publications/co-operating-safeguard-children-and-young-people-northern-ireland

Signs of Abuse:

If you are dealing with children, you need to be alert to the possibility that a welfare or protection concern may arise in relation to children you come in contact with. A child needs to have someone they can trust in order to feel able to turn to for help or advice about a worry they may have or abuse they may be experiencing. They need to know that they will be listened to and taken seriously to assist in getting them the help they need. Without these things, they may be vulnerable to continuing abuse.

Some children may be more vulnerable to the risk of abuse than others. There may be particular times or circumstances when a child may be more vulnerable to abuse in their lives. In particular, children with disabilities, children with communication difficulties, children in care or living away from home, or children with a parent or parents with problems in their own lives may be more susceptible to harm.

The following list is intended to help your organisation/club identify the range of issues in a child's life that may place them at greater risk of abuse or neglect. It is important for you to remember that the presence of any of these factors does not necessarily mean that a child in those circumstances or settings is being abused.

Parent/Carer Factors:

- Drug and alcohol misuse.
- Addiction, including gambling.
- Mental health issues.
- Parental disability issues, including learning or intellectual disability.
- Conflictual relationships.
- Domestic violence.
- Adolescent parents.

Child Factors:

- Age.
- Gender.
- Sexuality.
- Disability.
- Mental health issues, including self-harm and suicide.
- Communication difficulties.
- Trafficked/Exploited.
- Previous abuse.
- Young carer.

Community Factors:
Cultural, ethnic, religious or faith-based norms in the family or community which may not meet the standards of child welfare or protection required in this jurisdiction.
Culture-specific practices, including:

- Misogynistic attitudes
- Female genital mutilation.
- Forced marriage.

- Honour-based violence.
- Radicalisation.

Environmental factors:

- Housing issues.
- Children who are out of home and not living with their parents, whether temporarily or permanently.
- Poverty/Begging.
- Bullying.
- Internet and social media-related concerns

Poor motivation or willingness of parents/guardians to engage:

- Non-attendance at appointments.
- Lack of insight or understanding of how the child is being affected.
- Lack of understanding about what needs to happen to bring about change.
- Avoidance of contact and reluctance to work with services or cooperate with club.
- Inability or unwillingness to comply with agreed plans to improve the experience for the young people.

You should consider these factors as part of being alert to the possibility that a child may be at risk of suffering abuse and in bringing reasonable concerns to the attention of Tusla/Gateway.

Statutory Contacts Republic of Ireland & Northern Ireland

TUSLA-Child & Family Agency

If in the Republic of Ireland if you have any concerns about a child you should report it to the Child & Family Agency please see website for contact details

http://www.tusla.ie/ services/child-protection-welfare/contact-a-social-worker/

Any query or concern in relation to children out of hours should be reported immediately to An Garda Síochána

Northern Ireland Health and Social Care Trusts

Each trust will have a Gateway team to deal with reports of abuse and also more local contacts for ongoing professional liaison for advice on concerns.

Regional Emergency Social Work service. Available 5.00 PM – 9.00 AM Monday to Thursday and 5.00 PM on Friday to 9.00 AM on Monday. There is a 24 hour cover over public holidays. Tel: 028 9504 9999

Gateway Numbers

Northern HSC Trust	Tel: 03001234333
South Eastern HSC Trust	Tel: 03001000300
Southern HSC Trust	Tel: 08007837745
Belfast HSC Trust	Tel: 028 90 507000
Western HSC Trust	Tel: 028 71314090

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Appendix 6 – Disciplinary, Complaints & Appeals Procedure

As a leader/employee/volunteer of *St Patrick's Golf Club, Downpatrick* , your behaviour must always reflect the high standards of our organisation and all that is good within our sport. Fair play in all competitions is expected. Where an allegation or complaint arises that your behaviour has fallen short of the standard expected of you, an inquiry will be made to establish if you should be subject to a disciplinary process.

Safeguarding complaints are complaints that involve a person under the age of 18. This document is written to provide a clear and easy to follow guide on how alleged poor practice complaints of a safeguarding nature are handled within *St Patrick's Golf Club, Downpatrick* .

It is important to note that the investigation of suspected child abuse is the responsibility of the Statutory Authorities and **should not** be undertaken by Designated Liaison Person's or other Golf Leaders. The standard reporting procedure outlined in the Statutory Authorities guidelines will be followed.

If an incident occurs that appears to breach the expected standards, the following procedure will be followed:

Complaints Procedure for alleged Poor Practice

What is Poor Practice

Incidents of poor practice occur when the needs of a child are compromised. Examples of poor practice are likely to be once off incidents and these might include but are not limited to:

Leader

- Being negative during sessions and competitions
- Not putting the welfare of the young person first
- Giving preferential treatment to individuals and unfairly rejecting others
- Discouraging fair play and not treating participants equally
- Not recognising developmental needs, ensuring activities are appropriate for the individual
- Not planning and preparing appropriately
- Not reporting concerns in accordance with *St Patrick's Golf Club, Downpatrick* Safeguarding Policy reporting procedures
- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Constant communication with individual golfers by mobile phone or email
- Taking children to their home
- Taking children on journeys alone in their car
- Using inappropriate language

Representative Players

- Not maintaining high standards of conduct when interacting with juniors, other participants, parents, officials and organisers.
- Behaving irresponsibly and seeking out to unfairly affect a player or the outcome of the game
- Intentionally exposing any junior to embarrassment or disparagement using flippant or sarcastic remarks
- Using inappropriate language and or demonstrating threatening/abusive/bullying behavior

Parent/Guardian

- Not maintaining high standards of conduct when interacting with juniors, participants, other parents/guardians, officials and organisers.
- Behaving irresponsibly and seeking out to unfairly affect a player or the outcome of the game
- Intentionally exposing any junior to embarrassment or disparagement using flippant or sarcastic remarks

- Interfering with the coach or professional while working with the junior
- Using inappropriate language and or demonstrating threatening/abusive behavior

Spectators

- Using inappropriate language towards children, participants, coaches, referees or other spectators
- Entering the course or practice facilities or training sessions without being asked to do so
- Making inappropriate comments about a child's performance

Process for dealing with alleged Poor Practice

Where alleged poor practice has been identified or reported, it must be dealt with in a fair and impartial manner. All information should be treated in the strictest of confidence, in accordance with procedures concerning confidentiality outlined in *St Patrick's Golf Club, Downpatrick* Safeguarding Policy.

If the complainant believes the concern is of a safeguarding nature then the following procedure should be followed:

- The complaint should be in writing to the Secretary or Club Children's Officer and should be responded to within 7 working days. If the complaint is against a junior, correspondence will be to the parent/guardian.
- On receiving a complaint, *St Patrick's Golf Club, Downpatrick* will appoint a disciplinary committee of no less than three members. It will be the responsibility of this committee to select a representative (investigator) to meet with the complainant and any other witnesses to ask for their explanation of what happened.
- The committee will consist of representatives from the junior golf committee, club management committee/club members and the club children's officer.
- The disciplinary committee will furnish the individual with the nature of the complaint being made against them and afford them the opportunity of providing a response either verbally or in writing, but usually at a meeting with the disciplinary committee. U18's should be accompanied by a parent/guardian.
- While maintaining confidentiality the appropriate disciplinary committee with safeguarding knowledge will hear the case of all parties involved and decide if behaviour has breached *St Patrick's Golf Club, Downpatrick* Safeguarding Policy.
- If the complaint involves suspected abuse or a criminal offence the club children's officer/designated person will be consulted and the disciplinary committee disbanded. The statutory authorities will then be informed.
- The disciplinary committee will review any relevant paperwork and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse.
- Written confidential records of all complaints will be kept safely and confidentially in a locked cabinet.
- Where it is established that an incident of misconduct has taken place, the disciplinary committee will notify the alleged of any sanction being imposed. The range of sanctions should reflect the seriousness of the alleged misconduct, whilst at the same time, being fair and proportionate to the complaint. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence will be addressed to the parents/guardians.
- If the leader/employee/volunteer against whom the complaint was made is unhappy with the decision of the disciplinary committee, they have the right to appeal the decision to an appeals committee (independent of a disciplinary committee). Any appeal should be made in writing within 10 days of the decision of the disciplinary committee.
- Following the appeals meeting the Appeals Committee will either confirm the original sanction or modify it in respect of further information provided through the appeal hearing. This decision is final and cannot be appealed against.

If any party is not satisfied with the outcome, the matter can be referred to the Governing Body. However, efforts to resolve the issue at local level should be exhausted before the Governing Body is engaged in attempts to resolve the matter.

Suspension for Safeguarding Purposes

If any leader/employee/volunteer of *St Patrick's Golf Club, Downpatrick* becomes the subject of an allegation of sexual misconduct or abuse involving a child or young person, resulting in an investigation by any statutory agencies charged with that responsibility, then *St Patrick's Golf Club, Downpatrick* reserves the right to impose a suspension without prejudice of their role until the matter has been fully investigated and a decision reached. Upon the successful resolution of the matter by the statutory agencies, the employee/volunteer/leader may have their suspension lifted. But the removal of a suspension will only follow an additional risk assessment to consider any possible breaches of *St Patrick's Golf Club, Downpatrick* Safeguarding policy. The recommendation by *St Patrick's Golf Club, Downpatrick* disciplinary committee should be confirmed by the Board of *St Patrick's Golf Club, Downpatrick* and will be communicated in writing to the employee/volunteer/leader.

In this respect the Statutory Authorities are Tusla and An Garda Síochána in the Republic of Ireland and Heath &Social Care Trusts Gateway Team and The PSNI in Northern Ireland.

Possible Sanctions Involving Poor Practice (but not limited to)

Leader

- Issued with a verbal and/or written warning
- To re-attend a Safeguarding Children in Sport course
- To step aside from duties for a specified period of time, or permanent removal
- Asked to work alongside a more experienced leader for a specified period of time to ensure best practice is followed at all times
- Monitored by a nominated person as directed by the appropriate committee
- Attend a return to work/role meeting with a DLP at a level required for responding to the Incident to reinforce the club Code of Conduct and clarify If there Is any further learning/training required.

Representative Players

- Issued with a verbal and/or written warning and warned as to their future conduct. This will be noted on the players record
- Loss of privileges in relation to equipment
- Reduction in order of merit points
- Removal from team/coaching panels
- Reduction or removal in subvention in relation to travelling or accommodation expenses
- Reduction or removal in grant aid
- Suspension from competing in National & Provincial/District tournaments

Parent/Guardian and Spectators

- Issued with a verbal and/or written warning and warned as to their future conduct
- Forbidden to attend coaching sessions, tournaments and championships for a period of time, or permanent removal
- To attend a Safeguarding workshop

Note: Any suspension/removal of a parent or guardian should not impact the involvement of the child. Drop off and collection of their child should be facilitated to allow the child attend coaching sessions, tournaments or championships.

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Appendix 7 – Safeguarding Guidance

Supervision, Ratios & Environment

There must **always be at least 2 adults present for all organised activities**. This will help to ensure the safety of the children as well as protecting adults. They should not be over familiar with children and must remember that they are in a position of trust at all times. There should be at least one adult of each gender with mixed parties.

Adult / Child Ratios:

- Adult/child ratios are 1:8 for under 12 years of age and 1:10 for over 12 years of age.
  For away trips the ratio is 1:5.
  The following factors will be taken into consideration when deciding how many adults are required to safely supervise children:-
  - the nature of the activity
  - the number of children involved in the activity
  - if there are any hazards associated with the activity or environment
  - the age of the participants
  - whether any of the children have any special needs, disability or challenging behaviour
  - whether any of the volunteers are under the age of 18 – while some volunteers may be U18, they should not be placed in a position of sole responsibility but should be supervised by a more senior coach or volunteer who has been vetted.

Environment:

- Away trips will need higher rates of supervision, children and young people should be supervised at all times. Parents will receive full information about arrangement for such trips and will be required to provide their consent for their child's participation.
- Avoid adults being left alone with young participants, if a leader needs to talk separately to a participant this should be done in an open environment, in view of others.
- Respect the privacy of young people while changing, leaders may only need to enter changing rooms where the participants are very young or require special assistance.
- When necessary, leaders should supervise in pairs or seek assistance, it is the safety and welfare of the participants that is of paramount importance.
- Leaders should not be left alone with young people at the end of a training session. Clearly state times for start and finish of training and/or competitions.
- If late collections occur leaders should remain in pairs until participants have left.
- It is the responsibility of parents/guardians to make arrangements for collection of young people, it should be made clear that supervision will only be provided for *St Patrick's Golf Club, Downpatrick* activities.
- If a child suffers an injury or accident the parents/ guardians should be informed.
- Keep attendance records and records of any incidents / injuries that arise
- Facilitate parents who wish to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise)

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Away Trips / Overnight Stays

Prior to each trip, *St Patrick's Golf Club, Downpatrick* will nominate a staff member/volunteer to be the designated Children's Officer to act as the main contact for dealing with concerns about the safety and wellbeing of children whilst away from home. Parents should be informed of the CO contact details should there be any concerns.

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

Transport and Travel

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

- Request parent/guardian consent in advance and provide details of the journey e.g. who will be transporting their child, why and how long the journey will take.
- Attempt to have more than one child in the car.
- Alternate drivers if possible and which child is dropped off last or drop off at a central location such as the golf club car park
- Driver should have a point of contact/mobile phone.
- A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans.
- The driver must ensure that they have insurance to carry others and where necessary the use of booster seats
- Drivers representing and volunteering on behalf of *St Patrick's Golf Club, Downpatrick* should be vetted through National Vetting Bureau/Access NI if driving regularly and therefore meeting the regulated activity criteria.
- Parents and coaches can also download Sport Irelands SafeSport App https://www.sportireland.ie/ethics/safesport-app One of the features of the App is a 'Travel Tracker' function. This allows parents and coaches who are driving someone else's child/children home, for example after a training session, to permit the child's parent or guardian to view and have oversight of their location for a specified period of time while they are travelling on a journey.

The use of booster seats

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

For more information visit;
Republic of Ireland: https://www.rsa.ie/road-safety/road-users/passengers/children/child-seats
Northern Ireland: http://www.childcarseats.org.uk/the-law/

Personal arrangements between parents

If parents make personal arrangements between themselves this is not the responsibility of *St Patrick's Golf Club, Downpatrick* unless there are particular concerns about a parent's ability to drive for example due to the consumption of alcohol.

Film & Photography

Permission to take images

Permission will be sought by *St Patrick's Golf Club, Downpatrick* to ensure that young people and parents/carers are aware of when and how their images may be used. Permission will be obtained through:

- Individual permission where permission is sought for a single or specific event and has not been sought generally through competition entry/other contract means and/or
- General permission granted through completion of competition entry/other contract where permission is included as part of the form.

For third party photographers, film/videographers or other organisations employed to take images each person must complete the Self-Declaration Form. For any other person wishing to use photographic devices at *St Patrick's Golf Club, Downpatrick* events they must first register their device with the organiser. Each person registering a device will be required to produce photographic identification as proof of identity.

Taking images in certain environments

Third party photographers, film/videographers or other organisations shall ensure that images are not taken in such environments considered inappropriate irrespective of any permission sought. In certain cases it may be an offence to take such images.

Taking images using any type of equipment is banned in an area where people are changing or would normally expect their privacy to be recognised. Examples of such areas would include:

- Changing rooms.
- Open changing areas such as 'villages'
- individual changing/private cubicles provided for personal use.
- Toilets.
- Medical/physio treatment rooms.

Types of appropriate images

Only appropriate images of children should be used, for example:

- Posed images such as during medal ceremonies, presentations or team shots where young people must be wearing t-shirt and shorts/trousers
- Action shots of young people where the focus is on their participation in golf, not the athlete.
- Images of children should not be taken where the pose is inappropriate e.g. open legs; bending over from behind, etc.

Safe use of images

Images can be taken for a variety of purposes, including for administration or personal use, publicising golf or aiding skill development. Anyone taking images should be aware of action poses that may be inappropriate; these are not suitable for use/publication.

Types of images and appropriate use:

- Personal images – images taken by parents/guardians or other family members during an event as a celebration of a young person's attendance or achievement. This includes the use of a professional photographer, with permission, taking images for the personal use of those attending. Other people may be included in an image and we expect parents/guardians and other family members to respect this by not distributing images publicly.
- Training images – these are images or footage taken during a training sessions or during an event specifically to aid the young person in the development of a skill or technique. These images should be taken by a qualified coach or a person specifically appointed by the young person's coach. These images may be used as examples of technique or mastery of a skill for teaching/coaching purposes and should not be distributed outside this specific use.
- Media images – these are images taken by an individual from the media, i.e. TV, newspaper, social media or professional photographer where the images are to be used for publicity or promotion of the event or future events.
- Administration images – these are images taken for general administration purposes; including images used for membership cards, competition entries and could also include images that form part of an archive record.

Use of images on social media

Where images of young people are used on social media the person responsible for posting an image must be aware of the potential for an image to be used inappropriately. The following safeguards must be in place to protect young people:

- Personal details of a young person should not be included.
- Captions should be in keeping with the sport represented.
- The posting and any purpose should not breach the codes of conduct.
- The type of image should not breach guidance in this policy.

Storage of Images

Storage includes any image stored as a hard copy and/or electronically as a soft copy. This includes images on social media, photographic archives, individual personal databases e.g. personal cameras, phones, etc. How personal images are stored is the responsibility of parents/guardians with their child/young person.

All other images should only be stored for defined and intended purposes e.g. membership, promotion, and/or archiving.

- If storage of images is required the images must only be stored for the length of time for which they are needed
- If possible, avoid using the names of children, or any other identifying feature

Once images are no longer required they must be properly destroyed. Digital images stored on computer systems need to be fully deleted, including deletion from the cache memory and/or temporary files.

Taking inappropriate images

If there is any concern about the nature of any image taken this should be reported to the CCO/DLP in *St Patrick's Golf Club, Downpatrick* who will refer to the statutory authorities. The concerned individual may also report their concern directly to the statutory authorities. The contact details for the statutory authority can be found in *St Patrick's Golf Club, Downpatrick* Safeguarding Policy.

Non-authorised taking of images

If you are concerned about an individual taking images at an event this should be verbally reported to the *St Patrick's Golf Club, Downpatrick* representative at the event. It may be necessary to report the non-authorised person taking of images to the appropriate statutory authorities.

St Patrick's Golf Club, Downpatrick representative will identify the person and check if their device is registered for the event. If not registered, the person must be asked to register their device, with appropriate identification. If the person is not willing to register their device they should be asked to leave.

Where the event is open to the public e.g. where only part of the facility is being used, it will be necessary to report non- authorised taking of images to the club/facility manager.

Inappropriate use of images

Where there is a concern about the use of images this should be reported to the *St Patrick's Golf Club, Downpatrick* representative who will take appropriate action. This will include reporting the alleged use to:

- The parent/carer of any young person involved.
- The person responsible for posting the image.
- The media platform i.e. twitter, Facebook, WhatsApp, Instagram, print media etc.
- The statutory authorities.

Inappropriate use of images is a breach of this guidance and the code of conduct and may result in a complaint/ disciplinary procedure against those involved in golf. Where there is a concern about the publication of an image in local or national newspapers you should contact the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman – website http://www. presscouncil.ie/

Social Media

NB: Leaders must not communicate with children or young people via leader's personal social networking profiles, email accounts, or chat rooms.

All communication with children should be open, transparent and appropriate and should take place via parent/guardian.

For Leaders Using a Social Networking Site

- Where possible all communication with juniors should take place via parents/guardian. Before leaders communicate directly with young people via social networking sites, or by any other means of internet communications (e.g. email) consent must be sought from the parent/guardian and young person.
- Parental and child's permission is required before pictures of videos of children or young people are posted online.
- Leaders should not 'friend' or 'follow' children or young people on social media. (Children or young people may 'follow' leaders on social media so leaders should make sure any content they post is appropriate.)

- Messages left to or from children or young people on social network sites should be written on an open page (e.g. A Facebook 'Wall') and not in a private message or by using 'chat' [one-on-one].
- Leaders should not network with members of their organisation/group via closed [one-on-one] chats e.g. Facebook messenger, WhatsApp, etc. This should be done only through 'Group Chat.'
- Any events or activities run by *St Patrick's Golf Club, Downpatrick* that are organised or publicised on the site should be a closed event so as non-members cannot access the event without suitable permission by the site administrators.
- Any emails sent to children or young people via the site must be sent to at least one other leader. (This can be done by 'bcc' if necessary.)
- Leaders should avoid communicating with children or young people in their organisation/group via email late at night.
- In signing off a post or email leaders should not do so in a way that could be misconstrued or misinterpreted by the recipient, e.g. "Luv X"; "xoxoxo". Simply sign your name.
- Any allegations of abuses reported through a social networking site will be dealt with according to our reporting procedures.

Mobile Phones

Young people value their mobile phones as it gives them a sense of independence and they can often be given to young people for security to enable parents to keep in touch. However, technology has given direct personal contact between adults and juniors and in some cases, adults have used this to cross personal boundaries placing themselves and young people at risk. Where possible all communication to young people should be through their parent/guardian's mobile number or email address. Parental and young person's permission must be sought if the leader will be contacting children or young people directly. Leaders involved in golf should only have children's and young people's mobile numbers if the nature of their involvement requires them to phone or text them.

As a Leader

- Use group texts for communication among players and teams and inform parents of this at the start of the season, tournament or event.
- It is not appropriate or acceptable to have constant contact with an individual athlete.
- Don't use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera.
- Do not send messages late at night
- Remember the principles of the Leaders Code of Conduct apply to social media communication as well and consider your digital footprint before posting.
- If it turns into a conversation, communications should be ended. A leader can suggest discussing the subject further at the next event or, if they are concerned about the child/ young person, arrange to meet up to talk further (within the usual safeguarding parameters).

As a Junior golfer

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

Smart Phones

Smart phones should be used safely and responsibly.

Pictures can be very powerful and stir up strong emotions. Smart phone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.

Leaders and children/young people should not send pictures that are obscene, indecent, or menacing and should be sensitive about other people's gender identity, sexual identity, racial heritage, religion, or personal background. Both leaders and children/young people should be made aware that it is a criminal offence to take, make, and permit to be taken, distribute, show, or possess an indecent or sexually explicit image of a child under 18.

When commissioning professional photographers or inviting the press to an activity the leader in charge should ensure they are clear about expectations of them in relation to safeguarding. Professional photographers/film/video operators wishing to record an activity should seek accreditation from leaders by producing their professional identification for the details to be recorded. The leader should then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which should be worn at all times.
- Keep a record of accreditations.
- Inform leaders, children/young people, and parents, that a photographer will be in attendance is at the activity and check that they consent to both the taking and publication of films or photographs.
- Not allow unsupervised access to children/young people or one-to-one photo sessions.
- Not approve/allow photo sessions outside the activity or at a child/young person's home.
- Anyone concerned about any photography taking place should discuss his or her concerns with the children's officer.

Smart phones can be used to make children/young people safer. Older children, for example, using a taxi can send a picture of the car's registration to a friend before they begin the trip, or can simply use the phone to show parents where they are.

- Children/young people can only be photographed when permission has been provided in writing from their parent/ guardian and child.
- The scope of the use of photographs must also be stated as part of the parental permission.
- Children/young people should not be named individually in photographs unless necessary and with clear agreement and consent of parents and child, for example, if the child/young concerned was winning a prize worthy of publication.
- When posting photographs on social media settings should be such that children/young people cannot be individually tagged.
- All photographs must be stored in a secure place either electronically in a password protected file or physically in a locked cabinet.
- If any electronic device/memory which contains photographs is disposed of or passed on, then the device must be wiped of all photographs in such a way that they cannot be recovered on that device.

Physical Contact

Physical contact during golf should always be intended to meet the child's needs, NOT the adult's. In the first instance, techniques should be delivered by demonstration. Appropriate physical contact may be required to assist in the development of a skill or activity or for safety reasons e.g. to prevent or treat an injury. This should be in an open environment with the permission and understanding of the participant.

When is physical contact appropriate in golf?

Contact should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves. Physical contact between adults and children in golf should take place only when necessary to:

- Develop golf skills or techniques.
- Treat an injury.
- Prevent an injury or accident from occurring.
- Comfort a distressed child or to celebrate their success.

Good principles to follow:-

- Physical contact should take place in the interests of and for the benefit of the child, rather than the adult involved. This is the basic principle that all other decisions around physical contact are based on.
- Adults should explain the nature of and reason for the physical contact to the child.
- Unless the situation is an emergency, the adult should ask the child for permission, for example to aid the demonstration a specific golf technique.
- Golf clubs and coaches should provide an induction for new young members and their parents/carers that covers guidance about any physical contact that will be required as part of that activity. The reasons for the physical contact and the nature of the physical contact should be explained and agreed.
- Children should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.
- Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment.
- Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.
- Well intentioned gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised by observers. As a general principle, adults in positions of responsibility should not make gratuitous or unnecessary physical contact with children and young people. Resistance from a child should be respected.

What about children who need specific assistance due to disability or injury?

In the case of a young person with a disability specific support or assistance may be required. The following guidelines should be followed:

- Efforts should be made to receive as much information as possible on the child to ensure safe inclusion of him/her. There should be clear agreements on what is required.
- Parents/carers should be asked to undertake all intimate or personal care tasks for their child. This is not an appropriate role for coaches and others involved in leading activities.
- When children with disabilities are lifted or manually supported, they should be treated with dignity and respect.
- Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting.
- Leaders/volunteers should not take responsibility for tasks for which they are not appropriately trained.

Is it ok to comfort a child or celebrate success?

There may be occasions where a distressed young person needs comfort and reassurance which may include physical comforting such as a caring parent would give. A young person may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases to ensure that what is (and what is seen by

others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time. Contact that an adult may feel is appropriate may be unwanted or uncomfortable to a young person. Adults should always meet the needs of the child, be age appropriate and respect any resistance or hesitancy by the young person.

Late Collection

- Parents/guardians should be made aware of the start and finish times and the arrangements for drop off/collection are understood by everyone.
- Parents/guardians who wish to allow their children to go home unaccompanied should give consent in writing to do so. The activity leader still has a responsibility to consider under their duty to care if this is a reasonable safe decision made by the natural parent.
- If a parent is late to collect a junior, the wellbeing of the child will take precedence and they must not be left alone.
- Contact the parent using the emergency contact number. If there is no answer, ask the junior if there is another family member to contact.
- Wait with the junior at the club or venue, preferably with other staff or volunteers.
- Remind parents of the policy in relation to good practice and supervision.

One to One Coaching

Due to the nature of golf there may be instances where coaching is provided on a one to one basis with a child. This may also be a personal arrangement between a parent and a coach.

In order to safeguard juniors and adults, the following guideline should be adhered to:

- All coaches understand, abide and have signed up to the code of conduct
- Activity to take place in an open environment with others around and any on-course sessions in view of the clubhouse or other golfers/members.
- Involve parents and encourage them to attend wherever possible.
- All adults should behave in an appropriate manner, respecting the rights of the child and treating them with respect, dignity and fairness.
- Advise that coaching techniques are delivered by demonstration and avoid physical contact.
- All those working with children alone should have a copy of the child's emergency contact number and access to a phone.
- Children should be provided with information on what to do and who to contact if they feel uncomfortable at any time during a one to one coaching session.
- Ensure parents are aware of all formal arrangements such as the structure, the location and the length of a one to one session and they are provided with guidance on who to speak to if they have any concerns.

Juniors playing on the course without adults

Golf courses may have a number of unmanned access and egress points which limit the control of juniors playing alone or with another junior, but this in itself should not preclude the club from attempting to minimise potential problems involving juniors playing together. Golf clubs should endeavour to have procedures in place for juniors to register in and out when using the golf club. This is to help ensure that they are aware when juniors are playing or on club premises.

If possible, it is advisable to have some method for juniors playing on their own or with another junior to sign in and out. If it is not practicable to hold a register, then at least permission should be gained from parents for their children to be on the club's premises by including this in their Code of Conduct.

The organisation/club is not responsible for providing adult supervision of juniors, except for formal junior golf coaching, matches or competitions.

Adults and Juniors Playing Together

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

The involvement of juniors in golf is critical to their development as players and their enjoyment of the game. It is important that the commitment, given by the organisation/club and by the game of golf, to ensuring their protection and wellbeing is respected fully, when facilitating their participation. Each member should always show respect and understanding and conduct themselves in a way that reflects the principles of Golfs Safeguarding Policy.

Responsible interaction between adults and juniors helps bring mutual respect and understanding and helps the standards of the organisation/club to be understood and maintained. Nevertheless, when playing golf with a junior, adults should always be aware that certain age-related differences do exist and should conduct themselves in a manner that recognises this. In competitive play, there should be no barrier to juniors participating fully, regardless of the format. What is recommended is that all adults who play with juniors should be conscious of their responsibility to act as good role models, demonstrating the need for showing respect and consideration to everyone who plays the game. If they cannot do that, then they should limit their play to adult company only.

It Is advisable to communicate arrangements around fixtures with parents, so they have an opportunity to raise any concerns. Both parents and juniors should know and have details of your Club Children's Officer, should an Issue arise.

Parental consent should be sought for juniors to participate in competitions or play on teams where adults are also playing and to make sure that the juniors are comfortable playing with adults.

Where possible the club should avoid a 1:1 scenario and change from a 2 ball to 3 or 4 ball but If you find that It's the adults that are nervous about playing with a junior you could suggest for either player to bring a caddy to avoid a 1:1 scenario and depending on the age of the junior, a parent may go along with the child.

Changing Rooms

As golf clubs are seen as a recreational facility, members, visitors and juniors are entitled to the use of the changing rooms, this means that often people of all ages regularly need to change and shower during the same period. Where possible adults should avoid changing or showering at the same time as juniors, but parents should be made aware that with limited changing room space there may be occasions where adults and children may need to share the facility. Where a parent does not consent to their child accessing the changing rooms, it is their responsibility to either supervise the child while in the changing room or ensure they do not use them.

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

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

Accidents and Incidents and First Aid

Parental consent forms will be obtained for all juniors who are participating in events or activities, or attending coaching organised by *St Patrick's Golf Club, Downpatrick*. This ensures staff/volunteers running the event are made aware of any medical conditions/medicines being taken by the participant or any existing injuries. These forms will be treated in confidence and only shared with those who require the information to perform their role effectively. A well-resourced first aid kit should be available at the venue.

In the event of a junior requiring medical attention

- Parent/guardian will be contacted immediately
- In the event of failure to contact parent/guardian, the alternative emergency contact will be used.
- The consent form will be consulted to establish whether parents have given their consent for the *St Patrick's Golf Club, Downpatrick* representative to accompany the child to seek medical attention
- Only those with a current recognised First Aid Qualification should treat injuries
- A record of the action taken will be made and retained by *St Patrick's Golf Club, Downpatrick*

Safety

St Patrick's Golf Club, Downpatrick will endeavour to:

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

Anti-Bullying Policy and Guidance

What is Bullying Behaviour

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

Types of Bullying Behaviour

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

Physical

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

Verbal

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

Threats

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

Cyber

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

Homophobic

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

Racist

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

The Impact of Bullying Behaviour

The damage inflicted by bullying behaviour can frequently be underestimated. It can cause considerable distress to juniors, to the extent that it affects their health and development, or at the extreme, cause them significant harm. Even for those not directly targeted, bullying behaviour can have a negative effect on how safe they feel, concerned all the time that they could be next or feeling guilty for not being able to help a friend.

Recognising Bullying Behaviour

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

- Reluctance to come to a venue or take part in activities
- Physical signs (unexplained bruises, scratches, or damage to belongings)
- Stress-caused illness – headaches, and stomach aches which seem unexplained
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven)
- Frequent loss of, or shortage of, money with vague explanations
- Having few friends or drop out of newer members
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed, not eating, reduced concentration, drop in performance)
- Anxiety (shown by nail-biting, fearfulness, tics)

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

How to prevent Bullying Behaviour

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

Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the Statutory Authorities, dealing with bullying behaviour is normally the responsibility of all Leaders within golf. You should also liaise with the appropriate Club Children's Officer & DLP.

Using the NO BLAME Approach

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

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

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

The ethos behind the NO BLAME approach is to:

EXPLAIN the problem, i.e. that someone seems to be unhappy in the club, seems to be picked on etc. and explain how that person is feeling; this should not accuse anyone.

ASK for ideas as to how to help this person

LEAVE the individuals involved to check how the behaviour has changed

SHARE the responsibility of changing the behaviour and encouraging everyone to speak to a trusted adult if there is bullying behaviour in the club

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

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

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

NO BLAME APPROACH

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

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

- What was the behaviour that has caused upset?
- How are you feeling to check if they are emotionally/physically hurt?
- Who was involved in the behaviour, i.e. was it in your own peer group?
- When and where did it happen?
- Make sure you actively listen and advise the young person of the next steps that will be taken, but important also to ask what they want done.

STEP 2: MEET WITH ALL INVOLVED

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

The meeting should be informal, and it is much better to try to meet the individuals before meeting as a group. If you meet with a group keep the number controllable and you should only deal with the topic of concern i.e. the culture of cooperation required within the club for everyone to enjoy their time. Make sure everyone knows you are there to get their point of view and find their solutions.

STEP 3: EXPLAIN THE PROBLEM

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

- What do you think they are feeling?
- How would you feel if it was you?
- What would you do if it happened to you?

- What could we do to see it does not happen again?

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

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

STEP 4: ASK THE GROUP/INDIVIDUAL FOR THEIR IDEAS

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

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

STEP 5: LEAVE IT TO THE GROUP OR INDIVIDUAL

Now the problem has been identified and solutions suggest it is now handed over to the group/individual to act on. Arrange what actions they will take and to meet again a certain time frame. You have now passed the responsibility over to the group or the individual to take the suggested action within that time. Please ensure the person who directly experienced the bullying behaviour is happy with this and the level of supervision put in place to monitor any other risks.

STEP 6: MEET THEM AGAIN

Meet everyone, including the person who had been the ring leader for the bullying behaviour and the target of the behaviour; discuss how things are going and check if there have been other incidents.

This allows for continual monitoring and keeps everyone involved in the process.

The parents of the young people involved should be informed of the actions taken.

STEP 7: SHARE THE RESPONSIBILITY

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

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

Useful Contacts

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

https://tacklebullying.ie/information-hub/

Childline UK Tel: 0800 1111 www.childline.org.uk

www.kidscape.org.uk www.endbullying.org.uk www.thecpsu.org.uk www.bullying.co.uk

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A Code of Conduct for Safeguarding Under-18s in a Golf Environment

Version 1.0

Date of Issue: March 2026

1. Core Principles

- The welfare of children is paramount.
- All children, regardless of background, have equal rights to protection.
- Safeguarding is everyone's responsibility across the club.
- Policies, safe systems and codes of conduct must be followed by all.

2. Roles & Responsibilities

Club/Facility:

- A Club Children's Officer has been appointed (Carmel Hanvey) together with a designated Liaison Person (Joe Torney) and their contact details are displayed on the Club Noticeboard.
- Ensure safeguarding policies are clearly communicated to all participating individuals and relevant support and training provided.
- Use safe recruitment including vetting and role descriptions.
- Complete the Sports Ireland Audit Framework

Coaches/Professionals/Volunteers:

- Maintain safeguarding training.
- Follow reporting procedures for concerns.
- Maintain professional boundaries and positive role-modelling.

Parents/Carers:

- Support club rules and complete revised application/consent/medical forms.
- Model positive sideline behaviour.
- Follow Parent (carer) Code of Conduct.

Young Golfers:

- Follow Junior U18 Code of Conduct.
- Show respect and avoid bullying.

3. Expected Behaviours

All Adults – **Do:**

- Prioritise children's welfare.
- Work in observable areas and maintain appropriate communication.
- Report concerns immediately.

All Adults – **Do Not:**

- Engage in humiliating, discriminatory or inappropriate behaviour.
- Use private social media messaging with juniors.

Coaches Additional Expectations:

- Keep records of sessions and incidents.
- Use only necessary, appropriate physical contact.
- Set boundaries on transport, gifts and one-to-one settings.

4. Supervision & Environment

- Provide appropriate adult-to-child supervision.
- Avoid mixed changing where possible; follow venue rules.
- Use structured away-trip and transport procedures.

5. Communication & Digital Safety

- Use club-approved communication channels and include parents.
- Obtain consent for photography and follow club policy.
- Avoid private messaging or "friending" juniors online.

6. Anti-Bullying, Equality & Inclusion

- Bullying (including online) is not tolerated.
- Provide inclusive access for all children.

7. Safe Recruitment & Training

- Follow safe recruitment with vetting and references.
- Provide safeguarding induction and refreshers.
- Conduct annual safeguarding audits.

8. Recognising & Responding to Concerns

- Recognise signs of abuse and record concerns accurately.
- Report immediately to the Welfare Officer or statutory services.
- Maintain confidentiality appropriately.

9. Specific Codes of Conduct (Attach Separately)

- Code for Parents/Carers.
- Code for Young Golfers.

10. Review & Approval

- This Code is reviewed annually or after significant incidents.
- Approved by: Komey Hon Secretary
- Effective From: 28 February 2026
- Next Review: February 2027.

Under 18's Junior Policy Document

Version 1.0

Date of Issue: March 2026

1. Golf Ireland Under 18 Junior Policy Document

Golf Ireland's Junior Policy helps clubs develop a safe, inclusive and development-focused environment for all golfers under 18. The policy emphasises that juniors are central to the future of golf and that clubs must make the game enjoyable, accessible and suited to young people.

St. Patrick's Golf Club (the Club) has developed this Under 18 Junior policy document in line with the Golf Ireland Under 18 Junior policies.

2. Key Principles

The Club shall

- Implement a child-centred approach ensuring a positive, safe environment.
- Ensure inclusive development that integrating boys and girls together.
- Focus on life-skills development such as respect, sportsmanship and perseverance.

3. Building a Successful Junior Section

The club has appointed a Junior Convenor (Jack Hazard) who consults with the Director of Golf (Charlie Bell) and their Junior Committee to

- Implement structured coaching and development programmes.
- Facilitate competitions for all abilities.
- Provide strong organisational support
- Ensure Junior-appropriate handicapping and safeguarding procedures.
- Provide clear communication with Juniors and parents (carers).

4. Junior Pathway & Development Framework

The Club shall implement a four-stage progression:

- Stage 1 – Beginners (typically under 12): Lessons, skills games and short-course play.

- Stage 2 – Developing players: Longer sessions, more course play and personal-best focus.
- Stage 3 & 4 – Advanced Participation: Focus on WHS Handicap development and structured competition and finally full integration to their respective ladies or gents' adult competitions.

5. Handicapping & Competitions

The Club shall

- Permit Juniors to a WHS Handicap Index by submitting a minimum of 54 holes (9 or 18-hole combinations).

- Offer tiered competitions, starting with short-course formats and progressing to full rounds.

- Permit Junior boys with a fully developed WHS Handicap Index of **19.9 or less** shall be permitted to compete in and win men's competitions (See restrictions in Appendix A)

- Permit **Junior girls** with a fully developed WHS Handicap Index of **39.9 or less** shall be permitted to compete in and win ladies competitions (See restrictions in Appendix A)

Note: Where the terms of competition include Junior restrictions, these shall be clearly set out in the competition literature.

6. Communication (With Parents (Carers) & Juniors)

The Club shall

- Use noticeboards, social media, the Club website and welcome events to share information.

- Provide parent guidance including avoiding sideline coaching and encouraging multi-sport participation.

7. Safeguarding & Welfare

The Club shall:

- Maintain safe-recruitment procedures, prevent bullying, and establish clear rules for communication and the supervision of Juniors.

- Promote a culture where every junior is safe, respected, listened to and appropriately supported.
- Communicate its safeguarding and welfare standards through:

    • A Code of Conduct for Safeguarding Under-18s in a Golf Environment; and
        • Junior Code of Conduct
        • Parent/Carer Code of Conduct

8. Club Planning & Continuous Improvement

The Club shall

- Conduct an annual audit of Junior numbers, participation trends and membership needs.
- Maintain a Junior development plan aligned with long-term club strategy.
- The Junior convenor shall report on Junior matters to the Club Officers/ Council on quarterly basis.

9. Junior Dress Code

Players must at all times be appropriately dressed on the golf course.

Clothing
All Players must wear collared or round neck sports shirts (including with appropriate brand logos) but excluding football and rugby shirts of any kind or Tee shirts bearing names or logos of football, rugby or sports other than golf.

Not Allowed
Denims; Track Suits; Sleeveless shirts; Beach or football shorts (shorts must be tailored) and Trousers tucked into socks.

See clubs general dress club policy for further information.

10 Breach of Policy

All reported breaches of this policy shall initially be assessed by the Junior Convenor and the Junior Committee, who will review the matter and provide a decision or recommended course of action.

If consensus cannot be reached, or if the breach is regarded as serious, the issue may be escalated to the Club Officers to make a determination or to direct the appropriate next steps.

Appendix A – Junior Playing Restrictions

Group	Event	Restrictions
Junior Boys	• Captain's Day*	No play permitted
	• President's Day*	No play permitted
	• Sponsored Events	Not permitted to win 1st or 2nd Prize unless expressly permitted in the T&Cs
Junior Girls	• Lady Captain's Day	Shall only be eligible for the Junior Prize

**Due to time sheet limitations, Junior prizes shall be played for on separate dates prior to the major event.*

Appendix B – Junior Casual Golf Restrictions

The following playing restrictions shall apply to Junior boys (WHI 20.0 or Higher) and Junior girls (WHI 40.0 or Higher):

Junior Playing Times April – September

Monday	Casual Golf Anytime
Tuesday	Comp Times 9-12(Red/Green/Blue/White) Casual Golf after 12
Wednesday	N/A
Thursday	Casual Golf 1-4pm and after 6pm
Friday	Casual Golf Anytime
Saturday	Casual Golf after 3.30pm Comp Time 4pm 9 holes (Red/Green)
Sunday	Casual Golf after 3.30pm

All times require tee booking on BRS before play.

Junior (Under-18s)
Code of Conduct Declaration

Version 1.0

Date of Issue: March 2026

This Code sets out how Junior (Under 18s) members of St. Patrick's Golf Club are expected to behave to help keep you, other young people, and adults safe in a golf environment.

1. Your Responsibilities

- Treat all players, coaches, volunteers, staff and visitors with respect.
- Celebrate differences—never insult, exclude or discriminate based on ability, gender, race, religion, sexual orientation or any other characteristic.
- Always behave responsibly on and off the course.
- Be a good sport—win with humility and lose with dignity.
- Stay within designated areas and never leave without telling a responsible adult.
- Arrive on time and inform someone if you are running late.
- Use equipment safely and look after club facilities.
- Never bully or harass others—this includes in person or online.
- Report any bullying you witness.
- Follow the club's safety rules and never accept private messages from coaches or volunteers.
- Listen to your coach and follow instructions.
- Wear appropriate clothing and bring needed equipment.
- Show respect to referees, marshals and officials.
- Behave appropriately when representing the club at away venues.

2. Things You Must Not Do

- Engage in bullying, name-calling, gossiping or excluding others.
- Use bad language, violence, or intimidation.
- Leave sessions without permission.
- Bring or use alcohol, cigarettes, vapes or illegal substances.
- Damage equipment or property.
- Break rules about mobile phone use, photography or filming.

3. If Something Worries You

- Tell the Club Welfare Officer.
- Speak to the Junior Convenor, Club Professional, Volunteer or Parent/Carer you trust.
- If you need help, contact the NSPCC Helpline (0808 800 5000) or Childline (0800 1111).

4. Breaches of the Code

- You may be spoken to about your behaviour.
- Your parents/carers may be contacted.
- You may be asked not to attend training or competitions for a period.
- Serious or repeated breaches may result in suspension from junior activities or membership.

5. Acknowledgement

I agree to follow this Junior Code of Conduct and understand that it helps keep me and others safe while enjoying golf.

Junior Name: _____

Signature: _____

Date: _____

Parent/Carer Signature: _____

Date: _____

Parent (Carer)
Code of Conduct Declaration

Version 1.0

Date of Issue: March 2026

Parents and carers play a vital role in helping young golfers enjoy sport safely. By allowing a child to participate in St. Patrick Golf Club activities, you agree to follow this Code of Conduct.

1. Supporting Your Child Positively

- Encourage your child's enjoyment of golf and praise effort, learning and fair play above winning.
- Avoid placing your child under pressure or pushing them into activities they do not want to do.
- Help your child understand and follow their Junior U18 Code of Conduct.
- Celebrate positive behaviour, respect and teamwork.

2. Communication & Information

- Provide accurate medical information, emergency contacts, and update the club on any changes.
- Inform coaches if your child will be late, collected early or unable to attend.
- Drop off and collect your child punctually for all sessions and events.
- Ensure your child has suitable clothing, kit and hydration.

3. Behaviour at the Club & Events

- Behave responsibly and respectfully at coaching sessions, competitions and events.
- Support coaches and officials—do not publicly question decisions.
- Avoid shouting, arguing or using disrespectful language with anyone.
- Do not enter the playing area unless permitted by an official.

4. Safeguarding Responsibilities

- Respect all safeguarding policies including those relating to photography, social media, changing rooms and transport.
- Understand that safeguarding is everyone's responsibility—report concerns to the Club Junior Convenor/Children's Officer.
- Support the club's safe recruitment procedures for staff and volunteers.
- Do not privately message coaches or volunteers on social media regarding your child.

5. Respect for Other Children

- Encourage your child to treat others with respect and kindness.
- Do not behave in a way that embarrasses or upsets your child or others.
- Support the club's zero-tolerance approach to bullying, including cyberbullying.

6. Transport, Trips & Away Events

- Take responsibility for transporting your child unless formal club arrangements are in place.
- Ensure consent forms are completed for club-managed trips and activities.
- Understand that supervision during group transport will follow safeguarding guidelines.

7. If You Have Concerns

- Raise concerns respectfully with the Club Children's Officer or Junior convenor.
- Do not discuss concerns publicly or on social media.
- Immediately report any situation that may place a child at risk.

8. Breaches of the Code

- You may receive a verbal or written warning.
- You may be asked not to attend junior sessions or events for a period of time.
- The club may take formal action in cases of persistent or serious breaches.

Acknowledgement

I agree to follow this Parent/Carer Code of Conduct to help ensure a safe and positive golfing environment for all children.

Parent/Carer Name: _____

Signature: _____

Child's Name: _____

Date: _____

Leaders
Code of Conduct Declaration

Version 1.0

Date of Issue: March 2026

Leaders should familiarise themselves with St Patrick's Golf Club, Downpatrick Safeguarding Policy, particularly this Code of Conduct. All leaders must read, understand and agree to follow these standards and complete this declaration annually.

As a leader in golf I agree that I should:

- Be positive during sessions and competitions, praise and encourage effort as well as results
- Put the welfare of young person first, strike a balance between this and winning / results
- Encourage fair play and treat participants equally regardless of gender, appearance, age, ability, religion or belief, gender identity, disability, social and ethnic background or political persuasion
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately
- Have experience relevant to working with juniors or hold up-to-date qualifications and be committed to the guidelines in the Safeguarding Policy
- Involve parents where possible and inform parents of progress as well as when problems arise
- Keep a record of attendance at training and competitions
- Keep a brief record of injury(s) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise
- Report any concerns in accordance with *St Patrick's Golf Club, Downpatrick*'s safeguarding policy reporting procedures

Where possible I will avoid:

- Spending excessive amounts of time with children away from others
- Giving preferential treatment to individuals and unfairly rejecting others
- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others
- Taking sessions alone
- Taking children to my home
- Taking children on journeys alone in my car

Sports Leaders should never:

- Use any form of physical punishment or physical force on a child
- Use any form of abusive language
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Form intimate emotional, physical or sexual relationships with children

- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child (even in fun). This includes innuendo, flirting or inappropriate gestures and terms
- Take measurements or engage in certain types of fitness testing without the presence of another adult
- Undertake any form of therapy (hypnosis etc.) in the training of children
- Discriminate against persons on the basis of gender, appearance, age, ability, religion or belief, gender identity, disability, social and ethnic background or political persuasion

Communication with Parents

To continue to ensure a child reaches their full potential and enjoys their time playing golf, officials/coaches/leaders need to encourage parents to consider;

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

Emergency Action/First Aid

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

This will include:

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

Self-Declaration

Do you agree to abide by the guidelines contained in Golf's Safeguarding Policy? Yes [ ] No [ ]
1. Have you ever been asked to leave a sporting organisation? Yes [ ] No [ ]
2. Is there any reason you should not be working with young people Yes [ ] No [ ]
3. Have you ever been convicted of a criminal offence or been the subject of a caution; Yes [ ] No [ ]
a Bound Over Order; or are you at present the subject of criminal investigations?
(*If you have answered yes to questions 1,2 or 3 above, we will contact you in confidence*)

Leader Declaration

I confirm that I have read and understood the St Patrick's Golf Club Leaders Code of Conduct and agree to follow these standards while involved in junior golf activities.

Printed Name of Leader/Coach/Volunteer: _____

Signature: _____

Date: _____

GOLF IRELAND

Appendix 9 – Representative Players (if applicable)

Representative Player and Parent/Guardian Forms

Please Note:

- *If you are under 18 years of age on 1st January this year, please complete all three sections*
- *If you are over 18 years of age on the 1st January this year, please complete sections 1 and 2 only*

Section 1 Player Agreement

Introduction:

Congratulations on your selection to represent your Country and/or Province. It is important that you recognise this as both an honour and a great achievement. When you play representative golf, you are acting as an ambassador for the entire game. In that role, there is an expectation that you will always conduct yourself in a way that reflects the standards of the game for showing respect to others and playing in accordance with the rules.

Your selection will be supported by *St Patrick's Golf Club, Downpatrick* through the appointment of a Team Captain and Manager. They are available to you to provide support with any matters that arise that may be a source of concern to you. Please feel free to speak to them and seek their guidance or help.

What you must commit to: -

- I will observe all reasonable instructions or restrictions requested by my Team Captain or Manager to ensure my safety, the safety of others and the reputation of the Team and *St Patrick's Golf Club, Downpatrick*.
- I will try to reflect the highest standards in my behaviour both on and off the course
- I will always behave in a sporting manner
- I will abide by the social media policy of the *St Patrick's Golf Club, Downpatrick*
- I will display a professional attitude, be organised, and prepared
- I will arrive in good time for all meetings as requested by my Team Captain or Manager
- I will report all incidents that cause concern to me promptly to the Team Captain, Manager or *St Patrick's Golf Club, Downpatrick* Designated Liaison Person

Agreement:

I understand that if I breach this agreement when representing my Country or my Province, I may be withdrawn from the competition by my Team Captain or Manager. If I have acted in a way that has damaged or brought *St Patrick's Golf Club, Downpatrick* into disrepute, then I understand that I may become subject to disciplinary proceedings to determine what, if any, further action should be taken.

Signature of Player

_____

Print Name:

_____

GOLF IRELAND

Section 2: Essential Information

Full Name: _____

Address: _____

_____

_____

_____

Telephone/Home: _____

Mobile number: _____

Email address: _____

Date of birth: _____

Medical Information:

(Please include all medical details that might be relevant to ensuring that best care is provided)

_____

_____

_____

Doctor's Name, address, and contact number:

_____

_____

_____

Emergency contact person

Telephone:_____

(Any changes to the above information should be notified to *St Patrick's Golf Club, Downpatrick*)

GOLF IRELAND

Section 3: Parent/Guardian Form

Full Name: _____

Address: _____

_____

_____

Telephone/Home: _____

Mobile number: _____

Email address: _____

Declaration:

I am the parent/guardian of ……., who has been selected to represent their Country/ Province. To support their selection, I consent to the following:

- Their participation in golf activities as requested by the *St Patrick's Golf Club, Downpatrick*. (All such activities will be run in line with *St Patrick's Golf Club, Downpatrick*'s Safeguarding Policy)
- Any changes to the **Essential Information** provided in Section 2, will be reported to *St Patrick's Golf Club, Downpatrick* as requested and in a timely manner.
- I understand and give my consent to photographs or videos, in which my son/daughter appears, being used to promote the game of golf.
- I give my consent to receiving appropriate communication from *St Patrick's Golf Club, Downpatrick* by text or email.
- I acknowledge that my son/daughter has a responsibility to behave in a way that reflects the best standards of representative golf. They will be supported by access to a Team Captain and Manager during participation in teams. If they fail to follow the instructions of these people, and place themselves at risk of harm as a result, I absolve *St Patrick's Golf Club, Downpatrick* and all its representatives of any liability resulting from any harm, injury, or damage that results from breaching these instructions.

Signature of Parent/Guardian: _____

Date: _____

Privacy Notice:

St Patrick's Golf Club, Downpatrick uses the information collected in this document to enable it to fulfil its safeguarding responsibilities. I can confirm that I understand and agree with my data being used by St Patrick's Golf Club, Downpatrick in this way.

Signed: _____

(If under 18 years, parent/guardian must sign)

Date: _____

St Patrick's Golf Club, Downpatrick **Procedure to Investigate**

Alleged Misconduct involving Representative Players

Introduction:

As a representative player your behaviour will always be subject to scrutiny from a wide audience. It is important that you act as a good ambassador for the game. Where an allegation arises that your behaviour has fallen short of that which was expected of you, an investigation will take place that follows this policy.

Allegation of Misconduct:

All representative teams are supported by a Team Captain and Manager. They are charged with the task of ensuring that the performance of the team and all its members, both on and off the Course, meets the expectations held by *St Patrick's Golf Club, Downpatrick*. If an incident is alleged to have taken place which involves a breach of the expected conduct of a representative player, the Team Captain has the power to take action in response to that incident. This may involve the imposition of sanctions against the person who is alleged to have breached the rules on conduct up to and including their withdrawal from the team. The process of determining the response to alleged misconduct below will be followed.

The nature of the sanction imposed will be determined by the seriousness of the incident or incidents involved. These can be categorised under three headings, namely ***Minor, Serious, or Major***. It is the responsibility of the Team Captain and Manager to decide which category any alleged incident should be placed in. In doing this, they may consult with other officers of *St Patrick's Golf Club, Downpatrick*.

Minor incidents of misconduct may include arriving late for meetings, the use of bad language, or unsporting behaviour on the course or off it. The sanctions imposed are likely to include verbal warnings and instructions for future behaviour issued by the Team Captain or Manager.

Serious incidents of misconduct may include showing a lack of respect to officials, fellow team members, opponents, or the general public. The sanctions imposed could include a loss of privileges in relation to equipment, reduction of merit points, reduction in grant aid, or suspension from competing in National or Provincial Championships.

Major incidents of misconduct may include the breaking of curfew, serious verbal abuse, or threatening behaviour to others. The sanctions imposed include all those previously listed as well as the possibility of a long suspension from any further representative golf.

Process of Determining the Response to Alleged Misconduct:

Once an allegation of misconduct has been received by the Team Captain or Manager, they will assess the incident and determine which of the three categories it falls into. Once they have gathered all the information that they consider necessary to decide how to respond, they will inform the representative player of their decision and of any sanction which they intend to impose.

- All incidents of misconduct will be reported by the Team Captain or Manager to *St Patrick's Golf Club, Downpatrick*
- Upon receipt of this report, a decision will be made as to whether a Disciplinary Committee should be convened. The role of this Committee is to consider and confirm the appropriate response to be made to the incident of misconduct as reported by the Team Captain or Manager
- The Disciplinary Committee will comprise of no less than three members appointed by the Board of *St Patrick's Golf Club, Downpatrick*
- If the representative player who is the subject of the misconduct charge, is under the age of eighteen years, they should be accompanied by a Club Official and/or their parent or guardian. If the parent/guardian declines to attend this should be noted in writing.

- A record shall be created of the discussion and decisions of the Disciplinary Committee. This record will be held on a private and confidential basis, by *St Patrick's Golf Club, Downpatrick*, and in accordance with its Data Protection Policy
- The Disciplinary Committee will review all the evidence available to it and make a judgement as to the sanctions that the representative player should be given
- If the decision of the Disciplinary Panel is not accepted by the player, then an appeal can be made.
- A panel of three members shall be formed by the Board of *St Patrick's Golf Club, Downpatrick*. The individuals asked to sit on the Appeal Panel, should not include any of those members who sat on the Disciplinary Panel. The record of the discussions and decisions of the Disciplinary Committee will be made available to the Panel for their review
- The Appeal Panel will consider the decision of the Disciplinary Panel and decide if it will uphold it, amend it, or set it aside.
- When it reaches its decision, the process will be considered final. The decision of the Appeal Panel will be recorded on a private and confidential basis and stored securely by *St Patrick's Golf Club, Downpatrick* in accordance with their Data Protection Policy.

Closing Comment:

Representative players are ambassadors for the game of golf. Their behaviour is important and must reflect all that is good within the game. It is recognised that this is an onerous responsibility to carry but all who participate in representative golf, must be willing and able to do so in a way that reflects well on the game. If they feel unable to do so, then they should decline any invitation to participate in this form of golf.

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Appendix 10 – Legislation & Policy

Relevant Legislation

There are a number of key pieces of legislation that relate to child welfare and protection. Below is list of the legislation that is applicable in the area of Safeguarding and Child Protection:

Child Care Act 1991

This is the key piece of legislation which regulates child care policy in Ireland. Under this Act, Tulsa has a statutory responsibility to promote the welfare of children who are not receiving adequate care and protection. If it is found that a child is not receiving adequate care and protection, Tusla has a duty to take appropriate action to promote the welfare of the child. This may include supporting families in need of assistance in providing care and protection to their children. The Child Care Act also sets out the statutory framework for taking children into care, if necessary.

Child Care Act 1991

Protections for Persons Reporting Child Abuse Act 1998

This Act protects you if you make a report of suspected child abuse to designated officers of Tusla, the Health Service Executive (HSE) or to members of the Gardaí as long as the report is made in good faith and is not malicious. Designated officers also include persons authorised by the Chief Executive Officer of Tusla to receive and acknowledge reports of mandated concerns about a child from mandated persons under the Children First Act 2015.

This legal protection means that even if you report a case of suspected child abuse and it proves unfounded, a plaintiff who took an action would have to prove that you had not acted reasonably and in good faith in making the report. If you make a report in good faith and in the child's best interests, you may also be protected under common law by the defence of qualified privilege.

You can find the full list of persons in Tusla and the HSE who are designated officers under the 1998 Act, on the website of each agency (www.tusla.ie and www.hse.ie).

Protections for Persons Reporting Child Abuse Act 1998

Criminal Justice Act 2006

Section 176 of this Act created an offence of reckless endangerment of children. This offence may be committed by a person who has authority or control over a child or abuser who intentionally or recklessly endangers a child by:

1. Causing or permitting the child to be placed or left in a situation that creates a substantial risk to the child of being a victim of serious harm or sexual abuse; or
2. Failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation.

Criminal Justice Act 2006

Criminal Justice (Withholding of Information on Offences Against Children & Vulnerable Persons) ACT 2012

Under this Act, it is a criminal offence to withhold information about a serious offence, including a sexual offence, against a person under 18 years or a vulnerable person. The offence arises where a person knows or believes that a specified offence has been committed against a child or vulnerable person and he or she has information which would help arrest, prosecute or convict another person for that offence, but fails without reasonable excuse to disclose that information, as soon as it is practicable to do so, to a member of An Garda Síochána.

The provisions of the Withholding legislation are in addition to any reporting requirements under the Children First Act 2015.

Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act 2012

National Vetting Bureau (Children & Vulnerable Persons) Acts 2012–2016

Under these Acts, it is compulsory for employers to obtain vetting disclosures in relation to anyone who is carrying out relevant work with children or vulnerable adults. The Acts create offences and penalties for persons who fail to comply with their provisions. Statutory obligations on employers in relation to Garda vetting requirements for persons working with children and vulnerable adults are set out in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012– 2016.

National Vetting Bureau (Children & Vulnerable Persons) Act 2012 – 2016

Children First Act 2015

The Children First Act 2015 is an important addition to the child welfare and protection system as it will help to ensure that child protection concerns are brought to the attention of Tusla without delay.

The Act provides for mandatory reporting of child welfare and protection concerns by key professionals; comprehensive risk assessment and planning for a strong organisational culture of safeguarding in all services provided to children; a provision for a register of non-compliance; and the statutory underpinning of the existing Children First Interdepartmental Implementation Group which promotes and oversees cross- sectoral implementation and compliance with Children First.

Children First Act 2015

Criminal Law (Sexual Offences) Act 2017

This Act addresses the sexual exploitation of children and targets those who engage in this criminal activity. It creates offences relating to the obtaining or providing of children for the purposes of sexual exploitation. It also creates offences of the types of activity which may occur during the early stages of the predatory process prior to the actual exploitation of a child, for example, using modern technology to prey on children and making arrangements to meet with a child where the intention is to sexually exploit the child. The Act also recognises the existence of underage, consensual peer relationships where any sexual activity falls within strictly defined age limits and the relationship is not intimidatory or exploitative.

Criminal Law (Sexual Offences) Act 2017

Child protection in Northern Ireland Legislation, policy and guidance

The Northern Ireland Executive government is responsible for child protection in Northern Ireland. They set out policy, legislation and statutory guidance on how the child protection system should work.

The Safeguarding Board for Northern Ireland (SBNI) co- ordinates, and ensures the effectiveness of, work to protect and promote the welfare of children. The board includes representatives from health, social care, the police, the probation board, youth justice, education, district councils and the NSPCC. The SBNI is responsible for developing policies and procedures to improve how different agencies work together.

Child protection in Northern Ireland Legislation, policy and guidance

and also see

Access NI Code of Practice (NI)

Children (NI) Order 1995 (NI)Children's Services Co-operation Act (Northern Ireland) 2015 (NI)

Co-operating to Safeguard Children and Young People 2017

Criminal Law Act (Northern Ireland) 1967 (NI)

General Data Protection Regulation (EU) 2016/679 (GDPR) Part V of the Police Act 1997 (NI)

Protection of Freedoms Act 2012 (NI)

Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979 (as amended 2013) (NI)

Safeguarding Board Act (Northern Ireland) 2011 (NI)

Safeguarding Vulnerable Groups (NI) Order 2007 (NI) Sexual Offences (NI) Order 2008

Justice (Sexual Offences and Trafficking Victims) Act (Northern Ireland) 2022

General Data Protection Regulation (GDPR)

As a regulation, does not generally require transposition into Irish law (regulations have 'direct effect'), so organisations involved in data processing of any sort need to be aware the regulation addresses them directly in terms of the obligations it imposes. The GDPR emphasises transparency, security and accountability by data controllers and processors, while at the same time standardising and strengthening the right of European citizens to data privacy.

Raising awareness among organisations and the public of the new law will be a combined effort of the Data Protection Commission (DPC), the Government, practitioners, and industry and professional representative bodies. The DPC has been proactively undertaking a wide range of initiatives to build awareness of the GDPR, in particular providing guidance to help organisations prepare for the new law which is in force as of 25th May 2018.

General Data Protection Regulation (GDPR)

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Appendix 11

GOLF IRELAND

Sample Incident Reporting form

Your information			
Name			
Address			
Contact number(s)			
Email			
Name of organisation		Your role	

Personal information – child / young person/ adult					
Name				Date of birth	
Gender	Male ☐	Female ☐	Non-binary ☐	Another description (please state) ☐	
Is there any information about the child that would be useful to consider?					

Contact information – parent / carer*		
Name(s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No ☐	Please explain why this decision has been taken
	Yes ☐	Please give details of what was said / actions agreed

- Note this is not required if the person is an adult report non-recent abuse or harm

Incident details**				
Date and time of incident				
Please tick one:	☐ I am reporting my own concerns.	☐ I am responding to concerns raised by someone else – please fill in their details:		
Name of person raising concern		Role within the sport or relationship to the child		
Contact number(s)				
Email				
Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)				

** Attach a separate sheet if more space is required (e.g. multiple witnesses)

Incident details (continued)

Child's/adults account of the incident			
Please provide any witness accounts of the incident			
Name of witness (and date of birth, if a child)		Role within the sport or relationship to the child/Adult	
Address			
Contact number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth, if a child)		Role within the sport or relationship to the child	
Address			
Contact number(s)			
Email			
Please provide details of action taken to date			
Has the incident been reported to any external agencies?	☐ No	☐ Yes – please provide further details:	
Name of organisation / agency			
Contact person			
Contact number(s)			
Email			
Agreed action or advice given			

Declaration	
Your signature	✘
Print name	
Today's date	

Contact your organisation's Designated Safeguarding Officer in line with **Golf Ireland**'s reporting procedures	
Safeguarding Officer's name	
Date reported	

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