

Code of Ethics (2)
For
Golf for Young People
In
Galway Golf Club



Approved By Junior Council March 2019

Approved By Club Council March 2019

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

Code of Ethics for Golf for Young People, GUI, ILGU & PGA, 2006, revised 2010

Children First: National Guidelines for the Protection and Welfare of Children, Dept. of Health & Children 1999, revised 2009

Our Duty to Care, Dept. of Health & Children 2002

Children in Golf: protecting the future. Children in Golf Strategy group with the NSPCC, 2005

Co-operating to Safeguard Children, 2003

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Glossary

The Club

The Club, when referred to as a collective authority, shall mean Galway Golf Club.

GUI

The Golfing Union of Ireland, founded in 1891, the National Administrative Authority for Men's Amateur Golf in Ireland.

ILGU

The Irish Ladies' Golf Union, founded in 1893, the National Administrative Authority for Ladies Amateur Golf in Ireland.

PGA

The Professional Golfers' Association (Irish Region), originally founded in 1911 by the GUI at the request of the Professional Golfers of Ireland and then known as the Irish Professional Golfers' Association, the Governing Authority for Professional Golf in Ireland.

ISC

The Irish Sports Council

Junior Convenor

The individual(s) in the club who heads the Junior Golf Committee / Junior Golf Programme

Lead Officer / Child Protection Officer

An adult, who has the responsibility for co-ordinating with the Junior Convenor(s) the implementation of the Code of Conduct at the appropriate level, in the club. In addition they are responsible for ensuring liaison with statutory authorities as necessary.

Designated Liaison Person

The Designated Liaison Person is responsible for reporting allegations or suspicions of child abuse to TULSA Child and Family Agency or Social Services (NI) and/or An Garda Síochána.

Junior Programme

Encompasses all activities undertaken by the Junior & Temporary Juvenile Member of Galway GC

Young People

Those members of Galway GC Junior & Temporary Juvenile Membership Categories

Leader

A volunteer, PGA Professional or qualified coach who works with and/or facilitates juniors to learn and compete in the club. A volunteer includes, but is not limited to, Junior Convenors, Coaches, Golf Professionals and members of the Junior Golf Committees and those appointed to positions of trust with young people.

Parent

Parent shall mean parent, guardian or carer.

The Code

The Code of Ethics for Golf for Young People in Galway Golf Club– this document, which is based on guidelines of the ISC and those organisations listed at front of document.

Statutory Authorities

Refers to those who have statutory responsibility for the welfare and protection of young people in Ireland, namely An Garda Síochána and the Health Services Executives (HSE).

Core Values

Young People's experience of golf should be guided by what is best for the young person. The stages of development and the ability of the young person should guide the types of activity provided within the club. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal. Junior golf at Galway GC is based on the following principals that will guide the development of our young members:

Integrity in Relationships

Adults interacting with young people in golf should do so with integrity and respect for the child. All adult actions should be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within the club.

Quality Atmosphere and Ethos

Golf for young people should be conducted in a safe, positive and encouraging atmosphere. A child-centered ethos will contribute to a safe and enjoyable atmosphere within the club.

Equality

All children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. The Club will endeavour to ensure that children with disabilities be involved in an integrated way, thus allowing them to participate to their potential alongside other children.

Fair Play

Fair play is the guiding principle of this Code of Ethics. All sport for young people should be conducted in an atmosphere of fair play. Ireland has contributed and is committed to the European Code of Sports Ethics, which defines fair play as: "much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving"

Competition

A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. Our Junior leaders should aim to put the welfare of the child first and competitive standards second. A child-centered approach will help to ensure that competition and specialisation are kept in their appropriate place.



GALWAY GOLF CLUB
1895 - 2020

Policy Statement of Galway Golf Club

Galway Golf Club are fully committed to safeguarding the well being of their junior programme members. Every individual in golf should at all times, show respect and understanding for junior members rights, safety and welfare and conduct themselves in a way that reflects the principles of the Club and the guidelines contained in this *Code of Ethics* .

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

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Code of Conduct for Young People

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

Young players are entitled to:

- Be safe and to feel safe
- Be listened to
- Be believed
- Have fun and enjoy golf
- Have a voice in relation to their activities within golf
- Be treated with dignity, sensitivity and respect
- Participate on an equitable and fair manner, irrespective of ability, disability, gender, religion, social class, etc.
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Get help against bullies
- Say No
- Protect their own bodies
- Confidentiality

Young players should always:

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

Young players should never:

- Cheat
- Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour
- Shout or argue with officials, team mates or opponents
- Harm team members, opponents or their property
- Bully or use bullying tactics to isolate another player or gain advantage
- Take banned substances, drink alcohol, smoke or engage in risky behaviour whilst on club related activities / club grounds
- Tell lies about adults / young people
- Spread rumours
- Discriminate against other players on the basis of gender, age, disability, social class, religion, race, etc.
- **Junior Golf Programme Members will be required to sign a Code of Conduct document which reflects these responsibilities.**

Guidelines for the Parents of Junior Programme Members

The Club believes that parents/guardians should:

- Be a role model for your child and maintain the highest standards of conduct when interacting with young people, other parents, officials and organisers.
- Always behave responsibly and do not seek to unfairly affect a player or the outcome of the game.
- Never intentionally expose any young participant to embarrassment or disparagement.
- Always recognise the value and importance of the officials and volunteers who provide sporting and recreational opportunities for your child. Do not publicly question the judgement or honesty of referees, coaches or organisers. Respect convenors, professionals, coaches, referees, organisers and other players. Parents are welcome to attend events and coaching sessions but should not interfere with the coach or professional while working with the player.
- Encourage your child to play by the rules. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play on all sides. Encourage mutual respect for other junior members, teammates and opponents.
- Parents should support all efforts to remove abusive behaviour and bullying behaviour in all its forms. Please refer to our bullying policy within.

Code of Conduct for the Parents of Junior Programme Members

1. I will respect the rules and procedures set down by the Club.
2. I will respect my child's teammates and leaders as well as players, parents and coaches from opposing teams. I will encourage my child to treat other participants, professionals, coaches, convenors, selectors and managers with respect.
3. I will give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
4. I will respect my child's leader(s) and support his/her efforts.
5. I will respect the officials and their authority during sessions and events within the Club.
6. I will not demonstrate threatening or abusive behaviour or use foul language.

The Parents / Guardians of all Junior Golf Programme Members will be required to sign a Code of Conduct document which reflects these responsibilities.

Guidelines for Leaders (Not limited to Professional, General Manager, Junior Convenor(s), Coaches & Team Managers)

Galway Golf Club recognises the key role that the Leaders play in the lives of our young people. Leaders should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided. They should have as their first priority the children's safety and enjoyment of golf and should adhere to the guidelines and regulations set out in this Code of Ethics.

Leaders should respect the rights, dignity and worth of every child and must treat everyone equally, regardless of gender, age, disability, social class, race, religion, etc.

Leaders with substantial access to young people in the Club should have appropriate experience and hold or be trained in the necessary qualifications. Garda vetting procedures **must** be followed for all those with on-going contact with young people in order to comply with legislation. A list of those Club Members currently Garda Vetted is available in **Appendix No.1**. Leaders, whether paid or un-paid will be appointed via an appropriate selection procedure detailed herein.

The Club operates a 'sign-up' procedure, whereby the appointed Leaders agree to abide by this policy – *The Club's Code of Ethics For Young People* .

Once appointed the Leader should act as a role model and promote the positive aspects of golf and maintain the highest standards of personal conduct. Leaders should develop an appropriate relationship with young people, based on mutual trust and respect. Remember your behaviour to players, other officials and opponents will have an effect on the players in your care. You should report any concerns you have about your role or the contents of this *Code of Ethics* to the Club General Manager.

Being a Role Model

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

Protection for Leaders

- Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is advisable for leaders not to involve young players in their personal life i.e. visits to leaders' homes or overnight stays.
- Avoid working alone and ensure there is adequate supervision for all activities
- Where possible work in an open environment and ensure that physical contact is appropriate and has the permission or understanding of the young person
- Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family
- Physical punishment or physical force must never be used. Never punish a mistake - by physical means or exclusion

A positive Environment

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

Code of Conduct for Leaders

Leaders should familiarise themselves with *Galway Golf Club's Code of Ethics for Golf for Young People*, in particular the Leader's Code of Conduct here below. Leaders should read and agree to abide by these terms. Leaders should update the self-declaration questions annually.

As a leader in the Club I agree that I should;

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

Where possible I will avoid:

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

I agree that as a Leader I should not:

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

Each leader will be asked to complete the “Leaders / Volunteers Code of Conduct Self Declaration” – Appendix No. 4

Disciplinary, Complaints & Appeals Procedures

Complaints in relation to young people, their Leaders, their parents or any other aspect of Galway GC Junior Programme should be received in writing by the Junior Convenor or if the Junior Convenor is indicated in such a complaint the relevant men's or ladies Captain.

- The complaint should outline all relevant details about the parties involved
- The Junior Convenor may convene a disciplinary committee of 3 members involved with junior golf in the Club. (However, if the complaint involves the possibility of a criminal offence the convenor will talk to the Child Safety Officer & Club Manager, who will follow the Clubs *Code of Ethics for Golf for Young People* reporting procedure herein. The statutory authorities will then be informed.
- The disciplinary committee should hear the case of all parties involved and decide if a rule or regulation of the Code has been infringed.
- They will, in writing, inform those involved of the sanctions to be imposed. Written notification will be given to parents if the complaint is against a junior member
- They will lodge all records with the Club Manager who will retain same until the young person concerned becomes full member within the club.
- If any party does not agree with the disciplinary committee they can appeal the decision in writing within 10-day period to the Junior Convenor / Men's or Ladies Captain.
- The appeals committee (3 persons) will be convened by the junior convenor and its chairperson will be taken from the Club Council and include those who have not been on the original disciplinary committee
- The appeals committee should confirm or set aside or change any sanction imposed by the disciplinary committee, in writing, giving its reasons for doing so.
- If the issue remains un-resolved at local level the complaint may be referred to relevant Golfing Union whose decision shall be final.

For complaints in relation to PGA members the Child Safety Officer should be contacted in order to ensure the PGA process is followed.

Selection & Supervision Policy for Leaders & Volunteers

Galway Golf Club will take all reasonable steps to ensure that adults working with juniors are suitably trained and vetted, regardless of whether they do so in a paid or voluntary capacity.

Specifically:

- The Junior Council will approve all committee / volunteer appointments, whether in a paid or voluntary capacity.
- Once nominated to a position the relevant club member will be made aware, by the Junior Convenor(s), of their responsibilities under the relevant **Code of Conduct**.
- All leaders should complete **the Junior Council / Volunteer Form – Appendix 5** & these should be returned to the Club Manager by the Junior Convenor(s)
- Junior Council Members / Volunteers if engaged in regular and continuous contact with Juniors will be requested to undergo Garda vetting. Vetting forms are available from the Club General Manager who will assist you this process. **(See Appendix No 1 for a list of the currently Garda vetted Club Members)**
- The Safeguarding 1 training course must be completed by the Junior Convenor(s) – this training is valid for 3 years. The Club General Manager will assist the Junior Convenors in the completion of same by organising dates & payment.
- Adequate **supervision** should be combined with good recruitment, avoiding the Leader having to work alone
- Failure to comply with the above policy can could disqualify a Leader from selection or appointment to a position

Bullying Policy

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

Bullying can only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so. The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to young people, to the extent it affects their health and development, or at the extreme, causes them significant harm.

How can it be prevented?

- Ensure that all persons follow the **Code of Conduct**, which promotes the rights and dignity of each member
- Deal with any incidents as they arise
- Use a whole group policy or 'no-blame approach', i.e. not 'bullying the bully' but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group
- Reinforce that there is 'a permission to tell' culture rather than a 'might is right'
- Encourage young people to negotiate, co-operate and help others, particularly new or children with specific needs
- Offer the victim 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 bully at his/her own game
- Tell the victim there is nothing wrong with them and it is not their fault

Who should you speak to if you are the victim or suspect bullying is taking place?

While the more extreme forms of bullying such as physical abuse can be reported to the statutory authorities, dealing with bullying behaviour is normally the responsibility of the Junior Convenor(s) or as an alternative any of the Club Leaders as set out within this policy.

Guidelines for Working with Young People

Travelling

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

- Ensure that there is adequate insurance cover
- Not carry more than the permitted number of passengers
- Ensure use of safety belts
- Avoid being alone with one participant. Put the passenger in the back seat, drop off at central locations or seek parental permission to transport an individual participant on a regular basis and clearly state times of pick- up and drop off

Supervision

- Make sure there is an adequate adult: child ratio. This will depend on the nature of the activity, the age of the participants, any special needs of the group and away trips. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age.
- Where there are mixed groups on a regular basis there should be leaders of both genders
- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others
- Supervision of changing rooms if necessary, (where children are very young or need special assistance), should be in pairs of appropriate gender
- Clearly state time for start and end of training sessions or competitions, leaders should remain in pairs until all participants have been collected
- Keep attendance records and record 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)

Away Trips / Traveling & Overnight Stays

- The **“Traveling Permission Form”** should be signed by a parent, participant and travel volunteer and should contain an emergency contact number – **See Appendix 2**
- A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details
- Rooming arrangements – adults should not share rooms with children.
- Children 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)
- Alcoholic drink, smoking or any illegal substances are forbidden to players
- There must be at least one adult of each gender with a mixed party, there should be a good adult – child ratio, 1:5/6, and proper access to medical personnel
- Lights out times should be enforced
- Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

Safety

In addition to the club's Health and Safety policy, the club will endeavour to the best of its ability:

- 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 First Aid kit is close at hand with access to qualified first-aider
- Know the contact numbers of emergency services
- Keep first aid kit appropriately stocked
- If an incident occurs, make a brief record of injury and action taken using the approved **Incident Report Form – Appendix No 3**. Make a brief record of the problem/action/outcome. Contact the participants parents and keep them informed of all details and lodge the incident report with the Club Manager
- Participants should know and keep the etiquette guidelines of the club, keeping in mind that many rules are there for safety
- Ensure there is adequate insurance cover for all activities

Physical Contact

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

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

Use of Photographic and Filming Equipment

The club will take all necessary steps to ensure that young people are protected from the inappropriate use of their images in media publications, on the internet and elsewhere.

The club will:

- Only use images of golfers in suitable dress to reduce the risk of inappropriate use.
- In circumstances where the club has concern regarding the inappropriate use of its images, the club will follow the child protection procedures.

Amateur photographers/film/video operators wishing to record an event or practice session should seek permission from the lead officer and/or event organiser of session. The club will display the following information in prominent areas to inform spectators of the policy:

"In line with the recommendation of the golfing unions and the PGA, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the event organisers before carrying out any photography. The event organisers reserve the right to decline entry to any person unable to meet or abide by the organisers conditions. Children and young people should only be photographed or filmed with their permission and/or the permission of their parents/guardian".

Professional photographers/film/video operators wishing to record an event or practice session should seek accreditation with the lead officer or event organiser by producing their professional identification for the details to be recorded.

The club will endeavour to:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Keep a record of accreditations
- Inform golfers and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs

Videoing as a coaching aid: Video equipment can be used as a legitimate coaching aid. The Club Professional, if using video, will 1st seek the permission from the player and the player's parent. Anyone concerned about any photography or video usage taking place at events or coaching sessions can contact the Club General Manager and ask them to deal with the matter

Mobile Phones

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

As a leader:

Use of texts / messages for direct contact with those persons under 18 years of age is not allowed.

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

As a young golfer:

If you receive an offensive message, email or photo don't reply to it, save it, make a note of times and dates and tell a parent, lead officer or responsible adult that 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

Adults and Juniors playing together

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

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

Changing Rooms

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

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

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

Child Welfare and Protection Procedures

The club accepts that organisations, which include young people among its members, are vulnerable to the occurrence of child abuse. Below are the procedures for dealing with any welfare or protection issue that may arise. Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the club.

If there are grounds for concern about the safety or welfare of a young person the Club will react to the concern. **Persons unsure about whether or not certain behaviours are abusive and therefore reportable, should contact the duty social worker in the local health services executive or social services department where they will receive advice. Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with abuse.**

A report may be made by any member in the club but should be passed on to the Junior Convenor, who may in turn have to pass the concern to the local Statutory Authorities. **It is not the responsibility of anyone working within the Club, 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 young person.**

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

Response to a Child Disclosing Abuse

When a young person discloses information of suspected abuse you should:

- (a) Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened
- (b) Stay calm and don't show any extreme reaction to what the child is saying. Listen compassionately and take what the child is saying seriously
- (c) Understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation
- (d) Be honest with the child and tell them that it is not possible to keep information a secret
- (e) Make no judgmental statements against the person whom the allegation is made
- (f) Do not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that"
- (g) Check out the concerns with the parents/guardians before making a report unless doing so would endanger the child
- (h) Give the child some indication of what would happen next, such as informing parents/guardians, police or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- (i) Carefully record the details
- (j) Pass on this information to the Lead Officer
- (k) Reassure the child that they have done the right thing in telling you

Reporting Suspected or Disclosed Child Abuse

The following steps should be taken in reporting child abuse to the statutory authorities:

- (a) Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information
- (b) Report the matter as soon as possible to the Lead Officer within the organisation who has responsibility for reporting abuse. If the Lead Officer has reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to the local social services who have statutory responsibility to investigate and assess suspected or actual child abuse
- (c) In cases of emergency, where a child appears to be at immediate and serious risk and the Lead Officer is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities
- (d) If the Lead Officer is unsure whether reasonable grounds for concern exist s/he can informally consult with the local social services. S/he will be advised whether or not the matter requires a formal report

A Lead Officer reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse ‘reasonably and in good faith’ to the Health Services Executive or the Gardai. The act also covers the offence of ‘false reporting’. The main provisions of the Act are:

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

Allegations Against Leaders

If an allegation of Child abuse is made against a Leader working within the Club, two procedures should be followed:

- The reporting procedure in respect of suspected child abuse (reported by the Lead Officer), see previous page
- The procedure for dealing with the Leader (carried out by the Clubs General Manager or senior officer, (a person not already involved with the child protection concern)

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

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

While the Lead Officer makes the report to the local statutory authorities, the senior officer of the organisation should deal with the Leader in question.

- The general manager/senior officer will privately inform the Leader that (a) an allegation has been made against him / her and (b) the nature of the allegation. He / she should be afforded an opportunity to respond. His / her response should be noted and passed on to the social services
- The Leader should be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings

Disciplinary action on the Leader should be considered but this should not interfere with the investigation of the Statutory Authorities. The outcome of the investigation and any implications it might have should be considered. The fact that the alleged abuser has not been prosecuted or been found guilty does not automatically mean that they are appropriate to work with young people in the future.

Irrespective of the findings of the Statutory Authorities, the disciplinary committees should assess all individual cases to decide whether a member of staff or volunteer should continue or 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 the disciplinary committee should reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true, and the implications of this for the safety of children. The welfare of the child should remain of paramount importance throughout. The club may need to disclose information to ensure the protection of young people in its care.

Confidentiality

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

Clubs should consider the following when discussing concerns:

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations

- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know
- Information should be conveyed to the parents / guardians of the child in a sensitive way
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality
- All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family, Leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure
- Information should be stored in a secure place, with limited access only to Lead Officers and appropriate personnel
- The requirements of Data Protection laws should be adhered to
- Breach of confidentiality is a serious manner

Anonymous Complaints / Rumours

Anonymous complaints can be difficult to deal with but will not be ignored. Rumours should not be allowed to hang in the air. All concerns relating to inappropriate behaviour should be brought to the attention of the Lead Officer and any such complaints brought to the attention of the Lead Officer should be dealt with. The information should be checked out and handled in a confidential manner. In all cases the safety and welfare of the child/children is paramount.

To Contact a Safeguarding Officer in Golf

- Confederation of Golf in Ireland – Fiona Power – 01 505 4272 / fiona@cgigolf.org
- Golfing Union of Ireland – Barbara Creggy – 01 505 4000 / barbara@gui.ie
- Irish Ladies Golfing Union – Audrey Quinn – 01 2934833 / audrey@ilgu.ie
- PGA – Andy Wright -0044 1526 354500 - a.wright@englandgolf.org

Appendix No.1 - Garda Vetted @ March '19

Ann O' Donoghue	17/08/2016 + SG1 18/04/17	
Cathal Nolan	17/08/2016	
Cian Shaughnessy	17/08/2016	
Derek O'Kelly	17/08/2016	
Eamonn Conroy	17/08/2016	
Frank Mitchell	17/08/2016	
Gerard Cox	17/08/2016	
Gerard O'Farrell	12/09/2016 + SG1 18/04/17	
Gregory Costello	17/08/2016	
Margaret Scott	17/08/2016	
Peter Fleming	17/08/2016	
Rachel Scott	17/08/2016	
Richard Hughes	17/08/2016	
Rory Timlin	17/08/2016	
Suzanne Butler	17/08/2016 + SG1 11/03/14	
John Nolan	17/08/2016	
John Shaughnessy	17/08/2016	
John Moreton	17/08/2016	
Paul O' Kennedy	30/03/2017 + SG1 18/04/17	
Enda Maloney	05/04/2017	
Gerry Glynn	18/04/2017 + SG1 18/04/17	
Clodagh Hennessey	20/04/2017	
Michael O' Farrell	26/05/2017	
Sean Burke	07/07/2017	
Kieran O'Mahony	06/09/2017	
Cathal Keogh	23/05/2018 + SG1 18/04/17	
David Gleeson	03/04/2018	
Laura Hession	28/05/2018 + SG1 10/04/18	
Gemma Brennan	19/07/2018	
David Mortimer	28/04/2016	
David Kelly	12/09/2016	
Declan Kennedy	18/06/2018	
Simon Walsh	05/07/2018	
Deirdre Corcoran	08/03/2019	
Pat Sheehan	11/03/2019	
Frank Mitchell	TBC	
Eamonn Conroy	TBC	
Joe O' Farrell		
Paul Donnellan	TBC	
TBC (Lead Safety Officer / Child Protection Officer)	TBC	
David Kelly (Designated Liason Person)	29/11/2017	

Appendix No.2 Travel Permission Form

Travelling with Underage Participants – Those U 18 Years of Age

EVENT: _____ **VENUE:** _____

DATES: _____

Travelling Volunteer

I hereby agree to abide by the guidelines and regulations contained in this Code of Ethics for Golf for Young People

Name: _____ Role: _____

Date: _____

Parent / Guardian of Participant

I have read and accept the conditions and rules set down by golf for young people travelling to matches and events.

Parents/Guardians:

Name: _____ Date: _____

Emergency Contact Number(s): _____

Young Participant

I have read and accept the conditions and rules set down by golf for children travelling to matches and events. I agree to abide by these rules

Name: _____ Date: _____

Appendix No.3 Incident / Accident Form

Accident was to a:

Third Party Employee Member *(Please Tick)*

Surname _____ First Name: _____

Home Address:

Date Incident/Accident Occurred: _____ Time: ____ : ____ am/ pm

Date Incident/Accident Reported; _____ Time: ____ : ____ am/ pm

Were The Gardai involved/called: YES: NO: *(Please Tick)*

Indicate exact location of the incident/accident: *(please be specific in your details)*

Details of the Incident/Accident: *(Including injuries sustained)*

Did the injured person contribute in any way to the Incident / Accident?

YES: NO: *(if yes please explain):*

Name of witnesses if there were any: *(note: names, addresses and phone numbers & attach witness statements to this form)*

To whom was the incident/ accident reported?

Name: _____ Position: _____

Details of the medical attention provided and by whom:

Referred to the hospital? YES: NO:

If Yes, were they referred by the Golf Club? YES: NO:

Or

Referred by third party? YES: NO:

If Known

Name of the hospital: _____

Was an ambulance required? YES: NO:

Additional information: *(Attach your own statement of events)*

Completed by: _____ Date: _____

Signature: _____ Position: _____

For insurance purposes, please fill out this form properly and completely and return to the Club General Manager.

Appendix No.4

Leader / Volunteer Code of Conduct Self Declaration

Do you agree to abide by the guidelines contained in the Code of Ethics for Golf for Young People in Galway GC ? Yes [] No []

Have you ever been asked to leave a sporting organisation? Yes [] No []

(If you have answered yes, we will contact you in confidence)

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

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations? Yes [] No []

(If you have answered yes, we will contact you in confidence)

Signed: _____ Dated: _____

Adequate supervision will be combined with good recruitment, avoiding the Leader having to work alone

Appendix No.5 Leader / Volunteer Selection Form

Name: Any Previous Surname:

Current Address:

Previous Addresses:

Place of Birth: Date of Birth:

Telephone: Email:

List previous experience/involvement in any other club. to include experience of working with juniors in a voluntary or professional capacity:

Sporting/ NGB Qualifications:

Do you agree to abide by the Leaders Code of Conduct? Yes

(Copy included with this form)

Have you ever been asked to leave a sporting organisation in the past? Yes

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 previous involvement in a sports club one of these names should be that of an administrator/leader in your last club/place of involvement.

Appendix No.6 Useful Contacts

Eastern Region Health Services Executive
East Coast Area
Area 1, Dun Laoghaire, 01 2808403
Area 2, Clonskeagh, 01 2680320/0333
Area 10, Wicklow, 0404 60800
Bray, 01 2744100
Ask for Duty Social Worker

Eastern Region Health Services Executive
South Western Area
Dublin South City District, D2, 01 6486555
Dublin South West District, D24, 01 4520666
Dublin West District,
Dublin 10, 01 6206387
Kildare/West Wicklow District
Naas, 045 882400
Athy, 059 8633535
Celbridge, 01 6303155
Ask for Duty Social Worker

Irish Sports Council
Top Floor, Block A
West End Office Park
Blanchardstown, Dublin 15
Tel No. 01-8608800

ISPCC
20 Molesworth Street
Dublin 2
01 6794944 / ispcc@ispcc.ie
ISPCC Childline 1800 666666 (Freephone)

Ombudsman for Children
Millennium House
52 – 56 Great Strand Street
Dublin 1
1890 654654 / 01 8656800
oco@oco.ie

Appendix No.7

Tusla Standard Reporting Form

STANDARD REPORT FORM

(For reporting CP&W Concerns)

6. Relationships

Details of Mother		Details of Father	
Name:		Name:	
Address: (if different to child)		Address: (if different to child)	
Telephone No's:		Telephone No's:	

7. Household composition

Name	Relationship	DOB	Additional Information e.g. School/ Occupation/Other:

8. Name and Address of other personnel or agencies involved with this child

	Name	Address
Social Worker		
PHN		
GP		
Hospital		
School		
Gardaí		
Pre-School/Crèche/YG		
Other (specify):		

9. Details of person(s) allegedly causing concern in relation to the child

Relationship to child:	Age	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Name:	Occupation		
Address:			

10. Details of person completing form

Name:	Occupation:
Address:	Telephone No's:
Signed	Date:

Appendix No.8

Mandatory Child Protection Courses

1. Safeguarding 1 - Child Welfare & Protection Basic Awareness Course

All Coaches, Children’s Officers and Designated Liaison Persons (DLP) must first complete the 3 hour Child Welfare & Protection Basic Awareness Course. This course educates participants on the implementation of best practice in protecting the welfare of children involved in sport.

Current Staff / Members with Course Completed:

Valid To

2. Safeguarding 2 - Club Children’s Officer (C.C.O)/ Lead Officer / Child Protection Officer

A person appointed to the Club Children’s Officer position in a club must have completed safeguarding 1 (Child Welfare & Protection Basic Awareness workshop) and the **Club Children’s Officer 3 hour workshop**. This course will help the *Club Children’s Officer* to carry out the function of their role in the club and support the implementation of best practice in the club. Participants will also receive a Club Children’s Officer Action Planning document as part of the training.

Current Staff / Members with Course Completed:

3. Safeguarding 3 - Designated Liaison Person(DLP)

A person appointed to the Designated Liaison Person position in a club must have completed the Child Welfare & Protection Basic Awareness Course and the **Designated Liaison Person 3 hour workshop**. A club may appoint the same person to both the CCO and DLP positions however best practice advises that they are kept as separate roles. The third part of Sport Ireland Child Welfare & Protection Training Programme is the **Designated Liaison Person workshop**.

Current Staff / Members with Course Completed:

As of 2018, not having the relevant staff / members not trained in the above now disbars the club from entering into GUI Affiliated Inter Club Team Events