

# Tinsley Park Golf Club



## CHILD PROTECTION POLICY

High Hazels Park

Darnall

Sheffield S9 4PE

Tel: 01142448974

[Email: sectpgc@yahoo.com](mailto:sectpgc@yahoo.com)

# Tinsley Park Golf Club

## CHILD PROTECTION POLICY

### Contents

1	<b>GLOSSARY</b>	p3
2	<b>INTRODUCTION</b>	p4
3	<b>POLICY STATEMENT</b>	p5
4	<b>POLICIES IN PRACTICE</b>	
	Responsibilities of: Tinsley Park Golf Club, Members, PGA professionals & Volunteers	p7
	Children	p8
	Parents/Carers	p8
5	<b>UNDERPINNING POLICIES, PROCEDURES &amp; GUIDELINES</b>	
	<b>Anti-Bullying Policy</b>	p10
	Complaints, Concerns and Allegation Guidelines	P11
	Emergencies and Incident Guidelines	P11
	Parental Consent and Player Profile Forms	p12
	Confidentiality	p12
	Recruitment and Training	p12
	Supervisory Ratio Guidelines	p12
	Children in Changing Rooms	p13
	Transport Guidelines	p13
	Late Collection Guidelines	p14
	Communication of Policy	p14
	Photograph and use of images	p14
6	<b>CONCLUSION</b>	p15
7	<b>APPENDICES</b>	
	Appendix 12 Incident Report Form	P18
	ditto	P19
	Blank sheet for extra info	P20



TPGC	TINSLEY PARK GOLF CLUB
YCGU	YORKSHIRE COUNTY GOLF UNION
EGU	ENGLISH GOLF UNION
EWGA	ENGLISH WOMEN'S GOLF ASSOCIATION
JLO	JUNIOR LIAISON OFFICER
CWO	CHILD WELFARE OFFICER
PGA	PROFESSIONAL GOLFERS ASSOCIATION
GiG	CHILDREN IN GOLF
CRB	CRIMINAL RECORDS BUREAU
CPO	CHILD PROTECTION OFFICER
NSPCC	NATIONAL SOCIETY for the PROTECTION from CRUELTY to CHILDREN
RDO	REGIONAL DEVELOPMENT OFFICER
CSC	CHILD SOCIAL CARE
NGB	NATIONAL GOVERNING BODY

# Tinsley Park Golf Club

## CHILD PROTECTION POLICY

### Introduction

There are a number of ways that risks may present themselves to children participating in sport, not just golf

- Bullying of children by their peers or by adults.
- Individuals exploiting their position to gain access to children.
- Placing unrealistic performance expectations on children.
- Lacking awareness of the needs for safeguards.
- Poor planning

Everyone in golf has a part to play in safeguarding children - at home, at school, in the park, at the club. The Children Act 1989 and Working Together to Safeguard Children (DOH 2006) highlight the shared responsibility of organisations to promote children's wellbeing and safeguard them from harm.

Legislation and Government guidance emphasises the importance of effective information sharing, collaboration and understanding.

By adapting the guidance to suit particular needs, both children and adults involved in golf can feel confident that they are better safeguarded as they participate in the sport.

Child protection is not just a Junior Section issue; it needs to be understood and embraced by all sections of the golf club. Everyone in Tinsley Park Golf Club can help, whether administrator, staff, club official, member, PGA Professional, coach, parent, friend, or children themselves.

Risks will never be entirely eliminated. However, it is important that all those with responsibility for the welfare of junior golfers can demonstrate that they have assessed risks and have taken steps to minimise them.

All individuals working and participating in golf have a role to play in developing a safe environment to encourage children to enjoy the sport.

#### **The following will constantly be referred to and reinforced in these Guidelines:**

- The child's welfare is paramount (a child is defined as any young person under the age of 18)
- All children - regardless of age, gender, racial origin, religious belief, sexual identity and any disability - have a right to enjoy sport free from all forms of abuse or poor practice.

Tinsley Park Golf Club has a responsibility to maintain confidentiality in all cases involving child protection in line with the current legislation.

# Tinsley Park Golf Club

## CHILD PROTECTION POLICY

### CHILD PROTECTION POLICY STATEMENT

The Management Committee has considered its responsibilities to the children participating in golf at our premises and within our club very carefully. The following Safeguarding and Child Protection Policy and underpinning procedures has been produced in order to set out the standards we wish to uphold in providing activities for children and safeguarding the welfare of children in our care.

Tinsley Park Golf Club affiliates to the Yorkshire Golf Union, and our professional coaching staff are members of the Professional Golfers' Association. The Club recognises the policies of these Governing Bodies, as set in out in Guidelines for Safeguarding Children in Golf

### POLICY STATEMENT

Tinsley Park Golf Club acknowledges its duty of care to safeguard the welfare of all children (defined as those under 18) involved in golf within the club. All children have a right to protection, and have their particular needs taken into account. Tinsley Park Golf Club will therefore endeavour to ensure the safety and protection of all children involved with the club through the Child Protection guidelines adopted by the Management Committee of the club. It is the responsibility of all adults within the club to assist the Management Committee in this endeavour.

### POLICY AIMS

- To provide children with appropriate safety and protection whilst in the care of the club and also help them to enjoy their experience of the sport.
- To reassure parents that their children will receive the best practicable care possible whilst participating in activities within the club.
- To provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

### PRINCIPLES

- The welfare of children is paramount.
- All children, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers working in golf have a responsibility to report concerns to the Club Welfare Officer.
- Adults - staff, volunteers, coaches, referees and members will be supported to understand their role and responsibility with regard to the duty of care and protection of children and young people.
- Individuals will receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light
- Tinsley Park Golf Club will work in partnership with parents to review and implement child protection and welfare procedures.
- The Golf Club's policy and procedures are based on the above principles, UK and international legislation and government guidance.
- Any subsequent legislation relating to child protection would implicitly be incorporated into this document.

# Tinsley Park Golf Club

Tinsley Park Golf Club's policy and procedures are based on the above principles and UK and international legislation and government guidance and take the following into consideration:

- The Children Act 1989 & 2004
- The Protection of Children Act 1999
- The Police Act 1997
- The Criminal and Court Services Act 2000
- The Human Rights Act 1998
- The UN Convention on the Rights of the Child
- The Data Protection Act 1994 & 1998
- What to do if you are worried a child is being abused 2005
- Working Together to Safeguard Children 2010
- Caring for the young and vulnerable - Home Office Guidance for preventing the abuse of trust 1999

## **RESPONSIBILITIES AND COMMUNICATION**

- The Golf Club Child Protection Policy will be available to all members, parents, staff, volunteers and participants.
- The Policy will be reviewed every three years by the Management Committee, and amended as appropriate. Guidance from golf's governing bodies will be sought as part of the review process.
- The Management Committee has responsibility for ensuring that the policy and procedures are implemented, including taking any appropriate disciplinary action necessary.
- The Club Welfare Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate National Governing Body Lead Child Protection Officer and informing the appropriate club staff.
- Parents have a responsibility to work together with the club in implementing procedures and providing their children with the necessary information to safeguard themselves.

This statement will be posted on the club notice board.

The full version of Tinsley Park Golf Clubs Child Protection Policy can be viewed upon request.

# Tinsley Park Golf Club

## CHILD PROTECTION POLICY IN PRACTICE

### Responsibilities

#### (a) Responsibility of Tinsley Park Golf Club

To review the Tinsley Park Golf Club Policy and procedures every three years or whenever there is a major change in relevant legislation.

To ensure Members, PGA professionals, staff and volunteers who have contact with children guard against their behaviour being compromised and are expected:

- To take their responsibilities seriously, knowing that the welfare of children, and their protection from harm, is the paramount concern.
- To be conscious of the fact that adults are role models for the children. Those who have contact with children should conduct themselves appropriately at all times. They are required to set high standards in such matters as behaviour, attitude, appearance, fairness, moderation, organisation and punctuality.
- To treat all children fairly and equally. This should hold true, no matter what the children's age, culture, ability or disability, gender, language, racial origin, and / or sexual orientation.
- To build a sound working relationship with the children based on mutual respect and trust.
- To inform parents of any matters relating to their child's welfare, either through the Club Welfare Officer or Junior Liaison Officer.
- To report to the Club Welfare Officer, any instance of alleged 'poor practice', or inappropriate physical contact, or abuse.
- Depending on the circumstances of the allegation, the Club Welfare Officer will investigate, and, if necessary, may refer the matter either to the Management Committee or to an appropriate agency. Confidentiality will be strictly observed at every stage.
- To ensure, as far as is reasonable, that no child is placed in danger or potential harm. Events should be organised with safety in mind, and the children should be kept informed of any safety procedures, risks or hazards on the course.
- To avoid situations where there is possibility of misinterpretation of any physical contact or behaviour. Contact with children should generally be in an open environment, especially, for example, whilst waiting for parents to arrive to pick up their child, or in the locker room. Transporting children on their own should be avoided, if at all possible. If it is absolutely necessary to transport a child in your vehicle, a Private Vehicle Registration Form must be completed. (See Appendix 10)

# Tinsley Park Golf Club

- To ensure that any child who suffers accidental injury or temporary illness at any event organised by Tinsley Park Golf Club is treated by a person competent and qualified to do so. **(See Appendix 7 Consent/Profile Form)** If no qualified person is immediately available, the criterion is to respond to that situation by using common sense, as would a caring parent or guardian, until professional help arrives. The matter should be recorded on an Accident Report Form, which should be passed to the Club Welfare Officer. **(See Appendix 2)** Parents/guardians must be informed of the action that have been or are intended to be taken.
- To conduct risk assessments of the activities of Tinsley Park Golf Club with regard to safeguarding and take appropriate action to address the identified issues within suitable timescales.

## **(b) Responsibility of the children:**

They should:

- Observe the highest of standards of behaviour, appearance, punctuality, attitude, restraint, moderation and sportsmanship on and off the course.
- Refrain from using alcohol, unlawful performance-enhancing substances, smoking, inappropriate behaviour and foul language.
- Act with courtesy and politeness at all times.
- Not engage in any irresponsible, inappropriate or illegal behaviour.
- Play by the Royal & Ancient's Rules of Golf, and the Etiquette of golf and observe the finer courtesies of the game.
- Observe instructions or restrictions requested by appropriate Members, PGA professionals, staff or volunteers
- Should consult the Junior Liaison Officer, or Club Welfare Officer, or any Volunteer Coach in the event of any disagreement, dispute or problem, rather than seeking to resolve the matter themselves.
- During organised events remain on the premises - clubhouse, golf course, or hotel - unless given specific permission by the appropriate official.
- Should read and sign the code of conduct for children. **(See Appendix 8)**

## **(C) Responsibility of Parents/Carers**

- They should be aware of the Tinsley Park Golf Club policy on child protection.
- They should support the Club's officials in creating and maintaining a safe and amenable environment for children in which to enjoy their golf at competitive level.
- They should be at ease with the system in place for the protection of their child, but be ready to raise any matters that may give rise to concern.
- Complete the Consent and Player Profile form. **(See Appendix 7)** and ensure that the club is given updated details when necessary.
- Signify that they accept the conditions of the Club's procedures relating to their child's attendance at Tinsley Park Golf Club whatever the event.
- Occasionally for training, coaching or publicity purposes, photographs or videos of children may be used. Parents/guardians who do not wish their child to be photographed for these purposes should inform Tinsley Park Golf Club on the Photo/Video Agreement. **(See Appendix 9)**

- Arrange transport for their child to arrive punctually at a match, tournament, coaching session or arranged pickup point. It is important to communicate with the Junior Liaison Officer or his delegate, if there are likely to be any difficulties arising from transporting children to a venue - picking them up or dropping them off.
- Parents/guardians should leave emergency contact numbers with officials at an event, especially if there may be problems.
- Should read with their child and sign the code of conduct for children.(see **appendix 8**)
- They should inform Tinsley Park Golf Club's JLO of any matters, such as medical or dietary concerns, or any other problems which may affect the child.  
(see **appendix 7**)
- Encourage and foster the right spirit of fair competitive play in your child, without pressure to play beyond their physical, mental and emotional capabilities. Children are not robots, and should be treated as children - no matter what their bravado.
- Coaching is best left to the professionals.

# Tinsley Park Golf Club

## CHILD PROTECTION POLICY

### UNDERPINNING POLICIES, PROCEDURES AND GUIDELINES

#### Anti-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 Tinsley Park Golf 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.

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)

How can it be prevented?

- Ensure that all members 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 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 Club officers/members and authorities.

Any suspicions of bullying should be reported to the Clubs Child Welfare Officer.

(see appendix 2)

# Tinsley Park Golf Club

## COMPLAINTS, CONCERNS AND ALLEGATIONS GUIDELINES

If a member, parent, member of staff or volunteer has a concern about the welfare of a child, or the conduct of an adult (whether they are a parent, coach, member of Tinsley Park Golf Club or otherwise), these concerns should be brought to the attention of the Club Welfare Officer (CWO) (see **appendix 2**), even if the person concerned does not consider the concern to require immediate attention.

The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Club Welfare Officer.

Please refer to the Flowcharts 1 (see **appendix 13**) & 2 (see **appendix 14**) for the referrals process.

All concerns should be treated in confidence. Details should only be shared with those who can help with the management of the concern. The number of club personnel involved will be kept to a minimum. The CWO will report concerns to the EGU/ EWGA Lead Child Protection Officer, and will seek advice on further action. The EGU/EWGA reporting process will be followed in the handling and referral of concerns and allegations.

Concerns will be recorded on the concern/allegation recording form, sent to the EGU/ EWGA Lead CPO and retained confidentially within the club. Tinsley Park Golf Club will work with the national governing body and other external agencies to take appropriate action in the case of abuse or serious poor practice. The EGU, EWGA and PGA disciplinary procedures apply and will be followed where possible by Tinsley Park Golf Club. In the event of a child making a disclosure, the following guidance is given:

- Reassure the child that they have done the right thing to share the information
- Do not make promises that cannot be kept, such as promising not to tell anyone else
- Do not question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action
- Record what the child has said as soon as possible
- Report the information to the Club Welfare Officer in the first instance

Do not notify the parents unless you have first sought advice from the Tinsley Park Golf Club Welfare Officer or the EGU/ EWGA Lead Child Protection Officer.

The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public. No referrals are made from the calls. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.

## EMERGENCIES AND INCIDENTS GUIDELINES

In the event of a child requiring medical attention:

- The parents will be contacted immediately
- In the event of failure to contact parents, the alternative emergency contacts will be used
- The consent form will be consulted to establish whether parents have given their consent for a club representative to act in loco parentis
- An adult club representative will accompany the child to seek medical attention, if appropriate

A record of the action taken will be made on an **accident/injury report form** (see **appendix 11**) and retained by Tinsley Park Golf Club.

# Tinsley Park Golf Club

## **PARENTAL CONSENT AND PLAYER PROFILE FORM**

The welfare of juniors in our care is paramount, and it is important that we are aware of any health conditions so that their best interests are addressed.

A Parental Consent Form (**see appendix 33**) must be completed to ensure that any child who suffers accidental injury or temporary illness at any event organised by Tinsley Park Golf Club is treated by a person competent and qualified to do so.

## **CONFIDENTIALITY**

The information held on young people will be stored securely and only seen by those people at Tinsley Park Golf Club who are responsible for their coaching and welfare. Young people's details will never be sold to marketing companies or given out inappropriately. From time to time the names and contact details of young people may be passed to County and National Golfing Organisations in order to take advantage of special coaching, to play in county matches/competitions and access other benefits which may be available.

It is the responsibility of the parent/guardian to inform the JLO or CWO of any changes to these details.

## **RECRUITMENT AND TRAINING POLICY**

Tinsley Park Golf Club will endeavor to ensure that all volunteers and staff working with children are suitable to do so, and that they have all the information they require to perform their job effectively and appropriately.

We insist that all volunteers and staff who are in a position of responsibility with regard to children, particularly those who will supervise children, provide the following:

- A current enhanced Criminal Records Bureau check
- A self-disclosure of their criminal record
- Basic personal details and information of their previous experience with children,

The Secretary and Welfare Officer hold copies of the necessary forms and contact information for the Criminal Records Bureau.

All staff and volunteers will be offered access to appropriate child protection training. The SportscoachUK 'Safeguarding & Protecting Children' workshop is recognised by the Children in Golf Strategy Group as the most appropriate training for coaching staff and volunteers within golf clubs. Tinsley Park Golf Club recommends this workshop and will ensure that all volunteers and staff who have significant contact with children attend it.

All staff and volunteers involved with children will be asked to read and become familiar with the club child protection policy and procedures. A signature will be required from these people to confirm as such.

## **SUPERVISORY RATIOS GUIDELINES**

For coaching with children at Tinsley Park Golf Club the wherever possible the appropriate supervisory ratios will be as follows:

- For young people over the age of 8, the ratio of adults to children will be a minimum of 1/10
- For young people of age 8 or under, a parent /carer should be present at all times both in the clubhouse and on the Golf Course.

# Tinsley Park Golf Club

## **CHILDREN IN CHANGING ROOMS GUIDELINES**

For any junior under the age of 18 a parent or carers will be present at all times if they need to use the change room facilities, the following procedures will be followed

- Adults should not change or shower at the same time using the same facility as young people.
- Adults should try to change at separate times to young people.
- If adults and young people need to share a changing facility, the Club must have consent from the parents that their child/children can share a changing room with adults in the club.
- If young people need to share changing facilities with adults, their parents should be allowed to supervise them whilst they are changing.
- If the club has any disabled players, involve them and their carers in deciding how, if applicable, they wish to be assisted to change and ensure they provide full consent to any support or assistance required.

## **TRANSPORT GUIDELINES**

Tinsley Park Golf Club believes it is the responsibility of the parent/carer to organise the transport of their children to and from the Golf Club and other organised activities.

Sometimes if this is not possible:

**A Private Vehicle Registration Form** must be completed if it is absolutely necessary to transport a child in a vehicle. (**see appendix 10**)

- Transporting children by themselves should be avoided, if at all possible. If this is unavoidable, drivers should ensure that the young person is in the back of the car.
- No child should be left alone, or be left to make their own way home.
- All drivers of vehicles should ensure that their vehicle is roadworthy and that they have valid road licence and insurance and ensure that all passengers obey the law during journeys.
- All drivers acting on behalf of the club will be vetted according to the clubs recruitment policy.

Anyone transporting children should avoid:

- Overloading the vehicle with passengers.
- Waiting alone with a child in a vehicle
- Sending a child home with another person without permission.

# Tinsley Park Golf Club

## **LATE COLLECTION GUIDELINES**

Where a parent is late in collecting their child from the club the following procedure will apply:

1. Attempt to contact the parent/carer using the contact details on the Player Profile Form
2. Attempt to contact the first, then the second emergency contact nominated on the Player Profile Form
3. Wait with the young person(s) at the club with, wherever possible, other staff/volunteers or parents.
4. If no one is reachable, contact the Club Welfare Officer or the Secretary for advice. 5. The local police will be contacted to enquire about the best course of action.

Staff, members, PGA Pros and volunteers should avoid:

- Taking the child home or to another location.
- Asking the child to wait in a vehicle or the club with them alone.
- Sending the child home with another person without permission.

Remind parents/carers of their indicated commitment to collect their child on time as stated on the parental consent form and parental responsibility guidance.

## **COMMUNICATION OF POLICY**

On the initial introduction of the Policy a letter will be sent to all junior members, & Parents/ carers explaining:

- Why the policy is being introduced
- The changes that will affect them
- How to get access to a copy of the policy.
- Key parts of the policy will be explained to Juniors & Parents/carers at new members meetings.
- Copies of the policy will be available at the meetings for awareness.
- A copy will be held in the club office for parents / carers to view if requested.

**A copy of the policy statement will be posted on the club notice board and website.**

Any key changes to the policy will be communicated to the juniors & parents/carers via letter and on the Clubs website.

## **PHOTOGRAPHY AND USE OF IMAGES GUIDELINES**

As part of our commitment to the safety and welfare of Junior Members of Tinsley Park Golf Club we do not permit photographs, video or other media images to be taken or used by officials of the Club without the informed consent of the parent/guardian and the Junior Member on the **Photograph Consent Form**.

Images of Junior Members could be used as part of the coaching programme; to celebrate success; to encourage other young people to take up golf; or promote Club activities. They may appear in local publications about Tinsley Park Golf Club and its juniors; shown in a public place e.g. the Golf Club notice board; or on the Club website. In such cases personal information about the young person will not be included.

Parents/guardians who do not wish their child to be photographed for these purposes must inform Tinsley Park Golf Club on the **Photo/Video Agreement form**.

We encourage parents to report anyone seen taking images of children on Tinsley Park Golf Clubs facilities to the person in charge.

**CONCLUDING REMARKS -****FURTHER HELP**

It is to be understood that these procedures are guidelines for the protection of all who participate in events organised for children by the Tinsley Park Golf Club.

The procedures will be reviewed on a regular basis.

However, not all circumstances may be covered in this document. It is important to recognise that, while every effort will be made to ensure the wellbeing of every child, things can go wrong, by accident or human error. Any problems that may arise in the course of an event will be dealt with thoroughly, carefully investigated, and the appropriate agencies contacted, where necessary.

At every stage parents/guardians will be informed.

Parents, volunteers, members and children are encouraged to contact the Club Welfare Officer if they have any concerns about the behavior of adults towards children. The CWO will contact the EGU or EWGA, Lead Child Protection Officer, and involve Child Social Care or the Police where appropriate. Should the person with the concern not wish to speak with the CWO in the first instance, they should contact the NSPCC Helpline (which is anonymous and confidential line which be used to gain advice and support) and/or the EGU/EWGA Lead Child Protection Officer, and/or the Police or Child Social Care.

**USEFUL CONTACTS**

<b>NAME OF CONTACT</b>	<b>TELEPHONE NUMBER</b>
<b>CLUB</b>	
TPGC Welfare officer Anthony V Ward	01709552077
TPGC Junior Liaison Officer S. Golland	01142643833
TPGC Honorary Secretary Anthony V Ward	07554445725
<b>COUNTY AND NATIONAL GOLF</b>	
YGU Welfare Officer	
ELGA Lead Protection Officer Kirsty Jennings	01295 254190
EGU Lead Protection Officer Richard Brown	01653 697578
PGA Lead Child Protection Officer David Wright	01675 470333
<b>LOCAL CONTACTS</b>	
Safeguarding Sheffields children	01142053535
South Yorkshire Police	01142202020
<b>NATIONAL CONTACTS</b>	
Childline UK	08001111
NSPCC 24H Helpline	0808 800 5000
NSPCC Child Protection in sport	0116 234 7224
Samaritans	0845 790 9090

# Tinsley Park Golf Club

## **appendix 12**

### **INCIDENT REPORT FORM**

Any instance of alleged 'poor practice', or inappropriate physical contact, or abuse must be reported to the Club Welfare Officer,

The facts of the situation must be recorded on the Incident Report form.

Confidentiality will be strictly observed at every stage.

# Tinsley Park Golf Club

## CHILD PROTECTION POLICY INCIDENT REPORT FORM

This form should be completed and handed to the Club Welfare Officer.

You may be assured all information will be treated in strictest confidence and handled discreetly.

<b>Recorder's Details</b>		
Name		
Address		
Post Code		Telephone

<b>Child's Details</b>		
Name		
Address		
Post Code		Telephone

<b>Accused's Details</b>		
Name		
Address		
Post Code		Telephone

# Tinsley Park Golf Club

CHILD PROTECTION POLICY  
**INCIDENT REPORT FORM**

This form should be completed and handed to the Club Welfare Officer.

You may be assured all information will be treated in strictest confidence and handled discreetly.

	<b>Details of the allegation</b>	
Date	location	time
Witnesses:		
Nature of the incident:		
Additional information:		
	<b><u>Action Taken</u></b>	
Incident referred to:		
Date:		
Complainants Signature:		
CWO Signature:		

