Wareham Golf Club
Children and Young People Safeguarding Policy

Creating and maintaining a safe, positive and respectful environment for all Children & Young People involved in golf

Version	April 2026
Replaces Version	April 2024
Approved by	Board of Directors
Next review due	April 2029, or earlier if legislation, statutory guidance or England Golf guidance changes
Policy owner	Board of Directors
Operational lead	Club Welfare Officer

This policy has been adapted for Club use with reference to England Golf safeguarding guidance and relevant statutory safeguarding principles

Purpose of this document

This policy sets out Wareham Golf Club's approach to safeguarding children and young people involved in golf. It should be read alongside England Golf safeguarding guidance, Club codes of conduct and the associated policies listed below.

1. Introduction and scope

Wareham Golf Club is committed to providing a safe, positive and welcoming environment for all children and young people involved in golf.

For the purposes of this policy, a child or young person means anyone under the age of 18. In a golf context, the term "junior" is also used and is adopted throughout this policy.

The welfare of juniors is paramount. The Club will take reasonable steps to safeguard juniors who are on Club premises, taking part in Club activities, receiving coaching, playing in competitions, or representing the Club.

All juniors have the right to be protected from abuse, neglect, bullying, discrimination and poor practice, and to be treated with dignity and respect. The Club recognises that some juniors may be more vulnerable to harm, including disabled juniors, looked-after children, and those with communication, learning or additional support needs.

The Club will work with juniors, parents, carers, staff, volunteers, PGA Professionals, England Golf and statutory agencies to promote safe participation in golf and to respond appropriately to safeguarding concerns.

2. Safeguarding principles

Wareham Golf Club will:

- put the welfare of juniors first;
- promote a culture of respect, inclusion and appropriate behaviour;
- take all safeguarding concerns, allegations and disclosures seriously;
- ensure concerns are reported promptly and handled appropriately;
- support juniors to be listened to and involved in matters affecting them, where appropriate;
- recognise the importance of parental involvement while ensuring safeguarding concerns are not ignored or delayed;
- ensure those working with juniors are suitable, appropriately checked and trained;
- work with England Golf and statutory agencies where necessary; and
- maintain confidentiality, while recognising that information may need to be shared to protect a junior or others from harm.

The Club recognises the role of statutory safeguarding partners and is committed to following relevant legislation, statutory guidance and local safeguarding children partnership procedures, including Working Together to Safeguard Children.

3. Responsibilities

The Directors are responsible for approving and reviewing the Club's safeguarding policies. These policies will be reviewed at least every three years, or sooner if there is a significant change in legislation, statutory guidance or England Golf guidance.

All Directors, staff, volunteers, PGA Professionals, members and visitors have a responsibility to behave appropriately towards juniors and to report safeguarding concerns in line with this policy.

The Club Welfare Officer is responsible for overseeing the implementation of this policy, including:

- conducting safeguarding risk assessments for Club activities involving juniors;
- ensuring appropriate action is taken to address identified safeguarding risks;
- ensuring relevant staff, volunteers and coaches understand the reporting procedure;
- ensuring required parental consents and emergency contact details are obtained and securely held;
- ensuring those working directly with juniors have appropriate safeguarding checks and training;
- maintaining appropriate safeguarding records; and
- liaising with England Golf, statutory agencies and local safeguarding partners where necessary.

Parents, carers and juniors are expected to follow the relevant Codes of Conduct. Members and visitors must not subject juniors to abuse, bullying, harassment or inappropriate behaviour, and should report any safeguarding concern promptly.

4. Safer recruitment, DBS and training

The Club will take reasonable steps to ensure that staff, volunteers, coaches and others who work regularly with juniors are suitable for their roles.

Roles involving regular supervision, coaching or responsibility for juniors will be assessed to determine the appropriate safeguarding requirements. These may include:

- an appropriate DBS check arranged through England Golf, the PGA or another recognised route;
- completion of safeguarding training required by England Golf or the PGA;
- reading and understanding this policy and relevant procedures;
- signing the relevant Code of Conduct; and
- following Club guidance on managing challenging behaviour and maintaining appropriate boundaries.

The roles likely to require specific safeguarding checks and training include the Club Welfare Officer, Junior Organiser, PGA Professionals, relevant staff and volunteers, and anyone else who has regular responsibility for, or supervision of, juniors.

Where coaching or junior activity is delivered by PGA Professionals, partner providers or contractors, the Club expects them to maintain appropriate safeguarding arrangements, checks and training for their staff and coaches.

The Club will maintain a confidential record of required checks and training. DBS certificate information will be handled, retained and disposed of in accordance with DBS guidance and data protection requirements.

5. Reporting safeguarding concerns

Anyone who is concerned about the welfare of a junior, or who observes behaviour towards a junior that may be abusive, inappropriate or unsafe, must report the concern promptly. They are not required to decide whether abuse has occurred and must not investigate the matter themselves.

Concerns should normally be reported to the Club Welfare Officer. If the Club Welfare Officer is unavailable, implicated, or the matter is urgent, advice should be sought from England Golf, the NSPCC, Dorset Council, Children's Services or the police as appropriate.

Immediate risk

If a junior is at immediate risk of harm, call 999. The Club Welfare Officer and, where appropriate, England Golf should then be informed as soon as possible.

Concerns will be recorded and handled confidentially, with information shared only with those who need to know, in order to protect the junior or others.

6. Safeguarding arrangements for junior activities

The Club will apply appropriate safeguards to junior activities, including coaching, competitions, team matches, away fixtures, transport, photography, social media and use of changing rooms.

These safeguards will include appropriate parental consent, supervision arrangements, emergency contact details, clear expectations of behaviour, and risk assessments where required.

Parents and carers remain responsible for their children outside organised Club activities, unless specific supervision arrangements have been agreed by the Club.

Practical safeguarding arrangements for junior golf are set out in Appendix 2.

7. Information sharing and confidentiality

Information about juniors and safeguarding concerns will be handled confidentially and shared only with those who need to know.

The Club will normally seek parental involvement where appropriate. However, information may be shared without parental consent where this is necessary to protect a junior or another person from harm, to seek safeguarding advice, to comply with legal obligations, or to cooperate with England Golf or statutory agencies.

Safeguarding records will be kept securely and separately from general membership records.

8. Associated policies and documents

- Anti-Bullying Policy
- Equality, Diversity and Inclusion Policy
- Whistleblowing Policy
- Data Protection Policy / Privacy Notice
- Club Rules
- Members' Code of Conduct
- Parents' / Carers' Code of Conduct
- Juniors' Code of Conduct
- Social Media Policy or Guidance
- Managing Challenging Behaviour Guidance
- Safeguarding Incident Report Form

Appendix 1 - Reporting and responding to a safeguarding concern

This appendix provides practical guidance for staff, volunteers, coaches, members and others who receive, witness or become aware of a safeguarding concern involving a junior.

If you are concerned about a junior

A concern may arise from something a junior says, something you see or hear, information provided by another person, or behaviour by an adult or another junior. The concern may relate to something happening at the Club, away from the Club, at home, at school, online or in another setting.

You should:

- take the concern seriously;
- act promptly and do not assume someone else will report it;
- avoid investigating the matter yourself;
- avoid discussing the concern with people who do not need to know;
- record the key facts as soon as possible; and
- report the concern to the Club Welfare Officer or another appropriate safeguarding contact.

When reporting a concern, try to record:

- **Who** - who is involved, including the junior or juniors concerned;
- **What** - what has happened or what you are concerned about;
- **When** - when the incident or concern arose;
- **Where** - where it happened; and
- **Action taken** - what you have done and who you have informed.

If a junior discloses abuse or harm

You should:

- stay calm and listen carefully;
- allow the junior to speak at their own pace;
- take what they say seriously;
- reassure them that they have done the right thing by telling you;
- explain that you may need to share the information with the Club Welfare Officer and/or safeguarding professionals to help keep them or others safe;
- avoid asking unnecessary questions - only ask what is needed to clarify what they are telling you;
- avoid leading questions or putting words into the junior's mouth;
- record what was said as soon as possible, using the junior's own words where you can; and
- report the concern without delay.

You should not:

- dismiss the concern;
- promise to keep the information secret;
- show shock, panic or disbelief;
- press the junior for more detail than they wish to give;

- investigate the matter yourself;
- contact the alleged perpetrator;
- make judgements or negative comments about the alleged perpetrator; or
- delay reporting the concern.

Who to contact

- Immediate danger or emergency: call 999.
- Normal route: report to the Club Welfare Officer.
- If the Club Welfare Officer is unavailable, implicated or there is uncertainty: contact England Golf Safeguarding Team, NSPCC Helpline or Dorset Council Family Support and Advice Line as appropriate.
- If you are unsure whether to report a concern, seek advice rather than doing nothing.

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Appendix 2 - Practical safeguarding guidance for junior golf

Parental consent and emergency contacts

- Appropriate parental consent forms will be obtained and securely retained for junior activities where required.
- Emergency contact details, relevant medical information and alternative contact details should be available to those who need them for the activity.
- Information will be treated confidentially and shared only with those who need it to fulfil their role or respond to an emergency.

Medical emergencies and late collection

- If a junior becomes ill or injured during a Club activity, the responsible adult should follow the Club's emergency procedure, contact the parent/carer and seek medical assistance where necessary.
- If a parent/carer or authorised adult is late collecting a junior, the responsible adult should try to contact the parent/carer and alternative emergency contacts. A junior should not be left alone while waiting to be collected.
- Any significant incident, injury, late collection concern or welfare concern should be recorded and reported to the Club Welfare Officer.

Coaching and supervision

- One-to-one coaching of juniors under the age of 12 is not permitted at the Club.
- One-to-one coaching of juniors aged 12 and over should only take place with written parental consent and in an open or observable environment. Parents should be encouraged to remain present for juniors under 16.
- For group coaching or junior activities, the coach or organiser should consider the age, number, needs and experience of the juniors, the venue, the activity and any identified risks when deciding supervision levels.
- Where practicable, there should be at least two suitable adults present for group activities, so that basic cover remains available if one adult has to leave or respond to an incident.
- Juniors should be supervised in a way that is proportionate to their age, maturity, ability, experience and the nature of the activity.

Physical contact

- Physical contact with juniors by coaches or volunteers must only take place where it is necessary for the needs of the junior or the sport, such as developing technique, preventing injury or providing first aid.
- Physical contact should be explained, proportionate, appropriate to the activity and take place in an open environment.
- Physical contact must not be gratuitous, unnecessary or for the benefit of the adult.

Juniors playing the course and entering competitions

- The Club encourages juniors to play the course, obtain a Handicap Index and enter competitions, including competitions where they may play alongside adults, subject to appropriate safeguards.
- Juniors must meet the general conditions of entry for the relevant competition.
- Juniors under the age of 12 must be accompanied and supervised by their parent/carer or another adult who has the parent's/carer's consent.
- Juniors aged 12 to 17 must have their parent's/carer's consent to play or enter competitions.
- Juniors under 16 cannot enter competitions played as a two-ball with an adult player unless the parent/carer, or an adult with their consent, accompanies them.
- Juniors aged 16 and 17 can enter competitions played as a two-ball with an adult if they have their parent's/carer's consent.

Away events and transport

- Parents and carers are primarily responsible for transporting their junior to and from events, activities, tournaments and matches.
- Club volunteers or coaches should not normally transport juniors. Where transport is arranged by the Club in exceptional circumstances, written parental consent must be obtained.
- Drivers used for Club-arranged transport must be suitable for the role, appropriately insured and briefed on safeguarding expectations.
- Away trips and team events should be planned in advance, with clear information provided to parents/carers about travel, supervision, timings, emergency contacts and expected behaviour.

Photography and video

- Photographs or video images of juniors will only be used for Club, coaching or promotional purposes where appropriate consent has been obtained.
- The Club will not publish unnecessary personal details alongside a junior's image.
- Images should be appropriate, respectful and relevant to the activity.
- Anyone attending Club events in an official photography or media capacity must obtain permission from the Club before taking or using images of juniors.

Social media and digital communication

- Club social media should be used responsibly and in accordance with the Club's Social Media Policy or Guidance.
- Adults working on behalf of the Club should not use personal accounts for private one-to-one communication with juniors, except where this is clearly unavoidable, transparent and appropriately recorded.
- Communications with juniors should normally be through parents/carers, official Club channels or group-based arrangements that are open and appropriate.
- Any online abuse, grooming concern, inappropriate message or social media safeguarding concern should be reported in line with this policy.

Changing rooms

The Club's changing rooms are used by adult members and visitors throughout the day. Parents and carers will be made aware of this.

Juniors will only be supervised by the Club in changing rooms where this forms part of a specific Club-organised activity and suitable arrangements have been made.

Where a parent or carer does not wish their junior to use the changing rooms unsupervised, it is the parent's or carer's responsibility to supervise them or ensure that they do not use the facilities.

Bullying and poor behaviour

- The Club will promote a culture of respect and will not tolerate bullying, harassment, abuse or discriminatory behaviour towards juniors.
- Juniors, parents, carers, members, visitors, staff and volunteers should raise concerns about bullying or inappropriate behaviour promptly.
- Where appropriate, concerns may be managed under the Club's Anti-Bullying Policy, Codes of Conduct or disciplinary procedures, while ensuring safeguarding concerns are not minimised or delayed.

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Appendix 3 - Whistleblowing

Everyone involved in the Club has a responsibility to raise concerns about unacceptable practice, poor conduct, abuse, neglect or behaviour that may place juniors at risk of harm.

Raising concerns helps to:

- protect others and reduce risk;
- prevent problems from becoming worse or more widespread; and
- avoid concerns being ignored, minimised or seen to be condoned.

The Club recognises that people may be reluctant to raise concerns because they fear getting it wrong, causing disruption, not being believed, damaging relationships or suffering repercussions. However, safeguarding concerns must always be taken seriously and reported in line with this policy.

Where a safeguarding concern is also a whistleblowing matter, the Club's Whistleblowing Policy will apply. Any person raising a genuine concern will be treated fairly and will not be victimised for doing so.

Appendix 4 - Useful contacts

These details should be checked before publication and reviewed whenever safeguarding guidance or contact arrangements change.

Area	Contact	Details
Emergency	Police / Ambulance	999 - immediate risk of harm or emergency. 101 - police non-emergency.
Club	Club Welfare Officer - Andy Rammell	Wareham Golf Club, Sandford Road, Wareham, BH20 4DH Tel: 01929 554147 Mob: 07450 092202 Email: welfareofficer@warehamgolfclub.com
Club	A Director via Club Administratorl	Wareham Golf Club, Sandford Road, Wareham, BH20 4DH Tel: 01929 554147 Email: secretary@warehamgolfclub.com
Golf	England Golf Safeguarding Team	National Golf Centre, The Broadway, Woodhall Spa, Lincolnshire, LN10 6PU Tel: 01526 351824 Email: safeguarding@englandgolf.org
National	NSPCC Helpline	Tel: 0808 800 5000 Email: help@nspcc.org.uk
National	Childline	Tel: 0800 1111 Website: childline.org.uk
Local	Dorset Council - Family Support and Advice Line	Tel: 01305 228558 Out of hours emergencies: 01305 221000