WAREHAM GOLF CLUB

Adult Safeguarding Policy

Creating and maintaining a safe, positive and respectful environment for all adults 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.

WAREHAM GOLF CLUB

Adult Safeguarding Policy

1. Introduction

Wareham Golf Club is committed to creating and maintaining a safe and positive environment for all adults involved in golf, including members, visitors, staff, volunteers, coaches, contractors and others taking part in Club activities.

This policy explains the Club's approach to adult safeguarding, the responsibilities of the Club and its representatives, and the practical steps to be followed if a safeguarding concern arises.

2. Adults at risk

Safeguarding duties apply where an adult:

- has needs for care and support, whether or not those needs are being met by the local authority;
- is experiencing, or is at risk of, abuse or neglect; and
- because of those care and support needs, is unable to protect themselves from the risk or experience of abuse or neglect.

3. Principles in relation to adults at risk

Wareham Golf Club adopts the six key principles set out in the Care and Support Statutory Guidance for adult safeguarding:

- **Empowerment –** supporting people to make their own decisions and give informed consent.
- **Prevention –** taking action before harm occurs.
- **Proportionality –** responding in the least intrusive way appropriate to the risk.
- **Protection –** supporting and representing those in greatest need.
- **Partnership –** working with statutory agencies, local services and the wider community to prevent, identify and report abuse or neglect.
- **Accountability –** acting transparently and taking responsibility for safeguarding decisions.

Safeguarding should be person-led and outcome-focused. Wherever possible, adults should be involved in discussions about any safeguarding concern affecting them, asked what they would like to happen, and supported to make informed choices. Consent should normally be sought before sharing information outside the Club, unless there is a clear safeguarding reason to do so.

Wareham Golf Club recognises the principles of the Mental Capacity Act 2005, including the presumption that adults have capacity to make their own decisions unless it is established otherwise.

In applying this policy, Wareham Golf Club will:

- respect every adult's right to be protected from abuse, neglect or discrimination;
- recognise that some adults, including disabled adults and those with learning, communication or other support needs, may be more vulnerable to harm;
- ensure all staff and volunteers understand their responsibility to report safeguarding concerns;

- treat all concerns or allegations seriously, promptly and appropriately;
- maintain confidentiality as far as possible, while recognising that an adult's safety and welfare may require information to be shared;
- cooperate with statutory agencies and follow relevant Local Safeguarding Adults Board procedures where required; and
- ensure adults involved in golfing activities are treated with dignity, listened to and heard.

4. 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.

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

- conducting safeguarding risk assessments of Club activities and ensuring appropriate action is taken to address any identified issues;
- ensuring that adults affected by safeguarding concerns, and their carers where relevant, receive appropriate support and communication;
- ensuring staff, members and volunteers have appropriate guidance, training and support to respond to safeguarding concerns; and
- ensuring safeguarding concerns are handled appropriately, including liaison with England Golf, statutory agencies and local safeguarding partners where necessary.

All staff, volunteers, coaches, members and others involved in Club activities have a responsibility to act if they become aware of a safeguarding concern. Concerns should be reported to the Club Welfare Officer without delay. If there is an immediate risk of harm, the emergency services should be contacted first.

5. Reporting concerns

Safeguarding concerns should be reported to the Club Welfare Officer as soon as possible. If the Club Welfare Officer is unavailable, or if the concern relates to the Club Welfare Officer, the concern should be reported to a Club Director, England Golf, the local authority safeguarding team or the police, depending on the nature and urgency of the concern.

Where there is an immediate risk of harm or an emergency situation, call 999. An incident form should then be completed as soon as possible and copied to the Club Welfare Officer and, where appropriate, England Golf.

6. Associated policies and documents

- Anti-Bullying Policy
- Equality, Diversity and Inclusion Policy

- Whistleblowing Policy
- Data Protection Policy and Privacy Notices
- Club Rules
- Members' Code of Conduct
- Safeguarding Incident Form

Appendix 1 – Safeguarding guidance: responding to a concern or disclosure

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

If an adult discloses abuse or neglect

If an adult tells you, or you suspect, that they are being abused, neglected or are otherwise at risk, you should respond calmly, take the concern seriously and report it promptly.

You should:

- stay calm and listen carefully;
- allow the adult 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 England Golf in order to help keep them or others safe;
- avoid asking unnecessary questions — only ask what is needed to clarify what they are telling you;
- ask what they would like to happen next, where appropriate;
- record what was said as soon as possible, using the adult's own words where you can; and
- report the concern to the Club Welfare Officer without delay.

You should not:

- dismiss the concern;
- promise to keep the information secret;
- show shock, panic or disbelief;
- press the adult for more detail than they wish to give;
- investigate the matter yourself;
- make judgements or negative comments about the alleged perpetrator; or
- delay reporting the concern.

If there is an immediate risk of harm, or an emergency situation, contact the police or emergency services immediately. The Club Welfare Officer and England Golf should then be informed as soon as possible, and an incident form completed within 24 hours.

Signs and indicators of abuse or neglect

Abuse or neglect can occur in any setting and may involve members, visitors, staff, volunteers, coaches, family members or others outside the Club.

Possible signs may include:

- unexplained injuries, bruising or a lack of appropriate medical attention;

- money or belongings going missing;
- sudden changes in behaviour, confidence, mood or appearance;
- withdrawal from golf or social activities previously enjoyed;
- unexplained weight loss or gain, or an unkempt appearance;
- self-harm or signs of distress;
- fear of a particular person or group; or
- the adult telling someone that they are being abused or neglected.

These signs do not prove abuse has occurred, but they should not be ignored. Any concern should be reported in line with this policy.

Consent and sharing information

The safety and wellbeing of the adult must be the first consideration.

Adults generally have the right to make their own decisions and to control information about themselves. Wherever possible, safeguarding concerns should be discussed with the adult, their views sought, and their consent obtained before information is shared outside the Club.

However, staff, volunteers and coaches are not expected to manage safeguarding concerns on their own. Concerns should be reported to the Club Welfare Officer without delay. Guidance may also be sought from England Golf, and consent is not required to seek safeguarding advice where this is necessary.

If an adult does not want information to be shared, their wishes should normally be respected. The Club should, where appropriate:

- listen to the adult's concerns about sharing information;
- explain why the concern may need to be shared;
- explain who may need to know and why;
- reassure them that information will only be shared with those who need to know; and
- make clear that support is available.

There may be circumstances where information must be shared without consent, including where:

- the adult may lack capacity to make the relevant decision;
- there is an emergency or life-threatening situation;
- other people, including children, may be at risk;
- a serious crime has been committed or may be prevented; or
- a person in a position of trust is involved.

Where information is shared without consent, the reasons for doing so should be recorded carefully. Unless it would increase the risk of harm, the adult should be told what information is being shared, with whom, and why.

Appendix 2 – Whistleblowing

Everyone involved in the Club has a responsibility to raise concerns about unacceptable practice, poor conduct, abuse, neglect or behaviour that may place children or adults 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 3 – Useful contacts

Contact details should be checked periodically, particularly before publication or reissue of this policy.

Category	Name / Organisation	Purpose / Address	Contact details
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 Club Director via Club Administrator	Wareham Golf Club, Sandford Road, Wareham, BH20 4DH	Tel: 01929 554147 Email: secretary@warehamgolfclub.com
England Golf	England Golf Safeguarding Team	England Golf, National Golf Centre, The Broadway, Woodhall Spa, Lincolnshire, LN10 6PU	Tel: 01526 351856 Email: safeguarding@englandgolf.org
National	Ann Craft Trust	Safeguarding Adults in Sport and Activity www.anncrafttrust.org	Tel: 0115 951 5400 Email: ann-craft-trust@nottingham.ac.uk
National	Samaritans	Emotional support for anyone in distress www.samaritans.org	Tel: 116 123
Emergency	Emergency services	Immediate danger or emergency situation	Tel: 999
Emergency	Police non-emergency	Non-emergency police matters	Tel: 101
Local	Dorset Council – Safeguarding Adults	Report a concern about an adult with care and support needs who may be at risk of abuse or neglect.	Tel: 01305 221016 Monday to Friday, 8.30am to 5.00pm Email: adultaccess@dorsetcouncil.gov.uk
Local	Dorset Council – Out of Hours Service	Urgent safeguarding and adult social care matters outside normal office hours.	Tel: 01305 221000