

” The aim of our junior section is to provide juniors with a fun and safe environment to experience golf, to give them the opportunity to progress to their potential and to equip them with golfing skills that can be used and enjoyed for the rest of their lives”.

**Children First National Guidance for
the protection and welfare of
Children
Safeguarding
Statement
2018**

Woodbrook Golf Club

Child Safeguarding Statement

Woodbrook Golf Club is fully committed to safeguarding the wellbeing of juniors. Every individual in golf should at all times, show respect and understanding for all member's rights, safety and welfare and conduct themselves in a way that reflects the principles of Woodbrook Golf Club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport Woodbrook Golf Club Safeguarding Policy and Golf's Safeguarding Policy.

Woodbrook Golf Club's first priority is the welfare of juniors and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from neglect, emotional, physical and sexual abuse, bullying and intimidation. All leaders within Woodbrook Golf Club undergo the necessary Garda Vetting/Access NI checks, sign codes of conduct and complete the appropriate safeguarding training as required by legislation and best practice.

Woodbrook Golf Club written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring and gives the required policy, guidance and procedures required to alleviate these risks.

In addition to our risk assessment document described above, there are further procedures that support our intention to safeguard children whilst they are availing of our activities. Woodbrook Golf Club has the following procedures in place as part of our Safeguarding Policies:

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

For further information in relation to safeguarding juniors or if you have a concern please contact our Club Children's Officer/Designated Liaison Person person(s) below. If you feel that a junior is in immediate danger contact Tusla/Gateway NI or An Garda Síochána/PSNI.

Designated Liaison Person – Jim Melody -

Club Children's Officer: - Ann Ronan

This Child Safeguarding Statement will be reviewed by _____ 2020

Signed: _____

Position: _____

Date: _____ 2018

(On behalf of Woodbrook Golf Club):

Phone no:

Woodbrook Golf Club commitment to child protection

Woodbrook Golf Club is committed to promoting and facilitating the full participation of Children / Young People in our service. We aim to create a safe and healthy environment for the Children / Young People with whom we work with and we are committed at all times to ensuring their safety and welfare.

These guidelines are based on “*Children First – National Guidance*” and “*Our Duty to Care – The Principles of Good Practice for the Protection of Children and Young People*”. In accordance with these documents, it is good practice for all organisations, which have contact with Children / Young People to introduce a child protection policy. This policy also helps to provide safeguards and support for staff & Volunteers when they are working with Children / Young People.

Statement of policy

Woodbrook Golf Club is fully committed to safeguarding the well-being of all the Children / Young People with whom we work. Our policy on child protection is in accordance with “Children First”. We are committed to promoting the rights of the child including the participation of Children / Young People in matters that affect them.

A set of guidelines have been introduced by the Woodbrook Golf Club, and all staff and volunteers involved in any event with young participants have agreed to adhere to these guidelines. All staff & volunteers have completed their online mandatory training and their certificate of completion is on their people al file.

Un convention on the rights of the child

The UN Convention on the Rights of the Child was adopted by the UN in 1989 and ratified by Ireland in 1992. The National Children Strategy is based on the UN Convention on the Rights of the Child and as such, sets out the vision for Children / Young People in Ireland over a ten-year period.

We believe that all work with Children / Young People should, by its very nature, recognise, implement and promote the fundamental tenets of the Convention.

The UN Convention defines a child as someone under 18 years of age and the National Children Strategy in Ireland, similarly defines a child as someone less than 18 years of age, who is not married.

Children First National Guidelines for the Protection and Welfare of Children 1999

The Children First Guidelines were issued by the Department of Health and Children in 1999 and outline procedures, which all organisations dealing with Children and young people should put in place. They state that all such organisations should put in place a child protection policy tailored to their specific needs. This policy will outline the procedures and arrangements in place to protect Children / Young People in line with “Children First”. Equally, the policy will

provide protection for staff & volunteers in Woodbrook Golf Club in their working with Children / Young People.

In July 2011 Children First was revised and republished.

Duty to care

Duty to Care was published by the Department of Health and Children in October 2002. It offers a practical guide to staff and volunteers who work with Children / Young People by outlining a number of fundamental principles of good practice.

Everybody who works with Children / Young People has a duty of care to them and this is a responsibility, which must be taken seriously. These guidelines aim to provide information and promote good practice for those involved in working with Children / Young People, so that staff will be aware of what to do in situations where the safety or welfare of a child may be at risk.

Children First National Guidelines for the Protection and Welfare of Children 2017

The Children First Guidelines were revised by the Department of Children and youth Affairs in 2017. This policy is based on a legal framework provided primarily by the Childcare Act 1991 and the Children First Act 2015. This Guidance is issued under the section 6 of the Children First Act 2015 and replaces previous editions. The Children First Act 2015 will operate side by side with the non- statutory best practice outlines within the Guidance. Woodbrook Golf Club's safeguarding statement has been devised under the Guidance document.

Good Practice Guidelines: Principals to Protect Children / Young People from Harm

Safe practice is essential in our work and we have put in place the following procedures to govern our work with Children / Young People. All staff, -junior convenors, team managers and volunteers in our work are aware of the good practice guidelines and are familiar with the overall child protection policy of Woodbrook Golf Club.

- Children / Young People involved with our work are informed of our guidelines and procedures;
- Parents of Children / Young People involved with our work are also informed of our guidelines and procedures;
- Woodbrook Golf Club has appointed a 'designated lesion person' to deal with any complaints or issues arising which concern the safety or welfare of any child/young people using our club or with our staff/ volunteers. This person is appropriately trained and familiar with the procedures to be followed in the event of an allegation, concern, or disclosure of child abuse.
- Woodbrook Golf Club has put in place an anti-bullying policy;
- Woodbrook Golf Club has put in place a complaints procedure;
- When Children / Young People are in attendance, the following information/documentation is requested by Woodbrook Golf Club in relation to each child:
 - A Parental Consent Form – for trips, tour and outings

- Contact details for the family/guardians, including emergency contact numbers;
- All relevant medical information;
- Information relating to any special needs which the child or young people may have in terms of access, diet, language assistance, etc.;
- 2 or more appropriate adults must supervise the Children / Young People on each outing linked with Woodbrook Golf Club.
- All adults working directly with the Children / Young People will have received Garda vetting.
- Staff & Volunteers show respect and understanding for the rights, safety, and welfare of the Children / Young People.
- Inappropriate behaviour/language by the Children / Young People will not go unchallenged.
- A system is in place for recording any incidents or accidents.
- A clear system of registration and departure of Children / Young People will be place at all times.
- There are clear channels of communication if parents/guardians or staff wish to voice their concerns if there is something they are not happy about.
- Staff / Volunteers should not take a child alone in a car on journeys. Where this is unavoidable, it should be with the full consent and knowledge of the parents/guardians and a senior member of the staff of Woodbrook Golf Club.
- There should be no unnecessary physical contact between an adults and Children / Young People, although there are times when for example, placing a hand on a distressed child/young people 's shoulder to comfort him/her would be appropriate. Physical contact should only be in response to the needs of the child or young person and should be appropriate to the age child or young people.
- Teaching may require close contact between child/ young person and adult, in which case the adult must seek consent from the junior - and verbalise their actions.
- Woodbrook Golf Club respects and promotes the principles of equality and diversity and works with all Children / Young People in a culturally sensitive way within the context of the Irish constitution and law and the UN Convention on the Rights of the Child.

Recruitment and training

Putting in place good procedures in recruitment and training practice, is a central element in ensuring the safety and welfare of all adults and Children / Young People involved with Woodbrook Golf Club.

Recruitment

In engaging staff (long term, short term or event based) or volunteers for Woodbrook , the following procedures will be followed:

Permanent staff at Woodbrook

- The normal recruitment practice of Woodbrook Golf Club includes the applicant providing the names of two referees (not family members) who are contacted.
- All adults working with Children / Young People directly, including those providing overnight supervision, will have received Garda vetting.

- Staff will be given a copy of Woodbrook Golf Club Child Protection Policy and code of behaviour and will be asked to sign a document certifying that they have read it and agree to abide by its contents, and that there is no reason why they would be considered unsuitable for working with Children / Young People.

Staff on short term contracts

- Where short term contracts for staff are awarded for particular pieces of work, a clear job description is developed outlining the responsibilities of the job and the reporting procedure;
- The applicant must supply information of previous, recent experience, particularly all experience relating to working with Children / Young People.
- The applicant must supply the names of two referees who are relevant to the post (not family members). Referees will be asked to complete a standard form and will also be contacted people ally
- Garda vetting will be sought by Woodbrook Golf Club.
- Staff will be given a copy of the Woodbrook Golf Club Child Protection Policy and code of behaviour and will be asked to sign a document certifying that they have read it and agree to abide by its contents and that there is no reason why they would be considered unsuitable for working with Children / Young People.
- For volunteers working directly with Children / Young People, Garda vetting will be sought by the Woodbrook.

Induction, training, and staff supervision & support

1. Training

All staff/management employed by Woodbrook Golf Club will be expected to participate in relevant training from time to time. Those working directly with Children / Young People must have received some training on the issue of child protection and completed Tulsa’s online training programme. We will ensure that the DLP and Deputy DLP attend child protection training every 3 years.

Where young people, under 18 years, Training -, they will receive appropriate information on Child Protection Policy and national child protection policy at a level suitable to their age and experience. These young people will always work in partnership and under the supervision of an adult at all times.

Induction training for any new staff, members --, and volunteers will include training on Woodbrook Golf Club -child protection policy.

2. Induction

As part of Woodbrook Golf Club ’ - induction process, all staff, management, and students will be briefed on all the elements of child protection and welfare policy, Woodbrook Golf Club - ethos,

All staff, management, students will be required to abide and commit by our child protection and safeguarding statement, and when required to, they will confirm that they have read and understood, they will sign it.

Keeping parents and guardians informed

Woodbrook Golf Club will keep parents and guardians informed of all aspects of the programme that their child is involved in. It is our policy to share information relating to the programme of activities, trips away, transport etc. with the parents/guardians. It is our practice to inform parents/guardians first in the event of a child disclosing an incident of abuse, unless this could put the child in danger.

Management of day trips/outings

Woodbrook Golf Club aims to provide Children / Young People with a variety of experience, and from time to time we may organise day trips, tours and outings. It is our policy to ensure the safety and welfare of each child during these activities. In managing and planning these trips/outings we will:

- Ensure that adequate insurance is in place.
- Inform parents of the proposed activity, travel arrangements and supervision in place
- Seek written consent from parents.
- Ensure the person in charge has access to a mobile phone in case of emergencies.
- Parents and Guardians are responsible for dropping and collecting their child to club matches, where necessary.
- Ensure all staff/ volunteers are familiar with emergency procedures, CIP.
- A risk assessment is carried out of the method of transport (private transport or on foot) accessibility for Children / Young People with additional needs and emergencies and of the facility/venue.
- Emergency numbers for all Children / Young People will be brought on the trip
- Safety measures such as frequent head counts will be conducted.
- Where appropriate, parents may be invited to accompany their Children / Young People and briefed of our child protection policy and their limitations on the trip.
- All details and relevant information of the trip will be supplied to parents in a written consent.
- A first aid box will be brought and a people with first aid certificate will be present at all times.

Woodbrook Golf Club does its utmost to minimize risk and to ensure the safety of all Children / Young People and staff at all times. Our team is always prepared for any emergencies that may arise and, in this regard, a plan to deal with emergencies will be developed for each outing and staff/ volunteers & accompanying parents will be reminded of any relevant policies and procedures prior to that day.

Travelling

There is extra responsibility taken on by Team Managers - when they travel with juniors to events. When travelling with juniors you should:

- Inform parents of the child why and how long the journey will take.
- Attempt to have more than one child in the car or seek parental permission to transport an individual child.

- Alternate drivers if possible and which child is dropped off last or drop off at a central location.
- Ensure the driver has a point of contact/mobile phone.
- Have a person other than the planned driver talk to the child about transport arrangements to check they are comfortable about the plans.
- Ensure that they have insurance to carry others.
- Ensure use of safety belts.
- Ensure drivers representing and volunteering on behalf of a club are vetted through Access NI/National Vetting Bureau if driving regularly, and therefore meeting the regulated activity criteria.
- Consider the need for booster seats.

Booster Seats

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

For more information visit; www.rsa.ie

Supervision

- Make sure there is an adequate adult: child ratio. This will depend on the nature of the activity, the age of the participants and any special needs of the group. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age. This is only a guide and will change depending on the circumstances, e.g. players with special needs or away trips
- Where there are mixed groups 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
- Team Managers should not need to enter the changing rooms unless juniors are very young or need special assistance, where supervision 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 records of any incidents / injuries that arise
- Facilitate parents who wish to stay and supervise sessions, (for safety and supervision, not necessarily for their ‘technical’ expertise)

Away trips / Overnight stays

- Separate permission forms should be signed by parents and participants, containing emergency contact number and any other relevant information.
- Young participants should sign a Code of Conduct agreement
- Appoint a group leader who will make a report on returning home to the Union/club committee who organised the trip

- 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 juniors. Juniors should share rooms with those of same age and gender and adults should knock before entering rooms
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa)
- Alcohol, smoking or any illegal substances are not permitted to players
- 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
- Juniors should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

Safety

Procedures are in place for safeguarding against risks.

Woodbrook Golf Club will:

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

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 junior when learning how to grip the club for the first time, but the following should be taken into consideration

- Avoid unnecessary physical contact
- Any necessary contact should be in response to the needs of the junior and not the adult
- It should be in an open environment with the permission and understanding of the participant and parent/guardian.
- 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

Late Collection

It is important to have some clear and easy guidelines if a parent is late to collect a junior, such as, contact the parent using the emergency contact number. If there is no answer, ask the junior if there is another family member to contact. Wait with the junior at the club or venue, preferably with other staff or volunteers. Remind parents of the policy in relation to good practice and supervision.

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 recognises this.

Juniors playing on the course without adults

Woodbrook Gold Club courses may have a number of unmanned access and egress points which limit the control of juniors playing alone or with another junior, but this in itself should not preclude the club from attempting to minimise potential problems involving juniors playing together. Juniors must sign in at the caddy station on arrival and again on departure. This is to help ensure that we are aware when juniors are playing on or on club premises.

Woodbrook Golf Club is not responsible for providing adult supervision of juniors, except for formal junior golf coaching, matches or competitions.

Changing Rooms

- 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.

Mobile Phones:

As a Team Manager

- Use group texts for communication to parents to form of tournaments or events.
- It is not appropriate or acceptable to have constant contact with an individual athlete.

- Don't use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera.
- Do not send messages late at night.
- Remember the principles of the Team Manager Code of Conduct apply to social media communication as well and consider your digital footprint before posting.

As a Junior golfer

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

It is our policy to promote the health, well-being, and safety of the Children / Young People in using our club, through policies and procedures and by developing and regularly reviewing accident and incident prevention procedures.

Procedure for responding to an accident or incident:

- Woodbrook Golf Club will ensure that all people are aware of emergency numbers.
- All first aid training is up to date and a complete first aid box is accessible
- The Team Manager is always informed of any serious accidents or incidents.
- Parents are informed and requested to sign the relevant form.
- The manager will review the accident and incident reports annually.

Managing social media & communication

The social media site Facebook is used for sharing information relating to Woodbrook Golf Club. This will include photographs, videos/media packages, news posts, updates e.g.

The social media site will be used as an extension of Woodbrook Golf Club form of communication and it will not be used for people to communicate private messages for staff or parents.

A strict yearly review process will take place before the start of each

Administration:

The social media site is set up with 2 administrators to approve and monitor activity on the social media site. All posts are verified by the administrators before being placed on the social media site. All inappropriate posts are removed from the social media site and the user will be reported and blocked from the site. Consent is required from parents before an image of a child can be used on social media.

Dealing with challenging or disruptive behaviour

Staff/ volunteers who deal directly with Children / Young People will be given guidance and support in dealing with difficult behaviour. Woodbrook Golf Club ensures that the safety and welfare of the Children / Young People is a priority, and that staff will deal sensitively and professionally with any difficult issues that may arise. Where incidents of challenging or disruptive behaviour occur with Children / Young People a record will be kept of this where the incident requires the intervention of a worker or volunteer, or where the safety and wellbeing of others are at risk. In a case of such behaviour, two workers should be present in dealing with the situation. Staff members, who are present at the time, should complete the incident/accident report.

The report of the incident should include:

- The activity which was happening at the time
- Date of Incident
- A record of what happened
- Details of who was involved
- Details of where and when it happened
- A record of any significant comments
- A record of any injury to people or property
- Details of how the situation was resolved or left.

Bullying

Bullying is not tolerated under any circumstances at Woodbrook Golf Club.

If there are any instances of bullying, they should be reported immediately, Junior boys instances to Gerry Cahill (086 2584291) and junior girls instances to Joanna Ross (086 6029056).

Bullying behaviour can be defined as repeated aggression be it verbal, psychological, or physical which is conducted by an individual or a group against others.

Examples of bullying include:

- Teasing
- Taunting
- Threatening
- Hitting
- Extortion
- Exclusion.

This list is not exhaustive

Woodbrook will not tolerate any bullying behaviours by Children / Young People /or adults and will deal with any incidents immediately in accordance with Woodbrook Golf Club anti-bullying policy.

Dealing with a disclosure of abuse

Woodbrook Golf Club values and encourages the full participation of Children / Young People in many aspects of our club and we strive to ensure that their experience is a happy and productive one. In the event of a child disclosing an incident of abuse it is essential that this is dealt with sensitively and professionally by the staff member involved. The following are guidelines to support the worker/volunteer in this:

- React calmly.
- Listen carefully and attentively, take the child seriously.
- Reassure the child / young people that they have taken the right action in talking to you.
- Do not promise to keep anything secret.
- Ask questions for clarification only. Do not ask leading questions.
- Check back with the child / young people that what you have heard is correct and understood.
- Do not express any opinions about the alleged abuser.
- Record the conversation as soon as possible, in as much detail as possible. Sign and date the record.
- Ensure that the child/ young people understand the procedures which will follow.
- It is the policy of Woodbrook Golf Club that mandated people s are supported when dealing with a disclosure and that they report to the DLP to enable them to work collaboratively to ensure the case is reported in the correct manner. Woodbrook Golf Club strive to support our staff/ volunteers emotionally and mentally when working with Children / Young People Dealing with sensitive matters require the support of the DLP, please do not attempt to deal with the problem alone.
- Treat the information confidentially.
- Seek support from the duty social worker and file a joint report where necessary.
- As a mandated people it is a legal requirement and your responsibility to ensure a joint report is logged.

Role of the DLP

The DLP in Woodbrook Golf Club has the ultimate responsibility for ensuring that the safe guarding policy of the DCYA is promoted and implemented. A Deputy DLP in Woodbrook will take over the responsibilities of the DLP if they are unavailable at any time.

The role of the DLP involves the following duties:

- To be familiar with “Children First”, National Guidelines for the Protection and Welfare of Children and the childcare act 2015. The principles of good practice for the protection of Children & young people and to have responsibility for the implementation and monitoring of the child protection and safeguarding policy of Woodbrook.
- To receive reports of alleged/suspected or actual child abuse and act on these in accordance with the guidelines.
- To ensure that training is provided for all new and existing staff in Woodbrook on the child protection policy.
- To build a working relationship with the Health Service Executive (HSE), An Garda Síochána and other agencies, as appropriate.
- To ensure that supports are put in place for the young people, employees, or volunteers in cases of allegations being made.

- To keep up to date and undertake relevant training on child protection policy and practice, to ensure the relevance and appropriateness of Woodbrook 's policy and procedures in this area.
- To review Woodbrook 's policy and procedures on child protection on an annual basis and amend as appropriate.
- To ensure that systems are in place for recording and retaining all relevant documentation in relation to child protection issues.

Designated Liaison Person (DLP)

The Designated Liaison Person is responsible for ensuring that reporting procedures within Woodbrook Golf Club are followed so that child welfare and protection concerns are referred promptly to the Statutory Authorities. The Designated Liaison Person should record all concerns or allegations of child abuse brought to his/her attention, and the actions taken following receipt of a concern or allegation of child abuse.

DLP for Woodbrook Golf Club

Jim Melody

Phone :01 2824799

Email: jim@woodbrook.ie

Deputy DLP for Woodbrook

Ms Ann Ronan

Phone: 0872439704

Email: annronan@kangakare.com

Club Children's Officer (CO)

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

Full list of Child Protection Trained Personal can be located in the appendix

REPORTING PROCEDURE IN RESPECT OF CHILD ABUSE

Woodbrook has put in place a standard reporting procedure for dealing with disclosures, concerns, or allegations of child abuse.

Definition and recognising child abuse

Child abuse can be categorised into four different types: neglect, emotional abuse, physical abuse, and sexual abuse. A child may be subjected to one or more forms of abuse at any given

time. Definitions of the four types of abuse, how to recognise abuse and an explanation of “reasonable grounds for concern”, which is based on “Children First – National Guidelines for the Protection and Welfare of Children”.

Definition of Neglect: Neglect is the most frequently reported category of abuse. Ongoing chronic neglect can be extremely harmful and effect the well being and development of a child. these effects can have long term consequences. Neglect is associated with poverty but is not necessarily caused by it, it is strongly linked with parental substance abuse, parental mental illness and disability and domestic violence.

A reasonable concern for a child’s welfare:

- Child being unsupervised or being left home alone.
- Lack of food or malnourishment, erratic feeding.
- Failure to provide adequate care for the child’s development needs, including intellectual stimulation.
- Inadequate living conditions.
- Lack of adequate clothing, in attention to basic hygiene.
- Abandonment or desertion.

Emotional abuse:

Emotional abuse is a systematic physiological or emotional ill treatment. Once of occasions of difficulties of parent/career and child are not considered emotional abuse. Abuse occurs when the child’s basic need for attention, affection, approval, consistency, and security are not met due to incapacity or indifference from the parent or care giver. Emotional abuse can occur when the care giver is unaware or unable to meet their emotional needs. Emotional abuse is not easy to recognise as the effects are not seen.

- Rejection
- Lack of comfort or love
- Lack of attachment
- Lack of proper stimulate (fun & play)
- Lack of continuity of care
- Bullying
- Extreme over protectiveness
- Inappropriate non-physical punishment (locking child in bedroom)
- Ongoing conflicts
- Seriously inappropriate expectations of a child relative to his or her stage of age or development.

Physical abuse: Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. This could be in way of patterns or single incident, a reasonable concern is where the child’s health and development is, maybe, or has been damaged as a result of physical abuse.

- Physical punishment
- Kicking, hitting, slapping, beating
- Pushing, throwing, shaking
- Hair pulling, choking, biting, pinching
- Deliberate poisoning
- Suffocation
- Fabricated/induced illness
- Female genital mutilation

Sexual abuse: Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that or others. Sexual abuse may cover a wide spectrum of abuse activities (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography. Cases of sexual abuse mainly come in light through a disclosure from a child or his or her siblings/friends from the suspicions of an adult, and/or by physical symptoms.

- Any sexual act intentionally performed in the presence of a child.
- An invitation to sexual touching or intentional touching or molesting of a child's body whether a person or object for sexual arousal or gratification.
- Masturbation in the presence of a child or the involvement of a child in an act of masturbation.
- Exposing a child to inappropriate or abusive materials.
- Sexual intercourse with a child whether oral, vaginal or anal.

Responsibility to report child abuse

All mandated persons must be alert to the possibility that Children / Young People with whom they are in contact may be experiencing abuse or have been abused in the past. This is an important responsibility for staff and volunteers when working with Children / Young People.

The guiding principles regarding reporting child abuse are summarised as follows:

- The safety and well-being of the child or young person must take priority
- Reports should be made without delay to the HSE
- While the basis for concern must be established as comprehensively as possible, Children / Young People or parents should not be interviewed in detail about the suspected abuse.

Mandated people: Mandated people s are people who have contact with Children / Young People and who because of their qualification and training are in an employment role, are in a key position to help protect Children / Young People from harm.

Mandated people s includes: Professionals working with:

- Children / Young People in education
- Health
- Justice
- Youth

- Childcare sector

Certain professionals who may not work directly with Children / Young People, such as, those in adult counselling or psychiatry, are also mandated people s. This list also includes registered fostered carers, members or the clergy or pastoral care workers of the church or religious communities.

As a mandated person, under the legislation you are required to report any knowledge, belief, or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed.

Mandated people s has two main legal obligations under the Children First act 2015. These are:

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

The Mandated Person is at National level only. The DLP at club level is responsible for making the report to the statutory authorities.

The reporting procedure for dealing with disclosures, concerns or allegations of child abuse is outlined in the following steps:

- The employee/ volunteer who has received a disclosure of child abuse or who has concerns of abuse, should bring it to the attention of the DLP immediately.
- The DLP will assess and review the information that has been provided. The DLP may contact Tusla for informal advice relating to the allegation, concern, or disclosure.

After consultation with Tusla, the DLP and the mandated person will then take one of two options:

- Report the allegation, concern, or disclosure to Tusla or
- Not make a formal report to Tusla but keep a record of the concerns on file.

Where a formal report is made, Tusla will then liaise with An Garda Síochána. It is likely that Tusla will want to speak to the person who first made the report to clarify facts and the circumstances of the report.

In an emergency a report should be made directly to An Garda Síochána.

In making a report on suspected or actual child abuse, the mandated person must ensure that the priority is always for the safety and welfare of the Children / Young People and that no young people is ever left in an un-safe situation.

Parents/guardians of the child will be informed of the allegation, concern or disclosure unless doing so is likely to endanger the child.

Information required when making a report

The more information which is gathered and put together on the Standard Reporting Form which has been adopted by Woodbrook the easier it will be to assess an allegation, concern, or disclosure of abuse. Reports, which are made anonymously, will be followed up but this may take longer and will make it more difficult for the professionals involved to assess the situation. If a person is unsure about the case, it may be useful to talk over the issue with the Child Protection Officer or with a Tusla worker before making an official report.

Confidentiality

In matters of child abuse, an employee should never promise to keep secret, any information which is divulged. It should be explained to the child/young people that this information cannot be kept secret but only those who need to know, will be told.

It is essential in reporting any case of alleged/suspected abuse that the principle of confidentiality applies. The information should only be shared on a 'need to know' basis and the number of people that need to be informed should be kept to a minimum.

The Protections for People s Reporting Child Abuse Act, 1998

This Act provides immunity from civil liability to people s who report child abuse 'reasonably and in good faith' to the Child Protection Officer, the TUSLA or An Garda Síochána.

Action to be taken when an allegation is made against a staff member/ volunteer

Where an allegation of abuse is made against an employee/ member/ volunteer of Woodbrook, there are two procedures that Woodbrook Golf Club will put in place:

- The reporting procedure in respect of the child;
- The procedure for dealing with the employee/ other member/ volunteer.

In the case of the allegation being against an employee of Woodbrook Golf Club, the same person will not deal with both the Child and the alleged abuser. Employment/contractual issues will be dealt with separately. The DLP will follow the normal reporting procedure in Woodbrook Golf Club. It will be the responsibility of the Trustee/ Management Council of Woodbrook Golf Club to deal with a staff member against whom an allegation has been made. If there is an allegation or suspicion in relation to the Trustee/ Management Council, the Manager will deal with all aspects relating to the Trustee/ Management Council

If there is an allegation or suspicion in relation to the DLP the Trustee/ Management Council will deal with all aspects of the case, including the reporting procedure.

If an allegation is made against an employee of Woodbrook Golf Club the following steps will be taken:

- The Trustee/ Management Council Woodbrook Golf Club will deal with all aspects of the case relating to the employee.

- The allegation will be assessed by the DLP to establish if there are reasonable grounds for concern and whether a formal report will be made to the statutory authorities, at this point. The DLP may wish to contact the TUSLA for advice on the issue.
 - The safety of the child/young person is the first priority of Woodbrook and all necessary measures will be taken to ensure that the child/ young people is safe. The measures taken will be proportionate to the level of risk.
 - Woodbrook Golf Club will ensure that no other Children / Young person is at risk during this period.
 - The measures which can be taken to ensure the safety of Children / Young People can include the following: suspension of duties of the people accused, re-assignment of duties where the accused will not have contact with Children / Young People, working under increased supervision during the period of the investigation or other measures as deemed appropriate.
 - If a formal report is being made the employer will notify the employee that an allegation has been made and what the nature of the allegation is. The employee has a right to respond to this and this response should be documented and retained.
 - Woodbrook Golf Club will ensure that the principle of ‘natural justice’ will apply whereby a person is considered innocent until proven otherwise.
 - Woodbrook Golf Club will work in co-operation with An Garda Síochána and the Tusla and any decisions on action to be taken in regard to the employee will be taken in consultation with these agencies.
 - The person against whom the allegation is made will need support during this period and Woodbrook Golf Club will provide advice on how to access the relevant support services.
- In the case of an allegation being made against a member /volunteer within Woodbrook Golf Club the DLP will deal with the issue as outlined in the steps above.

Complaints procedure in relation to child safety and protection

Woodbrook Golf Club is committed to ensuring the safety and welfare of all Children / Young People with whom we work. Woodbrook Golf Club has put in place a complaints procedure to cover any situations which may arise, when Children / Young People or their parents/guardians are not happy with the way the Children / Young People were treated by Woodbrook. Complaints regarding the safety and welfare of Children / Young People should be directed to the DLP in Woodbrook Golf Club. Other complaints should be directed to the person with whom the child/young people dealt with or the head of the relevant section in Woodbrook Golf Club.

Record keeping

The DLP and the Deputy DLP are responsible for keeping the following records related to Child Protection in a locked filing cabinet. The Child Protection Officer, the Deputy Child Protection Officer and the Director of Woodbrook Golf Club are the only officers who have access to these records:

- Any complaints about the safety and welfare of Children / Young People while with Woodbrook Golf Club.
- Any disclosures concern or allegations of child abuse;
- The follow up to any complaints, disclosure, concerns or allegations, including informal advice from the HSE, reports to the TUSLA and informing parents/guardians;
- Any bullying complaints related to Woodbrook Golf Club work with Children / Young People and the follow up action.
- Signed acceptance forms of Woodbrook Golf Club Protection Policy by staff members, people on short term contracts, staff/volunteers from other agencies working in Woodbrook Golf Club.

The Communications team are responsible for keeping the following records in a locked filing cabinet. The Communications team members, the DLP, the Deputy DLP and the Director of Woodbrook Golf Club are the only officers who have access to these records:

- All Garda Vetting Forms;
- All Parental/Guardian Consent Forms.

Note:

1. *A computer record of Garda Vetting is also kept. This will be password protected and access will be restricted to the communications team, the DLP, the Deputy DLP and the Director General of Woodbrook.*

Woodbrook Golf Club holds records in accordance with the National Archives Act 1986. This means that no records can be destroyed without the permission of the National Archives. Woodbrook Golf Club will discuss with the National Archives the appropriate length of time to hold the above records and this policy will be updated accordingly once agreement has been reached.

SAFEGUARDING STATEMENT

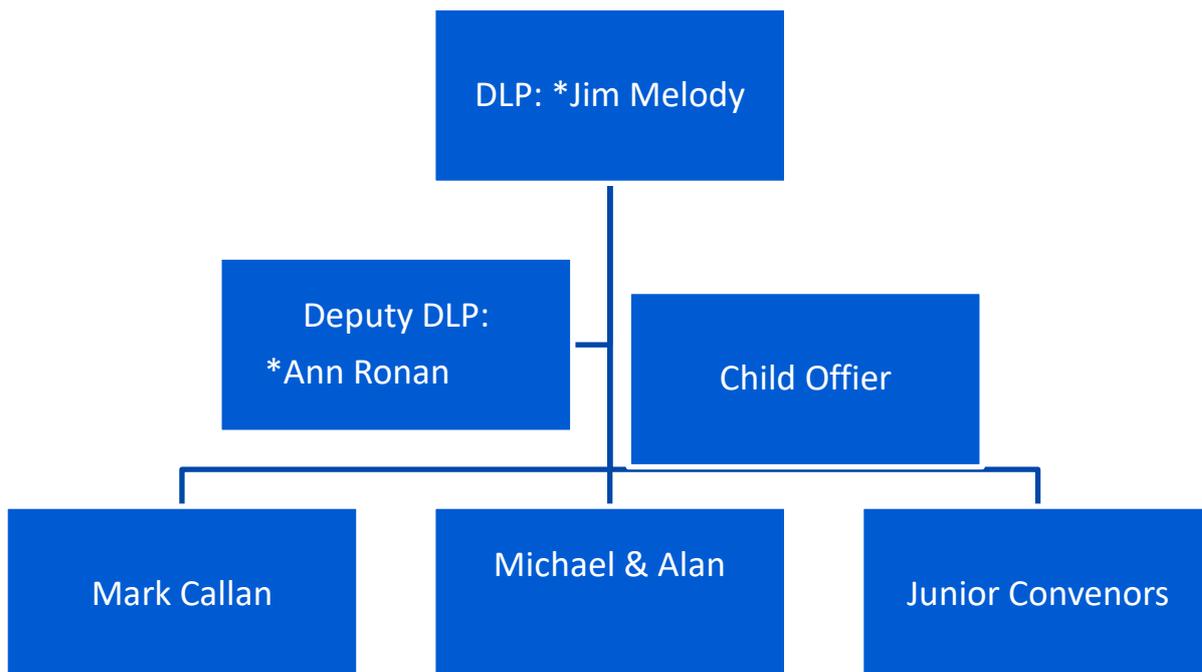
Published by: Ann Ronan

Woodbrook Golf Club

CHILD PROTECTION PROGRAMME

March 2018

This document ensures compliance with the Children / Young People First Act 2015 and Children First: National Guidance for the Protection and Welfare of Children 2017.



*. Legal Obligation to report child protection concerns and child abuse over a certain threshold to Tulsa

Fiona Power is the National Children’s Officer. Her role is to provide support and advice to all Golf Clubs in all areas relating to child welfare and protection, vetting and safe recruitment of volunteers. The NCO is responsible for ensuring appropriate training programmes are available to clubs to raise the awareness of all child welfare and protection issues. The NCO also advises and guides Club Children’s Officers to assist Clubs in following the policies and procedures.

Contact Fiona by emailing: fiona@cggolf.org or phoning +35315054272

Social Work Department Wicklow

Bray: Social Work Department, The Civic Centre, Main Street, Bray, Co. Wicklow

01) 274 4180

(01) 274 4100

OUR SAFEGUARDING STATEMENT

1. WOODBROOK Golf Club COMMITMENT TO SAFEGUARD CHILDREN / FROM HARM

- Our Club is committed to safeguarding the Children / Young People availing of our club services.
- Our service believes that the welfare of the Children / Young People is paramount.
- We are committed to upholding the rights of every child and young people within our club, including the rights to be kept safe and protected from harm, listened to, and heard.
- Our policy and procedures to safeguard Children / Young People and young people reflect national policy and legislation and are underpinned by *Children First: National Guidance for the Protection and Welfare of Children*, DCYA, 2017, *Child Safeguarding: A Guide for Policy, Practice and Procedure*, Tusla, 2018, and the *Children / Young People First Act 2015*.
- Our policy applies to all paid staff, volunteers, committee/ board members and students on work placement within our organisation. All committee board members, staff, volunteers, and students must sign up to and abide by the policies, procedures and guidance encompassed by this policy and our child safeguarding policy and accompanying procedures.
- We will review our child safeguarding statement and accompanying child safeguarding policies and procedures every 2 years or sooner if necessary, due to service issues or changes in legislation or national policy.
- **Designated Liaison Person (DLP)** for Child Protection is Jim Melody , in his absence the chain of command will be followed.

DLP Jim Melody 01 2824799	Deputy DLP Ann Ronan 0872439704
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1. RISK ASSESSMENT

In accordance with the Children First Act 2015, we have carried out an assessment of any potential for harm to a child/ young people while using our club or participating in offsite activities. A written assessment setting out the areas of risk identified and the service procedures for managing those risks is summarised below:

Section 11 (1) of the Children First Act 2015 states that where a person proposes to operate as a provider of a relevant service, he or she shall, within 3 months from the date on which he or she commences as such a provider —

- Undertake an assessment of any potential for harm to a child whilst in your care and availing of your services.
- Display a Child Safeguarding Statement by 11th March 2018.

Once this risk assessment has been completed you must display your clubs Child Safeguarding Statement. This should be displayed in a prominent place in your premises by 11th March 2018.

All policies listed below are in Golfs/Clubs Safeguarding Policy.

Please read the following before completing the risk assessment:

- 1) The definitions of each column are at the end of the document
- 2) Each risk has been ranked as H and can be amended following your committee/board discussions
- 3) You may include other risks that may apply to your club and some listed may not be applicable to your club
- 4) Once this risk assessment has been completed and signed off you must display your Child Safeguarding Statement before 11th March 2018

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
CLUB & COACHING PRACTICES				
Lack of coaching qualification	H	<ul style="list-style-type: none"> ▪ Coach education policy ▪ Recruitment policy 	Committee Head Coach	<i>Proof of qualification to be confirmed, garda vetting/accessing, SG1 Basic Awareness training</i>
Supervision issues	M	<ul style="list-style-type: none"> ▪ Supervision policy ▪ Coach education policy 	Jim Melody	<ul style="list-style-type: none"> • <i>Is there a coaching and Supervision Policy?</i>
Unauthorised photography & recording activities	H	<ul style="list-style-type: none"> ▪ Photography and Use of Images policy 	Jim Melody Ann Ronan	<ul style="list-style-type: none"> • Is there a policy on photos?
Behavioural Issues	M	<ul style="list-style-type: none"> ▪ Code of Conduct ▪ Safeguarding Level 1 (min) ▪ Complaints & Disciplinary policy 	Jim Melody Ann Ronan	<ul style="list-style-type: none"> • Enlist DLP's for Safe guarding training • Online safeguarding by al adults in contact with children
Lack of gender balance amongst coaches	L	<ul style="list-style-type: none"> ▪ Coach education policy ▪ Supervision/ratio policy 	Jim Melody	<ul style="list-style-type: none"> • <i>Is there a coaching and Supervision Policy</i>
No guidance for travelling and away trips	H	<ul style="list-style-type: none"> ▪ Travel/Away trip policy ▪ Child Safeguarding Training 	Jim Melody Ann Ronan	<ul style="list-style-type: none"> • What is the travelling policy and is it accessible?

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
Lack of adherence with procedures in Safeguarding policy (i.e. mobile phones, photography, transport, physical contact)	H	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Complaints & disciplinary policy 	Jim Melody Ann Ronan	
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy	H	<ul style="list-style-type: none"> ▪ Complaints & Disciplinary procedure/policy ▪ Communications procedure 	Jim Melody	<i>Immediate action needed Greater communication and documenting required</i>
Difficulty in raising an issue by child & or parent Reason: Covered above	H	<ul style="list-style-type: none"> ▪ Complaints & Disciplinary procedure/policy ▪ Communications procedure 	Jim Melody Ann Ronan	<i>Review the communication/responsibilities of the procedure/policy as required</i>
Complaints not being dealt with seriously	H	<ul style="list-style-type: none"> ▪ Complaints & Disciplinary procedure/policy 	Jim Melody Ann Ronan	<i>Ongoing review</i>
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	H	<ul style="list-style-type: none"> ▪ Reporting procedures/policy ▪ Coach education policy ▪ Code of Conduct 	Jim Melody Ann Ronan	<i>Make policies and procedures available Include in Safeguarding Training (L1) Include in Coach Education Training</i>

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
No Mandated Person appointed	H	<ul style="list-style-type: none"> Statutory Reporting procedures/policy 	NGB level only	<i>Review responsibilities and deputy DLP at times of annual leave/ absence</i>
No Designated Liaison Person Appointed	H	<ul style="list-style-type: none"> Statutory Reporting procedures/policy 	Jim Melody	<i>Train all DLPs Publicise identity of DLPs</i>
Concerns of abuse or harm not reported	H	<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1 	Jim Melody Ann Ronan	<i>Include in Safeguarding Training (L1) Publicise names of CCOs, DLPs, MP(s) Publicise internal and external reporting procedures</i>
Not clear who Junior/Young person should talk to or report to	M	<ul style="list-style-type: none"> Post the names & Photos of CCOs, DLPs and MP 	Jim Melody Ann Ronan	<i>Communicate in Club Include in Safeguarding Training (L1) List in members area of Web page</i>
FACILITIES				
Unauthorised access to designated children's practice areas and to changing rooms, showers, toilets etc.	H	<ul style="list-style-type: none"> Supervision policy Coach education 	Jim Melody Ann Ronan	<ul style="list-style-type: none"> <i>Clarify responsibilities before session starts</i> <i>Privacy notices displayed?</i>
Unauthorised exit from children's areas	H	<ul style="list-style-type: none"> Supervision policy Coach education 	Jim Melody	<i>Clarify responsibilities before session starts</i>
Photography, filming or recording in prohibited areas	H	<ul style="list-style-type: none"> Photography policy and use of devices in private areas 	Jim Melody Ann Ronan	<i>Enforce policy in private changing areas</i>
Missing or found child on site	H	<ul style="list-style-type: none"> Missing or found child policy 	Jim Melody	<i>Refer to policy and inform Gardaí (Refer to CIP)</i>

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
Children sharing facilities with adults e.g. dressing room, showers etc.	H	<ul style="list-style-type: none"> Safeguarding policy 	Jim Melody Ann Ronan	<ul style="list-style-type: none"> Plan with management to create a suitable child centred environment in shared facilities
RECRUITMENT				
Recruitment of inappropriate people	H	<ul style="list-style-type: none"> Recruitment policy Vetting procedures 	Jim Melody	Ongoing review
Lack of clarity on roles No role descriptions or inadequate role descriptions		<ul style="list-style-type: none"> Recruitment policy 	Jim Melody	Check job description Put supervision in place
Unqualified or untrained people in role		<ul style="list-style-type: none"> Recruitment policy Safeguarding Training 	Jim Melody	Check qualification Ongoing review
COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors	H	<ul style="list-style-type: none"> Child Safeguarding Statement Training policy 	Jim Melody	Communicate Child Safeguarding Statement What is the clubs Policy?
No communication of Child Safeguarding Statement, Safeguarding Policy or	M	<ul style="list-style-type: none"> Child Safeguarding Statement – display 	Jim Melody Ann Ronan	Communicate Child Safeguarding Statement

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
Code of Conduct to members or visitors		<ul style="list-style-type: none"> ▪ Code of Conduct - distribute ▪ Safeguarding Policy – make available 		<i>Distribute Code or Sections as appropriate (new member info pack, website, club handbook, junior noticeboard, circulation lists)</i>
Inappropriate use of social media and communications by under 18's	H	<ul style="list-style-type: none"> ▪ Communications policy ▪ Code of conduct 	Jim Melody Ann Ronan	
Inappropriate use of social media and communications with under 18's	H	<ul style="list-style-type: none"> ▪ Communications policy ▪ Code of conduct. 	Jim Melody Ann Ronan	
GENERAL RISK OF HARM				
Harm not being recognised	H	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	Jim Melody Ann Ronan	<i>On going review</i>
Harm caused by <ul style="list-style-type: none"> - child to child - coach to child - volunteer to child - member to child - visitor to child 	H	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	Jim Melody Ann Ronan	Ongoing review
General behavioural issues	M	<ul style="list-style-type: none"> ▪ Code of Conduct 		<i>Take disciplinary action where necessary Sign code of conduct</i>

Explanation of terms used:

- **Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities in the Club/Region/Province/NGB.
- **Likelihood of harm happening** – the likelihood of the risk occurring in the club/region/NGB measured by you as Low/Medium or High.
- **Required Policy, Guidance and Procedure document** – indication of the policy required to alleviate the risk.
- **Responsibility** – provider should indicate where the responsibility for alleviating the risk lies.
- **Further action...** - indicates further action that might be necessary to alleviate any risk ongoing.

This Risk Assessment document has been discussed and completed by Woodbrook Golf Club on ___/___/2018

Signed:

Signed:

Name:

Name:

Role: *(insert role on Committee)*

Role: Club Children's Officer/Designated Liaison People

Date:

Date

2. CHILD SAFEGUARDING POLICIES AND PROCEDURES

As required by the *Children First Act 2015* and *Children First National Guidance for Protection and Welfare of Children 2017* the following safeguarding policies/procedures/measures are in place

- Procedure to maintain a list of mandated people s under the Children First Act, 2015.
- A Relevant Person has been appointed to the Club.
- A Designated Liaison Person and Deputy appointed or changed.
- Child Protection and Welfare Reporting Procedures.
- Confidentiality Policy.
- Policy for Dealing with Allegations of Abuse or Neglect Against Employees
- Procedure for Managing Child Protection Records
- Recruitment Policy
- Garda Vetting Policy
- Code of Behaviour for Working with Children / Young People
- Code of behaviour
- Induction Policy
- All staff have completed the Tusla eLearning module
- Staff / Volunteer Support and Supervision.
- Complaints Policy
- Policy for Managing Outings & Tours
- Policy for Managing Accidents and Incidents
- Social Media Management Policy
- Dealing with challenging or disruptive behaviour
- Travelling with a child/ young people
- Management, staffing, Member and Volunteers working collaboratively

Note: *The above is not intended as an exhaustive list. As procedure are revised or new procedures are added where appropriate.*

- Woodbrook Golf Club recognises that the implementation is an ongoing process. Our Club is committed to the implementation of this Child Safeguarding Statement and the accompanying child safeguarding policies and procedures that support our intention to keep Children / Young People safe from harm while under our guidance and supervision.
- This Statement will be reviewed every year or as soon as practicable after there has been a material change in any matter to which the statement refers.
- This statement has been provided to all staff, volunteers and any other people s involved with the Club. It is readily accessible to parents and guardians and can be located in the Club House Entrance Suite. A copy of this Statement will be made available to Tusla if requested.

Signed: _____

Date: _____

Witnessed by_____

Date_____

List of Child Protection Trained personnel: All certificates of training are held on staff files

_____	Signature _____	Trained Date _____
_____	Signature _____	Trained Date _____
_____	Signature _____	Trained Date _____
_____	Signature _____	Trained Date _____
_____	Signature _____	Trained Date _____
_____	Signature _____	Trained Date _____
_____	Signature _____	Trained Date _____
_____	Signature _____	Trained Date _____
_____	Signature _____	Trained Date _____
_____	Signature _____	Trained Date _____
_____	Signature _____	Trained Date _____

Appendices A- Mandated People are:

Children First Act 2015 specifies the following classes of people s as Mandated People s for the purposes of the Act:

1. Registered medical practitioner within the meaning of section 2 of the Medical Practitioners Act 2007.
2. Registered nurse or registered midwife within the meaning of section 2(1) of the Nurses and Midwives Act 2011.
3. Physiotherapist registered in the register of members of that profession.
4. Speech and language therapist registered in the register of members of that profession.
5. Occupational therapist registered in the register of members of that profession.
6. Registered dentist within the meaning of section 2 of the Dentists Act 1985.
7. Psychologist who practises as such and who is eligible for registration in the register (if any) of members of that profession.
8. Social care worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register of that profession.
9. Social worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register (if any) of that profession.
10. Emergency medical technician, paramedic and advanced paramedic registered with the Pre-Hospital Emergency Care Council under the Pre-Hospital Emergency Care Council (Establishment) Order 2000 (S.I. No. 109 of 2000).
11. Probation officer within the meaning of section 1 of the Criminal Justice (Community Service) Act 1983.
12. Teacher registered with the Teaching Council.
13. Member of An Garda Síochána.
14. Guardian ad litem appointed in accordance with section 26 of the Child Care Act 1991.

15. Person employed in any of the following capacities:

- (a) manager of domestic violence shelter;
- (b) manager of homeless provision or emergency accommodation facility;
- (c) manager of asylum seeker accommodation (direct provision) centre;
- (d) addiction counsellor employed by a body funded, wholly or partly, out of moneys provided by the Oireachtas;
- (e) psychotherapist or a person providing counselling who is registered with one of the voluntary professional bodies;
- (f) manager of a language school or other recreational school where Children / Young People reside away from home;
- member of the clergy (howsoever described) or pastoral care worker (howsoever described) of a church or other religious community;
- (h) director of any institution where a child is detained by an order of a court;
- (i) safeguarding officer, child protection officer or another person (howsoever described) who is employed for the purpose of performing the child welfare and protection function of religious, sporting, recreational, cultural, educational and other bodies and organisations offering services to Children.
- (j) child care staff member employed in a pre-school service within the meaning of Part VIIA of the Child Care Act 1991;
- (k) Person responsible for the care or management of a youth work service within the meaning of section 2 of the Youth Work Act 2001.

16. Youth worker who—

- (a) holds a professional qualification that is recognised by the National Qualifications Authority in youth work within the meaning of section 3 of the Youth Work Act 2001 or a related discipline, and

(b) is employed in a youth work service within the meaning of section 2 of the Youth Work Act 2001.

17. Foster carer registered with the Agency.

18. A person carrying on a pre-school service within the meaning of Part VIIA of the Child Care Act 1991.

Appendix B- COC

Parent / Guardian Code of Conduct

As a parent/guardian of a junior member, we would encourage you to consider the following messages as Woodbrook Golf Club wants to help you continue supporting your child to reach their full potential and enjoy their time within golf, therefore please

To help your child have a positive experience remember to:

- Focus on what your child wants to get out of golf
- Be the best role model you can be
- Help your child achieve their potential
- Be respectful of other children and coaches
- Communicate with the coach and club/organisation

Parents are expected to co-sign their child's code of conduct form and this specific parental expectation form.

Woodbrook Golf Club and its affiliated organisations believe that parents should:

- Be a role model for your child and maintain the highest standards of conduct when interacting with juniors, other parents, officials and organizers.
- Always behave responsibly and do not seek to unfairly affect a player or the outcome of the game
- Never intentionally expose any junior to embarrassment or disparagement using flippant or sarcastic remarks.
- Always recognize 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 endeavor is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play. Encourage mutual respect for teammates and opponents.
- Parents should support all efforts to remove abusive behavior and bullying behavior in all its forms. Please refer to Anti-bullying policy.
- Respect;
 - The rules and procedures set down by Woodbrook Golf Club.
 - My child's teammates and leaders as well as players, parents and coaches from opposing teams.
- I will never demonstrate threatening or abusive behavior or use foul language.

Any misdemeanours and breach of this code of conduct will be dealt with immediately by a Woodbrook Golf Club official. Persistent concerns or breaches will result in the parent/guardian being asked not to attend competitions if their attendance is detrimental to the child's welfare.

Signature of Parent
/Guardian

Printed name of Parent
/Guardian

Date

Leaders Code of Conduct

Leaders should familiarise themselves with Woodbrook Golf Club Safeguarding Policy, in particular this code of conduct. Leaders should read and agree to abide by these terms. Leaders must complete this Code of Conduct annually.

As a leader in golf I agree that I should:

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

Where possible I will avoid:

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children to my home
- Taking children on journeys alone in my car

Sports Leaders should not:

- Use any form of physical punishment or physical force on a child
- Use any form of abusive language
- Exert undue influence over a participant in order to obtain personal benefit or reward
- 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

Communication with Parents

To continue to ensure a child reaches their full potential and enjoys their time at the club officials/coaches need to encourage parents to consider;

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

Emergency Action/First Aid

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

This will include:

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

Self-Declaration

Do you agree to abide by the guidelines contained in Woodbrook Golf Club Safeguarding Policy? 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 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)

Signature of official/coach/volunteer _____

Printed name of official/coach/volunteer _____

Date _____

Code of Conduct for Juniors

Woodbrook Golf Club wishes to provide the best possible environment for all juniors involved in the sport. Juniors 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. Juniors should be encouraged to realise that they have responsibilities to treat other participants and Woodbrook Golf Club Leaders with fairness and respect.

Each Junior must sign up to the Junior Code of Conduct annually.

Juniors are entitled to:

- Be safe and to feel safe
- Be listened to and 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, regardless of gender, appearance, age, ability, religion or belief, disability, social and ethnic background or political persuasion etc.
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Be safe from risk of bullying behaviour
- Say No to things that make them feel unsafe
- Privacy and Confidentiality

Juniors should always

- Demonstrate fair play and apply golf's standards both on and off the course.
- Understand that you have the right to be treated as an individual
- Treat others as you would wish to be treated yourself
- Respect any advice that you may receive
- Challenge or report if you observe any form of discrimination or prejudice
- Respect physical, cultural and racial differences
- Look out for yourself and the welfare of others
- Speak out if you consider that you or others have been poorly treated
- Report behaviour that appears to fall below the expected standards of the Club
- Be organised and on time
- Tell someone in authority if you are leaving a venue or competition
- Accept that these guidelines are in place for the well-being of all concerned
- Treat organisers, volunteers and coaches with respect
- Observe instructions or restrictions required by appropriate members of staff
- Check the diary for rules, competitions and events that impact on you.

Juniors 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 inappropriate sexual behaviour

- Keep secrets, that may leave them or others at risk
- Tell lies about adults / juniors or spread rumours
- Discriminate against other players on the basis of gender, appearance, age, ability, religion or belief, disability, social and ethnic background or political persuasion

By signing this document, I agree to abide by Woodbrook Golf Club's Code of Conduct at all times.

Signature of Junior

Printed name of junior

Date

Signature of Parent/Guardian

Printed name of Parent/Guardian

Date: _____

Appendix C: Child Protection and Welfare Report Form