

# **Carlow Golf Club**

## **Child Protection Policy**

Carlow Golf Club values its Junior Members and respects and upholds their worth as valued members of the Club. Our Child Protection Policy clearly acknowledges that the welfare of all our Juvenile members is of paramount importance; therefore we undertake the commitment to do all in our power to safeguard any child or young person under 18 years of age, under our care, from verbal, physical, sexual and emotional harm.

We encourage their active participation in the Junior Section of the Club to enhance their development and interest in golf as well as their personal and social development.

We recognize that we have a special duty of care, both to the junior members and those in leadership roles with them, and therefore we have procedures and practices through which this care is put into effect.

Our policy is drawn up in line with Children First, the National Guidelines for the Protection and Welfare of Children and Young People and according to the guidelines contained in the Code of Ethics and Good Practice for Children in Sport.

It is our policy in Carlow Golf Club to work in partnership with the Men's and Ladies Committee, the Management Committee and with all state organizations charged with the welfare of children and young people.

This policy document applies to all those activities which are organized directly by Carlow Golf Club in relation to all areas of the course, clubhouse, locker rooms and clubhouse environment, traveling to other venues for day trips or overnight stays, juvenile visitors to the club and the participation of the parents/guardians.

## Code of Conduct Basics:

All Juvenile members and Juvenile visitors will be treated with courtesy, respect and dignity and will be expected to treat each other and their leaders in the same way.

Dangerous uses of clubs on the course or near the clubhouse, throwing clubs or noisy behaviour in the environs of the club/course are considered inappropriate.

Leaders or Juveniles will not use inappropriate language.

Parents/guardians will be expected to adopt the same attitudes of courtesy, respect and dignity with regard to the participation of their children/young people in club activities.

Any type of bullying behaviour by any member/visitor involved in club activities is unacceptable and will not be tolerated. All Juveniles involved in club activities will be encouraged to report suspicions or incidents of bullying to their Juvenile Convenor.

Young people should always be encouraged to play fairly at all times, to do their best, be organized and on time, tell someone in authority if they are leaving a venue or competition and respect team members even when things go wrong.

Parents/guardians are asked to be on time collecting their child/children after club activities and to notify the club if they are unduly delayed. If a parent is late collecting a child the parent will be contacted using the emergency contact number on file. If there is no answer ask the child if there is another family member to contact. The leader waits with the young person at the club or venue, preferably with other staff or volunteers. On arrival the parent/guardian is reminded of the importance of being on time or contacting the club if delayed.

Leaders should always respect the physical integrity of children and young people and never engage in inappropriate physical contact or conversation. Never do anything for a child that he/she is capable of doing for him/herself.

Those in leadership roles will not allow personal relationships or parental roles to interfere with the running of any golf activity – each child deserves equal time and attention. Favoritism and unnecessary or inappropriate contact with the Juniors outside of club activities is to be avoided by leaders. Where possible work in an open environment, avoid working alone and ensure there is adequate supervision for all activities.

But the club is not in a position to provide supervision outside Junior Competitions and organized group activities. The Club cannot provide any guardianship during unsupervised playing of casual golf. Parents/Guardians are encouraged to accompany their child (need not be in a golfing capacity) while he/she plays casual golf particularly while they are beginners. Parents/guardians are requested to familiarize themselves with course etiquette and course safety and ensure their child practices same.

Leaders should keep a record of attendance at training and competitions, keep a brief record of injury(s) and action taken and keep a brief record of problem/action/outcome, if behavioral problems arise.

In the event of an allegation of physical or sexual abuse being made regarding any golfing activity the protection of the child involved will be the immediate consideration.

The club will provide support to all those affected by the allegation and the situation will be dealt with promptly and carefully under the advice from the Health Service Executive.

### Disciplinary and Complaints Procedure:

The Club reserves the right to take disciplinary action where any Junior Boy or Girl whose conduct on the course or in the clubhouse is judged, after reasonable enquiry, to have been detrimental to the interests of the Club or another member or members.

Upon receipt of a written complaint against the behaviour of a Junior member a letter outlining the alleged offence will be forwarded to the member's parent/guardian.

At the discretion of the Club the disciplinary measures taken will depend on the nature and seriousness of the alleged offence and previous conduct of the Junior concerned. The measures taken can entail any of the following: a) Immediate curtailment of rights, b) up to six months

suspension with terms and conditions attached to the renewal of membership, c) in extreme cases expulsion from the Club.

Complaints in relation to young people, their coaches and their parents may be dealt with under the 'disputes' rule contained within the Unions' Constitution and the Disciplinary Procedure contained within Part 5 of the PGA Code of Ethics. Complaints in relation to JGI coaches should be made to JGI, complaints about members should be made to the club and complaints at national or provincial level should be made to the GUI and ILGU as appropriate.

- Complaints may be lodged by all members of the club.
- They should be received in writing by the Junior Convenor of the club. Complaints should be made to the Club Captain if it is about the Junior Convenor.
- The complaint should outline all relevant details about the parties involved.
- The Junior Convenor may convene a Disciplinary Committee of 3 (including members involved with junior golf). However, if the complaint involves the possibility of a criminal offence the Convenor should follow the Code's reporting procedure. The statutory authorities will then be informed.
- The Disciplinary Committee should hear the case of all parties involved and decide if a rule or regulation of the Code has been infringed.
- They should, in writing, inform those involved of the sanctions to be imposed. Written notification should be given to parents/guardians if the complaint is against a junior member.
- Keep all records on file and treat as confidential and store appropriately.
- If any party does not agree with the Disciplinary Committee they can appeal the decision in writing within a 10-day period.
- The Appeals Committee is convened by the Junior Convenor, whose Chairperson should be taken from the Executive Committee and include those who have not been on the original Disciplinary Committee.
- The Appeals Committee should confirm or set aside or change any sanction imposed by the Disciplinary Committee.
- If the issue cannot be resolved at local level the complaint may be referred to the Council/Union whose decision shall be final.

## Best Practice Guidelines:

### Safe Management of Activities:

- Appropriate training will be offered to those taking on the roles of Juvenile Convenor for the Boys and Juvenile Convenor for the Girls and any other members adopting a leadership or supportive role with regard to the Junior section of the Club.
- All activities must have a current permission form from the parent/guardian of each juvenile participating in the activity. This form will apply to all those who are under 18 years of age and must include parental consent and contact details, medical/other relevant information. Separate written permission is required for special activities (e.g. trips away to other clubs, overnight stays etc.) All written consent forms will be treated as confidential documents and stored appropriately. Only those directly involved in activities with the Juvenile members will have access to confidential information. Parents/guardians may have access to information regarding their own child.
- Always keep an attendance record for each Juvenile participating in club activities. These records will also be deemed confidential.
- All club activities must be adequately supervised preferably having two named adult supervisors in attendance at all times. No one will at any time work alone in private with a juvenile. Lessons can be given on a group or an individual basis with a single coach out in the open. Parents/guardians are encouraged to attend in an adult supervisory role if they wish. No one will at any time travel alone with individual children who are participating in club activities. If an emergency situation arises, proper and sensible precautions must be taken – e.g. telephone notification of the need to bring a child to hospital and telephone verification of arrival at the hospital.
- All visiting clubs, their juvenile and leader visitors will be expected to abide by the Child Protection Policy as provided by Carlow Golf Club while they are participating in activities within the club, its clubhouse and course environs.
- Accurate records must be kept of any incident that gives rise to any type of concern regarding a juvenile member. An incident book will be provided and maintained accordingly.

## Safe Recruitment and Selection Procedures:

All those who have contact with children or young people in club activities will be asked to complete an application form, which will include a declaration of suitability and references. These will be treated as confidential documents and stored accordingly.

Garda Vetting will be arranged by Junior Golf Ireland for each of the above individuals.

## Reporting of concerns:

- The appropriate Juvenile Convenor must be notified of all incidents that are recorded. These records must then be retained in case there is a need for future reference to them. All records will be confidential and stored accordingly.
- If there is any type of incident, this will not be discussed with anyone other than the Juvenile Convenors, the Club Manager and Captains and the Club Management Committee. This is to protect confidentiality for the Juveniles and also for those in leadership roles. No leader will promise a child that they will “keep a secret”.
- Parents will be notified and concerns discussed with them in all situations except those, which the Juvenile Convenor feels, might cause risk to the safety or welfare of the child concerned.
- In such a case where there is a perceived risk to the safety or welfare of the child concerned the Duty Social Worker from the Health Service Executive will be contacted, or out of hours the local Garda Siochana will be notified and the case handed over to them. The Juvenile Convenor then keeps a record of the report that has been made to the Health Service Executive or the Garda Siochana.