

COUNTY MEATH GOLF CLUB



CODE OF ETHICS

FOR

GOLF FOR YOUNG PEOPLE

November 2011

TABLE OF CONTENTS

Statement of Intent	5
1. Promoting Core Values in Sport for Young People	6
2. Code of Conduct for Coaches, Staff and Junior Liaison Officers	7
3. Code of Conduct and Personal Safety Guidelines for Junior Members	10
4. Guidelines for the Parents of Junior Members	11
5. Adults and Junior Members Playing Golf Together	12
6. Guidelines on the Use of Changing Rooms	12
7. Guidelines on Photography and the Use of Video	13
8. Guidelines on the Use of Photographic and Filming Equipment"	13
9. Guidelines on the Use of Video as a Teaching Aid	14
10. Publishing Images of Children	14
11. Organising Events, including those Away From the Club	15
12. Complaints Procedure	17
13. Appointment of Golf Welfare Officers and Junior Liaison Officers	18
14. Core Tasks of the Golf Welfare Officer	18

15.	Recognition of Child Abuse	19
16.	Encountering Allegations or Suspicions of Child Abuse	20
17.	Initial Response on Receiving an Allegation of Child Abuse	21
18.	Outcome of Investigations	24
19.	Unclear Outcome as to whether Child Abuse Occurred	25
20.	False or Mistaken Allegations	25

TABLE OF APPENDICES

<u>Appendices</u>	<u>Page No.</u>
"A" Relevant Definitions	26
"B" Junior Membership Application / Profile Form	30
"C" Planning Framework for Organising Club Events	32
"D" Internal Accident/Incident Report Form	34
"E" Signs and Symptoms of Child Abuse	36
"F" Information required for a Report to the Health Service Executive	39
"G" Standard Reporting Form when Reporting Allegations or Suspicions of Abuse to the Health Service Executive	40
"H" Key Contact Lists	43
"I" Declarations to be made by Junior Leaders.	44



STATEMENT OF INTENT

County Meath Golf Club is fully committed to creating a safe, healthy and inclusive environment for all, particularly our Junior Golfers. We are committed at all times to ensuring their safety and welfare. Every individual in the Club should at all times show respect and understanding for the rights, safety and welfare of all and conduct themselves in a way that reflects the principles of the Club.

The Committee of Management has carefully considered its responsibilities to the children participating in golf and visiting the Club and will endeavour to ensure through this Code of Ethics the safety and protection of all children involved with the Club, while at the same time supporting and protecting their leaders in fulfilling their roles and responsibilities.

It is the responsibility of all within the Club to assist the Committee of Management in this endeavour.

This Code of Ethics is based on the national guidelines as outlined in the following documents and has been updated in line with the Department of Children and Youth Affairs 2011 publication of Children First; National Guidance for the Protection of Children;

- Code of Ethics and Good Practice for Children's Sport, Irish Sports Council & Sports Council Northern Ireland 2006;
- Code of Ethics for Golf for Young People GUI, ILGU, & PGA, 2006;
- Children First; National Guidelines for the Protection and Welfare of Children, Department of Health & Children 1999
- Our Duty of Care, Department of Health & Children 2002;
- Children in Golf; Protecting the Future. Children in Golf Strategy Group with the NSPCC, 2005
- Children (NI) Order, 1995;
- Co-operating to Safeguard Children 2003;
- Area Child Protection Committee Regional Policy and Procedures, 2005

Signed; _____ Chairperson
Committee of Management
County Meath Golf Club

Dated _____ 2011

COUNTY MEATH GOLF CLUB SAFEGUARDING CHILDREN IN GOLF

1. Promoting Core Values in Sport for Young People

Junior Golf is based on the following principles that will guide the development of young people within golf. Young people's experience of sport should be guided by what is best for the young person. The stages of development and the ability of the young person should guide the types of activity provided within the Club. Adults will need to have a basic understanding of the needs of young people, including their physical emotional and personal needs.

CHILDHOOD- The importance of childhood should be understood and valued by everyone involved in sport. The right to happiness within childhood should be recognised and enhanced to ensure that children enjoy the experience of the sport;

COMPETITION- Competition is an essential element of sport and should be encouraged in an age-appropriate manner. A child-centred ethos will help to ensure that competition and specialisation are kept in their appropriate places. A balanced approach to competition can make a significant contribution to children's development, while at the same time providing fun, enjoyment and satisfaction. Through such competition children learn respect for opponents, officials and rules of the sport.

FAIR PLAY- All children's sport should be conducted in an atmosphere of fair play. The principles of fair play should always be emphasised and organisers should give clear guidelines regarding acceptable standards of behaviour. The importance of participation for each child, best effort and enjoyment rather than winning should be stressed. Children should be encouraged to win in an open and fair way. Behaviour which constitutes cheating in any form should be discouraged;

EQUITY- All children should be valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, social and ethnic background or political persuasion. Children, irrespective of ability or disability, should be involved in sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their potential alongside other children.

RESPECT- All children have a fundamental right to be respected, nurtured, cared for and protected from all forms of sexual exploitation and sexual abuse and from any other kind of exploitation and abuse;

GOOD PRACTICE- Children learn best by example. To assist in the promotion of good practice children's sport should be conducted in a safe, positive and encouraging atmosphere. Standards of behaviour for leaders and children at the Club should be as important as the standards set for sports performance. Standards of excellence should extend to club etiquette and personal conduct;

SAFE SYSTEMS- The Club will operate effective and safe systems to assure the protection of children and will also apply defined methods of selecting, training and clarifying the responsibilities of Leaders working with children;

PROPER BALANCE= a proper balance will be maintained between protecting children and respecting the needs and rights of staff, but, where there is a conflict, the welfare of the child will have primacy;

PARENTS- Parents of children have a right to respect and will be consulted and involved in matters which concern their family;

ROLE OF ADULTS- Adults should always ensure that children are treated with integrity and respect, and that the self-esteem of young people is enhanced. All adult actions in sport should be guided by what is best for the child and carried out in the context of respectful and open relationships;

REPORTING ALLEGATIONS- The HSE Children and Family Services should always be informed when a person has *reasonable grounds for concern* that a child may have been, is being or is at risk of being abused or neglected. A concern about a potential risk to children posed by a specific person, even if the children are unidentifiable, should also be communicated to the HSE Children and Family Services. The guiding principles in regard to reporting child abuse or neglect may be summarised as follows;

- The safety and well-being of the child must take priority;
- Reports should be made without delay to the HSE Children and Family Services.

COMPLAINTS- all suspicions and allegations of child abuse will be taken seriously and responded to swiftly and appropriately;

INVESTIGATION OF COMPLAINTS- due regard will be given to the criminal dimension of every complaint. It is the duty of the statutory authorities, not of individuals or organisations, to investigate reports of child abuse;

MULTI AGENCY- the Club will work cooperatively with all agencies and disciplines concerned with the protection and welfare of children.

CODE OF CONDUCT FOR COACHES, STAFF AND JUNIOR LIAISON OFFICERS

Adults interacting with children are in a position of trust and influence. They are responsible for setting and monitoring the boundaries between a working relationship and friendship with children. In doing so they should recognise the imbalance of power inherent in adult-child relationships. They should always ensure that children are treated with integrity and respect and that the self-esteem of the child is enhanced. They should always strive to encourage the child's involvement and enjoyment of the activity undertaken, while ensuring their welfare and safety.

Adherence to the following guidelines on general behaviour when dealing with children will provide a framework for the promotion of good practice for the Club's membership and staff in their various roles.

EQUALITY- All children must be treated with equal respect; favouritism is not acceptable;

PHYSICAL INTEGRITY- The physical integrity of children must be respected at all times. Physical contact during sport should always be intended to meet the child's needs and **NOT** the adult's. The adults should only use physical contact if their aim is to develop sports skills; prevent an

injury or accident from happening, meet the requirements of the sport or ensure the well-being and safety of a child, e.g. administering first aid treatment. The adult should seek to explain to the child the nature of and reason for the physical contact. Unless the situation is an emergency the adult should ask the child for permission first;

RESPONDING TO DISTRESS AND SUCCESS- There may be occasions where a distressed child needs comfort and reassurance, which may include physical comforting, such as a caring parent would give. Physical contact may also be required to prevent an accident or injury and this would be wholly appropriate. A child or coach may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases to ensure that what is (and what is seen by others present as) normal and natural does not become unnecessary and unjustified contact, particularly with the same child over a period of time;

INAPPROPRIATE TOUCHING- Never engage in inappropriate touching such as touching the groin, genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment. This includes tough physical play, physical reprimand, and horse-play;

THE RIGHT TO PRIVACY- The right to privacy of children must be respected at all times. Particular care regarding privacy must be taken when they are in locations such as changing areas, showers and toilets. Photographs of children must never be taken when they are in changing areas. Tasks of a personal nature (washing, toileting or changing clothes should never be done for children). Don't do something that a child can do for himself;

CORPORAL PUNISHMENT- any form of physical punishment of a child is not permissible, as is any form of physical response to misbehaviour unless it is by way of restraint and even then the level of restraint must not exceed the objective to be achieved;

VERBAL ABUSE- Verbal abuse of children, telling jokes of a sexual nature in the presence of children, or making any sexually suggestive comments about, or to, a child is not acceptable. Great care must be taken if it is necessary to have a conversation regarding sexual matters with a child;

BULLYING BEHAVIOUR- verbal, psychological or physical bullying should not be engaged in or tolerated. The risk of bullying and harassment by adults and children should be anticipated and have steps taken to prevent it from occurring. Immediate action should be taken on suspicion of bullying;

CHILDREN ALONE- Children will not be allowed to remain in buildings unless there are at least two adults present. A leader should not be left alone with children at the end of a training session. Times for the start and finish of sessions should be clearly stated to parents in writing. If late collections occur leaders should remain in pairs until the parents have collected the children. It is the responsibility of parents to make arrangements for the collection of children. It should be made clear that the club is responsible only for club activities;

SUBSTANCE ABUSE- the use of drugs, alcohol and tobacco should actively be discouraged as being incompatible with a healthy approach to sporting activity. Substances must not be used by club organisers who are supervising or working with children. Under no circumstances should they give alcohol, tobacco or drugs to a child;

SPECIAL NEEDS CHILDREN- Special needs children or those with a disability may depend on adults more than other children for their care and safety so their tasks must be undertaken with the utmost discretion and sensitivity. Where it is necessary to carry out tasks of a personal nature for a child with special needs, this should be done with the full understanding and consent of the parent. In an emergency situation where this type of help is required, parents should be informed as soon as is reasonably possible;

VULNERABLE CHILDREN- Vulnerable children may depend on adults more than other children for their care and safety. It is important that they are carefully listened to, in recognition of the fact that they may have difficulty in expressing their concerns and in order that the importance of what they say is not underestimated. They are more likely than other children to be bullied or subjected to other forms of abuse and may be less clear about physical and emotional boundaries;

CHALLENGING OR DISRUPTIVE BEHAVIOUR- Challenging and disruptive behaviour of a child should be dealt with by more than one person. A record of what happened, the circumstances giving rise to the incident, who was involved, whether any injury was sustained or property damaged and how the situation was resolved should be maintained. Consideration will be given to the involvement of the parents;

CODE OF BEHAVIOUR FOR CHILDREN- should be developed using age-appropriate language as it is essential that children can understand what is and what is not acceptable with regard to their behaviour and that of others. This Code of Ethics should be given to all children participating in activities, and to their parents. The Club membership and staff should also be conversant with it and its application;

PARENTS AND CLUB ORGANISERS- will ideally work in partnership to promote good practice in children's sport and to support all efforts in protecting against neglect, emotional, physical or sexual abuse in Club activities;

ADULT: CHILD RATIOS- should reflect the duration, nature and location of the activities, the age and characteristics of the young people and any other safety issues related to the activity;

CONFIDENTIALITY- Confidentiality is about managing information in a respectful, professional and purposeful manner. It is important that the rights of the child and the person about whom a complaint has been made are protected, therefore, all information regarding concern or assessment of child abuse or neglect should be shared on a "need to know basis".

No undertakings regarding secrecy can be given. Those working with a child and family should make this clear to all parties involved, although they can be assured that all information will be handled taking full account of legal requirements.

The HSE will respect the wishes of non-professionals reporting concerns in good faith who ask to remain anonymous in as much as possible, but cannot give a guarantee that the information would not be sought and given within judicial proceedings.

Leaders should also be mindful of the need for confidentiality as the nature of the relationship with a player can often mean that a leader will learn confidential information about a player or a player's family. This information must not be divulged to a third party.

GENERAL SUPERVISION- Good practice dictates that organisers should ensure that more than one adult is present with a child and that there should be at least one of each gender with mixed groups. This will help to ensure the safety of the children as well as protect the adults. Leaders should avoid spending disproportionate amounts of time with any particular child or groups of children. Leaders should not take children to their home and never agree to meet a child on their own.

Where possible and for their own safety leaders should avoid being alone with a child. If a situation arises where it is necessary to be alone with a child, such a meeting should not be held in an isolated environment but should allow for transparency by being held in a room with a glass panel or with the door open and where other people are present. Another responsible adult should be informed and a record of the reason for the meeting and what happened should be maintained;

Leaders should engage in best practice in relation to travel with children. They should not undertake any car journey alone with a child. If, in certain circumstances, only one adult is available, there should be a minimum of two children present for the entire journey. In the event of an emergency where it is necessary to make a journey alone with a child, a record of this should be made and the child's parents informed at the earliest opportunity;

CLUB MANAGEMENT- supervision and review arrangements will be put in place by the Committee of Management to assess leaders' competence in performing their tasks with children and the Committee of Management should be alert to any unusual incidents or activities that take place where leaders may be putting themselves in vulnerable positions.

3. CODE OF CONDUCT AND PERSONAL SAFETY GUIDELINES FOR JUNIOR MEMBERS

Code of Conduct

- a) Always remember that the goals of the game are to have fun, improve your skills and feel good.
- b) Treat other participants, leaders, organisers, team captains and coaches with fairness and respect. Accept their advice and decisions with grace and not a grudge;
- c) Respect fellow team members; give them support both when they do well and when things go wrong;
- d) Respect opponents. Give opponents a hand if they loose a ball;
- e) Accept apologies from opponents when they are offered;
- f) Winning and loosing is part of sport, win with humility - loose with dignity;
- g) Shake hands with your markers at the end of your game and with whoever wins the competition and mean it.
- h) Treat others as you would wish to be treated yourself;
- i) Respect physical, cultural and racial difference;
- j) Do not take part in any irresponsible, abusive, inappropriate or illegal behaviour which includes smoking, use of foul language; publicly using critical or disrespectful descriptions of others;

Personal Safety Guidelines

- a) Have arrangements in place for a timely pick-up at the end of your game or practice session;
- b) Always check into the Pro-Shop before going onto the golf course;
- c) Tell someone if you have to leave the Club or a competition;

- d) Look out for yourself and for the welfare of others. Do not engage with strangers. If you notice anything of a suspicious nature alert the Pro-Shop;
- e) Observe instructions and restrictions required by the Rules of the Club and appropriate members of staff, these include compliance with playing and age restrictions applicable to the course, bar and club-house;
- f) Comply with safety notices governing the use of the driving range and other practice facilities;
- g) Juniors Members aged 14 years and over are permitted to caddy for a parent/guardian who is a member or when specifically approved by the Committee of Management;
- h) Junior Members aged 10 to 14 years are not permitted to be in changing rooms unless under supervision or accompanied by a parent or guardian of similar gender;
- i) For safety reasons, loitering around the course, club-house, putting greens and practice areas or in the changing rooms is not permitted;
- j) Respect the privacy of all people in changing rooms, showers and toilets;
- k) The inappropriate use of mobile phones, particularly the camera phone may cause upset or offence to another person, e.g. in the changing rooms;
- l) If you receive any offensive photo, email or message do not reply to it, make a note of times, and dates, tell a parent or the Welfare Officer within the Club;
- m) Challenge or report if you observe any form of discrimination and prejudice;
- n) Speak out if you consider that you or others have been poorly treated;
- o) Report behaviour that appears to fall below the expected standards of the club.

4. GUIDELINES FOR THE PARENTS OF JUNIOR MEMBERS

Children learn best by example. Ideally parents and Club organisers will work in partnership to promote good practice in the game of golf and support efforts in providing a safe environment. To assist with the promotion of good practice, parents are encouraged to;

- Take an interest in your child's activity and progress but always remember that young people play sport for their enjoyment, not for that of their parents;
- Be a role model for all children and maintain the highest standards of conduct when interacting with young people, other parents, officials and organisers;
- Recognise the value and importance of the volunteer leaders who provide sporting and recreational opportunities for your children and liaise with them in relation to times, locations of training sessions, medical conditions or any requirement for your child's safety;
- Ensure that you and your child sign up to the "Club's Regulations for Junior Members", Go through the Regulations with your child and encourage him/her to always play by the rules of the game, work towards skill improvement and good sportsmanship;
- Teach your child that honest endeavour is as important as winning, so that the result of a game is accepted without disappointment;
- Set good example by applauding good play on both sides.
- Never ridicule, humiliate or remonstrate with juniors for making mistakes or loosing;

- When leaving your child at the Club, make sure you have made the necessary provisions for their requirements and for the weather conditions;
- Ensure that you have all necessary contact telephone numbers for the Club;
- Ensure that the Club has a contact telephone number when you are away from the Club - a mobile phone number would be preferable - and ensure that it is switched on so that you can be contacted in an emergency;
- The Club is not a "crèche" for youngsters at a loose end - especially during holidays. To assist in this matter make sure that you have punctual set down and pick up arrangements for your child to ensure that s/he is not left waiting around at the Golf Club for prolonged periods;
- Encourage your child to tell you about anyone causing him/her harm;
- Discuss any concerns regarding the organisation of activities or the behaviour of adults towards your child with the Junior Liaison Officers or the Golf Welfare Officer;

5. ADULTS AND JUNIOR MEMBERS PLAYING GOLF 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 diverse groups. Every effort must be made to promote this mix of physical and technical ability.

Responsible interaction between adults and children helps bring mutual respect and understanding and helps the standards of the club to be understood and maintained. Nevertheless, when playing golf with a child, adults should always be aware that certain age-related differences do exist and should conduct themselves in a manner that recognises this.

It should be noted that children under the age of 10 years are not permitted on to the golf course, putting greens, practice area or driving range at any time.

6. GUIDELINES ON THE USE OF CHANGING ROOMS

One of the areas where children are most vulnerable is in the lockers/changing/shower room. Extra vigilance may be required where there is public access to the facilities. Limited changing facilities often mean that people of all ages regularly need to change and shower during the same period. To avoid possible misunderstandings and embarrassing situations, adults need to exercise care when in the changing rooms at the same time as children.

Bullying can be an issue when children are left unsupervised in locker rooms. Should it be necessary to supervise the locker room, it is best if one adult is not left alone to do so. If, in an emergency, a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany him or her.

To minimise embarrassment, as far as possible, the following guidelines apply:

- All persons using changing rooms should act responsibly and with appropriate modesty;

- Whenever possible, adults should avoid changing or showering at the same time as children;
- It is recommended that particular attention is given to the supervision of children aged 14 years and under in changing rooms. It is advisable for adults not to be alone with any such child in these circumstances. If an adult(s) encounters unsupervised child/children loitering in the changing room at a time when they need to shower/change they should ask them to leave;
- Children aged 14 years and under are not permitted to be in changing rooms unless under supervision or accompanied by a parent or guardian of similar gender;
- If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so;
- The use of cameras or camera phones in changing areas is not permitted in any circumstances;

7. GUIDELINES ON PHOTOGRAPHY AND THE USE OF VIDEO

Photographs of children can be used by organisations to celebrate and promote junior golf, and form an important part of marketing the sport through websites, magazines, newspapers and promotional leaflets etc. However, when personal information is added to photographs, those images can be used as a means of identifying children and can render them vulnerable.

Secondly, the content of a photograph can be used or adapted for inappropriate use. While this is rare in golf, there is evidence of adapted material finding its way onto child pornography sites. Therefore, a policy needs to be developed in relation to the use of images of children. Its key principles should be:

- The interests and welfare of children taking part in golf are paramount;
- Parents and children have a right to decide whether childrens' images are to be taken, and how they may be used;
- Parents must be asked for their consent for childrens' images to be taken and used;
- Images should convey the best principles and aspects of golf;
- Care should be taken to ensure that images are neither sexual nor exploitative in nature, nor open to misinterpretation and misuse;
- Efforts should be taken to ensure that images should only be taken by authorised persons or as agreed in the protocol for a particular event;
- Appropriate measures should be in place to prevent unauthorised access to, or alteration, disclosure, destruction or accidental loss of all images of children retained by the Club.

8. USE OF PHOTOGRAPHIC AND FILMING EQUIPMENT

Most golfing activities take place in areas that are open to the public and it is therefore understood that it is not possible to control all photography. However, when inviting the press or a professional photographer to a competition, or other junior session, it is important to ensure that they are clear about expectations of them in relation to child protection issues.

- Provide a clear brief about what is considered appropriate, in terms of picture contents and their behaviour around the players;
- Inform those participating that a photographer will be attending the event;
- Advise that unsupervised access to children or one-to-one photographing or filming sessions at the event is not permitted;
- Consider having any attending photographer or member of the press or media wearing identification at all times;
- Do not approve unsupervised photography sessions away from the event;
- If parents or other spectators are intending to photograph or video the event, they should be prepared to identify themselves, if requested, and state the purpose of their photography or filming;
- Those attending the event wishing to engage in any video, zoom or close range photography should be asked to register their details with the event organisers before carrying out any photography. The event organisers reserve the right to decline entry to any person unable to meet or abide by the organisers' conditions;
- Concerns regarding inappropriate or intrusive photography should be recorded by the event organiser or the *"Golf Welfare Officer"* in the same manner as any child protection concern.

9. USE OF VIDEOS AS A TEACHING AID

There is no intention to prevent professional coaches and trainees using video equipment as a legitimate coaching aid. Children and their parents should be aware that this may be part of the coaching programme. Care should be taken in storing and restricting access to recorded material. It is essential that measures are in place to prevent unauthorised access to, alteration, disclosure, destruction or accidental loss of images of children retained by the Club and its professional coaches. The parents of young golfers must provide written consent for the use of video and photographic analysis. The consent form will contain information on the following; the identity of the data controller; the purpose for which the data is processed and any third parties to whom the data may be supplied.

10. PUBLISHING IMAGES OF CHILDREN

- All photographers should obtain permission from the parent to take and use their child's image. This should help give assurance of the appropriate use of the image;

- If the Club is recognising the achievement of an individual golfer and wishes to publish their name with the photographs NEVER publish personal details such as postal or email addresses, telephone numbers etc.
- Try to focus on the activity rather than a particular child and, where possible, use photographs that represent the broad range of children taking part in golf;
- Ensure that images reflect positive aspects of children's involvement in golf, e.g. enjoyment, competition, special achievements;
- Encourage the reporting of any inappropriate use of images of children to the appropriate authorities;
- If concerned report concerns to the *"Golf Welfare Officer"*.

11. ORGANISING EVENTS, INCLUDING THOSE AWAY FROM THE CLUB

When organising club or away events the Committee of Management will designate an officer or senior committee member as the person with responsibility for following these guidelines. All leaders need to have a clear knowledge of their role and responsibility for the team and be familiar with the relevant Guidelines for Safeguarding Children.

PLANNING

- To assist in preparations use the planning framework for organising club events set out in APPENDIX "C"

SUPERVISION

- All leaders should be vetted as part of the recruitment procedures;
- At least one nominated member of the group should be familiar with and have received training on the relevant safeguarding children policies and procedures;
- At least one same gender leader will be required for single sex groups;
- Mixed groups will require at least one male and one female leader;
- The team leader will have overall responsibility for the children's well-being, behaviour, sleeping arrangements and good discipline.

TRANSPORT

The Club should have a transport policy which advises on dropping off and collecting children at the Club or at events;

The following principles will help develop the policy;

- It is the responsibility of parents to transport their child to and from the nominated meeting point;
- It is NOT the responsibility of the leaders, coaches or staff to transport children to and from their home;

If the Club assumes responsibility for the transport arrangements for children, the following guidelines should be adhered to;

- Transporting children alone will be avoided;
- Parental approval for the transport of children by club representatives should be obtained;
- Parents should be aware of the time of collection and return of their children;
- Ensure that emergency contact telephone numbers have been provided;
- Ensure that appropriate insurance cover has been arranged;
- Ensure that the adults driving the vehicles are licensed and suitable to do so;
- Ensure that anyone driving a group mini-bus has received training on driving the mini-bus and on the management of passengers;
- Ensure that appropriate supervision requirements are in place. The driver of a minibus should not have responsibility for the supervision of children while driving.

MANAGING CHILDREN'S EVENTS AT HOME OR AWAY FROM THE CLUB

The team leader should;

- Determine the level of supervision necessary for the event, maintaining appropriate adult : child and gender ratios;
- Designate the team leader as responsible for good discipline at all times;
- Ensure that parental approval has been obtained for their children to participate at the event;
- In the event of an overnight away trip, the Team Leader will meet with other leaders and have their roles clearly defined and explained to them in advance of the event;
- Plan for rooming arrangements, particularly where the team includes adults and children. As a norm adults should not share a room with a child. Where the presence of an adult is required there should be more than one child in the room with the adult; If children are sharing a room, it should be with those of similar age and gender;
- Plan for first aid arrangements, dietary requirements and emergency evacuation procedures. The hosting Club or Governing Body should be given advance notice of any medical or special needs;
- Meet with the team in advance of travel and explain his/her expectations, their roles and responsibilities;
- Prepare a full itinerary for the event;

- Have a copy of all relevant child player profile forms;
- Have full details of the travel arrangements;
- Have a register so that a head-count can be taken at any point;
- Have arrangements in place so that all leaders are able to communicate quickly with the team leader;
- The team leader will submit a report as soon as possible after the event to the Committee of Management following inter club events, especially if travel is involved;
- If a child suffers a significant injury or an accident the parents/guardians should be informed as soon as possible;
- When hosting an overnight event, special care should be taken in the selection of accommodation. Where practicable more than one child should be placed with each host family.

12. COMPLAINTS PROCEDURE

Adults have a responsibility to protect children from harm and to abide by Government guidelines in responding to and reporting child protection concerns. The Club has appointed a Golf Welfare Officer to; - (i) co-ordinate the implementation of this Code of Ethics, (ii) be available as a resource to the Clubs membership and staff and (iii) to act as liaison person between the Club and the statutory authorities.

Club members, staff, coaches, parents, junior members may be the first to have concerns about child safety and welfare. However, they may be reluctant to express their concerns as speaking up may be difficult. They may fear harassment or victimisation. In these circumstances it may seem easier to ignore the concern rather than report what may just be a suspicion of poor practice. All concerns should be reported to the "Golf Welfare Officer" as the safety of children is paramount.

Should a member of staff or a club member have misgivings about the safety of a child or about formally reporting their concerns about the safety of a child, they may find it helpful to discuss their concerns with the Golf Welfare Officer, a social worker or professional staff at the HSE Children and Family Services. This should help to allay their concerns and enable them to act correctly.

The Club has the following procedures in place to facilitate the reporting of concerns;

- The Club's membership, staff and parents of children will be advised on the reporting procedures to the Golf Welfare Officer and encouraged to report their dissatisfaction with any aspects of the activities or services provided for children;
- Juniors will be advised of their options of reporting incidents to the Golf Welfare Officer, Junior Liaison Officers or a Leader of their choice;

- All allegations involving inappropriate behaviour towards a child will be taken seriously, investigated and treated confidentially;
- Where an allegation or concern raised relates to the Golf Welfare Officer the matter will be referred directly to another Senior Officer who will facilitate referral of the allegation/concern to the statutory authorities;
- If the Golf Welfare Officer is not available when concerns of child welfare are raised the Hon. Secretary will arrange for the availability of the Golf Welfare Officer;
- When individuals feel unable to follow the Clubs reporting procedures they are encouraged to contact the HSE Children and Family Services;
- When individuals have already followed the Club's procedures and consider that the issues have not been adequately addressed they are encouraged to report them to the HSE Children and Family Services or the Gardai.

13. APPOINTMENT OF GOLF WELFARE OFFICERS AND JUNIOR LIAISON OFFICERS

The Committee of Management has appointed a "*Golf Welfare Officer*" and a Deputy to ensure that best practice is implemented and observed in respect of this Code. The appointment of a Deputy is for the purpose of spreading the workload and to provide for continuity in the event of personnel changes, holidays or sickness.

The Committee of Management will also appoint "*Junior Liaison Officers*" who will take overall responsibility for the management and coaching of junior golf within the Club. In doing so they will set out the responsibilities of the role and the level of experience/qualifications required.

The Club's recruitment framework will be applied in the appointment, checking and vetting of those supervising or coaching children and to those who have managerial responsibility for individuals working with children to ensure that all involved are suitable to do so.

Existing Leaders will sign up to the appropriate Code of Conduct including the self-declaration questions. Leaders will also be requested to undergo Garda vetting.

Once appointed these Officers will be acquainted with the contents of these Guidelines and they must undertake to adhere to them.

14. CORE TASKS OF THE GOLF WELFARE OFFICER

The primary considerations of the Golf Welfare Officer must be the protection and welfare of children. The core tasks of the Officer are to:

- Have a working knowledge of the principles set out in these Guidelines and in the Club's Rules, Bye-Laws and Regulations in so far as they relate to the safety and well-being of children;
- Act as the first point of contact for anyone wanting informed advice on the Club's Child Protection Guidelines and also act as the liaison person for the Club in such dealings with the Director of Development, Junior Golf Ireland, the HSE Children and Family Services and the Gardai;

- Provide reports to the Committee of Management at their monthly meetings, and where appropriate report to the Chairperson of the Committee of Management regarding specific cases;
- Ensure that all relevant club organisers, volunteers and staff have the opportunity to access appropriate child protection training;
- Carry out risk assessments on those with responsibility for the welfare of children and take appropriate steps to mitigate risks to children and organisers;
- Ensure that Codes of Conduct/Guidance are in place for club organisers, staff, coaches, children and parents and that they are communicated to the relevant parties;
- Ensure that the Club's rules and regulations include a complaints/disciplinary and appeals procedure; a policy on dignity and respect; a safety statement; a code of practice for CCTV systems; a data protection policy; rules in relation to travelling with children; a policy on the recruitment and supervision of Junior Liaison Officers;
- Ensure that new members, employees and ancillary agencies being employed by the Club are made aware of these guidelines and other policies relevant to dignity and respect when accepting club membership as a condition of employment;
- Ensure that all ancillary agencies currently employed or contracted to the Club are made aware of this Code of Ethics" and establish their acceptance and commitment to them;
- Ensure that children have a voice in the running of their Club and ensure that there are steps young people can take to express concerns about their sports activities and experiences;
- Ensure that children know how to make concerns known to appropriate adults or agencies;
- Receive and process reports of allegations and suspicions of child abuse without delay (within 24 hours) and decide on appropriate action, taking into account the immediate danger to the victim and other children and the requirements of the Gardai to secure material evidence. The Chairperson of the Committee of Management will be promptly advised of such allegations and suspicions;
- Ensure that the HSE Children and Family Services/Gardai are notified with appropriate speed of all incidents where reasonable grounds for concern exist that a child may have been abused, or is at risk of abuse;
- Maintain confidentiality on all matters pertinent to child protection.
- Review and evaluate the guidelines regularly through open discussion with the members, the Sport Council and statutory authorities, or whenever there is a major change in legislation applicable to this Code;

15. RECOGNITION OF CHILD ABUSE

Everyone must be alert to the possibility that children with whom they are in contact may be victims of abuse. Child abuse can often be difficult to identify as it may present in many forms. The possibility of child abuse should be considered if a child appears to have suffered a suspicious injury for which no reasonable explanation can be offered. It should also be considered if the child seems distressed without obvious reason or displays persistent new behavioural problems.

Some signs are more indicative of abuse than others. These include;

- Direct observation of abuse;
- Disclosure of abuse and neglect by a child or third party;
- Age-inappropriate or abnormal sexual play or knowledge;
- Specific injuries or patterns of injuries;
- Absconding from home or care situations;
- Underage pregnancy or sexually transmitted disease;
- Signs in one or more categories at the same time. For example, signs of development delay, physical injury and behavioural signs may together indicate a pattern of abuse.

Many signs of abuse are non-specific and must be considered in the child's social and family context. It is important to be open to alternative explanations for physical or behavioural signs of abuse and if in doubt seek advice to clarify if particular concerns are reasonably founded. Early detection is important and immediate reporting will ensure that abuse does not continue, therefore, all concerns however unclear or inconclusive must be reported to GOLF WELFARE OFFICER.

16. ENCOUNTERING ALLEGATIONS OR SUSPICIONS OF CHILD ABUSE

It is not the responsibility of the membership or staff of the Club to make judgements as to whether or not child abuse is occurring. However, it is their responsibility to act promptly and sensitively on any concerns by reporting them to the Club's "Golf Welfare Officer" who will provide advice and guidance on the matter.

All information received and discussed must be treated with confidence and only shared with those individuals within the Club who will be able to manage and resolve the situation.

Child abuse may come to light in a number of different ways and may relate to abuse having taken place outside the Club or within the Club. Reports of abuse may include any of the following circumstances;

- Direct observation of behaviour that is abusive or arouses suspicion of abuse;

- It may be direct, specific and supported by corroborative evidence such as when a person, either adult or child, alleges that they have been abused, reveal injuries and name the alleged perpetrator;
- A person may allege that they have been abused but are unable or unwilling to disclose the name of the perpetrator;
- A person may allege that they have been abused but the perpetrator has died;
- A person may reveal that another person has told them of being abused, or may themselves have witnessed the abuse.

17. INITIAL RESPONSE ON RECEIVING AN ALLEGATION OF CHILD ABUSE

Children who are being abused may hint that they are being harmed and sometimes make direct disclosures. Where a child discloses details of child abuse it is important that it is handled sensitively and with understanding. Under no circumstances should any individual or section of the Club itself attempt to deal with the problem of child abuse alone. It is important that everyone in the Club is aware they are not responsible for determining if child abuse has occurred, that is the role of the Health Board Children and Family Services and/or Gardai. The following general guidelines should be followed;

- The person receiving a complaint of child abuse should be mindful of the fact that a child is under emotional stress and that s/he has been chosen because of the trust placed in them. Great care should be taken not to damage this trust by offering reassurance and support that they have done the right thing. It is important the person remain calm, show no extreme reaction and listen to the child to facilitate them in telling their problem;
- The basis of a complaint must be established as comprehensively as possible to establish "reasonable grounds for concern". However, the child should not be interviewed in detail. Leading or suggestive questions should not be put to the child; this does not prevent clarifying ambiguities or misunderstandings about what was said;
- It should be made clear by the person receiving the information that s/he is not in a position to promise to keep it a secret. However, reassurance can be given that it will be treated as confidential and will be shared only with those who have a right to hear it and can take action to protect the child from potential harm;
- The person receiving the allegation should not hold in judgement the person about whom the allegation is being made;
- The follow-up process likely to follow should be explained to the person making the complaint;
- Make a written record of what has been disclosed or observed. (SEE CAPTION 20 - KEEPING RECORDS);
- The "Golf Welfare Officer" should be notified without delay of the allegations and his/her advice and guidance sought on how to proceed, particularly in relation to the following matters;

- In the case of a child, the parents should be informed, unless to do so would place the child at further risk or lead to the destruction of vital evidence;
- Where an incident is witnessed or reported shortly after its occurrence and there is a likelihood of material/forensic evidence being available, the Gardai should be contacted with appropriate speed;
- If the circumstances presented indicate that a child is at immediate risk s/he should under no circumstance be left in a dangerous situation pending HSE Children and Family Services intervention.

In the case of an adult disclosing child abuse it is equally important that the initial response is treated with compassion and sensitivity, applying the above guidelines. In such circumstances the person making the report should be encouraged to report them to the HSE Children and Family Services/Gardai and appropriate arrangements should be made to support them in doing so, if that is what they wish. Whether or not the adult making the allegation wishes to report it to the civil authorities, it should be explained to them that the "Golf Welfare Officer" will be advised of the allegations.

18. GUIDANCE FOR THE CLUB WHEN DEALING WITH ALLEGATIONS OF CHILD ABUSE

When an allegation of child abuse is received it should be assessed promptly and carefully by the Committee of Management. Action taken in reporting an allegation of child abuse against an employee or club member should be based on an opinion formed "reasonably and in good faith". It will be necessary to decide whether a formal report should be made to the HSE Children and Family Services. This decision should be based on "reasonable grounds for concern", as outlined on page 28 and Chapter 3 of the National Guidance document 2011.

- The Chairperson of the Committee of Management should be informed about the allegation as soon as possible;
- The first priority is to ensure that no child is exposed to unnecessary risk. The Committee of Management should as a matter of urgency take any necessary protective measures. These measures should be proportionate to the level of risk and should not unreasonably penalise the employee or club member, financially or otherwise, unless necessary to protect children. Where protective measures penalise the employee or club member, it is important that early consideration be given to the case;
- Any action taken should be guided by agreed procedures, the applicable employment or membership contract/agreement and the rules of natural justice;
- When the Chairperson of the Committee of Management becomes aware of an allegation of abuse of a child or children by an employee or club member during the course of their duties or golfing activities at the Club, the Chairperson should privately inform that person at an appropriate time of the following; (i) the fact that an allegation has been made against him/her; (ii) the nature of the allegation, - taking into account the safety of the child and the destruction of vital evidence. Where the Gardai or HSE Children and Family Service ask for a delay in informing the accused person such a request should be recorded;

The employee or club member should be afforded an opportunity to respond. The Chairperson should note the response and pass on this information if making a formal report to the HSE Children and Family Services

- The Chairperson or other persons involved should take care to ensure that actions taken by them do not undermine or frustrate any investigations/assessments conducted by the HSE Children and Family Services or An Garda Síochána. Club management will maintain a close liaison with the statutory authorities to achieve this;
- Where "*reasonable grounds for concern*" are established that child abuse occurred or is suspected, immediately report details to the Duty Social Worker, HSE Children and Family Services Regional Office for Community and Family Services Dunshaughlin Health Care Unit and copy to the Gardai using the document set out in [APPENDIX "G"](#). In cases of emergency, where a child appears to be at immediate risk and a Duty Social Worker from the HSE Children and Family Services is unavailable, the Gardai should be contacted. **UNDER NO CIRCUMSTANCES SHOULD A CHILD BE LEFT IN A DANGEROUS SITUATION PENDING HEALTH BOARD INTERVENTION.**
- In keeping with data protection principles safeguard all records of child abuse complaints to ensure limited access to authorised people and be responsible for maintaining confidentiality on all matters pertinent to the complaint;
- Ensure the early involvement of the Gardai where there may be opportunity to secure material or forensic evidence and where such evidence is available on the club's property preserve it pending the involvement of the Gardai;
- Ensure that the parents of the child are informed by the most appropriate person, giving due regard to the implications of this action placing a child at further risk or leading to the destruction of vital evidence;
- The HSE Children and Family Services and An Garda Síochána will notify the Club management of the outcome of an investigation and/or assessment. This will assist the Club in reaching a decision about action to be taken in the longer term concerning the employee/club member.
- If it is decided, following consultation, that there are no grounds to formally report the matter to the HSE Children and Family Services, give the person who referred the allegation a written explanation outlining the reasons why no further action is being taken, indicating that if they remain concerned about the situation, they are free to consult with, or report to the HSE Children and Family Services/Gardai.

When an assessment concludes that a concern or suspicion is unfounded the files and records of the Club should reflect that fact.

- Carry out a risk assessment to determine and assess the wider implications which may have contributed to the situation and, where appropriate, make recommendations to prevent further happenings to the Committee of Management.

ANONYMOUS COMPLAINTS - Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the child/children is paramount. Any such

complaints relating to inappropriate behaviour should be checked out and dealt with professionally and in a confidential manner.

Rumours- Rumours should NOT be allowed to hang in the air. Any rumours relating to inappropriate behaviour involving a child should be checked out without delay;

ALLEGED ABUSE OUTSIDE THE CLUB- where concerns are raised regarding alleged abuse which happened outside the Club the "Golf Welfare Officer" will advise the HSE Children and Family Services or Gardai and take no further action under the Club's procedures.

19. KEEPING RECORDS

The organisers of activities should ensure that parental consent obtained in advance of an away event is recorded. Parents should be asked to provide details of emergency contact numbers and also indicate if their children have any dietary, medical or special needs. An accurate record of all relevant personal details will be kept for each child participating in club activities. The Junior Membership/Profile Form may be used for this purpose (APPENDIX "B"). A written record will be kept of attendance, organisers, and supervisors in attendance at events. An Internal Accident/Incident Report Form (APPENDIX "D") will be completed in the event of an accident or incident relating to a child.

Where child abuse is alleged or suspected, it is vital that the person who receives the allegation, or who suspects abuse, records in writing, as accurately as possible, what has been revealed. The written record should include all relevant details of abuse disclosed, including, names, dates, times, locations and any other information that may be relevant. The person making the notes should also record the context and circumstances leading to the disclosure of abuse along with details of the times and dates the contemporaneous notes were made.

All records should be factual, accurate and legible and should be dated and signed after each entry. All records are confidential.

20. OUTCOMES OF INVESTIGATIONS

Complaints of child abuse will give rise to investigation by the HSE and the Gardai to determine if a child has been abused.

The findings of the HSE Children and Family Services investigation can be;

CONFIRMED- child abuse occurred;

INCONCLUSIVE- unable to determine whether or not child abuse occurred;

CONFIRMED NON-ABUSE- child abuse did not occur.

Following a Garda investigation the Director of Public Prosecutions may decide;

- To proceed with a criminal prosecution before the Courts or
- Not to prosecute. Such a decision may indicate that the evidence would not meet the standard of proof required by a Criminal Court, but it does not necessarily imply innocence.

The outcomes of a criminal prosecution may be;

- A conviction where the accused person is found guilty and a sentence is imposed;
- An acquittal of the accused person;
- A mistrial, with no determination of the charges;
- A nolle prosequie, where the Director of Public Prosecutions withdraws the charges before the Court, with no determination of the charges.

21. UNCLEAR OUTCOMES AS TO WHETHER CHILD ABUSE OCCURRED

If the outcome of an investigation by the HSE Children and Family Services and/or the Gardai is unclear as to whether child abuse did occur, The Chairperson of the Committee of Management will convene an appropriate professional team to assess the situation having due regard for the safety and protection of children.

22. FALSE AND MISTAKEN ALLEGATIONS

Some allegations of child abuse are found to be false. Those that are unfounded cause profound distress to those who are wrongly accused. It is important that when an allegation is found to be false or mistaken that all appropriate steps are taken to restore the good name of the person wrongly accused. The Chairperson of the Committee of Management shall decide on how they are to be supported and facilitated in resuming their functions.

When the Chairperson of the Committee of Management is satisfied immediately that it would have been impossible for the person complained of to have committed the offence, for instance, if it can be clearly established that they were elsewhere at the time of the alleged complaint s/he will;

- Advise the complainant in writing of the action being taken and its outcome, including information on other avenues to pursue the matter if they remain dissatisfied;
- Advise the person against whom the complaint has been made, providing details and confirming that it is without substance and that no further action is being taken;
- Consider if the complainant has been abused by someone else and report the matter to the HSE Children and Family Services/Gardai;
- Keep a comprehensive record of the incident, including the reason for no further action;
- Consider initiating a complaint of knowingly making a false report of child abuse under the provisions of Section 5 of the Protection of Persons Reporting Child Abuse Act 1998.

RELEVANT DEFINITIONS

A WORKER- is anyone who is engaged in work or voluntary activity with children or young people, whether as a paid employee with a group or organisation or as a volunteer;

THE TERM ORGANISATION- refers to any service, agency, club, group or association that works with or provides services to children with or without remuneration and employs persons with or without professional qualifications, paid or unpaid, in any capacity of work;

JUNIOR LIAISON OFFICER- is a person appointed by the Club and taking overall responsibility for junior golf within the Club

CHILD- For the purpose of these guidelines a child is any person who is under the age of 18 years of age;

JUNIOR MEMBER- Junior Membership of the Club comprises of young persons whose age at the date of election to membership shall not be less than 10 years and more than 18 years. Such membership shall cease on the 31st December next after such Junior has attained the age of 18 years.

PARENTS- All references to parents are deemed to include other adults who have legal caring or guardianship responsibilities for children in their care.

GUARDIAN- includes any person who is liable to maintain or has the actual custody of the child.

FAIR PLAY- is much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence - both physical and verbal, exploitation, unequal opportunities, excessive commercialisation and corruption. (This definition is as outlined in the European Code of Sports Ethics, which Ireland has adopted and is committed to);

CHILD ABUSE- can be categorised into four different types; neglect, emotional abuse, physical abuse and sexual abuse;

NEGLECT- can be defined in terms of an omission, where a child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care;

HARM- can be defined as the ill-treatment or the impairment of the health or development of a child. Whether it is significant is determined by the child's health and development as compared to that which could reasonably be expected of a child of similar age;

EMOTIONAL ABUSE- is normally to be found in the *relationship* between a parent/carer and a child rather than in specific events or pattern of events. It occurs when a child's developmental need

for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms;

PHYSICAL ABUSE- of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

Physical abuse can involve;

- Severe physical punishment;
- Beating, slapping, hitting or kicking;
- Pushing shaking or throwing;
- Pinching, biting, choking or hair-pulling;
- Terrorising with threats;
- Observing violence;
- Use of excessive force in handling;
- Deliberate poisoning;
- Suffocation;
- Fabricated/induced illness;
- Allowing or creating a substantial risk of significant harm to a child.

SEXUAL ABUSE- occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others. Examples of sexual abuse include;

- Exposure of the sexual organs or any sexual act intentionally performed in the presence of a child;
- Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;
- Masturbation in the presence of the child or the involvement of the child in an act of masturbation;
- Sexual intercourse with the child, whether oral, vaginal or anal;
- Sexual exploitation of a child, which includes inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or other sexual acts. Sexual exploitation also occurs when a child is involved in the exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, video tape or other media) or the manipulation, for those purposes, of the image by computer or other means. It may also include showing sexually explicit material to children, which is often a feature of the "grooming" process by perpetrators of abuse;
- Consensual sexual activity involving an adult and an underage person. In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 17 years for both boys and girls. An Garda Síochána will deal with the criminal aspects of the case under relevant legislation.

It should be noted that the definition of child sexual abuse presented in this section is not a legal definition and is not intended to be a description of the criminal offence of sexual assault.

POOR PRACTICE- This is behaviour that falls short of abuse but is nevertheless unacceptable. The following behaviour may sit within the bounds of poor practice. For example, a seemingly quite insignificant disciplinary action directed at a child may in certain circumstances be misinterpreted. All those involved with children are advised to try and avoid placing themselves in situations where their conduct may be open to question.

HARASSMENT- It is for individuals to determine what behaviour is unacceptable to them and what they regard as offensive. It is the unwanted nature of the conduct that distinguishes harassment from acceptable behaviour.

BULLYING- can be defined as repeated aggression, whether it be verbal, psychological or physical, that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating, and occurs mainly among children in social environments. It includes behaviour such as teasing, taunting, threatening, hitting or extortion by one or more persons against a victim. Bullying can also take the form of racial abuse. With developments in modern technology, children can also be the victims of non-contact bullying, via mobile phones, the internet and other personal devices. The competitive nature of golf can create an environment that provides opportunities for bullying.

Bullying of children can also be perpetrated by adults, including adults who are not related to the child. Bullying behaviour when perpetrated by adults, rather than children, could be regarded as physical or emotional abuse.

CHILDREN WITH SPECIAL VULNERABILITIES- These are children who for one reason or another are more vulnerable to abuse than others and may include children with disabilities, those who are separated from parents or other family members and who depend on others for their care and protection. The categories of abuse outlined above are applicable to them but may take slightly different forms, e.g. abuse may take the form of deprivation of basic rights, harsh disciplinary regimes or the inappropriate use of medications or physical restraints;

PEER ABUSE- In some instances of abuse the abuser may be another child. In such situations there are important protection issues in relation to both children and the needs of both should be considered separately;

REASONABLE GROUNDS FOR CONCERN- The basis for reporting alleged or suspected complaints of child abuse are based on the principle that there are reasonable grounds for concern to support the claim. The following would constitute reasonable grounds for concern;

- Specific indication from a child that s/he was abused;
- An account by a person who saw the child being abused;
- Evidence such as an injury or behaviour which is consistent with abuse and is unlikely to be caused in another way;
- An injury or behaviour which is consistent with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour;
- Consistent indications over a period of time that a child is suffering from emotional or physical neglect.

A suspicion which is not supported by an *objective indication of abuse or neglect* would not constitute reasonable grounds for concern.

PROTECTION FROM CIVIL LIABILITY OF PERSONS WHO HAVE REPORTED CHILD ABUSE- The Protection of Persons Reporting Child Abuse Act 1998 makes provision for the protection from civil liability of persons who have communicated child abuse "reasonably and in good faith" to designated officers of the HSE or to any member of An Garda Síochána. This protection applies to

organisations as well as to individuals. This means that even if a communicated suspicion of child abuse proves unfounded, a plaintiff who took an action would have to prove that the person who communicated the concern had not acted reasonably and in good faith in making the report.

FALSE REPORTS- Section 5 of the Protection for Persons Reporting Child Abuse Act 1998 also introduced a new offence for anyone who knowingly makes a false report of child abuse to an appropriate person. This new offence is designed to protect innocent persons from malicious reports.

JUNIOR MEMBERSHIP APPLICATION / PROFILE FORM

The safety and welfare of Junior members, when in our care, is paramount, and it is therefore important that we are aware of any illness, medical condition and other relevant health details so that their best interests are addressed.

Please complete this form with our assurance that the information will be treated as confidential.

Full Name of Junior:	
Male / Female	
Date of Birth:	
Address:	
Home Telephone Number: Mobile Telephone of Junior; E-MAIL ADDRESS:	
EMERGENCY CONTACTS	
Contact 1 - Name/Address:	
Relationship to child:	
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
Contact 2 - Name/Address	
Relationship to child:	
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	

JUNIOR MEMBERSHIP APPLICATION / PROFILE FORM (CONTINUED)

MEDICAL INFORMATION	
Child's Doctor's Name:	
Doctor's Surgery Address:	
Telephone Number:	
<p>Medical History Information _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Please include all medical details that might be relevant in dealing with your child in a safe manner, such as allergies, medication, special needs etc.</p>	

PARENTAL/GUARDIAN CONSENT

I, _____ of _____,

being the parent/guardian of the above name child;

- Consent to the above child participating in golf activities at County Meath Golf Club in line with the Club's Code of Ethics for Golf for Young People and the Club's Regulations for Junior Members;
- I will inform the leader of any changes to the information provided above. I confirm that all the details are correct and I am able to give parental consent for my child to participate in and travel to all activities.
- I understand that photographs will be taken during or at golf related events and may be used in the promotion of golf.
- I acknowledge that the club is not responsible for providing adult supervision for my child except at formal events and junior golf coaching, matches or competitions.

Signature (Parent/Guardian): _____

Printed Name: _____

Date: _____

PLANNING FRAMEWORK FOR ORGANISING CLUB EVENTS

Activity	Detail	Results/Actions
Planning	When? Where? Who? Risk assessment of activity.	
Communication with Parents	Travel Arrangements. Times, venues. Date of competition. Consent forms. Emergency Procedures. Contract organiser.	
Venue	Risk Assessment. Insurance.	
Supervision and Staffing	Delegated Overall Team Leader. Ratios of adults to children. Staff checking and recruitment. Roles and responsibilities Staff training.	
Emergency Procedures	Medical Information. Reporting procedures.	
Registration	What is the process for registering in the competition? Parental permission.	

Documentation	<p>Register of participants.</p> <p>Player information.</p> <p>Junior Player Profile Forms.</p> <p>Photography permission.</p> <p>Programme.</p> <p>Codes of Conduct.</p>	
Media	<p>Guidelines for photography and media.</p>	

INTERNAL ACCIDENT/INCIDENT REPORT FORM

DETAILS OF PERSON INVOLVED IN CONCERN/ALLEGATION (THE ACCUSED)	
Name:	
Address:	
Telephone Number: Mobile Number:	
Position (in relation to young person):	
DETAILS OF THE CONCERN/ALLEGATION	
Date/Time:	
Location:	
Persons involved/witnesses:	
Nature of concern/allegation;	
How did the concern/allegation come to your attention?	
Observations: e.g. changes in behaviour, inappropriate actions, injuries, etc.	

Record of conversation: Details of exactly what was said to you and by you:

Actions taken:

CONTACT MADE

Golf Welfare Officer's name:

Date/Time contacted:

Advice received:

Other persons contacted:
(provide details of name and
position and organisation)

SUMMARY

SIGNS AND SYMPTOMS OF CHILD ABUSE

Taken from "Children first; National Guidelines for the Protection and Welfare of Children 1999".

SIGNS AND SYMPTOMS OF CHILD NEGLECT

This category of abuse is the most common. A distinction can be made between "*wilful*" neglect and "*circumstantial*" neglect. "*Wilful*" neglect would generally incorporate a direct and deliberate deprivation by a parent/carer of the child's most basic needs e.g., withdrawal of food, shelter, warmth, clothing, contact with others. "*Circumstantial*" neglect more often may be due to stress/inability to cope by parents or carers.

Neglect is closely correlated with low socio-economic factors and corresponding physical deprivations. It is also related to parental incapacity due to learning disability, addictions or psychological disturbance.

The neglect of children is "usually a passive form of abuse involving omission rather than acts of commission". It comprises "both a lack of physical caretaking and supervision and a failure to fulfil the developmental needs of the child, in terms of cognitive stimulation".

Child neglect should be suspected in cases of;

- Abandonment or desertion;
- Children persistently being left alone without adequate care and supervision;
- Malnourishment, lacking food, inappropriate food or erratic feeding;
- Lack of warmth;
- Lack of adequate clothing;
- Inattention to basic hygiene;
- Lack of protection and exposure to danger including moral danger or lack of supervision appropriate to the child's age;
- Persistent failure to attend school;
- Non-organic failure to thrive, i.e. child not gaining weight not alone due to malnutrition but also due to emotional deprivation;
- Failure to provide adequate care for the child's medical and developmental problems;
- Exploited, overworked.

SIGNS AND SYMPTOMS OF EMOTIONAL CHILD ABUSE

Emotional abuse occurs when adults responsible for taking care of children are unable (for a range of reasons) to meet their children's emotional and developmental needs. Emotional neglect and abuse is not easy to recognise because the effects are not easily observable.

Emotional neglect and abuse can be identified with reference to the indices listed below. However, it should be noted that no one indicator is conclusive of emotional abuse. In the case of emotional abuse and neglect, it is more likely to impact negatively on a child where there is a cluster of indices, where these are persistent over time and where there is a lack of other protective factors.

- Rejection;
- Continuous lack of praise and encouragement;
- Lack of comfort and love;
- Lack of attachment;
- Lack of proper stimulation, (e.g. fun and play);
- Lack of continuity of care (e.g. frequent moves);
- Serious over-protectiveness;
- Inappropriate non-physical punishment (e.g. locking in bedrooms);
- Family conflict or violence;
- Every child who is abused sexually, physically or neglected is also emotionally abused.
- Inappropriate expectations of a child relative to his/her age and stage of development.

SIGNS AND SYMPTOMS OF PHYSICAL ABUSE

Unsatisfactory explanations, varying explanations, frequency and clustering of the following events are high indices for concern regarding physical abuse:

- Bruises;
- Fractures;
- Swollen joints;
- Burns/scalds;
- Abrasions/lacerations;
- Haemorrhages (retinal, subdural)
- Damage to body organs;
- Poisonings - repeated (prescribed drugs, alcohol);
- Failure to thrive;
- Coma/Unconsciousness;
- Death.

There are many different forms of physical abuse but skin, mouth and bone injuries are the most common.

SIGNS AND SYMPTOMS OF CHILD SEXUAL ABUSE

Child sexual abuse often covers a wide spectrum of abusive activities. It rarely involves just a single incident and usually occurs over a number of years. Child sexual abuse most commonly happens within the family.

Cases of sexual abuse principally come to light through;

- Disclosure by the child or his/her siblings/friends;
- The suspicions of an adult;
- Due to physical symptoms.

The wide spectrum of activities which can constitute child sexual abuse by adults include;

NON CONTACT SEXUAL ABUSE

- Offensive sexual remarks, including statements the offender makes to the child regarding the child's sexual attributes, what he or she would like to do to the child and other sexual comments;
- Obscene phone calls;

- Indecent "exposure" involving the offender showing the victim his/her private parts and/or masturbating in front of the victim;
- "Voyeurism" when the offender observes the victim in a state of undress or in activities that provide the offender with sexual gratification. These may include activities that others do not regard as even remotely sexually stimulating.

SEXUAL CONTACT

- Involving any touching of the intimate body parts. The offender may fondle or masturbate the victim and/or get the victim to fondle or masturbate them. Fondling can be either outside or inside the clothes. Also includes "frottage" i.e. where the offender gains sexual gratification from rubbing his/her genitals against the victim's body or clothing.

PENETRATIVE SEXUAL ABUSE

- Any penetrative act or attempt to penetrate the vagina or anus or occasionally the mouth.

SEXUAL EXPLOITATION

- Involves situations of sexual victimisation where the person who is responsible for the exploitation may not have direct sexual contact with the child. Two types of this abuse are child pornography and child prostitution;
- "Child pornography" includes still photography, videos and movies and computer-generated pornography;
- "Child Prostitution" for the most part involves children of latency age or in adolescence. However, children as young as 4 and 5 are known to be abused in this way;

The sexual abuses described above may be found in combination with other abuses, such as physical abuse and urination and defecation on the victim. In some cases, physical abuse is an integral part of the sexual abuse; in others, drugs and alcohol may be given to the victim.

It is important to note that physical signs may not be evident in cases of sexual abuse due to the nature of the abuse and/or the fact that the disclosure was made some time after the abuse took place.

Golf Welfare Officers and Junior Organisers should be alert to the following physical and behavioural signs of sexual abuse;

- Noticeable and uncharacteristic change of behaviour;
- Hints about sexual activity;
- Age - inappropriate understanding of sexual behaviour;
- Inappropriate seductive behaviour;
- Sexually aggressive behaviour with others;
- Uncharacteristic sexual play with peers/toys;
- Unusual reluctance to join in normal activities which involve games/swimming.

INFORMATION REQUIRED FOR A REPORT TO THE HSE

The ability of the Health Service Executive and/or the Gardai to assess suspicions or allegations of child abuse will depend on the amount and quality of information conveyed to them by persons reporting their concerns. As much as possible of the following detail should be given in the report.

1. Accurate identifying information as far as it is known. This should include the names, addresses and ages of all children in the family as well as the parents/carers' names and addresses;
2. Name and address of the person alleged to be causing harm to the child;
3. A full account of what constitutes the grounds for concern about the welfare and protection of the child or children;
4. Source of any information which is being discussed with the Health Board;
5. Dates when the concern arose, or a particular incident occurred;
6. Circumstances in which the concern arose, or the incident occurred;
7. Any explanation offered to account for the risk, injury or concern;
8. The child's own statement, if relevant;
9. Any other information regarding difficulties which the family may be experiencing. These may include illness, recent bereavement or separation, financial situation, addiction, disability, mental health problems;
10. Any factor which may be considered supportive or protective of the family. These may include helpful family members, neighbours, useful services or projects with whom they have contact;
11. Name of child or children's school;
12. Name of child and or family's practitioner;
13. The reporter's own involvement with the child and parents/carers;
14. Details of any action already taken about the risk or concern;
15. Names and addresses of any agencies or key persons involved with parents/carers;
16. Identity of reporters including names, address, telephone number, occupation, and relationship with the family.

**STANDARD REPORTING FORM WHEN REPORTING ALLEGATIONS OR SUSPICIONS OF
CHILD ABUSE TO THE HEALTH SERVICE EXECUTIVE**

This form is based on the "standard reporting form" used by the Health Service Executive. The form can be filled out in consultation with the statutory authorities. Complete as many questions as possible.

1. Details of Child			
1a. Name:			
Male / Female:			
Address:			
Age:			
School:			
1b. Name of the Mother:			
Address:			
(if different to above)			
Telephone Number:			
1c. Name of the Father:			
Address:			
(if different to above)			
Telephone Number:			
1d. Household Composition			
Name	Relationship to Child	Date of Birth	Additional Information e.g. School/Occupation

Note: A separate report form must be completed in respect of each child being reported.

2. Details of concern(s), allegation(s) or incident(s), dates, times, who was present, description of any observed injuries, parent's view(s); child's view(s) if known.

3. Details of person(s) allegedly causing concern in relation to the child:

Name:	
Male / Female:	
Age:	
Address:	
Relationship to Child:	
Occupation:	

4. Name and Address of other personnel or agencies involved with this child:

Social Workers:	School:
Public Health Nurse:	Gardai:
GP:	Pre-School/Crèche/Youth Club:
Hospital:	Other (Specify e.g. Youth Groups etc.):

5. Are Parents/Legal Guardians aware of this referral to the Social Work Department?

YES _____ NO _____

If YES, what is their attitude?

6. Details of Person reporting concerns:

(Please see Guidance Notes re: Limitations of confidentiality)

Name:	
Address:	
Telephone Number:	

Occupation:	
Nature and extent of contact with Child/Family:	
7. Details of Person completing form:	
Name:	
Occupation:	
Signed:	
Date:	

Guidance Notes:

Health Boards have a statutory responsibility under the Child Care Act, 1991, to promote the welfare and protection of children in their area. Health Boards therefore have an obligation to receive information about any child who is not receiving adequate care and/or protection.

This reporting form is for use by:

- Health Board Personnel
- Professionals and individuals in the provision of child care services in the community who have service contracts with the health boards
- Designated person in a voluntary or community agency
- Any professional, individual or group involved in services to children who become aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.

Please fill in as much information and detail as is known to you. (Health Board personnel should do this in consultation with their line manager). This will assist the Social Work Department in assessing the level of risk to the child, or support services required. If the information requested is not known to you, please indicate by putting a line through the question. It is likely that a social worker will contact you to discuss your report.

Health Boards aim to work in partnership with parents. If you are making this report in confidence you should note that the Health Board cannot guarantee absolute confidentiality as:

- A Court could order that information be disclosed.
- Under the Freedom of Information Act, 1997, the Freedom of Information Commissioner may order that information be disclosed.

You should also note that in making a 'bona fide report' you are protected under the Protection for Persons Reporting Child Abuse Act, 1998.

If you are unsure if you should report your concerns, please telephone the duty social worker and discuss your concerns with him/her.

KEY CONTACT LIST

TITLE	PHONE	MOBILE/FAX No.
HSE Community Social Work Services, Dunshaughlin Business Park, Dunshaughlin, County Meath (9am - 5pm services)	01-8024102 Ask for the Duty Social Worker	
HSE Community Social Work Services, Child and Family Centre, Navan, County Meath (9am -5pm services)	046-9078830 Ask for the Duty Social Worker	
HSE Community Social Work Services, Enterprise Centre, Navan	046-9097817	
Garda Station, Trim, County Meath 24/7 Services	046-9481540	
Golfing Union of Ireland Carton Demesne, Maynooth County Kildare <u>Lead Officer</u> - Pat Finn	01-45054000	
Junior Golf Ireland, Carton Demesne, Maynooth County Kildare <u>Lead Officer</u> Anne Maria Hughes	01-6290735/353	087-2271509
Irish Sports Council, Top Floor, Block A, West End Office Park, Blanchardstown, County Dublin	01-8608800	
Ombudsman for Children, Millennium House, 52/6 Great Strand Street, Dublin 1.	01-8656800 1890-654-654	
Irish Society for the Prevention of Cruelty to Children, 20 Molesworth Street, Dublin 2.	01-6794944	
<i>Childline</i>	1800-666666 (Freephone)	

COUNTY MEATH GOLF CLUB



DECLARATIONS - JUNIOR LEADERS

1. DECLARATION OF INTENT

I _____ of County Meath Golf Club hereby, acknowledge that I have received a copy of the Clubs Code of Ethics for Golf for Young People document. I also acknowledge that I have read this document and hereby declare my intention to adhere to the Clubs Code of Ethics Document regarding Child Welfare in the Club. I will support initiatives by the GUI; ILGU; Irish Sports Council & Sport NI on matters relating to Children's Sport in Ireland

2. SELF DECLARATION

1. Do you agree to abide by the guidelines contained in the "Clubs Code of Ethics for Golf for Young People"?

Yes [] No []

2. Have you ever been asked to leave a sporting organisation?

Yes [] No []

3. Have you ever been convicted of a criminal offence, been given the benefit of the Probation of Offenders Act, been the subject of a caution; or are you at present the subject of criminal investigations

Yes [] No []

(If you have answered yes, to questions 2 or 3, we will contact you in confidence).

Signed: _____

Print Name: (_____)

Date: _____