Children & Young People Safeguarding Policy

Brampton Park Golf Club · based on England Golf's safeguarding policy and procedures

Approved: 20 October 2026 **Effective from:** 20 October 2026

Applies to: everyone at the Club who comes into contact with children

> **If a child is in immediate danger, call 999.** For any other concern, contact our Club Welfare Officer, Dave Humphreys, Club Welfare Officer: **07540 323182**, **cwo@bramptonparkgc.co.uk**. If he is not available, contact the England Golf Lead Safeguarding Officer: **01526 351824**, **safeguarding@englandgolf.org**.

1. Our commitment

Everyone who works or volunteers with children has a responsibility to keep them safe. Brampton Park Golf Club follows England Golf's safeguarding policy and procedures, and wants every child and young person to enjoy golf in a safe and positive environment.

Key principles

- The welfare of the child is paramount. A child is anyone under 18.
- Every child, whatever their age, race, religion or belief, disability, gender identity or sexual orientation, has the right to be protected from abuse and treated with dignity and respect.
- All concerns and allegations of abuse or poor practice will be taken seriously and responded to quickly and appropriately.
- We will work with children, their parents and carers, England Golf and other agencies to safeguard children in golf.
- We recognise the authority of the statutory agencies and follow the Cambridgeshire and Peterborough Safeguarding Children Partnership procedures, *Working Together to Safeguard Children* (2023), the Children Acts 1989 and 2004, and any law or guidance that replaces them.
- The Club owes a duty of care to children on its premises or taking part in its activities, and that duty is higher than for adults.
- We recognise that some children, for example disabled children, looked-after children or those with communication differences, may be more vulnerable, and we will adapt what we do to meet their needs.

2. What the Club will do

- Appoint a Club Welfare Officer, who is DBS checked and trained, as the first point of contact for any concern.
- Use safe recruitment for everyone who works with children, in line with England Golf guidance.
- Make sure staff, volunteers and coaches have the right safeguarding training for their role.
- Follow England Golf's procedures for reporting concerns and allegations, and make sure staff, volunteers, parents and children know how to raise a concern.
- Risk assess junior activities, and act on what the assessment finds.
- Tell parents and carers how we keep children safe, through our website, the Junior Golf Form and this policy.
- Review this policy at least every three years, or sooner if the law or England Golf guidance changes.

3. Recruitment, DBS and training

Every paid or voluntary role involving children is assessed to decide the checks and qualifications it needs. These will include:

- an application form and a self-disclosure form;
- two references;
- a signed Code of Conduct for their role; and
- an Enhanced DBS check, with a Barred List check where required, for anyone in "regulated activity" with children, following England Golf's DBS guidance. All DBS checks are processed through England Golf.

Regulated activity generally means teaching, coaching, supervising or caring for children once a week or more, on 4 or more days in 30, or overnight. The Club Welfare Officer keeps a confidential record of the checks, qualifications and training of everyone in these roles.

Training: everyone with significant contact with children must complete UK Coaching's *Safeguarding and Protecting Children* course, with a refresher every three years. All staff, volunteers and coaches who work with juniors must read this policy and sign the Code of Conduct for their role.

4. Reporting a concern

If you are worried about a child, or about the behaviour of anyone towards a child, tell the Club Welfare Officer without delay. You do not need to decide whether abuse has happened: your duty is to pass on your concern. Concerns are recorded on an Incident Report Form, shared only with those who need to know, and sent to England Golf.

If a child tells you about abuse

Do

- Stay calm, listen carefully and take it seriously.
- Reassure them they have done the right thing.
- Only ask questions to understand what they mean.
- Explain who you will need to tell, and why.
- Write down what they said, in their words, as soon as possible.

Don't

- Promise to keep it a secret.
- Ask leading questions or push for more detail.
- Investigate the matter yourself.
- Contact the person the allegation is about.
- Delay: it may put the child at further risk.

Parents or carers should be told, unless the concern involves them or telling them could put the child at risk. Anyone can also call the NSPCC Helpline on 0808 800 5000 for confidential advice.

Route 1: a concern about a child's welfare outside the Club, noticed through golf

Immediate danger or urgent medical help needed? Call 999, and tell the hospital there is a child protection concern.

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Tell the Club Welfare Officer, Dave Humphreys, Club Welfare Officer: **07540 323182**, **cwo@bramptonparkgc.co.uk**. Record what the child said or what you saw, with dates and times, on an Incident Report Form.

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The Club Welfare Officer refers the concern to Children's Social Care or the Police if needed, and sends the form to England Golf within 24 hours. If the Welfare Officer is not available, contact England Golf or Children's Social Care directly.

Route 2: a concern about the behaviour of an adult in golf

This includes members, parents, volunteers, staff, PGA professionals, coaches and officials.

Complete an Incident Report Form and tell the Club Welfare Officer. If it is urgent, or the Welfare Officer is not available, refer straight to Children's Social Care or the Police and send them the form within 24 hours.

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The concern is passed to England Golf's Lead Safeguarding Officer. Golf's Case Management Group advises on how the case should be handled, inside golf or by outside agencies, and England Golf makes the final decision.

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Alleged minor poor practice
England Golf helps the Club manage it through its complaints or disciplinary procedures, training or mentoring, or no further action.

Serious poor practice or alleged abuse
A child protection or police investigation, advice from the Local Authority Designated Officer (LADO), and possible temporary suspension of the person while it is investigated.

5. Emergencies, illness and late collection

We hold a Junior Golf Form for every junior, completed online by their parent or carer, with emergency contacts, medical details and consents. It is kept confidential and shared only with those who need it.

If a child needs medical attention: we contact the parents, then the emergency contacts; check the form to see if a club representative may act on the parents' behalf; send an adult with the child, taking the form; and record what happened.

If a parent is late collecting a child: we try the parents and then the emergency contacts, and wait with the child, with another adult wherever possible. If nobody can be reached, contact the Club Welfare Officer, and if necessary the Police for advice. Staff and volunteers must not take the child home or elsewhere, wait alone with them in a car or room, or send them home with anyone else without permission.

6. Supervision and changing rooms

- Coaches risk assess each session to decide supervision levels, and at least two adults should always be present.
- Parents may be asked to stay for activities involving younger children.
- The Club cannot accept responsibility for children left unsupervised at the Club other than for organised coaching, competitions and events.
- **Changing rooms** are used by members and visitors throughout the day. Juniors are supervised in them only at Club-organised events where needed. Parents who do not want their child to use the changing rooms should supervise them there or make sure they do not use them.
- Away trips need written parental consent, full information for parents, appropriately DBS-checked adults, and a named safeguarding lead who is not the team manager.

7. Good practice

Behaviour and positions of trust. Adults who work with children are in a position of trust, must keep appropriate boundaries, and must follow the Code of Conduct for their role. Any sexual activity with a child under 16 is illegal. Since June 2022, the law also makes it an offence for a sports coach to engage in sexual activity with a 16 or 17 year old in their care. Any adult who breaks this will face safeguarding and disciplinary action and is likely to be reported to the Police.

Adults and children playing together is part of what makes golf special and is encouraged, but adults must always put the child's welfare first.

Physical contact must only be to meet the needs of the child and the sport, such as developing technique, preventing injury or giving first aid, and always in the open.

Transport is the responsibility of parents and carers. In exceptional cases, such as team events, the Club may arrange transport with written parental permission, using checked and insured drivers.

Photography and video. We only use images of juniors whose parent or carer has given consent on the Junior Golf Form. We never publish a child's full name with their photo. Consent can be withdrawn at any time through the Club Welfare Officer, and images will be removed within 7 days. Press and other photographers must have the Club's permission and parental consent.

Social media and online contact. Staff, coaches and volunteers must not have private online contact with juniors, and should communicate through parents or group channels. Online or virtual sessions need a risk assessment, parental consent, more than one adult present, and no one-to-one contact.

Bullying, whether physical, verbal, emotional or online, will not be tolerated. Report it to the Club Welfare Officer, who will take it seriously, speak to those involved and their parents separately, apply sanctions where appropriate and keep a written record.

Confidentiality. Juniors' details are kept securely in the office and not shared without parental consent, except where needed to protect a child. Concerns are shared only on a need-to-know basis.

8. Whistleblowing

Anyone who raises a genuine concern, even if it turns out to be unfounded, will be supported and protected. If you feel unable to raise a concern within the Club, contact England Golf on 01526 351824, or the NSPCC Whistleblowing Helpline on 0808 028 0285.

9. Useful contacts

Who	Contact
Emergency	999. Police non-emergency: 101
Club Welfare Officer	Dave Humphreys: 07540 323182, cwo@bramptonparkgc.co.uk
England Golf Lead Safeguarding Officer	01526 351824, safeguarding@englandgolf.org National Golf Centre, The Broadway, Woodhall Spa, Lincolnshire LN10 6PU
Cambridgeshire Children's Social Care	0345 045 5203 (Monday to Friday, 9am to 5pm) Out of hours: 01733 234 724
Local Authority Designated Officer (LADO), Cambridgeshire	01223 727 967 (professionals, office hours), LADO@cambridgeshire.gov.uk Out of hours: 01733 234 724
NSPCC Helpline	0808 800 5000, help@nspcc.org.uk
NSPCC Whistleblowing Helpline	0808 028 0285
Childline (for children and young people)	0800 1111, childline.org.uk
NSPCC Child Protection in Sport Unit	thecpsu.org.uk
SafeGolf questions at the Club	Lucy Beadles, events@bramptonparkgc.co.uk

10. Supporting documents

These are based on England Golf's templates and are available from the Club Welfare Officer:

- Volunteer and staff application, self-disclosure and reference forms
- Codes of Conduct for staff, coaches and volunteers; young golfers; and parents and carers
- Junior Golf Form (online), covering profile, emergency details, consents and photography
- Incident Report Form and Accident Report Form
- Managing challenging behaviour
- Managing young people on away trips
- Guidance for parents, and a short guide for club members
- England Golf DBS flowchart, categories of child abuse, and whistleblowing, social media, photography and anti-bullying guidance

Approval

Approved by: Greg Tack, Golf Operations Manager · **Signed:** GT · **Date approved:** 20 October 2026