Norfolk Premier Golf

Children & Young People Safeguarding Policy & Procedures

Document Owner: Managing Director
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1. Policy Statement

Norfolk Premier Golf is committed to safeguarding the welfare of all children and young people involved in our activities.

We recognise that safeguarding is a fundamental responsibility and that all children have the right to participate in golf in a safe, positive, and enjoyable environment.

Safeguarding is embedded into our culture, operations, and decision making.

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2. Definition of a Child

A child or young person is defined as:

- Anyone under the age of 18

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3. Core Principles

Our safeguarding approach is built on the following:

- The welfare of the child is paramount
- All children have the right to protection from harm
- All concerns are taken seriously and acted upon
- Children must be treated with dignity and respect
- Safeguarding is everyone's responsibility

We operate in line with:

- Children Act 2004
- Working Together to Safeguard Children
- Local safeguarding guidance

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4. Our Commitment

Norfolk Premier Golf will:

- Provide a safe environment for all junior participants
- Ensure robust systems for reporting and managing concerns
- Support staff and volunteers in understanding their responsibilities
- Work in partnership with parents, carers, and safeguarding agencies
- Ensure safeguarding is actively implemented across the business

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5. Responsibilities

5.1 All Staff, Coaches and Volunteers

All staff must:

- Put the welfare of children first
- Follow safeguarding procedures at all times
- Report any concerns immediately
- Maintain appropriate professional boundaries

5.2 Welfare Officer

The Welfare Officer will:

- Act as the lead safeguarding contact
- Manage and report concerns
- Liaise with England Golf and external agencies
- Maintain safeguarding records

5.3 Management

Management will:

- Ensure safe recruitment practices
- Provide safeguarding training where required
- Monitor safeguarding standards
- Review policies regularly

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6. Safe Recruitment and Training

To ensure suitability of staff working with children:

- Appropriate checks will be carried out including DBS where required
- References and self disclosures will be obtained
- Codes of conduct must be signed
- Safeguarding training will be provided and refreshed regularly

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7. Recognising Abuse

Abuse may include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Indicators may include:

- Changes in behaviour or confidence
- Unexplained injuries
- Withdrawal from activities
- Fear of individuals
- Direct disclosure

Staff are not expected to investigate, only to identify and report concerns.

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8. Responding to Concerns or Disclosure

If a child discloses abuse:

DO

- Stay calm and listen
- Reassure them they have done the right thing
- Take what they say seriously
- Record information accurately

DO NOT

- Promise confidentiality
- Ask leading questions
- Investigate the situation yourself
- Dismiss the concern

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9. Reporting Procedures

All concerns must be reported immediately.

If there is immediate danger:

- Contact emergency services, 999

If not urgent:

- Report to the Welfare Officer
- Welfare Officer will escalate to appropriate safeguarding authorities

All concerns must:

- Be recorded using an Incident Report Form
- Be shared only on a need to know basis

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10. Supervision and Duty of Care

- A minimum of two adults should be present during organised activities
- Appropriate supervision ratios must be maintained
- Parents remain responsible outside organised sessions
- Risk assessments should guide supervision levels

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11. Good Practice Guidelines

Staff must:

- Act as positive role models
- Maintain professional boundaries
- Avoid unnecessary physical contact
- Work in open environments

Children and parents must follow their respective Codes of Conduct.

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12. Managing Behaviour

Responses to behaviour must:

- Be proportionate
- Be explained clearly
- Focus on safety and development

Unacceptable actions include:

- Physical punishment
- Verbal abuse or humiliation
- Withholding basic needs

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13. Transport and Activities

- Parents are responsible for transport unless agreed otherwise
- Written consent is required for club organised transport
- Risk assessments must be completed for trips and events

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14. Photography and Social Media

- Parental consent must be obtained before images are used
- Images will only be used for appropriate purposes
- Staff must follow social media guidelines
- Communication with children must remain appropriate and professional

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15. Anti Bullying

Norfolk Premier Golf has zero tolerance for bullying.

We will:

- Take all concerns seriously
- Investigate incidents
- Apply appropriate sanctions
- Support those affected

Bullying includes physical, verbal, emotional, and online behaviour.

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16. Confidentiality

All safeguarding information will be handled:

- Sensitively
- Securely
- On a need to know basis

The safety and welfare of the child will always take priority.

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17. Emergencies and Incidents

- Parental consent forms must be held for all junior participants
- Parents will be contacted immediately in the event of an incident
- Emergency contacts will be used if parents are unavailable
- A responsible adult will accompany a child if medical attention is required
- All incidents must be recorded

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18. Key Contacts

- **Welfare Officer:** Grant Pointer
- **England Golf Safeguarding:** 01526 351824
- **NSPCC Helpline:** 0808 800 5000
- **Local Children's Social Care:** 0344 800 8020
- **Emergency Services:** 999

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19. Monitoring and Review

This policy will be:

- Reviewed annually
- Updated in line with legislation
- Embedded into daily operations

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20. Statement of Responsibility

Norfolk Premier Golf is committed to ensuring safeguarding is an active responsibility across the organisation.

All staff, coaches, and volunteers are expected to uphold this policy at all times.

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21. Sign Off

Managing Director
Norfolk Premier Golf

Signature:

Date: 01/05/2026