

It is not your duty to investigate

It is your duty to report concerns

Always seek advice if you are unsure

CONTACTS

Local Social Work Department
.....

Local Police Office
.....

Parentline Scotland
0808 800 2222

Childline Scotland
0800 1111

(name of Club) **Child and Adult Protection Officer**
.....

Scottish Golf Union
Child and Adult Protection Officer
01382 549500 ext. 515

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The Protection of Children and Young People

(name of Club) wishes to safeguard the welfare of all employees and volunteers involved with *(name of Club)* activities.

It is the responsibility of all associated with the *(name of Club)* to help prevent all types of abuse of children and young people.

QUICK GUIDELINES

Insert your CLUB LOGO

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QUICK GUIDELINES

The Protection of Children and Young People

Promoting Good Practices:

Always:

- ✓ set an example of good behaviour and avoid drinking and use of foul language when in contact with children
- ✓ make golf fun and encourage good etiquette and correct sporting behaviour
- ✓ treat all children equally, putting their welfare before winning or achieving goals
- ✓ give constructive feedback
- ✓ challenge unacceptable behaviour, language and bullying
- ✓ report any allegations or suspicions of abuse

Avoid:

- favouring certain children over others
- spending excessive amounts of time alone with a child, e.g. in a car, mini-bus, walking home, and especially in changing rooms
- unnecessary physical contact, including minimum contact during coaching
- sharing rooms with children on overnight trips

Never:

- x engage in rough, physical or sexually provocative games
- x make sexually suggestive comments or gestures to a child
- x form intimate emotional or physical relationships with children
- x reduce a child to tears as a form of control
- x allow allegations made by a child to go unrecorded or not acted upon

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How to react if a situation arises:

If a child tells you about abuse:

1. stay calm and listen to the child without interrupting – they will often be frightened and feeling very vulnerable
2. reassure them that they were right to tell you, and they are not to blame
3. do not make promises or guarantee confidentiality – let them know that you MUST inform someone in authority
4. take what the child says seriously, and DO NOT INVESTIGATE
5. report immediately to the Club Child and Adult Protection Officer, or if unavailable, the police or social work department
6. record, sign and date the information and pass immediately to the Club Child and Adult Protection Officer
7. if the child is at immediate risk seek advice from the police or social work department

If you suspect abuse or receive an allegation about any adult:

1. remember that the welfare of the child is paramount
2. tell the Club Child and Adult Protection Officer immediately, or if unavailable, the police or social work department
3. record, sign and date the information and pass immediately to the Club Child and Adult Protection Officer
4. try to ensure that no-one is placed in a position that may cause further risk or concern

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