



## **The Clontarf Golf and Bowling Club Code of Ethics**

**Our Policies, Codes of Conduct, Guidelines and Procedures for  
the protection and welfare of our Junior Members**

**16<sup>th</sup> January 2024**

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## **GLOSSARY**

### **Club Children's Officer (CCO)**

Children's Officers are appointed within golf clubs to act as a resource for children and to represent them at committee level. Their primary aim is the establishment of a child centred ethos within the club. The CCO is the link between children and the adults in the club and takes responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and Junior Leaders, see Appendix 9 for role description.

### **Designated Liaison Person (DLP)**

Designated Liaison Persons are responsible for ensuring that reporting procedures within the Club are followed so that child welfare and protection concerns are referred promptly to TUSLA or the Garda Síochána. The Designated Liaison Person records all concerns or allegations of child abuse brought to his/her attention, and the actions taken following receipt of a concern or allegation of child abuse, see Appendix 9 for role description.

### **Junior Convenor(s)**

The Female and Male Junior Convenors of the Club coordinate all aspects of Female and Male Junior Golf in the Club and are referred to in the Club Constitution. They are members of the respective Men's and Ladies' Committees, and their responsibilities are set down in the rules of each respective Club, including those in relation to disciplinary matters and the safeguarding of the well-being of Junior Members.

### **Junior Leaders**

For the purpose of this document, all adults involved in junior golf who work with and/or facilitate children to learn and compete in golf are referred to as Leaders. This includes, staff and coaching professionals, Junior Convenors and Junior Club volunteers.

### **Junior Member /Junior/Young People/Children**

A child or young person is defined by the Child Care Act 1991 as any person under the age of 18, unless they have been married. The terms "junior member, juniors, young people and children" will be used interchangeably in the text to refer to those members in the Club who are under 18 years of age.

**NVP** is the National Vetting Procedure operated by An Garda Síochána

### **Parent**

Parent means parent, guardian or carer.

### **Relevant Person**

As defined in the Children First Act 2015, this means a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider's Child Safeguarding Statement.

**Relevant Service:** Any work or activity specified in the Children First Act 2015, this means any work or activity specified in Schedule 1 of that Act.

## 1. INTRODUCTION

This document sets out the new Safeguarding Policy of The Clontarf Golf and Bowling Club as adopted by the Management Committee on 16<sup>th</sup> January 2024.

As a provider of recreational, leisure, social and physical activities for children, The Clontarf Golf and Bowling Club falls within the definition of a relevant service under the Children's First Act 2015. Consequently, we are required to have safeguarding policies and procedures in place which meet the requirements of this legislation and the Children First National Guidance 2017. This includes the appointment of a Club Children's Officer who will be the relevant person for the purposes of the legislation and Designated Liaison Persons who are responsible for reporting allegations of child abuse to the statutory authorities.

The process to develop this safeguarding policy has been overseen by a newly established Safeguarding Sub-Committee comprising our Club Children's Officer, Designated Liaison Persons, the Junior Convenors and representatives of the Trustees, Management Committee and Bowling Club.

The Sub-Committee has reviewed the Club's existing policies and practices in relation to safeguarding and the operation of the Junior Club having regard to the most up to date legislation and guidance from Golf Ireland in this area. This process identified a number of changes to policies and procedures that are being implemented to ensure the operation of our Club fully complies with national legislation and best practice in relation to the protection and welfare of children.

### **Risk Assessment**

In line with the requirements of the Children First National Guidance 2017, the Sub-Committee has also carried out a safeguarding risk assessment which examined all aspects of our practices from a safeguarding perspective, **see Appendix 1**. This Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring and gives the required policy, guidance and procedures required to mitigate these risks. The Sub-Committee has also engaged with the Audit and Risk Committee in relation to this risk assessment (and it has been incorporated into the Club's Risk Register).

The Clontarf Golf and Bowling Club also commits to participation in and the timely completion of the Golf Ireland Safeguarding audit process. We will respond to any improvement actions that are identified through the Golf Ireland Audit process and will co-operate fully with any review that may be commissioned by Golf Ireland.

### **Child Safeguarding Statement**

Our Child Safeguarding Statement is a written statement that sets out our commitment to providing a safe, and supportive environment for our Junior members, the policies and procedures we have adopted to ensure our junior members are safe from harm, and to manage any identified risks. Our Child Safeguarding Statement is **at Appendix 2**. This is published on our website and is also displayed in the Clubhouse, the Pro Shop and the Bowling Pavilion.

### **Implementation and review**

All members of the Club and staff should familiarise themselves with and are obliged to comply with this policy, as we all have responsibilities for child protection, while playing golf on the course with children or when they are in our company, whether members or visitors. The Sub-Committee will monitor the implementation of this policy and report to the Management Committee on a regular basis. A review of

the policy will be undertaken every 2 years or in the event of any changes in either legislation or guidance from Golf Ireland.

This policy will be operated in conjunction with the Club's other policies, including the policy on Data Protection available on the club website. If at any stage you have views to offer on the way our safeguarding policy is operated, they will always be welcomed. All comments should be submitted to the Club's Children's Officer and Club Secretary at [clubsec@clontarfgolfclub.ie](mailto:clubsec@clontarfgolfclub.ie)

**Management Committee**  
**19 September 2023**

## **2. SAFEGUARDING: OUR CORE VALUES AND PRINCIPLES**

The Clontarf Golf and Bowling Club believes everyone should be able to enjoy golf in a safe environment. We also believe that every person within the organisation, whether in a paid or voluntary position, has a responsibility to protect and safeguard children.

Our aim to create a safe, positive and nurturing environment where all junior members can learn important values including honesty, teamwork, and fair play, learn how to respect themselves and others, and develop a healthy relationship with competition at whatever level they are participating. Promoting a child centred ethos goes hand in hand with identifying and eliminating practices that impact negatively on safe and enjoyable participation in junior golf and bowling.

Our approach to safeguarding is underpinned by the following principles and values.

- Respect for the rights of children as paramount.
- Providing opportunities for every junior member to gain a positive experience of golf.
- Involving junior members in decision making and providing opportunities for them to be heard.
- Ensuring that all members, staff, volunteers and parents are aware of our safeguarding policy and know what to do and who they can speak to if they have any concerns.
- Training, supporting and supervising members of staff and volunteers to abide by this safeguarding policy.

## **3. SAFEGUARDING POLICIES, PROCEDURES AND PRACTICES**

In carrying out the risk assessment and producing a Child Safeguarding Statement we have identified and adopted the following policies and guidelines for how we safeguard children and young people.

### **3.1. SAFE RECRUITMENT**

The vast majority of leaders, staff and volunteers will help out in the Junior and Bowling Clubs through a genuine desire to see children develop within golf and bowling and to providing a fun and positive experience for the children. Unfortunately, the reality is that a small minority of people will join a sporting club as an opportunity to gain access to children with the purpose of developing inappropriate intimate relationships. They will create an air of acceptability about their role, justifying their close contact with children. People who commit sexual offences against children often first gain the trust of people around the child, such as their family and friends. Those who commit offences work hard to portray themselves as caring and trustworthy and they befriend their victims to break down barriers before an offence may be committed.

In order to safeguard young people against such risks, we will take all reasonable steps to ensure that leaders who have roles with the Junior and Bowling Clubs are appropriate and suitable to these roles. The process by which we will select leaders and the requirements in relation to taking on such a role are set out in **Appendix 3**. These include:

- a) undertaking the appropriate vetting checks
- b) undertaking safeguarding training
- c) signing of codes of conduct

### **3.2 STANDARDS OF BEHAVIOUR**

The behaviour of employees, leaders and members should reflect the high standards of our Club and all that is good within our sport. Fair play in all competitions is expected.

In line with recommended best practice, all leaders, junior members and their parents will be asked to adhere to the Codes of Conduct set out in **Appendix 4**. The objective of these Codes is to ensure that everyone involved with the Junior and Bowling Clubs know what behaviours are acceptable and what are not. Putting this requirement in place seeks to minimise the opportunity for children to suffer harm, protect staff and volunteers from false allegations, and to inform parents of the child-centred ethos of our Clubs and the expectations of them in relation to their child's involvement in the Clubs. Having these Codes in place will also ensure consistency of practice and promote the safety, protection, and enjoyment of juniors while giving staff and volunteers the confidence to carry out their roles with regard to support, supervision, training needs and disciplinary actions.

Leaders will be required to sign Codes of Conduct on an annual basis. Juniors and parents will be required to confirm acceptance of the Codes on an annual basis.

### **3.3 SAFE ENVIRONMENT**

Golf Ireland recommends that Golf Clubs adopt a number of policies and practices aimed at providing and positive safe environment for Junior members and to mitigate the risks of harm arising. These include having appropriate ratios of supervision in place and guidance in relation to being alone with juniors, guidance on, transport and travel, the use of photography, social media, mobile phones, and changing rooms, the use of the course by juniors on their own and when playing with adults. Drawing from guidance provided by Golf Ireland, the Guidelines for the Provision of a Safe Environment set out in **Appendix 5** will apply to the operation of the Junior Golf Club.

### **3.4 BULLYING**

Bullying can occur between an adult and young person, and young person to young person. It may include unwanted verbal, physical, psychological, online or texting behaviours which cause distress and harm to the person targeted. The competitive nature of sport can create an environment that provides opportunities for bullying. The bully may be a parent who pushes too hard, a coach who adopts a win-at-all costs philosophy, a young player who intimidates another player or anyone who places unfair pressure on a junior member.

The damage inflicted by bullying behaviour can frequently be underestimated. It can cause considerable distress to juniors, to the extent that it affects their health and development, or at the extreme, cause them significant harm. Even for those not directly targeted, bullying behaviour can have a negative effect on how safe they feel, concerned all the time that they could be next or feeling guilty for not being able to help a friend.

Junior Club leaders and parents/guardians have a key role to play in recognising potentially bullying behaviours involving a Junior member and in taking steps to address them. Golf Ireland has provided detailed guidance for Golf Clubs on what constitutes bullying and how it should be tackled. This guidance is attached at **Appendix 6**

### **3.5 CHILD ABUSE CONCERNS AND REPORTING PROCEDURES**

All staff and volunteers should be alert to the possibility that children with whom they are in contact may be being abused or at risk of being abused. They should know how to recognise and respond to the

possibility of abuse or neglect, so as to ensure that the most effective steps are taken to protect a child and to contribute to the ongoing safety of children.

The guiding principles on reporting child abuse or neglect is summarised as follows:

- a. The safety and wellbeing of the child must take priority over concerns about adults against whom an allegation may be made.
- b. Reports of concerns should be made without delay to Tusla/An Gardaí Síochána

It is not the responsibility of anyone working in a paid or voluntary capacity in The Clontarf Golf and Bowling Club to take responsibility or to decide whether or not child abuse is taking place. However, there is a responsibility on all individuals (paid or voluntary) to protect children, which means if you have a concern you must report it in order for the appropriate agency to make enquiries and take any necessary action to protect the young person.

Under no circumstances should any individual be left with a worry or concern about a child. Individuals should feel free to discuss any concern with the Club's Designated Liaison Persons or Golf Ireland's National Children's Office. All concerns will be treated in confidence. Details should only be shared on a "need to know" basis with those who can help with the management of the concern.

Golf Ireland has prepared detailed guidance on how to recognise potential child abuse, the reporting process to the statutory authorities which should be followed in relation to potential concerns of abuse and the process for management of allegations of abuse against staff members or volunteers. This guidance as set out in **Appendix 7**.

### **3.6 SAFEGUARDING COMPLAINTS, DISCIPLINARY AND APPEALS PROCESS**

In accepting our Codes of Conduct, leaders, junior members and their parents commit to upholding standards of behaviour that will provide a positive and safe environment. Where through observation, or the receipt of an allegation or complaint, that behaviour has fallen short of these standards, this will be regarded as poor practice and is a potential safeguarding issue. Efforts will be made to address all issues of poor practice without recourse to formal procedures. However, if this is not successful, or if the allegation or complaint involves potential serious misconduct, the Safeguarding Disciplinary Process set out in Appendix 8 may be instituted.

Any complaint or allegation involving a Junior member under 18 years of age will be dealt with in accordance with this process. Where complaints or allegations involve only adult members of the Club, the processes outlined Club's Disciplinary and Appeals Procedures, will be followed.

**16<sup>th</sup> January 2024**



## **APPENDIX 1: RISK ASSESSMENT**

This risk assessment considers the potential for harm to come to children whilst they are in the care of The Clontarf Golf and Bowling Club and indicates the areas of potential risk of harm, the likelihood of the risk occurring and gives the required policies, procedures and guidance documents being adopted to alleviate these risks. This has been discussed by the Safeguarding Committee and signed by the Club Children's Officer on the date below.

This risk assessment precedes The Clontarf Golf and Bowling Club Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) and in accordance with the requirements of Section 11 (1) of the Children First Act 2015 the risk is of abuse and not a general health and safety risk.

**All policies/procedures listed below are in The Clontarf Golf and Bowling Club's Safeguarding Policy.**

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility in Club	Further action required ...
<b>RECRUITMENT/TRAINING</b>				
Recruitment of inappropriate people	H	Recruitment policy Vetting procedures (ref Appendix 3 of SG Policy)	Men's and Ladies' Committees, Club Professional, Club Secretary	Ongoing
Lack of Clarity on roles, no role descriptions or inadequate descriptions	M	Recruitment policy [ref Appendix 3 of SG Policy] and Guidelines for the operation of the Junior Club	Men's and Ladies Committees, Junior Sub Committee	
Safeguarding training/Garda vetting not completed or renewed	H	Training and Vetting requirements specified in Appendix 3 of SG Policy Member/Staff records to be updated when complete	Club Secretary, Club Professional	Flag to be added to member/staff records to identify when training /Garda vetting requires renewal
<b>CLUB FACILITIES</b>				
Photography, filming or recording in prohibited areas	H	Appendix 5 of SG Policy (ref paras 5 &6) and Codes of Conduct	Safeguarding Sub-Committee	Notices to be displayed in changing rooms/toilets prohibiting taking of photographs
Children sharing facilities with adults e.g. dressing room, showers etc.	H	Safeguarding policy (ref Appendix 5)	Safeguarding Sub-Committee	Notices to be displayed in changing rooms noting shared facilities with children

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/National	Further action required ...
<b>COMPLAINTS &amp; DISCIPLINE</b>				
<b>Behaviour does not meet standards expected for Club members and staff</b>	<b>H</b>	SG Policy, Codes of Conduct for leaders, juniors and parents,  SG Policy (ref Appendix 6 Anti-bullying guidelines and Appendix 8 Disciplinary and Appeals procedures	Club Secretary, CCO, Junior Convenors,	Codes of Conduct to be signed /accepted every year and member/staff records updated
<b>Lack of awareness for juniors, parents, members of child abuse reporting procedures.</b>	<b>H</b>	Reporting procedures are set out in SG policy [ref Appendix 5] CCO and DLPs have been appointed and completed relevant Safeguarding training	Safeguarding Sub-Committee	Ensure the Safeguarding policy, identity and roles of DLPs and CCO are widely publicised
<b>Not clear who Junior, parent or member should talk to about child abuse concerns or bad behaviour</b>	<b>M</b>	Names and contact details for Club Children's officer and Designated Liaison Persons are publicised	Safeguarding Sub-Committee	Publicise contact details and CCO and DLPs attend Junior Information day

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/National	Further action required ...
<b>COMMUNICATIONS AND SOCIAL MEDIA</b>				
<b>No communication of Child Safeguarding Policy, Statement or Codes of Conduct to members or staff</b>	<b>H</b>	Safeguarding Policy is communicated to members and staff Safeguarding Statement and Risk assessment are publicised	Safeguarding Sub-Committee	Plan for publishing Child Safeguarding Policy, Statement and Risk Assessment and proactive communication of golf club values and safeguarding standards  Ongoing review
<b>Unauthorised photography &amp; recording of activities</b>	<b>M</b>	Safeguarding Policy (ref Appendix 5) ,Codes of Conduct for leaders, juniors and parents and junior application form	Any concerns to be notified to Club Children's Officer/Junior Convenors	
<b>Inappropriate use of social media and communications</b>	<b>H</b>	Safeguarding Policy (ref Appendix 5) ,Codes of Conduct for leaders, juniors and parents and Junior application form	Any concerns to be notified to Club Children's Officer/Junior Convenors	

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/National	Further action required ...
<b>GENERAL RISK OF HARM</b>				
<b>Lack of awareness of ‘risk of harm’ with members and staff</b> Harm can be <ul style="list-style-type: none"> <li>• child to child</li> <li>• leader to child</li> <li>• member to child</li> </ul>	<b>H</b>	Safeguarding policy Child Safeguarding Training for leaders	SG Sub-Committee Club Professional Club Secretary	Ongoing
<b>No guidance when travelling or on overnight trips</b>	<b>H</b>	SG Policy (ref Appendix 5- guidelines for Safe Environment), Consent forms for away trips.	Junior Convenors Club Secretary	Team managers to be notified of Safeguarding requirements and parental consent forms completed
<b>Lack of adherence with procedures in Safeguarding policy</b>	<b>M</b>	Safeguarding Sub Committee to keep implementation under review	Safeguarding Sub-Committee	Ongoing

Explanation of terms used:

- **Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities within The Clontarf Golf and Bowling Club.
- **Likelihood of harm happening** – the likelihood of the risk occurring is measured as Low/Medium or High.
- **Required Policy, Guidance and Procedure document** – indication of the policy in place to alleviate the risk.
- **Responsibility** – indicates where the responsibility for alleviating the risk lies.
- **Further action** - indicates further action that might be necessary to alleviate any risk ongoing.

This Risk Assessment document has been discussed by the Safeguarding Sub-Committee and completed on 23 August 2023

Signed:

Name: Peter Bergin

Role: Club Secretary

Date: 23 August 2023

Signed:

Name: Anne Donnelly

Role: Club Children's Officer

Date: 23 August 2023

**APPENDIX 2: CHILD SAFEGUARDING STATEMENT 2023**

The Clontarf Golf and Bowling Club is fully committed to safeguarding the wellbeing of juniors. Every individual in golf should at all times, show respect and understanding for all member’s rights, safety and welfare and conduct themselves in a way that reflects the principles of The Clontarf Golf and Bowling Club’s Safeguarding Policy. This policy has been developed in line with the requirements of the Children’s First legislation and recommended best practice and guidance provided by Golf Ireland. It includes:

- Processes for the recruitment and training of staff and volunteers who have roles in relation to the Junior Club,
- Guidance for providing a safe environment for Junior Club activities
- Procedures for reporting child protection or welfare concerns to Statutory Authorities
- Procedures for the management of allegations of abuse or misconduct by staff or volunteers
- Guidance and recommendations for addressing bullying
- Procedures for dealing with complaints of poor practice and disciplinary procedures.

The Clontarf Golf and Bowling Club’s first priority is the welfare of juniors. We are committed to providing an environment that will allow participants to perform to the best of their ability, free from neglect, emotional, physical and sexual abuse, bullying and intimidation. Our policy requires all leaders within The Clontarf Golf and Bowling Club to undergo the necessary Garda Vetting sign codes of conduct and complete the appropriate safeguarding training as required by legislation and best practice.

In developing our Safeguarding Policy we have undertaken a Risk Assessment to assess the areas of potential risk of harm, the likelihood of the risk occurring and identified the required policy, guidance and procedures required to alleviate these risks. The list of risks identified and procedures to manage these risks are in the following categories

Risk Identified	Procedure in place to manage risk identified
<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>○ Recruitment of inappropriate people.</li> <li>○ Lack of clarity on roles.</li> </ul> <p>Safeguarding training/Garda vetting not completed as required</p>	<ul style="list-style-type: none"> <li>○ SG Recruitment policy/ Vetting procedures</li> <li>○ SG Recruitment Policy, Guidelines for the operation of the Junior Club</li> <li>○ Member/staff records to be flagged when training/vetting required</li> </ul>
<p><b>Use of Facilities</b></p> <ul style="list-style-type: none"> <li>○ Photography, filming or recording in prohibited areas.</li> <li>○ Children sharing facilities with adults e.g. Changing rooms, showers etc</li> </ul>	<ul style="list-style-type: none"> <li>○ SG Policy Appendix 5 and notices to be displayed</li> <li>○ SG Policy Appendix 5 and notices to be displayed</li> </ul>

<p><b>Complaints &amp; Discipline</b></p> <ul style="list-style-type: none"> <li>○ Behaviour does not meet standards expected of members and staff</li> <li>○ Lack of awareness of child abuse reporting procedures</li> <li>○ Not clear who juniors, parents, members can talk to about concerns</li> </ul>	<ul style="list-style-type: none"> <li>○ Codes of Conduct /Complaints &amp; Disciplinary procedures</li> <li>○ Publicise SG policy identity and roles of DLPs and CCO</li> <li>○ CCO and DLPs attend Junior information meeting.</li> </ul>
<p><b>Communications and Social media</b></p> <ul style="list-style-type: none"> <li>○ No communication of Child Safeguarding Policy, Statement or Codes of Conduct to staff/members.</li> <li>○ Unauthorised photography &amp; recording of activities.</li> <li>○ Inappropriate use of social media &amp; communications.</li> </ul>	<ul style="list-style-type: none"> <li>○ Child Safeguarding Statement (display) / Code of Conduct (distributed to all working with children).</li> <li>○ SG Policy Appendix 5 guidelines for a safe environment</li> <li>○ SG Policy Appendix 5 guidelines for safe environment / Codes of conduct.</li> </ul>
<p><b>General risks of harm</b></p> <ul style="list-style-type: none"> <li>○ Lack of awareness of ‘risk of harm’ with members and staff.</li> <li>○ No guidance when travelling or for overnight trip</li> <li>○ Lack of adherence with procedures in Safeguarding policy</li> </ul>	<ul style="list-style-type: none"> <li>○ Safeguarding Policy /Child Safeguarding Training for all leaders</li> <li>○ Codes of Conduct, Complaints and Disciplinary procedures</li> <li>○ SG Appendix 5 Guidelines for Safe environment/ Consent forms</li> <li>○ Codes of Conduct, Complaints &amp; Disciplinary procedures.</li> <li>○ Safeguarding Sub-Committee to keep implementation under review</li> </ul>

Our completed written Risk Assessment document is also available at Appendix 1 of our Safeguarding Policy on the Club website.

For further information in relation to safeguarding juniors or if you have a concern please contact our Club Children’s Officer/Designated Liaison Person person(s) below. If you feel that a junior is in immediate danger contact Tusla/or An Garda Síochána

**Designated Liaison Persons – Patricia McCrossan/Gerry Cullen at [dlp@clontarfclub.ie](mailto:dlp@clontarfclub.ie)**



**Club Children's Officer: Anne Donnelly at [cco@clontarfgolfclub.ie](mailto:cco@clontarfgolfclub.ie)**

**Signed:** Peter Bergin

**Club Secretary**

**Date: 23 August 2023**

**On behalf of The Clontarf Golf and Bowling Club**

**Phone no: (01) 8331892**

**APPENDIX 3: SAFE RECRUITMENT PROCEDURES**

Role Title	Role Description	Recruitment /Appointment process	Safeguarding requirements	Record Keeping
Junior Convenor	The role of the Junior Convenor is set out in paragraph 7.7.1 of the Rules of the Men’s and the Ladies Clubs and in the Guidelines for the Junior Convenors and Junior Sub-Committee	<p>To be eligible for nomination to the role of Junior Convenor a person must be a member of the Golf Club for at least 3 years.</p> <p>Nominees will be required to complete the application form at <b>TAB A</b> and submit the names of two referees. The application form and names of referees should be submitted by the nominees to the respective secretaries of the Men’s and Ladies’ and Bowling Clubs.</p> <p>The names of the nominees will be submitted to the respective Club AGMs for election.</p> <p>The nominees under the rules of the men’s and ladies’ clubs will have a proposer and seconder. The nominations are required to be submitted on or before a specific date prior to the respective clubs’ AGM.</p> <p>Following their election at the respective AGM a letter will issue to the Junior Convenors from the Ladies’ or Men’s Club Secretary attaching the Junior Club guidelines and outlining</p>	<p>Completion of Garda vetting (to be renewed every 3 years).</p> <p>Completion of Safeguarding 1 training course (every 3 years)</p> <p>Signature of Leaders Code of Conduct (annually)</p>	<p>Member records updated on completion of vetting/course.</p> <p>Signed Codes of Conduct to be returned to Club Secretary to be attached to member records</p>

		<p>the requirements for the role in relation to safeguarding.</p> <p><i>See suggested draft letter at <b>Tab B</b></i></p>		
Junior Club volunteer	<p>Rule 12.1.4 of Men's and Ladies Clubs provide that they shall appoint up to 6 volunteers to be members of the Junior Sub-Committee.</p> <p>The role of Junior Club volunteers is to assist the Junior Convenors in all aspects of their role as set out in the Guidelines for the operation of the Junior Club.</p>	<p>The process of identifying and selecting volunteers for the Junior Club will be overseen by the Men's and Ladies' Club Committees.</p> <p>Volunteers will be required to complete the application form at <b>Tab A</b> and submit the names of two referees.</p> <p>Following their selection, a letter will issue from the Ladies' or Men's Club Secretary attaching the Junior Club guidelines and outlining the requirements for the role in relation to safeguarding.</p>	<p>Completion of Garda vetting.</p> <p>Completion of Safeguarding 1 training course.</p> <p>Signature of Leaders Code of Conduct</p>	
Professional/ Coaching and pro shop staff	Description of role is set out in employment contract	Application form/reference checks at Tab A	<p>Completion of Garda vetting.</p> <p>Completion of Safeguarding 1 training course</p> <p>Signature of Leaders Code of Conduct</p>	<p>Club professional responsible for all aspects of recruitment. Garda vetting and training of staff and signature of Code to be updated in Club records.</p>

TAB A

**EMPLOYEE/ VOLUNTEER APPLICATION FORM  
(FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN)**

All information received in this form will be treated confidentially and in accordance with the data protection policy of The Clontarf Golf and Bowling Club. A copy of this document along with any references provided will be attached to your Member record. No hard copies will be retained.

**Position applied for:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Previous work/ voluntary experience / relevant qualifications:**

**Do you agree to abide by The Clontarf Golf and Bowling Club's Safeguarding**

**Policy and the Leaders Code of Conduct?**

Yes  No

**Have you ever been asked to leave a sporting organisation in the past?**

Yes  No

(if you have answered yes we will contact you in confidence)

Any other relevant information?

---

---

Please supply the names of two responsible people (not relatives) whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.

Name:	Name:
Address:	Address:
Email:	Email:
Tel:	Tel:
Position:	Position:

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**The Clontarf Golf and Bowling Club  
Confidential Reference Form**

The following person has expressed an interest in working/volunteering with The Clontarf Golf and Bowling Club in the role of \_\_\_\_\_ (*insert the position*)

This role involves substantial access to children/young people. As an organisation committed to the welfare and protection of children/young people, if there is any reason you would be concerned about this person being in contact with children/young people please do not complete the form but contact our Club Secretary on 01 8331892.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the role, if he/she is offered the position. We appreciate you being candid, open and honest in your evaluation.

**1. How long have you known this person?**

\_\_\_\_\_

**2. In what capacity?**

\_\_\_\_\_

**3. What skills/attributes does this person have that would make them suited to the role applied for?**

**The following section to be completed for employee positions only**

**Please rate this person in the following areas, please tick one box for each statement**  
(*Golf Ireland template box to be inserted*)

**Poor    Average    Good    Very Good    Excellent**

**Responsibility**

**Maturity**

**Self-Motivation**

**Can motivate others**

**Energy**

**Trustworthiness**

**Reliability**

**Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_**

**Position/Organisation: \_\_\_\_\_**

**For Official Use Only**

Date application received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Interview: \_\_\_\_/\_\_\_\_/\_\_\_\_

Interviewed by:

1. \_\_\_\_\_

2. \_\_\_\_\_

Reference received and are satisfactory

Yes

No

Comments:

---

---

Statutory vetting completed & returned (if applicable)

Yes

No

Proof of applicant's identification received: )

Yes

No

Recommendation:

---

---

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**TAB B: Draft letter to issue to Junior Convenors**

Dear (JC nominee)

On behalf of the CGC [Ladies'/Men's] Committee, I would like to thank you for accepting the nomination as Junior convenor for the incoming year. This is a hugely important role in welcoming Junior members to the Club and supporting them to develop the skills to play golf and fostering an interest and commitment to the game that, for many, may continue into adulthood.

The specific role of the Junior Convenor and byelaws for the operation of the Junior Club are set out in the attached Junior Club Guidelines. As Junior Convenor you will also be a member of the Junior Sub-Committee which is responsible for the operation of the Junior Club and will support you and your volunteer assistants in your roles.

CGC is committed to implementing the highest standards of safeguarding for our Junior Club members in line with statutory requirements and guidelines for best practice recommended by Golf Ireland. Our safeguarding policy, including a Code of Conduct for leaders is [*attached/email or hard copy*]. You should become familiar with all aspects of this policy and will be required to complete the declaration in the Code of Conduct on an annual basis. It is also a requirement of the role that you undertake Safeguarding training and Garda vetting. More information in relation to these requirements will be provided to you by the Club Secretary

Our Children's Officer, Anne Donnelly can be contacted in relation to any questions you may have in relation to our safeguarding policy.

I would like to wish you and the Junior Club every success over the coming year and assure you of the support of the Men's/Ladies' Committee.

*signed*

*Men's Club Secretary/Ladies' Club Secretary*

*A similar letter will issue to Junior Club volunteers*



## **APPENDIX 4.1: LEADERS CODE OF CONDUCT**

This Code of Conduct is part of the Safeguarding Policy of The Clontarf Golf and Bowling Club. Leaders should familiarise themselves with all aspects of the Safeguarding policy. The Code of Conduct sets out the expectations on leaders in relation to their roles in the Junior Club. Leaders should read and agree to abide by these terms. Leaders are required to complete the self-declaration on an annual basis.

Breaches of the Code of Practice will be dealt with in accordance with the Complaints, Disciplinary and Appeals procedures set out in the Safeguarding policy.

### **As a leader in golf I agree that I should:**

- Be positive during sessions and competitions, praise and encourage effort as well as results
- Put the welfare of young person first, strike a balance between this and winning / results
- Encourage fair play and treat participants equally
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately
- Have experience relevant to working with juniors or hold up-to-date qualifications and be committed to the guidelines in the Safeguarding Policy
- Involve parents where possible and inform parents of progress as well as when problems arise
- Keep a record of attendance at training and competitions
- Complete the incident report for any injury or behavioural problems that may arise and action taken
- Report any concerns to the Childrens' Compliance Officer/ Designated Liaison Persons in accordance with our safeguarding policy reporting procedures

### **Where possible I will avoid:**

- Spending excessive amounts of time with children away from others
- Giving preferential treatment to individuals and unfairly rejecting others
- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others
- Taking sessions alone
- Taking children to my home
- Taking children on journeys alone in my car

### **I will never:**

- Use any form of physical punishment or physical force on a child
- Use any form of abusive language
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Form intimate emotional, physical or sexual relationships with children
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child (even in fun). This includes innuendo, flirting or inappropriate gestures and terms
- Take measurements or engage in certain types of fitness testing without the presence of another adult
- Undertake any form of therapy (hypnosis etc.) in the training of children

### **Communication with Parents /Junior members**

To ensure a child reaches their full potential and enjoys their time playing golf, leaders should encourage parents/guardians to consider:

- What do they want their child to get out of golf? Is it the same as what the child wants?
- Does the parent/guardian understand what their child is trying to achieve and what support they need to achieve it?
- Is the parent being the best role model they can be to help their child enjoy their golfing experience?

**Contact by phone**

- Use group texts for communication among players and teams and inform parents of this at the start of the season.
- It is not appropriate or acceptable to have constant contact with an individual athlete.
- Don't use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera.
- Do not send messages late at night

**Self-Declaration**

1. Have you read and understood the CGBC Safeguarding Policy?	
2. Do you agree to abide by the guidelines contained in CGBC' Safeguarding Policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Have you ever been asked to leave a sporting organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Is there any reason you should not be working with young people?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound over Order or are you at present the subject of criminal investigations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>(If you have answered yes to questions 3,4 or 5 above, we will contact you in confidence)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

\_\_\_\_\_  
Printed name of leader/volunteer

\_\_\_\_\_  
Signature of leader/volunteer

\_\_\_/\_\_\_/\_\_\_  
Date

## **APPENDIX 4.2: JUNIORS CODE OF CONDUCT**

The Clontarf Golf and Bowling Club wishes to provide the best possible environment for all juniors involved in golf. This Code of Conduct is part of our safeguarding policy which aims to ensure that we provide a safe and positive environment for juniors to develop their interest and skills in golf, free of abuse or poor practice of any kind. Juniors will be asked to abide by the principles set out in this Code every year when their membership of the Club comes up for renewal.

### **Principles**

Juniors have rights, which must be respected and also have responsibilities to treat other junior members and leaders with fairness and respect.

#### **Juniors are entitled to:**

- Be safe and to feel safe
- Be listened to and believed
- Have fun and enjoy golf
- Have a voice in relation to their activities within golf
- Be treated with dignity, sensitivity and respect
- Participate on an equitable and fair manner, regardless of gender, appearance, age, ability, religion or belief, gender identity, disability, social and ethnic background or political persuasion etc.
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Be safe from risk of bullying behaviour
- Say No to things that make them feel unsafe
- Privacy and Confidentiality

#### **Juniors should always:**

- Be kind to other junior members
- Treat leaders with respect
- Look out for themselves and the welfare of others
- Play fairly at all times, do their best
- Be organised and on time, tell someone if you are leaving a venue or competition
- Respect team members, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers when travelling to away events, representing the Club
- Behave in a manner that avoids bringing golf into disrepute

#### **Juniors should never:**

- Cheat
- Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour
- Shout or argue with officials, teammates or opponents
- Harm team members, opponents or their property
- Use bullying tactics to isolate another player or gain advantage
- Take banned substances, drink alcohol or smoke
- Keep secrets, that may leave them or others at risk

- Tell lies about adults / juniors or spread rumours
- Discriminate against other players on the basis of gender, appearance, age, ability, religion or belief, gender identity, disability, social and ethnic background or political persuasion.

### **Mobile phones**

- If you receive an offensive message, email or photo don't reply to it, save it, make note of times and dates and tell a parent/guardian, the Children's Officer or a responsible adult you trust.
- Be careful about whom you give your number or email address to and don't respond to unfamiliar numbers.
- The taking of photos/videos using mobile phones is expressly prohibited in locker rooms and toilets.

Breaches of this Code of Practice will be dealt with in accordance with the Complaints, Disciplinary and Appeals procedures set out in our Safeguarding policy.

Juniors and their parents are encouraged to talk to the Junior Convenor, Club Children's Officer or Designated Liaison person if they have any concerns or problems.

### **APPENDIX 4.3: CODE OF CONDUCT FOR PARENTS/GUARDIANS**

This Code of Conduct is part of the Safeguarding Policy of The Clontarf Golf and Bowling Club. We would ask all parents to read our Safeguarding policy which can be accessed on our website. We want to help you to support your child to reach their full potential and enjoy their time within golf. To help your child have a positive experience playing golf we would encourage you to consider the following messages:

- Focus on what your child wants to get out of golf
- Be the best role model you can be
- Help your child achieve their potential
- Be respectful of other children and Junior Club leaders
- Communicate with the Junior Club leaders in relation to your child's participation in the Club.

The Club also asks that you accept the following undertakings as a parent/guardian:

- Ensure your child understands and agrees to abide by the Juniors Code of Conduct.
- Be a role model for your child and maintain the highest standards of conduct when interacting with juniors, other parents, officials and organisers.
- Not to interfere with the coach or leader while they are working with players in coaching sessions/events.
- Not to demonstrate threatening or abusive behaviour or use foul language.
- Always behave responsibly and do not seek to unfairly affect a player or the outcome of a game.
- Never intentionally expose any junior to embarrassment or disparagement using flippant or sarcastic remarks.
- Always recognize the value and importance of the staff and Junior leaders who provide sporting and recreational opportunities for your child.
- Do not publicly question the judgement or honesty of referees, coaches or organisers.
- Respect convenors, professionals, coaches, referees, organisers, and other players as well as players, parents and coaches from opposing teams.
- Respect the rules and procedures of golf and encourage your child to play by the rules.
- Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play. Encourage mutual respect for teammates and opponents.
- Ensure you and your child are aware of potentially bullying behaviours, bring any concerns you may have about such behaviours to the Junior Convenor or the Children's Compliance Officer and support all efforts to address such behaviours.

Breaches of this Code of Practice will be dealt with in accordance with the Complaints, Disciplinary and Appeals procedures set out in our Safeguarding policy.

Juniors and their parents are encouraged to talk to the Junior Convenor, Club Children's Officer or Designated Liaison person if they have any concerns or problems.

Parents will be asked to accept the undertakings in this Code each year when their child's membership of the Golf Club comes up for renewal.

## **APPENDIX 5: GUIDELINES FOR PROVIDING A SAFE ENVIRONMENT**

### **1: Supervision of activities**

The playing rights of Junior members of the Club are set out in the Club Byelaws and Guidelines for the operation of the Junior Club. Junior members are entitled to book time slots for playing the course on the timesheet during allotted times. Juniors may also play on the course with adults, both casually and, if they meet the handicap requirements, in adult competitions. This may also involve juniors being selected to play on adult teams for inter club competitions. When this occurs, the Club Secretary will ensure that the relevant Team Managers are made aware of specific safeguarding requirements to follow when giving lifts to and/or overnight stays by juniors.

All adults who play with juniors should be conscious of their responsibility to act as good role models and should always be aware that certain age-related differences do exist and should always conduct themselves in a manner that recognises this.

The Junior Club organises certain activities to help juniors develop their golf skills and play golf competitively. Organised activities for Junior Club members in CGBC include the following:

- Junior Club competitions
- Short game lessons
- Driving range lessons
- Junior Inter Club Competitions
- Planned meetings of Junior Club members organised by a Junior Convenor

The supervision arrangements set out below will apply to the organised activities of the Junior Club only. For Junior Club competitions supervision will be provided until all players have left the first tee box. The Club will not be responsible for providing adult supervision of juniors outside of these activities, including times when they may be playing the course on their own or with other juniors or adults.

For all organised activities there will be at least 2 adults present and if the activity is a mixed event there will be at least one adult of each gender present. The number of adults required to be present will depend on the nature of the event and the number of Juniors attending but CGC will seek to ensure the following adult/child ratios are in place:

- where children are under 12 years of age 1 adult to every 8 juniors attending,
- where children are over 12 years of age 1 adult to every 10 juniors attending,
- where organised activities take place away from The Clontarf Golf Club, a ratio of 1 adult to every 5 Juniors attending will apply.

Adults should avoid being left alone with juniors. Where adults need to talk separately to an individual junior this should be done in an open environment.

Start and finish times for organised events will be clearly communicated in advance to parents. Parents will be very welcome to stay and help supervise any organised activity of the Junior Club.

### **2. Use of locker/changing rooms**

Members, visitors, and juniors are entitled to use the locker/changing rooms in The Clontarf Golf and Bowling Club. This means that people of all ages may need to change and shower during the same period. Parents/guardians will be made aware of this and will be advised to discuss this with their child ensuring

their child is aware of who to talk to if any issues arise in unsupervised areas. Parents can choose to supervise their child while they change or, if juniors are uncomfortable changing or showering in public, they can be encouraged to do this at home.

All adults should exercise care when in the changing rooms at the same time as juniors. Junior Club leaders should also respect the privacy of juniors using the locker rooms and only enter the changing rooms where participants are very young or may require assistance.

Taking photographs of individuals in the locker rooms or toilets in the Clubhouse/Bowling Pavilion at any time is expressly prohibited.

### **3. Transport**

Start and finish times for organised events will be clearly communicated in advance to parents.

It is the responsibility of parents to make arrangements for dropping off and collecting Junior members to organised activities in the Club or at other venues. This includes for away matches where the Junior may be playing as part of an adult team. If parents make arrangements between themselves for dropping off/collecting juniors this is not the responsibility of CGBC unless there are particular concerns about a parent's ability to drive, for example due to the consumption of alcohol.

Where the Club is making travel arrangements for events taking place outside the Club that may involve juniors, and parents are not in a position to provide transport for their children, they should contact the Junior Convenor/Team Manager to discuss and agree appropriate transport arrangements.

If a junior is late being collected efforts should be made to contact the parent or another adult family member to make whatever other appropriate arrangements can be made for collecting the junior. An adult should remain with the junior member at the Club or other venue, preferably with another adult, until they are collected.

### **4. Overnight Trips**

It is not the practice in The Clontarf Golf and Bowling Club to have organised overnight trips for the Junior Club. Where a Junior member may be playing as part of a team and this requires an overnight trip, a parental consent form will be obtained (**see attached Tab 1**). The Team Manager will also discuss and agree the transport and accommodation arrangements with parents in advance. A parent will always be welcome to accompany the Junior member. Junior members travelling without a parent/guardian may only share a room with another Junior of the same gender and similar age.

### **5. Team Manger responsibilities in relation to safeguarding**

The Club Secretary will ensure that all Team Managers are informed of the Club's safeguarding requirements in relation to transport and overnight trips which include Junior members as part of Club teams.

### **5. Photography /video**

The Clontarf Golf and Bowling Club may facilitate the taking of photographs or video footage during organised events of the Junior Club such as the Junior Drive In or Junior inter-club competitions. Such images will generally be posed photos such as during medal ceremonies, presentations or team shots or

action shots where the focus is on the participation in the event rather than the individual junior. Photos should not be taken where the pose is inappropriate.

Photographs may be taken by a nominated member of the Golf Club or a photographer representing the sponsoring body for the event, eg Golf Ireland. Images may be uploaded onto the Club website or social media pages. Personal details of Junior members should not be included in uploaded images.

Parents/guardians or family members who take photos of their child during an event should ensure that images which identify other Junior members are not distributed via social media.

Photos or videos taken by a nominated Golf Club member or a photographer provided by a sponsor should only be stored for defined purposes and must be deleted once no longer required.

Professional Club staff may also use video as part of coaching sessions for Junior members either on an individual basis or in group lessons.

The taking of photographs or videos is expressly prohibited in changing rooms, locker rooms and toilets.

## **6. Mobile phones**

It is recognised that many Junior members will have mobile phones. While there are many benefits for young people and their parents/guardians in using mobile phones, technology has also given direct personal contact between adults and juniors and in some cases adults have used this to cross personal boundaries placing themselves and young people at risk. Guidance in relation to the use of mobile phones is set out in the Codes of Conduct for Junior Leaders, Junior Members and parents.

## **6. Physical Contact**

Golf on occasion requires a 'hands on approach', especially in a teaching or coaching situation, e.g., it may be necessary to assist a Junior Member when learning how to grip the club for the first time. There may also be occasions where a distressed young person needs comfort and reassurance which may include physical comforting such as a caring parent would give. A young person may also wish to mark a success or achievement with a hug or other gesture. Adults should use discretion 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 young person over a period of time. Adults should always meet the needs of the child, be age appropriate and respect any resistance or hesitancy by the young person.

In summary, adults should seek to;

- avoid unnecessary physical contact with children
- explain the reason for and ask permission of the child, if contact is required, for example to aid the demonstration of a specific golf technique
- ensure any necessary contact should be in response to the needs of the Junior Member and not the adult
- physical contact should be in an open environment with the permission and understanding of the participant and parent/guardian.
- It should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves.
- Never engage in inappropriate touching.



## **7. Health and Safety:**

### **7.1 Medical information**

As part of the application process for Junior members, parents/guardians will be asked to provide details of any medical or behavioural conditions that may be relevant for the Club to be aware of in dealing with their child in a safe manner. For example, this may include allergies, medications or other special needs. This information will be shared by the Club Secretary with staff members, Junior Club leaders and Team Managers who may be interacting with the child on an ongoing basis.

### **7.2 Dealing with accidents/emergencies**

As part of the application process parents/guardians will also be asked to provide contact information for adults who should be contacted in the event of an accident or emergency involving their child.

First Aid kits can be accessed in the Pro shop, Restaurant and Bar. A number of staff working in these areas have also completed First aid training. The Junior Convenor will ensure that all Juniors are given the phone numbers for the Pro shop and the Bar. In the event of an accident or incident involving injury to a Junior member out on the course where First aid may be required, the Pro shop/Bar should be contacted.

In any case where there is an immediate concern for the health of a Junior member the emergency services may be contacted without prior contact with the parent/guardian.

A record of any incident, accident or emergency involving a Junior member and the actions taken by Club staff or Junior leaders will be submitted to the Club Secretary (**See attached Tab 2**)

Interclub Competitions: Overnight Parental Consent Form

Dear Parent/Guardian,

The [TEAM NAME] will visit [PLACE NAME AND ADDRESS] for an inter club competition on [DATES]. The team will return to The Clontarf Golf and Bowling Club on [ RETURN DATE AND TIME]

Please complete the form below and return (by email?) to the (Team Manager/Club Secretary) if you are happy for your child to attend/participate on this trip.

I \_\_\_\_\_ as Parent/Guardian of \_\_\_\_\_

give permission for the named, to attend and participate on the trip outlined above.

Childs name: \_\_\_\_\_ D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian contact telephone number: \_\_\_\_\_

Parent/Guardian email address: \_\_\_\_\_

Emergency contact person (if you are unavailable) \_\_\_\_\_

Telephone number: \_\_\_\_\_

Medical Information/Special requirements

Details of Child’s special needs or medical history (i.e. details of any known allergies, conditions or medications). Parents/Guardians are obliged to disclose any information regarding medication which may impact on your child’s welfare or behaviour while participating in this golf event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the event of illness or injury, I give permission for medical treatment to be administered where considered necessary by a *nominated* first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child needs emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

Yes  No

I confirm that I have discussed and agreed the arrangements for the transport and overnight accommodation for my child with the Team Manager.

Yes  No

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

THE CLONTARF GOLF & BOWLING CLUB  
INCIDENT REPORT FORM (to be returned to the General Manager)

OFFICE INFORMATION ONLY:

<p><b>NAME:</b> _____</p> <p><b>ADDRESS:</b> _____          _____          _____</p> <p><b>PHONE:</b> _____</p>	<p><b>MEMBERSHIP CATEGORY:</b>          (please tick category as appropriate)</p> <p>ORDINARY: _____</p> <p>ORDINARY RETIRED: _____</p> <p>5-DAY: _____</p> <p>5-DAY RETIRED: _____</p> <p>INTERMEDIATE: _____</p> <p>INTERMEDIATE STUDENT: _____</p> <p>JUNIOR _____</p> <p>5-DAY CLERICAL: _____</p> <p>LADY: _____</p> <p>COUNTRY: _____</p> <p>CLUBHOUSE: _____</p> <p>BOWLING: _____</p> <p>LIFE HONORARY: _____</p> <p>OTHER: _____</p>
---	---

DESCRIPTION OF INCIDENT (e.g. ball leaving boundary of course)

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **TIME:** \_\_\_\_\_

**DETAILS:**

(include injury / property damage / theft / attack or threatened attack by trespassers / trespassers causing disturbance etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LOCATION OF INCIDENT:**

\_\_\_\_\_

**REPORTED TO:**

\_\_\_\_\_

**ACTION TAKEN:**

(specify: first aid given / ambulance called / gardai notified \_\_\_\_\_)

**WITNESSES:**

(please print)

**NAME:** .....**ADDRESS:** .....

.....**PHONE:** .....

**NAME:**.....**ADDRESS:**.....

.....**PHONE:** .....

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **COMPLETED BY:** .....**SIGNED:** .....

---

## **APPENDIX 6: GUIDANCE ON BULLYING**

### **WHAT IS BULLYING BEHAVIOUR**

Bullying behaviour can be defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

### **TYPES OF BULLYING BEHAVIOUR**

Bullying behaviour exists in many different forms, some are not as obvious as others, but are just as damaging to the victim. Listed below are some of the more common types of bullying, one or more method may be used by the person displaying bullying behaviour.

#### **PHYSICAL**

Physical bullying includes any physical contact that would hurt or injure a person like pushing, hitting, kicking, punching, tripping, etc. Physical bullying can put the person experiencing bullying behaviour at risk of injury and makes them feel powerless. Taking something that belongs to someone else and destroying it would also be considered a type of physical bullying.

#### **VERBAL**

Verbal bullying usually takes the form of name-calling or making nasty remarks or jokes about a person's religion, gender, appearance, sexuality, ethnicity, socio-economic status, or the way they look. It can also include freezing the victim out by exclusion or spreading rumours.

#### **THREATS**

Making threats against a person or their property is also a type of bullying. It can be a threat to damage or take something belonging to the victim or to hurt them physically. Often the threat is not actually carried out, but the fear created by the threat can be enough to upset the person experiencing bullying behaviour.

#### **CYBER**

Cyber bullying is done by sending messages, pictures, or information using electronic media, computers (email & instant messages), mobile phones (text messaging & voicemail) and social networking websites. This activity can be upsetting and harmful to the person targeted. This type of bullying behaviour can allow the person who is displaying bullying behaviour to hide their identity which may have a bigger impact on the person experiencing bullying behaviour.

#### **HOMOPHOBIC**

Homophobic bullying is motivated by prejudice against a person's actual or perceived sexual orientation and gender identity- lesbians, gay males, bisexual, transsexual, or transgender people.

## **RACIST**

Racist bullying is motivated by prejudice against a person's skin colour, cultural or religious background or ethnic origin.

## **THE IMPACT OF BULLYING BEHAVIOUR**

The damage inflicted by bullying behaviour can frequently be underestimated. It can cause considerable distress to juniors, to the extent that it affects their health and development, or at the extreme, cause them significant harm. Even for those not directly targeted, bullying behaviour can have a negative effect on how safe they feel, concerned all the time that they could be next or feeling guilty for not being able to help a friend.

## **RECOGNISING BULLYING BEHAVIOUR**

There are a number of signs that may indicate a person is being bullied:

- Reluctance to come to a venue or take part in activities
- Physical signs (unexplained bruises, scratches, or damage to belongings)
- Stress-caused illness – headaches, and stomach aches which seem unexplained
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven)
- Frequent loss of, or shortage of, money with vague explanations
- Having few friends or drop out of newer members
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed, not eating, reduced concentration, drop in performance)
- Anxiety (shown by nail-biting, fearfulness, tics)

*This list is not exhaustive and there are other possible reasons for many of the above. The presence of one or more of these indicators is not proof that bullying is actually taking place*

## **HOW TO PREVENT BULLYING BEHAVIOUR**

- Ensure that all members follow the Code of Conduct, which promotes the rights and dignity of each member
- Deal with any incidents as soon as they arise
- Use a whole group policy or 'no-blame approach', i.e. working with person (s) displaying the bullying behavior and the group of juniors, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group
- Encourage juniors to negotiate, co-operate and help others, particularly new or children with specific needs
- Offer the person experiencing bullying behavior immediate support and put the 'no blame approach' into operation
- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much
- Never encourage a young person to take the law into their own hands and beat the person (s) displaying the bullying behavior at his/her own game.
- Reassure the person experiencing bullying behavior that they have done nothing wrong. Reinforce that there is a 'right to tell' culture within the club.

## **WHO SHOULD DEAL WITH BULLYING?**

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the Statutory Authorities, dealing with bullying behaviour is normally the responsibility of all Leaders within golf. You should also liaise with the appropriate Club Children's Officer & DLP.

## **USING THE NO BLAME APPROACH**

The **NO BLAME** approach seeks to find a resolution for the young people involved in the bullying behaviour whilst maintaining their relationship within the club or the group.

This is important for young people who often simply want the behaviour to stop, without a need for punishments to be imposed.

The **NO BLAME** approach encourages young people to recognise the impact of their behaviour and then to take responsibility for changing it. By using this approach, a previous relationship between or within a team can often be re-established; this is often a preferred option for the young people involved.

The ethos behind the **NO BLAME** approach is to:

**EXPLAIN** the problem, i.e. that someone seems to be unhappy in the club, seems to be picked on etc. and explain how that person is feeling; this should not accuse anyone.

**ASK** for ideas as to how to help this person

**LEAVE** the individuals involved to check how the behaviour has changed

**SHARE** the responsibility of changing the behaviour and encouraging everyone to speak to a trusted adult if there is bullying behaviour in the club

*The NO BLAME approach does not attempt to get 'confessions', it seeks to get an acknowledgement of behaviour and provides an opportunity for young people to change hurtful behaviour.*

There may be issues that are not resolved through the NO BLAME approach, where behaviour continues. Bullying behaviour is a breach of a code of conduct and may have to be dealt with through a disciplinary process. However, the outcome for young people is far better when issues can be resolved through the NO BLAME approach.

## **NO BLAME APPROACH**

### **STEP 1: MEET WITH THE JUNIOR WHO IS THE TARGET OF THE BULLYING BEHAVIOUR**

If you find that there has been an incident of bullying behaviour, first talk to the young person who is the target of the behaviour. At this stage find out who was involved and what the young person is now feeling. Try asking the following questions:

- What was the behaviour that has caused upset?
- How are you feeling to check if they are emotionally/physically hurt?
- Who was involved in the behaviour, i.e. was it in your own peer group?
- When and where did it happen?
- Make sure you actively listen and advise the young person of the next steps that will be taken, but important also to ask what they want done.
- 

### **STEP 2: MEET WITH ALL INVOLVED**

Arrange to meet with all those involved; this should include those who initiated the bullying behaviour. The meeting should be informal, and it is much better to try to meet the individuals before meeting as a group.

If you meet with a group keep the number controllable and you should only deal with the topic of concern i.e. the culture of cooperation required within the club for everyone to enjoy their time. Make sure everyone knows you are there to get their point of view and find their solutions.

### **STEP 3: EXPLAIN THE PROBLEM**

Talk about the hurt caused in general terms without apportioning blame, e.g. you might suggest the target of the bullying behaviour doesn't seem to be happy in the club (if they are comfortable with this approach), and you have heard they have been called names/left out/picked on etc. It might be helpful to ask questions like:

- What do you think they are feeling?
- How would you feel if it was you?
- What would you do if it happened to you?
- What could we do to see it does not happen again?

You should not use specific details of the incident or allocate blame, however explain the feelings of loneliness, feeling left out, being rejected, laughed at and how that the person may be feeling. Listen and watch out for reactions and pick up on comments without accusing or if in a group without isolating anyone; this is an opportunity to find out how others in the group feel about bullying behaviour.

### **STEP 4: ASK THE GROUP/INDIVIDUAL FOR THEIR IDEAS**

At this stage the group or individual is encouraged to suggest ways that would make a target of the bullying behaviour feel happier. Use phrases like: "if it were you what would help you....", to encourage a response.

Listen to all suggestions and note them, especially positive responses as these will help create an environment for young people involved to work together.

### **STEP 5: LEAVE IT TO THE GROUP OR INDIVIDUAL**

Now the problem has been identified and solutions suggest it is now handed over to the group/individual to act on. Arrange what actions they will take and to meet again a certain time frame. You have now passed the responsibility over to the group or the individual to take the suggested action within that time. Please ensure the person who directly experienced the bullying behaviour is happy with this and the level of supervision put in place to monitor any other risks.

### **STEP 6: MEET THEM AGAIN**

Meet everyone, including the person who had been the ring leader for the bullying behaviour and the target of the behaviour; discuss how things are going and check if there have been other incidents. This allows for continual monitoring and keeps everyone involved in the process. The parents of the young people involved should be informed of the actions taken.

### **STEP 7: SHARE THE RESPONSIBILITY**

Meet with the wider group or team to discuss what should be in place to help prevent further incidents and what impact bullying behaviour may have on everyone, e.g. less free time or social activities, or other actions might need to be imposed as a preventative measure.  
Any action should be used in the spirit of prevention, not as a punishment.

### **USEFUL CONTACTS**

Childline Tel: 1800 66 66 66 or Text Talk to 50101 [www.childline.ie](http://www.childline.ie)



## **APPENDIX 7: GUIDELINES FOR REPORTING CHILD ABUSE CONCERNS**

### **Responding to Child Abuse:**

Regardless of how a concern comes to a leader/volunteer's attention, it must be reported to one of the Designated Liaison Persons (DLP) and Golf Ireland's National Children's Officer.

The Designated Liaison Person (DLP), in consultation with the person who raised the concern, will decide if reasonable grounds for concern exist. If reasonable grounds for concern exist, the Designated Liaison Person will report to a Tusla duty social worker. If as the DLP you decide not to report a concern to Tusla the following steps will be taken:

- The reasons for not reporting should be recorded.
- Any actions taken as a result of the concern should be recorded.
- The employee or leader/volunteer who raised the concern should be given a clear written explanation of the reasons why the concern is not being reported to Tusla.
- The employee or leader/volunteer should be advised that if they remain concerned about the situation, they are free to make a report to Tusla or An Garda Síochána.

A report may be made by anyone in the organisation but should be passed on to the Designated Liaison Person/National Children's Officer, who may in turn have to pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within The Clontarf Golf and Bowling Club in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local Statutory Authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the junior.

An individual employee or leader/volunteer has protection under the Protection for Persons Reporting Child Abuse Act 1998, should they report independently.

### **Recording Procedure:**

- Records should be factual and include details of contacts, consultations and any actions taken.
- All agencies dealing with children must cooperate in the sharing of records with the statutory authorities where a child protection or welfare issue arises.
- Records on child protection concerns and allegations are kept securely and safely in a locked cabinet within The Clontarf Golf and Bowling Club and these records are only accessed by the Designated Liaison Person and any other relevant person on a need-to-know basis
- Records are only used for the purpose for which they are intended.
- Records are only shared on a need-to-know basis in the best interests of the child/young person.

### **Reasonable Grounds for concern:**

There are many reasons a leader/volunteer may be concerned about the welfare or protection of a child or young person.

You should always inform Tusla if you have reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected. Persons unsure about whether or not certain behaviours are abusive and therefore reportable can, at any time, contact a social worker for an informal discussion.

You can find details of who to contact to discuss your concern on the

Tusla website <https://www.tusla.ie/children-first/contact-a-social-worker3/>

It is important to remember that children/young people are sometimes abused by members of their own family, by peers or by others outside the family environment such as strangers, workers or trusted adults.

The following are reasonable grounds for concern:

- Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way.
- Any concern about possible sexual abuse.
- Consistent signs that a child is suffering from emotional or physical neglect.
- A child saying or indicating by other means that he or she has been abused/harmed.
- Admission or indication by an adult or a child of an alleged abuse they committed.
- An account from a person who saw a child being abused/harmed.

Wherever appropriate, any issues should be checked with the parents/carers when considering whether a concern exists, unless doing so may further endanger the child or the person considering making the report.

It is important to remember that abuse is not always committed through personal contact with a child or young person, sometimes it is perpetrated through social media or the use of information and communication technology.

### **Responding to a child/young person who discloses abuse:**

A child or young person may say to a leader/volunteer that they have been or are being harmed or abused. Children/ young people will often have different ways of communicating that they are being abused. If a child or young person hints at or tells a leader/volunteer that he or she is being harmed by someone, be it a parent/carer, another adult or by another child/young person (peer abuse), it should be treated in a sensitive way.

- Remember, a child/young person may disclose abuse to you as a trusted adult at any time during your work with them. It is important that you are aware and prepared for this.
- Be as calm and natural as possible.
- Remember that you have been approached because you are trusted and possibly liked. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation.
- Do not panic.
- Be aware that talking about what happened to them can be very difficult for the child/young person.
- Remember, the child or young person may initially be testing your reactions and may only fully open up over a period of time.
- Listen to what the child/young person has to say. Give them the time and opportunity to tell as much as they are able and wish to. See when listening to young people below.
- Do not pressurise the child/young person. Allow him or her to talk at their own pace and in their own language.
- Conceal any signs of disgust, anger or disbelief.
- Listen to what the child or young person has to say and follow these procedures – false allegations are very rare.
- It is important to differentiate between the person who carried out the abuse and the act of abuse itself.

- It is important to reassure the child/young person that they have done the right thing in talking about what was worrying them.
- Be honest with the child/young person and tell them that it is not possible to keep information a secret but you will maintain confidentiality.
- 

**When listening to the young person, ask open questions:**

- Questions should be supportive and for the purpose of clarification only.
- Avoid leading questions, such as asking whether a specific person carried out the abuse.
- You should also avoid asking about intimate details or suggesting that something else may have happened other than what you have been told.

Let the person talk - don't interview. Allow the child to talk by facilitating them with open questions like;

- Tell me what happened
- Tell me more about the part where
- What happened next

To gather basic information, you may need to ask specific closed questions, (who, where, when, what, how).

**Confidentiality:**

It is essential that there is a clear understanding of professional and legal responsibilities with regard to confidentiality and the exchange of information.

- Where child protection and welfare concerns arise, information must be shared on a 'need to know' basis in the best interest of the child/young person with the relevant statutory authorities and with parents/guardians (see 4<sup>th</sup> bullet point).
- No undertakings regarding secrecy can be given. Those working with children/young people and families and in adult services should make this clear to parents/guardians and to the child/young person.
- The proportionate provision of information to the statutory agencies necessary for the protection of a child is not a breach of confidentiality or data protection.
- Parents/guardians and children/young people have a right to know if personal information is being shared, unless doing so could put the child/young person at further risk or may put the reporter at risk.

**Reporting concerns about a Child to Statutory Authorities**

The Clontarf Golf and Bowling Club has the following procedures in place for reporting concerns to the Statutory Authorities:

- (a) Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information
- (b) Report the matter as soon as possible to one of the Designated Liaison Persons within the Club who has responsibility for reporting abuse. If the Designated Liaison Person has reasonable grounds for believing

that the junior has been abused or is at risk of abuse, they will make a report to local Statutory Authorities who have statutory responsibility to investigate and assess suspected or actual child abuse.

The following forms will be used where reasonable grounds for concern exist –

Tusla report form - <https://www.tusla.ie/children-first/individuals-working-with-childrenand-young-people/how-do-i-report-a-concern-about-a-child/>

- (c) In cases of emergency, where a junior appears to be at immediate and serious risk and the Designated Liaison Person is unable to contact a duty social worker, An Garda Síochána should be contacted. Under no circumstances should a junior be left in a dangerous situation pending intervention by the Statutory Authorities
- (d) If the Designated Liaison Person is unsure whether reasonable grounds for concern exist they can informally consult with the Statutory Authorities. They will be advised whether or not the matter requires a formal report
- (e) Where the person allegedly causing harm to a child is another child (peer abuse), reports should be made to Tusla for both children.
- (f) The Retrospective Abuse Report Form is to be completed and submitted to Tusla for cases of adults alleging childhood abuse [https://www.tusla.ie/children-first/publications-and-forms/ See Non-Recent abuse for more detail.](https://www.tusla.ie/children-first/publications-and-forms/See-Non-Recent-abuse-for-more-detail.)

### **Talking to parents/carers:**

You do not need to inform the family that a report is being made, if by doing so, the child will be placed at further risk or in cases where the family's knowledge of the report could impair Tusla's ability to carry out an assessment. Also, it is essential to consult statutory services for advice when considering informing the family if the person making the report reasonably believes it may place them at risk of harm from the family.

### **Responding to Non-Recent Allegations of Abuse**

It is possible that non-recent allegations of abuse can be made a number of years after the actual incident. This may be because of a change in circumstances for either the survivor or the alleged perpetrator. Any non-recent allegations must follow the current these safeguarding procedures. If there are grounds for concern, then statutory authorities must be informed.

The following points should also be considered;

- Clearly establish with the adult complainant if there may be any children currently at risk of harm from the person they are saying abused them as a child.
- Advise the person making the complaint that they should inform An Garda Síochána. Encourage them to do so while acknowledging the brave steps they have already taken in beginning to talk about their experience as a child. It is important that the person knows that there is a likelihood that an abuser will not have stopped abusing after their individual abuse ended and if the person harmed them they could be continuing to cause harm to others. This needs to be done without reinforcing the inappropriate guilt the survivor may already have for not coming forward earlier.
- If the complainant refuses to talk to the statutory authorities but has provided you with enough identifying factors then this information **MUST** be shared with An Garda Síochána. This breach of

the complainants' confidence is only appropriate if there is any potential that the alleged perpetrator is still a risk to children or could face prosecution (i.e. they are alive). Remember, the welfare of any children currently at risk is paramount. This must take priority over any request of confidentiality from the person providing you with the information/complaint. This should be explained to them at the earliest possible stage

- Offer support to the complainant when they are making a formal complaint to An Garda Síochána.
- Signpost the complainant to support agencies that can provide counselling.

When an adult making a complaint chooses not to report the matter to An Garda Síochána and you have already discussed the possibility of any child still being at risk you must follow these reporting procedures and inform An Garda Síochána or TUSLA immediately of any identifying features of the allegation including the name of the alleged abuser. The person making the complaint should be informed that this is the organisation's moral and legal responsibility. If the individual wishes to remain anonymous this should be respected but again explaining that without any further cooperation, there may be little action An Garda Síochána can take to protect others. Encourage them to talk directly to the TUSLA/An Garda Síochána, in order to enable social services to consider if there is any action they can take to protect children at risk, as their threshold for intervention is lower than the evidence required for any criminal justice prosecution.

#### **Allegations of abuse against The Clontarf Golf and Bowling Club leaders or adult members**

If an allegation of abuse is made against a leader or adult member the following procedures will be followed:

- The reporting procedure to Tusla in respect of the child/ young person and the alleged abuser as outlined above should be followed
- The Club's Disciplinary procedures /employee personnel procedures should be followed for dealing with the leader/ member. If the person against whom the allegation has been made is under the age of 18, the Disciplinary procedures set out in Appendix 8 will be followed

An allegation of abuse may relate to a person who works with children who has:

- Behaved in a way that has or may have harmed a child/ young person;
- Possibly committed a criminal offence in relation to a child/young person;
- Behaved towards a child/young person or children/young people in a way that indicates they may pose a risk of harm to a child/young person;
- Behaved in a way that is contrary to The Clontarf Golf and Bowling Club's Safeguarding policy.

If an allegation is made against a leader or member we will ensure that everyone involved is dealt with appropriately and in accordance with our child safeguarding procedures, the rules of natural justice and any relevant employment law.

The safety of the child making the allegation and any others who are/may be at risk should be ensured and this should take precedence over any other consideration. In this regard, The Clontarf Golf and Bowling Club will take any steps which may be immediately necessary to protect children

## **The reporting procedure**

If the Designated Liaison Person has reasonable grounds for concern, the matter will be reported to the Statutory Authorities, following the reporting procedure outlined.

## **The procedure for dealing with a golf leader**

The Designated Liaison Person makes the report to the Statutory Authorities and seeks advice about how and when to inform the person the allegation is made against.

The General Manager/Club Secretary, following advice from statutory agencies will inform the golf Leader that

- (a) an allegation has been made against them, and
- (b) the nature of the allegation. They will be afforded an opportunity to respond and their response will be noted and passed on to the Statutory Authorities

Disciplinary action for the Leader should be considered but only if this does not interfere with the investigation of the Statutory Authorities. It is important to consider the outcome of the investigation and any implications it might have. The fact that someone an allegation has been made against has not been prosecuted, been found guilty or no further action (NFA) by statutory agencies, does not automatically mean that they are appropriate to work with juniors in the future.

The Leader may be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings. This task will be undertaken by a senior office holder other than the designated liaison person who takes the responsibility for reporting.

The Clontarf Golf and Bowling Club also reserves the right to impose a suspension without prejudice of the role of a leader/member until the matter has been fully investigated and a decision reached. Upon the successful resolution of the matter by the statutory agencies, the leader/member may have their suspension lifted.

Irrespective of the findings of the Statutory Authorities, a Club Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer should be reinstated and if so, how this can be sensitively handled. This may be a difficult decision, especially where there is insufficient evidence to uphold any action by the Statutory Authorities. In such case the Disciplinary Committee must reach a decision based upon the balance of probability that an incident happened or not. This means that if the decision is made on the balance of probability that it is more likely than not that the allegation is true, there are implications of this for the safety of juniors and sanctions may be required.

The removal of a suspension will only follow an additional risk assessment to consider any possible breaches of our Safeguarding policy. The recommendation by the Club Disciplinary committee should be confirmed by the Management Committee and will be communicated in writing to the leader/member.

All persons involved in a child protection process (the child, his/her parents/carers, the alleged offender, his/her family, Golf Leaders) will be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.

The welfare of the junior will remain of paramount importance throughout. The Clontarf Golf and Bowling Club may need to disclose information to ensure the protection of juniors in its care.

## **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 possible child protection concerns should be brought to the attention of the Children's Officer/Designated Liaison Person. The information should be checked out and handled in a confidential manner.

## **RUMOURS**

Rumours should not be allowed to hang in the air. Any rumours relating to possible child protection concerns should be brought to the attention of the Designated Liaison Person/Children's Officer and checked out without delay.

### **Categories of Abuse:**

The Children First: National Guidance for the Protection and Welfare of Children 2017 defines four categories of abuse: neglect, emotional abuse, physical abuse and sexual abuse. A child/young person may be subjected to one or more forms of abuse at any given time.

When working with children/young people it is important to be aware of the four categories as follows:

#### **Neglect:**

Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences.

Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety.

#### **Emotional Abuse:**

Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse. Abuse occurs when a child's basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver.

#### **Physical Abuse:**

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/ or development is, may be, or has been damaged as a result of suspected physical abuse.

#### **Physical abuse can include the following:**

- Physical punishment.
- Beating Slapping, hitting or kicking.
- Pushing Shaking or throwing.
- Pinching Biting, choking or hair-pulling.
- Use of excessive force in handling.
- Deliberate poisoning.
- Suffocation.

- Fabricated/induced illness.
- Female genital mutilation.

### **Sexual Abuse:**

Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes contact and non-contact sexual acts such as masturbation, fondling, oral or penetrative sex or exposing the child to sexual activity directly or through pornography. Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

### **Exploitation:**

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

NB: If you require further information on any of the categories of abuse listed above please consult Children First Guidance directly via the following link:

[https://www.tusla.ie/uploads/content/Children\\_First\\_National\\_Guidance\\_2017.pdf](https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf)

### **Signs of Abuse:**

If you are dealing with children, you need to be alert to the possibility that a welfare or protection concern may arise in relation to children you come in contact with. A child needs to have someone they can trust in order to feel able to turn to for help or advice about a worry they may have or abuse they may be experiencing. They need to know that they will be listened to and taken seriously to assist in getting them the help they need. Without these things, they may be vulnerable to continuing abuse.

Some children may be more vulnerable to the risk of abuse than others. There may be particular times or circumstances when a child may be more vulnerable to abuse in their lives. In particular, children with disabilities, children with communication difficulties, children in care or living away from home, or children with a parent or parents with problems in their own lives may be more susceptible to harm.

The following list is intended to help your organisation/club identify the range of issues in a child's life that may place them at greater risk of abuse or neglect. It is important for you to remember that the presence of any of these factors does not necessarily mean that a child in those circumstances or settings is being abused.

### **Parent/Carer Factors:**

- Drug and alcohol misuse.
- Addiction, including gambling.
- Mental health issues.
- Parental disability issues, including learning or intellectual disability.
- Conflictual relationships.
- Domestic violence.
- Adolescent parents.



**Child Factors:**

- Age.
- Gender.
- Sexuality.
- Disability.
- Mental health issues, including self-harm and suicide.
- Communication difficulties.
- Trafficked/Exploited.
- Previous abuse.
- Young carer.

**Community Factors:**

Cultural, ethnic, religious or faith-based norms in the family or community which may not meet the standards of child welfare or protection required in this jurisdiction.

Culture-specific practices, including:

- Misogynistic attitudes • Female genital mutilation.
- Forced marriage.
- Honour-based violence.
- Radicalisation.

**Environmental factors:**

- Housing issues.
- Children who are out of home and not living with their parents, whether temporarily or permanently.
- Poverty/Begging.
- Bullying.
- Internet and social media-related concerns

**Poor motivation or willingness of parents/guardians to engage:**

- Non-attendance at appointments.
- Lack of insight or understanding of how the child is being affected.
- Lack of understanding about what needs to happen to bring about change.
- Avoidance of contact and reluctance to work with services or cooperate with club.
- Inability or unwillingness to comply with agreed plans to improve the experience for the young people.

You should consider these factors as part of being alert to the possibility that a child may be at risk of suffering abuse and in bringing reasonable concerns to the attention of Tusla

**Statutory Contacts****TUSLA-Child & Family Agency**

If you have any concerns about a child you should report it to Tusla, please see website for contact details

<http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/>

Any query or concern in relation to children out of hours should be reported immediately to An Garda Síochána

## **APPENDIX 8: SAFEGUARDING DISCIPLINARY AND APPEALS PROCEDURES**

These disciplinary and appeals procedures will be followed for potential breaches of the leaders, Juniors or parents Codes of Conduct as set out in Appendix 4, issues of misconduct or any complaints involving junior members under the age of 18. Any complaint involving suspected child abuse will be reported to the statutory authorities for investigation in accordance with the process set out in Appendix 7. Where an allegation of child abuse is made against a young person who is also under the age of 18, these disciplinary procedures may be used to determine possible sanctions in relation to that young person's membership of the Club.

### **General**

Any complaint or potential breach of the Codes of Conduct should be brought to the attention of the Junior Convenors or the Child Compliance Officer. Where possible and appropriate they will try to facilitate an amicable solution without reference to formal procedures. If this is not possible or if the matter involves serious misconduct these procedures will apply.

All persons involved will be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.

### **Disciplinary Procedures**

- Details of the complaint, potential misconduct or breach of Codes of Conduct should be submitted in writing to the Club Secretary. The Club Secretary will acknowledge receipt of this within 7 days and outline the next steps to be taken. Correspondence will be with the parents of any juniors involved.
- On receiving a complaint, other than a complaint relating to a Contractor or an employee of a Contractor, a disciplinary committee of no less than three members will be established by the Management Committee. This Committee will consist of the Club Secretary and representatives of the Junior Club Sub-Committee and the Safeguarding Sub-Committee.
- The disciplinary committee will select representatives to meet with the complainant and any other witnesses to ask for their explanation of what happened. This shall take place within 28 days of receipt of the complaint.
- The disciplinary committee will furnish the individual with the nature of the complaint being made against them and afford them the opportunity of providing a response either verbally or in writing. The Disciplinary committee may interview the parties involved and any witnesses to the alleged incident. If the complaint involves a Member, he/she shall be entitled to be accompanied by another person or any member of the Club. Under 18's should be accompanied by a parent/guardian.
- The disciplinary committee will review any relevant correspondence and hear the views of all parties involved and any relevant witnesses to decide if behaviour has breached the Club's safeguarding policy.
- Written confidential records of all complaints will be kept safely and confidentially in a locked cabinet.
- Where it is established that an incident of misconduct has taken place, the disciplinary committee will notify the alleged person of any sanction being imposed. The range of sanctions will reflect the

seriousness of the alleged misconduct, whilst at the same time, being fair and proportionate. Sanctions may include a letter of admonishment, a fine not exceeding €100 and a warning about future conduct and the penalties that may ensue, or suspension or expulsion, in accordance with clause 12 of the Constitution. In addition, in the case of Five-Day, Intermediate, Intermediate Bowling, Lady, Clubhouse, Junior or Junior Bowling Members a delay in their proceeding to the next stage of membership may be applied. The notification of sanctions will be made in writing, setting out the reasons for the sanction.

- Notwithstanding anything stated above, a Member suspected of misconduct constituting a serious breach of Rules/discipline by two Officers of the Club, may be temporarily suspended from the Club by them, for a maximum period of seven days, pending the consideration of the case. Action under this clause should only be taken in extreme and exceptional circumstances.
- A suspended Member shall not be entitled to avail of the facilities rights and privileges of the Club or to participate in events organised by the Club and may have his/her golf handicap from the Club withdrawn in certain cases.

### **Appeals procedure**

- If the complainant or the individual against whom the complaint was made is unhappy with the decision of the disciplinary committee, they have the right to appeal the decision to an appeals committee (independent of a disciplinary committee). Any appeal should be made in writing within a period of 28 days of the notification of the decision, citing the grounds for such an appeal.
- The appeal will be heard by an Appeals Sub-Committee at the earliest opportunity. The Appeals Sub-Committee shall be comprised of:-
  - A former Captain
  - A former Lady Captain
  - A former female Junior Convenor
  - A former male Junior Convenor
  - An independent Chairperson to be agreed from a panel of six Ordinary members, with three being nominated by the individual appealing the decision and three by the Management Committee. If agreement cannot be reached between the parties, the club President will select and appoint an independent Chairman who may be from a panel of six Ordinary members.
- The Appeals Sub-Committee shall not include any person that was a member of the Disciplinary Committee.
- An imposed sanction may be lifted pending the outcome of the appeal.
- The Appeals Sub-Committee may review any correspondence relating to the complaint and may hear from any of the parties involved or witnesses to the incident/behaviour.
- Following the appeals process, the Appeals Committee will either confirm the original sanction or modify it in respect of further information provided through the appeal process. This decision is final and cannot be appealed against.

## Appendix 9 – Safeguarding Roles & Responsibilities

### Club Children's Officer

The appointment of Club Children's Officers in golf clubs is an essential element in the creation of a quality atmosphere. They act as a resource with regard to children's issues.

In summary Children's Officers should review current policies in relation to young people, check that all activities are safe and fun, and inform adults of how to deal with any concerns that may arise in relation to the protection of children and young people.

Club Children's Officers should be child centred in focus and have as the primary aim the establishment of a child centred ethos within the golf club. S/he is the link between the children and the adults in the club. S/he also takes responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and Golf Leaders.

The Children's Officer should be a member of or have access to, the Club Management Committee and should be introduced to the young people in an appropriate forum.

### The role of the Club Children's Officer should be:

- To promote awareness of safeguarding guidelines within the golf club, among young members and their parents/guardians. This could be achieved by:- the distribution of information leaflets, the establishment of a junior specific notice board, regular information meetings for the young people and their parents/guardians
- To influence policy and practice within the golf club in order to prioritise children's needs
- Establish contact with the National Children's Officer in Golf Ireland.
- To ensure that children know how to make concerns known to appropriate adults or agencies.
- To encourage the appropriate involvement of parents/ guardians in the club activities
- To act as an advisory resource to Golf Leaders on best practice in junior golf
- To report regularly to the Club Management Committee.
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Golf Leaders
- To ensure that the children have a voice in the running of their golf club and ensure that there are steps young people can take to express concerns about their golf activities/ experiences.
- Establish communication with other branches of the club, e.g. facilitate parent's information sessions at the start of the season
- Ensure records on each member on file, including junior members, their contact numbers and any special needs of the child that should be known to leaders
- Ensure each member signs an annual membership form that includes signing up to the code of conduct for golf leaders and children and young people.
- The CCO should undertake the necessary training i.e. **Safeguarding 1 & 2**
- Ensure that the club rules and regulations include:
  - complaints, disciplinary and appeals procedures.
  - an anti-bullying policy.
  - safety statement.
  - rules in relation to traveling with children.
  - supervision and recruitment of leaders.

## **The Clontarf Golf and Bowling Club Children's Officer:** Anne Donnelly

### **Designated Liaison Person**

Each Golf Club must appoint a Designated Liaison Person (DLP). This person may or may not also fulfil the role of Children's Officer, however, best practice advises that they are kept as separate roles. It is recommended that this person is a senior club person. The DLP is responsible for reporting allegations or suspicions of child abuse to Tusla/Gateway or An Garda Síochána/ PSNI.

- The DLP is a resource for volunteers/coaches and should ensure that the golf clubs reporting procedures are followed. The DLP reports any suspected cases of child neglect or abuse to the Duty Social Worker in Child and Family Agency/Túsła or An Garda Síochána/ Gateway team or PSNI.
- The DLP should also inform the National Children's Officer in Golf Ireland that a report has been submitted without identifying details
- The DLP should be knowledgeable about child protection and undertake any training considered necessary i.e. **Safeguarding 1 & 3**
- The DLP should familiarise themselves with the statutory and support services within their locality
- Have knowledge of the Safeguarding Code and relevant child protection legislation Children First Act 2015/National Vetting Bureau Act 2012-2016.

Children's Officers/Designated Persons do not have the responsibility of investigating or validating child protection concerns within the golf club and have no counselling or therapeutic role. These roles are filled by the Statutory Authorities. It is, however, possible that child protection concerns will be brought to the attention of the Children's Officer/Designated Liaison Person. In this event, it is essential that the correct procedure is followed.

## **The Clontarf Golf and Bowling Club DLPs:** Patricia McCrossan, Gerry Cullen

### **Relevant Person**

- For Clubs/organisations that operate in Republic of Ireland they must appoint a Relevant Person. Defined in the Children First Act 2015 as a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider's Child Safeguarding Statement.

## **The Clontarf Golf and Bowling Club Relevant Person:** Anne Donnelly

### **National Children's Officer - NGB level only**

Golf Ireland's National Children's Officer will advise on all matters in relation to safeguarding

### **The role of the National Children's Officer involves:**

- Have knowledge of the Safeguarding Code and relevant child protection legislation (Children First Act 2015 / National Vetting Bureau Act 2012-2016)
- Commitment to attendance at appropriate training as required in order to act as a resource to members in relation to children's needs
- Co-ordination of Child Safeguarding training.

- The promotion of the values, attitudes and structures which makes sport enjoyable for children
- Circulation of all relevant information and resource materials, on children's sport to clubs and affiliates of the sports organisations
- Communication with Club Children's Officers to ensure the distribution of the Code and the promotion of related education programmes, materials events and governing body related codes
- Liaison with all clubs to examine the rules, regulations and structures to ensure that they are child centred, e.g., equal playing time, appropriate competition structures, modified equipment to allow sense of achievement and success, anti-bullying policy etc.
- Liaison with clubs, to ensure drop-out rates and transfers are monitored so that unusual developments or trends can be addressed, including transfer of sports leaders
- Assisting in the development of a system of record keeping which maintains confidentiality while allowing for appropriate information to be passed to relevant authorities where necessary
- Ensuring that Golf Ireland develops an appropriate golf specific policy, which includes a policy statement, codes of conduct, disciplinary procedures, bullying policy, safety statement, recruitment and selection policy and reporting procedures.

Golf Ireland National Children's Officer: Fiona Power [safeguarding@golfireland.ie](mailto:safeguarding@golfireland.ie)

### **Mandated Person (NGB only)**

The Mandated person is a person named under schedule 2 of Children First Act 2015. They have a legal responsibility to report concerns or allegations that reach or exceed the threshold of harm of abuse to the Tusla.

### **Legal Obligations of a Mandated Person:**

Mandated persons have two main legal obligations under the Children First Act 2015 (ROI). These are:

- To report the harm of children above a defined threshold to Tusla;
- To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.

**Golf Ireland Mandated Person:** Fiona Power