

# **Trefloyne Manor**

## **Safeguarding Children and Adults Policy Statement**

### **1. Introduction and Purpose**

This document describes Trefloyne's commitment and approach to safeguarding all participants, staff, and volunteers. It explains why and how steps will be and/or have been taken to create and maintain an environment that allows all participants (children and adults) to enjoy golf safely. This policy/statement is supported by a range of related policies, procedures and guidance – these are all mandatory for all staff, volunteers or others acting on behalf of Trefloyne.

We acknowledge our legal and moral responsibility to take steps to safeguard anyone using our facilities and services. We recognise that some groups of children and adults are particularly vulnerable to harm and abuse, and that particular care is needed when they take part in golf.

Although, in practice, there are some significant differences in safeguarding and responding to concerns about children and adults, our overarching safeguarding aims, the values and principles underlying our approach, and many aspects of the good practice guidance provided, apply equally to both child and adult participants.

### **2. Services, Activities and Facilities Provided by our Golf Club**

The following services and facilities are provided at Trefloyne which are open to members and non members:

- Hotel
- Restaurant and bar
- Health Spa
- Pro shop
- Driving Range
- Practice putting green
- Practice net, bunker and chipping area
- 18 hole golf course

Trefloyne is a privately owned club with a membership comprising adults and children. There is a junior academy overseen by a junior organizer and an academy committee which is independent of Trefloyne but is permitted by the proprietor to use the practice facilities.

### 3. Safeguarding Commitment

Trefloyne acknowledges its responsibility to safeguard all participants, and to establish safeguarding arrangements that comply with legislation and government guidance, sport safeguarding standards, and the affiliation requirements of our sport's governing body - Wales Golf.

**These are some of the key pieces of legislation for children:** The Children Acts 1989 and 2004; The Sexual Offences Act 2003.

**For adults:** The Care Act 2014; Mental Capacity Act 2005; Safeguarding Vulnerable Groups Act 2006.

**For children and adults**

Social Services and Wellbeing Act (Wales) 2014; Human Rights Act 1998; Data Protection Act 1998; Equality Act 2010.

**The key government guidance includes:**

Working Together to Safeguard People: Code of Safeguarding Practice (Welsh Government, January 2022); Wales Safeguarding Procedures 2019.

**Sport Safeguarding Standards**

For children -Standards for Safeguarding and Protecting Children in Sport (NSPCC CPSU 2018)

Wales Safeguarding Procedures (2019) [https://safeguarding.wales/en/Working Together to Safeguard People: Code of Safeguarding Practice \(Welsh Government, January 2022\)](https://safeguarding.wales/en/Working%20Together%20to%20Safeguard%20People%3A%20Code%20of%20Safeguarding%20Practice%20(Welsh%20Government,%20January%202022))

For adults - Safeguarding Adults in Sport Framework (Ann Craft Trust).

For more information about legislation and guidance relating to child safeguarding CLICK HERE. <https://learning.nspcc.org.uk/child-protection-system/wales>

For legislation and guidance relating to adult safeguarding CLICK HERE.

<https://www.anncrafttrust.org/resources/safeguarding-adults-legislation/>

**We acknowledge that safeguarding is everyone's responsibility, and accept its responsibility to establish effective safeguarding arrangements. Trefloyne will work in partnership with Wales Golf when any safeguarding issues arise, and, when appropriate, with local statutory agencies.**

### 4. Common Terms

**These are explanations for some of the key terms used when establishing safeguarding arrangements within the club:**

- A '**child**' is anyone who has not reached their 18<sup>th</sup> birthday. The term children and young people can be used interchangeably, but both refer to individuals under 18 years old.
- An '**adult**' is anyone over the age of 18 years.
- An '**Adult at Risk**' is anyone over 18 years who is experiencing or is at risk of abuse or neglect, has needs for care and support (whether or not the authority is meeting any of those needs), and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it. Social Services Act (Wales) 2014.
- '**Additional vulnerability**' refers to the fact that some groups of children and adults are at greater risk to abuse and harm than the general population. Adults

who may be additionally vulnerable in these ways may not meet the legal definition of being adults at risk.

- **'Safeguarding'** is a term used across the UK to describe measures to protect the health, well-being and human rights of individuals, which allow people—especially children, young people and adults who may be additionally vulnerable—to live free from abuse, harm and neglect. Safeguarding has two main parts. **Firstly, preventative action** – steps taken by an organisation to reduce the likelihood of harm or abuse of a child or adult happening. **Secondly, arrangements and actions to respond effectively when safeguarding incidents or concerns arise.** This is often referred to as **child or adult protection**.
- **'Poor Practice'** means any behaviour by a member of staff or volunteer that falls below the standards set out in the club's Code of Conduct. Poor practice can range from relatively minor incidents to abuse and criminal behaviour.
- **'Statutory agencies'** refers to **Social Services** (child and adult respectively) and the Police. **Local Authority Designated Officers (known as LADOs)** have responsibility to assist organisations in responding to and managing safeguarding concerns relating to the behaviour of a staff member or volunteer.

## 5. Safeguarding Principles and Values

- The welfare of children is paramount
- Children and adults (regardless of age, race, religion or belief, disability, gender identity or sexual orientation) involved with Trefloyne have a right to be protected from harm and abuse
- Trefloyne will provide a person-centred environment that respects and promotes the rights and dignity of all participants
- All allegations of abuse or concerns about the welfare of individuals will be taken seriously and responded to swiftly and appropriately
- We will assume that (unless we have clear evidence to the contrary) adults know what is best for them; we will respect their views and wishes, and support them to be as independent as possible – including when safeguarding concerns arise
- We will work with participants (and the parents/carers of juniors), Wales Golf, and external agencies to safeguard the welfare of children involved in golf
- Trefloyne will adopt an open and transparent approach to establishing and operating safeguarding arrangements for both children and adults.

## 6. Arrangements that we will put/have put in place

- a. Identify a suitable individual to take the role of Club Welfare Officer (CWO) - providing a clear job description, appropriate resources, time and funds, and training
- b. A process for anyone connected with the club to report concerns about the safety or welfare of any child or adult, including concerns about the behaviour of staff or volunteers
- c. A process to share all reported safeguarding concerns with the Wales Golf Safeguarding Team and to collaboratively assess and manage associated risks

- d. A safer recruitment process for any staff or volunteers whose roles include significant contact with/responsibility for children and/or adults who may be additionally vulnerable
- e. Codes of conduct that clearly describe the club's expectations about the behaviour of staff, volunteers and participants
- f. A disciplinary process that will allow appropriate action to be taken in the light of safeguarding cases arising
- g. A system for securely holding confidential information, including participant registration forms, relevant personal/medical information, parent or carer consents for juniors or adults who require support, and safeguarding case reports/records
- h. Safeguarding training and/or learning opportunities for all staff and volunteers, but particularly for those in key roles (including the CWO) relating to children or adults who may be additionally vulnerable
- i. A range of practice guidance to support staff and volunteers in creating and maintaining a positive environment within the club. This includes, but is not limited to: photography, use of social media, managing challenging behaviour, taking children on away trips, anti-bullying, whistleblowing, and information about how to recognise abuse and poor practice
- j. An induction/introduction process that promotes safeguarding arrangements and practice guidance to all staff, volunteers, participants and carers
- k. The CWO sits on the club committee and provides regular updates on progress/issues arising
- l. Processes to make sure that these arrangements are reviewed and updated at regular intervals (to include the views of participants where possible).

## **7. Policy statement sign off, monitoring and review**

The Trefloyne managing director has formally approved this policy statement and all associated policies, processes and guidance. Update and progress reports will be provided to the management committee by the CWO every 3 months. This policy statement and associated documents will be reviewed annually and/or in light of relevant changes in legislation of government guidance, in light of learning from safeguarding cases, or as advised by the Wales Golf Safeguarding Team.

## **8. Club Welfare Officer Details**

Name: Eifion Price  
Email: deprice1@btinternet.com  
Telephone: 07795112978

## **9. Approved by:**

Signed on behalf of Trefloyne by Kim Beynon, managing director.

Signature:

Date:

## Trefloyne: Key Child & Adult Safeguarding Contacts List

<b>Golf Safeguarding Contacts</b>		
Trefloyne Welfare Officer (CWO) Eifion Price	Trefloyne Manor Trefloyne Lane Tenby SA70 7RG	Mob: 07795112978 Email: deprice1@btinternet.com
Trefloyne Managing Director Kim Beynon	As above	Landline: 01834 842165 Email: kim@celvac.co.uk
Wales Golf Safeguarding Team		01633 436040 (Option 5) safeguardingteam@walesgolf.org
Wales Golf Lead Safeguarding Officer: Sian Simmons		01633 436040 (Option 5) sian.simmons@walesgolf.org
Wales Golf Deputy Lead Safeguarding Officer: Linda Stokoe		01633 436040 (Option 5) safeguardingteam@walesgolf.org
<b>Local Safeguarding Agency Contacts</b>		
<b>Children's Services</b>	Child Care Assessment Team, Pembrokeshire CC, County Hall, Haverfordwest, Pembrokeshire SA61 1TP	Child Care Duty Officer 01437 776444  Contact Centre 01437 764551
Out of Hours contacts (after 5pm or at weekends)	Note that in an emergency Samaritans will hold the Children's Services Duty Officer's contact number	0300 333 2222
Local Police Child Protection Team In emergency dial 999		0845 3302000 or 101. If you think a child is in danger : 999
<b>Adult Social Services</b>	Adult Safeguarding Team, Pembrokeshire CC, County Hall, Haverfordwest, Pembrokeshire SA61 1TP	01437 776056  Contact Centre: 01437 764551
Out of Hours contacts (after 5pm or at weekends)		0300 3332222
<b>National Safeguarding Agency Contacts</b>		
Samaritans		Freephone 116 123
NSPCC Freephone		0808 800 5000 (10am-4pm) Help@nspcc.org.uk
NSPCC Whistleblowing Helpline for Professionals		0808 028 0285
Ann Craft Trust	Website: <a href="http://www.anncrafttrust.org">www.anncrafttrust.org</a>	0115 951 5400 (office hours) Ann-crafttrust@nottingham.ac.uk

**Wales Safeguarding Hub**NSPCC Child Protection  
in Sport Unit

Cerri Dando-Thompson

02920 334975  
0756 338 3180  
Cerri.dando-  
thompson@nspcc.org.ukSafeguarding Adults in  
Sport Manager, Ann  
Craft Trust

Jodi Evans

02920 334975  
0798 339 1553  
Jodi.evans@nottingham.ac.uk

**Trefloyne: What to do if, through activities within the club, you become aware of safeguarding concerns for a child away from the club (e.g. at home, at school, or within the community).**

**Anyone within Trefloyne identifies a possible safeguarding concern about a child**



If the child requires urgent medical attention, call an ambulance and inform the hospital doctor that you have a child safeguarding/protection concern



**Report your concern to the Club Welfare Officer** (Eifion Price, 07795112978) who will consult with the Wales Golf Safeguarding Team and if necessary will refer the matter to Child or Adult Social Services and/or Police without delay. As soon as possible make a record of everything that the child or any other party has said or done, and/or what has been observed, with dates and times, using the Club's Safeguarding Concern Report Form.



**If the Club Welfare Officer is not in post, or is not available - contact the Wales Golf Safeguarding Lead Officer**, Siân Simmons (or her deputy, Linda Stokoe) on 01633 436040 and/or email: [safeguardingteam@walesgolf.org](mailto:safeguardingteam@walesgolf.org)

If you cannot contact the Wales Golf Safeguarding Team, refer the matter directly to Children's Social Care/Police if you feel it is serious enough.

On the Safeguarding Concern Report Form add whoever you have spoken to, what advice was given, and what action was agreed to be taken.

**Remember – any delay may place the child at further risk.**



**The CWO or Wales Golf Safeguarding Team will advise you on any further action to take**, including whether, when and by whom the parents/carers should be informed.

The CWO or Wales Golf Safeguarding Team will complete a report form and copies this to Children's Social Care/Police and to the Wales Golf Governance Department within 24 hours.

\* If for any reason a Club Welfare Officer is not in post or is unavailable a principle of least delay is important. Please contact the Wales Golf Lead Safeguarding Officer, Sian Simmons.

**Trefloyne: What to do if you are worried about the behaviour of any club member, participant, member of staff (coach, official or professional), or volunteer in Trefloyne or other golf clubs or organisations towards children in or through the golf setting.**

**Anyone within the club identifies a possible safeguarding concern about a child that involves another participant, member of club staff or volunteer**

- **Report to the Club Welfare Officer (CWO)**
- If you have urgent concerns or the CWO is not available/in post, or concerns relate to the CWO immediately **contact the Wales Golf Safeguarding Lead Officer, Sian Simmons on 01633 436040**
- Complete the Club Safeguarding Concern Report Form

**If the child requires immediate medical attention**, call an ambulance and inform the doctor there is a child protection concern.

The **CWO immediately contacts the Wales Golf Safeguarding Lead**. In urgent cases the CWO/Wales Golf Safeguarding Team will immediately refer to statutory agencies. Otherwise the Wales Golf Safeguarding Lead will consult with the Golf Case Management Group for advice on next steps.

**Alleged minor poor practice**  
– Wales Golf Lead Safeguarding Officer to assist clubs in managing:

- Complaints procedure
- Disciplinary process
- No further action

The **Golf Case Management Group** advises on the 'route' the case should take either within golf (disciplinary) and/or via external agencies with Wales Golf making the final decision.

**Alleged or suspected child abuse.**  
Alleged serious/repeated poor practice.  
Poor practice with wider safeguarding implications.

**Possible outcomes**

- No case to answer
- Complaint resolved with agreement between parties
- Training/mentoring agreed
- Disciplinary sanction
- More significant concerns emerge

**Possible processes:**

- Child protection investigation
- Criminal investigation/proceedings
- Investigation under disciplinary proceedings (including possible temporary suspension of person accused).

Golf's investigation dependent upon outcome of advice from the Local Authority Designated Officer (LADO) and/or Children's Social Care/Police investigation

**Possible Outcomes:**

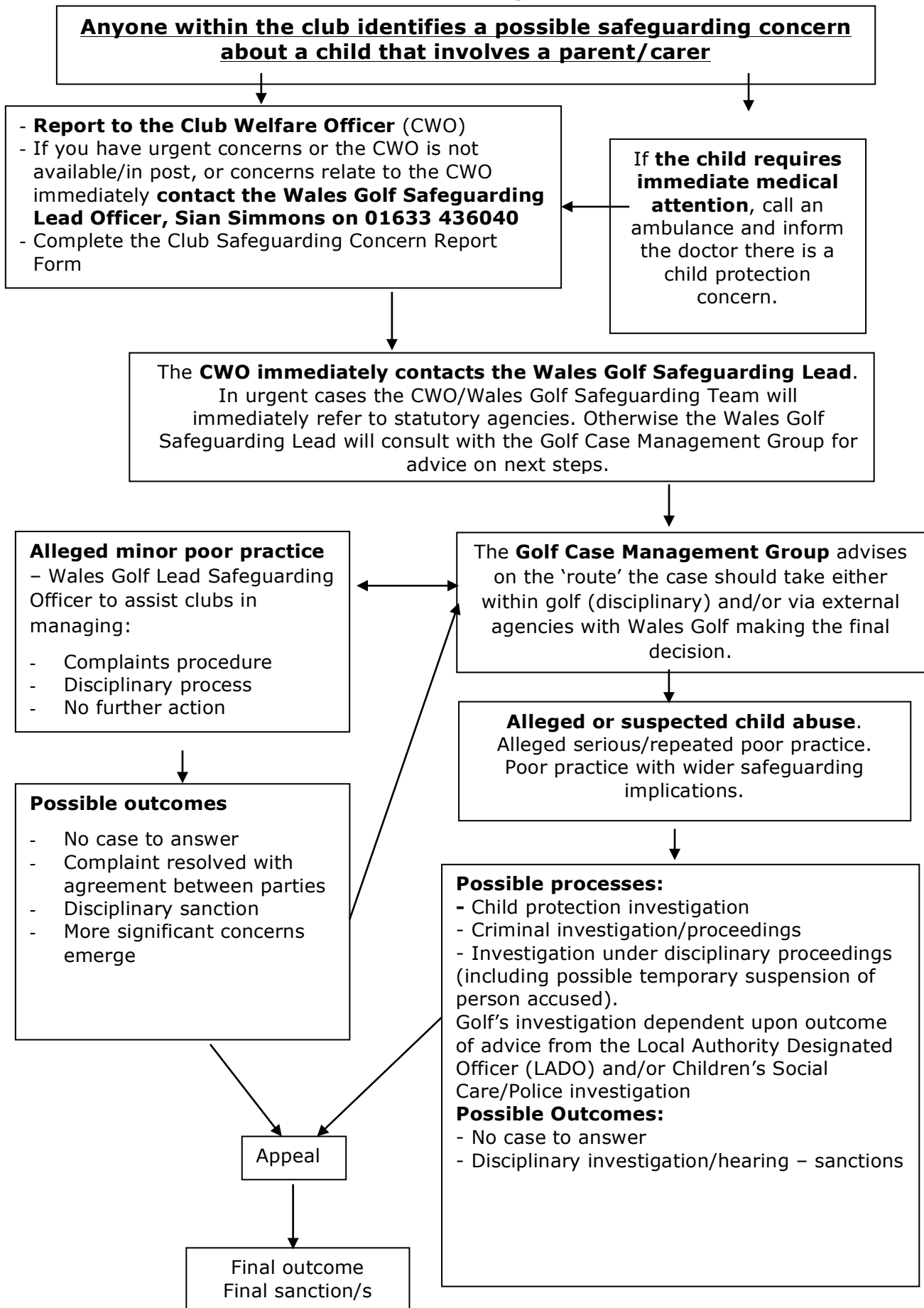
- No case to answer
- Less serious – referred to complaints procedure
- Disciplinary investigation/hearing – sanctions
- Civil proceedings by injured party

Appeal

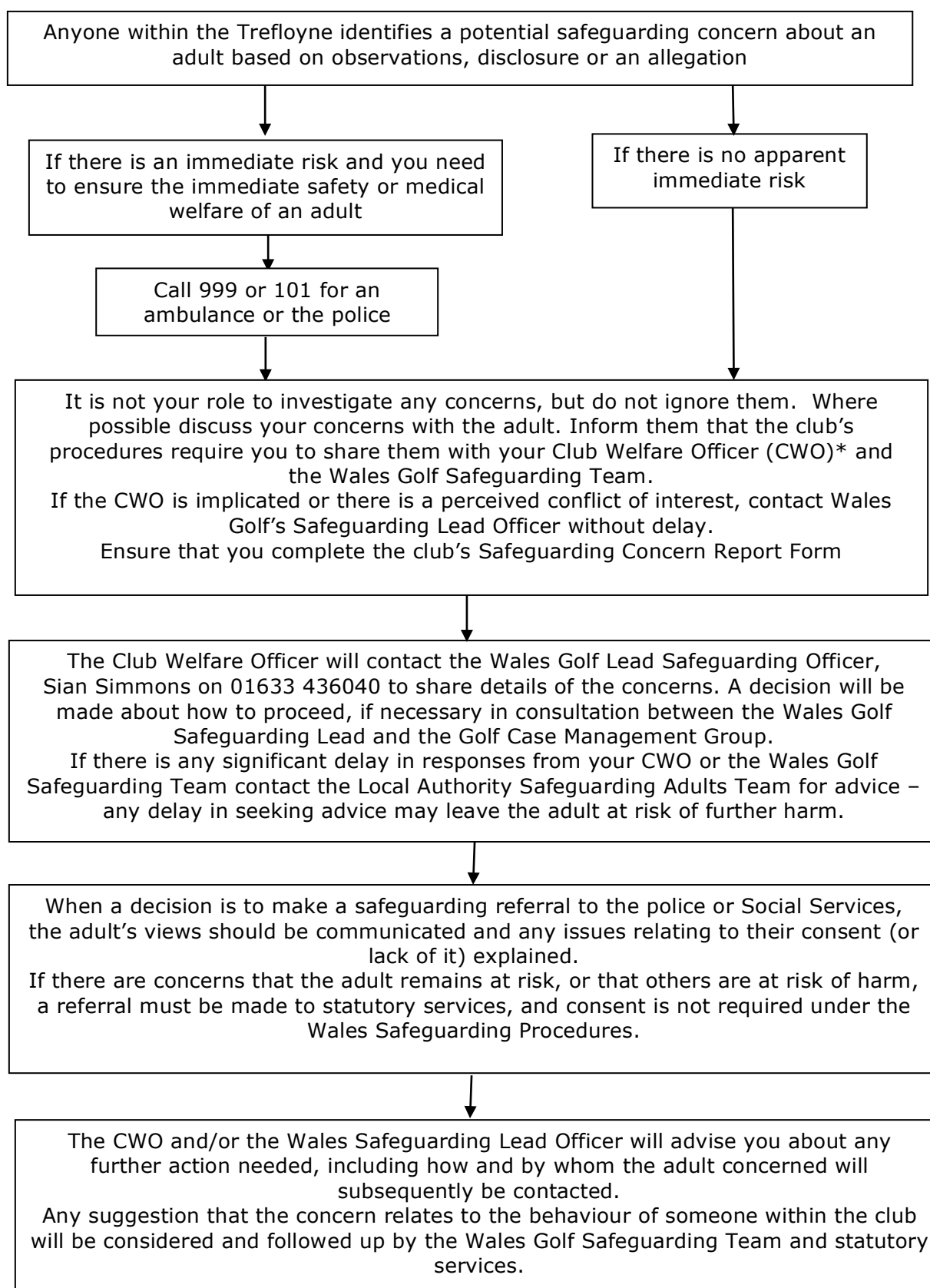
Final outcome  
Final sanction/s



**Trefloyne: What to do if you are worried about the behaviour of a parent/carer, in Trefloyne or other golf clubs or organisations towards children in or through the golf setting.**



**Trefloyne: What to do if you have concerns about the welfare or safety of an adult within or outside the golf setting.**



## Trefloyne Child Safeguarding Concern Report Form

**This form is to be completed for incidents or concerns about the safety or welfare of a child or young person (under 18 years).**

Please provide as many details as you can when filling in this form – if not known – leave section blank	
Person reporting the concern	
Name	
Address	
Contact number(s)	
Email	
Your role at Trefloyne	

Details of the child / young person that concerns relate to			
Name		Date of birth	
Gender (Optional)			
Is there any other information about the child that would be useful to consider?			

Contact information – parent / carer of child / young person		
Name(s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

Incident details*			
Date and time of incident			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am reporting concerns raised by someone else – if so, please fill in their details:	
Name of person raising concern		Their role within the club or relationship to the child	
Contact number(s)			
Email			
Where did the incident happen?			

Name of Golf Club or event:	
Details of the incident or concerns (include other relevant information, such as description of any injuries, relevant behaviour or comments made.	

\* Attach a separate sheet if more space is required (e.g. multiple witnesses)

Incident details (continued)			
Child / Young Person's account of the incident			
Name of witness (and date of birth, if a child)		Role within the club or relationship to the child	
Address			
Contact number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth, if a child)		Role within the club or relationship to the child	
Address			
Contact number(s)			
Email			
Please provide details of action taken to date			
Has the incident been reported to the child / young person's parents/carers?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide further details:	
If so – by whom, when and outcome?			
Has the incident been reported to any external agencies?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide further details:	
Name of organisation / agency			
Contact person			
Contact number(s)			
Email			
Agreed action or advice given			

Wales Golf Safeguarding Team		
Has this incident / concern been reported to Wales Golf Safeguarding Team?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Name of person spoken to:	Date:	
Any action agreed:		

<b>Signature:</b>
<b>Print your name:</b>
<b>Today's date:</b>

# Trefloyne Adult Safeguarding Concern Report Form

**This form is to be completed for incidents or concerns about the safety or welfare of an adult (over 18 years).**

**Please provide as many details as you can when filling in this form  
– if not known – leave section blank**

## Person reporting the concern

Name	
Address	
Contact number(s)	
Email	
Your role at Trefloyne	

## Details of the adult that concerns relate to

Name		Age	
Gender (Optional)			
Is there any other information about the person that would be useful to consider?			

## Incident details\*

Date and time of incident			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am reporting concerns raised by someone else – if so, please fill in their details:	
Name of person raising concern		Their role within the club or relationship to the adult	
Contact number(s)			
Email			
Where did the incident happen?			
Name of Golf Club or event:			
Details of the incident or concerns (include other relevant information, such as description of any injuries, relevant behaviour or comments made.			

\* Attach a separate sheet if more space is required (e.g. multiple witnesses)

## Incident details (continued)

Adult's account of the incident			
Name of witness (and date of birth, if a child)		Role within the club or relationship to the child	
Address			
Contact number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth, if a child)		Role within the club or relationship to the adult	
Address			
Contact number(s)			
Email			
Have you discussed your concerns with the adult – if so what are their views, and what do they want to happen?			
Has the incident been reported to any external agencies?		<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide further details:
Name of organisation / agency			
Contact person			
Contact number(s)			
Email			
Agreed action or advice given			

Wales Golf Safeguarding Team			
Has this incident / concern been reported to Wales Golf Safeguarding Team?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Name of person spoken to:		Date:	
Any action agreed:			

<b>Signature:</b>
<b>Print your name:</b>
<b>Today's date:</b>

## Trefloyne safer recruitment process

This is the step-by-step process that Trefloyne will use when appointing staff or volunteers to roles (temporary or permanent) that involve an individual having significant contact with and responsibility for children or adults who may be additionally vulnerable.

People who want to harm children and adults are known to seek out opportunities to work or volunteer in roles and settings that provide access to them. The purpose of this process is to reduce the likelihood of unsuitable individuals obtaining such positions within Trefloyne.

Trefloyne will require that individuals contracted or commissioned to work with children or other vulnerable groups within or on behalf of the club should have been subject to a similar safer recruitment process, or to be supervised within the club.

Further details and guidance can be found in the Safeguarding Toolkit.

This template can be used as a tool for club managers/recruiters to use to check they are completing the required step for each recruitment process.

	<b>Action</b>	<b>Explanation/Details</b>	<b>Y/N</b>
1	Clarify the job details. Create a job description and/or person specification	These describe the range of tasks involved in the role, including what contact with/responsibility for children the post involves, and the type of attributes required for the role (for example experience working with children, being child-centred, approachable, and so on). It may help to identify areas you consider essential, and those that are desirable. The process will also help establish which level of DBS check the post is eligible for.	
2	Advertise the post	Clarify that the role involves working closely with children or adults who may be vulnerable, and that the club will undertake a suitability assessment of candidates, including requiring access to a valid DBS disclosure.	
3	Application form	This is a basic way to access some of the information you need to determine someone's suitability for the role. (See Template 8)	
4	Self-disclosure form	To be used for roles eligible for an enhanced level DBS check.(see template 9a/b)	
5	Shortlisting	This matches applicant's experience and qualifications to the job description/person specification	
6	Interview	Include questions about their previous experience working with children, describing how they adapt practice for children, and how they have handled challenging situations. What are their values/principles when working with vulnerable people?	
7	Conditionally offer the position	This is subject to satisfactory references and criminal records checks.	



8	Take up (at least two) references	These should be from non-family members; people who can comment on their professional aptitude and applicant's experience working with children or other vulnerable groups. One referee should be the applicant's current or most recent employer. (see Template 10)	
9	Criminal Records Check (DBS)	<p>Wales Golf provides affiliated clubs with two volunteer DBS applications each year. Apply for DBS checks through Wales Golf Safeguarding Team – contact Sian Simmons Wales Golf Lead Safeguarding Officer at <a href="mailto:safeguardingteam@walesgolf.org">safeguardingteam@walesgolf.org</a> or ring 01633 436040 (option 5).</p> <p>The Wales Golf Safeguarding Team also provide a risk assessment service when concerning information is provided on a DBS certificate. This can include Wales Golf contacting the applicant to clarify any DBS information – and (sometimes in collaboration with the Golf Case Management Group) providing the club with a clear assessment of an individual's suitability for the role based on DBS and any other relevant information arising during the recruitment process. Where serious concerns about risk persist, the club will be strongly advised not to appoint the applicant into the role.</p> <p>In these circumstances, the club will be expected to comply with this recommendation in the interests of safeguarding its more vulnerable members.</p>	
10	Check professional and technical qualifications	Include safeguarding training certificates.	
11	Risk assess all information	Review all information – particularly any concerns arising from the process.	
12	Make your recruitment decision	Record your rationale, and inform the applicant.	

## Trefloyne Manor Staff or Volunteer Application Form

**Position Applied for:**

**Personal Details**

Title: Mr/Mrs/Miss/Dr/Other (please specify) \_\_\_\_\_

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

Any previous surname: \_\_\_\_\_

Date and place of birth: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

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

\_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone Number/s: \_\_\_\_\_

Email address: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Name and address of current employer: \_\_\_\_\_

\_\_\_\_\_

Role: \_\_\_\_\_

Start Date: \_\_\_\_\_

Any relevant skills and experience transferable from this role:

Briefly describe any other relevant experience - including any previous experience of working with children and young people or adults in need of additional care and support (Adults at Risk) in a paid, voluntary or familial context:

Reasons for applying for this post:

**References:**

Please provide the names and addresses of two people who know you well (one personal, one professional – including current or most recent employer, and who are not related to you) whom we can contact and verify to obtain a reference. Ideally, at least one is able to comment on your experience of working with children, young people and adults who may be additionally vulnerable:

**Name:**

**Address:**

**Telephone Number:**

**How do you know this individual?**

**Name:**

**Address:**

**Telephone Number:**

**How do you know this individual?**

**Data Protection Notification:**

Information you have provided in completing this form will be used to process your application. This may include sharing some details with the Wales Golf Safeguarding Team if concerns arise about your suitability to work with children or other vulnerable groups. Trefloyne Manor will keep the information you have supplied confidential and will not divulge it to other third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

**Authorisation:**

I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.

**Signed:****Date:****Declaration:**

I confirm that the information I have provided is correct and that any false or misleading information may lead to the termination of my appointment.

**Signed:****Date:**

## Trefloyne Manor Self-Declaration and Disclosure Form

**For a role involving children that is eligible for an enhanced level DBS check.** Anyone employed to be a coach or instructor of children's sports whose duties include teaching, training, or instructing children (on more than three days each month) is eligible for an Enhanced DBS check with a Children's Barred List check. This is because they are performing regulated activity with children.

If they do these activities more than once, but not often enough to meet the period condition, they are eligible for an Enhanced DBS check but without any Barred List check.

To be completed at the same time as the application form:

### Private and confidential

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

### Paid staff or volunteer information

Name	
Address	
Contact number(s)	
Email address	
Date of birth	
Gender (optional)	

**Note:** As the position you have applied for involves work with children or young people, it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When answering questions 1 to 4 you must declare criminal convictions and/or cautions that are not 'protected' under the Exceptions Order (as amended). This includes UK, overseas and armed forces convictions, cautions and relevant service discipline convictions where it would be considered an equivalent offence in England and Wales.

Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:

Nacro – Tel: 0300 123 1999, or email: [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk)

Unlock – Tel: 01634 247350, email [advice@unlock.org.uk](mailto:advice@unlock.org.uk) or complete the online form on the Unlock website.

## Declaration of individual

<p>1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>3. Have you been formally charged with any other offence in any country which has not yet been disposed of?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>4. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>5. Have you ever been known to any Adult or Children’s Services department or the police as being a risk or potential risk to children or vulnerable adults?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>6. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>

behaviour towards children or vulnerable adults?		
7. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
8. Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>

Confirmation of declaration	
Please tick the boxes below and then sign this form.	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures, if required I agree to provide a valid DBS certificate* and consent to Wales Golf clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform Wales Golf within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check* and information supplied by third parties may be supplied by Wales Golf to other persons or organisations in circumstances where this is considered necessary to safeguard other children.

Signature	
Print name	
Role(s) applied for	
Today's date	



# Trefloyne Manor Self-Declaration and Disclosure Form

**For roles that do not involve regulated activity** but do require some contact with children (under 18 years old) and/or adults who may be additionally vulnerable

## Private and confidential

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

### Employee or volunteer information

Name	
Address	
Contact number(s)	
Email address	
Date of birth	
Gender (optional)	

**Note:** All roles should be risk assessed to consider the level of engagement and opportunity to manipulate their role to cause potential harm to children and/or vulnerable adults (Adults at Risk).

This post is covered by the Offender Rehabilitation Act 2014<sup>1</sup> and therefore applicants are required to declare unspent convictions.

Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:

NACRO – Tel: 0300 123 1999, or email: [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) (England & Wales)

NIACRO – Tel: 028 9032 0157 (Northern Ireland)

Unlock – Tel: 01634 247350, email [advice@unlock.org.uk](mailto:advice@unlock.org.uk) or complete the online form on the Unlock website. (England & Wales)

Any disclosure will be considered and assessed in the context of the role description, the nature of the offence and the responsibility for the care of existing clients/volunteers and employees. Having unspent convictions will not necessarily mean that you cannot work/volunteer with us. The information provided may be assessed alongside normal selection criteria to determine suitability for the role that you have applied for. A separate arrangement will be made with you if clarification is required to discuss any issues around your disclosure before a final decision is reached.

---

## Declaration of individual

<p>9. Do you have any unspent convictions or conditional cautions?</p>	<p>No</p> <div style="text-align: center;"><input type="checkbox"/></div>	<p>Yes – please see the 2 options below</p> <div style="text-align: center;"><input type="checkbox"/></div>
<p><b>Option 1:</b> You can disclose your criminal record on a separate sheet, provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked <b>CONFIDENTIAL</b> and state your name and details of the post.          I have attached details of my conviction separately_____ (please mark with an X if appropriate.)</p>		
<p><b>Option 2:</b> Please provide details of unspent convictions or conditional cautions, in the space provided:</p>		
<p>10. Have you been formally charged with any other offence in any country which has not yet been disposed of?</p>	<p>No</p> <div style="text-align: center;"><input type="checkbox"/></div>	<p>Yes – please provide further information</p> <div style="text-align: center;"><input type="checkbox"/></div>
<p>11. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?</p>	<p>No</p> <div style="text-align: center;"><input type="checkbox"/></div>	<p>Yes – please provide further information</p> <div style="text-align: center;"><input type="checkbox"/></div>
<p>12. Have you ever been known to Adult or Children’s Social Care or the police as being a risk or potential risk to children or vulnerable adults?</p>	<p>No</p> <div style="text-align: center;"><input type="checkbox"/></div>	<p>Yes – please provide further information</p> <div style="text-align: center;"><input type="checkbox"/></div>
<p>13. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or a vulnerable adult(s)?</p>	<p>No</p> <div style="text-align: center;"><input type="checkbox"/></div>	<p>Yes – please provide further information</p> <div style="text-align: center;"><input type="checkbox"/></div>
<p>14. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?</p>	<p>No</p> <div style="text-align: center;"><input type="checkbox"/></div>	<p>Yes – please provide further information</p> <div style="text-align: center;"><input type="checkbox"/></div>
<p>15. Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?</p>	<p>No</p> <div style="text-align: center;"><input type="checkbox"/></div>	<p>Yes – please provide further information</p> <div style="text-align: center;"><input type="checkbox"/></div>

## Confirmation of declaration

Please tick the boxes below and then sign this form.

☐

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment/volunteer role may be withdrawn, or dismissal may result if information is not disclosed by me and subsequently comes to the organisation's attention.

☐

In accordance with the organisation's procedures, if required I agree to provide a valid DBS Basic Check\* and consent to Wales Golf clarifying any information provided on the disclosure with the agencies providing it.

☐

I agree to inform Wales Golf within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Trefloyne Manor

Signature

x

Print name

Role(s) applied for

Today's date

## Trefloyne Manor Reference form

### REFERENCE FORM

(Applicant's name) \_\_\_\_\_  
has applied for a position as member of staff / volunteer / coach\* (\*delete as appropriate) at Trefloyne Manor and has given your name as a referee.

The post involves substantial access to and responsibility for children and/or adults who may be additionally vulnerable. As an organisation committed to the welfare and protection of children, we wish to know if there is any reason at all to be concerned about this candidate's suitability for this type of role.

If you are happy to complete this reference, any information will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with the member of staff conducting the assessment of the candidate's suitability for the post, if the applicant is offered the position in question.

We would appreciate you being open and honest in your comments about this person.

Alternatively, if you have any reason to be concerned about this applicant, you can contact me directly:

Name: \_\_\_\_\_

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

Role: \_\_\_\_\_

Organisation: Trefloyne Manor

- How long have you known the applicant?
- In what capacity?
- What attributes does this person have which would make him/her suited to a role working with children and/or other vulnerable groups?
- How would you describe his/her personality?
- Have you ever had any concerns about this person's behaviour towards children or other vulnerable people?

Signed:

Date:

# **Trefloyne Manor Code of Conduct for Staff, Volunteers, Coaches and Officials**

Trefloyne Manor is committed to providing a safe and enjoyable experience for everyone associated in any capacity with the club. Our Code of Conduct is just one of the range of safeguarding arrangements we have in place to achieve this. The Code of Conduct clarifies our expectations of the behaviour of all staff, volunteers, coaches and officials, and identifies behaviours that are not acceptable.

Read and sign this document to indicate that you understand and accept these expectations, and are committed to complying with them.

- Respect the rights, dignity and worth of every person within the context of golf
- Treat everyone fairly and do not discriminate on the grounds of age, gender, race, religion or belief, sexual orientation or disability
- If you see any form of discrimination, do not condone it or allow it to go unchallenged
- Place the well-being and safety of participants above the development of performance
- Develop an appropriate working relationship with participants based on mutual trust and respect
- Ensure that any physical contact with participants is necessary in the context of your role, and takes place within recommended guidelines with the participant's full consent and approval
- Always work in an open environment (e.g. where possible avoid private or unobserved situations)
- Do not engage in any form of sexual behaviour or relationship with any player who you are coaching or are otherwise responsible for (i.e. you are in Position of Trust). Sexual relationships with children under 16 years is simply illegal. Sexual relationships with a young person aged 16-17 years when you are in a Position of Trust is also a criminal offence. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms
- You should not have contact outside your club role with juniors and should not engage in regular communication through text, email or social network sites unless safeguards have been put into place (e.g. copying in carers or CWO into messages)
- Familiarise yourself with, understand and comply with the Trefloyne Safeguarding Policies and Procedures – particularly those most relevant to your role
- Ask for and respect participants' opinions when making decisions about their participation in golf
- Inform players (and parents of juniors) about the requirements of golf
- Be aware of and report any conflict of interest as soon as it becomes apparent
- Display high standards of behaviour, language, manner, punctuality, preparation and presentation
- Do not smoke, drink or use recreational drugs while actively working with young people in the club. This reflects a negative image and could compromise the safety of the young people

- Do not give young people alcohol when they are under the care of the club – this is illegal
- Hold relevant qualifications and insurance cover. All Staff, Volunteers & Coaches who work regularly with children must have current DBS clearance, approved by Wales Golf Governance Department
- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual
- Promote the positive aspects of golf e.g. fair play
- Use constructive and positive methods to develop players skills – avoiding humiliating or harming them
- Ensure that you attend appropriate/required safeguarding training and updates
- Do not encourage players to continuing to play or train if they sustain an injury
- Listen to any concerns that participants or their carers may have
- Report any safeguarding concerns or suspicions you may have about the safety or welfare of any child or adult, or about the behaviour of any child or adult, to the Trefloyne Club Welfare Officer, in line with the club's reporting procedures
- Do not behave in a way that brings Trefloyne Manor or the game of golf into disrepute.

I confirm that I understand and will comply with the requirements in this code of conduct while working or volunteering in or on behalf of Trefloyne Manor.

I understand that, if the club is notified of any breaches of this code, action will be taken to investigate and address this. Serious or repeated issues may result in disciplinary action being taken against me (in collaboration with Wales Golf) and could result in my dismissal from the club.

**Signed:**

**Print name:**

**Trefloyne Manor role:**

**Date:**

# **Trefloyne Manor Code of Conduct for Juniors/Young Golfers**

As a young person taking part in Trefloyne's activities, we'd like you to follow this guidance to make sure you are able to participate in your sport or activity safely.

## **The essentials**

- keep yourself safe by listening to your coach or trainer, behaving responsibly and speak out when something isn't right
- when you're with us, stay in the places where you're supposed to, don't wander off or leave without telling a member of staff
- take care of our equipment and premises as if they were your own
- make it to practices or sessions on time and if you're running late, let a member of staff know
- bring the right kit to practice and wear appropriate kit for the weather
- do not smoke or consume alcohol on our premises or during practices, competitions or when representing us

## **Behaviour**

- respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of gender, race, sexual orientation or ability
- report any incidents of bullying, including homophobia and transphobia to a member of staff, even if you're just a witness
- treat other young people with respect and appreciate that everyone has different levels of skill and talent
- make our club or activity a welcoming and friendly place to be
- support and encourage other players. Tell them when they've done well and be there for them when they're struggling
- respect our staff, and the staff and young players from other clubs
- be a good sport, celebrate when you win and be gracious when you lose
- demonstrate fair play and apply golf's standards both on and off the course
- ✓ do not take part in irresponsible, abusive or inappropriate behaviour
- follow our online safety and internet use policies
- get involved in club or activity decisions, it's your sport too

## **As a young person taking part, we understand you have the right to:**

- enjoy the time you spend with us and know that you're safe
- be told who you can talk to if something's not right
- be treated as an individual
- ✓ be listened to
- be included
- be involved and contribute towards decisions within the club or activity
- be respected by us and other club members and be treated fairly
- feel welcomed, valued and not judged based on your race, gender, sexuality or ability
- be encouraged and develop skills with our help
- be looked after if there's an accident or injury and have your parents informed if needed.

We expect all young people to follow the behaviours and requests set out in this code. If any young person behaves in a way which contradicts any of the points set out above, we'll address the problem straight away with parent's involvement and aim to resolve the issue.

Continued issues and repeated breaches of this code may result in us regrettably asking you to leave the activity, event or club permanently, for the welfare of other young people and our staff. This is something we never want to do.

**Signature of young person:**

**Print name:**

**I confirm that I have discussed the contents of this Code of Conduct with **Name of Child** and that he/she understands it.**

**Signature of parent/carer:**

**Print name:**

**Date:**



# **Trefloyne Manor Code of Conduct for Parents/Carers of Juniors/Young Golfers**

As a parent of a child taking part in Trefloyne's activities, we'd like you to:

## **The essentials:**

- ✓ make sure your child has the right kit for the session as well as enough food and drink
- ✓ try to make sure your child arrives to sessions on time and is picked up promptly; or let us know if you're running late or if your child is going home with someone else
- ✓ complete all consent, contact and medical forms and update us straight away if anything changes
- ✓ maintain a good relationship with your child's coach and catch up with them as much as you can about your child's development
- ✓ talk to us if you have any concerns about any part of your child's involvement - we want to hear from you

## **Behaviour:**

- ✓ try and learn about your child's sport and what golf means to them
- ✓ take the time to talk to your child about what you both want to achieve through sport  
remember that children get a wide range of benefits from participating in golf, like making friends, getting exercise and developing skills.  
It's not all about wins and losses
- ✓ listen when your child says they don't want to do something
- ✓ behave positively on the sidelines - shout encouragement, and let your children know you're proud of what they're doing
- ✓ think about how the way you react and behave affects not just your child but other children too
- ✓ encourage your child to respect and celebrate difference in the club
- ✓ lead by example when it comes to positive behaviour on the sidelines; or let other parents take their cues from you, as well as from us
- ✓ accept the official's judgment and do not enter the field of play
- ✓ use social media responsibly when talking about what goes on at our club, by behaving in the same way online as you would in person
- ✓ talk to your child about embracing good etiquette and sportsmanship
- ✓ encourage your child to play by the rules
- ✓ ensure that your child understands their code of conduct

## **As a parent, we understand you have the right to:**

- ✓ be assured that your child is safeguarded during their time with us
- ✓ know who the Club Welfare Officer is and have their contact details
- ✓ be involved and contribute towards decisions within the club or activity
- ✓ know what training and qualifications our staff have
- ✓ be informed of problems or concerns relating to your child
- ✓ know what happens if there's an accident or injury, be informed if your child is injured and see records of any accidents
- ✓ have your consent sought for anything outside of our initial consent form, such as permission to go on trips or photography

✓ have any concerns about any aspect of your child's welfare listened to and responded to

We expect all parents to follow the behaviours and requests set out in this code. If any parent behaves in a way which contradicts any of the points set out above, we'll address the problem straight away with the parent and aim to resolve the issue.

Persistent concerns or breaches may result in parents being asked not to attend games if their attendance is considered a risk to the welfare and enjoyment of young players.

Continued issues and repeated breaches of this code may result in us regrettably asking your child to leave the activity, event or club permanently, something we never want to do.

**Name of Junior Player:**

**Signature of parent:**

**Print name:**

**Date:**

## Junior Profile and Parental Consent Forms

The safety and welfare of juniors in our care is paramount, and it is therefore important that we are aware of any illness, medical condition and other relevant physical, mental or emotional health issues so that we can best meet their needs during their involvement with Trefloyne Manor, particularly in dealing with any emergency situation that arises.

The information will be disclosed only to those club staff and volunteers for whom it is appropriate, and to relevant officers of Wales Golf where necessary.

In compliance with the Data Protection Act 1998, all efforts will be made to ensure that information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the club. Information will not be kept once a person is no longer a member of the club.

It is the responsibility of the junior player and their parent to notify the Club Welfare Officer (CWO) or Secretary of any changes to these details.

<b>Name of junior player/member</b>		
Date of Birth		
Address		
Telephone number		
<b>Parent/carers' names</b>		
Address		(If different)
Home Telephone No		
Mobile Telephone No		
Work Telephone No		
Email Address		
<b>Emergency Contacts</b>		
<b>Contact 1 Name</b>		
Relationship to child		
Home Telephone Number		

Mobile Telephone Number	
Work Telephone Number	
<b>Contact 2 Name</b>	
Relationship to child	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	

Please confirm details of all those with Parental Responsibility for the Child.	
---	--

### Medical Information

Child's Doctor's name	
Doctor's Surgery Address	
Telephone Number	

Does your child experience any conditions requiring medical treatment and/or medication? **YES** ☐ **NO** ☐

If yes please give details, including medication, dose and frequency.

--

Does your child have any allergies? **YES** ☐ **NO** ☐

If yes please give details.

--

Does your child have any specific dietary requirements? **YES** ☐ **NO** ☐

If yes please give details.

What additional needs, if any, does your child have e.g. needs help to administer planned medication, assistance with lifting or access, regular snacks?

## Disability

The Equality Act 2010 defines a disabled person as 'anyone with a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities'.

Do you consider your child to have a disability? **YES** ☐ **NO** ☐

If yes what is the nature of the disability?

Does your child have any communication needs e.g. non-English speaker/ hearing impairment/ sign language user/ dyslexia/neurodiversity?

If yes, please tell us what we need to do to enable them to feel comfortable, supported and able to communicate effectively.

**Consent from Parent/Carer/Legal Guardian:**

Please tick all boxes if agreed

I confirm to the best of my knowledge that my child does not suffer from any medical condition other than those detailed above.

☐

- I agree to notify the Club of any changes to this information. ☐
- I give my consent that in an emergency situation, the club may act in my place (loco parentis), if the need arises for the administration of emergency first aid and/or other medical treatment which, in the opinion of a qualified medical practitioner, may be necessary. I also understand that in such an occurrence all reasonable steps will be taken to contact me or the alternative adult named in this form. ☐
- The attached signature will denote that my child has my permission to be on the golf club's premises. ☐
- I acknowledge that the club is not responsible for providing adult supervision for my child, except for formal junior golfing coaching, matches or competition. ☐
- I agree to my child being transported by club representatives to and from venues when he/she is representing the club. ☐

By signing this document I confirm that I have legal responsibility for  
..... (child/young person's name), that I am  
entitled to give this consent, and I am aware of how the information I have  
provided may be used.

<b>Signature of Parent/Carer</b>	
<b>Print name</b>	
<b>Date</b>	

# **Trefloyne Manor Parental Consent Form - Photography**

## **Photography Consent**

This form is to be signed by the legal carer of a child under the age of 18, together with the child. Please note that if you have more than one child registered, you will need to complete separate forms for each.

Please inform the Club Welfare Officer if there are reasons that the club should be aware of (in confidence) that filming or photographing your child may potentially increase safeguarding risks or breach Court Orders. Your child's safety and welfare is our priority.

Trefloyne Manor recognises the need to ensure the welfare and safety of all children in golf. As part of our commitment to ensure their safety we will not permit photographs, video images or other images of your child to be taken (except where some incidental inclusion may not be possible to avoid) or used without your consent.

Trefloyne Manor will ensure that any image of a child where consent has not been obtained will not be published.

Trefloyne Manor will follow the guidance for the use of images of children as detailed within the Club's Photography Policy which is available to read online.

Trefloyne Manor will take steps to ensure these images are used solely for the purposes for which they are intended i.e. the promotion and celebration of the activities of the club.

If you become aware that these images are being used inappropriately you should inform the Club Welfare Officer immediately.

The photographs may be available on the Trefloyne Manor Pro Shop and Junior Academy Facebook pages. If at any time either the parent/ carer or the child wishes the images to be removed from the website, 7 days' notice must be given to the Club Welfare Officer, after which the data will be removed.

## **To be completed by parent/carers**

I \_\_\_\_\_ (Parent full name) consent to Trefloyne Manor photographing or videoing \_\_\_\_\_ (name of child) under the stated rules and conditions, and only for the agreed purposes, and I confirm I have legal parental responsibility for this child and am entitled to give this consent.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **To be completed by child/young person**

I \_\_\_\_\_ (Child full name) consent to \_\_\_\_\_ (name of organisation) photographing or videoing child under the stated rules and conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# **Trefloyne Manor Photography policy**

## **Purpose and scope of this policy**

This policy forms part of a range of documents and practical arrangements that help safeguard anyone involved in Trefloyne's activities.

The document sets out Trefloyne's expectations for anyone wishing to take photographs or videos of children or young people participating in club activities. It details the benefits and risks associated with taking and/or sharing images; outlines good practice guidance; and explains how to respond to concerns that may arise about images or their mis-use.

The policy applies to anyone undertaking any role on behalf of Trefloyne, including staff/volunteers, commissioned professional photographers, press photographers, and spectators. It applies when services and activities are delivered on site at the club or when staff, volunteers and junior members are in other settings (for example at golf competitions, training camps etc.)

This policy has been drawn up to compliment child and adult protection and online abuse legislation, policy and guidance that seeks to protect children and adults.

## **1. How images can be used positively**

Taking and/or sharing photos and videos is often very positive. Images may:

- Allow Trefloyne and its members to record and share their experiences, successes and achievements
- Provide and promote a record of the services and activities the club offers
- As a coaching tool.

Photography can take a number of forms, including:

- Club staff using cameras, mobile phones, tablets or video equipment
- Images of groups or individuals, or wider angle, general images of events or activity sites
- Press or TV coverage of events or activities
- CCTV used to make a site a safer environment.

Here are some of the ways images may be used:

- On the club website and/or social media platforms (e.g. Facebook or X)
- On club promotional materials
- In the printed or online press (e.g. by local newspapers)
- On local or national TV
- For club staff profile information.

## **2. Potential risks associated with photography/filming**

If safe processes aren't in place, photos and videos may be shared outside of the organisation or posted online without prior consent from children and parents, or additionally vulnerable adult service users.

This could lead to safeguarding risks such as:

- images being modified or misused out of context, for example to create child abuse images



- a child or adult being identified and targeted/contacted for the purpose of grooming and abuse
- information (about vulnerable child or adult) being disclosed which provide opportunities for a third party (for example an existing child abuser, a perpetrator of domestic violence, or the birth family of an adopted child) to trace and contact them.

Any of these outcomes will have devastating and long-lasting consequences for the child.

Some children are subject to court orders and other legal arrangements that prohibit the taking and sharing of their images.

### **3. Consents and information for junior players/parents**

An absolutely basic principle is to seek the informed permission of the child, young person and their parents before any images are taken.

Informed consent means that the individual understands the type of images to be taken (e.g. close-ups, group shots or more general images); how, where, and by whom the images will be used (e.g. on a public website, on publicity materials, or in the press); how images will be stored securely in line with Data Protection requirements (e.g. with access limited to approved users) and for how long. Consent should be obtained in writing (Parental consent form – Template 14) and should be kept securely.

If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them, and ensure this is done in a way that does not single out the child or make them feel isolated.

We will never exclude a child from an activity because we do not have consent to take their photograph.

### **4. In-house photography/filming**

Ideally most images will be taken by identified club staff or volunteers who have been the subject of a safer recruitment policy and are considered appropriate for this role.

They should be familiar with the contents of this policy, and apply the guidance practice provided below (section 8) in all cases.

The club will establish a secure way to store all images, and a deletion policy to remove images after an identified time period.

The club staff and volunteers will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

The club does not permit staff and volunteers to use any personal equipment (phones, tablets or cameras) to take photos and recordings of children without the agreement of the Club Welfare Officer. Whenever possible, only Trefloyne owned cameras or devices should be used.

### **5. Using external professional photographers**

When employing/using external contractors – or when press photographers attend activities – it will not be possible to assess their suitability in the same way that staff are

subject to safer recruitment processes. Therefore, Trefloyne will ensure that these photographers are supervised by club staff throughout the process.

Ahead of the session, the club should understand the details of purpose and use of any images planned to be taken, and only approve this if/when satisfactory service-user consents and photographer supervision arrangements are in place.

In addition, photographers will be required to adopt the same good practice guidance (section 8 below) as club staff. Where possible this should be provided to the photographer ahead of the session, and their written agreement to comply with it recorded. This will also include their name and contact details, their employing organisation, the reason for taking the images and how they will be used/shared.

At the event we will inform children, parents and carers that an external photographer is present and ensure the photographer is easily identifiable, for example by issuing them with a coloured identification badge.

## **6. Spectators taking images for personal use**

For club events and activities we will provide guidance for spectators wishing to take photos or films of family members' involvement in activities for personal use.

This includes:

- asking for photos taken during the event not to be shared on social media, unless they gain permission from children, their parents and others before sharing photographs and videos that include them
- avoid tagging the names of anyone else's children in social media posts including images
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and other spectators who they can talk to and how they could make a report if they have any concerns about the way images were taken or are being shared.

## **7. Good practice guidance for taking photos and videos**

- inform children, parents and adult service users that a photographer will be present at a session/event and will be wearing identification
- Photographers will wear the accreditation/identification badge provided so their status as official photographer is clear – and to help identify non-accredited photographers
- always ensure that written consent has been obtained from a child and/or their parents before taking and using any images - this includes explaining what the images will be used for, whether/how they will be shared or published, and how/for how long they will be securely stored
- when there are individuals who have not provided consent, ensure that the photographer is familiar with who these are and avoid including them in any images
- the photographer will not be given unsupervised access to any children or potentially vulnerable adult service users
- the photographer will not be permitted to arrange or carry out sessions away from the activity site or session, or at a child's home
- no photography is allowed in the toilets, showers, or changing rooms - or any other areas where service users may change
- clarify that consent to use or share images can be withdrawn later, but that it may not be possible to delete images that have already been shared or published (particularly online)

- change the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify individuals)
- never publish personal information about individual children which could lead to them being contacted, and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- you can reduce the risk of images being copied and used inappropriately when you:
  - only use images of individuals in appropriate clothing
  - be aware of the potential for some poses and camera angles to create images that are more easily mis-used (e.g. a person doing the splits)
  - only using images that positively reflect the individual's involvement in and enjoyment of the activity.

## **8. Responding to concerns arising from photography/filming**

Any concerns about the way images are being taken or subsequently shared, mis-used or published should be reported to the Club Welfare Officer in the same way as any other safeguarding concerns are. The club should provide guidance to juniors and their parent/carers about how they can report concerns. All reported concerns will be considered and responded to by the Club Welfare Officer, and, if required, in collaboration with the Wales Golf Safeguarding Team.

## **9. Storing images**

Trefloyne will store photographs and videos securely, in accordance with our Safeguarding Policy and Data Protection law. We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored and available for consented use for a period of three years, after which they will be deleted.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

The club does not permit staff and volunteers to use any personal equipment to take photos and recordings of children.

# **Trefloyne Manor Online Safety Policy**

## **Trefloyne's online safety statement**

This policy provides guidance on how our club uses the internet and social media, and the procedures for doing so. It also outlines how we expect our staff and volunteers, and junior players to behave online. As an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.

## **Aims**

The aims of our online safety policy are:

- ✓ to protect all children involved with our activities and who make use of technology (such as mobiles phones, games consoles and the internet) while in our care
- ✓ to provide staff with policy and procedure information regarding online safety and inform them how to respond to incidents
- ✓ to ensure our club is operating in line with our values and within the law regarding how we behave online

## **Understanding the online world**

As part of using the internet and social media, our club will:

- ✓ assess and manage the safety aspects – including what is acceptable and unacceptable behaviour for staff and children when using websites, social media including Facebook, TikTok, Instagram, X (Twitter) or Snapchat, apps and video conferencing platforms including Zoom or Skype
- ✓ be aware of how staff in our organisation and the children they work with use social media both inside and outside of our setting
- ✓ ensure that we adhere to relevant legislation and good practice guidelines when using social media or video conferencing platforms
- ✓ make sure that our safeguarding policies and procedures address online safeguarding concerns including: online safeguarding concerns being included in concern reporting procedures; and online bullying (cyber bullying) being included in our anti-bullying policy.

## **Managing our online presence**

Our online presence through our website or social media platforms will adhere to the following guidelines:

- ✓ all social media accounts will be password-protected, and at least 2 members of staff will have access to each account and password
- ✓ the account will be monitored by the Club Welfare Officer or another identified staff member in order to provide transparency
- ✓ the staff managing our online presence will seek advice from our Club Welfare Officer or the Wales Golf Safeguarding Team, on safeguarding requirements
- ✓ inappropriate posts by children or staff will be removed
- ✓ we will inform junior players and parents who to contact if they have any concerns about something that's happened online
- ✓ our account, page and event settings will be set to 'private' so that only invited members can see their content
- ✓ identifying details such as a child's home address, school name or telephone number will not be posted on social media platforms
- ✓ any posts or correspondence will be consistent with our aims and tone as an organisation
- ✓ parents will be asked to give their approval for us to communicate with their children through social media, via video conferencing platforms or by any other means of communication
- ✓ parents will need to give permission for photographs or videos of their child to be posted on social media (see the club's photography policy)

- ✓ Club video conferencing sessions will be password protected in order to maintain children's privacy and prevent exposure to inappropriate or harmful content by third parties.

### **What we expect of our staff**

- ✓ staff should be aware of this policy and comply with it
- ✓ staff should seek the advice of the Club Welfare Officer if they have any concerns about the use of the internet or social media
- ✓ staff should communicate any messages they wish to send out to children to the member of staff responsible for the organisation's online presence
- ✓ staff should not communicate with children via personal accounts
- ✓ staff should not 'friend' or 'follow' children from personal accounts on social media and maintain the same professional boundaries online as they would in person when using club accounts
- ✓ staff should make sure any content posted on public personal accounts is accurate and appropriate, as children may 'follow' them on social media
- ✓ rather than communicating with parents through personal social media accounts, staff should choose a more formal means of communication, such as face-to-face, email or in writing, or use a club account or website
- ✓ staff should avoid communicating with children via email or organisational social media outside of normal office hours
- ✓ emails or messages should maintain the organisation's tone and be written in a professional manner, e.g. in the same way you would communicate with fellow professionals, avoiding kisses (X's) or using slang or inappropriate language
- ✓ staff should not delete any messages or communications sent to or from organisation accounts
- ✓ if possible, staff should undertake all online safety training offered and gain a basic knowledge of the platforms children use and how to report or remove inappropriate content online
- ✓ any concerns reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our reporting procedures
- ✓ at least one parent must be present during the delivery of any activities via video conferencing platforms at home
- ✓ any delivery of activities to children via video conferencing platforms will be supported by an additional member of staff (even if they're not actively delivering) to ensure transparency
- ✓ staff and children must not engage in 'sexting' or send pictures to anyone that are inappropriate or obscene.

Note: The NSPCC provide an e-learning product called Keeping Children Safe Online for professionals - <https://www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-sport-online-course/>

### **What we expect of junior players**

- ✓ children should be aware of this online safety policy and agree to its terms
- ✓ we expect children's behaviour online to be consistent with the guidelines set out in our acceptable use statement (below)
- ✓ children should follow the guidelines set out in our acceptable use statement on all digital devices, including smart phones, tablets and consoles

### **What we expect of parents**

- ✓ parents should be aware of this online safety policy and agree to its terms
- ✓ parents should protect all children's privacy online and think carefully about what content they share about our club or sport online, where they share it and who they're sharing it with

- ✓ we expect parents' behaviour online to be consistent with the guidelines set out in our acceptable use statement and in our codes of conduct for parents and spectators

### **Using mobile phones or other digital technology to communicate with juniors**

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging such as WhatsApp or Facebook Messenger), we will take the following precautions to ensure children's safety:

- ✓ staff will avoid having children's personal mobile numbers and will instead seek contact through a parent
- ✓ we will seek parental permission on each occasion we need to contact children directly; the purpose for each contact will be clearly identified and an agreed upon method of accountability will be arranged, such as copies of texts, messages or emails also being sent to another member of staff (e.g. the Club Welfare Officer) or to parents
- ✓ smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy
- ✓ staff should have a separate phone from their personal one for any contact with parents or children
- ✓ texts, emails or messages will be used for communicating information – such as reminding children or young people about upcoming events, which kit to bring or practice timings – and not to engage in conversation
- ✓ if a child misinterprets such communication and tries to engage a staff member in conversation, the member of staff will take the following steps:
  - ✓ end the conversation or stop replying
  - ✓ suggest discussing the subject further at the next practice or event
  - ✓ inform the Club Welfare Officer in the interest of transparency
- ✓ if concerned about the child, provide contact details for the Club Welfare Officer or appropriate agencies and report any concerns using the club's reporting procedures.

### **Using mobile phones during sports activities**

So that all children can enjoy and actively take part in sports activities, we discourage the use of mobile phones during such activities. As part of this policy we will:

- ✓ make children aware of how and who to contact if there is an emergency or a change to previously agreed arrangements with the organisation
- ✓ inform parents of appropriate times they can contact children who are away at camps or away trips and discourage them from attempting contact outside of these times
- ✓ advise parents that it may not be possible to contact children during activities and provide a contact within the club who will be reachable should there be an emergency
- ✓ explain to children how using mobile phones during activities has an impact on their safe awareness of their environment, and their level of participation and achievement

## Statement of acceptable use of internet and social media

Trefloyne Manor understands the importance of online communication for children's and young people's development. However, we recognise that relevant safeguards need to be put in place to ensure children and young people remain safe while online or using social media. We ask that all parents / carers spend a few minutes to read through and discuss this statement with their child and then sign and return this form Trefloyne Manor's junior organiser.

### **\*Agreement of child / young person**

1. I will be responsible for my behaviour when using my phone at the club, including the content I access and how I conduct myself.
2. I will not deliberately create, browse or access material that could be considered offensive or illegal. If I accidentally come across any such material, I will report this to a member of staff.
3. I will not use social media or the internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or that is illegal.
4. I understand that I should only use the club's official social media or website communication channels to contact them and should not seek out individual members of staff or coaches.
5. I understand that all my use of internet and social media is potentially visible to everyone and that any issues involving my behaviour online may be addressed by my coach or other staff members at the club.
6. I will not give out any of my personal information (such as name, age, address or telephone number) online, or that of anyone else.
7. I will not share my passwords with anyone else.
8. I will not arrange to meet someone that I have met online unless accompanied by a member of staff or parent.
9. I understand that these rules are designed to keep me safe, and if they are not followed my parents may be contacted.
10. I will avoid using my mobile phone during activities as I understand that it will have an impact on my safety and my opportunity to learn and achieve.
11. I am aware that if I am experiencing bullying behaviour or abuse online, I can contact Eifion Price, the club welfare officer.
12. I know I can contact Childline on **0800 11 11** or at [childline.org.uk](https://www.childline.org.uk) if I have any worries about something I've seen or experienced online.

### **Declaration – Parent/ Carer**

We have discussed this statement and \_\_\_\_\_ *(print child's name)*  
agrees to support the safe use of the internet and social media at Trefloyne Manor

Signature	✕
Print name	
Today's date	
Declaration – child / young person	
Signature	✕
Print name	
Today's date	



# **Trefloyne Manor Whistleblowing Policy**

Safeguarding children, young people and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability.

As a club, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

You may be the first to recognise that something is wrong - but feel that you cannot express your concerns as this may be disloyal to your colleagues or you may worry that you will be the victim of harassment or victimisation as a result.

Children, Young People and Adults at risk need someone like you to safeguard their welfare.

## **What is whistleblowing?**

In the context of safeguarding, "whistleblowing" is when someone raises a concern about the well-being of a child or an adult at risk, usually as a result of the actions of someone within the club.

A whistle blower may be:

- a player;
- a volunteer;
- a coach;
- other member of staff;
- an official;
- a parent;
- a member of the public.

## **Reasons for whistleblowing:**

Those involved in sport must acknowledge their individual responsibilities and bring matters of concern to the attention of the relevant people and/or agencies. Although this can be difficult it is particularly important where the welfare of children may be at risk.

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour:

- To protect or reduce risk to others
- To prevent a problem from becoming worse or more widespread
- To prevent becoming implicated yourself

## **What prevents those individuals from whistleblowing:**

- Starting a chain of events that they have no control of
- Disrupting work or training
- Fear of getting it wrong or making a mistake
- Fear of repercussions
- Fear of damaging careers
- Fear of not being believed.

## **Trefloyne Manor Whistleblowing procedure**

1. If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.
2. Where a child or an adult at risk is not in immediate danger, the first person you should report your suspicion or allegation to is the Club Welfare Officer.
3. If for any reason you cannot, or do not wish to report the matter to your Club Welfare Officer, please contact the Wales Golf Lead Safeguarding Officer on 01633 436040 or email [sian.simmons@walesgolf.org](mailto:sian.simmons@walesgolf.org)
4. Alternatively you can contact the Local Authority Designated Officer (LADO) or the NSPCC on 0808 800 5000.

## **Information to include when raising a concern**

The whistleblower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- their name and contact details (unless they wish to remain anonymous);
- names of individuals involved;
- date, time and location of incident/circumstance; and
- whether any witnesses were present.

Trefloyne assures that all involved will be treated fairly and that all concerns will be properly considered. The whistleblower does not have to be 100% certain about whether their concerns are true, but should have reasonable grounds for being concerned – whether or not subsequent action by the club or Wales Golf confirms this. In cases where suspicions prove to be unfounded, no action will be taken against those who report their concerns, provided they acted in good faith and without malicious intent.

## **What happens next?**

- You should be given information on the nature and progress of any enquiries – this may vary depending on the nature and result of the investigations.
- All concerns will be treated in confidence. During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern to the minimum number of individuals practicable.
- Trefloyne has a responsibility to protect you from harassment or victimisation
- No action will be taken against you if the concern proves to be unfounded, if it was raised in good faith
- Malicious allegations may be considered a disciplinary offence

The Public Interest Disclosure Act 1998 protects whistleblowers from victimisation, discipline or dismissal where they raise genuine concerns of misconduct or malpractice.

If the whistleblower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the club or the Wales Golf Governance Department, the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).



# Trefloyne Manor: Anti-bullying Policy

## The statement

Our anti-bullying policy sets out how we feel about bullying behaviour in the club, what we will do to tackle it and how we will support children and young people who experience or display bullying behaviour.

## Bullying Behaviour:

all forms of bullying behaviour will be acted upon  
everybody in the club or organisation has a responsibility to work together to stop bullying behaviour

bullying behaviour can include online as well as offline behaviour

bullying behaviour can include:

- physically pushing, kicking, hitting, pinching, etc.
- name calling, spreading rumours, persistent teasing and humiliation or the continual ignoring of others
- posting of derogatory or abusive comments, videos or images on social media
- racist behaviour - including racially aggravated remarks, name-calling, racial exclusion
- homophobic and transphobic comments
- sexist slurs
- offensive comments, taunts or gestures
- sexual comments, suggestions or behaviour
- unwanted physical contact
- destruction or theft of property

## Trefloyne will ...

recognise its duty of care and responsibility to safeguard all players from harm  
promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures

ensure that any form of bullying behaviour is not tolerated or condoned

require all members of the club to sign up to this policy

take action to investigate and respond to allegations of bullying

embed anti-bullying in players' code of conduct

provide coaches with information and guidance about bullying

encourage all players, staff, volunteers and members to respect the rights of everyone in the club.

## Support for young people

- ✓ we will let children know who will listen to and support them
- ✓ we will create an "open door" ethos where children feel confident to talk to an adult about bullying behaviour or any other issue that affects them
- ✓ potential barriers to talking (including those associated with a child's disability or impairment) will be acknowledged and addressed at the outset to enable children to speak out
- ✓ we will make sure children are aware of helpline numbers
- ✓ anyone who reports an incident of bullying will be listened to carefully and reports will be taken seriously
- ✓ any reported experience of bullying will be investigated and will involve listening carefully to all those involved
- ✓ children experiencing bullying will be supported and helped to uphold their right to play and live in a safe environment
- ✓ those who display bullying behaviour will be supported and encouraged to develop better relationships
- ✓ we will make sure that sanctions are proportionate and fair

**Support for parents**

parents will be advised of the club's anti-bullying policy  
any experience of bullying behaviour will be discussed with the child's parents  
parents will be consulted on action to be taken (for both victim and child displaying the bullying behaviour) and we will agree on these actions together  
information and advice on coping with bullying will be made available  
support will be offered to parents, including information from other agencies or support lines

**Useful contacts:**

NSPCC Helpline Tel: 0808 800 5000 Website: [nspcc.org.uk](http://nspcc.org.uk)

Childline Tel: 08081111 Website: [childline.org.uk](http://childline.org.uk)

Kidscape Website: [kidscape.org.uk](http://kidscape.org.uk)

Anti-Bullying Alliance Website: [antibullyingalliance.org.uk](http://antibullyingalliance.org.uk)

# **Trefloyne Manor: Safeguarding Children and Young People**

## **- a short guide for club members**

### **Safeguarding Children and Young People – A Short Guide for Club Members**

Trefloyne Manor is committed to ensure that the sport of golf is one within which children and young people involved can thrive and flourish in a safe environment and that all children, young people and adults at risk have a fun, safe and positive experience when playing golf.

Trefloyne is an affiliated member of Wales Golf and follows the Wales Golf Safeguarding Children and Young People Policy and procedures.

You might be thinking “**What has safeguarding got to do with me?**”

Government guidance makes it clear that ‘Safeguarding is everyone’s responsibility’.

Anyone who has a negative experience of sport at a young age is less likely to become a regular long-term participant. It’s important for the future of our club and the sport as a whole that children and young people have an enjoyable experience.

**All club members have a part to play in making that happen.**

All adults should contribute to the club fulfilling its overall duty of care, be aware of our club’s safeguarding policy, and know what to do if they are concerned about the welfare or safety of a young person.

Trefloyne asks our members to

- **Familiarise yourself with the Trefloyne Manor Safeguarding Policy.**

The full copy of the Trefloyne Safeguarding Children and Young People Policy is available on our website [www.trefloyne.com](http://www.trefloyne.com)

- In particular, familiarise yourself with:

#### **1. Trefloyne’s Codes of Conduct**

For example - Adults should always be aware that age related differences exist and conduct themselves in a manner that both recognises this and prioritises the welfare of children and young people.

#### **2. Anti-Bullying Policy**

For example - Trefloyne believes that every effort must be made to eradicate bullying in all its forms. The Club will not tolerate bullying in any of its forms during club matches, competitions, coaching or at any other time while at the club.

#### **3. Transport Policy**

For example - The club believes it is primarily the responsibility of parents/carers to transport their child/children to and from events.

#### **4. Changing Room Policy**

For example - The changing rooms are used by all members and visitors. Wherever possible, adults will avoid changing or showering at the same time as children, but parents will be made aware that with limited changing room space there will be occasions when adults and children may need to share the facilities. Where a parent/carer does not consent to their child accessing the changing rooms, it is their responsibility to either supervise the child while in the changing rooms or ensure that they do not use them.

#### **5. Photography, Videoing and the use of Social Media Policies**

Think very carefully before contacting a young person via mobile phone, e-mail or social media.

Do not accept children as contacts on social networking sites if you hold a position of trust with children/young people.

In general, stick to group communications, copy the communication to a parent, and only communicate about organisational matters.

#### **What should I do if I'm concerned about a child or young person?**

A concern may involve the behaviour of an adult towards a child at the club, or something that has happened to the child outside the club.

Children and young people may confide in adults they trust, in a place where they feel comfortable.

A concern may range from verbal bullying, poor coaching practices, to inappropriate contact online, to neglect or emotional abuse, to physical or sexual abuse.

If you are concerned about a child, it is not your responsibility to investigate further, but it is your responsibility to act on your concerns and share them.

Report any concerns to Trefloyne's Club Welfare Officer who will follow this up in line with the club's safeguarding procedures.

Name: Eifion Price  
Email Address: deprice1@btinternet.com  
Telephone Number: 07795112978

If you would prefer not to speak to the Club Welfare Officer, you should contact the Wales Golf Safeguarding Team on 01633 436040 or [safeguardingteam@walesgolf.org](mailto:safeguardingteam@walesgolf.org)

If you believe the child is at immediate risk of harm, call the Police.