

SAFEGUARDING CHILDREN POLICY AND PROCEDURES

for The Duke of York Young Champions Trophy

SAFEGUARDING CHILDREN POLICY

POLICY STATEMENT

JSA Limited (“JSA”), as Tournament Organisers of The Duke of York Young Champions Trophy, has a commitment to the prevention of child abuse and the protection of children. JSA acknowledges its duty of care to safeguard the welfare of all children (defined as those under 18) involved in this tournament. All children have a right to protection and have their particular needs taken into account.

This policy sets out common values, principles and beliefs and describes the steps that will be taken in meeting JSA’s commitment to protect children. JSA recognises the Guidelines for Safeguarding Children in Golf produced by the Children in Golf Strategy Group and has drafted this policy and accompanying procedures with reference to them. The policy was adopted by the Directors of JSA Limited for implementation into the organisation of The Duke of York Young Champions Trophy.

PRINCIPLES

Our values, principles and beliefs:

- All child abuse involves the abuse of children’s rights
- All children have equal rights to protection from abuse and exploitation
- Child abuse is never acceptable
- We have a commitment to protecting children with/for whom we work

COMMITMENT

JSA will meet our commitment to protect children from abuse through the following means:

- **Awareness:** we will ensure that all staff, associates and volunteers are aware of the problem of child abuse and the risks to children
- **Prevention:** we will ensure, through awareness and good practice, that staff, associates and volunteers minimise the risks to children
- **Reporting:** we will ensure that staff, associates and volunteers are clear what steps to take where concerns arise regarding the safety of children
- **Responding:** we will ensure that action is taken to support and protect children where concerns arise regarding possible abuse

In order that the above standards of reporting and responding are met, JSA will also ensure that they:

- take seriously any concerns raised
- take positive steps to ensure the protection of children who are the subject of any concerns
- support children, employees or other adults who raise concerns
- act appropriately and effectively in co-operating with any subsequent process of investigation by statutory authorities and take appropriate follow-up action
- are guided through the child protection process by the principle of ‘best interests of the child’
- listen to and take seriously the views and wishes of children
- work in partnership with parents/guardians and golf’s national governing bodies to ensure the protection of children

RESPONSIBILITIES

- All JSA staff (“staff”), associates and volunteers will sign up to and abide by the Code of Conduct for staff, associates and volunteers
- All staff, associates and volunteers will be required to have read and understood the Safeguarding Children Policy and Procedures
- Recruitment procedures will include checks on suitability for working with children
- Operating procedures will be in place to safeguard the welfare of children (“players”) participating in the tournament
- Induction will include briefing on child protection issues
- All JSA staff, associates and volunteers will be made aware of the procedures for reporting concerns and allegations
- Training, learning opportunities and support will be provided, as appropriate, to ensure commitments are met.

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RECRUITMENT PROCEDURES

- JSA, as the Tournament Organisers of The Duke of York Young Champions Trophy, will endeavour to ensure that all staff, associates and volunteers working with children are suitable to do so, and that they have all the information they require to perform their job effectively and appropriately.
- Each role which involves an element of responsibility with regard to children, particularly those involving the supervision of children, whether voluntary or paid, will be assessed to establish which qualifications, checks and other requirements are necessary and appropriate. These will include the following:
 - Registration with the Independent Safeguarding Authority (ISA)
 - A current enhanced Criminal Records Bureau (CRB) disclosure
 - A self-declaration of criminal record
 - References from at least two people
 - Basic personal details and information of previous experience with children
 - Details of the requirements and the qualifications and checks of individuals will be recorded by the Tournament Director, who will also hold copies of the necessary forms and contact information for the ISA, CRB and other relevant agencies.
- JSA will make enquiries to satisfy them that staff, associates and volunteers engaged by companies sub-contracted to deliver services are also appropriately vetted.
- All staff, associates and volunteers will be offered access to child protection training where it is appropriate to their role. The sportscoachUK “Safeguarding and Protecting Children” workshop is recognised by the Children in Golf Strategy Group as the most appropriate training and is therefore recommended by JSA.
- All staff, associates and volunteers involved with children will be asked to read and become familiar with The Duke of York Young Champions Trophy’s Safeguarding Children Policy and Procedures.
- All staff, associates and volunteers involved with children will be asked to read the Code of Conduct for Staff, Associates and Volunteers, and sign to indicate their agreement to act in accordance with the code. In the event of a serious breach of this Code of Conduct, the matter will be dealt with in accordance with The Duke of York Young Champions Trophy’s Disciplinary Procedures for Staff, Associates and Volunteers.

CODES OF CONDUCT

Code of Conduct for Staff, Associates and Volunteers

All staff, associates and volunteers must sign up to and abide by this Code of Conduct. Any serious breach of this Code of Conduct will be dealt with in accordance with The Duke of York Young Champions Trophy’s Disciplinary Procedures for Staff, Associates and Volunteers.

- Staff, associates and volunteers must:
 - Develop relationships with children based on mutual trust and respect
 - Demonstrate proper personal behaviour and conduct at all times
 - Not smoke or drink alcohol whilst actively working with children
 - Never use recreational or performance enhancing drugs
 - Report any concerns about the welfare of a child or the behaviour of an adult
 - Not develop physical/sexual relationships with children
 - Not develop relationships with children which could in any way be deemed exploitative or abusive
 - Not act in ways that may be abusive or may place a child at risk of abuse
 - Not use language, make suggestions or offer advice which is inappropriate, offensive or abusive
 - Not sleep in the same room or bed as a child with whom they are working
 - Not condone, or participate in, behaviour of children which is illegal, unsafe or abusive
 - Respect the rights, dignity and worth of all children, and not act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse
 - Not discriminate against, show differential treatment, or favour particular children to the exclusion of others.

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This is not an exhaustive or exclusive list. The principle is that staff, associates and volunteers should avoid actions or behaviour that may constitute poor practice or potentially abusive behaviour.

- It is important for all staff, associates and volunteers in contact with children to:
 - be aware of situations which may present risks and manage these
 - plan and organise the work and the workplace so as to minimise risks
 - as far as possible, be visible in working with children
 - ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed
 - ensure that a sense of accountability exists between associates and volunteers so that poor practice or potentially abusive behaviour does not go unchallenged
 - talk to children about their contact with staff, associates and volunteers and encourage them to raise any concerns
 - empower children by discussing with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

Code of Conduct for Players

All players must sign to indicate that they have read and understood its contents. Parents/guardians are similarly required to indicate that they have understood the implications for their child's involvement in the tournament. Any serious breach of this Code of Conduct will be dealt with in accordance with The Duke of York Young Champions Trophy's Disciplinary Procedures for Players.

- All players should:
 - Demonstrate fair play and apply golf's standards both on and off the course
 - Treat others as you would wish to be treated yourself
 - Respect physical, cultural, racial and religious differences
 - Challenge or report any form of discrimination or prejudice
 - Look out for yourself and the welfare of others
 - Speak out if you consider that you or others have been treated unfairly
 - Report any behaviour that appears to fall below the standards of the tournament
 - Be organised and on time
 - Tell someone in authority if you are leaving the course or hotel
 - Treat organisers with respect
 - Observe instructions or restrictions required by the Tournament Organisers or accompanying Federation Representative
 - Attend all activities arranged by the Tournament Organisers unless agreed otherwise with them in advance
 - Not consume alcohol or illegal performance enhancing drugs or stimulants
 - Not engage in any sexual activity
 - Not smoke at the golf course or in any public place
 - Not use foul language
 - Not use critical or disrespectful descriptions of others

PLAYERS' WELFARE OFFICER

A Players' Welfare Officer is appointed to be responsible for:

- Acting as a focal point for any concerns raised by players, federation representatives, parents/guardians, staff, associates and volunteers
- Reporting these concerns, in the first instance, to the Tournament Director and then, if necessary, to the appropriate authorities
- Taking supervisory responsibility for players unaccompanied by any federation representative or parent/guardian
- Safeguarding the welfare and providing support and pastoral care for players, particularly whilst at the Official Hotel
- Reporting any breaches of the Codes of Conduct to the Tournament Director
- Acting as support for any player if liable to any Disciplinary Procedures

RISK ASSESSMENTS

Risk assessments of the accommodation and golf venue will be undertaken, using both the information provided by the facility themselves, and active assessments by JSA, and records of these assessments retained.

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USE OF PHOTOGRAPHIC and FILMING EQUIPMENT

- The purpose of this policy is:
 - To ensure children, parents/guardians and the Tournament Organisers have control over the images of the children
 - To deter unsuitable people from misusing sporting activities to obtain images of children
 - To prevent unsuitable images of children or inappropriate representations of the sport from being produced
 - To protect the identify of children who may be made vulnerable through the publication of their personal details
- A consent form will be sent to the parent/guardian of each player requesting their permission for photographic and video images to be taken and used solely for the purpose of promoting and celebrating the activities of the tournament. The completed permission form must be provided before play in the tournament commences.
- The official tournament photographer and any other accredited photographer for the tournament will be vetted to ensure safeguarding issues are addressed, and be instructed in the standards expected by the Tournament Organisers in the way in which images are obtained and the use of those images, once taken.
- Any person (parent/guardian, Federation Representative or spectator) must request permission in advance to use photographic or video equipment by registering their details with the Tournament Office and obtaining an identifying label.
- Any person found to be taking images without permission, or in a way which gives rise to concern, may be asked to desist or leave the premises. All staff, associates and volunteers will be asked to challenge those taking images without appropriate identification and raise concerns to the Tournament Director. Instructions regarding this procedure will be included to staff, associates and volunteers during their induction.

PUBLISHING OF IMAGES

- Images may only be used where permission has been granted by parents/guardians and should convey the best principles and aspects of golf, such as fairness, fun and friendship.
- Where the name of a player is given adjacent to their image, details should not be given which would enable their location to be determined.

SUPERVISION

- Players accompanied by a Federation Representative:
 - These players will have provided the Tournament Organisers in advance with a signed Player's Parent/Guardian Consent Form in which the parent/guardian will have given permission for that child to participate in the tournament and under the supervision of the named Federation Representative. Each Federation Representative will have provided the Tournament Organisers in advance with a signed Federation Representative Consent Form in which they confirm acceptance of responsibility for the supervision of that named Player.
- Players unaccompanied by a Federation Representative:
 - These players will have provided the Tournament Organisers in advance with a signed Player's Parent/Guardian Consent Form in which the parent/guardian will have given permission for that child to travel to and from and participate in the tournament as an unaccompanied minor. The parent/guardian will also have signed to acknowledge that the appointed Players' Welfare Officer will assume supervisory responsibility for that player during the tournament.
 - Supervisory responsibility for unaccompanied players will be assumed from collection by the Courtesy Car Service from either the airport/train station or arrival at the official hotel (whichever is first) until departure from the hotel or courtesy car service at the airport/train station (whichever is last). Parents/guardians will be advised of this prior to commencement of the tournament.
 - The ratio of unaccompanied players to the appointed Players' Welfare Officer will not exceed a rate of 10:1. The Players' Welfare Office will be present at the accommodation at all times when the players are present and provide them with relevant contact details including mobile phone numbers.

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- At the tournament venue and hotel, adequate supervision will be in place, having undertaken a Risk Assessment of the environment and conditions.

TRANSPORT ARRANGEMENTS

- The parent/guardian of each player will have provided the Tournament Organisers in advance with a signed Consent Form giving permission for their child to be transported during the Tournament by the Tournament Organisers' appointed Courtesy Car Service supplier.
- Players will be transported only by drivers who have been subject to vetting procedures, including a Criminal Record Bureau (CRB) disclosure, references and self declaration of convictions. These drivers will be aware of the tournament's Safeguarding Children Policy and Procedures and be required to sign the Code of Conduct for Staff, Associates and Volunteers.
- Transporting players alone will be avoided and the Tournament Organisers will be notified of the players being transported.

PLAYER PROFILE FORMS

- Player Profile Forms will be obtained for all players prior to their arrival at the tournament, having been completed by the players and their parents/guardians. The forms will be retained at both the accommodation and the golf venue with access limited to the Tournament Director, the Tournament Director Assistant and the Players' Welfare Officer.
- Consideration of the particular needs of the individual players will be given prior to commencement of the tournament, and appropriate action taken in good time.
- In the event of medical treatment being sought for a player, the Player Profile Form will be taken by the nominated accompanying adult to the medical centre or hospital and shown to the medical staff.

REPORTING PROCEDURES

- All allegations involving inappropriate behaviour towards a player will be taken seriously, investigated and treated confidentially. Should any staff, associate or volunteer have concerns about the behaviour of an adult or the welfare of a player at any time during the tournament, they will inform the Players' Welfare Officer, who will take appropriate action.
- Appropriate action may include referral to statutory authorities and/or golf's governing bodies in addition to the Tournament Director, removal of the adult from their position pending the outcome of any investigation or disciplinary action. A record of the relevant details of the concern/incident and actions taken will be kept using the form provided.
- Appropriate follow-up action will be taken in accordance with recommendations received by golf's governing bodies and/or statutory authorities.

EMERGENCY PROCEDURES

- The emergency evacuation procedures provided by the accommodation provider will be adhered to and players' attention drawn to them. The Players' Welfare Officer will be familiar with these and co-ordinate evacuation of the players in the event of an emergency.
- Emergency procedures for evacuation of the golf course will be provided in the Player Information Pack and players' attention drawn to them.
- The incident reporting form will be used to record action taken in emergency circumstances. Parents/guardians will be notified of any incident by the Tournament Director.