



Dunning Golf Club

2026

Safeguarding Policies & Guidelines (Children)

Contents

Club Safeguarding Statement.....	04
Safeguarding Policy.....	05
Code of Conduct for Coaches and Volunteers	08
Code of Conduct for Junior Members	09
Code of Conduct for Parents/Carer.....	10
Safeguarding Officers and Coaches	11
Anti-Bullying Statement	12
First Aid and the Treatment of Injuries	13
Adult to Child Ratios.....	13
Volunteers Aged 17 or Under	13
Physical Contact	14
Sexual Activity and Grooming.....	14
Managing Challenging Behaviour	15
Transporting Children	16
Procedures for the use of Photography, Film and Video	16
Communication Technology and Social Media	17
Clubhouse and Changing Rooms	19
Adults and Children Playing Together in Medals or Adult teams.....	19
Responding to Concerns	20
Safeguarding Concern Recording Form	20
Appendix A	
Risk Assessment Form.....	23
Scottish Golf Safe Golf Accreditation.....	24

Club Safeguarding Statement

DUNNING GOLF CLUB takes the welfare of our junior members very seriously and has accordingly set out its Child Safeguarding Policies and Guidelines in this document. These Policies and Guidelines lay out the commitments made by DUNNING GOLF CLUB, and informs staff, volunteers and associated personnel of their responsibilities in relation to safeguarding. This covers all staff employed by DUNNING GOLF CLUB and also encompasses committee and general members.

DUNNING GOLF CLUB is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote fun, safe practice and to protect children from harm, abuse and exploitation. Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people and their commitment to protecting children throughout their participation in our sport.

Dunning Golf Club Safeguarding Policy

1. Purpose

The purpose of this policy is to set forth DUNNING GOLF CLUB's statement of policy and procedures for the safeguarding of children. The policy lays out the commitments made by DUNNING GOLF CLUB, and informs staff, volunteers and associated personnel of their responsibilities in relation to safeguarding.

2. Scope

- All staff contracted by DUNNING GOLF CLUB.
- Associated personnel whilst engaged with work or visits related to DUNNING GOLF CLUB, including but not limited to the following: consultants, volunteers, contractors, programme visitors including journalists, PGA Pros, professional players, celebrities and politicians.

3. Policy Statement

DUNNING GOLF CLUB is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This policy outlines DUNNING GOLF CLUB's commitment to protecting children throughout its work, through the three pillars of prevention, reporting and response.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- Child protection is everyone's responsibility.
- All children – regardless of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation – have the right to protection from all forms of harm and abuse.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents to promote the welfare, health and development of children.

DUNNING GOLF CLUB will:

- Promote the health and welfare of children by providing opportunities for them to take part in golf safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the wellbeing of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Safeguarding Policy, associated procedures and guidelines.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and associated procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Regularly monitor and evaluate the implementation of this Policy and associated procedures.

4. Prevention

DUNNING GOLF CLUB responsibilities

DUNNING GOLF CLUB will:

- Ensure all staff and volunteers have access to, are familiar with, and know their responsibilities within this policy.
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with DUNNING GOLF CLUB. This includes the way in which information about individuals in our programmes is gathered and communicated.
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff, volunteers and associated personnel.
- Ensure staff, volunteers and associated personnel receive training on safeguarding at a level commensurate with their role in the club.
- Follow up on reports of safeguarding concerns promptly and according to due process.

Staff and volunteer responsibilities

Child safeguarding

DUNNING GOLF CLUB staff, volunteers and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18.
- Sexually abuse or exploit children.
- Subject a child to physical, emotional or psychological abuse, or neglect.
- Engage in any commercially exploitative activities with children including child labour or trafficking.

Protection from sexual exploitation and abuse:

DUNNING GOLF CLUB staff, volunteers and associated personnel must not:

- Exchange money, employment, goods or services, including team selection or the promise of team selection, for sexual activity.

Additionally, DUNNING GOLF CLUB staff, volunteers and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.
- Report any concerns or suspicions regarding safeguarding violations to the designated Safeguarding Officer, or appropriate staff member or appropriate authority in their absence in urgent cases.

5. Reporting a Concern

DUNNING GOLF CLUB will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff, volunteers and the communities we work with.

DUNNING GOLF CLUB will also accept complaints from external sources such as members of the public, partners and official bodies.

How to report a safeguarding concern:

Staff members or volunteers who have a complaint or concern relating to safeguarding should report it immediately to the Safeguarding Officer or line manager [as appropriate]. If the staff member or volunteer does not feel comfortable reporting to their Safeguarding Officer or line manager (e.g. if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff/committee member and Scottish Golf.

To DUNNING GOLF CLUB,

David Taylor, Safeguarding Officer,
Rollo Park, 1 Station Road, Dunning PH2 0RH
Email: daviddaylor111431@btinternet.com
Mobile: 07787 714303

Gordon Davidson, Safeguarding Officer,
Rollo Park, 1 Station Road, Dunning PH2 0RH
Email: secretary@dunninggolfclub.co.uk
Mobile: 07568 537661

6. Response

DUNNING GOLF CLUB will follow up safeguarding reports and concerns according to this policy and procedure, and legal and statutory obligations (see Responding to Concerns Procedures).

DUNNING GOLF CLUB will apply appropriate disciplinary measures to staff or volunteers found in breach of policy.

DUNNING GOLF CLUB will offer support to survivors of harm caused by staff, volunteers or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

7. Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be kept secure at all times.

GDPR and child protection

GDPR emphasises the importance of asking children for consent before sharing personal information. If a child is mature enough, they should be given the opportunity to decide whether they agree to their confidential information being shared. If a child does not have the capacity to make their own decisions, their parent or carer (unless this would put the child at risk) should be asked.

However, if you have a child protection concern, you must share information with the relevant agencies, even if you have not been given consent. GDPR does not affect this principle.

8. Review

This Policy and associated Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance from Scottish Golf on the protection of children or following any changes within DUNNING GOLF CLUB.
- Following any issues or concerns raised about the protection of children within DUNNING GOLF CLUB.
- In all other circumstances, at least every three years.



Club Safeguarding Officer:

07787 714303

Contact Number:

25th January, 2026

Date:

Code of Conduct for Coaches and Volunteers

Good Practice

In the context of your role at DUNNING GOLF CLUB, the following good practice guidelines should be followed:

- Make golf fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships based on mutual trust that empower and include children in the decision-making process.
- Always work in an open environment. Avoid private or unobserved situations including transportation.
- All communication should be via approved Club avenues.
- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children and avoid excessive training and competition, pushing them against their will and putting undue pressure on them.

Practice to be avoided

In the context of your role at DUNNING GOLF CLUB, the following practice should be avoided:

- Having “favourites” - this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Entering children’s bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, alert the occupants by knocking and announcing your intention to enter. The door should remain open, if appropriate.
- Where possible, doing things of a personal nature for children that they can do for themselves.
- Making contact or holding discussions with children via social networking sites or texting.

Practice never to be sanctioned

In the context of your role at DUNNING GOLF CLUB, the following practices will never be sanctioned:

- Engaging in sexually provocative games, including horseplay.
- Forming intimate emotional, physical or sexual relationships with children.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Inviting or allowing children to stay or visit with you at your home.
- Coaches and other leaders sharing a room alone with a child for sleeping accommodation.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with DUNNING GOLF CLUB Responding to Concerns procedure.

Code of Conduct for our Junior Members

DUNNING GOLF CLUB is dedicated to creating an environment that nurtures the enjoyment and enthusiasm of every member within our club. We want to empower our juniors to base their conduct on a sense of personal integrity and acceptance of rules, fairness, equality, respect for others, moral conduct and a sense of what is right.

I agree to:

- Be friendly and supportive, offer help if needed
- Practice and participate fairly and be trustworthy
- Behave with respect to others including coaches/volunteers, club staff, officials, other golfers, parents, team managers and spectators
- Respect the rules of my club and those of the facilities
- Respect the rights, dignity and worth of all participants regardless of age, disability, gender, ability, race, cultural background or religious beliefs or sexual identity
- Always strive to do my best and refrain from inappropriate conduct towards others including physical, verbal, written or emotional, in person or through use of social media
- Be a positive role model and refrain from bullying and getting involved in inappropriate peer pressure and push others into something they do not want to do
- Set a good example at all times in aspects of punctuality, language, behaviour and respect of equipment and others
- Will not smoke, consume alcohol or drugs of any kind
- Report inappropriate behaviour or risky situations to a member of staff

Our Club recognises that to create a supportive atmosphere, which allows everyone to participate/compete to the best of their abilities, it is important for juniors to know that while we have high expectations of their behaviour, they can expect the same in return from us.

You have the right to:

- Be safe and happy while participating in golf
- Be respected and treated fairly and participate on an equal basis, appropriate to your ability
- Be protected from abuse by others from within or out with the club
- Ask for help
- Be believed
- Be listened to
- Be referred to professional help if needed

Breaches of the Juniors Code of Conduct will be dealt with in accordance with the club's disciplinary procedures.

I understand that if I do not follow the Juniors Code of Conduct, any/all of the following actions may be taken:

- Be required to apologise formally
- Receive a warning; verbal or written
- Be suspended by the club
- Be required to leave the club

Code of Conduct for Parents/Carers

As a parent/carer of a junior member you are expected to abide by the following code of conduct. You should:

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with club staff/officials.
- Help your child to recognise good performance and effort, not just results.
- Never force your child to take part in golf.
- Set a good example by recognising fair play and applauding good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your child's involvement and help them to enjoy their golf.
- Use correct and proper language at all times.
- Ensure your child understands and abides by the Players Code of Conduct

Our Safeguarding Officers and Coaches

Primary Safeguarding Officer: David Taylor 07787 714303 davittaylor111431@btinternet.com
Secondary Safeguarding Officer: Gordon Davidson 07568 537661 secretary@dunninggolfclub.co.uk

Should David Taylor be unavailable, then please inform Gordon Davidson of any concerns, issues or any incidents that may have occurred.

Purpose

- To ensure club is complying with the Scottish Golf Safeguarding Policy and current legislation, and ensure that young people, coaches and volunteers are operating within a safe environment.

Roles And Responsibilities of the Safeguarding Officer

- Implement and promote good practice through the Club's Safeguarding Policy and Procedures
- Conduct the administrative work associated with processing information on new volunteers/staff including acting as an Authorised signatory for PVG checks from those in the club working with junior members.
- Raise awareness of the Club Safeguarding Officer role to parents/carers, adults, and children involved in the club.
- Act as the main contact within the club for the protection of children.
- Encourage good practice and support of procedures to protect children.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the club.
- Challenge behaviour which breaches the Code of Conduct.
- Organise/signpost appropriate training for all adults working/volunteering with children in the club.
- Where required liaise with the Scottish Golf Safeguarding Officer and/or statutory agencies/authorities and ensure they have access to all necessary information.
- Report on cases, concerns and action taken to Scottish Golf's Safeguarding Officer.
- Attend training on the protection of children and young people.

Coaches: David Morrison
Alan Campbell

All Dunning Golf Club Coaches have current PVG memberships in place along with their Child Wellbeing & Protection in Sport (CWPS) (renewable every 3 years)

Our Safeguarding Officers hold current PVG memberships, plus their Child Wellbeing & Protection in Sport (CWPS) (renewable every 3 years) and Child Wellbeing & Protection in Sport: Officer Training (CWPO) (renewable every 3 years).

Anti-Bullying Statement

DUNNING GOLF CLUB is fully committed to safeguarding the wellbeing of all children and vulnerable adults in its care. We understand that an individual's wellbeing can be seriously impacted by bullying behaviour. DUNNING GOLF CLUB therefore recognises the information provided by 'respect me', Scotland's Anti-Bullying Service: "Bullying is never acceptable; it doesn't make an individual better or stronger to get through it and it should never be seen as a normal part of growing up."

Bullying is a behaviour that can make an individual feel frightened, threatened, left out and hurt. Something only has to happen once to make an individual feel worried or scared to go to school or other places they enjoy going'. For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy applies to all children and vulnerable adults regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

DUNNING GOLF CLUB will:

- Respect the rights of children and vulnerable adults as paramount.
- Work together to develop positive relationships amongst children and adults which are mutually respectful, responsible and trusting; and promote their emotional health and wellbeing.
- Seek to prevent, reduce and respond effectively to bullying behaviour, through the implementation of this policy and guidelines.
- Require staff, volunteers and members of the Committee to adopt and abide by this policy.
- Train, support and supervise its members of staff, volunteers and members of the Committee to adopt best practice to prevent, reduce and respond to bullying.
- Address the needs of children and vulnerable adults who are bullied as well as those who bully within a framework of respect, responsibility, resolution and support.
- Respond to any concerns raised either in the experiences of poor practice/ misconduct or abuse caused by bullying behaviour.
- Highlight bullying based on prejudice and perceived differences, to ensure our practices are effective in dealing with these issues.
- Regularly monitor and evaluate the implementation of this policy and guidelines and include children's views in this process.

Review

This Policy and guidelines will be regularly reviewed and will include children and vulnerable adult's participation and feedback on the content and actual experience of implementation as part of the review:

- In accordance with changes in guidance on anti-bullying or following any changes within DUNNING GOLF CLUB.
- Following any issue or concern raised about bullying within DUNNING GOLF CLUB.
- In all other circumstances, at least every three years.

First Aid and the Treatment of Injuries

Parents/carers must complete a consent form before their child participates in sport. This ensures that sports volunteers/staff running an event or activity are made aware of any pre-existing medical conditions, or medicines being taken by participants or existing injuries and treatment required.

- Have an accessible and well-resourced first aid kit and a working telephone at the venue.
- Where possible, access to medical advice and/or assistance should be made available.
- Only those with a current, recognised First Aid qualification should treat injuries.

- Inform parents/carers as soon as possible of any injury and action taken.
- A Concern Recording Form should be completed if a child sustains a significant injury and the details of any treatment given recorded. Good sense or sport specific guidance should be used to determine which injuries are significant.
- The circumstances of any accidents that occur should be recorded and reviewed to avoid it happening again.
- Where practical there should always be two adults present while First Aid given.

Adult to Child Ratios

The following ratios are recommended in the National Care Standards: Early Education and Childcare up to the Age of 16 (Scottish Executive, 2005). They are a relevant minimum for daytime activities, but should be modified for overnight stays, trips away from home and to take into account other risk factors:

3 and over = 1:8

All children over 8yrs = 1:10

Coaches to juniors = 1:8

Activities should be planned to involve at least two adults, preferably one male and one female. As a general guide, the following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the activity
- The age, maturity and experience of the children
- Whether any of the group leaders or children has a disability or special requirements
- Whether any of the children have challenging behaviour
- The particular hazards associated with the activity
- The particular hazards associated with the environment
- The level of qualification and experience of the leaders
- The programme of activities
- Whether there are volunteers under the age 18

Volunteers aged 17 or Under

While some children under the age of 16 may be in 'regulated work' with children they should not be placed in positions of sole responsibility for other children. They should be supervised by a more senior qualified coach or volunteer who has been appropriately vetted.

Volunteers aged 17 and under should be assessed for their suitability to work with children. There is no lower age limit for PVG membership. Where the post meets the 'regulated work' criteria, membership of the PVG Scheme should be considered.

Young volunteers may come under different pressures (e.g. lack of respect from peers) and closeness in age could lead to the development of friendships or romantic/sexual relationships. Regular supervision, training and extra support is recommended. Supervision ratios should also be reassessed, as a young volunteer may not be as capable of consent (in particular providing guidance around the use of social media in relation to their role at the club), or overseeing a group of children and young people as an adult in the same position.

Physical Contact

Any necessary physical contact during a coaching session should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect. Children should be encouraged to speak out if they feel uncomfortable.

Demonstrating a Technique

In the first instance, techniques should be delivered by demonstration (either by the coach or a player who can display the technique safely). If physical contact is necessary, for example to provide support, this should be clearly explained to the child in advance and they should be given the chance to opt out. Physical support should be provided openly and must always be proportionate to the circumstances.

Supporting Child with Personal Care

If it is necessary to help a child with personal care e.g. toileting or changing, this should be agreed in advance with the child and parents/carers and guidance taken. Volunteers/staff should work with parents/carers and children to develop practised routines for personal care, such as help with getting changed for younger children, so that parents/carers and children know what to expect.

Helpers should not take on the responsibility for tasks for which they are not appropriately trained e.g. manual assistance for a child with a physical disability.

Sexual Activity & Grooming

Within sport intimate relationships can occur. This section looks at both sexual activity among young people and that between adults and young people.

A person in a legally defined 'position of trust' who takes advantage of their position to develop an intimate relationship with a child/young person may be committing a criminal offence known as 'abuse of trust'. The notion of 'positions of trust' applies as much to young people in leadership roles as it does to adults.

Young People

Sexual activity between children/young people at team events, in sports facilities and at social activities organised by the club should be discouraged.

Criminal sexual behaviour committed by a young person should be referred to the police or social services. This may also lead to disciplinary action in accordance with the club's disciplinary procedure.

Adults

Sexual activity between adults and children under the age of 16 is illegal and must be reported to the police.

Sexual activity between adults and young people (aged 16+) involved in sport raise serious issues given the power imbalance in the relationship. Even if a young person is of the age of consent, the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. For example, a coach may have significant power or influence over a young person's sporting career.

Sexual activity between adults and young people (16+) involved in sport should therefore be prohibited when the adult is in a position of trust or authority (coach, trainer, official). This should be communicated clearly to adults in such positions at the outset and clear procedures drawn up to deal with such a situation promptly, fairly and consistently.

Grooming

Most adults involved in sport with children participate with the aim of providing a fun and positive experience for the children taking part. However, some may use sport as a way of gaining access to children with the purpose of developing inappropriate intimate relationships.

People who commit sexual offences against children often first gain the trust of people around the child, such as their family and friends and those involved in sport. Those who commit offences work hard to portray themselves as caring and trustworthy and they befriend their victims to break down barriers before an offence may be committed.

This is referred to as 'grooming'. This predatory behaviour is an offence and may be prosecuted separately to direct sexual abuse. Any suspicions of grooming should be reported to police.

Managing Challenging Behaviour

Planning

Sessions should be planned around the group and take into consideration the needs of each child. Volunteers/staff should consider previous and likely behaviour. There should be strategies to manage risks agreed in advance. This should identify the appropriate number of adults required to manage and support the session safely, including being able to respond adequately to safeguard the group. This may include conversations with parents/carers to support a child and any identified strategies should be included in the session's risk assessment. (See *assessment form in appendix A*).

From time-to-time volunteers/staff may have to deal with challenging behaviour from children. To assist with managing this, risk assessments should be completed and reviewed to allow the club to demonstrate decision making and for amendments to be made in future session planning. The following principles should be applied:

- The wellbeing of all children is the paramount consideration.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff should attempt to respond to challenging behaviour by using techniques for which they have not been trained.

None of the following should be used as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Withdrawal of communication.
- Being deprived of food, water or access to changing facilities or toilets.
- Verbal intimidation, ridicule or humiliation.

Physical Interventions

Physical interventions should only be used as a last resort to prevent a child from injuring themselves or others or causing serious damage to property. Only the minimum force needed to avert injury to a person or serious damage to property should be used and applied for the shortest period of time. Physical intervention must never be used as a form of punishment.

Transporting Children

Clubs do not generally take responsibility for the transport of players to and from venues. If the club does expressly accept responsibility for travel arrangements, it should undertake a risk assessment including the following areas:

- All vehicles and drivers are correctly insured.
- The driver has a valid and appropriate license.
- All reasonable safety measures are available e.g. fitted, working seatbelts/booster seats.
- There is an appropriate ratio of adults per child.
- Drivers take adequate breaks and are not included in the ratio of adults to children.
- If an adult is regularly transporting children on behalf of the club this may be regulated work with children as such it should be assessed whether or not this person requires a PVG check

Volunteers/staff should be discouraged from transporting children to activities by car. However, when this situation cannot be avoided the following guidelines should be followed:

- Request parent/carer consent in advance and provide details of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.
- Where possible, have another adult accompany you on the journey.

Collection By Parents/Carers

Make sure that start and finish times are clear and that the arrangements for collection are understood by all. Parents/carers who wish children to go home unaccompanied (according to their age and stage) should give consent in writing. Notify parents/carers that they should not drop children off too early and that they are expected to collect children promptly. Explain late collection procedures.

Have a late collection telephone contact and number on the consent form and let the parent/carer know how to contact the club if they are held up.

Dealing With The Situation

If parents/carers are late when picking up their child, the wellbeing of the child will take precedence, and they must not be left alone. The leaders and coaches have a duty of care to the children in their charge and this continues when the activity has finished. However, it is not the responsibility of staff/volunteers to transport children home. If attempts to contact an adult who is responsible for the child fail, the Safeguarding Officer and social work should be informed. Where possible have more than one adult/leader to lock up at the end of an activity. If an adult is left in sole charge in these circumstances, they should record any actions taken and inform the Safeguarding Officer and parents/carers as soon as possible.

Procedure for the use of Photographs, Film and Video

Children must be protected from those who would seek to use photos and videos to place them at risk of harm. Written consent must be obtained from the child's parents/carers before any photography or filming takes place and agreement in place regarding the replication/sharing of any images on any publication or platform.

Management Of Photography

Reasonable steps must be taken to promote the safe use of photography and filming at events and activities. It is not possible to prevent individuals photographing or filming in public places, but the club does have the right to prohibit the use of photography, film or video at its own events or activities at a private venue.

Where photography or filming is permitted, (and consent has been granted from parents/ carers), the following guidelines should be followed:

- Put a system in place to allow easy tracking of photographers and their equipment. For example use a badge or sticker to identify those with permission to photograph or film.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be shown in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.
- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.
- Decisions about publishing images should reflect the best interests of the child and should consider whether they might place the child at risk. Special care must be taken in relation to vulnerable children such as those in care, fleeing domestic violence or a child with a disability.
- All originals, copies, videos and digital images will be stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Indecent images of young people under 18 years of age are classified as child abuse imagery and must be reported immediately to the police.

Mobile Phone Cameras

A number of children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or filming should ever be permitted in such areas.

Concerns

Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the Club Safeguarding Officer, Scottish Golf or the police.

Communication Technology and Social Media

Communication technology and social media developments advance extremely quickly, meaning ways in which we communicate and receive and absorb information are changing all the time. This provides a great opportunity for clubs to promote their activities and communicate easily with members. But it can also put children and young people at considerable risk, which is why safeguards must be put in place.

Adults who seek to harm children have been known to use technology and social media to “groom” children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005. It is also widely acknowledged that children can be harmed by the behaviours and actions of their peers for example, on-line bullying and sexting.

The following guidelines should be met in order to safeguard all parties when communicating using texting/social media:

- All communications from the club with children should be open, transparent and appropriate.
- Messages should only be sent to communicate details of meeting points, training, match details, competition results etc. The same message should be sent to every member of the group/team.
- It should always be clear that it is the club who is communicating information – one-to-one messaging arrangements between sports volunteers/staff should be strongly discouraged and safeguards should be in place and settings adjusted to prevent this happening.

- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation.
- Written permission must be sought from parents/carers to communicate with children under 16 years via technology/social media.
- Parents should be offered the option to be copied in to any messages their child will be sent.
- Consent to communicate via technology/social media should be sought directly from young people aged 16 to 18. Though consent from parents/carers is not required for this age group it is recommended that parents/carers are informed of the intention to communicate with their children.
- Children and young people should be informed about the means of communication at the club. They should also be given information on how to keep themselves safe and who to report any concerns to within the club.
- All concerns about the inappropriate use of technology and social media will be dealt with in line with the Procedure for Responding to Concerns about a Child. This may include the concerns being reported to police.
- All phone numbers/email addresses of children and young people should be recorded and kept securely in a locked cabinet or password-protected electronic file or database.
- The number of people with access to children and young people's details should be kept to a practical minimum. A record should be kept of their numbers/addresses by the Club Safeguarding Officer.

Club Websites / Social Media Sites

- Websites/Social Media sites provide an opportunity for a club to extend their community profile, advertise and communicate easily with their members. Thought should be given to consent, tone and how sites and pages will be monitored. In terms of publishing information and pictures the following good practice should be noted.

Permission

- Written parent/carer consent must be obtained for all children aged under 16 before publishing any information or pictures of a child. If the material is changed from the time of consent, the parents/carers must be informed and consent provided for the changes.
- Special care must be taken in relation to vulnerable children e.g. child experiencing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

Use of Images and Information

- Information published on the websites/social networking sites must never include personal information that could identify a child e.g. home address, email address, telephone number of a child. All contact must be directed to the club. Credit for achievements by a child should be restricted to first names e.g. Tracey was Player of the Year 2024.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.

Forums

- Where a site allows for two-way communication between the organisation and members close monitoring is required. From time-to-time forums can be used to target individuals or to engage contributors in debates that can cause upset and embarrassment to children and young people.
- Coaches, staff or volunteers should refrain from being drawn into debates concerning selection, performance or personalities – even where the subject of discussion is anonymous.
- Any offending comments should be removed by the club and appropriate procedures should be used to address poor practice or Code of Conduct breaches.

Concerns

- Concerns or enquiries should be reported to the club's Safeguarding Officer.

Clubhouses And Changing Rooms

Children are particularly vulnerable in the changing area of sports facilities.

Bullying can occur where children are left unsupervised in changing areas. It is recommended that particular attention is given to the supervision of children aged 16 and under in changing rooms.

Adults should avoid changing or showering at the same time as children. If limited changing facilities mean that adults and children must share, adults must take care to protect the modesty and privacy of themselves and the children. Parents/carers should be made aware if this is likely to be the case.

An adult should not be alone with a child in the changing areas. If possible more than one adult should supervise changing areas. Extra vigilance may also be required if there is public access to the venue.

If children are uncomfortable changing or showering in public, do not pressure them to do so.

If you need to use a changing room for another purpose, such as a team talk, wait until all children are fully dressed. No photography or filming should be allowed in changing areas.

Adults and Children playing together in Medals or Club Adult teams

One of the reasons for the popularity of golf is that the game is not restricted either competitively or socially by skill, age or gender. Golf can be enjoyed and keenly contested by players from and between any number of apparently diverse groups. That this diversity, almost unique to golf, is encouraged is essential to ensure the continuity of one of the most endearing traditions of the game. Every effort must be made to promote this mix of physical and technical ability.

Responsible interaction between adults and children helps bring mutual respect and understanding. Nevertheless, when playing golf with a child, adults should always be aware that certain age-related differences do exist and should conduct themselves in a manner that recognises this.

- Parents should be made aware of the arrangements
- Children should be sent out in groups of three or four players
- If a match play format, then consideration should be given to a chaperone/caddy accompanying the group
- Adults and children should be reminded about codes of conduct
- Adults and children should be reminded who to contact if they have any concerns at all during or following the game
- Consideration should be given to any post-match drink arrangements (some clubs have restrictions on Juniors in the bar etc.)

- Adults drawn to play with a Junior do not need a PVG check for this instance, although it may be helpful to speak with the adult to highlight a few guidance points e.g. language, photos, special awareness and to please pass on anything following the competition if there were any concerns.
- Young players must not be allowed to be included in any 'sweep and twos' as this is considered gambling.

Responding to Concerns Procedure

If a player, parent/carer, member of staff or volunteer has a concern about the welfare of a child, or the conduct of another child/young person or an adult (whether they are a parent, coach, member, or otherwise), these concerns should be brought to the attention of our Club Safeguarding Officer, **David Taylor** at davidtaylor111431@btinternet.com (mob: 07787 714303) or **Gordon Davidson** at secretary@dunninggolfclub.co.uk (mob. 07568 537661) without delay. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass their concerns and any relevant information to the Safeguarding Officer. Please refer to the flowchart below.

All concerns will be treated in confidence. Details should only be shared on a "need to know" basis with those who can help with the management of the concern.

Concerns will be noted on the 'Concern Recording Form' and sent to the Scottish Golf Lead Safeguarding Officer and retained confidentially within the club. *The Scottish Golf Lead Safeguarding Officer will assist with completion of this form if required, e-mail: safeguarding@scottishgolf.org*

DUNNING GOLF CLUB will work with Scottish Golf and other external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice. Our Dunning Golf Club disciplinary procedures will be applied and followed where possible.

In the event of a child making a disclosure of any type of abuse, the following guidance is given:

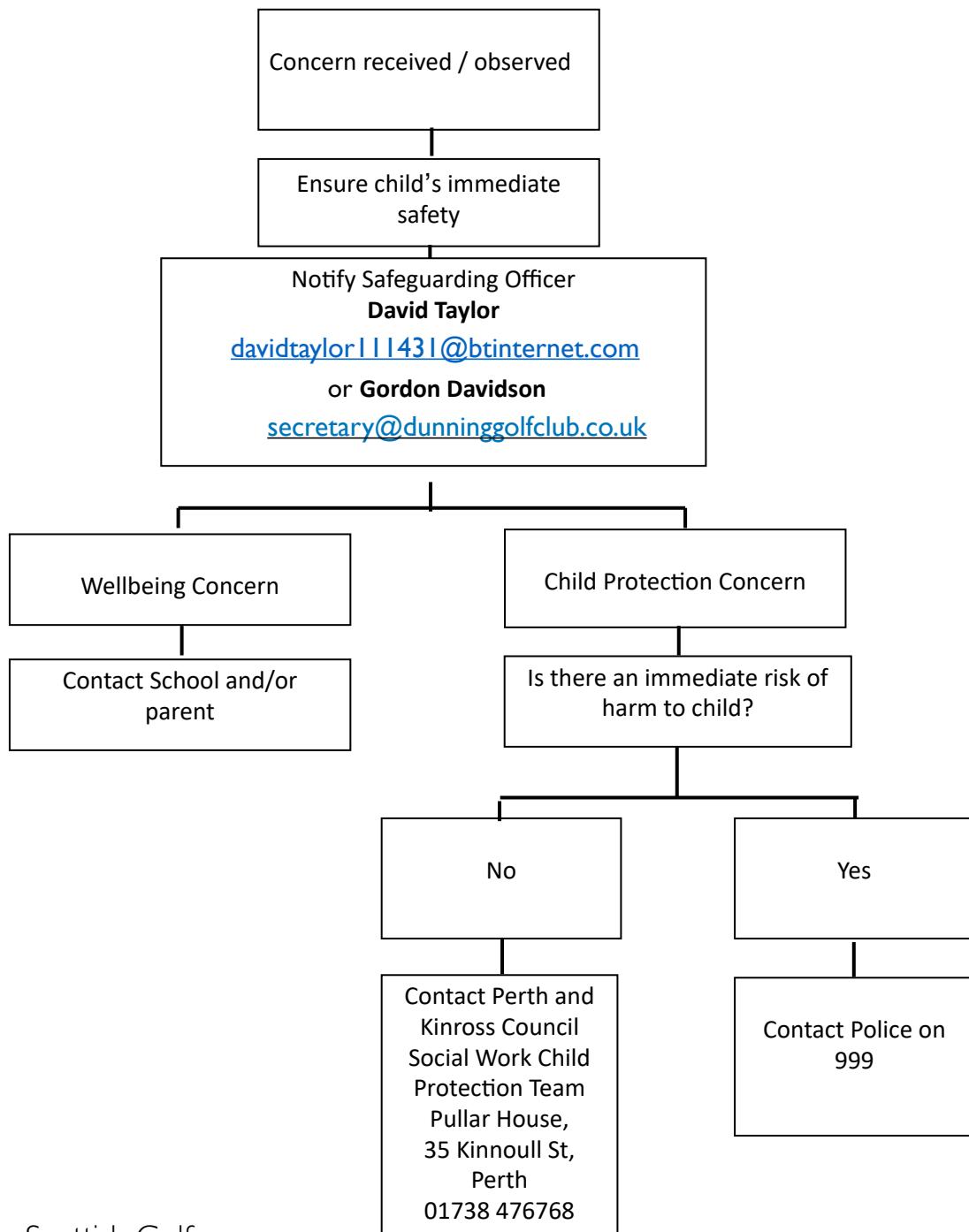
- Reassure them that they have done the right thing to share the information
- Listen carefully
- Do not make promises that cannot be kept, such as promising not to tell anyone else
- Do not seek to actively question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action. Only ask to clarify your understanding where needed e.g. Can you tell me what you mean by the word xxxx?
- Record what the child has said as soon as possible on a "Concern Recording Form".

Do not notify the parents or carers unless you have first sought advice from the statutory agencies/authorities or the Scottish Golf Lead Safeguarding Officer.

The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public who need support. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.

Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. DUNNING GOLF CLUB supports an environment where staff, volunteers, parents/carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who reported a legitimate concern to the organisation (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously.

Responding to Concerns Flowchart



Informing Scottish Golf:

All concerns should be shared with the Scottish Golf Safeguarding Team by contacting safeguarding@scottishgolf.org or calling **07812 665164**

Informing Parents:

Where you have reason to believe that a parent/carer/family member may be responsible for abuse you should always seek advice from police or social work FIRST and follow their advice as to who informs parents. For all other concerns, parents/ carers should be notified that a referral has been made at the earliest opportunity.

SAFEGUARDING CONCERN RECORDING FORM

This form should be completed and returned to safeguarding@scottishgolf.org

Remember to maintain confidentiality on a need to know basis – do not discuss this incident with anyone other than those who need to know

Date:	
Club:	
Person reporting the incident:	
Contact Details Phone: Email: Role in Club/organisation:	
Name and contact details of individual involved Does the individual have any additional needs	
Name and contact details of additional individuals	
Information about Incident:	
Agencies Contacted and advice received (Record date, time, name of person and advice received):	
Advice given to Club (date, time, type of communication):	

Signed: _____ **Date:** _____

Print Name: _____ **Position:** _____



Name of person completing check:		
Signature:	Date:	
Venue:		
Teaching Area: Range /. Bay. /. Short-game. /. Putting Green. /. Course. /. Other		
Session Activity		
Safety Issues to be checked prior to players arriving	Checked?	Note any action taken
Coaching environment is suitable <ul style="list-style-type: none">• Good Lighting• Appropriate Space• Hitting Zones are clearly defined		
Coaching environment is safe - Check area for: <ul style="list-style-type: none">• Dangerous objects (eg. Machinery)• Sharp Edges• Broken equipment• Uneven surfaces• Other potential hazards (state in action box)		
Location of First Aid equipment and nearest telephone is known		Location of First Aid Kit and Telephone
Name and location of First Aider is known		Name and location of First Aider
Safety issues to be checked once players have arrived	Checked?	Note any action taken
Participants are aware of any areas that contain dangers (eg. Steep slopes, water) are off limits		Off limit areas / dangers
Group are aware of any emergency procedures and any emergency exits?		Location of nearest exit
An up-to-date register of participants is held, including emergency contacts details and medical conditions.		Register is held by
Participants clothing and footwear is suitable for this venue and activity		
All equipment is in good condition - Check <ul style="list-style-type: none">• Grips• Shafts• Club heads• Balls		
All equipment is appropriate in size and weight for all players		
Comments / issues to raise with Head Coach / Club Manager etc.		

Each teaching area that is used MUST have a risk assessment checklist completed



Scottish Golf SafeGolf Accreditation

Scottish Golf is pleased to confirm that:

Dunning Golf Club

has met the standards set by Scottish Golf to safeguard Children and Young People in our sport

From 14-Jan-2026

Until 31-Jan-2027

Two handwritten signatures in black ink, one above the other, on the right side of the document.