

**Pumpherston Golf Club**  
**Child Well-being and Protection 2026**  
**Responding to Concerns Procedure**



**Every adult has a legal duty of care to any child**

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 the any of the club's Child Wellbeing and Protection Officers 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 Child Well-being and Protection Officer.

- Scottish Golf Lead Safeguarding Officer: Jodie Stille (Club Office)
- Child Well-being and Protection Officer: Colin McLean (Junior Convenor)
- Child Well-being and Protection Officer: Kyle McKinnon (Pro Team, Lead Junior Coach)

Contact any of the Officers above in person or by email on;  
[safeguarding@pumpherstongolfclub.co.uk](mailto:safeguarding@pumpherstongolfclub.co.uk)

No other person has access to this email address and all concerns raised will be given our full attention.

Concerns will be noted on the 'Concern Recording Form' and sent to the Scottish Golf Lead Safeguarding Officer and retained confidentially within the club. Scottish Golf Lead Safeguarding Officer will assist in completion of this form if required.

Email: [safeguarding@scottishgolf.org](mailto:safeguarding@scottishgolf.org)

Pumpherston 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. Pumpherston Golf Club's disciplinary procedures will be applied and followed where possible.

**What to do if a child makes a disclosure to you**

In the event of a child making a disclosure of any type of abuse;

**RESPOND – RECORD – REPORT**

- Reassure them that they have done the right thing to share the information
- Listen carefully
- Don't make promises that can't be kept, e.g 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 said, as soon as possible, on a concern recording form.

Do not notify the parents/carers unless you have first sought advice from 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.

### **Pumpherston Golf Club's commitment to child safety**

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

Pumpherston Golf Club supports an environment where staff, volunteers, parents, carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who reports a legitimate concern to the club (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously.

Where the circumstances meet the referral criteria set out in the Protection of Vulnerable Groups (Scotland) Act 2007, the club will fulfil its legal duty to make a referral to Disclosure Scotland.