



WGC
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WGC Bury

Safeguarding Adults Policy

Reviewed 2026

Introduction

WGC Bury is committed to creating and maintaining a safe and positive environment for all individuals involved in golf.

Safeguarding duties apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs); and
- Is experiencing, or is at risk of, abuse or neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Principles in Relation to Adults at Risk

The Care and Support Statutory Guidance Section 14.13 sets out the following six key principles which underpin all adult safeguarding work:

- Empowerment: People being supported and encouraged to make their own decisions and give informed consent.
- Prevention: It is better to take action before harm occurs.
- Proportionality: The least intrusive response appropriate to the risk presented.
- Protection: Support and representation for those in greatest need.
- Partnership: Local solutions through services working with their communities.
- Accountability: Accountability and transparency in delivering safeguarding.

Wherever possible, discuss safeguarding concerns with the adult to get their view of what they would like to happen and keep them involved in the safeguarding process, seeking their consent to share information outside of the organisation where necessary.

In addition, WGC Bury recognises the following principles which underpin our work with all groups and individuals who may have additional needs for support and protection:

- It is every adult's right to be protected from abuse irrespective of their age, gender identity, faith or religion, culture, ethnicity, sexual orientation, background, economic position, marital status, disability or level of ability.
- All staff and volunteers share the responsibility for the protection of adults at risk and will show respect and understanding for their rights, safety and welfare.
- The additional vulnerability of disabled adults (including those with invisible disabilities, learning and communication differences) is recognised.
- Allegations of abuse or concerns about the welfare of any adult will be treated seriously and will be responded to swiftly and appropriately.
- WGC Bury recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.
- Confidentiality will be maintained appropriately at all times and the adult's safety and welfare must be the overriding consideration when making decisions on whether or not to share information about them.
- WGC Bury will support all adults to understand their roles and responsibilities with regards to safeguarding and protecting adults at risk, including the responsibility to report all concerns in line with this policy.
- All participants involved in golfing activities have the right to be listened to with respect and to be heard.

Guidance and Legislation

The practices and procedures within this policy are based on the principles contained within UK legislation and Government Guidance, including:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010

- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 2018

Responsibilities and Implementation

WGC Bury will seek to promote the principles of safeguarding by:

- Reviewing this policy and procedures every three years or whenever there is a major change in legislation.
- Giving guidance on appropriate recruitment procedures to assess the suitability of volunteers and staff working with vulnerable groups.
- Following procedures to report welfare concerns and allegations about the behaviour of adults and ensuring that all staff, volunteers, parents and participants are aware of these procedures.
- Directing club staff, volunteers and coaches to appropriate safeguarding training and learning opportunities where this is appropriate to their role.

1. Complaints, Concerns and Allegations

1.1 As a player, parent, carer, member of staff or volunteer you may be concerned about the welfare of an adult, become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring, or be told about something that may be abuse or poor practice. These concerns should be brought to the attention of the Club Welfare Officer without delay.

1.2 The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass on their concerns and any relevant information. 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.

1.3 Concerns will be recorded on an Incident Report Form and sent to the England Golf Lead Safeguarding Officer and retained confidentially. The Lead Safeguarding Officer will assist with completion of this form if required — Tel: 01526 351824.

1.4 WGC Bury will work with England Golf, counties and other external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice.

1.5 Anyone who reports a legitimate concern to the organisation (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously.

1.6 It is important when considering your concern that you also consider the needs and wishes of the person at risk.

2. Responding to a Disclosure of Abuse

2.1 If an adult indicates that they are being abused, the person receiving the information should:

- Stay calm.
- Listen carefully to what is said, allowing the adult to continue at their own pace, and take it seriously.
- Explain that it is likely the information will have to be shared with others — do not promise to keep secrets.
- Keep questions to a minimum, only ask questions if you need to identify or clarify what the person is telling you.
- Reassure the person that they have done the right thing in revealing the information.
- Ask them what they would like to happen next.

- Explain what you would like to do next and ask if they are happy for you to share the information.
- Record in writing what was said using the adult's own words as soon as possible.

2.2 DO NOT:

- Dismiss the concern.
- Panic or allow shock or distaste to show.
- Probe for more information than is offered.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Make negative comments about the alleged perpetrator.

If the matter is urgent and relates to the immediate safety of an adult at risk, contact the police immediately on 999. Complete an Incident Report Form and copy it to the England Golf Lead Safeguarding Officer within 24 hours.

3. Signs and Indicators of Abuse and Neglect

3.1 There are many signs and indicators that may suggest someone is being abused or neglected, including but not limited to:

- Unexplained bruises or injuries, or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is no longer attending or enjoying their sessions.
- Someone losing or gaining weight or presenting with an unkempt appearance.
- A change in behaviour or confidence.
- Self-harm.
- A fear of a particular group or individual.
- They may tell you or another person they are being abused (a disclosure).

4. Consent

4.1 The Care Act 2014 statutory guidance advises that the first priority in safeguarding should always be to ensure the safety and well-being of the adult.

4.2 Adults have a general right to independence, choice and self-determination including control over information about themselves.

4.3 WGC Bury does not expect staff, coaches or volunteers to support an adult who is felt to be vulnerable or at risk through their decision-making process but expects them to inform England Golf without delay. Consent is not required to seek guidance or share information with the National Governing Body.

4.4 Adults may not give their consent to the sharing of safeguarding information for a number of reasons, including fear of reprisals or loss of control. Reassurance and appropriate support may help to change their view.

4.5 However, there are circumstances where those seeking to support the adult can reasonably override such a decision, including:

- It appears that the adult lacks the mental capacity to make that decision.
- Emergency or life-threatening situations.
- Other people are, or may be, at risk, including children.
- A serious crime has been committed or may be prevented.
- Individuals in a Position of Trust are implicated.

5. Useful Contacts

Club Welfare Officer

Name / Role	Address	Number / Email
Club Welfare Officer – Victoria Melia	WGC Bury, Garretts Close, White Carr Lane, Walmersley, Bury, BL9 6TE	Contact via club: office@wgcbury.co.uk
England Golf Lead Safeguarding Officer	England Golf, National Golf Centre, The Broadway, Woodhall Spa, Lincolnshire, LN10 6PU	Tel: 01526 351824 safeguarding@englandgolf.org

Local Contacts

Name / Role	Address	Number / Email
Bury Adult Social Care – Safeguarding Adults	Bury Council, Knowsley Place, Knowsley Street, Bury, BL9 0SW	Tel: 0161 253 5151 (office hours Mon–Fri 8:45am–5:30pm) Out of hours: 0161 253 6606 adultcareservices@bury.gov.uk
Bury Safeguarding Partnership	Knowsley Place, Knowsley Street, Bury, BL9 0SW	Tel: 0161 253 6153BSP@bury.gov.uk

National Contacts

Name / Role	Address	Number / Email
Ann Craft Trust – Safeguarding Adults in Sport	www.anncrafttrust.org	Tel: 0115 951 5400 Ann-CraftTrust@nottingham.ac.uk
Samaritans		Tel: 116 123 (24 hours)

Safeguarding Adults Flowchart

What to do if you have a concern about an adult:

If there is NOT an immediate risk:

- Discuss your concern with the adult where possible.
- Inform them that you will have to share concerns with the Club Welfare Officer.
- The Club Welfare Officer contacts the England Golf Lead Safeguarding Officer on 01526 351824 and gives full details.
- If a referral to the Local Authority is needed, seek the adult's consent where possible. If they remain at risk or others are at risk, report without consent if necessary.

If there IS an immediate risk:

- Call 999 or 101 for an ambulance or the police immediately.
- Complete an Incident Report Form and copy to the England Golf Lead Safeguarding Officer within 24 hours.

Remember: It is not your duty to investigate concerns about an adult, but do not ignore them — talk to the adult if possible and contact the Club Welfare Officer or England Golf for advice.

Welfare Officer

The Welfare Officer for WGC Bury is: Victoria Melia

Contact via the club: office@wgcbury.co.uk

The role of the Welfare Officer is to take the lead in the Club on welfare and protection issues and ensure appropriate action is taken when there is a potential or alleged abuse, bullying or poor practice. It is not their role to fully investigate any allegations made. The Welfare Officer will undertake appropriate training provided by England Golf and other national golfing bodies.

If the Club Welfare Officer is not available and a delay cannot be justified, seek advice from the England Golf Lead Safeguarding Officer (Tel: 01526 351824 | safeguarding@englandgolf.org) or the Bury Council Safeguarding Adults Team (Tel: 0161 253 5151).