



WGC
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WGC Bury

Children and Young People Safeguarding Policy and Procedures

Reviewed 2026

Introduction

Everyone working with children and young people has a responsibility for keeping them safe, irrespective of their role, whether they are paid members of staff or volunteers.

England Golf is committed to ensuring that the sport of golf is one within which all participants can thrive in a safe environment and that all children and young people have an enjoyable and positive experience when playing golf.

Key Principles

- The welfare of children is paramount.
- A child is defined by law in England and Wales as a person under the age of 18 years.
- All children, regardless of their age, race, religion or belief, disability, gender identity or sexual orientation, have the right to protection from abuse.
- All concerns and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All children have the right to be safe and to be treated with dignity and respect.
- WGC Bury will work with children, their parents/carers and external organisations to safeguard the welfare of children participating in golf.
- We recognise the authority of the statutory agencies and are committed to complying with Local Safeguarding Children Partnership Guidelines, Working Together under the Children Act 2004, and any legislation and statutory guidance that supersedes these.
- WGC Bury is committed to working in partnership with other key UK Golf Bodies to continually improve and promote safeguarding initiatives across the sport.
- WGC Bury owes a legal duty of care to children on their premises or engaged in their activities.

Objectives

WGC Bury aims to:

- Provide a safe environment for children and young people participating in golfing activities and try to ensure that they enjoy the experience.
- Ensure robust systems are in place to manage any concerns or allegations.
- Support adults (staff, volunteers, coaches, members and visitors) to understand their roles and responsibilities with regard to their duty of care and protection of children.
- Provide appropriate training, support and resources for staff, volunteers and coaches to make informed and confident responses to specific safeguarding issues.
- Ensure that children and their parents/carers are informed, consulted and, where appropriate, fully involved in decisions that affect them.
- Reassure parents and carers that all children and young people will receive the best care possible whilst participating in club activities.

Responsibilities and Implementation

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

- Reviewing this policy and procedures every three years or whenever there is a major change in legislation.
- Conducting a risk assessment of club activities with regard to safeguarding and taking appropriate action to address identified issues within suitable timescales.
- Using appropriate recruitment procedures to assess the suitability of volunteers and staff working with children and young people in line with guidance from England Golf.
- Following National Governing Body (NGB) procedures to report concerns and allegations about the behaviour of adults.
- Directing staff, volunteers and coaches to appropriate safeguarding training and learning opportunities.

1. Recruitment and Training

WGC Bury will endeavour to ensure that all volunteers and staff working with children and young people are appropriate and suitable to do so. Each role involving responsibility with regard to children will require, as applicable:

- An application form.
- A self-disclosure form.
- References from two people.
- A signed Code of Conduct.
- A Disclosure and Barring Service (DBS) check for those involved in regulated activity with children.

All staff, volunteers and coaches will be offered access to appropriate child protection training, including the UK Coaching Safeguarding and Protecting Children (SPC) workshop. An online refresher course should be completed every three years for those involved in regulated activity.

2. Complaints, Concerns and Allegations

2.1 If a player, parent/carer, member of staff or volunteer has a concern about the welfare of a child, or the conduct of another person, these concerns should be brought to the attention of the Club Welfare Officer without delay.

2.2 All concerns will be treated in confidence. Details should only be shared on a 'need to know' basis.

2.3 Concerns will be recorded on an Incident Report Form and sent to the England Golf Lead Safeguarding Officer (Tel: 01526 351824) and retained confidentially.

2.4 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 — only ask questions to clarify your understanding.
- Record what the child has said as soon as possible on an incident report form.
- Inform parents or carers if the allegation does not involve them.

2.5 The NSPCC Helpline is available to discuss concerns in confidence: Tel: 0808 800 5000.

2.6 WGC Bury 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 will be supported. All concerns will be taken seriously.

3. Emergencies and Incidents

3.1 Parental Consent Forms will be obtained for all children participating in events, activities or coaching organised by the club.

3.2 In the event of a child requiring medical attention, parents will be contacted immediately. If parents cannot be reached, emergency contacts from the consent form will be used. An adult club representative will accompany the child if appropriate.

3.3 Where a parent is late in collecting their child, staff will attempt to contact the parent/carer and emergency contacts, wait with the child at the venue with other staff or volunteers, and contact the Club Welfare Officer for advice. If all attempts fail, consideration will be given to contacting the police.

4. Supervision

4.1 During coaching sessions, coaches should conduct a risk assessment to inform appropriate supervision levels. A minimum of two adults should be present wherever possible.

4.2 Wherever possible, adults will avoid changing or showering at the same time as children. 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 supervise the child or ensure they do not use them.

5. Professional Relationships

5.1 Adults who work or volunteer with children are expected to behave appropriately and provide a positive role model. All staff and volunteers must adhere to the Code of Conduct relevant to their role.

5.2 All adults should clearly understand the need to maintain appropriate boundaries in their dealings with children and young people.

5.3 Any sexual activity between adults and children under 16 is illegal and constitutes abuse. The Sexual Offences Act 2003 (as amended in 2022) also includes positions of trust offences protecting 16 and 17-year-olds in defined sporting circumstances.

AN ADULT WHO WORKS OR VOLUNTEERS WITH CHILDREN MUST NOT ENTER INTO A SEXUAL RELATIONSHIP WITH A CHILD THEY HAVE RESPONSIBILITY FOR. FAILURE TO ADHERE TO THIS RULE WILL RESULT IN SAFEGUARDING AND DISCIPLINARY PROCEEDINGS AND IS HIGHLY LIKELY TO RESULT IN REFERRAL TO THE POLICE.

6. Good Practice Guidelines

6.1 Physical Contact

Physical contact with children by coaches or volunteers should always be intended to meet the needs of the child and the sport, not the adult. It should always take place in an open environment and should not be made gratuitously or unnecessarily.

6.2 Transport

It is primarily the responsibility of parents/carers to transport their child to and from events. The club may make arrangements for transport in exceptional circumstances, with written parental permission and verified driver suitability and insurance.

6.3 Photography and Videoing

Permission will be sought from parents prior to the publication or use of any video or photographic images of their child. Any press or official photographers attending events will be required to seek permission from the club and from parents before taking and using images. Personal details of children will not be used in promotional material.

6.4 Social Media

All staff, volunteers, coaches, officials and anyone working on behalf of the club must be aware of the club's Social Media guidance:

- Do not accept children as contacts on social networking sites if you hold a position of trust with children or young people.
- Where professional contact through social networking is necessary, restrict communication to professional content and obtain written parental consent first.
- Include a third party in any communications to children — copy parents into communications.

- Use privacy settings to ensure content is only viewed by appropriate people.
- Do not use social media to criticise or abuse others.

6.5 Anti-Bullying

WGC Bury believes that every effort must be made to eradicate bullying in all its forms. The Club will not tolerate bullying during club matches, competitions, coaching or at any other time while at the club. Bullying can include physical, verbal, emotional or online behaviour.

The Club will:

- Provide a point of contact where those being bullied can report concerns in confidence — the Club Welfare Officer.
- Take the problem seriously and investigate all incidents and accusations.
- Impose sanctions where appropriate.
- Keep a written record of all incidents and action taken.

6.6 Confidentiality

Details of all juniors will be kept on file and will not be shared with third parties without parental consent. All concerns and allegations will be dealt with confidentially on a need-to-know basis.

7. Whistleblowing

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

If a child or adult at risk is in immediate danger, call 999.

Where there is no immediate danger, the first person you should report your concern to is the Club Welfare Officer. If you cannot or do not wish to report to the Club Welfare Officer, contact the England Golf Lead Safeguarding Officer on 01526 351824 or safeguarding@englandgolf.org, or the Bury MASH on 0161 253 5678.

Anyone who reports a legitimate concern will be supported. No action will be taken against a person if the concern proves to be unfounded and was raised in good faith. Malicious allegations may be considered a disciplinary offence.

8. Useful Contacts

Club Contacts

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

National Contacts

| Name / Role | Address | Number / Email |
|-------------|--|--|
| NSPCC | National Centre, 42 Curtain Road, London, EC2A 3NH | Tel: 0808 800 5000 help@nspcc.org.uk |

| Name / Role | Address | Number / Email |
|--------------------------------------|--|---|
| Childline | | Tel: 0800 1111 |
| NSPCC Child Protection in Sport Unit | 3 Gilmour Close, Beaumont Leys, Leicester, LE4 1EZ | Tel: 0116 234 7278 cpsu@nspcc.org.uk |
| NSPCC Whistleblowing Helpline | | Tel: 0808 028 0285 |

Local Contacts

| Name / Role | Address | Number / Email |
|--|--------------|---|
| Bury Children's Services (MASH) | Bury Council | Tel: 0161 253 5678 (office hours) Out of hours: 0161 253 6606 childwellbeing@bury.gcsx.gov.uk |
| Bury LADO (Local Authority Designated Officer) | Bury Council | Tel: 0161 253 5678 (urgent, via MASH) lado@bury.gov.uk |
| Samaritans | | Tel: 116 123 (24 hours) |

Welfare Officer Statement

The Club Welfare Officer for WGC Bury is: Victoria Melia

The Welfare Officer takes the lead in the Club on welfare and child protection issues and ensures 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 Child Protection training provided by England Golf and other national golfing bodies, and will ensure this training is refreshed as required.

The full copy of the WGC Bury Children and Young People Safeguarding Policy is available on our website at www.wgcbury.co.uk

If the Club Welfare Officer is not available and delay cannot be justified, please contact the England Golf Lead Safeguarding Officer (01526 351824 | safeguarding@englandgolf.org), or refer directly to Bury Children's Services/Police.