



SCOTTISH GOLF UNION



SCOTTISH LADIES' GOLFING ASSOCIATION

Scottish Golf Child Protection Action Plan

To ensure that Scottish Golf is creating a safe environment for all children participating in golf we developed an action plan which sets out key tasks in terms of the 2006 Accord for the Protection of Children in Scottish Sport.

'Scottish Golf' is a collective term and not an entity and encompasses the Scottish Golf Union and the Scottish Ladies' Golfing Association.

Key

Anna Thomas (AT)

Child Protection Officer (CPO)

Child and Adult Protection Officer (CAPO)

Children in Golf Strategy Group (CIGSG)

PEOPLE:

ACCORD OUTCOME	WHERE ARE WE NOW	RELEVANT STRATEGY/ DEVELOPMENT PLAN	ACTIONS REQUIRED	TIMESCALE	WHO	KEY INDICATORS
We will have in place, or be directly associated with, a dedicated person who is trained and aware of the issues and procedures necessary to deliver our child protection objectives.	<ul style="list-style-type: none"> AT appointed as Scottish Golf CAPO. Janette Dewar in post to cover AT's Annual Leave. Link with PGA's CPO– Di Flint. 		<ul style="list-style-type: none"> Keep up to date with legislation 	Ongoing	AT & JD	<ul style="list-style-type: none"> Training Courses attended – certificates
			<ul style="list-style-type: none"> Attend training and Lead Officers Meeting 	Ongoing	AT	<ul style="list-style-type: none"> Attend Lead Officers Meetings SGU & SLGA Staff aware of CAPO Post AT contact details on

						website
We will have in place, or be directly associated with, at least one individual who is qualified to deliver child protection training to our staff and volunteers.	<ul style="list-style-type: none"> Children 1st and sportscoach UK tutors 3 clubgolf Regional Managers are trained tutors 		<ul style="list-style-type: none"> Keep up to date with training opportunities Ask Moria Timmins about training for all Regional Managers 	Ongoing	AT & TM & AS	<ul style="list-style-type: none"> Workshop spreadsheet Delivery of training register Access to Children 1st, LA & other training providers

POLICIES:

ACCORD OUTCOME	WHERE ARE WE NOW	RELEVANT STRATEGY/ DEVELOPMENT PLAN	ACTIONS REQUIRED	TIMESCALE	WHO	KEY INDICATORS
The protection of children will be evidenced in our strategic planning and sports development agendas.	Standard agenda item: <ul style="list-style-type: none"> Development Committee clubgolf board SGU/SLGA board PGA Board 		<ul style="list-style-type: none"> Review annually and update Keep up to date with PVG 	Annually	AT & AS	<ul style="list-style-type: none"> Board Minutes Members of boards have awareness Development plan Business Plan – reference to Child Protection
We will have in place a robust Child Protection Policy which clearly sets out our commitment to the safety and welfare of children in and through sport.	<ul style="list-style-type: none"> Policy in place 	<ul style="list-style-type: none"> Growing the Game – Action Plan 	<ul style="list-style-type: none"> Review policy 	August 09	AT	<ul style="list-style-type: none"> Policy document in file Policy on website Available to those who need it
We will take reasonable steps to raise awareness of and promote our Child Protection Policy to all our staff, volunteers, partners, members (if appropriate), parents and children.	<ul style="list-style-type: none"> SGU Website clubgolf Website clubgolf Newsletter 		<ul style="list-style-type: none"> Update websites – SGU/SLGA/clubgolf 	December 08	AT	<ul style="list-style-type: none"> Websites
			<ul style="list-style-type: none"> Attend CIGSG sub communications 	Ongoing	AT	<ul style="list-style-type: none"> Meeting notes

			group			
			<ul style="list-style-type: none"> Update quick guides for coaches & volunteers 	February 09	AT	<ul style="list-style-type: none"> Quick guides for coaches & volunteers
			<ul style="list-style-type: none"> Send Mailing to clubs when website up and running 	January 09	AT	<ul style="list-style-type: none"> Mailing documents
We will have in place a Code of Conduct which clearly sets out the standards of behaviour expected from all our staff and volunteers.	<ul style="list-style-type: none"> Code of Conduct in place for working with young people PGA Coaches sign up to Code of Practice Player Code of Conduct in place 	Development Plan – Club Accreditation	<ul style="list-style-type: none"> Look into sign up options for all Code of Conduct (staff, volunteers, players and young people) Create Parents/Carers Code of Conduct 	November 08	AT	<ul style="list-style-type: none"> Code of Conduct documents PGA coaches Code of Conduct

PROCEDURES AND PRACTICES:

ACCORD OUTCOME	WHERE ARE WE NOW	RELEVANT STRATEGY/ DEVELOPMENT PLAN	ACTIONS REQUIRED	TIMESCALE	WHO	KEY INDICATORS
Risk Assessment						
We will have undertaken as assessment of our capacity to protect children from risk and will have audited our current provision, procedures and capability.	<ul style="list-style-type: none"> Coaches – qualified, disclosed and attended safeguarding workshop Professionals – disclosed and attended safeguarding workshop 		<ul style="list-style-type: none"> Produce Risk Assessment Register 	May 09	AT & CP Panel	<ul style="list-style-type: none"> Risk Assessment Document
			<ul style="list-style-type: none"> AT attend NSCPP Risk Assessment Training 	11 & 12 Nov	AT & CP Panel	<ul style="list-style-type: none"> Training course attended
			<ul style="list-style-type: none"> AT & CP Panel to attend Children 1st Risk Assessment 	2009	AT & CP Panel	<ul style="list-style-type: none"> Training course attended

			Workshop			
We will have introduced safeguards to manage avoidable risks.	<ul style="list-style-type: none"> • CAPO position in place and trained • Policy is robust • Action Plan in place 		<ul style="list-style-type: none"> • Produce Risk Assessment Register 	May 09	AT & CP Panel	<ul style="list-style-type: none"> • Risk Assessment Document • Action Plan Document
We will have undertaken regular reviews of risk and the effectiveness of safeguards.	<ul style="list-style-type: none"> • Policy Review • Risk Assessment review 		<ul style="list-style-type: none"> • Review Policy & Action Plan 	Annually	AT	<ul style="list-style-type: none"> • Policy and Action Plan in place
			<ul style="list-style-type: none"> • PVG legislation – keep up to date 	Ongoing	AT	<ul style="list-style-type: none"> • PVG meetings attended
Communication						
We will make information available to parents and the general public about the role of our organisation/sport in protecting children.	<ul style="list-style-type: none"> • Websites • Club noticeboards 		<ul style="list-style-type: none"> • Attend CIGSC Communications group 	Ongoing	AT	<ul style="list-style-type: none"> • Minutes of comm. Group
			<ul style="list-style-type: none"> • SGU/SLGA/clubgolf press release 	Ongoing	AT	<ul style="list-style-type: none"> • Website • clubgolf newsletter
			<ul style="list-style-type: none"> • Parental Consent form signed 	Annually/ Ongoing	AT	
We will make information available to all personnel working or volunteering with children in our organisation/sport about what they should do if they are concerned about a child.	<ul style="list-style-type: none"> • Quick guide • Mailing to Club CPOs • Training Courses attended • Club noticeboards • Website 		<ul style="list-style-type: none"> • Update Quick Guide 			<ul style="list-style-type: none"> • In safe hands – CPOs
			<ul style="list-style-type: none"> • Attend CIGSG Communications group 	Ongoing	AT	<ul style="list-style-type: none"> • Quick guide cards • Mailing Documents • Contacts on website
Recruitment and Selection						
We will have robust recruitment and selection procedures in place to ensure that the suitability of any individual working of volunteering with	<ul style="list-style-type: none"> • Coaches - PGA licence criteria • MORs relevant • Policy in place 		<ul style="list-style-type: none"> • National Team volunteers (SGU/SLGA) – need to liaise with Neil Kilgour to ensure all 	December 08	AT	<ul style="list-style-type: none"> • Policy document • Number of discloses through • Licence criteria

children has been thoroughly and fairly assessed before they are appointed.			are disclosed			
Education and Training						
We will make available to children in our organisation and /or sport information about how to keep themselves safe in and through sport.	<ul style="list-style-type: none"> • CPO mailing • Club noticeboard • Children taught etiquette • Coaches trained 		• Update Website	Ongoing	AT	• PGA coach licence
			• Club Membership packs – best practice examples to CPOs	January 09	AT	• Safeguarding and protecting children workshop for coaches and volunteers
			• Club notice board – best practice examples to CPOs	January 09	AT	• CPO training
			• Attend CIGSG Communications group	Ongoing	AT	• Mailing
We will make available to staff and volunteers information on, and where possible, access to appropriate levels of child protection training and information to help them fulfil their responsibilities.	Questionnaire was put out to all CPOs about training		• Staff training – SGU/SLGA/clubgolf – contact Ruth and Torquil		AT	• Website
			• CPO Mailing about Training • Details on Website	January 09	AT	• Number of people on training courses
Monitoring, Review and Evaluation						
We will have processes in place to ensure that our Child Protection Policy and related procedures are monitored and reviewed at regular intervals to ensure that they are effective, up-to-date and relevant.	<ul style="list-style-type: none"> • Annual review of policy • CP Panel – standing item – incident minuted 		• Review Policy	August 09	AT	• Policy in file

PARTICIPATION :

ACCORD OUTCOME	WHERE ARE WE NOW	RELEVANT STRATEGY/ DEVELOPMENT PLAN	ACTIONS REQUIRED	TIMESCALE	WHO	KEY INDICATORS
We will have in place procedures to ensure that children are consulted, listened to and respected.	<ul style="list-style-type: none"> • Coaches qualified and licensed • Junior Committees with junior representative 		<ul style="list-style-type: none"> • Website – value of child and young people 	December 08	AT	<ul style="list-style-type: none"> • Website
			<ul style="list-style-type: none"> • Look into creating a Youth Panel for Scottish Golf 	May 09	AT	
			<ul style="list-style-type: none"> • Encourage clubs to have junior committees 	December 09	AT & clubgolf Managers	

PARTNERSHIPS:

ACCORD OUTCOME	WHERE ARE WE NOW	RELEVANT STRATEGY/ DEVELOPMENT PLAN	ACTIONS REQUIRED	TIMESCALE	WHO	KEY INDICATORS
We will work with our partners in sport and child protection to share information, knowledge, skills and expertise to protect children.	<ul style="list-style-type: none"> • Communicate with: <ul style="list-style-type: none"> ○ PGA ○ clubgolf ○ Children 1st ○ CIGSG • Attend Lead Officers Meeting 		<ul style="list-style-type: none"> • Keep up to date and attend meetings 	Ongoing	AT	<ul style="list-style-type: none"> • Lead Officers Meeting • CIGSG Meeting minutes
We will share information about our role and action taken to protect children in sport to our partners, stakeholders and members (if applicable), parents, children and local Child Protection Committees	<ul style="list-style-type: none"> • Link to PGA • clubgolf Regional Managers in post 		<ul style="list-style-type: none"> • Attend CIGSG Comms group Meeting • Keep website up to date 	Ongoing	AT	<ul style="list-style-type: none"> • Website • CIGSG Comms Group Minutes