Safeguarding Children and Adults Policy

1. Purpose

This document describes our Golf Club's commitment and approach to safeguarding all participants, staff, and volunteers. It explains why and how steps will be and/or have been taken to create and maintain an environment that allows all participants (children and adults) to enjoy golf safely. This policy is supported by a range of related policies, procedures, and guidance, and these are all mandatory for all staff, volunteers or others acting on behalf of the club.

We acknowledge the club's legal and moral responsibility to take steps to safeguard anyone using its facilities and services. We recognise that some groups of children and adults are particularly vulnerable to harm and abuse, and that particular care is needed when they take part in golf.

Although, in practice, there are some significant differences in safeguarding and responding to concerns about children and adults, the club's overarching safeguarding aims, the values and principles underlying our approach, and many aspects of the good practice guidance provided, apply equally to both child and adult participants.

2. Services, Activities and Facilities Provided by our Golf Club

Haverfordwest Golf Club is proud to include a Junior Section within the Club Membership.

The Junior Section is led by a Junior Organiser who is responsible for the overall management of the section, and is supported by a group of Mentors and our Golf Professionals in the organisation of coaching sessions, competitions, our Junior New2Golf programme, and social events.

Our club provides access to an 18-hole parkland golf course, putting green and practice area. Our clubhouse provides a bar, lounge and restaurant area, changing rooms and our Golf Professional shop. These facilities are available to all club members and visitors.

3. Safeguarding Commitment

Our club acknowledges its responsibility to safeguard all participants, and to establish safeguarding arrangements that comply with legislation and government guidance, sport safeguarding standards, and the affiliation requirements of our sport's governing body Wales Golf.

Key pieces of legislation include:

- **For children:** The Children Acts 1989 and 2004; The Sexual Offences Act 2003.

- **For adults:** The Care Act 2014; Mental Capacity Act 2005; Safeguarding Vulnerable Groups Act 2006.
- **For children and adults:** Social Services and Wellbeing Act (Wales) 2014; Human Rights Act 1998; Data Protection Act 1998; Equality Act 2010.

Key government guidance includes:
Working Together to Safeguard People: Code of Safeguarding Practice (Welsh Government, January 2022); Wales Safeguarding Procedures 2019.

Key Sport Safeguarding Standards includes:

- For children -Standards for Safeguarding and Protecting Children in Sport (NSPCC CPSU 2018)
- Wales Safeguarding Procedures (2019) https://safeguarding.wales/en/
- Working Together to Safeguard People: Code of Safeguarding Practice (Welsh Government, January 2022)
- For adults - Safeguarding Adults in Sport Framework (Ann Craft Trust).
- For more information about legislation and guidance relating to child safeguarding CLICK HERE. https://learning.nspcc.org.uk/child-protection-system/wales
- For legislation and guidance relating to adult safeguarding CLICK HERE. https://www.anncrafttrust.org/resources/safeguarding-adults-legislation/

We acknowledge that safeguarding is **everyone's** responsibility, and accept its responsibility to establish effective safeguarding arrangements. The club will work in partnership with Wales Golf when any safeguarding issues arise, and, when appropriate, with local statutory agencies.

4. Common Terms

The key terms used when establishing safeguarding arrangements within our club are:

- A **'child'** is anyone who has not reached their 18th birthday. The term children and young people can be used interchangeably, but both refer to individuals under 18 years old.
- An **'adult'** is anyone over the age of 18 years.
- An **'Adult at Risk'** is anyone over 18 years who is experiencing or is at risk of abuse or neglect, has needs for care and support (whether or not the authority is meeting any of those needs), and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it. Social Services Act (Wales) 2014.
- **'Additional vulnerability'** refers to the fact that some groups of children and adults are at greater risk to abuse and harm than the general population. Adults who may be additionally vulnerable in these ways may not meet the legal definition of being adults at risk.

- **'Safeguarding'** is a term used across the UK to describe measures to protect the health, well-being and human rights of individuals, which allow people—especially children, young people and adults who may be additionally vulnerable—to live free from abuse, harm and neglect.
  Safeguarding has two main parts.
  - Preventative action – steps taken by an organisation to reduce the likelihood of harm or abuse of a child or adult happening.
  - Arrangements and actions to respond effectively when safeguarding incidents or concerns arise. This is often referred to as child or adult protection.
- **'Poor Practice'** means any behaviour by a member of staff or volunteer that falls below the standards set out in the club's Code of Conduct. Poor practice can range from relatively minor incidents to abuse and criminal behaviour.
- **'Statutory agencies'** refers to Social Services (child and adult respectively) and the Police**.** Local Authority Designated Officers (known as LADOs**)** have responsibility to assist organisations in responding to and managing safeguarding concerns relating to the behaviour of a staff member or volunteer.

5. Safeguarding Principles and Values

Our principles and values are:

- The welfare of children is paramount
- Children and adults (regardless of age, race, religion or belief, disability, gender identity or sexual orientation) involved with our Golf Club have a right to be protected from harm and abuse
- The club will provide a person-centred environment that respects and promotes the rights and dignity of all participants
- All allegations of abuse or concerns about the welfare of individuals will be taken seriously and responded to swiftly and appropriately
- We will assume that (unless we have clear evidence to the contrary) adults know what is best for them; we will respect their views and wishes, and support them to be as independent as possible – including when safeguarding concerns arise
- We will work with participants (and the parents/carers of juniors), Wales Golf, and external agencies to safeguard the welfare of children involved in golf
- The club will adopt an open and transparent approach to establishing and operating safeguarding arrangements for both children and adults.

6. Arrangements

We have put in place, or working towards putting in place:

a) Two **Club Welfare Officers (CWOs),** one male, one female - providing a clear job description, appropriate resources, time and funds, and training

b) A process for anyone connected with the club to **report concerns** about the safety or welfare of any child or adult, including concerns about the behaviour of staff or volunteers
c) A process to **share all reported safeguarding concerns with the Wales Golf Safeguarding Team** and to collaboratively assess and manage associated risks
d) A **safer recruitment** process for any staff or volunteers whose roles include significant contact with/responsibility for children and/or adults who may be additionally vulnerable
e) **Codes of conduct** that clearly describe the club's expectations about the behaviour of staff, members, volunteers and visitors
f) A **disciplinary process** that will allow appropriate action to be taken in the light of safeguarding cases arising
g) A system for **securely holding confidential information**, including participant registration forms, relevant personal/medical information, parent or carer consents for juniors or adults who require support, and safeguarding case reports/records
h) **Safeguarding training** and/or learning opportunities for all staff and volunteers, but particularly for those in key roles (including the CWO) relating to children or adults who may be additionally vulnerable
i) A **range of practice guidance** to support staff and volunteers in creating and maintaining a positive environment within the club. This includes, but is not limited to: photography, use of social media, managing challenging behaviour, taking children on away trips, anti-bullying, whistleblowing, and information about how to recognise abuse and poor practice
j) An **induction/introduction process that promotes safeguarding arrangements** and practice guidance to all staff, volunteers, participants and carers
k) Processes to make sure that these **arrangements are reviewed and updated** at regular intervals.

7. Policy sign-off, monitoring and review

The Haverfordwest Golf Club Management Committee has formally approved this policy and all associated policies, processes, and guidance.

Update and progress reports will be provided to the Management Committee by the CWOs every 3 months.

This policy and associated documents will be reviewed annually and/or in light of relevant changes in legislation of government guidance, in light of learning from safeguarding cases, or as advised by the Wales Golf Safeguarding Team.

8. Club Welfare Officer Details

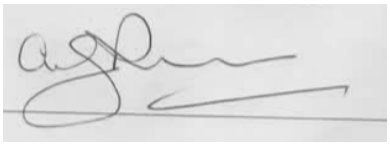
Name:	**Sheila Ashton**	**Stephen Mundy**
Telephone:	07817 407566	07969 722374

Approval

Signed for and on behalf of Haverfordwest Golf Club Management Committee by

Name: Tony Reeves

Role: Chair

Signature: 

Date: 19/12/2025