

STOWMARKET GOLF CENTRE LIMITED

Lower Road, Onehouse, Stowmarket, Suffolk, IP14 3DA

CHILD PROTECTION & SAFEGUARDING POLICY

Document Date	June 2026
Review Date	June 2029 (every 3 years, or sooner if legislation changes)
Child Welfare Officer	Duncan Burl — 01449 737090 / 07729 885008
Based on	England Golf / PGA Guidelines for Safeguarding Children in Golf (updated)

1. Policy Statement

Stowmarket Golf Centre Limited has considered its responsibilities to the children participating in golf at our premises very carefully. This Child Protection and Safeguarding Policy sets out the standards we uphold in running activities where children may be present and in safeguarding the welfare of young people at our facility.

Stowmarket Golf Centre's coaching staff are members of the Professional Golfers' Association. The club recognises the policies of the PGA and England Golf as set out in the Guidelines for Safeguarding Children in Golf.

Stowmarket Golf Centre acknowledges its duty of care to safeguard the welfare of all children — defined as those under 18 — involved in golf at our premises. All children have a right to protection and to have their particular needs taken into account. It is the responsibility of all adults at Stowmarket Golf Centre to assist in achieving this.

2. Policy Aims

- To provide children with appropriate safety and protection whilst at Stowmarket Golf Centre, and to enable them to enjoy their experience of the sport
- To reassure parents that their children will receive the best care possible whilst participating in activities at Stowmarket Golf Centre
- To provide support to staff and volunteers to make informed and confident responses to specific child protection issues

3. Principles

- The welfare of children is paramount
- All children, whatever their age, culture, disability, gender, language, ethnic origin or religious beliefs, have the right to protection from abuse

- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- All staff and volunteers have a responsibility to report concerns to the Club Welfare Officer
- Adults — staff, volunteers, and coaches — will be supported to understand their role and responsibility with regard to the duty of care and protection of children
- Stowmarket Golf Centre will work in partnership with parents to review and implement child protection and welfare procedures

4. Legal Framework

This policy is based on the principles above and the following UK legislation and guidance:

- The Children Act 1989 & 2004
- The Protection of Children Act 1999
- The Safeguarding Vulnerable Groups Act 2006
- The Police Act 1997
- The Criminal Justice & Court Services Act 2000
- The Human Rights Act 1998
- The Data Protection Act 2018 / UK GDPR
- Working Together to Safeguard Children (current edition)
- Keeping Children Safe in Education (for reference)
- UN Convention on the Rights of the Child

5. Key Contacts

Role	Name	Contact
Club Welfare Officer (CWO)	Duncan Burl	01449 737090 / 07729 885008
Director	Paula Burl	07761 963172
England Golf Lead Safeguarding Officer	Contact via England Golf	01526 351824
NSPCC Helpline	Confidential advice line	0808 800 5000
Suffolk Children's Services	Referral and advice	0300 123 2044
Police (non-emergency)		101
Emergency services		999

6. Recognising Abuse

Types of Abuse

Somebody may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm.

Neglect

Where adults fail to meet a young person's basic physical and/or psychological needs — for example, failure to provide adequate food, shelter or clothing, or failure to protect from physical harm.

Physical Abuse

Where someone physically hurts or injures a young person by hitting, shaking, throwing, poisoning, burning, scalding, suffocating, drowning or otherwise causing physical harm.

Sexual Abuse

Where adults or other young people use children to meet their own sexual needs. This includes physical acts and non-contact abuse such as showing pornographic material.

Emotional Abuse

The persistent emotional ill-treatment of a young person causing severe and persistent adverse effects on their emotional development — including making them feel worthless, unloved, frightened, or in danger.

Bullying

Bullying can be psychological, verbal, or physical. It involves an imbalance of power and occurs over time. Examples include name-calling, deliberate humiliation, physical threats, and online harassment.

Signs to Look Out For

Signs of abuse often occur in clusters. Be alert to:

- Unexplained or suspicious injuries, particularly on parts of the body not normally prone to injury
- An injury for which the explanation seems inconsistent
- A young person describing what appears to be an abusive act involving them
- Unexplained changes in behaviour — becoming withdrawn, angry outbursts, tearfulness
- Inappropriate sexual awareness or behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty making friends or being prevented from socialising
- Changes in eating patterns or unexplained weight loss
- The young person becoming increasingly dirty or unkempt

7. Reporting Concerns and Allegations

Any member, parent, member of staff, or volunteer who has a concern about the welfare of a child, or the conduct of an adult, must report it to the Club Welfare Officer (Duncan Burl) immediately — even if the concern does not appear to require immediate action.

The person reporting is not required to decide whether abuse has occurred. Their duty is simply to pass information to the Club Welfare Officer.

If a Child Discloses Abuse — Do This:

1. Reassure the child that they have done the right thing by telling you
2. Listen carefully — do not ask leading questions or push for more detail
3. Do not promise to keep it secret — you have a duty to act
4. Record exactly what the child said as soon as possible, in their own words
5. Report immediately to the Club Welfare Officer (Duncan Burl)
6. Do not notify parents unless advised to do so by the CWO or England Golf Lead Officer

Referral Process — Concern About a Child

1. If a child requires urgent medical attention, call 999 and inform the hospital that you have a child protection concern
2. Report your concern to the Club Welfare Officer (Duncan Burl — 07729 885008)
3. The CWO will contact the England Golf Lead Safeguarding Officer and/or Suffolk Children's Services as appropriate
4. Record everything — what was said, what was observed, with dates and times
5. Complete a concern/allegation recording form and file it confidentially
6. If neither the CWO nor England Golf is available and a child is at immediate risk, contact Suffolk Children's Services or Police directly

Referral Process — Concern About an Adult's Behaviour

1. Report concerns to the Club Welfare Officer immediately
2. The CWO will complete an incident report and contact England Golf Lead Safeguarding Officer
3. If there is an immediate risk, contact Police (999) without delay
4. All records to be kept confidential — share only with those who need to know

All concerns will be treated in confidence. Details will only be shared with those who can help manage the concern.

8. Recruitment, Training and DBS Checks

Stowmarket Golf Centre will ensure that all staff and volunteers working with children are suitable to do so and have the information required to perform their role effectively.

DBS Checks

- All staff and volunteers who have regular contact with junior members or juniors attending coaching must hold a current enhanced DBS check
- DBS certificates must be presented to management and a copy retained on file before any lone contact with juniors is permitted
- Self-employed coaches (including Joe Cardy and Rob Pritchard) must provide evidence of a current DBS check before coaching juniors at Stowmarket Golf Centre
- DBS checks should be renewed every 3 years, or immediately if there is a change of role. Registration with the DBS Update Service is strongly recommended
- Duncan Burl holds a DBS check as Club Welfare Officer — this must be kept current

Training

- All staff and volunteers with significant contact with children are encouraged to complete the England Golf / UK Coaching 'Safeguarding & Protecting Children' workshop
- All staff must read and confirm understanding of this policy
- The Club Welfare Officer will ensure awareness training is updated regularly

9. Good Practice Guidelines

Behaviour of Adults

Adults at Stowmarket Golf Centre are in a position of trust in relation to children. All staff, volunteers, coaches, and members must:

- Always work in an open environment — avoid being alone with a child in a closed or private area
- Never engage in any form of inappropriate touching
- Never use language that is inappropriate, suggestive, or offensive
- Never make personal comments about a child's body
- Never arrange to meet a child outside of club activities without parental knowledge and consent
- Never give personal contact details (mobile, social media) to a child or young person
- Never send private messages to children via social media or messaging apps

Physical Contact

Physical contact with children by coaches or volunteers should always be intended to meet the needs of the child and the sport — to develop technique, protect from injury, or provide first aid. It should always take place in an open environment and never be gratuitous or unnecessary.

Photography and Video

- Permission must be sought from parents/carers before taking or using photographs or video of children
- The Photographic Consent Form must be completed for all junior members
- Personal details of children must not be used alongside images in any promotional material
- No photography is permitted in changing areas under any circumstances

Supervision

- Children under 12 must be supervised by a responsible adult at all times on site
- During coaching sessions, a minimum ratio of 1 adult to 10 children applies
- Parents are encouraged to attend all events where their children are present
- The club cannot accept supervisory responsibility for children left on site unsupervised outside of organised events

Late Collection

If a parent/carer is late collecting their child:

- Attempt to contact the parent/carer using the details on the Player Profile Form
- Attempt to contact emergency contacts on the Player Profile Form
- Wait with the young person — wherever possible with another staff member or parent present
- Do not take the child home or to another location
- Do not ask the child to wait alone or in a vehicle
- If no one can be reached, contact the Club Welfare Officer and then Police for advice

Transport

It is primarily the responsibility of parents/carers to transport their child to and from the club. Staff, coaches, and members should not transport children in personal vehicles without written parental consent and management approval. Any such arrangement is a purely personal one and not sanctioned by Stowmarket Golf Centre.

Changing Rooms

Parents should be aware that children may share changing facilities with adults. Where a parent does not consent, it is their responsibility to ensure their child does not use the facilities. No cameras or phones are permitted in changing areas under any circumstances.

Anti-Bullying

Stowmarket Golf Centre does not accept bullying of any description. Any incident of bullying — physical, verbal, or emotional — must be reported to the Club Welfare Officer immediately.

10. Confidentiality and Data Protection

- Player Profile and Medical Consent Forms will be obtained and retained for all junior members. These will be reviewed annually and treated in confidence
- Details of juniors will be kept securely by management and shared only with those who require the information to perform their role
- Child protection concerns and records will be kept strictly confidential — shared only with the CWO, England Golf Lead Officer, or statutory agencies as required
- All personal data relating to juniors will be processed in accordance with the UK GDPR and Stowmarket Golf Centre's Privacy Policy

11. Policy Sign Off

This policy is available to all members, parents, staff, volunteers, and participants. It will be reviewed every three years, or sooner if there is a change in legislation or a significant incident.

Signed: Duncan Burl, Director / Club Welfare Officer

Date: June 2026

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